



BID COMMITTEE REPORT

Meeting Date: July 23, 2020
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Perkins & Will Architects Canada Company, 1220 Homer Street, Vancouver, BC, in relation to Request for Proposals and PS20200012 – City Hall Master Planning.

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:	PS20200012. Request for Proposal
Description of the Goods or Service:	City Hall Master Planning for Real Estate and Facilities Management
Recommended Vendor:	Perkins & Will Architects Canada
Contract Term and Contract Value:	The recommended term of the contract is 2 years, with the option to extend for 1 additional one-year term. The contract price is \$1,211,625 plus applicable taxes, over the initial 2 year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	January 16, 2020
Notices Sent:	Supply Chain Management sent notices to four proponents pre-qualified previously under RFA PS20191457
Closing Date:	February 13, 2020
Responses Received:	Perkins & Will Architects Canada
	Francl Architecture Inc.
	IBI Group Professional Services (Canada) Inc.
	Dialog BC Architecture Engineering Interior Design Planning Inc. (DIALOG)

Evaluation Criteria	Evaluation Weighting
Technical	70%
Financial	25%
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 due to the value being in excess of \$750,000 ; and
- e) The Director of Legal Services, 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 RFP PS20200012 – City Hall Master Planning with Perkins + Will Architects under the authority of the City's Procurement Policy ADMIN-008.