



Request for Proposals: Smithers Arts & Culture Centre Pre-Feasibility Study

TERMS OF REFERENCE

PURPOSE

The Town of Smithers is seeking a qualified consultant to complete a “Smithers Arts & Culture Centre Pre-Feasibility Study” to identify tenants, uses and programming for a new Smithers Arts & Culture Centre to be located in the historic Central Park of Smithers.

The study will be used to create a clear picture for the overall vision and concept for a new Smithers Arts and Culture Centre. The study will also be used to support the Town of Smithers and community organizations in applying for future funding programs to support a new Smithers Arts and Culture Centre.

BACKGROUND:

Community Context

The Town of Smithers is small, vibrant mountain Town located in Northwest British Columbia’s Bulkley Valley. With a population of 5,400 people and a service area of 12,000. Smithers is home to a diverse economy based on forestry, mineral development, agriculture, tourism, government services and amenity migration. It is known for its character Main Street, its active arts/culture scene, its stunning natural scenery, and its friendly local residents. Smithers lies within the traditional territory of the Wet’suwet’en people.

Site Context

Central Park is a public park located in the heart of Smithers and is unique in its history and multi-use function. Central Park is bordered on the north by Queen Street, on the

west by Highway 16, on the east by Seventh Avenue, and on the South by Main Street. The main access to Central Park is via Queen Street with a secondary access from Highway 16.

Buildings and structures located in Central Park include the Fire Hall, Central Park Building (containing the BV Museum, Art Gallery, Dance Studio), Chamber of Commerce/Tourist Information Centre and CN railcar (used by the community radio station). An RV sani-dump, picnic tables, green space, and outdoor rink are also located in Central Park. A vibrant Farmers' Market takes place on a weekly basis during the summer months.

In 2010, the Town of Smithers completed a land acquisition and purchase agreement that redefined the Town ownership area and boundary of Central Park, resulting in a net increase of 0.33ha (0.8 acre) of land, bringing the total area of Central Park to 2.8ha (7 acres).

SCOPE OF WORK

The Smithers Arts & Culture Centre Pre-Feasibility Study includes:

1. **Community Consultation & Vision** – Consult with key community stakeholders and potential tenants, such as the Smithers Public Library, BV Museum, BV Art Gallery, Visitor Information Centre/Smithers District Chamber of Commerce, Central Park Building Society, BV Arts Council, Office of the Wet'suwet'en, Smithers Council and Town Staff, as well as the broader community. Work to explore user needs, options for service delivery, space requirements, building experience and image. Based on these findings, establish a vision for the Smithers Arts & Culture Centre.
2. **Space Needs & Program** – Building on the vision and community consultation, articulate space needs and program that describe the environment needed to accommodate the uses envisioned to be in the Arts and Culture Centre. This includes design directives, program spaces and function and any unique characteristics to be incorporated.
3. **Sustainable Design Guidelines** – Set priorities and strategies for integrating appropriate sustainable guidelines into the design of the project. These may include but not be limited to attaining specified certification, integrating passive energy strategies, maximizing locally sourced, sustainable products, and maximizing participation of local suppliers and contractors.

4. **Site Strategies** – Evaluate the Central Park site to identify challenges and opportunities. Based on this, define site development goals and key siting strategies for the chosen location that includes an optimal building location, orientation, parking and vehicular/pedestrian movement throughout the site.
5. **Concept Design** – Based on the project findings, present a minimum of three conceptual options that encompass both the building and the site for review by both the community and Town Council. From this, a preferred selection option is to be identified.

KEY CONSIDERATIONS

- Balance Central Park’s function as a park both for visitors and for residents;
- Maximize year round use and capitalize on the central location and connection to downtown and neighbourhoods;
- Consider the balance of development and required parking with preserving the park’s natural assets of green space and mature vegetation and trees.
- Incorporate crime prevention through environmental design (CPTED) strategies;
- Address access, egress, circulation & signage.

DELIVERABLES

1. Presentation of the conceptual options to the community and Smithers Council for review and selection of preferred option.
2. Submission of a comprehensive final report that includes the project vision, summary of community consultation, space needs and program, sustainable design guidelines, site strategies and preferred concept design.

BACKGROUND DOCUMENTS & LINKS

1. [Map of Central Park](#)
2. [Town of Smithers Zoning Map](#)
3. [Town of Smithers Official Community Plan Bylaw No. 1614](#)
4. [2015-2018 Smithers Council Strategic Priorities](#)
5. [Downtown Charrette Final Report \(2008\)](#)
6. [Community & Corporate Energy and GHG Emissions Reduction Plans \(2012\)](#)
7. [Smithers Public Library Expansion Project Final Report \(2009\)](#)
8. [Smithers Multi-Purpose Visitor Centre Study \(2006\)](#)
9. [Central Park Development Plan \(2002\)](#)

SUBMISSIONS

Proposals will be received up until **2:00 pm** on **Friday, January 20th, 2017**. Please submit two (2) copies of your proposal, in a sealed envelope marked "Proposal for Smithers Arts & Culture Centre Pre-Feasibility Study", addressed to:

Alison Watson, Planner
Town of Smithers
PO Box 879, 1027 Aldous Street
Smithers, BC V0J 2N0

Emailed or faxed submissions will NOT be accepted.

SUBMISSION CONTENTS

- The name, address, telephone and email contacts for the proponent and consultant profile;
- The names and resumes of key individuals who would be conducting the work. The key individuals must be experienced in community consultation and similar municipal arts/culture related projects.
- A list of previous related projects that have been completed by the proponent as well as contacts that may be used as references;
- The detailed project understanding, methodology and schedule, including key milestone dates;
- A declaration of any potential scheduling conflict, and a statement as to other major commitments which the proponent has during the project duration and how this will affect the project;
- Total cost, inclusive of fees estimate, travel costs and disbursements.

EVALUATION & ACCEPTANCE OF PROPOSALS

The proposals will be evaluated taking the following factors into account:

- Project understanding and methodology
- Experience and/or reputation of the proponent and key individuals
- Availability to complete the project within the given timeline
- Monetary amount of the proposal.

The Town wishes to stress the monetary value of the proposal will be considered at the end of the evaluation process. Factors listed above will be given primary consideration prior to reviewing fee estimates. The Town's Purchasing Policy applies and is available if requested.

Proponent selection will be made by Town staff and acceptance shall be in writing. The successful proponent will enter into Service Contract with the Town that outlines the

mutually agreed upon scope of work, maximum cost, and completion date of services provided by the consultant.

TIMELINE

It is anticipated that proponent selection will occur by **February 14th, 2017** with submission of the Final Report: Pre-Feasibility of a Smithers Arts & Culture Centre completed no later than **September 22nd, 2017**.

OTHER INFORMATION

All proposals will become the property of the Town of Smithers. All proposals are confidential and will be so treated. Information outlined in this Terms of Reference must be held in confidence by recipient firms.

All proposals must be firm offers and valid for 60 calendar days following the last day to accept proposals.

The successful consultant must provide advance notice for any increase in the total remuneration or extensions to the time required to complete the services. No over-expenditure or extension of time will be permitted without prior authorization in writing.

The Town reserves the right to waive informalities in or reject any or all proposals, or to accept the proposal deemed most favourable in the interest of the Town. The lowest fee, or any proposal, may not necessarily be accepted.

In no event will the Town of Smithers be responsible for the costs of preparation and submission of a Proposal.

Town of Smithers Contact:

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