

Meeting Date: April 11, 2019  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2092

TO: Bid Committee  
 FROM: Acting Director, Supply Chain Management

**RECOMMENDATION**

Recommendation to enter into a contract with PWL Partnership Landscape Architects Inc. of 5<sup>th</sup> Floor East Asiatic House, 1201 West Pender Street, B.C, in relation to Request for Proposal No. PS20181413 – Consultant Services for Detailed Design of Arbutus Greenway Character Zones Three and Eight.

The Chief Procurement Officer recommends that the Bid Committee approve the entry into the following contract, under the authority of the City’s Procurement Policy ADMIN-008subject to final negotiations.

Solicitation Number:	Request for Proposal No. PS20181413 – Consultant Services for Detailed Design of Arbutus Greenway Character Zones Three and Eight
Description of the Goods or Service:	Detailed Design at two locations in the Arbutus Greenway: Zone 3 (West 16 <sup>th</sup> Ave to King Edward) Zone 8 (SW Marine Drive to Milton St)
Recommended Vendor:	PWL Partnership Landscape Architects Inc.
Contract Term and Contract Value:	The recommended term of the contract is for three years, with the option to extend at the discretion of the City.  The contract price is \$2,566,091.40, plus applicable taxes, over the initial three-year term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	January 9, 2019
Notices Sent:	Supply Chain Management sent notices to three proponents that were prequalified under Request for Expressions of Interest No. PS20181412.
Closing Date:	February 15, 2019
Responses Received:	PFS Studio PWL Partnership Landscape Architects Inc. Space2Place

Evaluation Criteria	Evaluation Weighting
Technical	65
Financial	35
Interviews (added after shortlisting)	15
Total	115

## 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 ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring vendor and the lowest-priced compliant vendor 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 ADMIN-008 due to the value being in excess of \$750,000; and
- e) The Director of Legal Services, Chief Procurement Officer and General Manager, Engineering Services 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 Request for Proposal No. PS20181413 – Consultant Services for Detailed Design of Arbutus Greenway Character Zones Three and Eight with PWL Partnership Landscape Architects Inc. under the authority of the City's Procurement Policy ADMIN-008.

PS 20181413 - Consultant Services for Detailed Design of Arbutus Greenway Character Zones Three and Eight