



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 Perkins +Will Canada Architects Co., in relation to Request for Proposals PS20200205 – Britannia Community Centre Re-Zoning.

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:	PS20200205 – Request for Proposals
Description of the Goods or Service:	Britannia Community Centre Rezoning
Recommended Vendor:	Perkins+Will Canada Architects Co.
Contract Term and Estimated Contract Value:	The recommended term of the contract is 2 years, with the option to extend for 1 additional one-year term. The estimated contract price is \$ 1,995,742 plus applicable taxes, over the initial two year term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	February 11, 2020
Notices Sent:	Supply Chain Management sent notices to 12 proponents.
Closing Date:	March 17, 2020
Responses Received:	Perkins+Will Canada Architects Co.
	Urban Arts Architecture
	Diamond Schmitt Architects
	DGBK Architects

Evaluation Criteria	Evaluation Weighting
Technical	75
Financial	25
Stage 1 - Subtotal	100
Stage 2 - Interviews	25
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 Britannia Community Centre Rezoning with Perkins+Will Canada Architects Co. under the authority of the City's Procurement Policy ADMIN-008.