



## BID COMMITTEE REPORT

Meeting Date: February 20, 2020  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with:

Sperling Hansen Associates Inc.  
8-1225 East Keith Road  
North Vancouver, BC V7J 1J3

in relation to Request for Proposal No. PS20190020 – Consultant Services for Landfill Design and Contract Administration.

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, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy, subject to final negotiations.

Solicitation Number:	Request for Proposal No. PS20190020 Consultant Services for Landfill Design and Contract Administration
Description of the Goods or Service:	Consulting design and construction supervision services.
Recommended Vendor:	Sperling Hansen Associates Inc.
Contract Term and Estimated Total Contract Price:	The recommended term of the contract is approximately five (5) years, or until project completion.  The estimated contract price is *\$2,181,284.30, plus applicable taxes, over the term of the contract.

\*The estimated contract price includes optional items not contained in the base bid amount.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	December 2, 2019
Notices Sent:	Supply Chain Management sent notices to six (6) potential proponents.
Closing Date:	January 21, 2020
Responses Received:	<u>Vendor Name:</u>
	Sperling Hansen Associates Inc.
	Golder Associates Ltd.
	GHD
AECOM	
Departments:	Supply Chain Management; and the Engineering Services Department, with the assistance of Legal Services.

Evaluation Criteria	Evaluation Weighting
Technical	60%
Financial	35%
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 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 and Council approval is required under the City's Procurement Policy ADMIN-008, due to the value being in excess of \$2 million;
- e) The Director of Legal Services, Chief Procurement Officer and the Engineering Services Department General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City; and
- f) The Bid Committee's approval is pre-contract execution, the final contract terms may vary subject to final negotiations and contract execution.

## DECISION

The Bid Committee approved the entry into a contract in relation to Request for Proposal No. PS20190020 Consultant Services for Landfill Design and Contract Administration with Sperling Hansen Associates Inc., under the authority of the City's Procurement Policy ADMIN-008, provided that such contract shall not be entered into until it is also approved by Council, as required by such policy.