



ADDENDUM NUMBER 2

R17-02 Recreation Planning

May 19, 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. Regarding item 3 under Initial Public Engagement (pg. 5), please confirm whether the proponent will have access to the CVRD's PlaceSpeak account, or if the proponent will have to setup a separate account for the project.

A1. The proponent would have free access to the CVRD's PlaceSpeak account. Please note that the CVRD will give the initial introduction, but if the proponent is not familiar with the technology, the proponent may need to budget for technical support from PlaceSpeak.

Q2. Regarding item 4 under Initial Public Engagement (pg. 5), will CVRD staff be available to post the content generated by the proponent?

A2. Yes.

Q3. Regarding item 5 under Initial Public Engagement (pg. 5), will the proponent be able to utilize the CVRD's social media to inform the public and receive input? If so, will CVRD staff be available to post the content generated by the proponent? Additionally, will the proponent have access to the social media of the other municipalities included in the study area?

A3. The proponent would be able to utilize the CVRD's social media. CVRD staff would be available to post content generated by the proponent. The CVRD would have a future conversation with other municipalities included in the study area if access to their social media would be possible.

Q4. Regarding item 7 under Initial Public Engagement (pg. 5), should the costs to purchase newspaper advertisements be included in the project costs, or will the CVRD cover the costs?

A4. Addressed in Question and Answer number 5 in Addendum No. 1.

Q5. Regarding item 9 under Initial Public Engagement (pg. 5), will facility or municipal staff be available to assist with collecting input at the recreation facility displays?

A5. In Addendum No. 1, question 6, it was identified that it is not necessary for the recreation facility displays to be manned. If the proponent suggests that recreation facility displays remain an avenue for public input, it would be the proponent's responsibility to collect the public input.

Q6. Regarding item 10 under Initial Public Engagement (pg. 5), is the survey referenced here meant to be a survey that is administered through PlaceSpeak or a separate survey tool?

A6. The intent is for a separate survey tool. The proponent should ensure data collected is stored in Canada.

Q7. Regarding item 11 under Initial Public Engagement (pg. 5), are there other parameters that will be evaluated such as comparison communities, facility condition assessments or financial constraints? Also, are there existing provision standards that the CVRD currently uses?

A7. The intent of the initial public engagement is not to include comparison communities, facility condition assessments, or financial constraints. Those parameters are intended to be part of future phases of the project. The CVRD does not currently use provision standards.

Q8. Regarding item 5 under Recreation Facility use Analysis (pg. 6), we are unclear as to what this scope of work item entails. Please provide more information on what the CVRD's expectations are in relation to this item.

A8. The CVRD's expectations are that the final report will show a statistically reliable percentage of users for each of the nine regionally significant facilities. Users would be defined as from one of the nine electoral areas, one of the four member municipalities, or outside of the Regional District.

Q9. Regarding item 6 under Recreation Facility use Analysis (pg. 7), is the existing residency information for program registrations and rental use of sufficient quality to meet the needs of this project?

A9. The intent is to have current residency information for program registrations and rental use for this project.

Q10. Regarding item 6 under Recreation Facility use Analysis (pg. 7), will recreation facility staff be available to assist with collecting residency information from drop-in users (i.e. postal codes)?

A10. The proponent is to collect residency information for drop-in users.

Q11. If a proponent is planning to bid on both Phase 1 and 2, can the budgets for both phases be distributed between the phases at the discretion of the proponent, as long as the total budget remains below \$70,000?

A11. The proponent should provide a cost for phase 1, phase 2, or a total cost for both phases. The CVRD will decide at its discretion whether to award the phases separately or as a total package.

Please note the submission deadline has been extended until May 25, 2017 @ 2:00 p.m. local time.

End of Addendum 2

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