



REQUEST FOR PROPOSALS (RFP)

DISASTER RISK REDUCTION AND CLIMATE CHANGE ADAPTATION

ADDENDUM #1

The Central Coast Regional District (CCRD) provides the following responses to questions received from proponents regarding the Request for Proposals (RFP) for the Disaster Risk Reduction and Climate Change Adaptation Plan project, issued October 31, 2025

RFP Questions and Answers

1. Per pg. 10 of the RFP, should the Cover Letter, Proposal Submission, Financial Submission, and Appendices be submitted as individual files?

These sections may be submitted as a single combined document or as separate files, at the proponent's discretion.

2. Is the 40-page limit a total across all files?

Ideally, yes. CCRD recognizes this is a tight limit, but it is the intention. Proponents may format their submissions as they see fit.

3. Are cover pages, section dividers, tables of contents, and CVs excluded from the page limit?

No. However, proponents may format these components as they see fit.

4. Can CVs be provided for all team members, or just the Project Manager (PM)?

Only the Project Manager's CV is required, as outlined in the RFP. Team expertise may be highlighted within the proposal narrative.

5. Are separate risk assessments required for each of the three communities (Bella Coola Valley, Denny Island, and Ocean Falls), all summarized in one report?

The communities within the Central Coast are geographically distinct. The Community Risk Assessment may combine analysis for all communities or address them separately. As shown in CCRD's existing Emergency Management Plans (found at CCRD.ca), each community typically has its own section, and integration of information should follow this structure.

6. For the Disaster Risk Reduction and Climate Change Adaptation Plan, is the CCRD seeking regional-level analysis or community-specific analysis?

A regional analysis is preferred; however, due to the unique nature of each unincorporated community, a natural focus on populated areas is expected.

7. Is the maximum all-inclusive budget of \$240,000 inclusive of applicable taxes?

The budget is exclusive of GST but inclusive of PST (if applicable).

8. Will estimated honoraria be drawn from the \$240,000 budget or a separate budget?

Honoraria must be estimated, but they will be considered and approved outside of the main project budget.

9. Should honoraria and compensation estimates be provided by category or as a lump sum?

A total estimated amount (outside the \$240,000 budget) is sufficient.

10. In the references section, is the 300-word maximum for all three references collectively or for each reference?

A maximum of 300 words per reference, noting the overall page limit. Concise references are preferred.

11. Staff training is mentioned on page 7 of the RFP, but no further details are provided. Can CCRD clarify expectations?

Three training sessions (~1 hour each) should align with key topics of the project and help build internal capacity and knowledge across the CCRD organization and Emergency Management Program. Topics may include, for example:

- Community Risk Assessments
- Disaster Risk Reduction and Climate Change Adaptation strategies
- Implementation planning
- Strategic foresight methodologies
- Public education approaches

12. Can you clarify what is meant by “future scenarios” in the written foresight report?

Strategic Foresight involves exploring multiple plausible future conditions to anticipate change and strengthen preparedness. “Future scenarios” refers to the development of these plausible futures within the context of this project.

13. Can you confirm that the requirement to conduct public education is intended to inform the final drafts of communication materials, rather than implementing a full public education program? Is there an expectation to deliver public education?

Yes. The requirement is to develop educational materials that translate project findings into public-facing formats (e.g., webpage content, brochure, webinar, workshop). CCRD welcomes creative approaches. Given CCRD’s limited capacity, proponents may be expected to support facilitation, including one public education event that may also serve as a training opportunity.

COMMUNICATIONS REGARDING THIS RFP

Enquiries from all Proponents regarding this RFP must be directed to:

Contact: Jessie MacDonald

Email: epc@ccrd.ca Telephone: 250-267-8621

Information obtained from any other source regarding this RFP is not official and should not be relied upon.