



## **REQUEST FOR PROPOSALS ADENDUM**

*RFP Development Approvals Program (2023-2024)*

### **Development Approvals Program**

The following are a list of questions received by 3:00 pm May 5, 2023 and the respective responses:

*Q: Section 4.4.3 of the RFP indicates that an assessment of “the District’s existing development application management software (Tempest/Prospero), use of digital review software (Bluebeam Revu), and infrastructure technology hardware” is expected as part of the Existing Process and Procedures Assessment deliverable. Can the District please clarify their expectations for this task? For example, is a general scan of Tempest and other development application management software programs expected (and similar for the other two software items)? Or is an assessment of District staff’s user experience with the software required?*

A: The application tracking and review software will not be changing (Tempest and Bluebeam Revu); as a result, a review determining if the software is the most desirable is not required. The District is seeking a review of how staff are using the software to determine if the software is being used efficiently. This combined with a review of the process procedures will reveal areas which need improvement. The District recently worked with a consultant for a review of the Building Permit Process specifically in relation to the use of Tempest. The reviews resulted with several recommendation for areas of

improvement. The Building Review report and consultant contact details will be provided to the successful consultant for this RFP.

*Q: The evaluation matrix included in section 7.1 of the RFP refers to an Employment Lands Strategy under the criteria for 'Qualifications & Experience'. Can you please confirm if the evaluation matrix provided in the RFP is the correct version for this project?*

A: The Reference to "Employment Lands Strategy" is a typo. It should have stated "Development Approvals Program".

*Q: Section 6.5 of the RFP indicates that the schedule portion of the proposal should be provided in Microsoft Project or a similar scheduling software format. Can the District please clarify if a schedule created using Excel is satisfactory?*

A: A schedule using Excel is satisfactory.

*Q: Please confirm that in Section 6.6 of the RFP, the Consultant does not have to include for a legal review of its work. We assume that the District will undertake a legal review of the Consultant's work at the District's expense, and that we would only include legal fees if we considered it necessary or desirable for the Consultant to have its own legal representation.*

A: A legal review was not indicated as one of the tasks required by the proponent within the RFP. For clarification, Section 4.6 states staff (meaning District staff) will undertake a legal review of the Draft Subdivision and Development Standards Bylaw.

Section 6.6 Cost/Proposed Fee for Project describes all project costs are to be provided to the District including any identified legal fees within your proposal.

*Q: Can you provide more information about the District's current development application processes?*

A: Section 4.43 of the RFP describes the specific application processes which are within the project; "Bylaw Amendment (Rezoning), Development Permit, Development Variance Permit, Subdivision, Design Drawing Assessment, Highway Use Permit and Building Permit."

*Q: How many applications are there?*

A: There are several in-stream applications in various state of review within each application process. The number of in-stream applications would not impact an assessment of the processes and procedures.

*Q: What are the pain points or challenges that the District is currently facing in this area?*

A: The District is seeking an unbiased assessment of the development application processes. The RFP describes the proponent is to assess the processes and provide recommendation for improvement.

*Q: What specific recommendations are the District looking for to improve their development application processes? Are there any areas of focus, such as streamlining processes, improving transparency, or reducing processing times?*

A: The District is seeking an unbiased assessment of the development application processes. The RFP describes the proponent is to assess the processes and provide recommendation for improvement.

*Q: What are the District's goals for the implementation of the recommendations? For example, increase efficiency, reduce costs, or improve customer satisfaction.*

A: The District is seeking an unbiased assessment of the development application processes. The RFP describes the proponent is to assess the processes and provide recommendation for improvement.

*Q: Can you provide more information about the scope of the community and stakeholder engagement that will be required?*

A: The District is seeking an engagement strategy from proponents that best captures feedback from parties identified in the Existing Processes and Procedures Assessment stage of the project.

*Q: Can you provide more information about the scope of policy development initiatives?*

A: The District is seeking an unbiased assessment of the existing policies. The RFP describes the proponent is to assess the existing policies and develop drafts as needed for updates to existing policies.

*Q: Are there any specific bylaw amendments or policy development initiatives that the District is currently working on? If so, can you provide more information about these initiatives?*

A: Section 4.6.1 of the RFP describes the District is currently developing a new Subdivision and Development Standards Bylaw. This section describes the steps for the proponent and district staff prior to staff presenting the bylaw for Council consideration.

*Q: Are there any particular policies or regulations that the District would like us to focus on as part of this assessment?*

A: Section 4.4.3 of the RFP describes specific policies the District would like developed. The proponent may identify additional policies that may be beneficial for staff, development community and the public.

*Q: What are the reporting requirements for any grant providers, and can you provide what specific information would need to be included in these reports?*

A: The proponent will need to prepare a report outlining the work District staff have completed to date and the work the proponent has completed within the parameters of the RFP.

*Q: What are the key milestones that the District is hoping to achieve?*

A: In alignment with the deliverables outlined in section 4.4 within the RFP, the proponent will establish milestones based on the proponent's schedule of work identified in section 6.5.

*Q: What is the budget for the project, and are there any specific requirements around budget allocation or cost management?*

A: The District has not set a budget for this project and we are looking to the RFP process to determine how much of the remaining grant funds that can be allocated to this contract based on the RFP submissions.

*Q: Who are the key stakeholders that the consultancy firm will need to work with during the assessment, and what are their roles and responsibilities?*

A: The District will work with the proponent to determine key stakeholders as identified through the engagement strategy.

*Q: Is there any other information that the District would like to provide that could help inform the consultancy firm's work?*

A: No further information is available beyond what has been described within the RFP.

*Q: Can we assume that the consultancy firm will assess and create the action plan, and it will not be executed by the consultancy firm? What kind of support District of Sooke expects on the execution of the action plans?*

A: The proponent will provide the items described in section 4.6 of the RFP. Staff will review the proponent's recommendations recognizing there may be recommendations that are outside the scope of this project.