



**BID COMMITTEE
DECISION REPORT**

Meeting Date: September 9, 2016
Contact: Nick Kassam
Contact No.: 604 829 2097

TO: Bid Committee
FROM: Chief Purchasing Official

Entry into a contract in relation to Request for Proposal and PS No20160851 - Parks and Recreation Master Plan Development with Design Workshop Inc.

This item was considered by Bid Committee on September 9, 2016 and was approved without amendment.

COMMITTEE DECISION

The Bid Committee approved the entry into the following contract, under the authority of the City's Procurement Policy AF-015-01.

Solicitation Number:	PS No. 20160851 and Request for Proposal
Description of the Goods or Service:	Parks and Recreation Master Plan Development
Recommended Vendor:	Design Workshop Inc.
Contract Term and Estimated Contract Value:	The recommended term of the contract is two (2) years The estimated contract price is \$735,000.00 plus applicable taxes, over the initial 2-year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	June 3, 2016	
Notices Sent:	Supply Chain Management sent notices to three (3) pre-qualified consulting firms following the issuance of a previous Request for Expression of Interest (RFEOI – PS20151471).	
Closing Date:	July 6, 2016	
Responses Received:	Design Workshop Inc	\$735,000.00
	AECOM	
	MIG	
Department:	Supply Chain Management; and Board of Parks and Recreation with the assistance of Planning and Development Services and Real Estate and Facilities Management Departments	

Evaluation Criteria	Evaluation Weighting
Technical	65%
Financial	30%
Sustainability	5%
Total	100%

COMMENTS

For the recommended contract, the following requirements have been met:

- a) The solicitation documents were publicly advertised in accordance with the City's Procurement Policy AF-015-01;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also determined in accordance with the criteria, factors or methods previously disclosed in the public solicitation documents;
- c) Financial Planning & Analysis and the applicable business unit have reviewed and concur on the budget and recommendation;
- d) Bid Committee approval authority exists, as outlined in the City's Procurement Policy AF-015-01 due to the value being in excess of \$500 thousand or \$2 million; and
- e) The Director of Legal Services, Chief Purchasing Official and Board of Parks and Recreation General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City.
- f) The Bid Committee approval is pre contract award, the final contract information may vary subject to final negotiations and award.

DECISION

The Bid Committee approved the entry into a contract in relation to PS20160851 - Parks and Recreation Master Plan Development with Design Workshop Inc. under the authority of the City's Procurement Policy AF-015-0.