



BID COMMITTEE REPORT

Meeting Date: October 19, 2023.
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to negotiate and execute an Architect Agreement with Diamond and Schmitt Architectures Inc. (“Diamond and Schmitt”) in relation to Request for Proposal No. PS20230487 Architectural Consultant at 625-777 Pacific Street (Granville Loops), legally described as the following:

- PID 009-529-888 Lot C Block 113 District Lot 541 Plan 10040;
- PID 030-524-989 Lot 2 Block 113 District Lot 541 Group 1 New Westminster District Plan EPP 76945; and
- PID 030-520-593 Lot 1 Block 112 District Lot 541 Group 1 New Westminster District Plan EPP 76941.

(the “Property”)

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 Proposal No. PS20230487-ACCS-RFP - Architectural Consultant at 625-777 Pacific Street (Granville Loops)
Description of the Goods or Service:	Architectural services including Pre-Design, Schematic Design and Design Development stages
Recommended Vendor:	Diamond and Schmitt Architectures Inc.
Contract Term and Contract Value:	The recommended term of the contract is 13 months, to December 2024. The contract price is \$1,037,755.00, plus applicable taxes, over the initial 13 month term of the contract.

Date of Issuance of RFP:	August 3, 2023
Notices Sent:	Supply Chain Management sent notices through the e-Sourcing system to twenty-one (21) vendors and eight (8) compliant proposals were received.
Closing Date:	September 14, 2023
Responses Received:	Diamond and Schmitt Architects Inc. (“Diamond and Schmitt”)
	Francl Architecture Inc. (“Francl Architecture”)
	JIM Architecture
	Merrick Architecture – Borowski Sakumoto McIntyre Webb Ltd. (“Merrick”)
	NSDA Architects (“NSDA”)
	Ryder Architecture (Canada) Inc. (“Ryder”)
	Stantec Architecture Ltd. (“Stantec”)
WMV Public: Architecture + Communication Inc. (“Public”)	

Evaluation Criteria	Evaluation Weighting
Technical	65%
Financial	30%
Sustainability	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 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, and Department Head of Non-market Housing Development and Operations 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 Proposal No. PS20230487 Architectural Consultant for 625-777 Pacific Street (Granville Loops) with Diamond and Schmitt Architectures Inc., under the authority of the City’s Procurement Policy ADMIN-008.