



SUNSHINE COAST REGIONAL DISTRICT

Question and Answers #1

Request for Proposal No. 2440001

Design and Construction Administration Cemetery Expansion

Date: April 19, 2024

Item No.1

Question: In Section 3.2.10 Part 3, Expansion Area the Regional District is requesting "The detailed design plans for the new south-west interment area (see page 30-33 of Appendix A) should reflect the conceptual plan and goals as per the Plan and should include the proposed operations building with an accessible public washroom, and proposed operations yard (see page 38 of Appendix A)."

Can you please confirm if you are requesting a full design utilizing an architect or are you just looking for the footprint of the structure? It is our understanding that the Regional District does not intend to build this structure immediately and it would be redundant to complete a full design now only to have requirements change in the next five (5) to 10years.

Answer: The footprint of the structure is sufficient if it is thoughtfully considered from the various lenses of this planning process.

Item No.2

Question: Does the Regional District have a construction budget for each phase?

Answer: A construction budget exists for Part 1 and the columbarium for immediate installation as outlined in Part 2.

Item No.3

Question: Can you please advise on what level of design do you want for each phase 25%, 50% or 100%?

Answer: The Regional District is looking for regular/milestone reporting check-ins and suggested that this could be at 50%, 75% and 95% of design. Regular check-ins and reporting enables timely feedback and revisions. We want to avoid being so far down the design that changes cannot be considered.

Ultimately, we are looking for construction ready designs and class A cost estimates for Part 1 and the columbarium installation portion of Part 2. Recognizing that the remaining components of the project may not be executed for several years, we are looking for detailed designs and Class C cost estimates. Cost estimates should be broken down and detailed into appropriate sub-components.

Item No.4

Question: Can you please provide us with the design / planning budget?

Answer: The budget for all Parts of the project including the design/planning and the immediate construction needs outlined in the RFP is not to exceed \$650,000.

Item No.5

Question: Can you please provide additional context related to the requirements of the topographic survey, are you looking for us to identify each grave site with a polygons and are you looking for retrospective graves?

Answer: The RFP provides details and contexts, we are looking for a topographic survey with contours, shrubs & trees roadways and each edge section of the graves, etc. We are not looking for individual polygons and we are not mapping each and every retrospective graves.

Item No.6

Question: 3.2.3 Site Plan, for the site plan are you looking for a traffic management plan that includes the use of a highway management specialist?

Answer: We are looking for an internal site-specific traffic and parking management plan and will not include any components of the highway. The plan will meet the needs of the existing site, any site improvements, and include, at a minimum, a circulation and parking plan, including addressing operational and equipment requirements (e.g. ensure heavy equipment does not impact plots; inclusion of accessible parking space(s)).

Item No. 7

Question: 3.2.8 Part One: Full Burial Plot Area – The Regional District is requesting “the Regional District would like to explore opportunities to “pre-dig”/prep the anticipated burial grounds (infill areas) to remove very large boulders known to be in the area.” Can you please elaborate?

Answer: The Contractor will not actually complete the digging as part of this planning exercise, but the Contractor will plan out the areas of the site that can be pre-dug and address any infill and compacting requirements etc. Then the Contractor will help develop the RFP for pre-digging of the graves and otherwise support the construction components planned in Part 1 of planning and design.

Item No.8

Question: Is it the Regional Districts intent to complete the easiest tasks from the draft cemetery master plan that will give the biggest impact first?

Answer: Parts 1-3 as outlined in the RFP provide the order of priority to which the Regional District intends to address the priorities as outlined in the draft cemetery mast plan. The Regional District is trying to find the balance between immediate needs as well as plan for the future.