

RFP SCOPE OF WORK

FERNIE HERITAGE MASTER PLAN



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PAPER CLIPPED) TO:**

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DELIVERY BY 4:00 PM FEBRUARY 28, 2018**

PROJECT OBJECTIVES

The purpose of a heritage master plan is to provide the background and tools to manage change in such a way that the wide range of heritage values in a community are retained, enhanced, celebrated and embedded into overall community planning.

Fernie is an excellent example of a community that has the potential to realize the connection between heritage conservation with sustainable economic development while continuing to cultivate its culture and character. It is also forward-thinking in its current approach by understanding that heritage is not confined to buildings or historic downtowns.

In an April 2017 Heritage Values Workshop conducted by Heritage BC, community members and leaders identified - above and beyond its well recognized historic downtown - also Fernie's transportation routes, natural routes, industrial areas, gardens, coal-extraction heritage, internment sites and intangibles such as sports and festivals as having heritage importance.

The following are some potential objectives of the Heritage Master Plan:

- Protect Fernie's heritage and character through an integrated, holistic, sustainable approach to heritage conservation
- Create heritage policies, strategies and actions for managing change and development in Fernie that are informed and guided by its community heritage values
- Re-affirm the identity of the town through a community-wide understanding and celebration of its heritage and character
- Integrate heritage conservation into overall community planning processes
- Develop a heritage inventory based on identified heritage values that will include a wide range of heritage and community resources
- Develop a community heritage register as a tool for managing heritage resources
- Develop the Heritage Master Plan through a process of community consultation
- Create a plan that is consistent with legal and administrative limitations, and that reflects principles in Fernie's Official Community Plan and other master plans and planning initiatives completed or currently underway in the community
- Create a plan that is pragmatic, technically sound and that provides clear implementation guidelines
- Create a plan that includes heritage conservation in support of local and regional economic sectors

METHODOLOGY AND WORK PLAN

Part 1: Fernie's Historical Context

This part consists of two major tasks: preparation of the historic context and thematic framework, and the community consultation process.

Task 1a: Understand the historic place

- Prepare a historical context study and thematic framework to examine the history of Fernie, with a view to understanding and presenting natural, cultural and intangible heritage in a comprehensive way, providing a basis for understanding both the place and its heritage resources.
- Use a thematic framework to identify and explain the major themes, factors and processes that have influenced the history of Fernie and provide a framework to investigate and identify historic places.
- Prepare a historical context study and thematic framework to identify a full range of elements that contribute to current character and identity.

Task 1b: Community heritage values

- Assess and articulate heritage values from a diverse group of stakeholders with varying points of view will be part of the community engagement.
- Through workshops, questionnaire and other means, identify heritage values as a way of grasping a broader understanding of what the place means to the wider community. Draft themes arising from the draft Historic Context will be presented to understand community values related to these themes, and for feedback and additions to the thematic framework.
- Synthesize the community engagement results from all sources into meaningful value statements for use in creating the heritage register and heritage management policies and actions.

Task 1c: Current policy and planning framework

- Document the planning context of the Fernie and its relationship to heritage conservation, including the history of the heritage program, cultural context, Official Community Plan, zoning bylaw, land use designations and other planning issues and regulations that may affect heritage policy.
- Review Heritage Policy C-450B in the context of the master plan.
- Investigate and integrate emerging trends in heritage conservation planning relevant to the master plan.

Part 2: Fernie's Heritage Places

A heritage inventory and heritage register are important tools for the management of Fernie's historic places.

The Steering Committee will assist the consultant team in evaluating initial potential candidates for the inventory and register, based on community input and selection criteria developed as part of the current work.

Create an ongoing nomination and assessment process so that historic places can be added to the register over time.

Task 2a: Heritage inventory – identifying historic places

- Identify Fernie’s important and character neighbourhoods and districts and prepare statements of significance for each as overarching documents within which to identify other heritage resources.
- Develop a heritage inventory and prepare statements of significance for a select number of identified resources which may be added to the heritage register in the first year.

Task 2b: Heritage register selection criteria

- Develop evaluation criteria for identifying and assessing the significance of future heritage sites or features. Begin with the values identified by the community.
- Discuss with staff and Steering Committee the capacity for preparing statements so as to recommend a reasonable number for the first year.

Task 2c: Register nomination form

- Develop a nomination form for ongoing additions to the register, including a request for information about the location, description and significance of the proposed place, along with photographs or other resources.
- The form will explain that heritage resources can be buildings, structures, landscapes, streetscape, trees, industrial sites, or other features.

Task 2d: Council resolution to create the register

- Research precedent and legislation, consult with staff, and review other City of Fernie resolutions to prepare wording for a Council resolution to adopt the heritage register.

Part 3: Heritage Management Plan

The heritage management plan is the heart of the master plan. It outlines the vision, goals, strategies and implementation that will guide heritage conservation in Fernie over the short and long term.

Task 3a: Vision and goals for heritage in Fernie

- Use compiled values from the public consultation, advice from the Steering Committee and the OCP and any other relevant documents to develop the vision and goal statements for heritage in the Fernie.

Task 3b: Fernie Community Heritage Commission

- Under Part 15 of the Local Government Act, a local government may designate an existing organization to act as a community heritage commission.

- Expand the terms of reference of the project Steering Committee to create the City of Fernie Community Heritage Commission.

Task 3c: Heritage management policy and objectives

- A heritage conservation policy is an over-arching set of guiding principles applied prior to land-use planning, management or development actions in order to minimize the impact of on heritage values.
- Heritage policy can address such things as character, significance, level of heritage service and other aspects of heritage conservation considered necessary.
- Develop an overarching policy framework to achieve the goals set out in task 3b to guide heritage conservation now and into the future specifically tailored to the City of Fernie.

Task 3d: Management strategies and actions

- Develop detailed strategies and associated actions to create a longer-term framework and set out priorities for heritage conservation activities based on identified heritage values.
- Give consideration to specific neighbourhoods or areas of historical character.
- Prepare strategies that encapsulate values, vision and goals.
- Develop the recommendations as key strategic directions leading to specific actions for moving heritage planning forward through an implementation plan.

Task 3e: Apply heritage conservation tools

- Develop and discuss appropriate and available heritage conservation tools to be utilized for the conservation of heritage values and sites on City-owned and non-municipal property within the community.

Task 3f: Implementation plan

- Develop an implementation strategy that provides technical actions to implement the Heritage Master Plan, a step by step list of prioritized strategic actions that will allow the community to reach its vision, and that can realistically be enacted by the community.
- Identify ways in which heritage can be integrated into day-to-day City of Fernie planning operations and assess potential impacts.

PROJECT REQUIREMENTS

Role of the Steering Committee

The consultant team will work closely with a project Steering Committee which has a mandate for supervising and guiding the heritage master plan development process.

Part 15 – Heritage Conservation, Local Government Act

Show understanding and experience of working with Part 15 – Heritage

Conservation of the Local Government Act that governs heritage activity in municipalities and regional districts within the province. Acknowledge compliance with all legal requirements regarding content and process included in Part 15.

Other Planning Documents

Familiarity with the use of other planning documents such as Official Community Plans, Zoning Bylaws, Sustainability Plans and others that may influence or be integrated with heritage conservation initiatives in Fernie.

Community Engagement

Describe the methodology for engagement with stakeholders and the public to identify historic places and issues and opportunities of particular importance to the management of heritage in Fernie.

Proponent Experience and Qualifications

Provide background and experience of the proposed consultant team. Provide a description of up to five key projects that illustrate past experience and the ability to do the work. List other projects that may be relevant to the project.

BC Association of Heritage Professionals

At least one member of the consultant team must be a professional member of the BC Association of Heritage Professionals.

References

Proponent is to provide three references that can vouch for the consultant team's past work.

Conflict of Interest

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.

Insurance

The Consultant will be provide and maintain professional liability insurance in an amount not less than \$1,000,000.00 for errors and omissions during the performance of professional services under the Contract. Proof of insurance will be provided to the satisfaction of the City.

WorkSafe BC

Consultant team members must be registered with WorkSafe BC, with maintained for the duration of the Contract and clearance letters provided upon request.

Project Schedule

The project is estimated to commence in February 2018 and conclude February 28, 2019.

Proponent to provide a preliminary proposed schedule for the project.

Project Costing

Fees for the project will be \$40,000 not including GST and disbursements. Proponent to provide a budget that includes consulting fees, travel expenses, other disbursements and GST.

Summary of project deliverables

One unbound copy suitable for photocopying and one electronic copy of all reports and submissions to Council. Electronic copies will be provided in PDF and MS Word 2007 format for text.

The final Heritage Management Plan provided in digital copy as PDF, Word and InDesign files. Supply three (3) bound hard copies of the final document.