



BID COMMITTEE REPORT

Meeting Date: December 3, 2020
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with Brown and Caldwell Consultants Canada Ltd, in relation to Request for Proposal – PS20200434 – Provision of a Sewage and Rainwater Management Plan for Vancouver.

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:	PS20200434 – Request for Proposal for Provision of a Sewage and Rainwater Management Plan for Vancouver
Description of the Goods or Service:	The City is seeking to retain a professional consultant to develop a City-wide action and strategic investment plan to guide policy, regulation, advocacy and long range investments in sewer and stormwater management for the City.
Recommended Vendor:	Brown and Caldwell Consultants Canada Ltd.
Contract Term and Contract Value:	The recommended term of the contract is for three and a half years (3.5) years with an option to extend the contract for an additional two (2) year period, for a total term of five and a half years (5.5) years. The contract price is \$2,757,849, plus applicable taxes, over the initial three and a half years of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	June 23, 2020
Notices Sent:	Supply Chain Management sent notices to 26 proponents
Closing Date:	September 8, 2020
Responses Received:	GHD Limited
	Brown and Caldwell Consultants Canada Ltd.
	Associated Engineering (B.C) Ltd.
	Black & Veatch Canada Company

Evaluation Criteria	Evaluation Weighting
Technical	65%
Financial	30%
Sustainability	5%
Stage 2 Interviews & Clarification	40%
Total	140%

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 compliant 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 and Council approval is required under the City's Procurement Policy ADMIN-008 due to the value being in excess of \$2 million;
- e) The Director of Legal Services, Chief Procurement Officer and General Manager, Engineering Services 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 PS20200434 – Provision of a Sewage and Rainwater Management Plan for Vancouver with Brown and Caldwell Consultants Canada Ltd., 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.