



**BID COMMITTEE REPORT**

Meeting Date: May 29, 2019  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2092

TO: Bid Committee  
 FROM: Chief Procurement Officer

**RECOMMENDATION**

Recommendation to enter into a contract with **Diamond Schmitt Architects Incorporated** with address at **1050 West Pender Street, Suite 2010, Vancouver, British Columbia V6E 3S7**, in relation to Request for Proposal PS20190361 – Consulting Services for City of Vancouver Archives.

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-008 (subject to final negotiations).

Solicitation Number:	PS20190361 Request for Proposal for Consulting Services for City of Vancouver Archives
Description of the Goods or Service:	To design a new LEED Gold (for Commercial Interiors) certified facility within the shell space of the 7 <sup>th</sup> floor, and part of the 1 <sup>st</sup> floor of the VPL Central Library to house a relocated and expanded City of Vancouver Archives.
Recommended Vendor:	<b>Diamond Schmitt Architects Incorporated</b>
Contract Term and Contract Value:	The target term of the contract is until services are complete (in approximately 4 years). The contract price is <b>\$1,532,488.00</b> plus GST over the term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	March 25, 2019
Notices Sent:	Supply Chain Management sent notices to 13 proponents
Closing Date:	April 30, 2019
Responses Received:	DA Architects
	Diamond Schmitt Architects
	Iredale Architecture
	S2 Architecture
	ZAS Architecture
	Zeidler Architects with partner Smith + Andersen

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 ADMIN-008;
- b) The contract is proposed to be entered into with the vendor offering the best value, which is also the highest-scoring 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;
- e) The Chief Procurement Officer and General Manager, Real Estate and Facilities Management 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 PS20190361 – Consulting Services for the City of Vancouver Archives with **Diamond Schmitt Architects Incorporated**, under the authority of the City's Procurement Policy ADMIN-008.