



**Contract 4202P**

**Updated Arts Strategy and Cultural Facilities Plan**

**1. Introduction**

- 1.1 The City of Richmond proposes to engage the services of a consultant to prepare and facilitate the development of an updated Arts Strategy and a Cultural Facilities Plan.
- 1.2 The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work defined herein. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

**2. Definitions**

- 2.1 Throughout this Request for Proposal the following definitions apply:
  - a) “BC Bid” means the electronic tendering service maintained by the Province of British Columbia located online at [www.bcbid.ca](http://www.bcbid.ca), or any replacement website;
  - b) “City” means the City of Richmond, British Columbia;
  - c) “Consultant” means the Successful Proponent to this Request for Proposal who enters into a written Contract with the City to perform and to oversee the Work;
  - d) “Contract” means the written agreement resulting from this Request for Proposal executed by the City and the Consultant for the Work;
  - e) “Contractor” means the same as “Consultant”;
  - f) “Lead Proponent” is the Proponent whose Proposal, as determined through the evaluation criteria described in this RFP, provides the best overall value in meeting the requirements of the RFP, and with whom a Contract will be considered;
  - g) “Proposal” means a proposal submitted by a Proponent in response to this Request For Proposal;

- h) “Proponent” means an individual or a company that submits, or intends to submit, a Proposal in response to this Request for Proposal;
- i) “RFP” or “Request for Proposals” means this request for proposals, inclusive of all appendices and any addenda that may be issued by the City;
- j) “Submission” means a proposal submitted by a Proponent in response to this RFP;
- k) “Successful Proponent” means the same as “Consultant” and
- l) “Work” means the provision of all labour, services, material and equipment, and any action as necessary for the Preferred Proponent to complete and perform its obligations in accordance with the terms and conditions of the Contract.

### 3. Submission Details

- 3.1 Three (3) copies of proposals marked “**Updated Arts Strategy and Cultural Facilities Plan - Contract 4202P**” 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 2:00pm, local time on Friday, February 11<sup>th</sup>, 2011 (the “Closing Date”). Submissions received after this time will be returned to the sender.

### 4. Pre-Bid Meeting

- 4.1 This section is intentionally omitted.

### 5. Enquiries

- 5.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Lynne Gillis

Buyer II - Contracting Specialist

Purchasing Section

City of Richmond

E-mail: [purchasing@richmond.ca](mailto:purchasing@richmond.ca)

- 5.2 The City, its agents and employees shall not be responsible for any information given by way of oral or verbal communication.
- 5.3 The City will only respond to questions that are submitted in writing. Any questions that are received and answered by City of Richmond Staff that affect

the Proposal Process, any interpretation of, additions to, deletions from, or any other corrections to the Request for Proposal document, may be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Proponents to check with the following websites to ensure that all available information has been received prior to submitting a Proposal:

- a) City of Richmond: <http://www.richmond.ca/busdev/tenders.htm>
- b) BC Bid: <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>

5.4 All questions must be sent in writing to the contact person listed in subsection 5.1 by 5:00 pm, local time on Friday, February 4<sup>th</sup>, 2010. Questions received after this deadline will not be addressed.

## **6. Terms of this Request for Proposal**

- 6.1 Proposals shall be open for acceptance for sixty (60) days following the submission closing date.
- 6.2 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 its own discretion.
- 6.3 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.
- 6.4 Except as expressly and specifically permitted in these instructions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- 6.5 Proponents are advised that the City will not necessarily accept any Proposal and the City reserves the right to reject any or all Proposals at any time without further explanation or to accept any Proposal considered advantageous to the City.
- 6.6 A Proposal which contains an error, omission, or misstatement, which contains qualifying conditions, which does not fully address all the requirements of this RFP, or which otherwise fails to conform to the requirements in this RFP may be rejected in whole or in part by the City at its sole discretion.
- 6.7 The City may waive any non-compliance with the RFP, specifications, or any conditions including the timing of delivery of anything required by the RFP and may, at its sole discretion, elect to retain for consideration Proposals which are non-conforming, which do not contain the content or form required by the RFP or because they have not complied with the process for submission set out herein.

- 6.8 The City may choose, at its sole discretion, to proceed with all of the components of the Work, none of the components or selected components of the Work.
- 6.9 All Proposals will remain confidential, subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia.

## **7. Publication of the Results of the Request for Quotation**

- 7.1 The City will publish the name of the successful Proponent on the websites listed in subsection 5.3. No other notices will be issued by the City. Proponents shall visit these websites to obtain the results of this RFP.

## **8. Negotiations**

- 8.1 The award of the contract is subject to negotiations with the Lead Proponent. Such negotiations include, but are not limited to, the following:
- a) changes or work refinements in the service requirements or scope of work proposed by the Lead Proponent;
  - b) price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent and
  - c) specific contract details as deemed reasonable for negotiation by the City of Richmond.
- 8.2 If a written contract cannot be negotiated within sixty (60) days of notification to the Lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the Lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP process and not enter into a contract with any Proponent.

## **9. Project Background**

- 9.1 The goal for the City of Richmond is to be seen as a city with a thriving cultural life where the opportunities for participation in the arts at all levels are accessible, where artists feel they have a place and are seen as contributing to the community; where cultural industries are welcomed and where cultural activity is visible and supported.
- 9.2 The purpose of updating the Arts Strategy and Cultural Facilities Plan is to understand the current state of the arts in Richmond, test objectives developed in the previous Arts Strategy, analyze and provide recommendations on the environmental scan of existing cultural facilities and develop strategies for pursuing opportunities and overcoming barriers that exist for the arts.

- 9.3 By undertaking and completing the project, the City will more effectively position itself as both a provider and facilitator of arts services and a developer of and partner with others, with the goal of fostering a thriving arts scene. Consultation with the arts community will be key to the success of the project.
- 9.4 The Arts Strategy and Cultural Facilities Plan will guide the City's actions for 2011-2015. Objectives for updating the Arts Strategy and Cultural Facilities Plan are to:
- a) Understand the current state of the arts in Richmond and test objectives from the 2004 Arts Strategy for current relevance.
  - b) Conduct a community scan of existing and future cultural facilities and identify cultural needs and priorities.
  - c) Create a vision for the future of arts and culture in Richmond (a road map to becoming a Cultural City) and determine a long-term role for the City.
  - d) Continue to increase the awareness and understanding of the benefits of the arts within the community.
  - e) Determine existing needs within the community of the various arts sectors and develop strategies and priorities to meet those needs.
  - f) Determine how arts opportunities can best be carried out in the City and outline the roles and responsibilities of various stakeholders to ensure effective use of existing resources.
- 9.5 The scope of the strategy will include:
- a) Facilities and programs;
  - b) Festivals and special events;
  - c) Cultural facility needs;
  - d) Non-profit, public and private groups and
  - e) Individual artists.

## **10. Project Scope**

### **Consultant Duties**

- 10.1 Working with the Project Leader (City) and a Steering Committee the successful Proponent will be responsible to:

- a) Clarify and determine the best methods for addressing the outlined objectives;
- b) Define and address local opportunities, constraints and issues both in general and for each key arts sector;
- c) Test objectives in the Arts Strategy (2004) previously developed for current relevance;
- d) Facilitate stakeholder and community consultation sessions;
- e) Develop strategies for pursuing opportunities and overcoming barriers;
- f) Develop strategies to support and enhance the contribution of arts to the City's social and economic development;
- g) Identify cultural economic development opportunities;
- h) Develop an implementation plan;
- i) Ensure that the new Arts Strategy and Cultural Facilities Plan is consistent with other City policies, goals and objectives.

10.2 Specifically, the consultant shall:

- a) Prepare a detailed work program and timeline to complete the consultant's identified tasks, including approximate meeting dates, which recognize a completion deadline of September 2011;
- b) Review any background information and data compiled by the City;
- c) Review and analyze a recent inventory of all existing arts, culture, and heritage groups, resources and cultural facilities, which currently exist, are in the planning stages or have been identified for the future, as outlined in the Parks, Recreation and Cultural Service (PRCS) Facilities Plan;
- d) Plan for and incorporate the input of arts and cultural organizations, key stakeholders and the community in general, which includes, at least:
  - Three sessions with the Steering Committee and Community Advisory Committee;
  - Two sessions with arts organizations and interested residents;
  - One Open House;
  - Prepare all materials to be presented at the consultation sessions;

- Produce an updated Arts Strategy and Cultural Facilities Plan (one document and appendices), which will include the following:
  - Goals, objectives and a vision for the Arts in Richmond
  - Strategies, actions and an implementation plan for achieving the objectives
- e) Prepare a draft updated Arts Strategy and Cultural Facilities Plan for Council's "consideration of acceptance".
- f) Prepare revisions to the draft Arts Strategy and Cultural Facilities Plan, as may be required by Council.
- g) Provide to the City, any materials (hard copies and/or digital) associated with this project.

## **11. Project Budget**

- 11.1 A budget of \$20,000, Canadian, including all applicable taxes, has been assigned to this project, including a final report and all associated costs.

## **12. City Provided Items**

- 12.1 The City's role will be to provide project leadership, as a key member of the Steering Committee, and to provide the consultant with all available data and information. Furthermore, the City will assist the consultant with organizing and facilitating sessions and meetings with stakeholders, and interested residents, as required. Specifically, the City will:
- a) Approve the detailed work program and timeline prepared by the consultant;
  - b) Provide data and materials, including but not limited to the City's Official Community Plan; Corporate Strategic Plan; Arts Strategy (2004); 2010 Arts & Culture Plan; City Centre Area Plan: Arts & Culture Section; Public Art Program Policy and Administration Manual; Parks, Recreation and Cultural Services Master Plan; Parks, Recreation and Cultural Services Strategic Plan; and the results of the most recent Community Needs Assessment, to the consultant, as required.
  - c) Review and analyze a recent inventory of all existing arts, culture, and heritage groups, resources and cultural facilities, which currently exist, are in the planning stages or have been identified for the future, as outlined in the Parks, Recreation and Cultural Service (PRCS) Facilities Plan;

- d) Secure facilities for meetings and stakeholder sessions, and attend and help facilitate events, including promotions and advertising;
- e) Prepare for and coordinate details for the public open house;
- f) Provide professional and technical guidance to the consultant during the process;
- g) Liaise with staff, stakeholders and government agencies, as required.

### **13. Project Schedule**

The project is to be completed by September 2011, with work commencing as soon as possible in February 2011.

### **14. Proposal Submissions**

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

1. A Corporate profile of their firm outlining its history, philosophy and target market.
2. A detailed listing of knowledge of the arts and culture sector and/or community planning experience.
3. A description of the consultant's understanding of the project objectives/outcomes and vision, and how these will be achieved.
4. A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.
5. Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
6. A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
7. A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.
8. A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.

9. Provision of a priced methodology complete with a time allotment for each identified task proposed to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
10. A minimum of three (3) client references from projects of a similar size and scope.

## **15. Review of Proposals**

- 15.1 The City will review the Proposals submitted to determine whether, in the City's opinion, Proponents have demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this RFP.
- 15.2 The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal and may seek clarification from the Proponent's clients regarding any financial and experience issues.
- 15.3 Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:
  - a) Understanding of project objectives/outcomes and vision.
  - b) Project Methodology.
  - c) Team Composition – Experience and Qualifications of those staff to be assigned to the project.
  - d) Project Deliverables.
  - e) Value for Money.
  - f) References.
- 15.4 Proponents may be scheduled for an interview at the discretion of the City.

## **16. Non-Conforming Proposals**

- 16.1 Proposals which fail to conform to the Format Requirements or which fail to conform to any other requirement of this RFP may be rejected by the City. Notwithstanding the foregoing or any other provision of this RFP, the City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail

to conform to any other requirement of this RFP except the requirement of delivery of the Proposal prior to Closing Time.

## **17. RFP Process**

17.1 The City may unilaterally take the following actions, and shall not be liable for any such actions:

- a) amend the scope and description of the products and services to be procured as described in this RFP, and the qualifications that may be required to meet those requirements;
- b) reject or accept any or all Submissions;
- c) cancel the RFP process at any time and reject all submissions; or
- d) cancel the RFP process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.

17.2 The Proponent acknowledges and agrees that any RFP is in no way whatsoever an offer to enter into an agreement and submission of a Request of Proposal by any Proponent does not in any way whatsoever create a binding agreement. The Proponent acknowledges that the City has no contractual obligations whatsoever arising out of the RFP process.

## **18. Working Agreement**

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

18.2 Proponents may include their standard terms of engagement with the Proposals.

## **19. Information Disclaimer**

19.1 The City and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFP or otherwise provided to any Proponent pursuant to this RFP.

19.2 The Proponent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this RFP is provisional and will be superseded by other agreement documents.

- 19.3 The City makes no representation, warranty, or undertaking of with respect to this RFP and the City and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFP or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.



**This Agreement** dated the ☼ day of January, 2011, at the City of Richmond, in the Province of British Columbia

**Between:**

**City of Richmond**  
6911 No. 3 Road  
Richmond, BC  
V6Y 2C1

(the "City")

**And:**

☼

(the "Consultant")

**Whereas:**

- A. The City is ☼ (the "Event or Project");
- B. The City requires a ☼ the Event or Project;
- C. The City issued a Request for Quotation☼ for the supply and delivery of ☼;
- D. The Consultant is willing and prepared to deliver ☼;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

**1. Responsibilities and Duties**

1.1. The Consultant shall be responsible for the following as per Request for Quotation☼/Proposal ☼ and the Consultant's submission dated ☼.

- a) ☼
- b) ☼
- c) ☼
- d) ☼
- e) ☼

- f) ✖
- g) ✖
- h) ✖

1.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

**2. Compensation**

2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the basic amount of \$✖.00 plus HST for the duration of the term of this agreement according to the following Fee Schedule:

<b>Project Phase</b>	<b>Basic Consulting Fees</b>
Phase 1 – ✖	\$✖.00
Phase 2 – ✖	\$✖.00
Phase 3 – ✖	\$✖.00
Phase 4 – ✖	\$✖.00
Total basic fees for Phases 1 – ✖	\$✖.00

2.2. The total amount of payments shall not exceed the total upset amount of \$✖, plus HST, for the completion of Phases 1 through 3 inclusive.

2.3. The fees for Phase 4 tasks will be compensated as required by the development of the Project. Phase 4 tasks will be completed by the Consultant only with written authorization of the City and according to the following fee schedule:

<b>Project Phase(s)</b>	<b>Basic Consulting Fees</b>
Phase ✖ – ✖	\$✖.00

2.4. The total amount of payments shall not exceed the total upset amount of \$✖.00 plus HST, for the completion of Phase ✖ tasks.

2.5. Any additional consulting services would be charged at the following hourly rates for the respective services:

<b>Position</b>	<b>Rate</b>
✖	\$✖00, not to exceed \$✖.00 per hour
✖	\$✖.00, not to exceed \$✖.00 per hour
✖	\$✖.00, not to exceed \$✖.00 per hour

2.6. Every month, commencing no sooner than ✖, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of the Project (the “Statement of Account”).

- 2.7. The Statement of Account must show the amount of HST charged and include the Consultant's HST registration number and City Purchase Order number.
- 2.8. The City agrees to make payments to the Consultant within Thirty (30) working days of receipt of the Consultant's Statement of Account.
- 2.9. Every month, the Consultant shall submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

### **3. Performance Standards**

- 3.1. The Consultant is responsible for meeting the following  targets:  

- 3.2. The Consultant agrees to comply with following project deadlines:  

- 3.3. The Consultant shall prepare a report to the City on a monthly basis indicating  what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

### **4. Benefits**

- 4.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

### **5. Independent Contractor**

- 5.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

### **6. Assignment And Subcontracting**

- 6.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.
- 6.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

### **7. Indemnity**

- 7.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly

arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

## **8. Insurance**

- 8.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
  - a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
  - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 8.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.
- 8.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 8.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

## **9. Representation**

- 9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☺.

## **10. Ownership of Products**

- 10.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

## **11. Confidentiality**

- 11.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

**12. Related Companies**

12.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

**13. Term**

13.1. This agreement is valid for the period commencing ☼ and ending ☼ (the “Expiration Date”), or such later date as may be mutually agreed upon.

**14. Termination**

14.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks’ written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.

14.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

**15. Joint and Several Liability**

15.1. Any covenant, agreement, condition or proviso made by two (2) or more persons shall be construed as several as well as joint.

**16. Severability**

16.1. In the event that any provision of this agreement shall be held to be invalid, void or unenforceable, then the remainder of this agreement shall not be affected, impaired or invalidated, and each such provision shall be valid and enforceable to the fullest extent permitted by law.

**17. Non-Resident Withholding Tax**

17.1. If the Consultant is, at any time during the Term, a non-resident of Canada, within the meaning of the Income Tax Act of Canada as amended (the “Act”), then the City shall deduct from all monies payable under this Agreement and remit to Canada Customs and Revenue Agency sums required to be withheld and remitted by the Act.

17.2. The City shall receive full credit under this Agreement for monies withheld as of and from the date of the withholding.

**18. Notices**

18.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the

other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

**19. Feminine/Masculine**

19.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

**20. General**

20.1. This Agreement may be amended upon mutual agreement of the parties in writing.

20.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.

20.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

\_\_\_\_\_  
 Consultant

\_\_\_\_\_  
 City of Richmond

CITY OF RICHMOND
APPROVED As to content only
Dept. Head
APPROVED As to form
Purchasing
DATE OF COUNCIL APPROVAL (if applicable) n/a

## APPENDIX 1

### Overview of the City of Richmond

Situated at the south west coast of British Columbia, the City of Richmond enjoys a favourable location at the mouth of the Fraser River in close proximity to Vancouver and the U.S. border. Comprising most of Lulu Island, Sea Island and fifteen smaller islands, Richmond is 129.7 square kilometres in area. Into this relatively small area, more than 188,000 people of diverse background live, work and play. Richmond has seen dramatic changes in the last several decades, which raises interesting and important challenges for the City to meet in its quest to be the most appealing, liveable and well-managed community in Canada.

Physically, Richmond's island location at the mouth of the Fraser River makes for spectacular scenery, with the ocean waters of the Georgia Straits to the west, the Coast Mountains to the north and east, and the lush farmlands of the Fraser River delta to the south. With sunnier skies than most neighbouring communities, Richmond offers its residents a natural environment of great beauty and a mild climate that invites them to work and play outdoors all year round.

Situated at the crossroad of the West Coast of North America and Pacific Asia, Richmond offers exceptional advantages to businesses serving the local, regional, national and international markets. The Vancouver International Airport, rated the best in North America and fourth in the world in overall passenger satisfaction in 2000, serves as but one of the many gateways providing air, land and sea access to both North America and the world.

While still retaining its agricultural and fishing past, the Richmond of today boasts thriving industries in high-tech, aerospace, retail and tourism signifying a diversified economy. All of these sectors are staffed by well-trained workers and Richmond is a significant regional employer with a higher jobs to workers ratio than any other community in the region.

Richmond's economic diversity is matched by its cultural diversity, with new immigrants helping to more than double its population over the past 25 years. With more than 55% of residents of Asian origin, Richmond truly embodies Canada's multicultural approach to creating communities where ethnically diverse peoples and cultures co-exist. This makes Richmond an attractive location for families, offering housing to suit a variety of lifestyles and income levels.

The City of Richmond accommodates its diverse and growing population through careful planning and sound management. As detailed in its Official Community Plan, the city's growth by design approach aims to conserve the natural environment and agricultural community while supporting economic development and enhancing the quality of life.

With more than 120 parks, community centres, arena and aquatic facilities, a seniors' centre, as well as sporting facilities throughout the city means green spaces and recreational opportunities are at the door steps of almost all Richmond residents. Coupled with its award winning library, an arts centre, an art gallery, a professional theatre, a museum and numerous heritage sites, Richmond offers rich cultural opportunities at many levels. Richmond's crowning achievement

is its wide base of community involvement, where partnerships with community organizations and businesses take an active role in enhancing the high quality of city amenities and services.

Prospective proponents are advised to review additional information available on the City of Richmond web site at [www.richmond.ca](http://www.richmond.ca). In particular, they are directed to search for the following sections:

- The Official Community Plan
- City Organizational Chart
- Demographic Hot Facts
- City of Richmond Planning Areas
- Arts, Culture and Heritage
- Parks, Recreation & Cultural Guide
- Community Organizations

## **City of Richmond Vision, Mission and Values**

### **The City of Richmond Vision**

*The City of Richmond will be the most appealing, liveable, and well-managed community in Canada.*

### **The City of Richmond Mission**

To protect and enhance the City's liveability and economic well-being for current and future generations through:

- Visionary leadership and responsible decision making
- Accountable and sustainable fiscal practice
- The development of a unique and beautiful city
- Product and service excellence and efficiency
- Community consultation

### **The City of Richmond Core Values**

The Core Values for the City of Richmond are the collective conscience of our organization. They define the basic principles by which we operate and govern the way we make decisions, how we interact with others, and how we conduct ourselves.

Our core values are that we are committed to:

- Team
- Results Oriented

- Agility
- Continuous Improvement
- Knowledge
- Sustainability

***Team.***

- The strength of our organization is in our unified team. We believe in our people.

***Results oriented.***

- We are accountable, responsive, intentional and focused on excellence.

***Agility.***

- We are fluid and flexible, allowing us to seize opportunity.

***Continuous improvement.***

- We strive to be the best we can be for our customers through innovation, best practices and continuous learning.

***Knowledge.***

- We believe in the power of sharing knowledge, of effective communications, education and innovation.

***Sustainability.***

- We ensure the needs of current and future generations are at the forefront of our day-to-day actions and decision making.

**Arts, Culture and Heritage Services Division Scope and Mandate**

As a term goal and focus area, Council has placed priority on “advancing the City’s destination status and ensuring our continued development as a vibrant, cultural city with well established festivals and the arts.” The mandate of the Arts, Culture and Heritage Division is to create an environment & culture in the city that ensures arts and culture play a strong role in place making, community building, tourism and economic development. To do this, the City must focus on transitioning from the current “grass roots” approach to arts and culture, to one that embraces a fuller range of opportunities from beginner/recreational to professional. A stronger profile, greater expertise and an environment where the arts can thrive are required for success. Through the Division, focus will be placed on activities that fast track the growth and development of the city’s arts and cultural community, foster a thriving and vibrant arts scene, activate city streets, preserve and promote our heritage, and enhance the overall experience for residents and visitors. The Arts, Culture, & Heritage Division also provides a readily accessible and direct operational resource with which external arts and cultural community stakeholders can consult and partner.

**Arts Services**

In order to foster a thriving and vibrant art scene, the city must be both a provider of arts services and a developer and facilitator of others, with the goal of elevating the level of focus and support to the arts, similar to sport. A full range of opportunities from beginner to professional need to be present in order to fulfill the potential the arts bring to a city.

Implementation of the Arts, Culture and Heritage section of the City Centre Area Plan, which is a major component, will enhance the development of the arts sector. Key elements include:

- Zones that facilitate and promote arts & entertainment activities.
- Encourage activity at street level including street performers, public art and interesting gathering places.
- Opportunities and spaces for artists and arts organizations to create, perform and exhibit

Efforts to increase and broaden the range of artistic and cultural opportunities for residents and visitors will be done through:

- Community Cultural Development - strengthens arts groups, facilitate an environment in the city that will attract artists and art groups.
- Facilities - create, manage and facilitate the provision of facilities required to support the arts.
- Festivals and Events - develop and host unique and signature festivals and events that attract visitors, thus transforming Richmond into a destination city and creating a positive impact on the local economy. It is important to note that cultural and heritage-based tourism is now the fastest growing segment of the burgeoning tourism industry.
- Cultural Planning - research and development of policy and strategies and ensure culture is embedded in all City policies (e.g. Official Community Plan and Area Plans).
- Programs, Exhibitions and Performances - increase access to a broader range of arts opportunities by enhance the quality of visual, literary and performing programming and instruction, showcasing the arts of our diverse community, working in partnership with training and educational institutions to improve and support arts education, and encouraging the interaction between arts professionals and the community.

In summary, the Arts, Culture and Heritage Division is intended to:

- Respond to Council's term goal of "advancing the City's destination status and ensuring our continued development as a vibrant cultural city with well established festivals and the arts",
- Significantly advance the growth and development of the city's arts and cultural community and opportunities,
- Ensure arts and culture play a strong role in place making, community building, tourism and economic development of the city,
- Foster a thriving and vibrant art scene for the city, that includes elevating the level of support to the arts, developing a full range of opportunities from beginner to professional, activation of our streets, and preserving and promoting our heritage
- Effectively involve partners in creating Richmond as a destination rich in culture.