



REQUEST FOR PROPOSALS (RFP) for City-Wide Arts, Culture, and Historic Preservation Strategic Plan

DEADLINE: TBD

NOTICE IS HEREBY GIVEN that the City of Sandpoint, Idaho is soliciting proposals from professional, qualified consultants or groups with direct experience in innovative cultural planning to conduct a citywide, comprehensive arts, culture, and historic preservation planning process culminating in a Strategic Plan for Arts and Culture in Sandpoint, Idaho.

1. GENERAL INFORMATION

A. INTRODUCTION

The City of Sandpoint is currently soliciting written proposals from qualified consultants with experience in conducting citywide cultural arts assessments and capable of developing a Strategic Plan for Arts and Culture to support the goals and mission of the City. The City desires to obtain a consultant who will assess and analyze the current environment, needs and interests of the entire community as it relates to arts, culture, and historic preservation, as well as future possibilities and opportunities.

B. OVERVIEW

Sandpoint is the largest city in, and the county seat of Bonner County, Idaho. Its population was estimated at 8,703 in 2018.

Sandpoint lies on the shores of Idaho's largest lake, 43-mile-long Lake Pend Oreille, and is surrounded by three major mountain ranges, the Selkirk, Cabinet, and Bitterroot ranges. It is home to Schweitzer Mountain Resort, Idaho's largest ski resort, and is on the International Selkirk Loop and two National Scenic Byways (Wild Horse Trail and Pend Oreille Scenic Byway). Among other distinctions awarded by national media in the past decade, in 2011 Sandpoint was named the nation's "Most Beautiful Small Town" by Rand McNally and USA Today.

Sandpoint's major economic contributors include forest products, light manufacturing, tourism, recreation and government services. As the largest service center in the two northern Idaho counties, as well as northwestern Montana, it has an active retail sector. It is the home of the headquarters of utility aircraft maker Quest Aircraft and salad dressing manufacturer Litehouse Foods.

Sandpoint has a rich history that prompts the incorporation of historic preservation within the Strategic Plan for Arts and Culture. Sandpoint features a number of remnants and legacies from the logging and natural resource economy of the 19th and 20th centuries. Many downtown buildings, homes, and residential neighborhoods built during Sandpoint's early days still exist, and a few are included on the National Register of Historic Places. Additionally there are sites that are important to the history of

Sandpoint such as the Humbird Mill site east of Sand Creek, the Dry Press Brick Company site on West Pine Street, the old Farmin School site at Second and Main, and Lakeview Cemetery on South Division. . The older established neighborhoods of Sandpoint have a distinctive charm that endears them to residents and visitors alike. Many Sandpoint residents wish to preserve the character and respect the history of the city as seen in the old neighborhoods. As a result, this plan must identify strategies to highlight, maintain, preserve and revitalize the city's historic gems.

CULTURAL ARTS BACKGROUND

Public art is artwork within the public realm such as on publicly owned buildings or within the public right of way and thus freely accessible for the community to enjoy. Public Art may have a utilitarian or aesthetic function and can be crafted from a variety of media.

Public art has the power to be a change agent for a community—culturally, socially, and economically. It can humanize the built environment, energizing public spaces and enhancing a sense of identity for the community. Public art may also serve to educate or remind a community of its heritage. Public art can help define a space, create a sense of arrival or transform an area into a landmark destination. Strategically placed works of public art can set a community apart and accent the unique and special qualities of Sandpoint. This, in turn, may catalyze community generation or regeneration. By enhancing a sense of place, public art may also stimulate investment—attracting visitors and job creators to the area.

The City of Sandpoint places a high value on attracting, encouraging and developing arts and culture. Sandpoint aspires to be one of the nation's best small arts towns by encouraging local artists, preserving cultural heritage, nurturing creativity, inspiring original expression, and cultivating art appreciation.

The Sandpoint Arts Commission was established to act in an advisory capacity to the mayor and city council to create and maintain an atmosphere conducive to the fullest expression of all forms of the arts in order to enrich the lives of all Sandpoint citizens and visitors through public art. The Commission works collaboratively to enhance the public space of the City of Sandpoint with high quality works of art and to promote the City as a center for artistic and cultural excellence.

Founded in 2005 by the City Council, the Sandpoint Urban Renewal Agency (SURA) is the primary source of funding for public art in Sandpoint.

HISTORIC PRESERVATION BACKGROUND

The Sandpoint Historic Preservation Commission is a group of devoted local citizens concerned for improving and protecting the city's unique historic and cultural resources. The Commission helps facilitate the identification, evaluation, preservation, restoration, protection, and enhancement of historical, cultural, and archaeological interests. It is the Historic Preservation Commission's hope to encourage and engage the preservation of historic architecturally significant properties, promote their potential, practical, and useful opportunities and to establish compatible development within areas of historic properties, neighborhoods, and districts.

C. OBJECTIVE

As stewards of public investment in the arts, we seek a shared vision in growing capacity for creativity; building a more vibrant community; and bridging differences among people to secure an open, civil society. Public investment also ensures that more people from all backgrounds and walks of life have access to participating and benefiting from the arts.

Arts, culture, and the city's unique historic and cultural resources will be experienced by both local residents and visitors as a region ripe with year-round arts experiences. We believe that cultural opportunities should be abundant, available, and accessible to people of all ages in all our communities, and that the arts should play an important role in community, educational, and economic life throughout our region. Historic preservation efforts seek to preserve the historic architecturally significant properties and promote them as part of Sandpoint's rich history.

Through community visioning and an inclusive planning process, including community and regional planners, city officials, arts and cultural commissions and councils, and citizens, the City of Sandpoint will develop an Strategic Plan for Arts and Culture as a strategy to support community economic development, tourism, quality of life goals, growing the creative economy and celebrating the role that arts and culture plays in community vitality. The Plan will develop recommendations for action that can be taken at the regional, local and agency levels to enrich cultural life, improve access to programming, and increase educational opportunities.

- Identify the businesses, individuals, non-profits, and academic organizations that contribute to the creative economy;
- Collect data showing the role that creative industries, public art, and arts education play in engaging citizens and sustaining community vitality;
- Explore collaborations and partnerships to share resources and ideas;
- Include citizens in creating a plan that is unique to the needs and desires of their individual communities or regions.
- Establish values-based goals and priorities that will guide policy makers, commissions, staff and volunteers as the plan is implemented.
- Promote preservation as a tool for revitalizing Sandpoint's unique neighborhoods and historic commercial areas.
- Engage the community in historic preservation efforts.
- Enhance local tourism and cultural activities.
- Identify organizational capacity beyond the City to implement preservation activities.
- Establish clear, predictable, and objective review processes for landmarking buildings and issuing certificates of appropriateness.
- Provide appropriate guidance to elected and appointed officials when making development decisions that could affect the character of the community.
- Strengthen the City's existing historic preservation program.

SCOPE OF SERVICES:

The following scope of services represents the baseline expectations the City has for a consultant; however, suggestions of alternate processes or structures of equal or better benefit will be considered. The precise final scope of services will be negotiated with the selected consultant.

D. PROJECT MANAGEMENT

1. Develop a comprehensive project plan that includes goals and a clear methodology, accompanied by a timeline indicating delivery of progress reports, presentations to key stakeholders, the community, and release of the final product.
2. Facilitate and manage activities and communications relating to the City staff, the Arts Commission, and the Historic Preservation Commissions including meeting schedules, agendas and material preparation, for planning purposes as well as progress reports.

3. Develop and implement a communications strategy to reach and engage relevant stakeholders.
4. In collaboration with City staff, design collateral materials including, but not limited to, social media, newsletters and press releases, web content, and the final report document and accompanying materials.

E. PUBLIC ENGAGEMENT AND DIALOGUE

1. Identify, describe, and implement a comprehensive strategy and methodology for resident and visitor involvement in the cultural planning process including workshops, surveys, and interviews with stakeholders, etc. Provide well-organized and directed activities, techniques, and formats to ensure a positive and inclusive public participation process is achieved. The strategy should also include a communications plan for keeping the public up-to-date on planning progress using the City's website and social media platforms.
2. Organize and support workshop participants in their efforts to identify areas for future growth and expansion along with creative solutions and strategies to address community needs and interests.
3. Collaborate with the City for a public "launch" of the planning process.

F. EVALUATION AND ASSESSMENT

1. Meet one-on-one to assess and evaluate current public and private facilities and providers of arts and cultural activities including a Needs Assessment. Identify overlap, gaps, and areas for future growth.
2. Perform a Needs Assessment for the community-at-large regarding services, programming, activities, and facilities; identify a vision for arts and culture in Sandpoint.
 - Identify a Vision for Arts and Culture in Sandpoint.
 - Provide a written Community Needs Assessment including a set of coordinated actions within a defined time-frame (short, mid, and long-term); identify leadership or collaborations to implement; an assessment of resource requirements including types of investments, possible cost ranges, potential funding sources, and goals accompanied by measurable objectives and metrics for tracking.
3. Summarize the above efforts and facilitate the presentation of results to the City Council, Sandpoint Arts Commission, and Sandpoint Historic Preservation Commission; incorporate information and feedback into a written draft of the plan, accurately reflecting the planning process.

G. HISTORIC PRESERVATION

1. In addition to incorporation of historic preservation as a component of the Strategic Plan for Art and Culture, the following additional items shall be included in the Plan:
 - **Summary of Historic Preservation in Sandpoint:** discusses the role of the Historic Preservation Commission; summarizes and quantifies the City's historic preservation efforts to date, including but not limited to local historic districts, easements, and National Register properties; describes the historic resources the City has lost, historic resources the City still has, and historic resources that are at risk; describes how the City can better protect its historic resources.
 - **Inventory:** describes what an inventory is; describes which properties currently have inventory forms, which inventory forms need to be updated, and which properties need to be documented on inventory forms; recommends a realistic and efficient strategy for developing a broad understanding of the City's historic resources by neighborhood.
 - **National Register:** describes the National Register of Historic Places; includes what is currently listed on the National Register of Historic Places and what may be eligible for listing; explains investment tax credits and applicable grant programs.

- **Municipal Regulations:** reviews the existing municipal regulations that impact historic preservation including but not limited to zoning, local historic districts, demolition delay, minimum maintenance regulations, subdivision regulations, signage regulations, and site plan review; recommends changes to existing regulations or additional bylaws that could help to protect historic resources.
- **Municipal Policy, Management, and Capital Improvements:** includes a list of all historic municipally owned properties such as school buildings, libraries, or parks; assesses their historic significance and architectural quality; describes current management practices and whether changes should be made to better protect these resources; investigates future capital improvement projects such as transportation projects, new municipal buildings, and sewer line extensions for their impact on historic resources.
- **Action Plan:** outlines a realistic year-by-year schedule for implementing all of the above recommendations, including the name of the organization or board responsible for implementation; could include ongoing and long-term goals.

H. DEVELOPMENT AND DISSEMINATION OF THE SANDPOINT STRATEGIC PLAN FOR ARTS AND CULTURE.

1. Draft a Cultural Arts Strategic Plan for Sandpoint that includes an Executive Summary, a summary of the results of the needs assessment, written goals, plans, objectives that articulate a clear vision and implementation plan for the City of Sandpoint, incorporating measures of success by which progress on the plan can be assessed including, but not limited to, the following key elements:
 - Within the context of the community’s existing cultural identity, define a vision for Sandpoint’s arts and culture including defined roles for the City and other service providers.
 - Identification of potential partnerships and collaborations to achieve plan objectives.
 - Identification of ways to maximize current City facility use and recommend a plan for future facility and infrastructure requirements to complete the Strategic Plan.
 - Identification of potential cross-departmental, inter-municipal, and regional public and private partnerships to enhance the delivery of arts and culture services.
 - Recommendations for the allocation of municipal resources towards arts and culture programs and services based on any current or future “gaps” in the provision of these services with consideration of what is offered by other providers.
2. In conjunction with the Plan, provide an implementation strategy, providing short, medium and long-term goals along with potential costs and recommended funding strategies that address capital investment and reinvestment over the next 7 -10 years. Consultant should also define both quantitative and qualitative measurements of success in achieving stated goals. This should include direct standards of comparisons against other comparable communities in the region, state and nationally.
3. Provide presentation of a draft plan to City Administrator and staff as well as the City Council, Sandpoint Arts Commission, and the Historic Preservation Commission. Incorporate feedback and suggestions from these initial presentations into the final plan.
4. A final presentation to the of key findings of the Plan.
5. Present the final Plan to the community at a public meeting.

2. PROJECT SCHEDULE*

TBD	Release of RFP
TBD	Open period for questions related to the RFP
TBD	Receipt of Proposals to City of Sandpoint
TBD	Proposal Review & Interviews; Recommendation to City Council

TBD
TBD
May 2020

Consultant/s notified
Consultant starts planning process
Target completion date for final Strategic Plan

*Anticipated but subject to modification

3. PROPOSAL PREPARATION AND SUBMISSION

Please include the following with your proposal:

Y Introduction

Present general introductory comments, including a purpose statement describing your understanding of the proposed project and required services.

Y Consultant qualifications:

- a. Company profile – brief profile outlining history and philosophy.
- b. Team composition, experience and success – list all key personnel who will be assigned to this project including their relevant experience and qualifications, roles and responsibilities, and a listing of past successful projects of a similar size and scope including a description of team members’ roles in each project, project dates and contact information.

Y Work Plan

Provide a detailed work plan describing your approach to designing, managing, and coordinating this project. (10-15 pages maximum).

- a. The description should include the tasks listed in Section 2, “Scope of Services.” In addition, include any steps/tasks not included in the “Scope of Services” that you would recommend to strengthen the overall goals and quality of this project.
- b. Project Objectives – describe your understanding of the project objectives/outcomes and vision and how these will be achieved.
- c. Provide a written summary identifying the types of information, data, and assistance expected from the City and how you will meet the administrative support needs of the project. Consultant should include budget to retain administrative support.
- d. Deliverables – include what will be delivered, including the expected outcome and expected benefit to the City of Sandpoint.

Y Price

- a. Detailed itemization of project price. At a minimum, the segments described in Scope of Services must itemize the price.
- b. Value Added Services – describe your competitive advantage; value added services and benefits that would be provided to the City. This could include any innovative approaches you have previously used to help communities develop their plans, what unusual challenges you faced during a planning process, and how you overcame them.

Y Supplemental information

- a. Reports of similar projects you have completed.
- b. Promotional material describing consultant’s professional services.
- c. Three recent and similar client references.

4. PROPOSAL EVALUATION

A. PROPOSAL CRITERIA

Proposals will be evaluated based on, but not limited to, the following considerations and criteria:

1. Demonstrated knowledge of Sandpoint or a process to reach an understanding of it.
2. An innovative and effective approach to cultural arts planning, with a proven record of previous plans, which included clear and identifiable goals and specific strategies for successful

implementation.

3. An ability to reach and engage a range of stakeholders and constituents from within the cultural arts community as well as other sectors.
4. A willingness to involve local arts organizations and artists in fostering a process that is fun and imaginative for Sandpoint's residents and visitors.
5. Proposal of a planning process should be appropriate to the size of the community and scope of services requested.
6. Demonstrated and applicable experience in:
 - Creating strategy and implementation plans for municipalities along with a working knowledge of city government;
 - Engaging communities thoughtfully in a public process;
 - Leading, coordinating, and facilitating complex public engagement processes, including management of multiple organizations and groups;
 - Devising and executing a communication strategy for cultural planning; and
 - Building an accountable implementation and funding plan.

B. PROPOSAL EVALUATION PROCESS

1. Evaluation Committee

An Evaluation Committee will be established, composed of, but not limited to, representatives from the City as well as the Sandpoint Arts Commission and Historic Preservation Commission, as deemed appropriate. The Committee will evaluate all proposals received in accordance with the requested information pursuant to Section 2.

2. Committee Recommendation

The Evaluation Committee, based upon the number of proposals received, may select a short list of best qualified consultants. The Evaluation Committee may interview representatives on a short list and require a presentation. However, the City reserves the right to make its recommended selection solely upon the evaluation of the written proposals and reference checks.

3. Consultant Presentations

As part of the evaluation process, finalist consultants may be asked to present their proposal in person or via video conference.

4. Consultant Approval

The City Council shall review the recommendation of the Evaluation Committee and make a final decision on selecting a consultant to produce a strategic arts and cultural plan for the City of Sandpoint.

C. COMMITTEE PROPOSAL EVALUATION RUBRIC

The Evaluation Committee will evaluate all proposals received in accordance with the Evaluation Criteria Rubric set forth below. The City of Sandpoint shall not be obligated to accept the lowest priced proposal, but will make an award in the best interests of the City after all factors have been evaluated.

Evaluation Criteria	Percentage
Responsiveness: Adherence to the requirements of the RFP.	30%
Qualifications and Experience: The ability, capacity, flexibility, financial stability, and previous experience of the consultant to perform the planning process.	40%
Technical Approach: The ability of the consultant to meet all the technical requirements of the RFP.	10%
Cost: Cost consideration will be a factor only if a proposal is determined to be qualified.	10%
Historic Preservation: Expertise to address historic preservation component of the overall plan.	
TOTAL	100%

5. SELECTED CONSULTANT

- A. An Agreement with the selected consultant will be negotiated by the City Administrator.
- B. Selection of a consultant’s proposal does not mean that all aspects of the proposal are acceptable to the City of Sandpoint. The City retains the right to modify the terms and conditions of the proposal or reject terms and conditions proposed by the selected consultant prior to the execution of an Agreement with the City, which the City, in its sole discretion, deems necessary to ensure a satisfactory proposal. The City may, by written notice stating the extent and effective date, cancel and/or terminate any work resulting from this RFP for cause in whole or part, at any time.
- C. The final City of Sandpoint Professional Services Agreement will incorporate the RFP, the selected consultant’s proposal, and all modifications and clarifications submitted at the request of the City of Sandpoint during the evaluation and negotiation process.
- D. The final Professional Services Agreement of the successful consultant will be presented for approval to the Sandpoint City Council at a Regular City Council Meeting.

6. SPECIAL CONDITIONS

A. Reservations

This RFP does not commit the City of Sandpoint to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. No payment of any kind will be provided to a consultant for responding to this RFP, or parties they represent, for obtaining any of the information requested.

B. Public Records

All proposals submitted in response to this RFP become the property of the City of Sandpoint. Information in the proposal, unless specified as trade protected, may be subject to public review. Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal proprietary will be neither accepted nor honored.

C. Right to Cancel and Amend

The City of Sandpoint reserves the right to cancel, for any or no reason, in part or in its entirety, this RFP including, but not limited to, selection schedule, submittal date, and submittal requirements. If the City of Sandpoint cancels or revises the RFP, all vendors will be notified in writing.

D. Additional Information

The City of Sandpoint reserves the right to request additional information and/or clarification from any or all consultants.

E. Release of Public Information

Consultants who respond to this RFP who wish to release information to the public regarding selection, contract award, or data provided by the City of Sandpoint must receive prior written approval from the City before disclosing such information to the public.

F. Debarment

By submitting a proposal, the consultant certifies that the company is not currently debarred from submitting proposals and/or bids for contracts issued by any city or political subdivision or agency of the State of Idaho, and that it is not an agent of a person or entity that is currently debarred from submitting proposals and/or bids for contracts issued by any city or political subdivision or agency of the State of Idaho.

7. SUBMITTAL INFORMATION

Applicants have the option of sending their proposal via standard mail or personal delivery. Applicants are solely responsible for ensuring their proposals are received by the City by the submittal deadline. Proposals must be received by no later than **3 p.m., Pacific Standard Time, August 15, 2019, at the following address:**

**City of Sandpoint
Attn: Linda Heiss
1123 Lake St
Sandpoint, ID 83864**

One (1) original and four (4) printed copies plus a digital version (thumb drive) of the proposal must be submitted. A representative authorized to bind the company must sign the original copy. Proposals submitted by email are not acceptable and will not be considered. Proposals are to be submitted in sealed packages with the name of the consultant and RFP title clearly marked on the outside of the package.

Failure to comply with the requirements set forth in this RFP may result in disqualification. Proposals and/or modifications received after the hour and date specified above will not be considered. Submitted proposals

may be withdrawn at any time prior to the submission time specified in the RFP, provided notification is received in writing before the submittal deadline. Proposals cannot be changed or withdrawn after the submittal deadline. No handwritten notations or corrections will be allowed.

The City reserves the right to reject all proposals and to waive any minor informalities or irregularities contained in any proposal. Acceptance of any proposal submitted pursuant to this RFP shall not constitute any implied intent to enter into a contract.

The contract award, if any, will be made to the applicant who, in the City's sole discretion, is able to perform the required services in a manner most beneficial to the City of Sandpoint.

8. INQUIRIES

Direct all inquiries regarding this proposal to:

Linda Heiss, City of Sandpoint Grants and Performance
Management Administrator
Email: lheiss@sandpointidaho.gov
Phone: 208.255.7548

DRAFT
For Review Only