

Date: May 04, 2010



**TO: Board Members – Vancouver Park Board**  
**FROM: General Manager – Parks and Recreation**  
**SUBJECT: DELEGATION OF CONTRACT AWARD  
AUTHORITY FOR MEMORIAL SOUTH,  
JERICHO AND TRILLIUM PARK**

---

## RECOMMENDATION

*THAT the Board delegates its authority to the General Manager to award 3 artificial playing turf projects; Jericho, Memorial South and Trillium Parks, under the Federal Infrastructure Stimulus Fund and Recreation Infrastructure Canada Fund in order to meet specific deadlines, and that the General Manager report back to the Board with the award details.*

## POLICY

Contracts less than \$2,000,000 are awarded by Vancouver Park Board with Bid Committee and CPO concurrence.

Contracts greater than \$2,000,000 are awarded by Council with Vancouver Park Board, Park Board General Manager, City Manager and Legal Services concurrence.

## BACKGROUND

The Board recently received significant funding from the Federal Government to implement a number of parks and recreation projects to be completed by March 31, 2011. In order to procure approvals from Park Board and Council and begin construction as soon as possible in mid-June, delegated authority will be required as scheduled Park Board and Council meetings do not occur consecutively.

## DISCUSSION

### *Memorial South Park - Civil Works Contract*

The tender for installation of civil works at Memorial South Park is scheduled for May 11<sup>th</sup> with a close date of May 31<sup>st</sup>. As this project is estimated to be over \$2 million, it must be awarded by Council with Vancouver Park Board, City Manager and Legal services.

The Board's current scheduled meetings do not coincide with the two week submission date to Council meeting and related concurrences of June 1<sup>st</sup> for the June 15<sup>th</sup> Council meeting. If the General Manager has authority to approve the recommended contract award, the council report can be submitted prior to the June 15<sup>th</sup> Council meeting.

***Jericho Park – Civil Works Contract***

The installation of civil works at Jericho Park was tendered on April 30<sup>th</sup> and will close on May 21<sup>st</sup>. The Board is being asked to grant the General Manager authorization to award the construction contract as the Bid Committee will meet on May 28<sup>th</sup> and there is no coinciding Board meeting to approve the recommendation for contract award from the Park Board prior to submission to the Bid Committee.

***Trillium Park – Civil Works Contract***

The installation of civil works tender for Trillium Park will close on May 25<sup>th</sup>. As this project is also estimated at over \$2 million, this contract requires award by Council with Park Board, City Manager and Legal Services concurrence. Staff would submit the council report on June 1<sup>st</sup> for the June 15<sup>th</sup> Council meeting. As award by the Park Board would not be possible before June 1<sup>st</sup>, staff is requesting authorization by the General Manager to award the construction contract.

**SUMMARY**

Delegation of authority enables these critical timelines for council and concurrences as described to take place. Award of contracts for these 3 projects will enable staff to initiate Notice to Proceed to the 3 individual contractors.

Prepared by:

Planning & Operations  
Vancouver Board of Parks and Recreation  
Vancouver, BC  
KDJ/el