

# City of Terrace

## Request for Proposals Heritage Conservation Plan

**Issue Date: May 17, 2019**



**Closing Date: June 14, 2019**

City of Terrace  
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## HERITAGE CONSERVATION PLAN

### Request for Proposal

#### 1.0 Purpose

The City of Terrace is seeking proposals from qualified individuals or firms to produce a Heritage Conservation Plan for the City of Terrace. The Heritage Conservation Plan will provide the City with a policy framework to enhance the conservation and recognition of the City's heritage resources and provide background and tools to create an effective heritage management program.

#### 2.0 Background

Terrace is located in Northwest British Columbia, adjacent the Skeena River at the intersection of three valleys, the Skeena, Kitimat and Kitsumkalum. It derives its name from the glacial deposits that formed terraces or benches on which much of the City is situated. The City has a total land base of 5,958 hectares. This total land base is divided into two separate land parcels: 2,061 hectares makes up the City's urban area while an addition 3,897 hectares is located south across the Skeena River, encompassing the Northwest Regional Airport and the Skeena Industrial Development Park lands. The municipality has a population of approximately 12,000 but serves an additional population of approximately 6,000 that reside on its borders within the Regional District of Kitimat-Stikine that includes two First Nation Reserve communities and the unincorporated community of Thornhill.

Terrace and its surrounding lands are located in the traditional territory of the Tsimshian First Nation. The neighbouring Tsimshian communities of Kitsumkalum and Kitselas are located just west and east of the City's borders. Terrace's contemporary history dates back to the late 1800s when many of the first European settlers, travelling on the Skeena River in sternwheeler riverboats, arrived at what was known as Eby's Landing on the southwest edge of what is now Terrace. Sawmills and farming dominated development in the early years. The arrival of the transcontinental Grand Trunk Pacific Railway in 1914 and the establishment of Terrace as a WWII Canadian Armed Forces base in 1942 each had significant impacts on the community. In the 1950s and 60s Terrace continued to grow expanding its geographical boundaries. From the 1960s to the 1980s its economy continued to be largely based on the forest industry but during this time it began to evolve into the major services centre for the northwest region of the province it is today.

The community has taken great interest in Terrace's diverse history over the years. Proof of this is the establishment of three active heritage groups, the development of the Heritage Park Museum, the annual one day heritage fair and in 2006 the establishment of a community heritage register by the City of Terrace.

### **3.0 Scope of Work**

There will be two phases to completing the Heritage Conservation Plan.

**3.1 Phase 1** will be the Terrace Historic Context Study. This will consist of the following:

- Preparation of a historical context study to understand and present Terrace's unique heritage story. Its sense of place, its culture, natural heritage and its built heritage resources.
- Preparation of a thematic framework to identify and outline the major historical themes of the community.
- Assess heritage values through workshops, open houses and surveys to gain an understanding of the heritage values of the wider community.
- Prepare an inventory of potential heritage places guided by the results of the heritage values and themes.
- Document the existing relationship between planning and the heritage program, including the Official Community Plan, zoning bylaw and land use designations.

**3.2 Phase 2** will be the Terrace Heritage Management Plan. This will consist of the following:

- Development of vision and goal statements for heritage conservation in Terrace.
- Develop a process and guidelines for evaluating heritage related proposals.
- Outline a process for the creation of a community heritage advisory commission. Including a terms of reference for the appointment, mandate and scope of the commission.
- Provide a draft Council resolution for the creation of the Heritage Advisory Commission.
- Develop heritage site evaluation criteria to assist in determining sites to be included on the community heritage register.
- Recommend key strategic directions, a long-term vision and set priorities for heritage conservation based on the identified community values.
- Discuss appropriate heritage conservation tools for City owned and privately owned property within the City.
- Develop an implementation strategy providing technical actions to implement the Heritage Conservation Plan including a prioritized list of actions to be taken.

It is expected that the proponent will be available to present a final version of the Heritage Conservation Plan to City Council.

#### **4.0 Project Term and Budget**

The project is estimated to begin in July 2019 and be completed in March 2020. The budget for the project will be \$40,000.

#### **5.0 Proposal Submission**

The Evaluation of proposals can be completed most efficiently and fairly when the proponents respond in a similar-structure manner. Proposals should include the following:

- A schedule for the completion of the project including a breakdown of the tasks in each phase.
- A description of the tasks to be undertaken and the methodologies to be used including how each consultation event will be advertised and programmed.
- Provide information about the team lead and team members and any subcontractors including their roles in the project.
- Provide education and professional qualifications of each individual including their work experience.
- Project costing including:
  - Proponent fee
  - A schedule of tasks with a breakdown of cost by phase and task including estimated hours for each team member
  - Total hours and fees for each individual for the entire project.
  - The cost, if any, to the City for hosting meetings or preparing advertising.
- Define the level of commitment required by City staff necessary for each task.
- List of references from previous clients and examples of similar projects.

The City will make available City facilities for workshops and open houses and provide printing services for displays and workshop materials.

Proposals should be submitted in electronic format, preferably PDF file format.

Proposals should not exceed 15 pages in length. References and examples of comparable work may be included in a separate appendix in the proposal.

#### **6.0 Closing Date**

Proposal to be considered by the City of Terrace must be received by **4:30 p.m. on Friday, June 14, 2019.**

## **7.0 Enquires**

All enquires related to the Request for Proposals may be directed, by email or phone to the following:

Ken Newman, Planner III  
Telephone: 250-615-4032  
Email: [knewman@terrace.ca](mailto:knewman@terrace.ca)

Alternate Contacts:

Jayne Lamoureux, Planner I  
Telephone: 250-615-4041  
Email: [jlamoureux@terrace.ca](mailto:jlamoureux@terrace.ca)

David Block, Director of Development Services  
Telephone: 250-615-4028  
Email: [dblock@terrace.ca](mailto:dblock@terrace.ca)

## **8.0 Special Conditions**

### **8.1 Acceptance of Proposals and Award of Contract**

Proposals will remain open to acceptance for a period of thirty (30) days after the closing date. The City is not bound to accept the lowest cost, or any proposal of those submitted. Notice sent to a Proponent confirming the acceptance of its proposal by the City and the subsequent full execution of a written agreement will constitute a contract for service. No Proponent will acquire any legal or equitable rights or privileges relative to the service until the occurrence of both such events. Any contract resulting from this Request for Proposals will be governed by and will be construed and interpreted in accordance with any Federal, Provincial, or Municipal statutes, regulations and/or Bylaws. After the selection process, the City will advise all Proponents of its selection prior to entering into a contract.

### **8.2 Liability for Errors**

While the City of Terrace has made efforts to ensure an accurate representation of information in this Request for Proposals, the information contained in this document is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the City of Terrace, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is

intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this Request for Proposal.

### **8.3 Ownership of RFPs and Freedom of Information**

All proposal documents submitted to the City of Terrace for the purposes expressed in this RFP shall become the property of the City of Terrace. They will be received and held in confidence by the City, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

### **8.4 Use of Request for Proposals**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

### **8.5 Confidentiality of Information**

Information pertaining to the City of Terrace obtained by the Proponent as a result of participation in this project is confidential and must not be disclosed without the written authorization from the City of Terrace.

### **8.6 Indemnity**

The Proponent must indemnify, save and hold harmless the City from and against all claims, actions, loss, damage, expense and costs, made by any person, arising directly or indirectly and whether by reason of negligence of the contractor in the performance of requested work under the terms of this agreement.

### **8.7 Insurance**

The Proponent must, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the contract term, Comprehensive General Liability in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury, personal injury and property damage and including liability assumed under contract in the forms and amounts acceptable to the City of Terrace. If, in the opinion of the City, the project contains added risks, the City reserves the right to increase the limit required. All required insurance will be endorsed to provide the City of Terrace with 30 days advance written notice of cancellation or material change. The Proponent will provide the City of Terrace with evidence of the required insurance, in the form of a completed Certificate of Insurance, immediately following execution and delivery of the contract. The City of Terrace is to be added as Additional Named Insured.

## 9.0 Deliverables

A final bound copy of the Heritage Conservation Plan will be submitted by the proponent. In addition copies of the Plan will be submitted in Microsoft Word 2010 format and PDF format. Include a thumb drive or CD with copies of any historical documents collected related to the City of Terrace.

The Heritage Conservation Plan and other relevant policies and bylaws and will be suitable for proceeding to City of Terrace Council for endorsement. The final Heritage Conservation Plan and all drafts and supporting items prepared by the successful Proponent will be owned solely by the City of Terrace.

## 10.0 Proposed Schedule

It is expected that the successful Proponent will commence work upon award of the contract. The successful Proponent is required to specify a work schedule with a completion date as soon as practical.

### Key Dates

<i>RFP Circulation</i>	<i>May 17, 2019</i>
<i>Closing Date</i>	<i>June 14, 2019</i>
<i>Proposal Evaluation</i>	<i>June 17-21, 2019</i>
<i>Proposed Contract Award</i>	<i>June 24, 2019</i>
<i>Initial Kick-off Meeting / Teleconference</i>	<i>July 8 - 12, 2019</i>
<i>Final Deliverables / Plan</i>	<i>March 1, 2020</i>

## 11.0 Additional Information

The following is additional information that the proponent may wish to review in the preparation of a proposal.

- Community Heritage Registry: <https://www.terrace.ca/culture-heritage/heritage-buildings/heritage-registry>
- Heritage Park Museum: <https://www.terrace.ca/culture-heritage/heritage-park-museum> and <http://heritageparkmuseum.com>
- City of Terrace Official Community Plan Bylaw: <https://www.terrace.ca/city-hall/departments/development-services/planning>
- Terrace Regional Historical Society: <http://www.terracelibrary.ca/trhs>
- Terrace Public Library Local History Collection: <http://www.terracelibrary.ca/localhistory>
- Regional District of Kitimat-Stikine Heritage Planning: <http://rdks.bc.ca/content/heritage-planning>