



BID COMMITTEE REPORT

Meeting Date: April 4, 2024.
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with **Hapa Landscape Architecture Collaborative Inc. at 403-375 West 5th Avenue, Vancouver, BC.** for Request for Proposal PS20230561-ENG-RFP – Consulting Services for Gastown Public Space Plan.

Solicitation Number:	PS20230561-ENG-RFP – Request for Proposal – Consulting Services for Gastown Public Space Plan.
Description of the Goods or Services:	Development of the City is delivering a district wide public spaces plan with a focus on enhancing connectivity and public life in Gastown – including street uses, programming and public realm experience.
Recommended Vendor:	Hapa Landscape Architecture Collaborative Inc.
Contract Term and Estimated Contract Value:	The recommended term of the contract is two (2) years, with the City’s option to extend for one (1) additional one (1)-year term, maximum up to three (3) years. The estimated contract value is \$1,810,539 including optional services, plus applicable taxes, over the entire term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	November 17, 2023
Notices Sent:	Supply Chain Management sent notices to nine (9) proponents
Closing Date:	December 18, 2024
Responses Received:	Hapa Landscape Architecture Collaborative Inc.
	Space2Place Design Inc.
	Dialog BC Architecture Engineering
	PFS Studio
	PWL Partnership Landscape Architects Inc.

Evaluation Criteria	Evaluation Weighting
Technical	70%
Financial	25%
Sustainability	5%
Interview	30%
Total	130%

COMMENTS

The recommended contract meets the following requirements:

- a) The City advertised the procurement in accordance with the City's Procurement Policy (ADMIN-008);
- b) The proposed vendor offers the best value and scored the highest, which City staff calculated in accordance with the criteria, factors, and methods stated in the City's solicitation documents;
- c) The City's Financial Planning & Analysis department and the client business unit reviewed and concurred on the procurement budget and the selection of the proposed vendor;
- d) Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee has authority to approve the contract because the total price is greater than \$1,000,000.
- e) If Bid Committee approves this report, the City's Category Manager, Chief Procurement Officer, and General Manager of Engineering will have the authority to negotiate, execute, and deliver all legal documents for this procurement on behalf of the City; and
- f) As the Bid Committee approval is a pre-contractual award, the terms and conditions of the final agreement may vary as a result of the negotiation with the proposed vendor.

DECISION

Pursuant to the City's Procurement Policy (ADMIN-008), the Bid Committee approved the contract with Hapa Landscape Architecture Collaborative Inc. for supporting the City in delivering a district wide public spaces plan with a focus on enhancing connectivity and public life in Gastown – including street uses, programming and public realm experience under Request for Proposal PS20230561-ENG-RFP – Consulting Services for Gastown Public Space Plan.