



ADDENDUM NUMBER 1

R17-02 Recreation Planning

May 11, 2017

This Addendum shall be read in conjunction with and considered as an integral part of the Request for Proposals. Submitted Proposals shall include all items of this Addendum.

The Addendum is as follows:

Questions & Answers:

Q1. What is the due date of the final report for each phase of the project?

A1. Conclusion of both phases is expected with a final report to committee November 14, 2017.

Q2. Representative sampling would require work while facilities are fully operational. To get accurate information for arenas would require sampling during the hockey season, usually starting in October. Therefore, data gathering would need to cover the summer and winter seasons. Would this delay meet the needs of the projects timing??

A2. This delay is not anticipated to affect the project's timing, with the final report expected November 14, 2017.

Q3. Surveying after June 15 and before September 15 is not usually effective. Would the project startup happen soon enough for a needs survey in the next month?

A3. There are anticipated to be some opportunities for public engagement between June 15 and September 15. The CVRD recognizes that project startup may not allow enough time for the completion of a survey prior to June 15. The CVRD recognizes that a survey in the time frame between September 15 and project completion would be appropriate.

Q4. The RFP identifies that CVRD will deliver the survey. Are you anticipating a mail out mail return to each residence in your tax records?

A4. In the scope of work mentioned in the competition document point number 10 states the successful proponent will:

Produce and manage a random- sample survey (s) in sufficient size to ensure accepted statistical standards of reliability and validity for our population of approximately 82,000 residents. In consultation with the CVRD, the Proponent shall be responsible for the production of the survey instrument, including layout, structure and wording of the questionnaire in order to elicit public response to current and future community recreation needs. The Proponent shall consolidate the data and formulate reports both in raw data form and summary report.

To clarify, the proponent is responsible for the delivery of the survey, not the CVRD.

Q5. Will CVRD cover the cost of newspaper ads related to the project?

A5. The intent of the RFP was that the proponent would cover cost of newspaper ads. However, the CVRD could cover the cost of newspaper ads. The proponent could state

in the proposal that the proposal does not cover cost of newspaper ads, otherwise it is expected that the proponent will cover that cost.

Q6. Displays are required for recreation facilities, with 2 days at each of 9 facilities. Is it expected that these displays will be manned for any length of time?

A6. It is not necessary to have interaction at the facility displays. It will be necessary for the community events and open houses to be manned.

Q7. Can CVRD staff take responsibility for moving the displays between facilities? Or is it expected that the consultant will set up, take down and move?

A7. CVRD staff will take responsibility for moving the display between facilities. The consultant will have the responsibility for equipment and displays at community events and open houses.

Q8. 13 Community events are required - how long should these be? Are they anticipated to be evening events? Can more than one event occur on one day?

A8. It is expected that a community event would be a minimum of four hours. It is expected that elected officials will identify one event in each of the 13 jurisdictions. They could be evening or daytime events. It is possible that more than one event could occur on a day, but not likely.

Q9. Four sub-regional open houses are required. How long should these be? Are they anticipated to be evening events? Can more than one event occur on one day?

A9. The open houses are expected to be evening events, and a minimum of two hours. It is not expected to have more than one event on a day.

Q10. Given that the community events and sub-regional meetings cover the same geographic areas, and likely would be held in the same time window (re phasing in section 3), what information is the RD expecting to gain from each event?

A10. The type of information is expected to be the same at community events and sub-regional meetings. The audience is anticipated to be different. Sub-regional meetings will be focussed specifically on recreation planning, and may have a lower number of attendees for that reason. Community events are anticipated to have larger participation, but not focussed specifically on recreation planning - the intent is to gather information from those that may not attend a sub-regional meeting.

Q11. The RFP does not mention stakeholder focus groups, staff workshops or elected official workshops. These are often/normally part of any engagement exercise. Is there any reason for their exclusion? Is the CVRD thinking that these would be a constant 'value-added' component? Or is it that the focus is just limited to 'public engagement'?

A11. The CVRD anticipates future opportunities for input with stakeholder focus groups, and staff and elected official workshops. The focus of this opportunity is for public engagement.

Q12. For the analysis of programs and rental users, it is noted that 'residency information will be provided to the consultant by the recreation facilities'. What form will this residency information take - address or postal code? Export from database into Excel, or pdf, or hard copy of a list. Needless to say, the more electronic and more flexible the format, the easier it will be for the consultant to use. If the lists require data to be re-entered into a database, the costs for this could be prohibitive or become an add-on in budget terms.

A12. It is expected that the information will be in the form of street address, and exported into an Excel spreadsheet.

Q13. The recreation facilities are no doubt grappling with new software. Will the residency and other data come from the old (CLASS?) software, or from the new software?

A13. The launch of CVRD's new software is May 25, 2017. Previous residency and other data will be obtained from CLASS software. From May 25, 2017 forward, residency and other data will be obtained from Legend software and we would capture stats through the same process as above for each database.

Q14. The RFP states in the section for the requirements for the Initial Public Engagement:

Determine facility deficiencies based on the existing inventory, community aspirations and projected population growth.

To detail the supply of facilities and programs in relation to demand and the extent to which current facilities are being used.

The word 'capacity' is not used in either of these scope statements, but any assessment of 'deficiencies' should include some assessment of capacity. Is it expected that the consultant will base their assessment solely on the results of the public engagement?

A14. The assessment should be based on the results of the public engagement.

End of Addendum 1

Anthony Jeffery
Procurement Officer
Cowichan Valley Regional District
175 Ingram Street, Duncan, BC V9L 1N8
Email: purchasing@cprd.bc.ca
Tel: 250.746.2580 / Toll free: 1.800.665.3955