



Village of Nakusp

Request for Proposal (RFP)

**Nakusp
Downtown Revitalization Plan
April 2017**

Closing Date – 2:00 p.m. May 5, 2017

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1.0 Introduction

The Village of Nakusp is seeking proposals from qualified firms to provide consultant services necessary to develop a Downtown Revitalization Plan. The successful proponent will work with the Village, Business Stakeholders, and Community Members to develop a Downtown Revitalization Plan that is intended to achieve the community's vision for beautification and enhancement of Nakusp's main street by creating an attractive, convenient and pedestrian-friendly downtown. The Plan will enhance waterfront and downtown connectivity to allow downtown businesses and waterfront attractions to mutually benefit from their proximity. Our intention is that the Plan will create a strong "sense of place" for Nakusp's downtown core.

The Downtown Revitalization Plan will provide the Village of Nakusp with the necessary concept plan and the construction drawings to implement rejuvenation of the downtown core in stages, as funding becomes available.

2.0 Background

Our Region consists of vibrant, safe and friendly communities located on the shores and in the surrounding areas of the Upper Arrow Lake in the West Kootenay region of British Columbia. Surrounded by the beautiful Selkirk and Monashee mountain ranges, we have both natural and developed hot springs, and the spectacular Arrow Lakes. Incorporated in 1964, the Village of Nakusp is home to over 1600 residents, is the largest community in the northwest portion of our Regional District (RDCK), and is the hub of economic activity in the area. Nakusp's overall service area has a population of 4,500 residents.

Over the years, Nakusp has undertaken a number of visioning and long range planning exercises and in each, the importance of downtown revitalization has been emphasized. More recently, the community has engaged in a number of community development initiatives focussed on economic development and tourism. A local task force titled the Common Agenda has been carrying out these initiatives with support from Columbia Basin Trust. This work has been instrumental in developing a common understanding in the community of the value and benefits of rejuvenation of the downtown core and the importance for economic development and tourism in Nakusp.

The future of our region requires that we develop the vision of a sustainable and resilient community model, which capitalizes on our local assets: including residents, associations, institutions, natural resource industries, physical infrastructure and natural capital, as our most valuable resources.

3.0 Planning Area

The planning area will be the existing downtown commercial core in Nakusp, which consists of six blocks on Broadway Street from 6th Ave NW to Nelson Ave and five cross streets from 5th Ave NW to 1st Ave NW between 1st Street NW and the Waterfront.

Where appropriate, the planning process will consider areas beyond these boundaries where historical, interpretative, recreational amenities/facilities, or other attractions can be linked to the study area.

4.0 Scope of Work

The objectives of the Downtown Revitalization Plan are to:

1. Work with Community Stakeholders to develop a Concept Plan;
2. Plan and facilitate a minimum of three public meetings in Nakusp;
 - a. One (1) with Community Stakeholders
 - b. One (1) Public Open House Meeting
 - c. One (1) final Council presentation at a Public Meeting
3. Work with the Village, Downtown Businesses, and Community Stakeholders throughout the contract to ensure that the Downtown Revitalization planning process is inclusive and is representative of the community;
4. Conduct a site survey, an assessment of existing infrastructure and drainage patterns, and traffic flows and parking to ensure that the proposed concept design is functional.
5. Establish locations, opportunities, and a uniform design theme for the streetscape, signage, banners, gateways, and public art;
6. Prepare a Draft Concept Plan based on the stakeholder engagement process and that incorporates the following elements at minimum;
 - a. Ornamental energy efficient lighting that includes banners and hanging baskets
 - b. Surface treatments for sidewalks
 - c. Corner bulbs or flares
 - d. Incorporation of Public Art in the streetscape
 - e. Wayfinding and interpretive signage that focuses on the Waterfront, Beach, and Community Park
 - f. Information kiosks
 - g. Street amenities (benches, planters, litter receptacle)
 - h. Tree planting plan (locations & species) and tree grates, guards, and vaults
 - i. Decorative planters
7. Revise the Concept Plan based on community feedback and present the reviewed plan to Council for adoption;
8. Preparation of Construction Drawings and itemized cost estimates that will allow the Village to tender work on a construction management basis going forward. The drawings shall detail at minimum;
 - a. Crosswalk, accessible ramp, and sidewalk details
 - b. Subgrade details
 - c. Sidewalk surfacing details
 - d. Corner bulb or flare details
 - e. Power kiosk locations
 - f. All underground utilities required for lighting and power

- g. Detail drawings for ornamental light standard bases
- h. Detail drawings for tree vaults
- i. Tree grate details
- j. Irrigation design and connections
- k. Bench, planter, and litter receptacle locations
- l. Signage locations

5.0 Deliverables

At a minimum, the following project materials will be delivered to the Village of Nakusp:

1. A public process as defined herein, that leads to the successful completion of Downtown Revitalization Plan. Consultation and consensus building with and between all stakeholders shall be an integral component of the acceptance of the plan;
2. All records from the public process, including but not limited to stakeholder and public meetings;
3. A completed Concept Plan and accompanying documents that are informed by community input and participation, including current best practices for downtown rejuvenation, and that will best contribute to and inform the development of the downtown core;
4. Construction drawings that will allow the Village of Nakusp to develop tenders for work on a construction management basis;
5. Itemized cost estimates for project design elements;
6. A public presentation on the Downtown Revitalization Plan suitable for use with Municipal Council, potential funders, and Community Stakeholders;
7. Digital and hard copies of all materials and drawings.

The Village of Nakusp retains exclusive rights to all materials produced during the commission of the project, including but not limited to digital and hard copy files. The Consultant agrees to the express acknowledgement that the Village of Nakusp is free to use all materials in their sole and absolute discretion. All project materials are considered confidential until accepted by the Village of Nakusp.

6.0 Contract Management and Working Committee

Project management, administration of the contract and project liaison with the consultant will be led by the Village of Nakusp, Director Recreation & Parks.

The successful consultant shall work with a Working Committee including representatives from the Downtown Business Community, the Common Agenda, the Nakusp & District Chamber of Commerce, and the Village of Nakusp. The Working Committee will meet with the consultant several times as required over the course of the contract through online and public meetings to provide information, local knowledge, ideas, and feedback on the concept plan.

7.0 Collaborative Planning Process

The proponent will ensure that a collaborative planning process is implemented that focuses on stakeholder based negotiation and consultation. The result of the plan will be one that all stakeholders will become stewards and will work towards the future implementation of the plan.

8.0 Estimated Timeline

TASK	COMPLETION DATE
Request for Proposal Issued	Wednesday, April 12, 2017
Request for Proposal Closes	Friday, May 5, 2017
Review of Proposals & RFP Award	Wednesday May 17, 2016
Preliminary online meetings with Stakeholder Working Committee	May 23 - 31, 2016
Public consultation process to be completed no later than	June 30, 2017
Preparation of Draft Concept Plan to be completed no later than	July 21, 2017
Draft Concept Plan presented to Village Council, Staff, and the Stakeholder Working Committee	July , 2017
Preparation of Construction Drawings to be completed no later than	August 18, 2017
Project completed no later than	August 31, 2017

9.0 Contractor Eligibility

All interested respondents must meet the following criteria in order for submissions to qualify:

1. Demonstrated understanding of community planning and design, with experience in downtown revitalization development;
2. Experience in community consultation and public process with a demonstrated ability for facilitation;
3. Demonstrated ability to work successfully with multi-party organizations, stakeholders and committees in both urban and rural locations;
4. Experience in developing resource tools and related supporting documentation (i.e. illustrations, models, maps, etc.), which can be used in written form or as part of displays and presentations;
5. Demonstrated expertise in data research and analysis;
6. Demonstrated ability to synthesize analytical information from meetings and discussions with committees and staff;

7. Three relevant and recent business references;
8. * Eligible proponents shall have completed a minimum of three (3) Downtown Revitalization planning projects over the past ten years.

10.0 Proposal Requirements & Content

10.1 Proposals Must Include:

1. A covering letter signed by an authorized representative of the project team shall be provided outlining the intent of the response and stating that the information contained in the response accurately describes the services to be provided. The response must also guarantee that all quoted prices will be honored for a specified period of time from the submission date;
2. Names of principal company and any sub-consultants;
3. Names and resumes of consultant principals and any other team members who would be assigned to the project;
4. Applicable company and staff experience with similar projects, including sample reports and client references;
5. Proposed methodology for the project;
6. Availability to start contract and meet specified time frames.

10.2 Scheduling

The proponents shall provide a project schedule including a breakdown of project elements and flow from the time of project award to completion.

10.3 Costs

Develop a detailed fee schedule outlining all fixed consulting fees for each of the categories for all members of the team, including:

1. Sub consultants;
2. All disbursements including travel;
3. Taxes as a separate line item;
4. Identified costs for public participation/community engagement activities necessary for the project (i.e. workshops, surveys, meetings, public open houses, etc.);
5. Final Downtown Revitalization Plan development and presentation to stakeholders;

6. Coordination of all members of the project team.

11.0 Selection Process

Representatives from the Village of Nakusp will evaluate all proposals. Proposals will be measured on the respondents' merits, experiences, and the proposed plan to develop the outcome as outlined in the Request for Proposal. Interviews may be conducted with potential contractors, either in person or by telephone conference. All unsuccessful applicants will be notified by email.

The lowest proposal bid will not necessarily be accepted and the Village of Nakusp reserves the right to accept/reject any or all proposals in whole or in part. Respondents may be required to provide supplementary information after the closing date to support their proposal. The Village will not be liable for any costs of proposal preparation or negotiations. All proposals and accompanying documentation submitted by respondents become the property of the Village and will not be returned.

The Village of Nakusp reserves the right to:

- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Request points of clarification to assist the Village in evaluating Proposals;
- Negotiate changes with the successful Proponent;
- Withdraw the Request for Proposals.

Please be advised that this is **NOT** a tender process, and the law applying to the submission of a tender does not necessarily apply to a call for proposals. Price will not be the sole dominant factor in determining awarding of the contract.

The Village of Nakusp reserves the right to waive informalities in, or reject any or all proposals or to accept the proposal deemed most favorable in the interest of the Village.

12.0 Freedom of Information and Protection of Privacy

The consultant(s) selected as the Contractor for this project will be required to acknowledge that the Freedom of Information and Protection of Privacy Act (R.S.B.C. 1996, c. 165) applies to all information and records relating to, or obtained, created or collected under this contract/agreement and to all information and records in the custody or control of the Village of Nakusp.

13.0 Indemnification

The consultant(s) selected as the Contractor for this project shall be required to indemnify and hold harmless the Village of Nakusp, participating municipalities and their employees and agents, from any and all claims, demands, actions, and costs whatsoever that may arise, directly or indirectly, out of any act or omission of the Contractor, their employees or agents, in the performance by the Contractor of this contract / agreement. Such indemnification shall survive termination of this contract/agreement. The Village shall not be liable or responsible for any bodily or personal injury or property damage of any

nature whatsoever which may be suffered or sustained by the Contractor, their employees or agents in the performance of this contract/agreement.

14.0 Insurance Coverage

The Consultant shall carry Comprehensive or Commercial General Liability Insurance with limits of not less than \$2,000,000 inclusive per occurrence, (and annual general aggregate, if any, of not less than \$4,000,000) against personal injury, bodily injury, and property damage; and Automobile Liability insurance in an amount not less than \$2,000,000 on all vehicles owned, operated, leased or licensed in the name of the Contractor.

All insurance policies held by the Consultant as they relate to this Agreement, shall not be altered in any material way, cancelled or terminated until thirty (30) days after written notice of such change, cancellation or termination has been provided to the Village of Nakusp.

The Consultant shall provide to the Village, a Certificate of Insurance showing evidence of all required insurance and Village of Nakusp as an Additional Named Insured, at time of Contract execution.

15.0 WCB

The Consultant shall provide to the Village, at time of Contract execution, written certification of current and appropriate coverage pursuant to the *Workers' Compensation Act*, (R.S.B.C. 1996 c. 492), through an account in good standing with the British Columbia Workers' Compensation Board. The Consultant shall maintain this account in good standing throughout the term of this Agreement.

The Village of Nakusp will confirm coverage on-line, prior to releasing ANY payment. Should coverage be denied, the Village will hold payment until coverage can be confirmed.

16.0 Bid Sheet

REQUEST FOR PROPOSAL: Nakusp Downtown Revitalization Plan

CLOSING DATE: May 5, 2017

The undersigned Bidder has carefully examined the Conditions, Specifications, and Drawings (if applicable) for the work requested and will construct or provide the services required.

This proposal is valid for: _____ days.

NOTE: If you are supplying goods, please include a delivery lead-time schedule with your submission.

FIRM NAME _____

ADDRESS _____

PHONE NO. _____ **POSTAL CODE** _____

EMAIL _____ **DATE** _____

AUTHORIZED SIGNATURE OF BIDDER: _____

PRINT NAME: _____

17.0 Submission of Proposals

Closing Date for submission of proposals is ***Friday, May 5, 2017 by 2:00 p.m. local time***. An original hard copy and two copies of a proposal in an envelope plainly marked "Proposal for Nakusp Downtown Revitalization Plan" will be received at the Village of Nakusp. A digital version shall be emailed as per the RFP contact information. Digital proposals alone are not acceptable.

Proposals should include the following items:

- A detailed project description including project phases, draft products, timelines, meetings, and a detailed breakdown of charges associated with each phase;
- An overview of the staff roles and responsibilities during the project including time allocations and billing rates;
- Staff resumes highlighting related experience in downtown revitalization planning projects and working with municipalities;
- A description of related firm experience;
- A stipulated upset cost figure to carry out all the work of the contract described in these Terms of Reference, together with a proposed payment schedule.

Logistical support in terms of venues for meeting locations and advertising of public open houses and stakeholder meetings will be provided by the Village of Nakusp. Consultants may factor this logistical support into proposals, but must be explicit as to the extent and type of support proposed.

Proposals to be sent to:

Terry Welsh
Director Recreation & Parks
Village of Nakusp
91 – 1st Street NW
Nakusp, BC
VOG 1R0

twelsh@nakusp.com