

REQUEST FOR PROPOSAL - QUESTION ADDEDUMS

PROPOSAL:	Transit Feasibility Study
ISSUE DATE:	Wednesday, July 2, 2025 Question Addendum – Round #1 – July 28, 2025
FROM:	Travel Drumheller Representative: Lana Phillips, Destination Development Manager
CLOSING DATE/TIME:	Wednesday, August 6, 2025 at 2:00pm MDT

QUESTIONS

Round #1 – Posted July 28, 2025

Responses to questions provided by 3:00pm MST on July 28, 2025

- 1. The mandatory requirement 1.b (Page 10) states \$2,000,000 for Automobile Liability Coverage. Could this requirement be relaxed to \$1,000,000 since most vehicle policies (even comprehensive) are based on \$1,000,000?***

Response: Yes, a \$1,000,00 Automobile Liability Coverage would be acceptable.

- 2. Should the vehicle insurance policy be under the name of the same legal proponent?***

Response: Yes, this is preferred. Should the policy be under another name, please clarify who the policy is under and why it's under a name other than the legal proponent.

- 3. Travel Drumheller's Summer Survey is very useful to understand demand patterns. However, we did not find any information regarding seasonality, monthly variations, etc. Is Travel Drumheller aware of any information of this nature that would be available to the proponent/consultant? This will determine if additional surveys are required.***

Response: The Summer Visitor Survey was completed during the summer to take advantage of the significant influx of visitors to the Drumheller area. The peak months of visitation are July/August. The visitor season generally runs from the May long-weekend to early/mid-September. The operational hours of local businesses, specifically those focused on visitors, are reflective of this seasonality.

Policies such as the Destination Development Plan and Travel Drumheller Strategic Plan look to extend the season into the shoulders (spring and fall). The interest in extending the visitor season was identified in the Business Impact Survey.

We are working with local businesses to provide an example(s) of seasonal visitor data for consideration in the Transit Feasibility Study.

- 4. *Our firm does not own any automobiles. Please confirm if instead, the Non-Owned Automobile insurance coverage for \$2M will be sufficient in place of \$2 M Standard Form Automobile Liability Insurance.***

Response: Yes.

- 5. *Please confirm that the Cover Page, Table of Contents, and Cover Letter do not count towards the 10-page limit.***

Response: Yes, all those items would be included within the 10-page limit. The Cover Page (first page of this RFP) should eliminate the need for a cover letter and there's no expectation of requiring a table of contents, given the information should be presented in the order outlined on page 11 of the RFP.

- 6. *Do the following contribute to the 10-page maximum of the proposal? a. cover page, b. proof of insurance requirements.***

Response: Cover page - see response above. A statement of compliance with the mandatory insurance requirements is adequate at the proposal stage. Formal proof will be required by the successful proponent.

- 7. *Can the site visit be combined with one of the in-person engagement events?***

Response: Yes

- 8. *To ensure that all bidders are operating equally, do your policies encourage or discourage the use of AI for proposal responses?***

Response: We currently don't have an AI specific policy and appreciate the opportunity to refine our future RFP process.

For this RFP, we would encourage that should AI be used for the proposal, the proponent indicates how and where AI was used. We won't apply this retroactively to responses submitted prior to this Question Addendum being posted.

9. *To ensure that all bidders are operating equally, do your policies encourage or discourage the use of AI for deliverables, including analysis, reports and presentations?*

Response: The successful proponent will need to articulate how and where AI is used, if at all. The expectation is that the proponent staff are the major creators of the deliverables, and AI may be used as a minor tool to enhance, not replace human effort, with appropriate human oversight. Further discussion may take place with the successful proponent and/or during the interview process.

Information to inform this response was retrieved through Googles AI overview.

10. *Will you consider reference projects that are substantially completed?*

Response: Yes.