

Request for Proposals: Park Operator
for Descanso Bay Regional Park

Date: 03 March, 2017

Attachments

1. Meeting Notes for Mandatory Site Meeting held February 23, 2017

General Inquiries

None

Amendments

Request For Proposals

Section 6. Standards and Operational Responsibilities

- Revision: Fire
Ensure on S100 trained park employee is at the park at all times from August through September.
Clarification: The requirement for the operator to have their S100 certification is under review; the new operator will be given one year to complete the training if the requirement is deemed necessary. The Park is under the jurisdiction of the Gabriola Fire Department.
- Addition: Water System
The operator is required to have a Small Water Systems Operators License.
- Correction: Water System
The operator is required to provide water samples to Island Health not BCCDC.
- Correction: Water System
The RDN is responsible to carry out bi-annual sampling in May and October not the Operator.

Section 8. Proposal Submissions

Addition: The cut-off for questions regarding the RFP will be 1-week prior to the submission deadline (March 7th, 2017).

Correction: Proposals are due by no later than ~~4:00~~ 3:00 p.m., Tuesday 14 March 2017.
Clarification: The proposals are due no later than 3:00 p.m.

RFP Attachment 3: Draft Operating Agreement

Section 6.

Deletion: During the term, the Regional District will ~~supply a tractor for use in Park Operations, and~~ supply all materials necessary for the maintenance of the Park water treatment system.

Section 6. (a)

Deletion: will supply at his sole cost and expense all administration, management, supervision, labour, equipment including vehicles ~~(but with the exception of the tractor owned by the Regional District)...~~

Clarification: The RDN will not provide a tractor for use in Park operations. The contractor is required to provide all maintenance equipment necessary to fulfill their maintenance obligations.

END.

Date of Meeting: February 23, 2017

Time of meeting: 10:00 am

Location: Descanso Bay Regional Park

Chairperson: Elaine McCulloch

Present at Meeting

Elaine McCulloch	RDN Parks & Recreation, Park Planner	emcculloch@rdn.bc.ca
Mark Dobbs	RDN Parks & Recreation, Superintendent Park Operations	mdobbs@rdn.bc.ca
Chris van Ossenbruggen	RDN Parks & Recreation, Operations Coordinator	cvanossenbruggen@rdn.bc.ca
Contractors	All bidders	See Attendee List

General Summary

The following is a summary of the Mandatory Contractors Site Meeting that occurred on Thursday, February 23rd, 2017. The purpose of the meeting was to review the RFP, tour the park, and to answer any questions regarding the RFP. The walking portion of the tour started at approximately 10:08am following all of the sign-ins.

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

Item #	Area of Discussion	Discussion Points
1.	General Information See Amendments: RFP S.8.0 – Proposal Submissions	<ul style="list-style-type: none"> • Meeting started at 10am. • Everyone was asked to sign in and indicate their name and contact information. • Everyone was asked to introduce themselves to the group. • Confirmed that everyone had access to the RFP documents. • Confirmed that everyone understands the process of submitting questions through Elaine McCulloch. • The cut-off for questions regarding the RFP will be 1-week prior to the submission deadline (March 7th, 2017).
2.	Gatehouse Building & Workshop	<ul style="list-style-type: none"> • The contents of the gatehouse and workshop belong to the former operator as do the camper trailer, kayaks, boat trailers, appliances, and other chattels. • No assessments have been done on the park gatehouse building; however, a building assessment is scheduled for this year. Any required upgrades to the building are a capital expense and would be to the RDN. • No assessments have been done on the septic system that

		<p>provides a hook up to the operators' trailer; however it will be cleaned and assessed this spring. Any required upgrades to the septic system are a capital expense and would be to the RDN.</p> <ul style="list-style-type: none"> • There has been no evidence of the building roofs leaking. • There is electrical power to the gatehouse and garage but not to the rest of the park. • The gatehouse has electrical, telephone and internet service hook-up.
3.	<p>Tractor</p> <p>See Amendments: RFP Attachment 3: Draft Operating Agreement S.6.</p>	<ul style="list-style-type: none"> • The contractor is required to provide all maintenance equipment necessary to fulfill their maintenance obligations. • The RDN will not provide a tractor for use in Park operations.
4.	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 picks up the garbage upon request of the operator. • Recycling is the responsibility of the operator.
5.	<p>Water supply & treatment</p> <p>See Amendments: RFP S.6.0 – Water System</p>	<ul style="list-style-type: none"> • The well has sufficient capacity to supply the campground. • 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 water is treated with a UV system; no chlorination is used. • The RDN is responsible for overseeing the operation of the system, supplying maintenance parts (UV bulbs, filters and sleeves) and any undertaking repairs. • The operator is responsible for taking water samples of 2 lines, replacing filters; and seasonal shut down of the water system. • Water samples are forwarded to Island Health not BCCDC. • The operator is required to have a Small Water Systems Operators license. See following link for more info: http://www.tru.ca/trades/programs/water/smwatersys.html • The RDN is responsible to carry out bi-annual sampling in May and October not the Operator.
6.	Fires & Firewood	<ul style="list-style-type: none"> • Camp fires are allowed as long as there is no fire ban issued by the Gabriola Island Fire chief. • Firewood is to be supplied by the operator and is not to be sourced from the park.
7.	<p>Fire Suppression</p> <p>See Amendments: RFP S.6.0 – Fire</p>	<ul style="list-style-type: none"> • The requirement for the operator to have their S-100 certification is under review. In the case where the requirement stands, the new operator will be given one year to complete the training.
	First Aid requirements	<ul style="list-style-type: none"> • The operator and their employees must have their first aid certification 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.

8.	Toilets	<ul style="list-style-type: none"> The toilets are pumped at least 1 x per season. The park does not have, and is not eligible for, an RDN pump and haul permit.
9.	Capital Works	<ul style="list-style-type: none"> No significant capital works are planned for 2017. Re-painting the gatehouse or all the washrooms would be an example of a capital project.
10.	Parks Roads	<ul style="list-style-type: none"> The RDN is responsible for grading & the application of dust suppressant on the internal park roads.
11.	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 would be to the operator; significant maintenance issues would be to the RDN. Pruning of fruit trees would be the responsibility of the operator.
12.	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.
13.	Camping Fees & Reservation System	<ul style="list-style-type: none"> Camping fees are set by RDN bylaw and are not easily modified. The type of reservation system is up to the operator; however it must be approved by the RDN. The RDN is currently investigating suitable options for an on-line registration system. Reservations are currently accepted between May 1st and Sept 30th. Exception: there is a Park Use Permit application for the July 22nd weekend for which camping reservations have already been made.
14.	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 in an effort to minimize maintenance efforts.
15.	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 is responsible for checking to ensure park users have the appropriate licenses 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

		<p>beach free of logs. There is a local log salvager that can often come take them away.</p> <ul style="list-style-type: none"> Swimming is a popular activity for park users.
16.	Day Use of the Park	<ul style="list-style-type: none"> The operator must encourage day use of the park. 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.
17.	Ocean's Day Event	<ul style="list-style-type: none"> The operator is expected to continue organizing and running the yearly RDN Ocean's Day event.
18.	Invasive Species	<ul style="list-style-type: none"> The operator is responsible for invasive species control in the park. Invasive plant species found in the park are Scotch Broom, Tansy Ragwort, and holly.
19.	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.
20.	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 the cleanup.
21.	Park Improvements	<ul style="list-style-type: none"> The RDN can hire the operator to perform any capital or significant maintenance works at the park as an extra to the park operator contract.
22.	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)
23.	Additional Park Services	<ul style="list-style-type: none"> The Park zoning has recently changed to allow 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. Please refer to the Park Management Plan for examples.

Attendees:

Contact Name	Firm	Contact Email	Contact Phone
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Ian Rowe Bill Woodhouse	RLC Park Services	IanRowe@rlcparks.ca BillWoodhouse@rlcparks.ca	250-248-1134
Jessica & Calvin Sedlock	Jessica Sedlock	Jess.sedlock@gmail.com	-
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END.