



## **REQUEST FOR PROPOSALS**

# **HERITAGE MANAGEMENT PLAN**

### **1.0 Purpose**

The City of Rossland is seeking proposals from qualified individuals or firms to produce a Heritage Management Plan, for the City of Rossland. The purpose of this Heritage Management Plan is to provide the City with a realistic and proactive policy framework for enhanced heritage conservation initiatives that will involve and engage the broader community, including private property owners. This will lead to a better understanding and long-term conservation of the City's significant heritage resources, and the development of an effective municipal heritage management program.

### **2.0 Background**

Rossland - historically called The Golden City, is famous as a renowned gold mining center with mines in production for 30 years. The town nestles at the foot of Red Mountain where the first claims were registered in 1890. News spread quickly about the new finds, prospectors were attracted, claims filed, and a mining camp developed. The hard rock nature of the embedded gold ore necessitated the formation of companies to provide the financial backing for mining operations and the development of an infrastructure to get the ore to smelters. By 1895, many companies had been formed, two railways into Rossland were under construction as well as the smelter in Trail to handle and move the gold rich ore. The Mining Camp was now known as Rossland and the townsite was registered and surveyed, by the founding father, Ross Thompson. Rossland was incorporated as the 4th largest City in BC in 1897 with a population of 7,000. The Downtown Core was solid with buildings offering the same professional, retail and institutional services found in any Canadian City of that time and the City was thriving. The booming town of Rossland attracted miners from many countries and prominent among them were Scandinavians from the United States and from their native lands. They brought with them their knowledge and love of skiing and soon organized the Rossland Ski Club, which held the first recorded competitions in Canada.

Today, many heritage buildings and sites remain as visual reminders of a significant past that help to tell the story of Rossland's economic, social and cultural history. They speak to identity, connections and roots that give Rossland its unique character.

Over the years, Rossland has put considerable effort into restoring and maintaining its heritage places - thanks in a large part to provincial and federal grants. A Downtown Revitalization Program in the 1980s established heritage design guidelines in the Downtown with a process for reviewing applications for work on existing buildings, the Miners' Hall was saved from demolition, a tea house was added to the Museum and businesses received grants for facade improvements. The Heritage Commission was established in 2009 and the City has an Official Community Heritage Register which includes 29 buildings and 13 sites.

However, more recently the Design Guidelines and the application process have caused frustration confusion, and some outcomes have been questioned by the community. The Design Review Committee has suggested that these guidelines (written in 1997) need to be streamlined and improved to provide a more coherent and consistent document. Some business owners are questioning the relevance of the guidelines, and the bureaucracy involved with building renovations and signage in the downtown core. Other organizations think the guidelines are not prescriptive enough.

With increased development pressure on downtown infill sites and various community heritage related organizations working in silos, it is apparent that Rossland needs a Heritage Management Plan developed first through public engagement - bringing together owners, users, groups, societies, funders, etc., to explore possibilities and benefits of working together to prepare an overarching policy framework to guide heritage conservation now and into the future.

### 3.0 Scope of Work

The Heritage Management Plan will use community input to create a vision, goals, policies and actions for the conservation of Rossland's heritage. The Heritage Management Plan goes beyond maintenance and conservation to provide a management system that effectively protects heritage values for the present and future generations and the delivery of wider benefits to society.

The Plan will evaluate ways in which current initiatives could be enhanced to ensure more effective stewardship of heritage resources. A component of the plan will outline the framework to encourage historic resource conservation by balancing incentives and regulations for the benefit of the entire community. The plan also identifies potential partnerships, and education and tourism opportunities to promote and preserve heritage in the city. Through the implementation of this Plan, the City will foster partnerships throughout the community that will celebrate the City's rich history and heritage, assist the conservation of significant historic sites, and create increased value and investment in heritage.

Key Goals are:

- Understand and recognize a wide range of heritage resources that support community identity and character.
- Conserve authentic heritage resources and make heritage conservation an integral part of community planning and part of any future changes in Rossland.
- Engage the broader community including private and volunteer sectors therefore increasing

- awareness and community pride.
- Provide support for the owners of heritage sites through a clear and transparent regulatory process and a range of heritage conservation incentives.
- Provide opportunities to develop cultural and heritage-based tourism.
- Enhance the capacity for heritage stakeholders to assist in heritage awareness and education initiatives

Preference will be given to the proposal:

- a) with an enhanced public consultation with stakeholders and the broader community to understand the Rossland context.
- b) is consistent with legal and administrative limitations;
- c) is pragmatic and is technically sound;
- d) uses graphics to illustrate concepts and definitions, where needed to provide clarity;
- e) is clear and concise in organization, intent, language and relationship to Local Government Act (LGA) provisions;
- f) that identifies tools to be utilized for the conservation of heritage values and sites on non-municipal and municipal properties in the City;
- g) that is unique to the Rossland context. In this regard, the plan will need to be flexible, forward thinking and fully reflect the information gathered during the consultation phase.
- h) provides clear implementation guidelines;
- i) is inclusive of regulations to support the growth of local and regional target economic growth sectors (e.g. green industry, eco-tourism, heritage tourism);

## 4.0 Term and Budget

The Term of the proposed Contract will be for a period of six (6) months beginning on or around October 1, 2018 and ending on or around March 31, 2018. The timetable may be altered by mutual agreement between the City and Consultant.

The estimated budget to complete all work in relation to this project is approximately \$30,000CAD.

## 5.0 Proposal Submission

Proposals are to include the following:

1. A schedule for completion of the project broken down by phase and task;

2. A description of the tasks to be undertaken and methodologies to be used by the Proponent including how each consultation event will be advertised and programmed;
3. Lead, team members and sub consultants;
4. Project costing including:
  - a) proponent maximum fee;
  - b) a breakdown of project costs by task in a manner that allows for easy cross-referencing of task, personnel, timing and costs:
    - for each task include the hours estimated for each individual, including sub-consultants, showing charge-out rate, total hours and disbursements per task; and
    - subtotals for each phase in the project;
  - c) total hours and fees per individual, including sub-consultants, to be assigned for the entire project; and
  - d) the cost to the City should meetings in addition to those noted in the Proposal be required;
5. The educational and professional qualifications of each individual to be assigned, including subconsultants. Include a summary of each individual’s work experience with related projects highlighting creation of Heritage Management Plans;
6. A list of references from clients who have engaged the Proponent and sub-consultants to complete similar projects, include the name, address and phone number of references; and
7. Assurance that the Proponent and any proposed sub-consultant are not in a position which may be perceived as a conflict of interest with respect to undertaking this project.

## 6.0 Evaluation Criteria

The evaluation criteria will be applied on a comparative basis, evaluating proposals by comparing each against the others. This may not result in and/or the City will not be obliged to select the proposal that offers the lowest price, or cost or any proposal at all. The following evaluation criteria will be applied to all proposals in a fair and consistent manner:

Qualifications & experience	15%
Methodology & work plan	20%
Project understanding & innovation	25%
Cost of proposal	15%
Community engagement strategy	20%
Proposal clarity & presentation	5%

## 7.0 Project Process and Reporting Structure

1. The Consultant will be required to liaise with City staff throughout the project. Staff will be available on an ongoing basis to discuss issues as they arise. Contact with the City will be through the Planner, Stacey Lightbourne, or in her absence, the Chief Administrative Officer, Bryan Teasdale;
2. The City will put together a steering committee to oversee the project. The steering committee will involve representatives from the Heritage Commission, Tourism Rossland, the Museum, downtown business owners and City staff and Council.
3. All work must be approved by, and carried out to the satisfaction of the City;
4. Consultant will be responsible for the cost of preparing one unbound copy suitable for photocopying and one electronic copy of all reports and submissions to Council. Electronic copies must be in pdf and MSWord 2007 Format for text, maps and data delivered as ArcGIS Geodatabase with corresponding ArcGIS MXD (Map Document) files and when required JPG and pdf format for graphics.

## 6.0 Commitment by the City

1. The City will make available, upon request and at no cost to the successful Proponent, any existing City maps, plans, reports and copies of relevant bylaws, including hard copies that are not posted on the City website.
2. The successful Proponent may be required to sign non disclosure, confidentiality or other agreements when access is provided to City information.
3. City meeting rooms, when available, may be used at no charge to the Consultant and are to be arranged through City administration.
4. Subject to availability, City staff will assist during public events.
5. Subject to resource availability, notices and information in PDF format may be forwarded for posting on the City website free of charge.
6. Project costs which are the responsibility of the City are limited to the following specified items: Council meetings, and Mail out and notification to the community of meetings, events, and Surveys.

## 7.0 Available Information

Proponents wishing to submit a proposal are encouraged to review the following materials to confirm the accuracy and completeness of their proposal prior to submission.

<http://heritagerossland.com/>

<http://www.rossland.ca/official-community-plan>

## 8.0 General Submission Instructions

All proposals are to be submitted and clearly marked “Request for Proposals - City of Rossland Heritage Management Plan” by **Friday September 14, 2018 4:00 pm (PST)** to:

Attention: Stacey Lightbourne, Manager of Planning and Development  
The Corporation of the City of Rossland  
P.O. Box 1179  
2196 LeRoi Avenue  
ROSSLAND, BC V0G 1Y0

Email: [planner@rossland.ca](mailto:planner@rossland.ca)

Phone: 250.362.2329

Proposals will be accepted by drop off, general post, or email. The City cannot guarantee that its Internet connection will be available at all times prior to the submission deadline. A Proponent submitting by email does so at their own risk. A Proponent must sign the documents or the proposal cannot be accepted. The legal name and address of the Proponent is to be used on the proposal documents. All costs incurred by Proponents in the preparation and presentation of their proposal will be at their own expense.

The City shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. No Contract is formed as a consequence of this invitation to submit proposals.

All Proposals shall be final and binding on the Proponent for a period of thirty (30) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the Proponent is requested to do so by the City. The City reserves the right to either accept or reject any or all Proposals, accept a Proposal deemed to be in the best interest of the City, or cancel this RFP at any time.

The City will notify the Successful Proponent of any future award. The Successful Proponent agrees to execute a Standard Service Agreement to undertake work within seven (7) days of the date of Notification of Award.

Proposals received after the closing time stated above will not be accepted.