



VILLAGE OF NEW DENVER

REQUEST FOR PROPOSALS

DOWNTOWN REVITALIZATION PLAN

Issue Date: April 19, 2023

Submission Deadline: May 17, 2023, at 4:00 p.m.

PLEASE SEND INQUIRIES AND SUBMISSIONS TO:

LISA SCOTT, CAO  
VILLAGE OF NEW DENVER  
P.O. BOX 40, 115 SLOCAN AVENUE  
NEW DENVER BC V0G 1S0  
(250)358-2316  
[office@newdenver.ca](mailto:office@newdenver.ca)

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## GENERAL INFORMATION

The Village of New Denver is accepting proposals from qualified professional planning and design consultants to develop a community-supported downtown revitalization plan. The primary purpose of this plan is to provide short- and long-term guidance for downtown revitalization and to generate an implementable action plan for the revitalization of the business district.

The Village of New Denver is located in the heart of the Slocan Valley, in the Central Kootenay area of British Columbia. It sits at the junction of Highway 6 and Highway 31A. New Denver has a population of approximately 560 full-time residents, which grows considerably larger as seasonal residents return for the summer. The core business area mainly consists of four (4) blocks on 6<sup>th</sup> Avenue, stretching into some side streets off 6<sup>th</sup> Avenue. New Denver has bountiful outdoor recreation opportunities which draw many visitors to our area.

## PROJECT SCHEDULE

Wednesday, April 19, 2023 RFP Issued

Wednesday, May 17, 2023 Responses are due by 4:00 p.m.

Thursday, May 18, 2023 Responses evaluated by the selection committee (CAO, Planning, Accounting)

Tuesday, May 23, 2023 Award of Proposal at Regular Council Meeting

\*The Village reserves the right to alter scheduled dates if necessary. If a submission date change is made, an amended RFP will be sent to all applicants that have shown interest.

\*\*If you are interested in submitting a response to this RFP, please fill out the RFP acknowledgment Form on the last page and submit it to [office@newdenver.ca](mailto:office@newdenver.ca) before creating your proposal.

## PROJECT OBJECTIVES

The main objectives of this project are as follows:

- Inventory existing downtown assets and infrastructure and evaluate their condition and lifespan
- Conduct a community-wide consultation and engagement that includes residents, businesses, community stakeholders, and Village administration that encompasses current and future business district needs.
- Identify revisions needed to policies or bylaws to align with vision and concepts
- Provide detailed conceptual designs and construction drawings necessary to achieve the community's vision for beautification and enhancement in the downtown core area.
- Create an action plan and make actionable downtown revitalization recommendations based on the conceptual designs.

## SCOPE OF WORK

1. Inventory existing assets and infrastructure and evaluate condition and lifespan.
2. Conduct a community-wide needs assessment that encompasses current and future needs.
3. Develop and implement a public participation strategy for the process that includes at least one public meeting and a survey of some kind.
4. Identify unmet current and future needs in the downtown area including scope and opinion of probable cost for any improvements, assets, or upgrades, and possible sources of grants or funding available.
5. Create detailed conceptual designs and construction drawings necessary to achieve the community's vision for beautification and enhancement of the downtown core area.
6. Prioritize and evaluate downtown improvements, development, and possible future acquisition.
7. Suggest new policies and community partnerships create increased downtown viability.
8. Create an implementation strategy including high-level costing estimates.
9. Identify grant funding, partnership opportunities, and any other alternative revenue sources specific to suggested improvements and developments.
10. Prepare the final master document to be adopted by the Village of New Denver. The document should be prepared in a way that can be updated and maintained by Village staff.

## SUBMITTAL INSTRUCTIONS

Electronic submissions will be allowed, provided that a printed paper copy be received within 5 business days of the closing date. RFPs should be clearly marked "Downtown Revitalization Plan RFP" and can be directed to:

Lisa Scott, CAO  
Village of New Denver  
P.O. Box 40  
115 Slocan Avenue  
New Denver BC V0G 1S0  
[office@newdenver.ca](mailto:office@newdenver.ca)

Proposals must be received by **4:00 p.m., Wednesday, May 17, 2023**. Any additional information or questions about the RFP or submission instructions should be directed to the contact above.

Responding firms shall be experienced in municipal government projects, planning, consultation, and programs and can provide examples of past projects that are similar in scope and size to the project described in this RFP.

Proposals should include:

- Team members that will be working on the project and their experience in relevant projects.
- Examples of past relevant experience in developing plans similar in size and scope of work.
- Proposed fees for the project as well as any other additional costs that may be incurred by the Village throughout the plan development process.
- Any additional information that you feel may be helpful to the Village in evaluating our qualifications including any references from past planning projects.

## **EVALUATION CRITERIA AND SELECTION**

The proposal will initially be evaluated by a selection committee comprised of CAO, Planning, and Accounting, and subsequently by the Village Council at the Tuesday, May 23, 2023, Regular Council meeting unless otherwise noted in an RFP amendment. Additional meetings may be scheduled for further review.

Responses will be evaluated based on the following criteria:

1. Compliance with RFP submission requirements and completeness of submission;
2. Proposed fees for the project;
3. Evaluation of experience in similar downtown revitalization plan development and similar past projects;  
and
4. Any additional relevant information submitted.

## **ADDITIONAL INFORMATION**

All proposals submitted in response to this RFP shall be irrevocable for a period of forty-five (45) days after the due date and may not be withdrawn during this period. After such time has elapsed, the submitting firm may withdraw the proposal if it has not been selected before the request to withdraw.

The Village reserves the right to accept or reject any and all proposals, to negotiate modifications of proposals submitted, and to waive any irregularities or informalities in any proposal. The project award will be made to the submitting firm whose response complies with all requirements of the RFP and whose proposal is deemed the most advantageous and in the best interest of the Village. The Village will not be held responsible for any costs incurred by a responding firm in the development of a response to this RFP.

After receipt of proposals, the Village or its authorized representative may require the submitting firm to make oral presentations or to respond to telephone calls to clarify its proposal. Discussions and interviews may be held with firms under final consideration prior to making a selection for the award; however, proposals may be accepted without such presentations or discussions.

After a finalist is selected, the Village will negotiate an agreement that will be in the Village's best interest. The agreement will cover all aspects of the proposal described herein. If mutually acceptable terms cannot be reached within a reasonable period, the Village reserves the right to negotiate with the next most advantageous firm without starting a new selection process.

## ACKNOWLEDGEMENT OF RFP RECEIPT

(return to [office@newdenver.ca](mailto:office@newdenver.ca))

Name: \_\_\_\_\_

Firm Submitting Proposal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number (Office): \_\_\_\_\_

Phone Number (Other): \_\_\_\_\_

Email: \_\_\_\_\_

I hereby certify that I have received this Request for Proposals to develop a Downtown Revitalization Plan from the Village of New Denver, BC. We intend to submit a response and would like to be notified of any changes or amendments to the RFP or timeline.

Name/Company: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_