



RFP 25009 - ADDENDA

RFP TITLE: FVRD Parks and Trails User Survey

RFP NUMBER: 25009

ADDENDA: Budget Amendment, Scope Revision & Response to Questions for RFP 25009

ADDENDA DATE: Wednesday, June 18, 2025

1. RFP BUDGET:

The proposal budget has been increased to \$50,000 for RFP 25009 FVRD Parks and Trails User Survey.

2. SCOPE REVISION:

B.1 (iv) Reduced Survey Shift Hours

The surveying shifts have been reduced from 6 hours to 5 hours per shift.

AND

B.1 (iv) List of Regional Parks/Trails to be Surveyed

The Kettle Valley Rail Regional Trail will be excluded from the in-person survey due to its continued closure during the 2025 summer season. As a result, only 14 Regional Parks and Trails will be surveyed on-site; however, Kettle Valley will still be included in the online survey and require analysis.

3. QUESTIONS AND ANSWERS

The following questions were received before the enquiry deadline of Monday, June 16, 2025.

Project Scope:

QUESTION 1: Can you confirm if each site will be surveyed across four days with multiple shifts occurring on the same day (morning and afternoon), or if there will be only one shift per survey day at each site?

ANSWER: Each site will be surveyed on four separate days, with only one shift per day, either in the morning or the afternoon, not both. The sampling schedule is designed to include two survey days in August and two in September, with one weekday and one weekend day per month. To balance times of day, if a site is surveyed on a weekday morning in August, the corresponding weekday shift in September will be in the afternoon, and vice versa for weekends.

QUESTION 2: What is the expected length of each survey shift, and how many total staff hours are anticipated across all sites?

ANSWER: The scope has been revised to reflect 5-hour shifts (rather than 6) and a reduced number of sites for in-person surveying to 14 (instead of 15). This results in 20 hours of surveying per site (4 days \times 5 hour shifts), or 280 total surveyor hours across all 14 sites between August and September. With two surveyors per shift to ensure safety and adequate coverage, the total number of staff hours is 560 (280 \times 2).

QUESTION 3: In Section B.1(iv), what is defined as the start and stop time for shifts defined as a morning or afternoon shift?

ANSWER: Start and end times for survey shifts will vary by park or trail to align with peak visitation. In general, morning shifts would begin between 8:00 and 9:00 AM, and afternoon shifts between 1:00 and 2:00 PM.

QUESTION 4: Section B.1(iv) references a minimum number of completed surveys per shift. What is the expectation if an interviewer has not reached the minimum by the end of their shift?

ANSWER: The minimum number of survey responses per shift is intended as a benchmark. Interviewers are not expected to stay beyond the scheduled 5-hour shift if the minimum target is not met. The goal is to collect as many responses as possible during each shift. If the minimum target is achieved early in the shift, interviewers are still expected to complete the full shift and continue surveying park and trail users.

QUESTION 5: In Section B.1(v), are the presentations expected to be in-person or virtual?

ANSWER: Presentations to the Board and/or Committee may be delivered either in person or virtually. An in-person presentation is preferred; however, virtual attendance is also acceptable and will not negatively impact the proposal evaluation.

QUESTION 6: Will all survey locations have on-site washroom access for survey staff? If not, how many sites will not have washroom access?

ANSWER: All survey locations have on-site washrooms with the exception of Hillkeep Regional Park. The nearest washroom facilities to Hillkeep are located at Townsend Park (7 km away) or Tim Hortons (7.3 km away).

QUESTION 7: Section B.1(iii) states that postcards will be mailed to households using addresses provided by the FVRD. How many households will receive a postcard mail-out?

AND

QUESTION 8: The RFP indicates that mail-outs will be sent to “all households located near” selected locations, but it’s unclear how many this includes. Could the FVRD provide an estimated number of mail-outs that would meet your expectations for successful outreach?

ANSWER: Approximately 1,000 households will receive a postcard mail-out. The FVRD will provide the mailing addresses for all selected households. Depending on cost and in consultation with the successful proponent, we may explore the option of a non-addressed ad mail-out if it proves to be more cost-effective.

Project Budget:

QUESTION 9: Had you developed your budget based on an expectation that staff would be asked to work alone while in the field? Or perhaps minimum wage with no travel time paid?

ANSWER: This budget was informed by a comparable regional parks survey conducted in another jurisdiction, with adjustments made to reflect the FVRD’s scope and available resources. It assumes survey staff are appropriately compensated for their time, including travel, and does not rely on minimum wage rates or staff working alone in the field.

QUESTION 10: The RFP notes a project budget of \$48,500. Will proposals that exceed this amount be considered, and is there a maximum allowable budget?

ANSWER: The FVRD is revising the project budget to \$50,000. Proposals that exceed this amount may be considered, but proponents should aim to align as closely as possible with the stated budget to remain competitive.

4. THIS IS THE FINAL ADDENDUM:

One (1) completed copy of the Proposal marked with the RFP Title and Number must be delivered by email before Wednesday June 25, 2025, 4 PM (PST) to:

Fraser Valley Regional District
Attention: Melissa Geddert, Manager of Integrated Planning and Engagement
Email: outdoorrecreation@fvrd.ca
1 - 45950 Cheam Avenue
Chilliwack, British Columbia V2P 1N6