



## BID COMMITTEE REPORT

Meeting Date: October 31, 2024.  
Contact: Alexander Ralph  
Contact No.: 604 829 2092

TO: Bid Committee  
FROM: Chief Procurement Officer

### RECOMMENDATION

Recommendation to enter into a contract with Diamond Schmitt Architects Incorporated ("Diamond Schmitt"), as per the Proposal in relation to Request for Proposal No. PS20240938-REFM-RFP – Architectural Services at 625 and 777 Pacific Street Sites A, B and D.

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:	Request for Proposal No. PS20240938-REFM-RFP – Architectural Services at 625 and 777 Pacific Street Sites A, B and D.
Description of the Services:	Pre-Design and Schematic Design Work at 625 and 777 Pacific Street Sites A, B and D.
Recommended Vendor:	Diamond Schmitt Architects Incorporated ("Diamond Schmitt")
Contract Term:	Term is until the preparation of full DP application drawings, anticipated to be in Spring 2025. This term may be extended.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	August 29, 2024	
Notices Sent:	The RFP was sent out directly to the firms that were pre-qualified under PS20240700-OCM-RFA – Pre-Qualification – Architect. Four firms submitted proposals and were compliant.	
Closing Date:	October 2, 2024	
Responses Received:	<u>Vendor Name:</u>	<u>Price:</u>
	Bingham Hill Architects (“Bingham Hill”)	
	Diamond Schmitt Architects Incorporated (“Diamond Schmitt”)	\$1,634,995.00
	HCMA Architecture + Design (“HCMA”)	
	Merrick Architecture Borowski Sakumoto McIntyre Webb Ltd. (“Merrick”)	

The evaluation weighting was set as below for the RFP:

Evaluation Criteria	Evaluation Weighting
Technical	70%
Financial	30%
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) 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) The Supply Chain Manager, Chief Procurement Officer, and General Manager Real Estate, Environment and Facilities Management are 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**

That Bid Committee approved the entry into a contract in relation to Request for Proposal No. PS20240938-REFM-RFP – Architectural Services at 625 and 777 Pacific Street with Diamond Schmitt Architects Incorporated (“Diamond Schmitt”) under the authority of the City’s Procurement Policy ADMIN-008.

