



BID COMMITTEE REPORT

Meeting Date: January 11, 2024
 Contact: Alexander Ralph
 Contact No.: 604 829 2092

TO: Bid Committee
 FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with **VDZ+A Consulting Inc.**, in relation to Request for Proposal **PS20230604-VBPR-RFP – Design Consulting Services for Field Sport Facilities**.

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 PS20230604-VBPR-RFP – Design Consulting Services for Field Sport Facilities .
Description of the Goods or Service:	Retain a professional consulting team to provide design consulting services for Field Sport Facilities.
Recommended Vendor:	VDZ+A Consulting Inc.
Contract Term and Contract Value:	The recommended term of the contract is 3.5 years or until services are complete. The contract price is \$2,388,598.45 plus applicable taxes, over the term of the contract.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	Nov 6, 2023
Notices Sent:	Supply Chain Management sent notices to 3 shortlisted Proponents determined through the RFEI process
Closing Date:	Dec 4, 2023
	HCMA Architecture + Design
	STANTEC ARCHITECTURE LTD.
	VDZ + A Consulting Inc.

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 due to the value being in excess of \$1,000,000;
- e) The Category Manager, 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 PS20230604-VBPR-RFP with VDZ + A Consulting Inc., under the authority of the City’s Procurement Policy ADMIN-008.