



**BID COMMITTEE REPORT**

Meeting Date: August 15, 2019  
 Contact: Alexander Ralph  
 Contact No.: 604 829 2092

TO: Bid Committee  
 FROM: Chief Procurement Officer

**RECOMMENDATION**

Recommendation to enter into a contract with COWI North America Ltd. of 138 13<sup>th</sup> Street East, Suite 400, North Vancouver, BC, V7L 0E5, in relation to Request for Proposal (“RFP”) No. PS20181593 Consulting Services for the Dunsmuir Connection Conceptual Design.

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:	RFP No. PS20181593
Description of the Goods or Service:	Consulting Services for the Dunsmuir Connection Conceptual Design
Recommended Vendor:	COWI North America Ltd.
Contract Term and Estimated Contract Value:	The recommended term of the contract is for six months or until the services are completed, with the option to extend at the discretion of the City. The estimated contract price is \$1,137,162, plus applicable taxes, over the initial term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	February 15, 2019
Notices Sent:	Supply Chain Management sent notices to 23 potential proponents.
Closing Date:	June 18, 2019
Responses Received:	COWI North America Ltd.
	Parsons Inc.
	Stantec Consulting Ltd.
	VIA Architecture Incorporated
	WSP Canada Group Limited

Evaluation Criteria	Evaluation Weighting
Technical	70%
Financial	30%
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 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 RFP No. PS20181593 Consulting Services for the Dunsmuir Connection Conceptual Design with COWI North America Ltd., under the authority of the City's Procurement Policy ADMIN-008.