



REGIONAL DISTRICT of Fraser-Fort George

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GM: MAH

REPORT FOR CONSIDERATION

TO: Chair and Directors

File No.: COM 2.0

FROM: Meredith Burmaster, Manager of Community Services

DATE: February 3, 2021

SUBJECT Item: Community Services Engineering Services
SUMMARY: Purpose: Consider Competitive Bid Process

PREVIOUS REPORTS: None

ATTACHMENT(S): None

RECOMMENDATION(S):	ENTITLEMENT	HOW VOTE COUNTED
	All 1 Director/1 vote	Majority
1. THAT the report be received.		
2. THAT a competitive bid process be entered into for engineering services to support Community Services projects.	All Weighted	Majority

ISSUE(S):

Community Services Administration would like to engage in "as and when" engineering services for services valued at \$25,000 or less per project. The term of the contract is anticipated to be two years with a potential for extensions not to exceed a total contract duration of four years.

The Board is being asked to consider authorizing a competitive bid process for engineering consulting services to support the coordination and implementation of various Community Services projects.

RELEVANT POLICIES:

Policy RD-03-09: Procurement of Goods and Services

- to establish a consistent approach for the procurement of goods and services which ensures best value is obtained when spending public funds

STRATEGIC ALIGNMENT:

- ☐ Climate Action
 ☐ Economic Health
 ☐ Indigenous Relations
 ☒ Strong Communities
- ☐ None – Statutory or Routine Business

SERVICE RELEVANCE:

The Community Services function is integral in the establishment of new services, as well as providing administrative support for many services at the community level such as street lighting, community halls, utility projects, TV rebroadcast, Community Grants-In-Aid, Recreation grants and the Bear Lake Community Commission. Community Services Administration also coordinates grant application submissions to other levels of government for new services and for improvements to existing infrastructure.

Engineering services would support many of the budgets under the Community Services umbrella including the Recreation Centres, Fire Departments, Community Halls, Public Safety, 9-1-1 and others.

FINANCIAL CONSIDERATION(S):

The contract for “as and when” engineering services would be for consulting services valued at \$25,000 or less per project. Where services are reasonably expected to exceed a cost of \$25,000 per project, they would be required to go to competitive bid process in compliance with the Regional District purchasing policy.

The cost of engineering service expenses would come from the benefitting local service budgets.

OTHER CONSIDERATION(S):

Community Services Administration entered into an “as and when” contract with a local engineering consultant two years ago and the current contract is coming to an end. The contract has been highly beneficial and has enabled many projects to receive the focus and necessary engineering expertise to bring projects to completion or to provide appropriate direction. It has been a struggle in the past to engage engineering services in a timely manner, especially for those projects with smaller budgets and more remote locations.

DECISION OPTIONS:

1. Approve recommendations:

- Community Services Administration will proceed with the competitive bid process for “as and when” engineering services; and
- Community Services Administration will return to Board with a recommendation for award at a future date.

Other Options:

a. Do not approve recommendations:

- Community Services may not be able to complete projects in a timely manner; and
- potential for delays if engineering services are needed and proponents are not available.

COMMENTS:

Community Services Administration has been engaged in a beneficial “as and when” contract for engineering services for the past two years. It has been a very successful endeavour and one worthy of further consideration of continuing by the organization.

Community Services Administration recommends proceeding with the competitive bid process to engage “as and when” engineering services.

Respectfully submitted,

Meredith Burmaster

Meredith Burmaster
Manager of Community Services

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