

Greater Victoria Sport Tourism Commission

REQUEST FOR PROPOSALS

SPORT FACILITY GAP ANALYSIS FOR SPORT TOURISM OPPORTUNITIES

Issued by: Destination Greater Victoria on behalf of the Greater Victoria Sport Tourism Commission

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Closing Date: July 15, 2025

Contact for Inquiries and Submission:

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1. INTRODUCTION

The Greater Victoria Sport Tourism Commission (GVSTC) is seeking proposals from qualified consultants to conduct a facility gap analysis to enhance the region's ability to attract major sport tourism events. This assignment is structured as a two-phase process to provide both a foundational understanding and a focused, actionable set of recommendations for facility investments. The total available budget for this project is \$15,000 to \$20,000.

2. BACKGROUND

Destination Greater Victoria strives to position the region as a leading sport tourism destination. As event hosting requirements evolve and new sport facility demands emerge, it is critical to assess current strengths, gaps, aging infrastructure, and next-step opportunities for attracting provincial, national, and international sport events.

3. PROJECT OBJECTIVES

- Update and validate the regional inventory of current sport facilities—outdoor and indoor—across all 13 municipalities of the Capital Regional District (CRD), referencing any projects already under consideration.
- Engage and consult with key regional sport facility stakeholders, including Municipalities, parks and recreation departments, the University of Victoria, Camosun College, PISE, and 94 Forward.
- Engage with priority sports and event organizers (e.g., hockey, basketball, pickleball, golf, cycling) to clarify their event hosting ambitions and requirements.
- Identify 6–8 major sports events that Greater Victoria could attract but currently cannot host due to facility gaps.
- Deliver 2-3 actionable events that are revealed in the process. Events that are aligned with the GVSTC sport tourism strategy.
- Deliver a gap assessment matrix directly linking event opportunities to current facility limitations and required upgrades or new builds. (Note: No costing of upgrades/new builds is required, but provide a high-level concept of needs)

4. SCOPE OF WORK

Phase 1: Inventory and Initial Gap Assessment

- Review and update the existing sports facility inventory, highlighting relevant upgrades, deficiencies, and projects already in the planning stages.
- Consult with designated stakeholder organizations and facility operators.
- Identify and list unhosted events (e.g., World Pickleball Championships, CARHA World Cup, Masters Games, etc.) Greater Victoria is targeting, but is unable to attract due to gaps in its facilities. This will be done on consultation with GVSTC
- Perform a targeted, event-centric gap analysis aligned with local aspirations.
- Present the findings to GVSTC for a quick review and alignment before proceeding.

Phase 2: Targeted Gap Exploration and Prioritized Recommendations

- Collaborate with GVSTC to select 2–3 priority facility or event gaps from Phase 1 for deeper exploration.

- Engage further with relevant stakeholder groups and national/provincial sport organizations regarding technical requirements for those priority gaps/events.
- Benchmark (at an event level only) against peer-sized Canadian communities.
- Deliver a prioritized list of sport facilities and infrastructure improvements directly justified by targeted hosting opportunities.
- Develop a “Projects for Future Consideration” (wish list) section for major, long-term capital improvements.

5. DELIVERABLES

Phase 1:

- Updated facility inventory summary.
- Event-hosting gap matrix.
- List of 6–8 major unhosted event opportunities matched to needed upgrades.
- Interim summary report (max. 10 pages).

Phase 2:

- In-depth analysis for prioritized facility and event gaps.
- “Sport Facility and Infrastructure Prioritized List.”
- “Projects for Future Consideration” section.
- Concise, actionable recommendations for implementation (max. 15 pages).

6. STAKEHOLDER ENGAGEMENT

Mandatory engagement with:

- Parks and Recreation departments from all 13 municipalities
- University of Victoria Athletics & Recreation
- Camosun College Athletics
- PISE
- 94 Forward
- Relevant local and provincial sport organizations

- GVSTC will provide introductions and, where possible, host such facilitations
- A kickoff meeting with GVSTC will be a mandatory requirement

7. CONSULTANT QUALIFICATIONS

- Demonstrated experience in sport facility planning, gap analysis, or event feasibility assessment.
- Strong knowledge of the Greater Victoria sport ecosystem.
- Proven experience consulting with multiple public, non-profit, and campus partners.

8. BUDGET AND TIMELINE

The total project budget range is \$15,000 to \$20,000, inclusive of all expenses and applicable taxes. Proponents must include a total project cost within this range in their bid. The assignment is expected to be completed within 10–12 weeks of contract execution.

9. SUBMISSION REQUIREMENTS

- Project approach and phased methodology.
- Team qualifications, résumés, and references.
- Example(s) of comparable facility gap analyses or event-hosting reports.
- Detailed fee schedule.
- Timeline and key project milestones.

10. PROPOSAL EVALUATION

Relevant experience and technical expertise	30%
Understanding of local context and partnerships	20%
Methodology and work plan	25%
Value for investment and total cost	15%
References	10%

11. SUBMISSION INSTRUCTIONS

Proposals must be submitted in PDF format to: keith.wells@victoriasporttourism.com by midnight, July 15, 2025. Late or incomplete proposals may not be considered.

12. TERMS AND CONDITIONS

GVSTC reserves the right to reject or request amendments to any proposal at its sole discretion. Issuance of this RFP does not bind GVSTC to award a contract. All proposals will remain confidential. Only shortlisted proponents may be contacted.