



Staff Report

Request for Decision

TO: SCRD Board Meeting - July 10, 2025

AUTHOR: Sam Adams, Parks Planning and Community Development Coordinator

SUBJECT: **Seaview Cemetery Infill Construction Award Report**

OVERVIEW

Purpose of Report:

This report provides the Board with options regarding the contract award for Sunshine Coast Regional District (SCRD) Seaview Cemetery Infill Construction Services Project. This report requests the Board's decision to accept, reject, or provide alternate direction with respect to staff's recommendations as presented below.

Recommendation(s):

- (1) THAT a contract be awarded to Harbour Hydrovac and Excavation Ltd., for an amount of up to \$138,000 (excluding GST) in response to RFP 2540001 for Seaview Cemetery Landscape Infill Construction Services;**
 - (2) AND THAT the delegated authorities be authorized to execute the contract.**
-

BACKGROUND

As part of the 2023-2027 financial planning process, \$589,600 for the Seaview Cemetery Expansion Project was approved (*Resolution 049/23 Recommendation No. 21*) to address the urgent priority needs for additional casket lots and columbarium niches, to complete the conceptual design for the full build out of the cemetery (SW corner), as well as a design to address stormwater management. An update on this project was provided through a staff report presented at the June 12, 2025 Committee of the Whole meeting.

The priority need for additional casket lots will be addressed through the redesign of redundant sections of road within the current cemetery operating area and converting them into full inground burial plots. Further two new columbaria are also to be installed which will complete the development of the existing columbaria area.

This report is related to the award of contracted services for the construction phase of this project to provide additional casket lots and columbarium niches at Seaview Cemetery.

DISCUSSION AND ANALYSIS OF OPTIONS

Request for Proposal (RFP) Process and Results

In accordance with the Sunshine Coast Regional District's (SCRD) Procurement Policy, RFP 2540001 was published on May 14, 2025 and closed on June 17, 2025.

The evaluation team was led by the Purchasing Department and consisted of three team members. In total, four compliant proposals were received. The evaluation committee reviewed and scored the proposal against the criteria set out in section 7 of the RFP document.

OPTION 1

Staff recommend that a contract be awarded to Harbour Hydrovac & Excavation Ltd., as they meet the specifications as outlined, are the highest scoring proponent, and provide the best value for the above-mentioned project. It is recommended that the awarded contract be for an amount not to exceed \$138,000 (excluding GST), which includes contingency.

Staff recommend this option. Should the Board choose to go with Option 1, a recommendation could be considered, as provided in the overview section on page one of this report.

OPTION 2

The construction services contract could not be awarded, though cancelling the RFP carries potential legal risk and will not advance addressing urgent priority needs for additional casket lots and columbarium niches. There is also the potential for negative perceptions from both the vendor and the community.

Staff do not recommend this option. Should the Board choose to go with Option 2, a recommendation could be considered, as follows:

- (1) **THAT** the SCRD Cemetery Landscape Infill contract not be awarded;
- (2) **AND THAT** staff be directed to cancel RFP 2540001, acknowledging the associated risks.

FINANCIAL IMPLICATIONS

There are no financial implications for this contract award. The project budget is sufficient to fund the project.

STRATEGIC PLAN IMPLICATIONS

N/A

SUMMARY AND CONCLUSION

In accordance with the SCRD's Procurement Policy, RFP was issued for SCRD Seaview Cemetery Landscape Infill Construction Project, and four compliant proposals were received.

Based on the best overall score and value offered, staff recommend that the SCRD enter into a contract with Harbour Hydrovac & Excavation Ltd. for up to \$138,000 (excluding GST), which

includes contingency, and that the delegated authorities be authorized to execute the contract.

Reviewed by:			
Manager	X – J. Huntington	Finance	
GM	X – S. Gagnon	Legislative	
CAO	X - T. Perreault	Other	X - V. Cropp