



REPORT N° INF2019-023

Date	27/05/2019
Submitted by	Julian Lenhart
Subject	Consulting Services for 2019
File N°	

1) **NATURE/GOAL :**

To contract consultant services to advance both departmental and corporate key initiatives.

2) **DIRECTIVE/PREVIOUS POLICY :**

At the May 10, special Council meeting, Council approved \$100,000 for consulting services as identified in report FIN2019-014.

3) **DEPARTMENT'S RECOMMENDATION :**

WHEREAS Mr. Darch has been extensively involved in advancing key initiatives such as the Caron Pond project, the Development Charge Study and departmental policies;

WHEREAS Mr. Kehoe has been extensively involved in advancing key initiatives such as the CIH contract negotiations, purchase and sale of City properties and various Economic Development files;

WHEREAS Mr. Lalonde has over 30 years of experience in operations management and as the former director of the Public Works Department for the City of Gatineau and is uniquely positioned to review and optimise the Public Works structure and operational processes;

WHEREAS Council approved a \$100,000 consulting budget in report FIN2019-014;

WHEREAS the Department has a \$30,000 surplus in its salary budget due to vacancies;

BE IT RESOLVED THAT Committee of the Whole recommend that Council approve a \$130,000 consulting budget;

BE IT RESOLVED THAT Committee of the Whole recommend that Council approves that the Administration deviates from the current procurement policy to sole source the consulting services and that the Chief Administrative Officer be authorised to sign these contracts.

ATTENDU QUE M. Darch a largement participé à l'avancement d'initiatives clés telles que le projet Caron Pond, l'étude sur les redevances d'aménagement et les politiques départemental ;

ATTENDU QUE M. Kehoe a participé activement à l'avancement d'initiatives clés telles que les négociations contractuelles avec CIH, l'achat et la vente de propriétés de la Ville et divers dossiers de développement économique ;

ATTENDU QUE M. Lalonde a plus de 30 ans d'expérience en gestion des opérations et en temps d'ancien directeur du Service des travaux publics de la Ville de Gatineau, est particulièrement bien placé pour examiner et optimiser la structure et les processus opérationnels de Travaux publics ;

ATTENDU QUE le conseil a approuvé un budget pour des services de consultation de 100 000 \$ dans le rapport FIN2019-014;

ATTENDU QUE le budget salarial du département est en surplus de 30 000 \$ en raison de postes vacants ;

QU'IL SOIT RÉSOLU QUE le comité plénier recommande au Conseil d'approuver un budget pour services de consultation de 130 000 \$;

QU'IL SOIT RÉSOLU QUE le comité plénier recommande que le conseil autorise que l'Administration dévis de la politique d'approvisionnement en vigueur pour octroyer des contrats à source unique pour les services de consultant en sous-traitance et que la Directrice générale soit autorisée à signer ces contrats.

4) **BACKGROUND :**

The Department of Infrastructure and Planning as well as the Administration have key initiatives that have been approved by Council through the Corporate Strategic Plan, budget deliberations or through the Administration's corporate work plans. Below are some of the initiatives that have been approved;

- Development Charge Study
- Caron Pond
- Snow storage facilities
- Increase economic development
- Review departmental By-laws and policies
- Review and optimise the Public Works structure and operational processes

5) **DISCUSSION :**

The City requires these consulting services in order to advance these key initiatives. Some of the initiatives require expertise that the City does not currently have and others create capacity issues for the City. Below is a summary of the services to be provide by each Consultant and the contract upset limits for these services.

Services required by Mr. Darch

Mr. Darch will have a contract upset limit of \$50,000 this includes the following breakdown of costs per initiative/project.

- DC will require an estimated 168 hrs and budget of \$25,000 to complete
- Caron Pond will require an estimated 50 hrs and budget of \$7,300 to complete
- Departmental policies and By-law reviews will require an estimated 96 hrs and budget of \$17,700

Services required by Mr. Kehoe

Mr. Kehoe will have a contract upset limit of \$30,000 this includes the following breakdown of costs per initiative/project.

- Contract negotiation for CIH will require an estimated 25 hrs and budget of \$3,750 to complete
- Purchase property for the Snow dump will require an estimated 75 hrs and budget of \$11,250 to complete
- Economic Development Committee – Terms & references will require an estimated 25 hrs and budget of \$3,750 to complete
- Assist facilitate various economic development projects will require an estimated 75 hrs and budget of \$11,250 to complete

Services required by Mr. Lalonde

Mr. Lalonde will have a contract upset limit of \$50,000 this includes the following breakdown of costs per initiative/project.

- Review current organizational structure Provide coaching to the new Public Works Manager will require an estimated 25 hrs and a budget of \$3,125 to complete
- Assist in the selection of the new Public Works Manager and provide coaching to manager will require an estimated 100 hrs and a budget of \$12,500 to complete

- Review current training program will require an estimated 25 hrs budget of \$3,125 to complete
- Review current health and safety procedures and practices will require an estimated 25 hrs and a budget of \$3,125 to complete
- Meet with key staff and visit work sites and facilities to get a clear understanding the current operations, its challenges and opportunities will require an estimated 25 hrs and a budget of \$3,125 to complete
- Review current work planning, scheduling and work tracking practices, work procedures and processes and compare to best practices in the industry will require an estimated 200 hrs and a budget of \$25,000 to complete

6) **CONSULTATION:**

N/A

7) **RECOMMENDATIONS OR COMMENTS FROM COMMITTEE/ OTHER DEPARTMENTS :**

N/A

8) **FINANCIAL IMPACT (expenses/material/etc.):**

Consulting services will be funded from the \$100,000 consulting budget approved in report FIN2019-014 and \$30,000 from the Departments salary vacancies 2019 budget surplus.

9) **LEGAL IMPLICATIONS :**

N/A

10) **RISK MANAGEMENT :**

N/A

11) **STRATEGIC IMPLICATIONS :**

N/A

12) **SUPPORTING DOCUMENTS:**

N/A