



November 8, 2023

ADDENDUM No. 1

**RFP DS-23-02
ELECTORAL AREA A OFFICIAL COMMUNITY PLAN**

*The addendum is being issued prior to the closing of the Electoral Area A Official Community Plan Request for Proposal (RFP) to provide further information, make changes to, or to clarify the RFP Documents and is to be read, interpreted and coordinated with all other parts of the RFP Documents. In the case of a conflict with the balance of the documents, this Addendum shall govern. **Proponents shall attach a signed copy of this addendum to their proposal submission, failure to do so may result in a non-compliant proposal.** This addendum shall form part of the Contract Documents.*

Addendum No. 1 is being provided in clarification to RFP DS-23-02 released October 20, 2023.

Question 1:

Is there a difference in the kind of references the Regional District is expecting to see based on details provided in the evaluation criteria section D, article iii (pg. 11) and the reference details requested in the proposal format section G (pg. 9)? Are consultants allowed to use the same references for each of these sections?

Regional District Response:

The Regional District is looking for proponents to provide details related to experience they have in the development of an Official Community Plan for local governments of similar size and scope.

There is no difference in the kind of references expected as it relates to item g. within Section 6.0 Proposal Format (pg. 9) and item d) iii. within Section 8.2 Evaluation Criteria (pg. 11). Consultants can utilize the same local government references for item g. within Section 6.0 Proposal Format (pg. 9) and item d) iii. within Section 8.2 Evaluation Criteria (pg. 11) provided that it is for similar services that were performed in the last three (3) years.

The Regional District may contact these local government references as part of the evaluation process.

Question 2:

Would the Regional District be willing to extend the submission deadline by one week?

Regional District Response:

The Regional District is unable to extend the submission deadline to ensure we can meet the anticipated award date of December 14, 2023.

I/We hereby verify that we have considered this addendum in our proposal submission.

Proponent's Signature

Date

All inquiries relating to RFP DS-23-02 must be emailed to:
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