

Request for Proposal
Professional Services
Community Consultation

Issue Date: March 9, 2017

Closing Date: 3 p.m. on March 31, 2017



**REQUEST FOR PROPOSALS
CS-ISC-002-17**

Community Consultation

Future Use of Space in Community Centre

Date of Issue: March 9, 2017

Introduction

The Island Savings Centre Division of the Cowichan Valley Regional District (CVRD) is seeking proposals from a professional to undertake the development and execution of community consultation regarding the future use of the area at the southwest corner of the complex formerly known as the Aquannis Centre.

The consultant will develop, execute and analyze a community engagement process of facility users and residents in the CVRD, a community of approximately 3,600 households and 82,000 residents, and report to the Island Savings Centre Commission on its findings.

Island Savings Centre Overview

Island Savings Centre is a large and busy recreation, sport and culture facility in the core of the Cowichan Valley, situated between downtown Duncan and the Trans-Canada Highway. The facility is immediately recognizable as its eastern entrance proudly displays the world's largest hockey stick – a legacy of Expo '86. The main entrance, on the west side of the complex, welcomes a broad range of community members.

The centre, built in 1978, includes the Cowichan Arena - home to the Cowichan Valley Capitals of the BCJHL, a large multi-purpose hall/gymnasium, activity and meeting rooms, a gymnastics facility, dance studios, the Cowichan Performing Arts Centre, the Cowichan branch of the Vancouver Island Public Library and Portals – an art space operated by the Cowichan Valley Arts Council. The Island Savings Centre has a strong connection to Cowichan Secondary School across the street. Students have considered the centre a part of their school since construction and continue to visit daily for both school and community programs. The centre is proud to host the school's graduation ceremony and banquet each year.

Project Background

Until 2008, a swimming pool and small fitness centre, known as the Aquannis Centre, occupied approximately 16,000 square feet of space in the Island Savings Centre complex. The Aquannis Centre was owned by the Municipality of North Cowichan and the City of Duncan, and was operated by the CVRD. In 2008, the pool was decommissioned when the Municipality of North Cowichan opened a new pool opened on adjacent property. Since 2009, the former Aquannis Centre has been modified slightly to accommodate a tenant, Duncan Dynamics Gymnastics Club, a youth drop-in space operated by the CVRD's Island Savings Centre staff and three staff offices. This leaves an area of approximately 3,500 square feet unused and in the original configuration of change rooms.

In 2011, in preparation for a possible grant opportunity, a group of stakeholders came together for a design charrette, which reimagined the space to include childcare and multi-purpose areas along with the existing tenant and youth space. The partnerships and grant opportunity did not materialize and the project was halted.



In 2016, the Municipality of North Cowichan and the City of Duncan transferred ownership of the property to the CVRD, which owns and operates the remainder of the complex. In 2016, a proposal was put forward by a group of family serving agencies wishing to relocate collectively to the Island Savings Centre. The family serving agency plan seeks 35,000 contiguous square feet, for which they suggest renovation and expansion of the southwest wing. Additionally, over the term of their lease, the tenant has expressed interest in a long term lease and possibly expansion into the unused space.

To assist with developing a long term vision for the former Aquannis Centre space, and prior to issuing a Call for Expressions of Interest to individuals and organizations, the Island Savings Centre Commission wishes to gather public input on the type of services which the public would like to see included in the centre.

Scope of Services

The selected proponent will be required to design, execute and report on the findings of a defined community engagement process of facility users and residents.

The community engagement will assess:

- Additional and/or expanded program and/or service needs and interests
- Programs and/or services considered suitable for delivery within the community centre environment

The successful proponent will:

- Conduct preliminary research
- Develop communication consultation process outlining recommended tools for engagement (i.e. focus groups, stakeholder interviews, survey, PlaceSpeak which is provided by the CVRD)
- Formulate questions in consultation with staff
- Execute consultation process and collect data
- Conduct data analysis
- Prepare final report
- Report to the Island Savings Centre Commission

Proposals must clearly illustrate both understanding and experience in the municipal sector and regional government, development and delivery of public consultation, data collection and analysis as well as report writing and presentation.

Term of Contract

It is anticipated the selected proponent will present the deliverables, including a final report, to the Island Savings Centre no later than October 2017.

Selection Criteria

The Island Savings Centre will evaluate proposals using the following criteria:

- Degree to which the proposal meets or exceeds the requirements defined in the RFP;
- Community engagement process
- Creative or innovative approaches to the project;
- Experience, qualifications, references;
- Regional reputation and local presence/experience; and
- Fee schedule



Proposal Content

Content to be included in the Proposal, but not limited to:

- **Contact Information:** Full name address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
- **Project Manager & Team:** Identify the proposed project manager, team members and/or sub-consultant(s) where applicable, their professional discipline, qualifications, and substantive experience directly related to the proposed work.
- **Methodology:** Outline the methods of undertaking the required preparation, execution and analysis of community engagement including the use of any unique approaches or concepts that may be taken to achieve the outcome. Note that it is expected the consultation process will include the use of PlaceSpeak software which is provided by CVRD.
- **Timing:** Provide a project schedule indicating tasks and deliverables.
- **References:** Provide three references that are relevant to the proposed work.
- **Fee Schedule:** Provide a lump sum fee proposal. A schedule of rates for all personnel proposed, equipment and disbursement rates must be included in sufficient detail to facilitate evaluation of the level of effort by task and cost.

Terms and Conditions

1. Issuance of this RFP and receipt of proposals does not commit the CVRD to enter into a contract with any party. The Island Savings Centre and CVRD reserve the right to postpone receipt date, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the proponents submitting a proposal, or to cancel all or part of this RFP.
2. The successful proponent will enter into a contract with the Island Savings Centre for the project upon confirmation of the award.
3. Proponents are responsible for all costs in preparing, delivering or presenting a proposal, and for any subsequent negotiations with Island Savings Centre.
4. All submissions in response to this RFP become the property of the Cowichan Valley Regional District and will not be returned and are subject to the *Freedom of Information and Protection of Privacy Act*.

Budget

The budget for this community consultation is up to \$9,000 inclusive of all costs, exclusive of applicable taxes.

Submission Requirements

Proposals should be submitted electronically to taskham@cvrld.bc.ca or in a sealed envelope clearly marked “**Request for Proposals CS-ISC-002-17 Professional Services**”, addressed to T. Askham, Manager, Island Savings Centre Division, Cowichan Valley Regional District, 2687 James Street, Duncan, BC V9L 2X5.

Closing date for submissions: Friday, March 31, 2017, at 3 p.m.

