

Addendum 2 - Questions & Responses – As of April 30, 2020

Sooke OCP Review 2020

1.0 Question #1

Please specify additional details regarding the scope and level of detail anticipated to update the Development Permit guidelines.

Answer: Sooke's current OCP has three development permit areas, identified in the RFP as areas of the OCP that will require work. Staff have found that the current Development Permit guidelines are limited in their ability to provide clear direction and guidance to achieve some of the desired form and character and environmental protection measures envisioned in policy statements in the current OCP. The OCP review will include provision of more robust language for existing Development Permit Areas, and the potential for expanded guidance on things that the community identifies as having value. Based on engagements conducted in a preliminary review of the OCP in 2016, the District anticipates these new Development Permit Areas may include environmental guidelines, steep slopes/hillside guidelines, hazard areas guidelines and small lot/residential infill design guidelines. Any new development permit guidelines will need to align with the values gathered during the early engagement, so the depth of language to meet new OCP policy will remain uncertain until engagement is well underway.

2.0 Question #2

In section 4.4.2-A, the District asks that the proponent "Develop, with staff, a detailed work plan..." as part of the Project Initiation phase. In 6.3 and 7.1, the District outlines that the proposal should include a "workplan [that] should include a scheduling of activities", as well as a "project design for each phase and tasks listed". Please confirm what level of detail is required for the methodology within the RFP versus what gets created with staff.

Answer: It is at the discretion of the consulting team to determine the level of detail submitted with the proposal regarding the workplan. Sufficient detail should be provided such that staff will work with the chosen consulting team to refine the workplan with regard to the OCP Advisory Committee schedule, Council Schedule and potential public engagement opportunities.

3.0 Question #3

The RFP indicates that a legal review will be completed by the District's solicitors (section 4.4.3.B) and that the proposed project cost (section 6.6) must include the legal review. Would the District consider excluding the cost of the legal review from the \$200,000 budget allocated for this project, assuming the District will be liaising directly with their solicitors to undertake the review?

Answer: The proponent must consider an average estimated cost for a legal review and factor this budget amount in the overall proposal cost. Section 4.4.3(B) and 6.6 specifically identify this requirement to ensure proponents are aware of how the District will be allocating the project budget that may not include solely proponent specified fees.