



## REQUEST FOR PROPOSALS

# RECREATION PUBLIC INPUT PROCESS

### **Purpose**

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The City of Rossland is seeking proposals from qualified individuals or firms to execute a public information and input process regarding both current and future recreational facilities, programs and services offered in the community and region. The outcome must be an understanding of the preferred recreation alternatives or options / trends that lead the City in the development of future facilities, programs and services specific to Rossland and its surrounding area.

The City of Rossland may choose to put any findings received through this initial public consultation process through additional and future public consultation activities in order to formulate and undertake a suitable long-term plan of action for the City (including possible referendum).

### **Background**

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The City of Rossland, strategically located in the heart of the West Kootenays, and halfway between Vancouver and Calgary, offers an exceptional lifestyle with an abundance of recreational activities and cultural experiences. Only two hours from the City of Spokane, Washington and three kilometers from the base of Red Mountain Ski Area, Rossland is rapidly growing into a first-class Resort Municipality. Known for its beauty and unassuming charm, this magnificent rural city is nationally recognized as one of the best communities to live, work and play.

Like many municipalities, the City of Rossland faces the challenges of aging infrastructure, increase operational costs and shifting demographics. The intent of this public information process is to help identify the recreational needs of Rossland residents, prioritize projects that should/could be undertaken and review. This process will also involve educating the public on our current recreation facilities (local and regional) and the cost to operate and maintain them.

Additionally, prior to 2007, the City of Rossland was a participant in the Regional District of Kootenay Boundary's Regional Recreation Service that also included the communities of Trail, Fruitvale, Montrose, Warfield and Areas A and B of the RDKB. Following the collapse of that service, each community sought to develop new approaches to the provision of recreation amenities within its jurisdiction. The approaches and policies currently in place now vary from each municipality and have resulted in some differential pricing structures between municipalities (i.e. The Trail Residency Program). As these structures have been in place for over 10 years now, another general overview from residents of/on the use of current local and regional facilities may deserve further review.

Attached are the recreation portions of the City of Rossland Official Community Plan and Strategic Sustainability Plan outlining our current recreation offerings and future goals.

The City of Rossland requires a clear vision of community priorities regarding recreation, to help develop a plan for recreation in Rossland. The plan needs to take into consideration aging facilities and their capital requirements, facility operational costs, demographics of local sports groups, regional recreation facilities and assets and resident priorities regarding recreation and recreation facilities.

Ultimately, the information gathered in this process will be used to form a high-level master recreation plan for the City of Rossland. Further, it is possible that this information will also be used as supplemental information in future undertakings of the City (which may include additional public consultation activities, further public engagement activities and internal/external communication activities).

## **Project Deliverables / Expected Outcomes**

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The recreation public input process must result in a clear depiction of current and future desires of community recreation priorities, based on public information and input, that Council and staff can further utilize. In this regard, the plan will need to be flexible, forward thinking and fully reflect the information at hand and knowledge we possess at this time.

The City seeks a person/firm to work collaboratively with City Council members, staff and aids/assistants to provide the public with information and gather input. Public input must be inclusive and facilitated in a way to ensure equal participation from all residents, regardless of demographic or involvement in recreation. **A detailed description of the consultation and engagement strategy that the Successful Proponent intends to employ on the project is required to be submitted.**

City staff and Council will work to assist in the execution of the input sessions, to provide the successful candidate with the necessary financial and background recreational information/data and to connect the successful candidate with key community stakeholders. Staff will also assist in the execution of the actual input events, cost of such events will be covered by the City of Rossland in addition to this contract, not to be included in proposal.

## **Scope of Work**

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The project scope will focus on parks and recreation infrastructure and amenities, and associated services, including the TRP pricing structure in the region. Recreation programming and cultural/social planning unrelated to parks and recreation infrastructure needs will generally be outside the scope of this assignment.

Services covered within the scope of this study include:

- Current and Future recreation services and facilities desired by residents,
- Provision of parks, trails and outdoor space desired by residents,
- TRP program and community priorities therein

- Phase 1: Background Review and Project Familiarization
- Phase 2: Data Gathering and Analysis
- Phase 3: Stakeholder and Public Consultation and Engagement
- Phase 4: Reporting and Recommendations

## Estimated Project Timeline / Key Dates / Budget

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The *anticipated* project timeline and key milestone dates for the project are:

- RFP Issuing: May 16, 2018
- RFP Closing: June 4, 2018**
- Contract awarded: Early June 2018
- Project execution: Early June 2018 – July 31, 2018
- Project completion: August 31, 2018

The estimated budget to complete all work in relation to this project is approximately \$10,000 CAD.

## Qualification and Performance Standards

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The successful Consultant will have demonstrated experience in public consultation activities related to recreation, particularly within the context of Local Government operations. For further information regarding this Request for Proposals, please contact the undersigned.

Proponents should provide at least one reference in respect to where similar services have been performed within the last five years. References should be equal in complexity and service requirements as outlined in this proposal.

## Evaluation Criteria

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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:

Project Understanding	5 points
Project Deliverables	10 points
Project Methodology	15 points
Resources and Project Team	10 points
Project Schedule	20 points
Budget Detail	20 points
Relevant Experience and References	15 points
Completeness, Clarity and Quality of Proposal	5 points
<b>TOTAL</b>	<b>100 points</b>

## Additional Documents

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1. Process flow-chart
2. OCP Recreation portion
3. SSP Recreation portion

## General Submission Instructions

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All proposals are to be submitted and clearly marked “Request for Proposals - City Of Rossland Recreation Public Input” by **Monday June 4, 2018 4:00 pm (PST)** to:

Attention: Kristi Calder, Manager of Recreation and Events  
The Corporation of the City of Rossland  
P.O. Box 1179  
2196 LeRoi Avenue (Temporary Address)  
ROSSLAND, BC V0G 1Y0

Email: [recreation.manager@rossland.ca](mailto:recreation.manager@rossland.ca)  
Phone: 250.362.7396 x 5037

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.