



BID COMMITTEE REPORT

Meeting Date: April 20, 2023
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer and Director, Supply Chain Management

RECOMMENDATION

Recommendation to negotiate and execute an Architect Agreement with Carscadden Stokes McDonald Architects Inc. (“Carscadden”) in relation to Request for Services No. PS20230323-ACCS-RFS - Architect Services for 41 West Pender Street.

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:	Request for Services No. PS20230323-ACCS-RFS - Architect Services for 41 West Pender Street
Description of the Goods or Service:	Architectural services to convert the building to affordable housing, under CMHC’s Rapid Housing Initiative.
Recommended Vendor:	Carscadden Stokes McDonald Architects Inc.
Contract Term and Contract Value:	The recommended term of the contract is to November 2024 or until the services are completed. The contract price is \$1,333,936.00, plus applicable taxes, over the approximate 19 month term of the contract.

Date of Issuance of RFS:	March 24, 2023
Notices Sent:	The RFS was sent to three firms qualified under Request for Application (RFA) No. PS20181461 – “Pre-Qualification of Professional Engineering Services Consultants” – subset “Landscaping and Architectural” and one firm responded.
Closing Date:	April 11, 2023
Responses Received:	Carscadden Stokes McDonald Architects Inc. (“Carscadden”)

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 Category Manager, Chief Procurement Officer, Chief Executive Officer, Non-Market Housing Development and Operations and General Manager, Arts Culture and Community 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 Request for Services No. PS20230323-ACCS-RFS - Architect Services for 41 West Pender Street with Carscadden Stokes McDonald Architects Inc., under the authority of the City’s Procurement Policy ADMIN-008.