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REQUEST FOR PROPOSALS

The Village of Pemberton
Development Services Department

ARTS & CULTURE COMMUNITY SCAN
Date of Issue: March 3, 2010

1. Introduction

The Village of Pemberton invites proposals from qualified applicants interested in conducting a scan/ map project of the arts & cultural community of the Pemberton Valley (Lil'Wat Nation (TBC), Village of Pemberton, Pemberton Meadows, SLRD Area C).

Objective of the Request for Proposals

To provide the Village with qualified proponents capable of carrying out the work herein defined.

Timeline

The inventory component of the project must be completed by May 3, 2010 to meet grant requirements

Outcomes sought:

1. Define the local arts community

To prepare a catalogue of community cultural assets, facilities, organizations and other resources. This inventory is intended to enhance and improve knowledge and understanding of the Pemberton area arts and culture landscape leading to the effective implementation of the Village Arts Strategy's objectives and create new opportunities for the Pemberton arts community.

2. Identify the community's strengths & weaknesses,

To highlight any gaps/needs in the cultural community (including but not limited to facilities, resources, funding, investment, and capacity).

3 Identify existing networks & effective working partnerships,

To recognize existing and future synergies and/or partnerships for the delivery of the community's cultural objectives.

4. Facilitate access to / use of existing community resources

To maximize the opportunities available for local artists, and arts-related businesses through local organizations such as the Chamber of Commerce, the Village and private interests.

5. Develop a coordinated "voice" for the local arts and cultural sector,

To build pan-community support for the ongoing implementation of the Arts Strategy – leading to a solid commitment from the public, elected officials and business owners on its implementation.

6. *Work in partnership with Mapping Consultant to create a digital/physical map of cultural organizations, resources and facilities within Pemberton.*

The development of a map together with the Village and the Mapping Consultant (yet to be selected) that illustrates the location and extent of the community's cultural assets.

2. **Project Scope**

The proposed project would entail undertaking a Arts and Culture Community Scan project for the Village of Pemberton that would include the following:

- Develop a **comprehensive inventory** of: local arts, cultural and historical organizations (ethno-cultural, amateur, emerging and professional) and cultural industries, specifically identifying:
 - services provided
 - arts and cultural communities serviced;
 - size and scope of the individual artist community; and
 - the location whereby artists practice and produce their art.
- Prepare a **detailed assessment** of current cultural facility assets and their usage/capacity; and
- Gather **data** from a range of community arts and cultural organizations (particularly engaging those sectors and individuals not previously consulted) including:
 - current and future needs regarding: arts services;
 - working relationships and networks;
 - capacity building opportunities within the cultural and business communities; and
 - specific recommendations to better develop the cultural economy in the Village.

3. **Village Support**

The Village will provide the following informing documents:

- Regional Economic Impact Assessment and Strategy for Arts, Culture and Heritage: Sea to Sky Corridor, from Lions Bay to the Pemberton Valley
- Parks Master Plan
- Downtown Enhancement Strategy (Draft)
- Demographic information and community contacts lists;
- On-line survey capabilities;
- Any meeting space required.

Village staff will also make available on-line surveying capabilities, public notices and meeting space. The primary staff contact will be Jill Brooksbank, Communications Coordinator.

4. **Budget**

A budget of \$7,500 (Canadian dollars) including all fees, and disbursements has been assigned to this project.

5. Project Schedule

Key dates are:

- Delivery of final draft report – April 26, 2010
- Delivery of final report to Village and their Mapping Consultant – May 3, 2010

6. Proposal Submissions

All proponents are required to provide the following information (in order) with their submissions:

- Profile of the applicant including experience and qualifications specifically where tasks identified in this RFP have been completed within the arts and culture community;
- Detailed proposal of what will be delivered, including the expected outcome and benefits to the Village of Pemberton;
- Detailed project timeline including milestones, project meetings, interim reports and progress reports;
- Detailed project methodology explaining each project task including what will be expected of the consultant, the Village and it's partners with respect to each task;
- Specific recognition of unique approaches or experiences of the consultant that would be directly applicable and beneficial to this project;
- Community and stakeholder consultation plan; and
- A minimum of three (3) references (name and contact information) for each principle named.

7. Submission Details

Electronic proposals can be submitted to Jill Brooksbank Communications Coordinator (jbrooksbank@pemberton.ca), **no later than 4:00 pm, Local Time, on Friday, March 26, 2010**. Submissions received after this time will be returned to the sender.

The Village reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion. Proposals may be withdrawn by written notice only provided such notice is received at the Village of Pemberton prior to the date/time set as the closing time for receiving proposals. Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act. Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document will be issued as written addenda by the Village of Pemberton. It is the sole responsibility of the potential proponents to check with the Village of Pemberton's Website, and / or BC Bid to ensure that all available information has been received prior to submitting a proposal.

8. Enquiries

Clarification of terms and conditions of the proposal and purchasing process shall be directed to:

Jill Brooksbank, Communications Coordinator
jbrooksbank@pemberton.ca
604.894.6135
604.894.6136

The Village, its agents and employees shall not be responsible for any information given by way of verbal communication. Any questions that are received by Village of Pemberton Staff that affect the Proposal Process will be issued as addenda by the Village of Pemberton.

9. Working Agreement

The successful proponent will enter into a working agreement with the Village based upon the information contained in request for proposal and the successful proponents submission and any modifications thereto.

10. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the Village against conformance, but not limited, to the following criteria:

- Experience and Qualifications of Applicants
- Understanding of the project objectives/outcomes and vision
- Project Deliverables
- Creativity in preparing the deliverables
- Long term value to the Village and impacts on surrounding area
- Value for Money
- References
- Interviews (if required)

The Village has the right to reject any or all proposals received.