



BID COMMITTEE REPORT

Meeting Date: August 13, 2020
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with PFS Studio, 1777 West 3rd Avenue, Vancouver, BC, in relation to Request for Proposals – RFP Consulting Services for West End Waterfront Parks and Beach Avenue 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 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:	PS20200058 – RFP Consulting Services for West End Waterfront Parks and Beach Avenue Master Plan
Description of the Goods or Service:	Consulting Services for West End Waterfront Parks and Beach Avenue Master Plan, to develop a master plan to identify key improvements for four existing parks, seawall, and adjacent street networks along the waterfront in the West End Neighbourhood.
Recommended Vendor:	Christopher Phillips Inc., Greg Smallenberg Ltd., Jeffrey Staates Ltd. (dba PFS Studio)
Contract Term and Contract Value:	The estimated term of the contract is 3 years, with extension option until services are completed. The contract price is \$2,624,128, plus applicable taxes (price includes the addition of one optional item).

PROCUREMENT SUMMARY

Date of Issuance of RFP:	February 13, 2020						
Notices Sent:	Supply Chain Management advertised a Request for Expressions of Interest on May 2, 2019, on the City of Vancouver and BC Bid websites and email notices were sent local and international Associations of Landscape Architects and Engineers. Fourteen applicants responded, and 6 were shortlisted to the RFP stage. The RFP was issued February 13, 2020 by email directly to six Proponents shortlisted resulting from the RFEOI.						
Closing Date:	March 18, 2020						
Responses Received:	<table border="1"> <tr> <td>Conger Moss Guillard Inc. (CMG)</td> </tr> <tr> <td>James Corner Field Operations (JCFO)</td> </tr> <tr> <td>PFS Studio</td> </tr> <tr> <td>Sasaki Associates Inc.</td> </tr> <tr> <td>SCAPE Landscape Architecture D.P.C.</td> </tr> <tr> <td>Taylor Cullity Lethlean (TCL)</td> </tr> </table>	Conger Moss Guillard Inc. (CMG)	James Corner Field Operations (JCFO)	PFS Studio	Sasaki Associates Inc.	SCAPE Landscape Architecture D.P.C.	Taylor Cullity Lethlean (TCL)
Conger Moss Guillard Inc. (CMG)							
James Corner Field Operations (JCFO)							
PFS Studio							
Sasaki Associates Inc.							
SCAPE Landscape Architecture D.P.C.							
Taylor Cullity Lethlean (TCL)							

Evaluation Criteria	Evaluation Weighting
Technical	75%
Financial	25%
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 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; and
- e) The Director of Legal Services, Chief Procurement Officer and Acting General Manager, Vancouver Park Board 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 Consulting Services for West End Waterfront Parks and Beach Avenue Master Plan with PFS Studio, 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.