



**THE CITY OF WINNIPEG**

# **BID OPPORTUNITY**

**BID OPPORTUNITY NO. 503-2009**

**PARKS AND OPEN SPACES - PUBLIC OPINION SURVEY**

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### WINNIPEG USER NEEDS SURVEY

## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 PARKS AND OPEN SPACES - PUBLIC OPINION SURVEY

### **B2. SUBMISSION DEADLINE**

B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, July 10, 2009.

B2.2 Bids determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. ENQUIRIES**

B3.1 All enquiries shall be directed to the Contract Administrator identified in D3.1.

B3.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B3.3 If the Bidder is unsure of the meaning or intent of any provision therein, the Bidder should request clarification as to the meaning or intent prior to the Submission Deadline.

B3.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B3.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B3.6 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B3 unless that response or interpretation is provided by the Contract Administrator in writing.

### **B4. ADDENDA**

B4.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B4.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B4.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B4.2.2 The Bidder is responsible for ensuring that he has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B4.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 8 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

## **B5. SUBSTITUTES**

- B5.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.
- B5.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.
- B5.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.
- B5.4 The Bidder shall ensure that any and all requests for approval of a substitute:
- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
  - (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
  - (c) identify any anticipated cost or time savings that may be associated with the substitute;
  - (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance;
  - (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance.
- B5.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B5.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, only to the Bidder who requested approval of the substitute.
- B5.6.1 The Bidder requesting and obtaining the approval of a substitute shall be entirely responsible for disseminating information regarding the approval to any person or persons he wishes to inform.
- B5.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B5.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B15.
- B5.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.
- B5.10 Notwithstanding B5.2 to B5.9, and in accordance with B6.5, deviations inconsistent with the Bid Opportunity document shall be evaluated in accordance with B15.1(a).

## **B6. BID SUBMISSION**

- B6.1 The Bid shall consist of the following components:

- (a) Form A: Bid;
  - (b) Form B: Prices;
  - (c) Experiences and References, pursuant to B10;
  - (d) Sample printed pages of web based survey; pursuant to B11.
- B6.2 Further to B6.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B5.
- B6.3 All components of the Bid shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely in ink, to constitute a responsive Bid.
- B6.4 Bidders are advised not to include any information/literature except as requested in accordance with B6.1.
- B6.5 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, will be evaluated in accordance with B15.1(a)
- B6.6 The Bid may be submitted by mail, courier or personal delivery, or by facsimile transmission.
- B6.7 If the Bid is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address, and shall be submitted to:  
The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1
- B6.7.1 Samples or other components of the Bid which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid Submission.
- B6.8 If the Bid is submitted by facsimile transmission, it shall be submitted to (204) 949-1178.
- B6.8.1 The Bidder is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- B6.9 Bids submitted by internet electronic mail (e-mail) will not be accepted.
- B7. BID**
- B7.1 The Bidder shall complete Form A: Bid, making all required entries.
- B7.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, his name shall be inserted;
  - (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
  - (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
  - (d) if the Bidder is carrying on business under a name other than his own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B7.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B7.2.

- B7.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.
- B7.4 Paragraph 10 of Form A: Bid shall be signed in accordance with the following requirements:
- (a) if the Bidder is a sole proprietor carrying on business in his own name, it shall be signed by the Bidder;
  - (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
  - (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers;
  - (d) if the Bidder is carrying on business under a name other than his own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B7.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.
- B7.4.2 All signatures shall be original.
- B7.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

## **B8. PRICES**

- B8.1 The Bidder shall state the lump sum price in Canadian funds for the Work on Form B: Prices.
- B8.1.1 Notwithstanding C11.1.2, the price on Form B: Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B8.2 Prices from Non-Resident Bidders are subject to a Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

## **B9. QUALIFICATION**

- B9.1 The Bidder shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Bidder does not carry on business in Manitoba, in the jurisdiction where the Bidder does carry on business; and
  - (b) be financially capable of carrying out the terms of the Contract; and
  - (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.
- B9.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>
- B9.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) have successfully carried out work similar in nature, scope and value to the Work; and

- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

B9.4 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B9.5 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

#### **B10. EXPERIENCE AND REFERENCES**

B10.1 The Bidder should include descriptive literature and/or information demonstrating the following:

- (a) examples of past work demonstrating general ability to undertake the contract; and
- (b) contact information for 3 past clients to serve as references.

#### **B11. WEB BASED SURVEY**

- (a) The Bidder should include a sample of the visual appearance of the Web Based Survey. The Web Based Survey should be simple, clean, easy for everyone to use and be consistent with Universal Design Standards. It must work within the identified environment (speakupwinnipeg.com). The web survey must be set up in a way that precludes any individual from completing more than one survey.

#### **B12. OPENING OF BIDS AND RELEASE OF INFORMATION**

B12.1 Bid Submissions will not be opened publicly.

B12.2 Following the Submission Deadline, the names of the Bidders and their bid prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>

B12.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract Amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt>

B12.4 The Bidder is advised that any information contained in any Bid may be released if required by City policy or procedures, The Freedom of Information and Protection of Privacy Act (Manitoba), or by other authorities having jurisdiction.

#### **B13. IRREVOCABLE BID**

B13.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 9 of Form A: Bid.

B13.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work for the time period specified in Paragraph 9 of Form A: Bid.

## **B14. WITHDRAWAL OF BIDS**

- B14.1 A Bidder may withdraw his Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B14.1.1 Notwithstanding C22.5, the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.
- B14.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B14.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Bid until after the Submission Deadline has elapsed;
  - (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 10 of Form A: Bid; and
  - (c) if the notice has been given by any one of the persons specified in B14.1.3(b), declare the Bid withdrawn.
- B14.2 A Bidder who withdraws his Bid after the Submission Deadline but before his Bid has been released or has lapsed as provided for in B13.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

## **B15. EVALUATION OF BIDS**

- B15.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation therefrom (pass/fail);
  - (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B9 (pass/fail);
  - (c) experience and references pursuant to B10 50%
  - (d) Web Based Survey pursuant to B11 20%
  - (e) Total Bid Price; 30%
  - (f) economic analysis of any approved alternative pursuant to B5;
- B15.2 Further to B15.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B15.3 Further to B15.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his Bid or in other information required to be submitted, that he is responsible and qualified.
- B15.4 Further to B15.1(c), experience and references will be evaluated considering the information submitted.
- B15.5 Further to B15.1(d), the Web Based Survey will be evaluated considering the information submitted.
- B15.6 Further to B15.1(e), the Total Bid Price shall be the lump sum price shown on Form B: Prices.
- B15.7 This Contract will be awarded as a whole.



**B16. AWARD OF CONTRACT**

- B16.1 The City will give notice of the award of the Contract or will give notice that no award will be made.
- B16.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.
- B16.2.1 Without limiting the generality of B16.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Work;
  - (b) the prices are materially in excess of the prices received for similar work in the past;
  - (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
  - (d) only one Bid is received; or
  - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B16.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid in accordance with B15 .
- B16.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his Bid upon written request to the Contract Administrator.
- B16.4 Notwithstanding C4.1, the City will issue a Purchase Order to the successful Bidder in lieu of the execution of a Contract.
- B16.5 The Contract Documents, as defined in C1.1(n), in their entirety shall be deemed to be incorporated in and to form a part of the Purchase Order notwithstanding that they are not necessarily attached to or accompany said Purchase Order.

## PART C - GENERAL CONDITIONS

### C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Supply of Services* (Revision 2007 04 12) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Supply of Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](http://www.winnipeg.ca/matmgt/gen_cond.stm)
- C0.2 A reference in the Bid Opportunity to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Supply of Services*.

## **PART D - SUPPLEMENTAL CONDITIONS**

### **GENERAL**

#### **D1. GENERAL CONDITIONS**

D1.1 In addition to the *General Conditions for Supply of Services*, these Supplemental Conditions are applicable to the Work of the Contract.

#### **D2. SCOPE OF WORK**

D2.1 The Work to be done under the Contract shall consist of a public opinion telephone survey. The major components of the Work are as follows:

- (a) The Contractor shall conduct a random survey of 1,000 Winnipeggers over the age of 18 by telephone survey, and
- (b) Formatting the same survey to allow it to be posted to – or linked to the City of Winnipeg “Speak up Winnipeg” and “parks” web sites.
- (c) For both forms of data collection the following expectations apply:
  - (i) The Contractor shall meet with the Contract Administrator and/or the Contract Administrator’s representative, to provide advice/recommendation on the final survey instrument;
  - (ii) Once the final survey instrument is approved by the Contract Administrator, The Contractor shall pre-test the Survey instrument, using the introduction provided by the Contract Administrator,
  - (iii) The Contractor shall provide data input services, including coding, keypunch and verification of all the survey responses;
  - (iv) The Contractor shall provide a written report detailing survey findings to the Contract Administrator;
  - (v) The Contractor shall provide the cleaned dataset of responses to the Contract Administrator in electronic SPSS format;
  - (vi) The Contractor shall provide, in Microsoft Word format, a transcript of verbatim responses to open ended questions;
  - (vii) The Contractor shall provide an electronic summary, including thematic coding, of the answers to open-ended questions provided in Microsoft Word.

#### **D3. CONTRACT ADMINISTRATOR**

D3.1 The Contract Administrator is:

Jody Harris  
Manager of Research and Production Services  
Corporate Support Services Department  
5<sup>th</sup> Floor, 510 Main Street  
Winnipeg MB R3B 1B9

Telephone No. (204) 986-6851  
Facsimile No. (204) 986-5966

D3.2 At the pre-commencement meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

#### **D4. CONFIDENTIALITY AND OWNERSHIP OF INFORMATION**

- D4.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. To the extent permitted, the City shall treat all bid submissions as confidential.
- D4.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Request for Quote to the media or any member of the public without the prior written authorization of the Contract Administrator.
- D4.3 Information provided to the Contractor by the City or acquired by the Contractor during the course of the Work is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator.
- D4.4 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City. The Contractor shall not disclose or appropriate to its own use, or to the use of any third party, all or any part thereof without the prior written consent of the Contract Administrator.

#### **D5. NOTICES**

- D5.1 Notwithstanding C22.3, all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following address or facsimile number:

The City of Winnipeg  
Chief Financial Officer  
Administration Building, 3rd Floor  
510 Main Street  
Winnipeg MB R3B 1B9  
Facsimile No.: (204) 949-1174

#### **SUBMISSIONS**

#### **D6. AUTHORITY TO CARRY ON BUSINESS**

- D6.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

#### **SCHEDULE OF WORK**

#### **D7. COMMENCEMENT**

- D7.1 The Contractor shall not commence any Work until he is in receipt of a notice of award from the City authorizing the commencement of the Work.
- D7.3 The Phone Survey shall be conducted by August 7, 2009.
- D7.4 The web survey should be posted to the web by July 31, 2009, for a period of two (2) weeks (until Aug 14, 2009).
- D7.5 The cleaned SPSS dataset, the Microsoft Word transcript of open ended questions and the final report shall be delivered electronically to the Contract Administrator by August 31, 2009.
- D7.6 The City intends to award this Contract by July 14, 2009.

## **MEASUREMENT AND PAYMENT**

### **D8. PAYMENT**

D8.1 Further to C11, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

### **D9. PAYMENT SCHEDULE**

D9.1 Further to C11, payment shall be in Canadian funds net thirty (30) Calendar Days after receipt and approval of the Contractor's invoice.

D9.2 Payment will be made after completion of the Work.

## **WARRANTY**

### **D10. WARRANTY**

D10.1 Warranty is as stated in C12.

## **PART E - SPECIFICATIONS**

### **GENERAL**

#### **E1. APPLICABLE SPECIFICATIONS AND DRAWINGS**

E1.1 These Specifications shall apply to the Work.

#### **E2. SERVICES**

E2.1 The Contractor shall conduct a telephone public opinion survey in accordance with the requirements hereinafter specified.

E2.2 The Contractor shall prepare and set up the web survey.

E2.3 The Contractor shall survey a random sample of adult Winnipeggers, by telephone, using proper survey methodology.

E2.4 The Contractor shall modify the survey document to make to it appropriate for posting on the web.

E2.5 The web version should be simple, clean, easy for everyone to use and be consistent with Universal Design Standards. It must work within the identified environment (speakupwinnipeg.com). The web survey must be set up in a way that precludes any individual from completing more than one survey.

E2.6 The survey instrument shall be in accordance with the attached draft questionnaire – to be finalized in collaboration with the Contractor, with the Contract Administrator retaining right of final approval.

#### **E3. REPORTS**

E3.1 The Contractor shall provide the Contract Administrator with:

- (a) Two (2) bound copies of the summary results for each of the telephone and web based surveys.
- (b) An electronic version of the quantitative data in SPSS format (closed ended questions).
- (c) An electronic version in Word format (open ended questions full transcript).
- (d) An electronic version in Word format of summarized and coded open ended question responses.

**PARKS, PLACES AND OPEN SPACES**

**Winnipeg User Needs Survey**

I am calling on behalf of the City of Winnipeg who is seeking input from the public on the City's network of *Parks, Places and Open Spaces*, to determine:

- How people use and value City parks
- What people want now and in the future for our parks and open space system.

The survey will take approximately 15 minutes, but will be invaluable to the City for long term planning. May we continue?

We need to speak to an individual in the house who is over the age of 18.

**Park Usage:**

We are interested in input on all scales and types of parks: athletic fields, playgrounds, community centre sites, urban plazas, natural areas, and 'linear' parks (parkways, greenways and trails) - these are long park corridors, often along a river, which provide pedestrian linkages.

1. In the last 12 months have you been to a city park?  
 (select one)

Y - go to question 2  
 N - skip to question 9

2. In that same 12 month period, have you been to any of the following? For each type of location please indicate the frequency of your attendance? If you are not sure, select Never/NA. (please mark something for each location)

	weekly (or more)	once per month	once in 3 months	once in 6 months	1 time/ year	Never/ NA
Assiniboine Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Regional Parks (such as Kilcona, King's, Kildonan, St. Vital Park)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rural Area Parks (such as La Barriere Park + Little Mountain Park)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Downtown Parks/Plazas (such as Old Market Square, Bonneycastle + Central Park )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Large Sports Complexes (such as Buhler, Maple Grove and John Blumberg Park)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A linear park (parkway/greenway/trail)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Riverwalk through the Forks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community Center site	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Query site name(s), and enter, if known</i> _____						
Other parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<i>Query site name(s), and enter, if known</i> _____						

3. What time of day do you tend to use the (select for each park type)
- |   |                       |                       |                       |                       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
|   | Morning               | afternoon             | evening               | NA                    |
| a) parks:                               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b) linear parks (parkways / greenways): | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

4. What time of year do you tend to use parks (one answer per season)
- |  |       |           |        |
|--|-------|-----------|--------|
|  | often | sometimes | rarely |
|--|-------|-----------|--------|

- a) Spring
- b) Summer
- c) Fall
- d) Winter

5. Please identify the three things or activities you **most often** do in parks or use parks for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If applicable, please identify your #1 use, by putting an X or #1 in the space beside.

6. For any sporting activities identified, was this:

- as an informal game
- part of an organized league
- NA

7. How do you usually arrive at the park. (*pick one*)

- On foot
- By bike
- By skateboard or rollerblade
- By car
- By bus

Other, please specify \_\_\_\_\_

8. Do you tend to go to a park (*select all that apply*)

- by yourself
- with children in your care
- with friends or family
- with an organized team
- with a pet



**Use Determinants**

**9. Barriers to Use:** We are interested in finding out the factors that limit or affect peoples use of city parks **and** of linear parks / paths. We will ask similar questions for both parks and linear parks (trails), since these are often considered differently (*identify the degree to which each statement might be a factor in your decision to avoid use.*)

a) Affecting **Park** use

Major factor	minor factor	never a factor	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I don't have the time to use it/them
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I don't know where the nearest park is
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Inadequate lighting
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	there is nothing at the park which interests me
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	there is not enough shade
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	the park conditions are not to my liking
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	no means of getting to the sites I am interested in visiting
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Safety concerns (neighbourhood issues, condition of amenities)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I don't have someone to go with me
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	other; please specify: _____

a) Affecting **linear park** use

Major Barrier	minor barrier	never a barrier	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I don't have the time to use it/them
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I don't know where the nearest trail is
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I don't know enough about the path system and where it goes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Inadequate lighting
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	too many gaps or on-street segments in the network
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	there is not enough shade
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	the trail conditions are not to my liking
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Safety concerns (too hidden, steep or difficult)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	I don't have someone to go with me
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	other; please specify: _____

**10. Reasons for use:** Please think about the reasons that you do or would use a park or linear park; do those include (circle Yes or No)

For something to do	y	n
To challenge myself/find out how good I am at a particular activity	y	n
Fitness opportunity	y	n
Get away from it all	y	n
Nature appreciation	y	n
To link up with people with similar interests to mine	y	n
To get involved in something new and different	y	n
To be alone	y	n
Other, Please specify _____	y	n

**Appreciation/evaluation for amenities**

11. We are looking for your general feelings and perceptions related to types of park space in the City. *please rate each of the following factors from excellent to V poor*

	Excellent opinion	Good	Poor	Very poor	No
- <b>amount</b> of park space city wide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>amount</b> of park space in your neighbourhood	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>quality</b> of park space in your neighbourhood	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- Accessibility of parks space (by transit +/-or parking)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>Safety</b> within the parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>Safety</b> along the linear parks (paths)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>amount</b> of linear parks (paths) city wide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>quality</b> of linear parks (paths) city wide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>number</b> of athletic fields city wide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>condition</b> of athletic fields city wide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>amount</b> of playgrounds city wide	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>amount</b> of playgrounds in your neighbourhood	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- <b>condition</b> of playgrounds in your neighbourhood	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Generating funds**

12. There are a number of suggestions on how the City can respond to rising costs and contribute to the parks budget. (For each suggestion, please indicate if you level of agreement or disagreement)

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
a) Allow park related business/services to operate in parks					
- food vendors	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- activity or fitness operators (ie Zip line)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
- bike or skate rental/repair	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b) Have paid billboards in City facilities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c) Sell park land	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d) Charge fees to teams using sports fields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e) Charge for parking in parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f) Sell Naming rights or sponsorships	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g) Charge entrance fees at parks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Development Focus**

13. What priority would you place on the following types of **future** park development initiatives? If you are not sure what a specific reference means select NA/NS (No Answer/Not Sure)

	High	Medium	Low	NA/NS
'Naturalize' more parks (ie. native prairie grass instead of lawn)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop more walking/jogging trails	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop more bikeways or bike lanes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Improve our local neighbourhood park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Investment into the Assiniboine Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop more recreation/sports fields / amenities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Upgrade exists playgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Develop new (additional) playground sites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. Parks and Open Space Division must balance priorities within limited resources. If you were in charge of spending what would be your top priorities amongst the following groupings of possible expenditures? The following items would all cost about \$300,000 each. Please check off your *top priority in each grouping*.

- a) Grouping 1:
  - \_\_\_\_\_ 1 new small skate/skateboard park (like what was installed at Fort Garry CC)
  - \_\_\_\_\_ field improvements to 6 athletic fields (soccer or baseball)
  - \_\_\_\_\_ 3 – 5 playground replacements
- b) Grouping 2
  - \_\_\_\_\_ 1 new water spray pad (similar to Fort Rouge Park/ Provencher)
  - \_\_\_\_\_ 1.5 km of new trail
  - \_\_\_\_\_ 500 new trees planted in parks throughout the city
- c) Grouping 3
  - \_\_\_\_\_ 100 new benches and 100 new picnic tables and 100 new garbage containers
  - \_\_\_\_\_ Grading to fix land drainage (standing water) problems in 6 – 10 parks
  - \_\_\_\_\_ 2 new public art pieces

d) Top priority: of the 3 priorities you selected above please identify your number 1 priority for investment. *(circle the response to indicate highest priority)*

- |  |  |  |  |                                       |  |
|--|--|--|--|---------------------------------------|--|
| 15. What is the most amount of time you feel people should have to spend walking from home to their neighborhood park? <i>(select one)</i> | less than<br>5 mins<br><input type="radio"/> | 6- 10<br>mins<br><input type="radio"/> | 10-15<br>mins<br><input type="radio"/> | 15 +<br>mins<br><input type="radio"/> | No<br>opinion<br><input type="radio"/> |
|--|--|--|--|---------------------------------------|--|

16. What do think is the most important parks issue facing Winnipeggers today:

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**Parks Web site - familiarity** - www.winnipeg.ca publicworks/parksandfields

- |                           |                                      |   |                                     |                                    |
|---------------------------|--------------------------------------|---|-------------------------------------|------------------------------------|
| 17. a) Have you used it ? | Y<br>1 time<br><input type="radio"/> | N<br>2-5 times<br><input type="radio"/> | 6-10 times<br><input type="radio"/> | 11+ times<br><input type="radio"/> |
|---------------------------|--------------------------------------|---|-------------------------------------|------------------------------------|
- b) \_How often?
- c) What were you looking for: \_\_\_\_\_
- d) Did you find what you were looking for: Y N

**Demographics** *All replies are confidential and optional!*

This section requests general information about you or your household which will help us develop an understanding of how groups of Winnipeggers might differ or share common interests and needs.

Interviewer to guess Gender Male Female

18. What age category are you in?
- 18-24 years
  - 25-34 years
  - 35-44 years
  - 45-54 years
  - 55-64 years
  - 65-74 years
  - 75+ years

19. First 3 digits of your postal code: \_\_\_\_ \_

20. How long have you lived in:
- a) Winnipeg \_\_\_\_\_ yrs
  - b) Your current neighbourhood \_\_\_\_\_ yrs

21. a) Do you have children or dependents living with you? Yes *proceed to part b)*  
 No *proceed to question 22*

b) Please indicate how many dependents in each age group:

Under 5 yrs	0	1	2	3	4	5+
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6-10 yrs	0	1	2	3	4	5+
11-15 yrs	0	1	2	3	4	5+
16 – 18 yrs	0	1	2	3	4	5+
18+	0	1	2	3	4	5+

**22. Describe the highest level of education you have attained?**

- Less than high school
- High school
- College or technical school
- Some University training
- Undergraduate/Bachelor Degree
- Graduate (Masters/doctoral)

**23. In general, how would you describe your health?**

- Excellent
- Good
- Fair
- Poor
- Very Poor

**COMMENTS:** *please add any additional comments below.*

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**That concludes our survey!**

**Thanks** for the time and input you have provided, it will form part of an invaluable background study to help plan for the future of **our** parks and open spaces!