



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 Project Management 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 project management services to support Community Services projects.	All Weighted	Majority

ISSUE(S):

Community Services Administration would like to engage in "as and when" project management 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 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.

Project management 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” project management 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.

Project management services expenses would come from the benefitting local service budgets. At the January 2021 meeting, Board approved the allocation of \$150,000 of COVID-19 Safe Restart Grants to be used for capacity building that would allow for the support of work plan project initiatives. In addition, project management costs are considered an eligible expense for many grant programs, so there are opportunities to recoup the costs of project management from project specific grants.

OTHER CONSIDERATION(S):

Recently, there has been several grant opportunities made available to the Regional District to apply on that would benefit service area workplans. Eligible projects must adhere to strict timelines that could be very difficult to follow based on current workload capacity that has been affected by COVID-19 and extended emergency events of the past year. The Regional District has been approved for grant funding for large projects earmarked for 2021 including the chiller replacements of both Recreation Centres in McBride and Valemount. Having the availability of “as and when” project management expertise has the potential for supporting the successful implementation of such initiatives and more importantly will assist in ensuring that other projects on the workplan receive adequate guidance and attention for optimum results and completion.

DECISION OPTIONS:

1. Approve recommendations:

- Community Services Administration will proceed with the competitive bid process for “as and when” project management consulting 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;
- Community Services may not be able to take advantage of grants that could be beneficial to the organization due to capacity issues; and
- potential for delays if project management consulting services are needed and proponents are not available.

COMMENTS:

Community Services Administration has engaged in an “as and when” contract for engineering services for under \$20,000 for the past two years. It has been a very successful endeavour and it is anticipated that a similar service for project management will be highly beneficial to the organization.

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

Respectfully submitted,

Meredith Burmaster

Meredith Burmaster
Manager of Community Services

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