



Staff Report

Request for Decision

TO: SCRD Board – July 10, 2025

AUTHOR: Rob Michael – Acting Senior Manager, Emergency and Protective Services

SUBJECT: **RFP 2522201 Contract Award – Sunshine Coast Multimodal Evacuation Plan and Routes**

OVERVIEW

Purpose of Report:

The purpose of this report is to provide the Board with options regarding the contract award for Request for Proposal (RFP) 2522201 for the Sunshine Coast Multimodal Evacuation Plan and Routes project. This report requests Board decision to accept, reject or provide alternate direction with respect to staff's recommendations as presented below.

Recommendation(s):

- (1) THAT the Sunshine Coast Multimodal Evacuation Plan and Routes Contract 2522201 be awarded to Emergency Management Group Inc. for a maximum contract value of \$119,436 (excluding GST);**
 - (2) AND THAT the delegated signatories be authorized to execute the contract.**
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BACKGROUND

On September 12, 2024, the SCRD Board adopted the following resolution to accept the UBCM Community Emergency Preparedness Fund 2024 Evacuation Route Planning Grant:

248/24 THAT the Sunshine Coast Regional District (SCRD) accepts the Community Emergency Preparedness Fund grant for 2024 Evacuation Route Planning valued at \$119,570;

AND THAT the delegated authorities be authorized to execute the Approval Agreement and accept the Terms and Conditions;

AND FURTHER THAT the 2024-2028 Financial Plan be amended accordingly.

The SCRD issued Request for Proposal (RFP) 2522201 for the purpose of developing the Sunshine Coast Multimodal Evacuation Plan and Routes project. This project will improve ability and readiness in the event of an area-wide evacuation. The regional evacuation plan will identify and provide capacity of available routes for egress, methods of evacuation, modes of transportation including marine, anticipated speed of progression related to local hazards, and other factors that impact evacuation routes.

DISCUSSION AND ANALYSIS OF OPTIONS

RFP 2522201 was issued on April 24, 2025 and closed on May 22, 2025.

One compliant proposal was received. Led by Purchasing, the evaluation team consisted of three team members. The evaluation committee reviewed and scored the proposal against the criteria set out in section 7 of the RFP. Staff recommend that the contract be awarded to Emergency Management Group Inc., as they meet the requirements outlined in the request for proposal and have prior experience developing evacuation plans.

FINANCIAL IMPLICATIONS

The contract is fully funded by the Community Emergency Preparedness Fund, with a successful grant application in the amount of \$119,570.

The project will be tracked carefully to mitigate potential cost overruns, as additional expenditures will not be funded by the grant and additional funding will require Board direction and approval.

STRATEGIC PLAN IMPLICATIONS

N/A

SUMMARY AND CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP 2522201 was issued for the development of a multi-model evacuation plan and route. Staff recommend that the SCRD enter into a contract agreement with Emergency Management Group Ltd. for a value of up to \$119,436 (excluding GST) and that the delegated authorities be authorized to execute the contract.

Reviewed by:			
Manager		Finance	X – A. Taylor
GM		Legislative	
CAO	X – T. Perreault	Purchasing/Risk	X – V. Cropp