



Addendum #1

TO: All Proponents

FROM: District of Sooke

DATE: September 10, 2018

PROJECT: **PARKS AND TRAILS MASTER PLAN
Request for Proposals**

FILE NO: 1790-20

1. PRECEDENCE

1. This Addendum shall form an integral part of the Work. This Addendum shall take precedence over all requirements of the proposal documents with which it may prove to be at variance unless otherwise qualified by the District.

2. PURPOSE

1. This addendum is in response to enquiries as per the Request for Proposals document.

3. QUESTIONS

The questions below have been modified for clarity:

1. **This RFP references a number of items that are more typically included in a Transportation Master Plan, such as bike lanes, transit facilities, bike parking facilities, bike signals, and concept drawings and figures showing the existing cycling network and recommended cycling network improvements. Are those items intended to be part of this project?**

Response:

It is intended that the PTMP and the TMP present a consistent message about the cycling network and transit facilities. The TMP will champion all the above noted items however it is expected that the PTMP will use that information when tying into trail networks.

2. **The scope of community engagement in the RFP is less than a typical project of this type. Has there been previous input by the community that is relevant to this project, is the District planning some additional engagement, is the District comfortable with a lower level of engagement, or is there another reason for this?**



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Response:

The scope of the engagement outlined in the RFP should be considered a minimum. The proponent is welcome to propose additional engagement as they believe appropriate.

3. Does the District have a community profile available for use on the multiple upcoming projects, including this one?

Response:

There are a number of different community profiles available from which to draw information:

- B.C. Community Profiles 2011 Focus on Immigration and Diversity
https://www.welcomebc.ca/getmedia/48c01393-6807-49f5-a94d-83d99d7cf222/Sooke_DM.pdf.aspx
- BC Community Health Profile
<http://communityhealth.phsa.ca/HealthProfiles/PdfGenerator/Sooke>

4. Page 6 asks for examples of similar “design” experience, but this does not appear to be a design exercise. Please clarify.

Response:

This is the ‘standard form’ for proposals and not specific to the PTMP. Please consider “Design” is meant as a general term for project, plan or proposal.

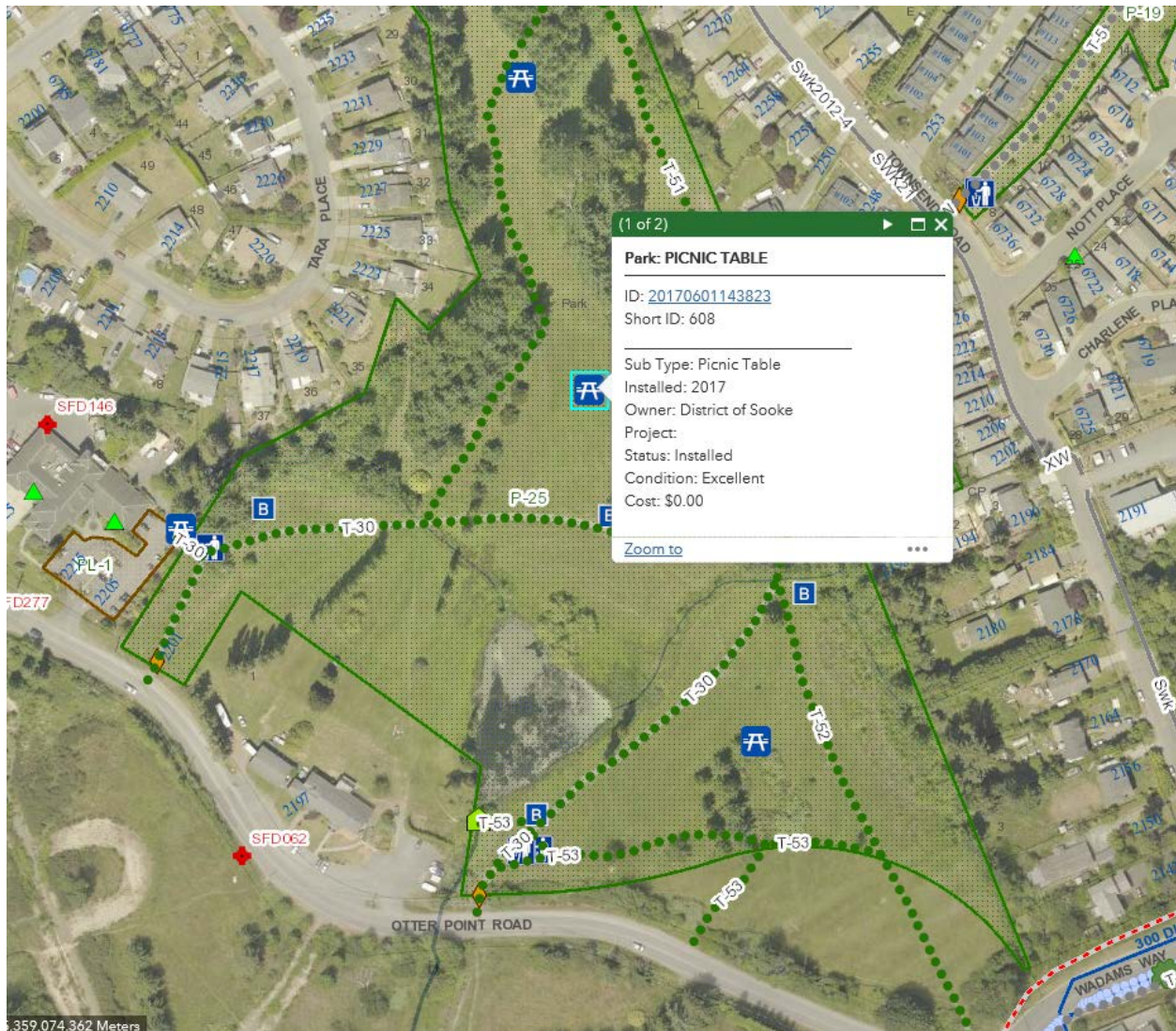
5. Please describe the status of your inventory, particularly if you have a database outlining what amenities are in each park? If so, is there any information on the age or condition of those amenities? How much time do you think is required to update the inventory?

Response:

We have a current database of all assets (trails, parks, garbage cans, benches, dog dispensers, bollards, fences etc.) with photographs and information on their age and condition within our asset management database (AssetFinda) which is available in Excel formats. The time to update this will be minimal.



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6. Please describe in more detail what you are looking for in relation to the following objectives (portion highlighted) and deliverables in the Terms of Reference:

Identify and prescribe acquisition strategies for playgrounds, cemeteries and other outdoor community amenities (wildlife corridors, riparian areas, agricultural land buffers, etc).

Response:

Identify these items and prescribe how the District should acquire the areas. For example the District's approach to riparian areas is inconsistent as sometimes we accept as parkland dedication, take covenant/easements for stormwater management/utility areas/environmental protection. Sooke needs guidance on how to be consistent in our requests.



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7. Please describe in more detail what you are looking for in relation to the following objectives (portion highlighted) and deliverables in the Terms of Reference:

“Prescribe a standard for the type, number and quality of the asset (i.e. play structures, washrooms, benches, garbage cans) within each park category.”

This task could be a separate project of almost the same magnitude as the Parks and Trails Master Plan.

Response:

Agreed. The District was thinking more of a high-level approach to parks planning to ensure that dedications from developers include amenities and attain a set standard. Currently there is high variability from development to development on the number of assets provided in a park and the quality of those assets. For example we are looking for advice such as: “trailheads should be fitted with a public vault toilet, water supply meter, water fountain, bollard, bear resistant garbage can and dog bag dispensers” or “General specifications for playground equipment should include: minimum 5-inch galvanized steel tubing on upright posts”.

8. Identify locations of potential future development. Should this say future “park” development?

Response:

Yes.

9. A deliverable is to ***“provide recommendations for amending the District’s Development Cost Charge Imposition Bylaw, 2004 No. 202 to allow for parks and trails inclusion.”*** Given that preparation of a DCC bylaw is a future project, what would this task entail?

Response:

We ask that the proponent identify major capital projects and connections. The District will consider this information in the future DCC Bylaw.