



250 Foord St.

PO Box 2200

Stellarton, NS B0K 1S0

Ph.: 902-752-2114

# **REQUEST FOR PROPOSAL “HERITAGE PLAN”**

## **Town of Stellarton**

Proposals will be received not later than 4:00 PM , September 4, 2020

**CONTENT**

- 1. PREAMBLE.....3
- 2. BACKGROUND .....3
- 3. OVERVIEW .....Error! Bookmark not defined.
- 4. COMMUNITY CONSULTATION .....4
- 5. TIMELINE .....5
- 6. RIGHT TO ACCEPT OR REJECT ANY PROPOSAL .....5
- 7. EVALUATION PROCESS.....6
- 8. REQUEST FOR PROPOSAL SUBMISSION .....6
- 9. CONTACT INFORMATION.....6

## **1. PREAMBLE**

The Town of Stellarton invites interested parties to submit a proposal for the development of a Heritage Plan within the town. It is the objective of the Town to showcase, through an outsourced contract, a comprehensive plan of the history, culture and heritage of the Town.

In relation to the confidentiality of material, the Town is primarily governed by the Nova Scotia Municipal Government Act (MGA). As such, all submitted proposals are subject to the *Freedom of Information and Protection of Privacy Act (FOIPOP)* after the closing date.

It is expected that all information by the applicant in working with the Town as a result of the project will remain confidential except where required by law or with the Town's explicit written consent.

## **2. BACKGROUND**

The Town of Stellarton is a regional service centre, with a population of 4,200 and a surrounding population of approximately 43,500 located in Pictou County of Nova Scotia.

We are proud to be the hometown of grocery Empire Sobeys. The warm and friendly spirit of our citizens is part of our charm. We are located approximately 150km (93 miles) from the capital of our province – Halifax. Sporting facilities, cultural and heritage events, shopping; are all within the Town of Stellarton. The Town is also very proud to be the home of the Nova Scotia Museum of Industry. The Museum of Industry is a provincial museum dedicated to the story of Nova Scotia work and workers.

The site of the museum includes some of the oldest industrial sites in Nova Scotia including the Foord Pit, once the deepest coal mine in the world and the Albion Railway, the first passenger and freight railway in Canada.

The Town is conveniently located on Trans-Canada Highway 104. This highway is highly visible to our beautiful town with the solidarity of residents and businesses always eager to extend a heartfelt welcome to all!

The Town's Strategic Plan (2019-2024) includes the goal to increase communication and promotion/marketing, further increasing tourism and attracting more residents and businesses to establish themselves in Stellarton. To help achieve this, the Town, through community partnerships, has encouraged the development of a Heritage Plan to highlight, cherish, and preserve the important history in our community to share with residents and visitors to make it a destination tourism area in Nova Scotia.

Stellarton has consistently demonstrated a commitment to the conservation of its history, cultural heritage, and archaeological resources. The extensive history of the Town is valued by residents and visitors alike.

### **3. OVERVIEW**

#### *a. Overview*

- The purpose of this plan is to provide an educational and interactive experience to all those that participate, one that is unique and modern. The intention is to offer an opportunity that will intrigue and draw both residents and tourists to explore the history of the beautiful Town of Stellarton. This plan will help to fulfill Stellarton’s mission of working together to build a vibrant community, benefitting residents, businesses, and visitors to the Town, and create an environment that encourages growth throughout the Town.

#### *b. Requirements/Objectives*

- Articulate the goals of heritage preservation and develop a cohesive authentic vision that reflects the values of the community and proposes a strategic approach to heritage conservation and management of built heritage, cultural heritage, and natural/cultural heritage landscapes and streetscapes in the Town of Stellarton.
- Recognize the unique historic character of “Main Street” Stellarton and the opportunities to leverage that heritage for economic development.
- Development of a recommended strategy for implementation including consultations with other municipal departmental staff (public works, engineering, planning and development, etc.), address any barriers that may impact the plan, and the provision of key sources of local information and positive examples of heritage conservation.
- Submitted proposals should include an estimated budget and timeline for implementation.

### **4. COMMUNITY CONSULTATION**

The Town of Stellarton has created a ‘Heritage Committee’ to aid and advise Council on decisions regarding the development of the Heritage Plan within the town. Proposals will be reviewed by this community/town staff-based committee. Written explanatory briefs and other summary documentation are encouraged to assist in the understanding of the project.

## 5. TIMELINE

Proposals must be submitted in a sealed envelope plainly marked “**Contract No. 0720 RFP Heritage Plan.**”

If delivered by mail, address to:

Susan Higdon, Town Clerk  
Town of Stellarton  
PO Box 200  
Stellarton, NS B0K 1S0  
hours

If delivered by hand, deliver to:

Susan Higdon, Town Clerk  
250 Foord Street  
Stellarton, NS  
Bring to front desk during business

This RFP process will be governed by the following timetable of events. Although the Town will attempt to meet all dates, it specifically reserves the right to modify any date(s) at its sole discretion by notifying all firms in writing at the addresses noted in the Proposals submitted to the Town.

ITEM	DATE
Availability of RFP	July 31, 2020
Proposal Submission	September 4, 2020
Submission Evaluations	September 7, 2020
Interviews	Week of September 14, 2020
Preferred Recommendation to Council	September 27, 2020

No date after the Proposal Submission date of 4:00PM on September 4, 2020, shall constitute any commitment by the Town for any review, evaluation, selection, and announcement or contract finalization.

Amendments to a proposal will be accepted, but only in the form of a completed and revised proposal. Amended proposals should be submitted in the same manner noted above with a subject line of “Proposal for Heritage Plan Revised.” Revised proposals are also subject to the same deadlines as previously outlined.

## 6. RIGHT TO ACCEPT OR REJECT ANY PROPOSAL

The Town of Stellarton reserves the right to reject any and all proposals, not necessarily accept the lowest proposal, or to accept any proposal which it may consider to be in its best interest. The Town also reserves the right to waive formality, informality, or technicality in any proposal or to accept or reject any proposal.

## **7. EVALUATION PROCESS**

The Town will evaluate proposals and select a proposal based on the best interest of the Town. The evaluation process will consider the requirements listed above.

## **8. REQUEST FOR PROPOSAL SUBMISSION**

All submissions must include the name of the applicant, contact information, and business registration number.

To ensure the integrity of the competitive bid process, inquiries, and other communications regarding the RFP from the issue date of the solicitation up to the closing date and time, are to be directed to Susan Higdon (contact information provided at the end of this document). Inquiries and other communications are not to be directed to any other official or agent of the Town of Stellarton.

Consideration will only be given to proposals or amendments thereto on or before the exact time and date as specified. Proposals received after this date and time will not be considered and will not be returned. It is the responsibility of the applicant to confirm submission was received.

Please note: The Town offices are open to the public from 8:30 a.m. to 4:30 p.m., Monday to Friday, except public holidays.

## **9. CONTACT INFORMATION**

All enquiries and submissions must be directed to:

Susan Higdon, Town Clerk  
Town of Stellarton  
250 Foord Street  
PO Box 2200  
Stellarton, NS  
B0K 1S0

Phone: 902-752-2114

Email: [susan.higdon@stellarton.ca](mailto:susan.higdon@stellarton.ca)