



Box 100 | 7400 Prospect Street  
Pemberton BC V0N 2L0  
P: 604.894.6135  
F: 604.894.6136  
admin@pemberton.ca  
www.pemberton.ca

## REQUEST FOR PROPOSALS

**The Village of Pemberton**  
Development Services Department

### **ARTS & CULTURE COMMUNITY SCAN**

#### **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 (Mount Currie, 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 April 15, 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 (facilities, resources, funding, investment, capacity etc.).

##### **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 entrepreneurs and arts 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. Create a physical map of cultural organizations, resources and facilities within Pemberton.**

Work with the Village of Pemberton to create a map that illustrates the location and extent of the community's cultural assets.

## **2. Project Scope**

The proposed project would entail undertaking a Community Mapping project for the Village of Pemberton including the following:

- Develop a **comprehensive inventory** of: local arts, cultural and historical organizations (ethno-cultural, amateur, emerging and professional) and cultural industries that specifically identifies:
  - services provided
  - 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 (especially 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 municipality.

## **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 \$10,000 (Canadian dollars) including all fees, and disbursements has been assigned to this project.

## **5. Project Schedule**

The project is to be completed by March 15, 2010 with work to commence as soon as possible following selection.

Key dates are:

- Delivery of final draft report/map – March 15, 2010
- Delivery of final report/map – April 15, 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;
- 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;
- 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 Thursday, January 21st 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.