



**BID COMMITTEE  
DECISION REPORT**

Meeting Date: September 14, 2016  
 Contact: Nick Kassam  
 Contact No.: 604 829 2097

TO: Bid Committee

FROM: Chief Purchasing Official

Recommendation to enter into a contract in relation to Request for Proposal  
 PS20160046 - Consulting Services for Sewer Separation Design with:

McElhanney Consulting Services Ltd.  
 Suite 300, Central City Tower  
 13450 102nd Avenue, Surrey, British Columbia, V3T 5X3

This item was considered by Bid Committee on September 14, 2016 and was approved without amendment.

**COMMITTEE DECISION**

The Bid Committee approved the entry into the following contract, under the authority of the City's Procurement Policy AF-015-01.

Solicitation Number:	Request for Proposal PS20160046 - Consulting Services for Sewer Separation Design
Description of the Goods or Service:	Professional design services for the design of sewer separation.
Recommended Vendor:	McElhanney Consulting Services Ltd.
Contract Term and Estimated Contract Value:	The recommended term of the contract is two (2) years, with the option to extend for one (1) additional one-year term.  The estimated contract price is \$580,054, plus applicable taxes, over the initial two (2) year term of the contract.

## PROCUREMENT SUMMARY

Date of Issuance of RFP:	June 6, 2016	
Notices Sent:	Supply Chain Management sent notices to eight (8) potential proponents.	
Closing Date:	June 30, 2016	
Responses Received:	<u>Vendor Name:</u>	<u>Price:</u>
	Aplin Martin Consultants Ltd.	
	Opus DaytonKnight Consultants Ltd.	
	ISL Engineering and Land Services	
	<b>McElhanney Consulting Services Ltd.</b>	<b>\$591,054.00</b>
	Associated Engineering (B.C.) Ltd.	
	Hatch Corporation	
Departments:	Supply Chain Management; and the Engineering Services Department, with the assistance of Legal Services.	

Evaluation Criteria	Evaluation Weighting
Technical	55%
Financial	40%
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 AF-015-01;
- 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 AF-015-01 due to the value being in excess of \$500 thousand; and
- e) The Director of Legal Services, Chief Purchasing Official and Engineering Services General Manager are recommended to be authorized to execute and deliver all legal documents on behalf of the City.
- 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 PS20160046 - Consulting Services for Sewer Separation Design with McElhanney Consulting Services Ltd., under the authority of the City's Procurement Policy AF-015-01.