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REQUEST FOR PROPOSALS

The Village of Pemberton

Development Services Department

ARTS & CULTURE COMMUNITY SCAN - MAPPING COMPONENT

Date Of Issue: March 3, 2010

1. Introduction

The Village of Pemberton invites proposals from qualified applicants interested in developing an interactive and dynamic map project that will incorporate the arts & cultural community scan 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

Project must be completed by May 31, 2010 to meet grant requirements

Outcomes sought:

The creation of a digital and physical map of the arts, heritage, and cultural organizations, resources and facilities within the greater Pemberton Valley.

Work with the Village of Pemberton and the ***Arts & Cultural Scan Consultant*** (the "Consultant") to create a map that illustrates the location and extent of the community's assets.

2. Project Scope

The proposed project would entail undertaking a Community Mapping project for the Village of Pemberton. The Village has recently retained a consultant to undertake a Scan of the community's arts, heritage and cultural assets. A component of this project is to prepare an inventory of the offerings. A map is required in order to provide the necessary information related to the location and type of resources available in the Pemberton Valley. The specific tasks of the project will include:

- Integrating the community arts, heritage and cultural data and inventory provided by the Consultant to create a 'living', dynamic digital map that has the ability to be hosted on the Village, Pemberton Chamber, Pemberton Arts Council, Museum websites. It is anticipated that the map will include several layers of information.
- The map should also be able to provide a summary map that includes just the locations of the arts, heritage and culture resources in a hard (printable) copy format. The purpose of this map will be as a schedule to the Villages Official Community Plan.

3. Village Support

The Village will provide digital cadastre and civic mapping data in .dwg format, as well as ensure the timely delivery of the information compiled within the "in progress" Cultural Scan.

The primary staff contact will be Jill Brooksbank, Communications Coordinator.

4. Budget

A budget of \$2,500 (Canadian dollars) including all fees, and disbursements has been assigned to this project. The contract is exclusive of GST.

5. Project Schedule

The project is to commence upon receipt of the information from the Consultant (no later than May 4, 2010) and be completed no later than May 31, 2010.

6. Proposal Submissions

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

- Profile of the applicant(s) including experience and qualifications;
- Detailed overview of what will be delivered'
- Detailed project timeline including milestones, project meetings, interim mapping directions and allocated budget per anticipated task.
- 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 30 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 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 an agreement with the Village based upon the information contained in the request for proposal, the successful proponent's 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
- Project Understanding
- Ability to fulfill the project deliverables
- Value for Money
- References
- Interviews (if required)

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