# SUNSHINE COAST REGIONAL DISTRICT

Question and Answers #1

Request for Proposal No. 2565003

Parks Service Review

**Date: June 23, 2025**

**Item No.1**

**Question:** We would like to understand the costs involved in public engagement. Specifically, what costs will the local government cover (e.g. advertisement, conference room facilities for in-person events including refreshments, etc.)?

**Answer:** The Regional District will cover the cost of venue rental and booking, advertisements, and refreshments.

**Item No.2**

**Question:** Is the Regional District able to share an anticipated timeline for the start and completion of this project?

**Answer:** The Regional District anticipates holding the kick-off meeting in the last week of July 2025, with project completion estimated by September 2026.

**Item No.3**

**Question:** The RFP references a concurrent Sports Field Strategy. Could you please confirm whether this means that sports fields will be excluded from the scope of the Parks Service Review?

**Answer:** The Sports Fields are included in the scope of the Service Review. Recommendations from the Sports Field Strategy will be used to inform the Service Review.

**Item No.4**

**Question:** In Section 5 of the RFP, it states that proponents should "address each of the following items in your proposal in the order presented," with Qualifications listed first. However, in Appendix A – Proposal Response Form, Relevant Experience and References are listed before Qualifications. Could you please confirm the preferred order in which the proposal should be presented?

**Answer:** Please follow the orders specified in Appendix A – Proposal Response Form.

**Item No.5**

**Question:** Appendix A – Proposal Response Form and Section 6 of the RFP notes the inclusion of "specifically requested" appendices. Could you clarify what materials or content are expected to be included in the appendices?

**Answer:** No appendices are specifically requested other than Appendix A. The Regional District expects the Proponents to provide information on all requirements outlined in Appendix A.