



## BID COMMITTEE REPORT

Meeting Date: July 16, 2020  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with HCMA Architecture + Design, in relation to Request for Proposals PS20191141 - West End Community Centre & King George Secondary School Master Plan.

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:	PS20191141 - Request for Proposals.
Description of the Goods or Service:	West End Community Centre & King George Secondary School Master Plan
Recommended Vendor:	HCMA Architecture + Design
Contract Term and Contract Value:	The recommended term of the contract is two years, with the option to extend for 1 additional one-year term. The contract price is \$ 1,497,939 plus applicable taxes, over the initial two year term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP	November 15, 2019
Notices Sent:	Supply Chain Management sent notices to 11 proponents.
Closing Date:	December 17, 2019
Responses Received:	HCMA Architecture + Design
	Faulkner Browns Architecture Inc.
	Architecture49 Inc.

Evaluation Criteria	Evaluation Weighting
Technical	75
Financial	25
Stage 1 Sub-Total	100
Stage 2 Interviews	25
Grand Total	125

## 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;
- e) The Director of Legal Services, Chief Procurement Officer and General Manager, Real Estate & Facilities Management to be authorized to execute and deliver all legal documents on behalf of the City; and
- 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 West End Community Centre & King George Secondary School Master Plan with HCMA Architecture + Design, under the authority of the City's Procurement Policy ADMIN-008.