



Addendum #2 – December 19, 2019

Questions and Answers:

The table below defines the Questions (**Qx**) that have been asked from participating Proponents up to December 19, 2019 in regards to competitive process RFP-2019-16 – Comprehensive Community Plan Review and Update. Answers (**Ax**) to the asked questions are directly below each question.

Q1	Why does BCBid shows 3 Addendums, not 2?
A1	Purchasing forgot to update the closing date on the BCBid site, requiring a 2 nd Addendum after the 1 st Addendum was posted.
Q2	Will the CCP be set up as a Land Law, or is the intent to keep it as a policy document?
A2	The CCP is an overarching policy document. It will not replace operational policies, such as the Land Use Law. Rather, the Land Use Law will likely require amendment to uphold and support items defined in the CCP.
Q3	With regards to the WFN CCP Member Engagement Lead’s role. Will the CCP Engagement Lead be the lead on engagement activities with the proponent’s role being to provide support?
A3	The proponent will work with the CCP Engagement Lead in a coordinated effort.
Q4	Does WFN envision any updating of the existing CCP Land Use Concept as the lands identified are already zoned to the uses identified in the CCP?
A4	There will be some revisions to the Land Use designation, which will inform the finalization of the Zoning Regulation.
Q5	Under Section 1.4 How to Submit Your Proposal (page 4 of the RFP), point 2 refers to “Deliverables described in Section 3-9 of this RFP”. Sections 3-9 are also referenced under Project Deliverables on page 20 of the RFP. However, our RFP package only includes Sections 1 through 7. Are there additional sections of the RFP we are missing?
A5	To clarify, Section 3 – 9 is not mean to read ‘3 through 9’, but rather Section 3, Subsection 9.
Q6	Section 6, Scope of Work, Item 3 – “Enhance Cultural Elements” states that a project objective is to strengthen the cultural elements of the CCP. Will there be WFN project cultural advisors as part of the team?
A6	WFN is looking for recommendations from proponents where cultural elements could be strengthened. Proposed elements would be verified and approved by an advisor/knowledge keeper.
Q7	The RFP mentions supporting the Housing Strategy to be completed as a separate project on a timeline that overlaps but will be delayed in relation to the CCP update. Can you provide any further detail regarding the expected timeline of this Strategy so we can anticipate its inclusion in the CCP, and also work in collaboration with the Housing Strategy consultant on engagement events to avoid consultation fatigue?
A7	Housing strategy process will likely not start till late 2020. However, WFN will be relying on the contracted proponent to work collaboratively with WFN and the Engagement Lead to identify elements regarding Housing into the CCP engagement process.
Q8	In our experience writing community plans there is often an engineering component and a fiscal analysis component, particularly to address future servicing requirements and to ensure there is appropriate funding available to implement the big ideas of the plan. While the CCP is



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	expected to address Infrastructure Development, the current iteration of the Westbank CCP refers to documents outside the scope of the project, such as the Development Cost Charges, Drainage & Wastewater Master Service Plans, etc. Is an engineering and/or fiscal analyses component anticipated in the update of this CCP? In our read of the proposal and review of the current CCP, this is not entirely clear.
A8	Inevitably, there will be many big ideas that will have major impacts on WFN (internally and externally). As such, these items and gaps will be identified and presented to leadership in an effort to create a strategy around development and implementation, including the required resources. The CCP project does not include the alteration of existing policy, or the development of new policy.
Q9	In the proposal submission, does Schedule A Pricing Schedule need to look exactly the same as how it is presented in the RFP or are slight modifications to the design of the table acceptable?
A9	A modified version of the pricing schedule is acceptable.
Q10	The proposal specifies that Part 1 of the project has an anticipated completion date of December 31st, 2020. What is the anticipated completion date for Part 2?
A10	Part 2 should be completed by December 31, 2021.
Q11	Do the executive summary, title page, and table of contents for the proposal count towards the 40-page submission limit?
A11	No.
Q12	On pg. 17, the RFP mentions that engagement with Regional Partners is required. Can you please clarify who these Regional Partners may be?
A12	Regional partners may include: RDCO, City of Kelowna, City of West Kelowna, Okanagan Nation Alliance (OKIB, PIB, etc), Peachland, Lake Country, Summerland, Vernon. Essentially, the Okanagan Valley.
Q13	In Section 8. Budget, the RFP mentions that “the consultant should estimate anticipated costs associated with proposed events”. Does this refer to costs associated with venues, equipment rental, food and beverages, advertising, and printing?
A13	WFN will pay the costs of the events, and the proponent is to provide estimates of these costs.
Q14	How strongly would you like the CCP to align with the Local Government Act requirements? Would you like the CCP to be similar to an Official Community Plan (OCP) or would you like it to include some of the OCP requirements, while still including additional items that are typically outside the scope of an OCP bylaw (e.g. the inclusion of cultural elements – while these are sometimes included in an OCP they are not required).
A14	Please include some of the OCP requirements while still including additional items that are typically outside the scope of an OCP bylaw. WFN wishes to assess and possibly use the best practices of the requirements of the Local Government Act.
Q15	Do you have an idea of when the Housing Strategy process may commence? We see on p. 16 of the RFP it is noted that this process has been delayed in relation to the CCP, however we are wondering if you have a general timeframe in which you would like this to be completed?
A15	Realistically, this may be a scaled back version of a housing strategy, and will likely to be a 2020 project
Q16	Would the CCP review and update entail changes to the Land Use Map since these are included in the existing CCP or would these changes be identified as an implementation step?
A16	Implementation is preferred. WFN will leave it up to the proponent to define a strategy/methodology.