



BID COMMITTEE REPORT

Meeting Date: October 17, 2019
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into contracts with the following vendors in relation to Request for Proposal PS20180156 – Building Envelope, Roofing and Traffic Membrane:

1. Morrison Hershfield (MH) with office address at 310 – 4321 Still Creek Drive, Burnaby, BC V5C 6S7
2. Read Jones Christoffersen Ltd. (RJC) with office address at 1285 West Broadway, Suite 300, Vancouver, BC V6H 3X8

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:	PS20180156 Request for Proposal for Building Envelope, Roofing and Traffic Membrane Consultant
Description of the Goods or Service:	The RFP was issued to identify qualified consulting firm(s) to provide audit, design and construction contract administration services of all roofing, building envelope for heritage and non-heritage structures and traffic membrane replacement.
Recommended Vendor:	The project team recommends using 2 vendors for this program: <ol style="list-style-type: none">1. Morrison Hershfield (MH) for building envelope and roofing2. Read Jones Christoffersen Ltd. (RJC) for traffic membrane replacements including parking structure related projects
Contract Term and Estimated Contract Value:	<p>The recommended term of the contract is 3 years, with the option to extend for 2 additional 1-year terms.</p> <p>The total estimated contract price is \$1,500,000, plus GST, over the initial 3-year term of the contract.</p> <p>MH will take around 70% of the work while RJC will take around 30%.</p>

PROCUREMENT SUMMARY

Date of Issuance of RFP:	Stage 1 issued on September 24, 2018 (to shortlist vendors) Stage 2 issued on May 29, 2019
Notices Sent:	Supply Chain Management sent notices to 8 proponents
Closing Date:	Stage 1 closed on October 25, 2018 Stage 2 closed on June 12, 2019
Responses Received:	IRC Building Sciences Group BC Inc. McCuaig & Associates Engineering Ltd. Morrison Hershfield Ltd. RDH Building Science Inc. Read Jones Christoffersen Ltd. (RJC)

Evaluation Criteria	Evaluation Weighting
Stage 1 - Technical	95%
Stage 1 - Sustainability	5%
Stage 2 - Financial	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 and 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 \$750,000; and
- e) The 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.
- 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 contracts in relation to Building Envelope, Roofing and Traffic Membrane Consultant with Morrison Hershfield and Read Jones Christoffersen, under the authority of the City's Procurement Policy ADMIN-008.