



Contract 3069P

ARTS & CULTURE COMMUNITY SCAN & ECONOMIC IMPACT STUDY

1. Introduction

The City of Richmond invites proposals from applicants interested in conducting a scan/map project of the arts & cultural community of the City of Richmond that includes an economic impact study of the arts sector.

Outcomes sought:

1. Define the local arts community, provide a clear inventory of community cultural assets, inventories, resources. This improved understanding of the Richmond arts & culture landscape will enable the project steering committee to effectively implement the City Arts Strategy's objectives and create NEW opportunities for the Richmond arts community.
2. Identify the community's strengths & weaknesses, thereby highlighting any gaps/needs in the cultural community (facilities, resources, funding, investment, capacity etc.) that need to be addressed.
3. Identify existing networks & effective working partnerships, and those that need to be enhanced and/or created; once identified, these partnerships can become a means for delivery of future strategies & community objectives.
4. Facilitate access to / use of existing community resources – for example, providing better use of Chamber of Commerce resources by local artists entrepreneurs and arts businesses.
5. Articulate the specific economic role & impact of the Richmond arts and cultural sector (including artists, NFP arts organizations, cultural industries, events/festivals) to provide important new data and bolster advocacy efforts to/from the business community, municipal council, and the public at large.
6. Create a template/process that will enable the City of Richmond to track the economic impact of the local arts sector in future years; as well as project specific economic benefits of proposed new arts & cultural projects, services or facilities.
7. Develop a coordinated “voice” for the local arts and cultural sector, that will bring about pan-community support for the ongoing implementation of the Arts Strategy – leading to a solid commitment from the public, politicians and business owners to work together to achieve these objectives.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Five (5) copies of proposals marked “**Contract 3069P – Arts & Culture Community Scan & Economic Impact Study**” addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00 pm, Local Time, on June 29, 2007. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential proponents to check with the City of Richmond’s Website, and / or BC Bid to ensure that all available information has been received prior to submitting a proposal.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal and purchasing process shall be directed to:

Purchasing Process

Sheryl Hrynyk – A/Supervisor

Purchasing Section

City of Richmond

Telephone: 604-276-4135

E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Arts and Cultural Issues

Jane Fernyhough

Manager, Heritage & Cultural Services

City of Richmond

Telephone: 604-276-4288

E-mail: jfernyhough@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

The City of Richmond's Arts Strategy was developed in 2004 to clarify and consolidate the community's vision for arts development. However, the strategy lacked two significant key elements:

- a comprehensive scan of the community's arts and cultural assets/inventory, essentially a community map which would quantify and articulate the scope of the local artist/arts/cultural community; and
- an assessment of the role of the sector in Richmond's rapidly expanding economy with specific attention paid to the sector's economic impact within the City of Richmond.

The need for this specific project has been echoed by a number of community agencies and there are a few key developments that underpin the need to move forward with the Cultural Map project at this time, including the Richmond Chamber of Commerce 2006 report on the "Benefits, Opportunities and Recommendations for Linkages between Business, Arts and Culture in Richmond". The report includes an environmental scan, provides specific recommendations to the Chamber with respect to mutually beneficial linkages between business, arts and culture and specifically calls for the creation of an economic impact study of the Richmond arts community to be undertaken.

Information gained on Cultural Industries will provide background information for a Cultural Industries Strategy to be developed later this year.

5. Project Scope

The proposed project would entail undertaking a Community Scan/Mapping project for the City of Richmond including the following:

- Develop a **comprehensive inventory** of: local arts and cultural organizations (ethno-cultural, amateur, emerging and professional) and cultural industries; where they practice, services they provide & communities they serve; the size and scope of the individual artist community and where they practice and produce their art; a detailed assessment of current cultural facility assets and their usage/capacity; and a preliminary assessment of community participation levels in the arts.
- Gather **data** from a range of community arts and cultural organizations (especially those sectors & individuals not previously consulted) as to their current & future needs regarding: arts services; working relationships & networks; facility access/usage; funding levels; resources offered and accessed; and capacity building.
- Conduct an **Economic Impact Study** to create a profile of the economic impact of the current arts and cultural sector in the City of Richmond; identify and analyze

opportunities within the cultural and business communities; and make specific recommendations to better develop the cultural economy in the municipality. The Study would gather and assess data on employment and spending in the sector in order to project the (direct and induced) effect on the city's gross domestic product. Particular attention would be paid to each of the major sectors of the arts & cultural community in all discipline areas, and include commercial arts industries as well as the cultural tourism sector.

6. City Provided Items

- City of Richmond's Arts Strategy (2004) and all background documents;
- Chamber of Commerce's Report entitled "Benefits, Opportunities and Recommendations for Linkages between Business, Arts and Culture in Richmond" (2006);
- Museum & Heritage Strategy;
- City Centre Area Plan (work in progress);
- Richmond Film Strategy;
- Demographic information and community contacts lists;
- On-line survey capabilities;
- Any meeting space required.

7. Budget

A budget of \$35,000 (Canadian dollars) plus all applicable taxes and disbursements has been assigned to this project.

8. Project Schedule

The project is to be completed by November 30, 2007 with work to commence as soon as possible following selection. Key dates are:

- Delivery of final draft report – October 31, 2007
- Delivery of final report – November 30, 2007

9. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

- Profile of the applicant including experience and qualifications;
- Detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond;
- Detailed project timeline including milestones, project meetings, interim reports and progress reports;
- Detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task;
- Community consultation plan;

- A minimum of three (3) references for each principle named;
- Consent to do a credit check on proponents.

10. Working Agreement

The successful proponent will enter into a working agreement with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

11. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance, but not limited, to the following criteria:

- Experience and Qualifications of Applicants
- Understanding of the project objectives/outcomes and vision
- Project Deliverables
- Long term value to the City and impacts on surrounding area
- Value for Money
- References
- Interviews (if required)

The City has the right to reject any or all proposals received.



City of Richmond
 Business and Financial Services Department

Notice of No Bid

Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form. Please remember to include Quotation/Proposal/Tender No. at right. Quotation/Proposal/Tender No.

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	