



BID COMMITTEE REPORT

Meeting Date: September 17, 2020
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Kasian Architecture Interior Design and Planning Ltd., in relation to Request for Proposals PS20200308 - Manitoba Works Yard 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:	PS20200308 - Request for Proposals.
Description of the Goods or Service:	Manitoba Works Yard Master Planning
Recommended Vendor:	Kasian Architecture Interior Design and Planning Ltd.
Contract Term and Contract Value:	<p>The recommended term of the contract is two years, with the option to extend for 1 additional one-year term.</p> <p>The contract price is \$ 1,099,096 plus applicable taxes, over the initial two year term of the contract.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP	February 26, 2020
Notices Sent:	Supply Chain Management sent notices to 10 proponents.
Closing Date:	April 23, 2020
Responses Received:	Kasian Architecture Interior Design and Planning Ltd
	Stantec Consulting Ltd.
	Carscadden Stokes McDonald Architects Inc
	Cornerstone Planning Group
	Perkins + Will Canada Architects Co.
	Thinkspace Architecture Planning Interior Design
	TKA+D Architecture & Design Inc.
Vivid Green Architecture 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 and
- e) The Chief Procurement Officer and General Manager, Real Estate & Facilities 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 Manitoba Works Yard Master Planning with Kasian Architecture Interior Design and Planning Ltd., under the authority of the City's Procurement Policy ADMIN-008.