



BID COMMITTEE REPORT

Meeting Date: March 2, 2023
Contact: Alexander Ralph
Contact No.: 604 829 2092

TO: Bid Committee
FROM: Chief Procurement Officer

RECOMMENDATION

Recommendation to enter into a contract with:

Sperling Hansen Associates Inc.
8-1225 East Keith Road
North Vancouver, BC V7J 1J3

in relation to Request for Proposals PS20220105-ENG-RFP Consultant for Landfill Design and Contract Administration - Phase 5 Closure.

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 (subject to final negotiations).

Solicitation Number:	Request for Proposals PS20220105-ENG-RFP Consultant for Landfill Design and Contract Administration - Phase 5 Closure
Description of the Goods or Service:	Consulting design and construction administration services.
Recommended Vendor:	Sperling Hansen Associates Inc.
Contract Term and Estimated Contract Value:	The recommended term of the contract is five (5) years, with three (3) possible one (1) year extensions, for a maximum total term of 8 years. The estimated contract price is \$ 2,441,570.30, plus applicable taxes, over the initial five (5)-year term of the contract.

*The estimated contract price includes the base award items and selected provisional items.

PROCUREMENT SUMMARY

Date of Issuance of RFP:	December 12, 2022
Notices Sent:	Supply Chain Management sent notices to four (4) potential proponents.
Closing Date:	February 2, 2023
Responses Received:	Sperling Hansen Associates Inc. Comcor Environmental Limited

Evaluation Criteria	Evaluation Weighting
Technical	65%
Financial	30%
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 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) 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 and Council approval is required under the City's Procurement Policy ADMIN-008, due to the value being in excess of \$2 million;
- e) The Category Manager, Director of Legal Services, Chief Procurement Officer and General Manager of the Engineering Services Department 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 Request for Proposals PS20220105-ENG-RFP Consultant for Landfill Design and Contract Administration - Phase 5 Closure with Sperling Hansen Associates Inc., 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.