



## BID COMMITTEE REPORT

Meeting Date: November 3, 2022  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with HCMA Architecture + Design, in relation to Request for Proposal PS20220019 – Fire Hall No. 9 Consulting Services.

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:                 | PS20220019 Request for Proposal (RFP) – Fire Hall No. 9 Consulting Services   |
| Description of the Goods or Service: | To engage an architect-led professional consulting team for the redevelopment of the existing Vancouver Fire Hall No. 9 located at 1805 Victoria Drive in Vancouver in the Grandview Woodlands neighborhood |

|                                   |  |
|-----------------------------------|--|
| Recommended Vendor:               | HCMA Architecture + Design   |
| Contract Term and Contract Value: | <p>The recommended term of the contract is 5 years or until services are complete.</p> <p>The contract price is \$3,588,700.00 plus applicable taxes, over the term of the contract.</p> |

**PROCUREMENT SUMMARY**

|                          |  |
|--------------------------|--|
| Date of Issuance of RFP: | July 7, 2022   |
| Notices Sent:            | Supply Chain Management sent notices to 3 proponents   |
| Closing Date:            | August 16, 2022  |
| Responses Received:      | Carscadden Stokes McDonald Architects<br>Francl Architecture<br>HCMA Architecture<br>Iredale Architecture<br>S2 Architecture |

| Evaluation Criteria            | Evaluation Weighting |
|--------------------------------|----------------------|
| Technical                      | 65%                  |
| Financial                      | 30%                  |
| Social and Ethical Procurement | 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 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 Category Manager, 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; 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 Fire Hall No. 9 Consulting Services with HCMA Architecture + Design, 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.