Development Application Approvals Software Solution
RFP-2023.005
Addendum #1
Date: May 17, 2022

Q1: Could you please confirm the number of users.

> **A1:** The Islands Trust includes twenty-six (26) planning staff.

Q2: Could you please confirm the budget.

> **A2:** The purpose of this RFP is for the marketplace to identify a proposed price for the services being requested.

Q3: Could you please confirm how many types of licenses and permits you require.

> **A3:** The Islands Trust requires licenses for the following fifteen (15) applications/referrals:
> a) Rezoning applications;
> b) Development variance permit applications;
> c) Development permit applications;
> d) Temporary use permit applications;
> e) Heritage alteration permit applications;
> f) Siting and use permit applications;
> g) Soil deposit and removal applications;
> h) Agricultural land commission applications;
> i) Strata conversion applications;
> j) Board of variance applications;
> k) Building permit referrals;
> l) Subdivision referrals;
> m) Crown land referrals;
> n) Liquor and cannabis referrals; and
> o) Innovation, science and economic development referrals.

Q4: How many named users will need mobile access and how many will need desktop access?

> **A4:** The Islands Trust requires 26 – 30 desktop. The islands Trust does not require mobile access for staff, just for the public.

Q5: Does Islands Trust currently use Bluebeam Revu? If not, how many Plan Reviewers would need access to electronic plan markup capabilities?

> **A5:** The Islands Trust does not use Bluebeam Revu. The Islands Trust requires twenty (20) staff for plan reviews.

Q6: You mention that you would like us to take property information from BC Assessments. Can this data be taken from your GIS instead?

> **A6:** The Islands Trust maintains BC Assessment records via an annual full-roll XML file plus weekly XML updates, referred to as data advice deliveries. The Islands Trust is interested in incorporating a data loading utility to maintain these records.
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> The Islands Trust currently maintains Land Title and BC Assessment data loading scripts, which facilitates planner access to title and assessment records when managing applications. The Islands Trust would like to incorporate these features in the new solution. Property information access via the GIS would include all attributes provided by ParcelMap BC, and ideally relate back to the LTO and BCA data, along with application specific attributes.

Q7: Is it possible to provide more detail on what Islands Trust means by "referrals" related to building permit referrals, subdivision, referrals, crown land referrals, liquor and cannabis referrals, etc. that are listed on page 10? We see this as meaning passing on referrals to other municipalities contained within the Islands Trust that may be responsible for these.

> **A7:** Yes – referrals are applications that start at other agencies (Province or Regional Districts) and come to us for comment.
>
> Islands Trust receives referrals from agencies that are responsible for ultimately approving those applications and are seeking comment from Islands Trust, largely seeking confirmation. Whether or not the referral is consistent with zoning or would require an Islands Trust application (such as a development permit). Islands Trust creates files to process and track the referral reviews and responses.

Islands Trust does refer out bylaws to other agencies and First Nations for comment, these referrals out are part of either a rezoning application or a project like and OCP review.

All questions submitted by 4 pm May 16, 2022, are included in this document.

END of Addendum #1