



# The Corporation of the Village of Slokan

PO Box 50, 503 Slokan Street, Slokan BC, V0G 2C0

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## Request for Proposals

### Village of Slokan

## COMMUNITY ENGAGEMENT AND COMMUNICATIONS COORDINATOR

**RFP-2024-05**

#### **Closing Location:**

Village Office: 503 Slokan Street

Mailing Address: PO Box 50 Slokan BC V0G 2C0

#### **Closing Date and Time:**

3:00 p.m. Pacific Time

**Thursday, November 14, 2024**

#### **Submit To:**

Patricia Dehnel

Interim Administrative Officer

Phone: 250-355-2277

Email: [cao@villageofslokan.ca](mailto:cao@villageofslokan.ca)

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# 1.0 OVERVIEW

The Village of Slocan is embarking on a transformative journey to reimagine our recently acquired waterfront, formerly an industrial mill site, into a vibrant community space. Before the master planning process begins, the Village Council is committed to hosting a series of community learning sessions designed to inspire, inform, and engage residents. These sessions will offer the community opportunities to hear inspirational success stories from other communities that have revitalized their waterfront, explore important topics such as brownfield remediation, community ownership models, and the potential for unique place based economic development.

To lead this effort, we are seeking a Community Engagement and Communications Coordinator to organize and facilitate the learning sessions, work with a graphic designer to develop the project's brand, and oversee the creation of key communication tools, including a website that will serve as a hub for information and community input.

The goal of this initiative is to build community awareness, foster shared ideas, and ensure that the public is inspired, informed and engaged before embarking on the formal master planning process.

The Request for Proposal documents are available at the Village Office, and on the Village website. Proponents are solely responsible for ensuring any addenda are downloaded, reviewed, and considered in their Proposal. Questions regarding specifications can be directed to Patricia Dehnel, interim CAO, by email at [cao@villageofslocan.ca](mailto:cao@villageofslocan.ca).

Proponents must refer to the RFP documents for the terms governing the proposal process. Proposals shall be prepared and submitted at the sole expense of the Proponent and without cost to the Village of Slocan. All proposals received by the Village of Slocan become the property of the Corporation of the Village of Slocan, and as such, are subject to the Freedom of Information and Protection of Privacy Act. All information required by the proponent is the proponent's responsibility to obtain.

Proposals may be submitted until 3:00 p.m. (local time), Thursday, November 14th, 2024, to [cao@villageofslocan.ca](mailto:cao@villageofslocan.ca).

## 2.0 PROJECT SPECIFICATIONS

### 2.1 Introduction

The Village of Slocan is looking for a skilled and motivated individual to serve as the Community Engagement and Communications Coordinator. This person will be responsible for coordinating a series of community learning sessions that aim to inspire, inform, and engage residents before the village begins its master planning process for the millsite redevelopment. The coordinator will also collaborate with a graphic designer to brand the project and will manage the development of digital platforms, including a project website.

The successful candidate will work with various stakeholders, including village staff, council, guest speakers, and the public, to ensure that the engagement process is inclusive, transparent, and well-documented.

## 2.2 Qualifications

- a) Experience in community engagement, event planning, or public communications.
- b) Strong project management skills with the ability to handle multiple tasks and coordinate with various stakeholders.
- c) Excellent written and verbal communication skills, with experience in public speaking or group facilitation.
- d) Proven ability to work with graphic designers and other creative professionals to develop project branding and communications.
- e) Proficiency in managing digital platforms, including websites and social media.
- f) Experience working with municipal governments, environmental consultants, or community organizations is a plus.
- g) Knowledge of urban planning, environmental sustainability, or community development is an asset.

## 2.3 Project Timeline and Terms

- a) Key dates for this RFP are presented in Table 1.

**Table 1: RFP Timeline**

RFP Released	Thursday, October 24, 2024
Questions Deadline	Friday, November 1, 2024 @ 3:00 pm
Village Addenda / Answers Deadline	Thursday, November 7, 2024 @ 4:00 pm
RFP Closing Date and Time	Thursday, November 14, 2024 @ 3:00 pm

- b) Terms: This is a part time contract opportunity for the duration of the community engagement phase, anticipated to last 4-6 months (November 2024 – May 2025). Some evening and weekend work will be required to accommodate community meetings and events.

## 2.4 Submission Requirements

- a) Proposals may be submitted electronically in pdf format with the RFP name and number noted in the email subject line to: [cao@villageofslocan.ca](mailto:cao@villageofslocan.ca) no later than the closing time. Late submissions will not be accepted.
- b) Proponents may amend their Proposal by submission of a clear and detailed written notice via email to [cao@villageofslocan.ca](mailto:cao@villageofslocan.ca). Email changes must be received prior to the closing time. Any Proposal change should disclose only price change and not the previous or updated amount.
- c) If a Proponent emails a change to the Proposal, the Proponent accepts all risk associated therewith, including lost or misdirected email and any malfunction of the Village's equipment.
- d) If submissions exceed the permitted email size of the Proponent or the Village, Proponents should submit the Proposal in multiple emails indicating on each email the total number of emails being sent.
- e) The Village accepts no responsibility for submissions that fail for any reason to enter into the Village of Slocan's email system by the closing time. As email transmission can be delayed due to various reasons, and it is the Proponent's responsibility to submit their Proposal sufficiently in advance of the closing time to allow for receipt by the Village. Proponents submitting email Proposals near the deadline do so at their own risk.
- f) By submission of a clear and detailed written notice, the Proponent may withdraw its Proposal prior to the closing date and time. At closing time, all Proposals become irrevocable.
- g) By submission of a Proposal, the Proponent agrees that, should its Proposal be successful, the Proponent will enter into a contract for Community Engagement and Communications Coordinator with the Village of Slocan - the content and format of such contract to be determined by the Village of Slocan.
- h) If a Proponent finds discrepancies in, or omissions from the RFP documents, or if they are in doubt as to their meaning, they should advise the Village CAO immediately.
- i) Responses to questions, discrepancies or omissions, if not already addressed in the RFP, will be addressed in the form of addendum, posted in the same location as the original RFP documents.
- j) No oral interpretations will be effective to modify any provisions of the Proposal, unless a written addendum has been issued by the Village prior to the advertised closing date and time.
- k) It is the sole responsibility of the Proponent to determine any conditions affecting their Proposal prior to contract award. Any costs incurred by the Proponent before or after execution of the contract are the sole responsibility of the Proponent.

- l) Proponents may inquire into and clarify any requirements of this RFP. Questions must be communicated to the Village CAO by the Question Deadline. It is the Proponent's responsibility to clarify any details prior to submitting a Proposal. The Corporation of the Village of Slokan will assume no responsibility for any oral instruction or suggestion.
- m) Except as expressly and specifically permitted in the contract, no Proponent shall have any claim for any compensation of any kind whatsoever, in contract or in tort. 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.

## 2.5 Submission Format

- a) Proposals submitted in response to this RFP must include:
  - a. Form 3.0: *Proposal Form*
- b) Proposals submitted in response to this RFP must also include the following schedules:
  - a. Schedule A: Proponent's Experience, Reputation, Qualifications and Portfolio (example of similar works completed)
  - b. Schedule B: Proponent's Work Plan and Methodology
  - c. Schedule C: Proponent's Proposed Work Schedule
  - d. Schedule D: Proponent's Pricing for Work – A budget summary for each component of work, including a strategic community outreach plan, the planning and implementation of (6) community outreach sessions, the implementation/coordination of branding and website design, and the total all inclusive lump sum for all aspects of work as described in this RFP, not including GST.
  - e. Additional schedules may be added by the Proponent, if desired.

## 2.6 Evaluation

- d) The evaluation of Proposals will be undertaken on behalf of the Village of Slokan by an evaluation team. The evaluation team may consult with others, including Village staff and Council members, third-party contractors, and references, as the evaluation team may, at its discretion, decide is required. The evaluation team will compare and evaluate all Proposals to determine each Proponent's strengths and ability to provide the services, in order to determine the Proposal which is most advantageous to the Village, using the following criteria:
  - a. Proponent's Experience, Reputation, Qualifications and Portfolio
  - b. Proponent's Work Plan and Methodology
  - c. Proponent's Proposed Work Schedule

d. Proponent's Pricing for Work

- a) The evaluation team will not be limited to the criteria referred to above, and may consider other criteria that the team identifies as relevant during the evaluation process. All criteria considered by the evaluation team will be applied evenly and fairly to all Proposals.
- b) With respect to financial criteria, Proposals will be evaluated on the basis of which Proposal will provide the best overall value to the Village. The Village holds no obligation to procure the Proponent with the lowest pricing for work.
- d) The Village will be under no obligation to receive further information, whether written or oral, from any proponent.
- e) The Village reserves the right to accept or reject any or all of the Proposals submitted.

## 2.7 Scope of Work

### Community Engagement and Event Coordination

- a) Plan and coordinate 6-8 community learning sessions designed to inspire and inform the public. Speakers TBD but could include topics such as:
  - Inspirational success stories of waterfront/millsite revitalization from other communities.
  - A session with the former mayor of Radium Hot Springs on building a new community conference center and library.
  - Presentations from environmental consultants on brownfield remediation strategies. Some site-specific considerations.
  - Exploration of community ownership and development models. (Municipally owned development corporation, others)
  - A presentation by the CEO of a group specializing in the design, construction and operation of Scandinavian-style spas. Discussion of wellness economic development opportunities in Slocan.
  - Ownership models such as municipally owned community development corporations, co-ops, and others.
  - Others as directed by council.
- b) Organize logistics for each session, including coordinating with guest speakers, booking venues, booking food, promoting events, and documenting community feedback.

## Communications and Branding

- c) Collaborate with a graphic designer to create a distinctive brand identity for the waterfront redevelopment project including the community engagement and learning sessions.
- d) Ensure that all project communications, including posters, brochures, social media, and event materials, are aligned with the project's brand.
- e) Lead the development of a dedicated project website that will serve as a central hub for information, community feedback, and project updates.

## Website and Digital Engagement

- f) Oversee the design, launch, and ongoing management of the project website, ensuring it is accessible, informative, and regularly updated.
- g) Use the website and social media platforms to keep the community informed and gather input through tools like surveys and feedback forms.

## Project Management and Coordination

- h) Act as the main liaison between village staff, council members, consultants, guest speakers, and the community to ensure smooth coordination and timely execution of the project.
- i) Track project timelines and deliverables, ensuring that all learning sessions, materials, and communication tools are delivered on time.
- j) Collect community feedback from the sessions and integrate it into the broader waterfront redevelopment planning process.



3.0 PROPOSAL FORM

Village of Slocan

**COMMUNITY ENGAGEMENT AND COMMUNICATIONS COORDINATOR**

RFP-2024-05

**CLOSING: 3:00 PM PACIFIC TIME ON THURSDAY, NOV 14TH, 2024**

This form must be completed, signed and included with the submission.

The undersigned confirms that their submission is in response to the Request for Proposals for the Community Engagement and Communications Coordinator, and the Proponent acknowledges receipt of Addenda # \_\_\_\_\_ through Addenda # \_\_\_\_\_.

**NAME OF COMPANY:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

**CONTACT NAME:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

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

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Date**