



Council Briefing Note

Date: April 25, 2012 **From:** Mike Lai, Johnson Street Bridge Special Project Director
Subject: Johnson Street Bridge Project Advisor

This Briefing Note provides some additional background regarding the Single Source Report for consulting services provided by Mr. Bill Larkin as an advisor for the Johnson Street Bridge Project.

Single source contracts are only done in exceptional circumstances, and was applied in this case as there was an immediate need for project management assistance and additional capacity to assist the project team in preparing the requests for qualifications and tender documents for the pre-construction [Marine Early Works] tenders. It was identified that further expertise was needed in the area of project management and construction management so as not to jeopardize the timelines associated with the project schedule.

The City had previously consulted with Dr. Francis Hartman, an expert in project management processes. Dr. Hartman has provided additional support in the area of risk management but was not available within the time frame needed to support the pre-construction phase of work. Mr. Larkin was able to offer immediate project management and construction management support and could start immediately. He is civil engineer*[\(see note below\)](#) with extensive experience as a project manager on large capital transportation projects, including bridges. Over the years, Mr. Larkin has worked for several municipalities and he continues to work as a consultant on other civic projects in Western Canada. Mr. Larkin has been providing services since April 2011 as a project advisor for the Johnson Street Bridge Project.

Bill Larkin was previously appointed to the Citizens Advisory Panel in January 2011. Upon appointment Mr. Larkin was appointed as a consulting project advisor and withdrew from his position as a panel member. This was not clearly reflected in the minutes, but should have been. He continues to attend Citizen Advisory Panel meetings as needed in the role of an advisor to the Project Director. It is important to note that the Citizen Advisory Panel provides feedback to staff from a number of perspectives but does not does not provide advice nor direction on consultant needs or selection to staff.

The estimated cost of this work was \$56,000, plus disbursements. Mr. Larkin's advice and expertise is required until October 2012. At the conclusion of the procurement process, the project needs will be reviewed and should additional contract support be required, the City will scope needs and issue a Request for Proposals.

Mr. Larkin is an integral member of the Evaluation Team for the project procurement process and in particular for the Request for Qualifications evaluation currently underway to shortlist proponent teams. It would not be in the City's best interests to disengage Mr. Larkin during the process. It would take time to retain another consultant and ensure they are sufficiently knowledgeable with all of the relevant project information and the procurement process, which would result in delays. The team is working hard to ensure that the entire procurement process is completed to award a contract by October to facilitate required work in the harbour prior to the close of the fisheries window in February 2013.

In response to comments about Mr. Larkin's employment at the time that Ms. Stephens was the CAO of the City of Winnipeg, it is understood that Mr. Larkin was employed as the Manager of Bridges reporting to the Director of Public Works for the City of Winnipeg.** (see note below)

Respectfully submitted

Mike Lai, P. Eng.
Johnson Street Bridge Special Project Director

*UPDATE May 10, 2012 – Mr. Larkin is a civil engineer, not a bridge engineer as previously noted

**The following provides additional information for clarity:

The single source contract was approved by the City Manager in accordance with the City's Expenditure Bylaw.

Mr. Larkin retired from the City of Winnipeg in 2009 and has resided in the City of Victoria since that time.

The procurement for Mr. Larkin's services was conducted in accordance with the New West Partnership Trade Agreement [NWPTA], which superseded TILMA [Trade, Investment and Labour Mobility Agreement] since 2010.