



**THE CITY OF PORT COQUITLAM  
REQUEST FOR PROPOSAL (RFP)**

***SERVICES***

**2014 - 35**

**CULTURAL PLAN**

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Proposals will be received in the office of the **Purchasing Department, 1737 Broadway Street, Port Coquitlam** up to **2:00 p.m.** local time, Tuesday, October 14, 2014.

The time of the tender closing shall be established by the time shown on the clock used by the City for that purpose.

**NOTE: DO NOT SEND BY FAX**

All queries related to this RFP shall be submitted in writing to the attention of:

**Karen Lastrup**  
**Purchasing Manager**  
**1737 Broadway Street, Port Coquitlam, BC V3C 2M9**  
**Telephone: (604) 927-5430**  
**Email address: [lastrupk@portcoquitlam.ca](mailto:lastrupk@portcoquitlam.ca)**

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CITY OF PORT COQUITLAM  
PART A – INSTRUCTIONS TO PROPONENTS**

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**1. INTRODUCTION**

This RFP is issued by the City of Port Coquitlam (hereafter referred to as the City).

The City of Port Coquitlam is seeking proposals from qualified, experienced consultant(s)/ team to develop a Cultural Plan that will assist the City in managing the direction of its future cultural opportunities, initiatives and facility operations planning for the next 10 years. This Plan is to be developed in conjunction with the community, key stakeholders, City Council and Parks and Recreation Department staff.

**2. GENERAL INSTRUCTIONS**

1.0 The following instructions, terms and conditions apply to all submissions related to this Request for Proposal.

The City expressly reserves the following rights:

- to accept any proposal;
- to reject any and/or all irregularities in the Proposal submitted;
- to reject any and/or all Proposals;
- to accept a Proposal which is not the lowest proposal;
- to make decisions with due regard to quality of service, experience, compliance with requirements and any other such factors as may be necessary in the circumstances;
- to work with any Proponents whose Proposal, in the opinion of the City, is in the best interest of the City.
- to cancel or reissue the RFP without any changes, in the event that only one compliant response is received, and/or if the fees submitted exceed the estimated budget for this project.
- to reject a Proposal in the event that only one Proposal is received.

2.0 Proponents should be submitted in THREE (3) copies (one of which is to be in electronic format), enclosed in a sealed envelope or appropriate packaging addressed to:

Karen Laustrup  
Purchasing Manager  
City of Port Coquitlam  
1737 Broadway Avenue  
Port Coquitlam, BC

The outside of the packaging must include the name and address of the Participant, the Request for Proposal title, due date and time as noted on the cover page of this RFP.

3.0 A Proposal will not be considered if it is deemed to be incomplete in any fashion.

4.0 Telephoned, emailed and faxed Proposals will not be accepted.

5.0 No feedback will be given to the any Proponents, individually, with respect to an evaluation of the RFP submission.

Proposals will not be opened in public.

6.0 Modification of a Proposal after submission will cause the return of the Proposal.

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7.0 Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.

8.0 It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP. Inquiries are to be in written form only, e-mailed to the contact person shown on the cover page. If required, an addendum will be issued and posted online through the City's website. It is the sole responsibility of proponents to check for online updates. The cut-off date for questions and inquiries relating to the RFP is one week (7 days) prior to the closing date and time of this RFP.

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

9.0 While the City has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The City will assume no responsibility for any oral information or suggestion(s).

10.0 Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If the City elects to reject all responses, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.

11.0 All documents, reports, Proposal submissions, working papers or other materials submitted to the City shall become the sole and exclusive property of the City and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.

12.0 Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

13.0 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any officer or employee of the City with respect to the Proposal, whether before or after the submission of the Proposal, the City shall be entitled to reject or not accept the Proposal.

14.0 The proponent warrants that the proponent is not employed by the City, nor is an immediate relative of such an employee, if the goods or services to be supplied under this proposal are intended to be supplied to the departments in which such employee works.

If the proponent is a company, the proponent warrants that none of its officers, directors or employees with authority to bind the company are employees of the City or immediate relatives of employees of the City, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.

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In this section “Immediate Relative” means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.

- 15.0 The Proponent shall indemnify and save harmless the City and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss or judgment (including costs, defense expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of the City’s property or facilities.

The Proponent shall waive all rights or subrogation or recourse against the City as a result of the granting of this contract or the use of the City’s property or facilities.

The Proponent shall indemnify and pay to the City promptly, on demand for any loss or damage to the City’s property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.

- 16.0 The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the Consulting firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement, and obtain written consent from the City. Acceptance of the proposed replacement is at the sole discretion of the City.

- 17.0 Proponents responding to this competitive process agree to the terms and conditions of the bid opportunity as issued by the City. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.

- 18.0 The successful proponent must possess a business license and will be required to provide evidence of same.

- 19.0 The Proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same.

**3. Insurance**

The Proponent shall, at his own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to the City with an insurer licensed in British Columbia:

1 Commercial General Liability	\$2,000,000.00
2 Professional Liability	\$1,000,000.00

The Proponent shall provide and maintain Commercial or Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 inclusive per occurrence, for bodily injury, death and property damage. Such policy shall include:

- 1 the City and its officers, employees, officials, agents, representatives and volunteers as Additional Insured,
- 2 cross liability and a waiver of subrogation or recourse against the City; and,
- 3 Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of the City, to be delivered by registered mail to the attention of the Purchasing Manager.

The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.

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PART A – INSTRUCTIONS TO PROPONENTS**

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The Proponent shall provide the City with a Certificate of Insurance prior to the commencement of the contract and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.

All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

**4. BEST OFFER**

The City will notify the successful Proponent that its Proposal has been selected as the Best Offer.

**5. CONFIDENTIALITY**

The proposal documents, or any portion thereof, may not be used for any purpose other than submission of proposals.

The bidder agrees not to divulge or release any information that has been given to it or acquired by it on a confidential basis.

Confidentiality with respect to all confidential information related to the proposal will be maintained by the City; however the City may be subject to the Freedom of Information and Privacy Act. If the bidder considers that any of its information is confidential, the bidder shall identify that confidential information in its proposal.

# **RFP – 2014 – 35 CULTURAL PLAN**

## **CITY OF PORT COQUITLAM**

### **PART B – SCOPE OF SERVICE**

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#### **1. INTRODUCTION**

Incorporated in the early 20<sup>th</sup> century, Port Coquitlam is a relatively young city built on an urban edge that is experiencing continued growth. One of its attractions is a small town atmosphere for its 56,000+ residents. Previously in 2001, Port Coquitlam's first Cultural Policy and Plan was completed. This Policy and Plan highlights culture as an important factor in the development of the community for its residents. Utilizing the 2001 document as a starting point along with other key City documents, it is anticipated that the Cultural Plan will serve as a guide and "next steps" in the delivery of cultural services and initiatives.

#### **2. PURPOSE**

The purpose of developing the Cultural Plan is to examine/determine the service level and scope of cultural services, programs and facility operations along with measuring the community priority for these services. The process to develop the Plan will assess the "current" operation/model to determine what is working or not and if not why, what is still relevant in moving forward and then together with the City via a community engagement process, develop strategic directions that are practical and can be achievable over the duration of the Plan.

A key part of the evaluation is to include an assessment of the four strategic areas identified in the 2001 Cultural Policy and Plan, to document what has been achieved in each of these priorities and if these four areas are still relevant and/or require adjustment as listed below:

- Building cultural leadership
- Fostering cultural opportunities
- Operating cultural facilities
- Resourcing the community's cultural initiatives

#### **3. PROJECT DELIVERABLES**

The Plan will become the City's guiding document relative to cultural services/facility operations for the next ten years. The Cultural Plan may result in a series of specific strategic directions to achieve the required objectives. This includes, but is not limited to:

- Development of a strong vision statement and guiding principles by incorporating an evaluation of the vision developed for the 2001 Cultural Policy and Plan.
- Evaluation of the four strategic areas to identify what has been achieved, what is working, what could be improved and are these areas relevant or require adjustment.
- Identification of gaps in service and delivery challenges; recommend adjustments to programs or services.
- Identify barriers to effective cooperation and opportunities for alliances/partnerships.
- Identify the direct economic benefits of arts and cultural programs, services and industries in Port Coquitlam and the value of its contribution to economic growth, urban revitalization and job growth.
- Review of the arts and culture service area/Leigh Square Community Arts Village administrative structure/supports and operating model and if applicable service efficiencies/adjustments along with identifying any staffing implications/costs to support this model.
- Review of the facility use of the Leigh Square Community Arts Village, and if applicable, recommendations for facility space adjustments to achieve the highest/best use of these existing spaces.

Further, the process would include broad community engagement through electronic surveys/social media campaign as well as a minimum of two workshops/focus groups with representatives from various community organizations, businesses, key stakeholders and representatives of City Council. Focus groups/public consultation would be designed to allow for input into the development of and review of the actual draft Cultural Plan. The social media engagement campaign will developed in consultation with the City's manager of Communication and Cultural Plan – Parks and Recreation staff lead.

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The Cultural Plan should be developed within the context of the City’s current overall operating model and available resources resulting in a practical approach so any stated strategic directions could be achievable over the period of the Plan. It is intended that the Plan will be reviewed annually as part of the City’s Business Plan development for currency of the relevant strategic directions.

**4. PROPOSED PROJECT TIMELINE** (to be confirmed at time of project award)

<b>Approximate Timeline</b>	<b>Deliverables</b>
October 2014	<ul style="list-style-type: none"> <li>Initial meeting(s) and review of all background materials.</li> </ul>
November 2014 to February 2015	<ul style="list-style-type: none"> <li>Facilitation of focus groups and documentation.</li> <li>Electronic survey and/or launch social media campaign for general public input/response.</li> </ul>
November/January	<ul style="list-style-type: none"> <li>Develop draft Cultural Plan.</li> </ul>
February 2015	<ul style="list-style-type: none"> <li>Submission of draft report to City for review/comment and adjustment.</li> </ul>
March 2015	<ul style="list-style-type: none"> <li>Presentation of revised draft to the Healthy Community Committee and City Council for review/comment and adjustment.</li> </ul>
April/May 2015	<ul style="list-style-type: none"> <li>Final draft of Plan to City Council and the community.</li> </ul>

**5. REPORTING & COMMUNICATION (POST AWARD)**

The Parks and Recreation Department is the lead agency for this project with oversight from the Healthy Community Committee.

City Contact (post award) will be:

Larry Wheeler  
Deputy Director Recreation Manager  
[wheelerl@portcoquitlam.ca](mailto:wheelerl@portcoquitlam.ca)  
ph: 604 927-7908

Recreation Division staff will assist with the logistical arrangements for the focus group sessions, the project communications plan, meeting space, social media plan based on consultant’s direction and will be the central contact for directing or managing phone calls, emails or general inquiries related to the project.

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PART C – SUBMISSION PROCESS AND REQUIREMENTS**

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**1. FINAL REPORT:**

The consultant will provide a PowerPoint of the final report and one electronic copy in Word and PDF, of the final report and supporting documents. The consultant will also produce a separate Executive Summary for the report suitable for public distribution. Contributors to the study such as funding partners, interviewed organizations and participants will be identified.

**2. PROPOSAL REQUIREMENTS:**

Proposal to include:

- Describe the methodology to be used, detail approaches to the tasks, outline innovative or value-added ideas and the format of the Cultural Plan itself.
- Provide details with regard to anticipated timing, hourly/total costs of the Plan, both professional services and expenses (including applicable taxes) and payment schedule.
- Include a work plan indicating responsibilities and time frame of work to be undertaken including milestones, project meetings and progress reports.
- Provide resumes for all consulting team members and clearly identify the roles and responsibilities of each member.
- Related references and examples of similar work must be provided.
- Confirm availability of all key personnel/commitment to take part on the project during the proposed schedule.

**3. MATERIALS AND RESOURCES:**

The City of Port Coquitlam will provide the following support documents to the successful proponent:

- City of Port Coquitlam Cultural Policy and Plan 2001
- Leigh Square Community Arts Village Feasibility Study 2003
- City of Port Coquitlam Official Community Plan 2005
- City of Port Coquitlam Parks, Recreation and Cultural Plan 2007
- City of Port Coquitlam Heritage Strategic Plan 2009
- City of Port Coquitlam Art in Public Places Plan 2009
- City of Port Coquitlam Strategic Plan “Vision 2020” 2011
- City of Port Coquitlam Public Art Program 2012

**4. EVALUATION CRITERIA:**

Proposals will be evaluated by a staff team with input from Healthy Community Committee representative. Selection will be based on study methodology, presentation, budget, qualifications, related experience and overall strength of the proposal. The City of Port Coquitlam reserves the right to reject any or all proposals and to accept the proposal that best fits the requirements of this project.

Proponent proposals will be evaluated on the following criteria:

- Understanding of objectives; Budget and References
- Quality of methodology and approach
- Proposed work plan, schedule, strategy and design
- Relevance of past project experience and qualifications of team members