



REPORT

To: Chair and Directors

Report Number: FN-BRD-018

From: Leanne Milliken, Procurement Officer

Date: September 16, 2020

Subject: Subdivision Development and Servicing Bylaw Consulting Services

RECOMMENDATION: [Corporate Unweighted]

That the Regional Board receive the report titled "Subdivision Development and Servicing Bylaw Consulting Services - FN-BRD-018" for information.

BACKGROUND/RATIONALE:

The Regional Board carried the following resolution at the February 26, 2020 Board Budget Meeting:

MOVED, SECONDED, and CARRIED

That the Regional Board approve the supplementary request for the preparation of a Subdivision and Servicing bylaw for \$100,000.

RFP 19-2020 'PRRD Subdivision and Development Servicing Bylaw' was published to BC Bid on July 29, 2020. Upon the closing date of August 24, 2020, no submissions were received. Procurement reached out to work directly with ISL Engineering and Land Services, a contractor who was interested in submitting a proposal; however, was unable to meet the deadline as they found the opportunity notice online late (with only 2 days remaining in the proposal process). The proponent submitted a proposal on August 28, 2020; the proposal was reviewed and it addressed the scope as required, and is suitable to fulfill the PRRD's requirements.

ALTERNATIVE OPTIONS:

1. That the Regional Board provide further direction.

STRATEGIC PLAN RELEVANCE:

☒ Not Applicable to Strategic Plan.

FINANCIAL CONSIDERATION(S):

In 2020, \$100,000 was budgeted in the Development Services function for Subdivision Development and Servicing Bylaw consulting services.

A contract has been completed for Subdivision Development and Servicing Bylaw Consulting Services to ISL Engineering and Land Services, for a total cost of \$49,927.00 (excluding GST), in alignment with the Regional Board's Procurement Policy of direct award of contract under \$50,000.00.

COMMUNICATIONS CONSIDERATION(S):

None.

OTHER CONSIDERATION(S):

ISL Engineering and Land Services have been awarded the contract and the project kicked off on October 5, 2020, with a scheduled completion date of April 30, 2021.