



# REGIONAL DISTRICT of Fraser-Fort George

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## REPORT FOR CONSIDERATION

TO: Chair and Directors

FROM: Melanie Perrin, Senior Manager of Public Safety Services  
Cindy Paton, Manager of Community Services

DATE: March 6, 2025

SUBJECT: Public Safety and Community Services Project Management Consulting Services  
SUMMARY: Purpose: Consider Competitive Bid Process

File No.: COM 2.0, 101

Attachments:  
None

Previous Reports:  
Item #12.1 February 2021

### RECOMMENDATION(S):

1. THAT the report dated March 6, 2025 regarding "Public Safety and Community Services Project Management Consulting Services" be received for information.
2. THAT the Board approves a competitive bid process be entered into for project management consulting services to support Public Safety and Community Services projects.

ENTITLEMENT	HOW VOTE COUNTED
All 1 Director/1 vote	Majority
All Weighted	Majority

### ISSUE(S):

Public Safety and Community Services would like to engage in "as and when" project management consulting 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 project management consulting services to support the coordination and implementation of various Public Safety and 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 PRIORITIES ALIGNMENT:

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Indigenous and Intergovernmental Partnerships | <input checked="" type="checkbox"/> Organizational Strength and Adaptability | <input checked="" type="checkbox"/> Quality Community Services | <input type="checkbox"/> Environmental Stewardship and Climate Action |
| <input type="checkbox"/> Awareness and Engagement                      | <input type="checkbox"/> Statutory or Routine Business                       |  |   |

**SERVICE RELEVANCE:**

Public Safety Services includes:

- the 9-1-1 Emergency Response Service which supports the administration and operation of the primary 9-1-1 call answer function and the centralized fire/rescue dispatch communication system and the Fire Department Coordination Services;
- the Fire Department Coordination Service supports the fire/rescue agencies to help ensure high service levels; that the standards are implemented, followed, and maintained; that required training and certification is readily available and affordable; coordinates the purchasing of fire service equipment and apparatus; provides for fire and life safety and fire prevention education programs; and ensures emergency responses are coordinated safely, efficiently, and effectively.

Community Services is integral in the establishment of new taxable services as well as providing administrative support for many services at the community level such as street lighting, community halls, utility projects, TV rebroadcast, etc. Community Services coordinates projects and works with non-profit community groups for the improvement and sustainability of these community assets.

**FINANCIAL CONSIDERATION(S):**

The contract for “as and when” project management consulting services would be for 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.

**OTHER CONSIDERATION(S):**

Community Services Administration, which included Public Safety Services at the time, entered into an “as and when” contract with a project management consultant in 2019 and again (by way of the competitive bid process) in 2021. These contracts have been highly beneficial and have enabled many projects to receive the focus and necessary project management expertise to bring projects to completion or to provide appropriate direction. It has been a challenge in the past to engage project management consulting services in a timely manner, especially for those projects with smaller budgets and more remote locations.

**DECISION OPTIONS:**

1. Approve recommendations.
  - Public Safety and Community Services Administration will proceed with the competitive bid process for “as and when” project management consulting services and will return to Board with a recommendation for award at a future date.

Other Options:

- a. Do not approve recommendations:
  - Public Safety and Community Services Administration may not be able to complete projects in a timely manner; and
  - Potential for delays if project management consulting services are needed and proponents are not available.

**COMMENTS:**

Public Safety and Community Services Administration have been engaged in a beneficial “as and when” contract for project management consulting services for two contract terms. The contracts have been very successful and are worthy of further consideration for continuation by the organization.

Public Safety and Community Services Administration recommend proceeding with the competitive bid process to engage “as and when” project management consulting services.

Respectfully submitted,

"Melanie Perrin"

"Cindy Paton"

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MP/CP:mz