



REQUEST FOR PROPOSALS No. 22-002

Descanso Bay Regional Park Campground Operator

Addendum 1

7 pages

Issued: December 21, 2021

Closing Date & Time: on or before 3:00 PM Pacific Time on January 20, 2022

This addendum shall be read in conjunction with and considered as an integral part of the Request for Proposal. Revisions supersede the information contained in the original Proposal or previously issued Addendum. No consideration will be allowed for any extras due to any Proponent not being familiar with the contents of this Addendum. All other terms and conditions remain the same.

Attachments:

1. The December 16, 2021 non-mandatory site meeting attendee list (1 page)
2. Non-mandatory site meeting notes (5 pages)

Questions:

Q 1:

We wanted to question the requirement during the summer months to have 24-hour onsite presence as this would require a minimum of 24 hours of labour everyday. We do understand the importance of overnight presence but wondered if you might reconsider the 24-hour presence as it would seem excessive for the size of park and would be a significant expense. As there appears to be reasonable cellular coverage at the park, in today's world, people would have access to 911 as a minimum should there be any issue.

RDN Answer:

The RDN is willing to consider alternate proposals regarding the requirement of 24-hour park operator presence at Descanso Bay Regional Park during July and August and long weekends during the high season. We could consider the operator being absent from the park if they were available to answer telephone calls and return to the park within 15 minutes to respond to an emergency.

End of Addendum 1



NON-MANDATORY SITE MEETING NOTES

PROJECT TITLE	22-002 Descanso Bay Regional Park Campground Operator
MEETING DATE/TIME	December 16, 2021 10.30 a.m.
MEETING TIME	Descanso Bay Regional Park

Present at Meeting

Elaine McCulloch	RDN Parks Services, Senior Park Planner	emcculloch@rdn.bc.ca
Amy Gore	RDN Parks Services, Superintendent Research & Planning Development	agore@rdn.bc.ca
Chris van Ossenbruggen	RDN Parks Services, Operations Coordinator	cvanossenbruggen@rdn.bc.ca
Contractors	All bidders	See Attendee List

General Summary

The following is a summary of the non-mandatory contractors site meeting that occurred on Thursday, December 16, 2021. The purpose of the meeting was to review the RFP, tour the park, and to answer any question. The walking portion of the tour started at approximately 10:30am following sign-in.

Please advise immediately if the summary does not reflect your interpretation of the conditions.

Item #	Area of Discussion	Discussion Points
1.	General Information	<ul style="list-style-type: none"> • Everyone was asked to sign in and indicate their name and contact information. • Everyone was asked to introduce themselves to the group. • Confirmation that everyone had access to the RFP documents. • Confirmation that everyone understands the process of submitting questions through Elaine McCulloch. • The cut-off for questions regarding the RFP will be 5 business days before the closing date (January 12, 2021).

2.	Gatehouse Building & Workshop	<ul style="list-style-type: none"> • New gatehouse, two Sea-Can shipping containers, and water-treatment shed to be constructed and installed in spring 2022 to replace existing gatehouse, garage, and water treatment shed. • The new gatehouse will have septic, electrical, telephone and internet service hook-up. • There will not be electrical power provided to the new storage containers. • No electrical power is provided to the rest of the park. • If the new park buildings are not completed by the start of the high season, the RDN will work with the park operator to provide facilities to support overnight accommodations (e.g. RV-septic hook up or a suitable alternative)
3.	Garbage Area	<ul style="list-style-type: none"> • The garbage dumpster is emptied 2-3 times a month in the high season and once or twice in the off season. The garbage contractor (GFL) picks up the garbage upon request of the operator. • Recycling is the responsibility of the operator.
4.	Water supply & treatment	<ul style="list-style-type: none"> • The well has sufficient capacity to supply the campground. • There is a water connection box at the point; can be used for pressure-washing washroom and changeroom facilities. • The water is treated with a UV system; no chlorination is used. • The operator is responsible for ensuring the park water supply is only used by campers & day users; domestic/household water use by island residents is to be discouraged. • The RDN is responsible for <ul style="list-style-type: none"> - overseeing the operation of the system, supplying maintenance parts (UV bulbs, filters and sleeves) and undertaking any repairs. - carrying out bi-annual sampling in May and October • The operator is required to have a Small Water Systems Operators license and is responsible for: <ul style="list-style-type: none"> - Taking water samples, replacing filters; and seasonal shut down of the water system. - Sampling is weekly from May-September and monthly from October-April. - providing water samples to Island Health.
5.	Fires & Firewood	<ul style="list-style-type: none"> • Campfires are allowed unless there is fire ban issued by the Gabriola Island Fire chief. • Operator to keep grass in day-use and along roads well-mowed during fire season.

		<ul style="list-style-type: none"> • Current park operator has not had a lot of firewood sales; propane fire rings are a successful rental.
6.	Emergency Response / First Aid requirements	<ul style="list-style-type: none"> • The operator to work with local fire chief to update an implement the park emergency procedures plan. • The operator and their employees must have their first aid certification as required by Workers Compensation but is not responsible to provide first aid response to campers. If an incident occurs at the park an ambulance is to be called.
7.	Toilets	<ul style="list-style-type: none"> • The toilets are pumped by Mid-Island at least 2 x per season (June and August). • Toilets at the point were recently replaced - Wishbone. • Porta potty located in the Day Use area is not the responsibility of the Operator. It is included in a separate contract RDN Parks has with GFL.
8.	Park Roads	<ul style="list-style-type: none"> • The RDN is responsible for grading & the application of dust suppressant on the internal park roads as well as the speed bumps.
9.	Orchard/Day Use Area	<ul style="list-style-type: none"> • This space is primarily used by park day users and events. • Windhausen Creek flows under the field in a culvert. Routine culvert cleanout duties are the responsibility of the Operator; significant maintenance issues would be to the RDN.
10.	Activity Field Day Use Area	<ul style="list-style-type: none"> • This space is primarily used by park campers as it is one of the sunniest spots in the park. • The ground is very wet; can only use a small ride-on mower and/or a push mower in this area. • This lawn area has the invasive plant Tansy Ragwort that needs to be controlled by the Operator.
11.	Camping Fees & Reservation System	<ul style="list-style-type: none"> • The Operator is expected to use the Hercules Property Management System for front office and online reservations, revenue, and report management. • Campsite reservations are currently accepted year-round and can be accepted up to 4 months in advance. • Exception: may accept group reservations earlier than that. • There are already some reservations that will be transferred over from Jessica to new operator: May 14-20; May 20-June 3; July 24-29

12.	Campsites	<ul style="list-style-type: none"> • Primarily tent use, as most of the sites are un-serviced and are not large enough to accommodate RVs. • No additional sites can be developed based on the Islands Trust's Provincial and Regional Park (P1) zoning conditions. • The park has been run as a family campground and there are not a lot of issues with partying. Strict enforcement of the 11pm curfew over the years has helped with this. • The lower campground is typically closed in the low season to minimize maintenance efforts.
13.	Beaches / Foreshore	<ul style="list-style-type: none"> • The boundary of the Regional Park does not extend to the foreshore. • The bays are very productive oyster beaches. The operator to inform park users that a harvesting licence is required to harvest shellfish. • There are not many issues with boaters anchoring in the bays due to their depth and exposure. • The operator is responsible for keeping the accesses to the beach free of logs. There is a local log salvager that can often come take them away. • Swimming is a very popular activity for park users.
14.	Day Use of the Park	<ul style="list-style-type: none"> • There are lots of park day-users and the lower parking lot is often full; there are vehicle conflicts on the one-way/two-way driveway down to the parking lot. • As it is a campground park, all park users (day use and campers) must keep their dogs on leash at all times as per RDN Parks Bylaw. Ensuring dogs are kept on leash continues to be a significant challenge for the park operator. • The park boundary gate at Ivory Way needs to be kept closed but not locked as walking groups use the waterfront trail through the park as a link to other nearby trail systems.
15.	Special Park Uses	<ul style="list-style-type: none"> • Requests for special events at the park are to be directed to the RDN. RDN to issue park-Use Permit if request approved. E.g. Oceans Day Event, weddings. • The operator is expected to accommodate and provide support for any permitted special events that happen at the park. Eg. Mow/additional garbage collection and washroom maintenance/ etc. • Operator to receive permit fees from RDN. • The operator is <u>not</u> expected to continue organizing and running the yearly RDN Ocean's Day event.

16.	Archeological sites	<ul style="list-style-type: none"> • The park property is a known archeologically important area with known archeological sites. This impacts opportunities for new park facility construction and dictates how some maintenance activities are undertaken e.g. digging sign post holes in midden areas.
17.	Danger Trees	<ul style="list-style-type: none"> • The RDN is responsible for undertaking a yearly danger tree assessment and to do any removals. • The operator is responsible for minor cleanup.
18.	Park Use	<ul style="list-style-type: none"> • The operator is encouraged to look at ways to increase visitation to the park, especially in shoulder and low seasons. • Campers are mostly from off-island e.g. Vancouver / Victoria • Lots of cyclists use the park • The park is on the Marine Trail (kayaking)
19.	Additional Park Services	<ul style="list-style-type: none"> • The Park zoning allows additional park services (e.g. small boat rental) • the operator is encouraged to deliver or facilitate the delivery of additional park services and programmed recreation. Eg. Canoe and kayak rentals, concession. • Please refer to the Park Management Plan for examples.

End of non mandatory site meeting notes

