



VANCOUVER
BOARD OF
PARKS AND
RECREATION

April 14, 2023

MEMO TO : Park Board Commissioners

FROM : Tiina Mack, Director of Planning & Park Development

SUBJECT : **Parks Procurement Efficiency Program – Construction (PPEP-C)
FOR INFORMATION**

Dear Commissioners,

The purpose of this memo is to provide you with an overview of the Parks Procurement Efficiency Program – Construction (PPEP-C). This program will enhance park construction efficiencies, provide a level of quality control of vendors hired to deliver construction projects for the Park Board, and provide improved cost certainty at contract award. The procurement strategy for PPEP-C received support and approval from Bid Committee on Thursday, March 2, 2023.

Description

PPEP-C is a procurement program that will confirm a list of pre-qualified landscape contractors vetted through the City's procurement process to support capital delivery improvements and efficiencies for a three-year period. The pre-qualification process helps to ensure contractors interested in working for the City have the proper qualifications to perform the work while incentivising contractors to perform quality work as contracted and to grow a service relationship with the City. As part of this process, qualitative analysis of vendors is completed upfront during the establishment of the list, allowing price to be the sole criterion for subsequent individual construction procurements, expediting procurement timelines overall.

Capital Delivery Improvements

The PPEP-C program supports capital delivery improvements through vendor management and quality control, fiscal responsibilities and escalation control, increased implementation efficiency due to improved quality control, and reduced administration. Additionally, the list provides access to the market for pricing research as City staff can contact the participating vendors, in advance of tenders, without prejudicing a public procurement process, and further contributing to improved cost certainty and budget adherence. This program would accelerate procurement timelines by a minimum of two months in a construction market where escalation is approximately 1-2% per month.

Procurement Methodology

The creation of this program will utilize a publicly advertised Request for Application (RFA) procurement mechanism including the evaluation of qualifications, capabilities, and capacity of the contractors that submit applications. Short-listed contractors will be required to sign a Memorandum of Understanding to receive a Request for Service with a Form of Agreement as and when there is a requirement. As part of the initial process, approval from Bid Committee, Park Board and Council will be obtained for the entire program/pre-qualification list to increase



procurement velocity and to further reduce administration and timelines on individual contract awards.

In advance of any work, each specific project will require a purchase requisition (shopping cart) approved by the Park Board department (i.e. Park Development, Park Operations etc.) and Park Board Finance prior to initiation of the bidding process. Each project will be competitively bid to the list of shortlisted vendors in alignment with procurement policy and awarded to the lowest bidder. Updates to the Board will be provided in advance of individual contract awards or as requested by Commissioners.

Next Steps

- Initiate market event/post RFA – Q2 2023
- Evaluate proposals and establish list – Q2 2023
- Contract Award presentation to Bid Committee, Park Board and Council – Q2/Q3 2023

Regards,

Tiina Mack
Director, Planning & Park Development
Vancouver Board of Parks & Recreation

/IS/NT/TM/NF

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PB Communications