



SOQ ADDENDUM #1

Date of Addendum: February 7, 2025

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Statement of Qualifications (SOQ) is modified as set forth in this Addendum. The original SOQ Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the SOQ Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

SCHEDULE FOR SELECTION

Addendum or Clarification Posted	February 7, 2025 2.00PM PDT.
Proposal Deadline	March 6, 2025, 2.00PM PDT
Consultant Award of Contract	By March 31, 2025

1.0 – SOQ

Item	Section	Description of Change
N/A	N/A	N/A

2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the SOQ.

To the extent that changes to the SOQ are required based on the questions received, the SOQ has been modified as noted above in the SOQ section 1.0 of this Addendum.

Item	Questions and Answers
2.1	<p><u>Question:</u> What is the expected <u>timeline</u> for completion of the planning study?</p> <p><u>Answer:</u> We will look to the successful proponent to help us validate the timeline. However, we would like to see final reports March 2027 at the latest</p>



<p>2.2</p>	<p><u>Question:</u> Does the GVHA have a budget range available for this project ?</p> <p><u>Answer:</u> We have set aside funds for this work, but we will be looking to the proponents to validate what the appropriate budget is, based on the scope of work.</p>
<p>2.3</p>	<p><u>Question:</u> Does our involvement in the RFSQ and RFP for the Integrated Plan preclude us from <u>participating</u> in any later stages of tender (e.g. Project management and/or advisory)?</p> <p><u>Answer:</u> No, each level of participation is viewed independently</p>
<p>2.4</p>	<p><u>Question:</u> Can <u>additional subcontractors</u> be added in the RFP response once detailed submission requirements are known? Or, do all subcontractors have to be clearly highlighted and limited in the RFQ process?</p> <p><u>Answer:</u> Yes, we expect and will allow for additional resources to be added to the RFP, as required. However, we encourage you to consider all requirements at this stage, if possible, to provide the fullest picture of your team for the review committee.</p>
<p>2.5</p>	<p><u>Question:</u> How will the separate stakeholder engagement task be <u>awarded and coordinated</u>? Being a key part of the IP development, we expect to engage with working groups directly.</p> <p><u>Answer:</u> We will be undergoing a separate invited RFP process for this work unless the main RFP proponent identifies that they have strategic communication and engagement capacity in-house. This capability is NOT a requirement for this SOQ. If and when GVHA proceeds with a separate communications and engagement RFP, the scope of work will include the expectation of direct interaction and coordination with the Planning Consultants chosen through this SOQ/RFP.</p>

<p>2.6</p>	<p><u>Question:</u></p> <p>The RFQ clearly expresses the importance of community and stakeholder involvement in the process. On page 4 or 21, the outreach effort is either to be managed separately by a consultant or, at the option of proponent, can be integrated in the RFP response. A couple of questions here:</p> <p>a. If an outside consultant, <u>will selection occur post IP award</u> to ensure there is alignment on the number and type of engagement activities and allow for a clear division of roles and responsibilities?</p> <p><u>Answer:</u></p> <p>Selection is expected to be concurrent with the IP RFP process, so that GVHA can evaluate all engagement proposals equitably.</p> <p>b. Will the RFQ stipulate the <u>number of key engagement sessions</u> for outreach (as these can have a significant impact on cost)?</p> <p><u>Answer:</u></p> <p>We expect the engagement proponents to propose how they would execute the Scope of work, including number of sessions.</p>
<p>2.7</p>	<p><u>Question:</u></p> <p>Will all work will be at a <u>planning level of detail</u> (e.g., illustrative site plans, renderings)? Will the final RFP include a minimum drawing list given the number of GVHA properties?</p> <p><u>Answer:</u></p> <p>Section 6.2 of the SOQ identifies not only planning details, which we expect would include illustrative site plans and renderings.</p> <p>There will not be a minimum drawing list requirement. However, proponents will be able to provide a recommended approach to illustrate the plans and to achieve the objectives of the project.</p>
<p>2.8</p>	<p><u>Question:</u></p> <p>As part of the IP, will the selected team be reviewing properties / areas that may be added to the GVHA portfolio over the next 10 to 20-years?</p> <p><u>Answer:</u></p> <p>As the IP includes efforts to understanding the importance of adjacent harbour lands, waters and activities, we anticipate that there may be opportunities brought forward for various ownership models, expansion, contraction, land swaps, etc. that would support a vibrant and harmonious harbour of the future.</p>

<p>2.9</p>	<p><u>Question:</u></p> <p>Are there any provincial or federal requirements <u>mandating what this type of harbour IP needs to include</u>. Will the IP be incorporated into any adopted local or provincial plans?</p> <p><u>Answer:</u></p> <ul style="list-style-type: none"> • There is no mandate on what a harbour IP needs to include, in terms of form and content. • We expect that IP proponents will gather and advise on all jurisdictional and regulatory requirements for operations and infrastructure, as part of the scope. Some considerations were included in Appendix E. • GVHA’s goal would be to have the IP incorporated into the various local and provincial plans, but we cannot guarantee adoption at this point.
<p>2.10</p>	<p><u>Question:</u></p> <p>What do you see as <u>main risks in delivering this study</u>, to agree a new IP for the Harbour?</p> <p><u>Answer:</u></p> <ul style="list-style-type: none"> • Inadequate stakeholder engagement. • Competing opinions and priorities amongst various stakeholders (asset owners, operators, public) and our rightsholders. • Lack of consideration for the current adjacent land and water uses and how that may impact or inform future opportunities. • Barriers to providing a financially viable solution that allows a mix of commercial and public spaces, while addressing climate resiliency over the long term.
<p>2.11</p>	<p><u>Question:</u></p> <p>Are the scores from the SOQ intended to carry over to the next stage RFP evaluation?</p> <p><u>Answer:</u></p> <p>No, there will be a new scoring matrix for the RFP.</p>
<p>2.12</p>	<p><u>Question:</u></p> <p>How many firms will be short-listed for the RFP, from this SOQ stage?</p> <p><u>Answer:</u></p> <p>We expect to invite a maximum of five (5) firms to participate in the RFP.</p>

<p>2.13</p>	<p><u>Question:</u> Expected final award date of the project contract (noting RFP issue in early April)?</p> <p><u>Answer:</u> Target is for mid-June for RFP award following with contract finalization immediately thereafter.</p>
<p>2.14</p>	<p><u>Question:</u> In terms of engagement with Indigenous community partners, is there an established working relationship?</p> <p><u>Answer:</u></p> <ul style="list-style-type: none"> • GVHA and Songhees Nation and the X^wsepsəm Nation maintain strong relationships built on a long-term partnership. • Songhees Nation and the X^wsepsəm Nation have been on the GVHA board since inception in 2002. • GHVA has multiple working groups that include members from Songhees Nation and the X^wsepsəm Nation. • The Integrated Planning Steering Committee has two representatives from each Nation (a Chief, two Councilors and a GVHA Director.)
<p>2.15</p>	<p><u>Question:</u> In terms of economic development opportunities, have any of these happened yet in partnership with the Nations?</p> <p><u>Answer:</u></p> <ul style="list-style-type: none"> • There are important initiatives happening in parallel at GVHA: <ul style="list-style-type: none"> ○ Co-management ○ Economic Development with indigenous partners ○ Integrated Planning • There have been early cultural tourism discussions. • GVHA contributes 1% of our annual operating revenue to economic development for the Nations. • We have a committee of the Board: the First Nations Economic Development Committee (FNED), that includes the Chiefs of both Nations and two other Lekwungen representatives. The committee, among other responsibilities, decides how the 1% is spent.

<p>2.16</p>	<p><u>Question:</u> GVHA commitment to resiliency/ sustainability is clear. Will one deliverable be carbon accounting or will be it be more qualitative?</p> <p><u>Answer:</u> GVHA has engaged Synergy Enterprises to conduct a baseline GHG emissions assessment of all GVHA owned properties. The report covers Scope 1 and 2 emissions. Findings will be made available to the successful proponent. Further discussion on how this will be incorporated into the Integrated Planning Process will be outlined in the RFP, however, it will likely be qualitative in nature.</p>
<p>2.17</p>	<p><u>Question:</u> Will the final plan be required to be in the English and French language?</p> <p><u>Answer:</u> The Final Plan will be in English.</p>
<p>2.18</p>	<p><u>Question:</u> Is there any material (slide deck or recording) from the Information session on January 29, 2025 which can be made available to bidding teams? And/or will we have access to the questions shared at the webinar?</p> <p><u>Answer:</u> The Information Session will be posted on our website. All questions answered in that session, and received up to February 6, 2025, have been included in this Addendum. A second Addendum will be posted on February 14, 2025 with any additional questions and changes.</p>
<p>2.19</p>	<p><u>Question:</u> Is there a maximum file size for our final submission?</p> <p><u>Answer:</u> 10 MB is the maximum file size.</p>

3.0 – INFORMATION

The following item(s) are provided as a matter of reference and information only to all respondents and do not modify or become part of the Contract Documents.

Item	Drawings
N/A	N/A

END OF ADDENDUM