



Request for Proposal (RFP)

FOR PUBLIC ART PLAN

SUMMARY:

The Town of Canmore seeks proposals from experienced consultants or consulting groups to develop a Public Art Plan for Canmore, AB. The plan will establish priorities and guide decision-making for the acquisition, placement, installation, and maintenance of public art in municipal buildings and on public land, incorporating placemaking principles to ensure that art not only reflects but enhances Canmore's unique identity and sense of place.

The goal is to develop a ten-year plan that fosters a strong, sustainable, and relevant public art collection, focusing on artistic excellence, design integration, diversity in communities and artistic approaches. This plan outlines a framework and implementation strategy for incorporating public art and placemaking initiatives in the Town of Canmore. The goal is to create vibrant, engaging, and functional spaces celebrating Canmore's unique character while strengthening the bond between people and place through thoughtful, context-driven art.

As Canmore undergoes economic and social transformation, this plan will be instrumental in shaping the public realm by enhancing the Town's cultural and creative vitality. It is important to optimize alignment between the plan and the funding guidelines and deliverables of the Art Trust Reserve Fund, ensuring financial feasibility without the need for significant increases in funding. The time is right to develop a Public Art Plan and affirm a Public Art Program that is bold, relevant, and inclusive for the coming years.

REFERENCE NUMBER:	PA2025
CLOSING DATE:	01-10-2025
CLOSING TIME:	14:00:00 Mountain Time Zone
DATE ISSUED:	11-29-2024
NOTE:	RESPONSES WILL NOT BE OPENED PUBLICLY

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1. INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR PROPOSALS

- 1.1. Closing date and time: Proposals must be received by Friday, January 10, 2025, at 14:00:00 hours Mountain time zone (Canmore local time).
- 1.2. Responses are to be delivered to:

Proponents shall submit their proposal to the Town of Canmore by email to the attention of **Jeanie Macpherson, Supervisor, Arts and Culture**, at jeanie.macpherson@canmore.ca. The proposal document is to be in PDF format only (.pdf), and all components shall be formatted and combined into one file that is attached to the email submission. Responses by facsimile will not be accepted.
- 1.3. RFP Contact Person:

For clarification or additional information, Proponents shall **only** contact the person listed below.

Jeanie Macpherson
Email – jeanie.macpherson@canmore.ca

See Section 2.0, item 2.6 below for additional information for Questions and Clarifications.
- 1.4. The Town of Canmore may, in its sole discretion, disqualify responses that do not meet the formatting and other criteria set out in Section 4.0 of this RFP.
- 1.5. Responses must be in English.
- 1.6. Pricing submissions shall be stated in Canadian dollars with Goods and Services Tax (GST) extra.
- 1.7. Each Proponent is solely responsible for ensuring that its response is received at the specified address (physical address or email address) by the specified closing date and time. Strict adherence to the closing date and time will be maintained, and unless the deadline date is extended by issue of Addendum, all responses received after this time and date will be returned unopened.
- 1.8. This Request for Proposals is not a tender and the Town of Canmore does not intend for the laws of competitive bidding to apply.

END OF SECTION 1.0

2. GENERAL CONDITIONS OF RESPONSE

2.1. PURPOSE OF THE REQUEST FOR PROPOSAL (RFP)

The Town of Canmore is issuing this Request for Proposal (RFP) to select a consultant or consulting group for the development of a Public Art Plan for Canmore, Alberta.

The Town of Canmore reserves the right to modify the terms or cancel the RFP process at any time.

2.2. SUBMISSION OF RESPONSE TO THE RFP

- 2.2.1 By submitting a response to this RFP, each Proponent accepts its terms and conditions. In addition, by submitting its response, each Proponent waives all claims, rights, demands and the benefit of any provisions of any statute, rule of law or regulation that might adversely affect the rights of the Town of Canmore under this RFP.
- 2.2.2 Each Proponent shall make full disclosure of any actual or potential conflict of interest arising from any existing business or personal relationships with any of the following (each, a “Conflicted Person”): (i) any employee of the Town of Canmore; (ii) any member of the Town of Canmore Town Council (councillor); (iii) any board or committee member; (iv) any family member of any such employee, councillor or board/committee member; or (v) any business entity controlled by or otherwise not at arm’s length to any one or more of any such employee, councillor, board/committee member or family member.
- Without limiting the foregoing, details should be provided of any direct or indirect pecuniary interest of any Conflicted Person in the supply of the services contemplated by this RFP.
- Disclosure of any such actual or potential conflict of interest shall be made in writing with the Proponent’s response.
- 2.2.3 This RFP and any contracts subsequently entered into as a result hereof shall be governed by the laws of the Province of Alberta and the laws of Canada applicable therein. The courts of the Province of Alberta shall have exclusive jurisdiction over this RFP and any contracts entered into as a result hereof.
- 2.2.4 Proposal documents must be completed in accordance with the requirements of the Request for Proposal documents and no amendment or change to proposals will be accepted after the closing date and time.
- 2.2.5 All documents submitted by Proponents in response to this RFP are to remain the property of the Town of Canmore.
- 2.2.6 Proposals shall be irrevocable for sixty (60) days following the closing of the RFP and the proposals shall be retained by the Town of Canmore.
- 2.2.7 Proposals shall be signed by an authorized signatory of the Proponent using the Signature and Waiver Sheet in Section 5.0. If the Proponent is an incorporated company, the corporate seal of the Proponent shall be affixed or a certified true copy of a resolution of the corporation naming the person(s) in question as authorized to sign agreements on behalf of the corporation shall be attached to the proposal. Proponents who are sole proprietorships or partners shall sign their RFP response in such a way as to irrevocably bind the Proponent in an authorized manner.

2.3. NO COMMITMENT

- 2.3.1 No commitment on the part of the Town of Canmore shall exist under this RFP unless and until the Proponent receives official written confirmation from the Town of Canmore that it has been selected to complete the work.

2.4. LIMITATION OF LIABILITY

- 2.4.1 The Town of Canmore will have no liability to any person or entity for any damages, including, without limitation, direct, indirect, special or punitive damages, arising out of or otherwise relating to this RFP, the Proponent's participation in this RFP process or the Town of Canmore's acts or omissions in connection with the conduct of this RFP process. This limitation applies to all possible claims by a Proponent, whether arising in contract, tort, equity, or otherwise, including, without limitation, any claim for a breach by the Town of Canmore of a duty of fairness or relating to a failure by the Town of Canmore to comply with the terms set forth in this RFP.

2.5. ACCEPTANCE OR REJECTION

- 2.5.1 The Town of Canmore reserves the right to reject any or all responses. Without limiting the generality of the foregoing, the Town of Canmore may reject any response which it deems:
- a. is incomplete, obscure, irregular, unrealistic or non-compliant;
 - b. has erasures, ambiguities, inconsistency or corrections; or
 - c. fails to complete or provide any information required by any provision of this RFP.

Further, a response may be rejected on the basis of the Town of Canmore's understanding of the Proponent's past record of work, its general reputation, its financial capabilities, the completion schedule or a failure to comply with any applicable law.

The purpose of the Town of Canmore is to obtain the most suitable responses to the Project and to further the interests of the Town of Canmore and what it wishes to accomplish in carrying out the Project. Therefore, the Town of Canmore has the right to waive any irregularity or insufficiency or noncompliance in any response submitted and to accept the response or responses which it deems most favourable to its interests or to reject all responses and cancel the RFP.

In addition to any rights identified elsewhere in this RFP, the Town of Canmore reserves the right to:

- a. reject any and all responses;
- b. add, delete or change the terms of this RFP at any time prior to the specified closing date and time;
- c. during the evaluation period, seek clarification of any Proponent's response, including consequential amendments or any additional information from any Proponent;
- d. accept or reject, in whole or in part, any response without giving any reason;
- e. have any documents submitted by the Proponent reviewed and evaluated by any party, including independent Consultants;
- f. cancel the RFP process without penalty at any time for any reason; and
- g. negotiate and enter into an agreement with any Proponent notwithstanding any noncompliance by the Proponent's response with any requirement of this RFP.

The Town of Canmore is the sole and final judge with respect to the selection of any Successful Proponent as a result of this RFP process.

All Proponents submitting a response to this RFP will be advised of the results of the RFP process by email or regular mail. Please allow at least three weeks for responses to be evaluated by the Town of Canmore.

2.6. QUESTIONS AND CLARIFICATIONS

- 2.6.1 Procedural or technical questions shall be submitted in writing and should include references to a specific section and item number.
- 2.6.2 Dependent upon their nature, comments or answers will be returned via email or through an addendum should the information be applicable to all Proponents.
- 2.6.3 Amendments to this RFP will be valid and effective only if confirmed by written addenda. Addenda may be issued during the proposal response period. All addenda become part of the agreement, and receipt must be confirmed in the Proponents proposal submission.
- 2.6.4 Any addenda documents will be issued by the same method that this RFP was issued.
- 2.6.5 It is the Proponent's responsibility to clarify the interpretation of any item of this RFP a minimum of 72 hours prior to the stated closing date and time by contacting the Town of Canmore's designate (as above).

2.7. DISCREPANCIES IN NUMBERS

- 2.7.1 In the event of a numerical discrepancy or error in a Proposal, the written number will prevail.
- 2.7.2 In the event of pricing extension errors, the unit price will apply.

2.8. CONFIDENTIALITY AND FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 2.8.1 All information including, without limitation, any technology of a proprietary or novel nature which is disclosed to a Proponent by the Town of Canmore or a third party as a representative of the Town of Canmore (which information, in addition to the confidentiality requirements hereunder, will be kept confidential by the Proponent in accordance with the terms of its disclosure by such third party) or which is otherwise obtained by the Proponent in connection with this RFP process, other than that which is common knowledge or within the public domain, is the confidential property of the Town of Canmore and must not be disclosed by the Proponent, except to duly authorized representatives of the Town of Canmore. Such confidential information or property is not to be employed other than in connection with responding to this RFP unless otherwise duly authorized by the Town of Canmore in writing. These confidentiality provisions will remain binding obligations on each Proponent following the conclusion of this RFP process until the Town of Canmore reasonably determines that such confidential information referred to herein has become part of the public domain (other than by disclosure or use prohibited herein) and releases the Proponent from its confidentiality obligation. This requirement does not prohibit any Proponent from complying with an order to provide information or data issued by a court or other authority with proper jurisdiction or to act to correct or report a situation which the Proponent may reasonably believe to endanger the safety or welfare of the public.
- 2.8.2 The Proponent acknowledges that any information or documents provided by it to the Town of Canmore may be released pursuant to the provisions of the Freedom of Information and Protection of Privacy Act. This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documents.

- 2.8.3 The Town of Canmore acknowledges that a Proponent's response may contain information in the nature of a Proponent's trade secrets or commercial, financial, labour relations, scientific or technical information of or about a Proponent. The Town of Canmore agrees that portions of responses to this RFP, which are provided in confidence, will be protected from disclosure to the extent permitted by law. The Town of Canmore is bound by the Freedom of Information and Protection of Privacy Act (Alberta), as amended from time to time, and all documents submitted to the Town of Canmore will be subject thereto. Each Proponent must identify appropriate parts of its response or other documents submitted to the Town of Canmore as confidential and specify what harm could reasonably be expected from its disclosure; however, the Town of Canmore may not be able to ensure that such parts will not be protected from access.
- 2.8.4 Proponents are advised that the Town of Canmore will, as necessary, be disclosing the responses on a confidential basis to its employees and advisors who have a need to know in connection with this RFP process for, among other things, the purpose of evaluating and participating in the evaluation of the responses. It is the responsibility of each Proponent to ensure that all personal information provided to the Town of Canmore with respect to the Proponent's personnel and their experience is supplied with the informed consent of such individuals and in accordance with applicable law. By submitting any personal information, each Proponent represents and warrants that it has obtained the informed consent of the individuals who are the subject of such information to its collection, use and disclosure for purposes of this RFP response. Also, such individuals are agreeing to the use of such information as part of the RFP evaluation process, for any audit of the procurement process and for contract management and performance purposes.
- 2.8.5 Proponents in custody or control of records provided to the Proponent by the Town of Canmore records shall abide by the privacy and non-disclosure provisions of the Freedom of Information and Protection of Privacy Act respecting these records as if this act applied directly to the Proponent, and shall generally assist the Town in its own compliance with the Freedom of Information and Protection of Privacy Act respecting records provided to the Proponent.

2.9. COST OF PREPARATION

- 2.9.1 Any cost incurred by the Proponent in the preparation of its response to this RFP shall be borne solely by the Proponent.
- 2.9.2 Shortlisted candidates may be invited to participate in an interview. The Town of Canmore will not pay for the time required or travel expenses incurred to participate in the interview.

2.10. OWNERSHIP OF SUBMISSIONS

- 2.10.1 All responses submitted to the Town of Canmore become the property of the Town of Canmore and shall not be returned. They will be received and held in confidence by the Town of Canmore, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- 2.10.2 Unsuccessful Proponent submissions will be kept as record for the procurement process until two years after the date of decision for the RFP award.

2.11. CLARIFICATION FROM PROPONENTS

- 2.11.1 The Town of Canmore reserves the right to seek from any/all Proponents any further clarification it may require on responses submitted pursuant to this RFP.

2.12. PROPONENT PERFORMANCE

2.12.1 The selected Proponent may be evaluated throughout the course of service delivery in connection with any specific work or projects undertaken as a result of any agreement entered into between any Proponent and the Town of Canmore. The Town of Canmore may also conduct periodic reviews/assessments of any selected Proponent, taking into consideration, in addition to specific work related to the project undertaken by the Proponent, ongoing Proponent staff qualifications, experience, training, and staff changes. Any evaluation/assessment will be shared with the Proponent, with the goal of immediate and permanent resolution where concerns have been raised. The Town of Canmore reserves the right to remove from the roster any selected Proponent who has been qualified by this RFP process by way of written notice if, in the sole discretion of the Town of Canmore, based on any on-going or specific evaluation or assessment of the Proponent or its performance of any work, it is deemed to be in the Town of Canmore's best interests.

2.13. LENGTH OF AGREEMENT

- 2.13.1 The Town reserves the right to extend the above-noted timelines to complete any work in progress.
- 2.13.2 Additional award periods will generally be based on mutual agreement between The Town and the Successful Proponent. The Town reserves the right to negotiate changes to existing agreements for the work to reflect current conditions at the time of extension or renewal.

2.14. FORM OF CONTRACT

- 2.14.1 The Town of Canmore will issue a letter of award to the Successful Proponent to deliver the work described within this Request for Proposal.

2.15. SERVICES TERMS AND CONDITIONS

- 2.15.1 Final agreements with the successful Proponent may consist of any number of the following documents, including all amendments thereto:
- Request for Proposal
 - Addenda
 - Letter to Successful Proponent
 - Statement of Scope
 - Technical & Fee Proposal
 - Letter of Award
- 2.15.2 Any inconsistent or conflicting provisions contained within the documents forming the Agreement shall be resolved in the following order:
- Letter of Award
 - Statement of Scope
 - Technical & Fee Proposal
 - Addenda
 - Request for Proposal

2.16. STAFF CHANGES

- 2.16.1 Staff changes by the successful Proponents will require written approval from The Town prior to any such change, which approval The Town may withhold in its sole discretion. The qualifications and experience of the proposed staff change must be equivalent to or better than the staff proposed in the proposal received. The Town reserves the right, in

addition, and without prejudice to any other right or remedy, to immediately terminate the Agreement as a result of the failure by the Successful Proponent to provide the staff proposed.

2.17. NON-ASSIGNMENT

- 2.17.1 The Successful Proponent will be expected to deliver the work. Neither the contract nor any rights or obligations to perform the work under the contract will be assignable by the Successful Proponent without the prior written consent of the Town of Canmore. The granting of such consent shall be within the sole and unfettered discretion of the Town of Canmore and, based on the terms of this consent, may not relieve the Successful Proponent of liability to perform the work. Proponents who anticipate requesting to assign some or all of the contract must notify the Town as part of their responses to this RFP.

2.18. DEPOSITS

- 2.18.1 The Town of Canmore will not consider the payment of a deposit to the Successful Proponent for the scope of work in this RFP. Please include a payment schedule indicating the percentages and milestones as an attachment to the proposal if applicable.

2.19. TERMS OF PAYMENT

- 2.19.1 Invoices will be paid within 28 days from the approval date of the invoice.

2.20. INSURANCE AND WORKERS' COMPENSATION BOARD REQUIREMENTS

- 2.20.1 Mandatory Eligibility Requirements

As a mandatory eligibility requirement for response to this RFP:

- (a) The Successful Proponent shall carry at all times during the performance of the work General Liability/ Umbrella Liability Insurance with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence for bodily injury (including death) and damage to property including loss of use thereof. Such insurance shall at a minimum include coverage of broad form property damage, contractual liability, cross liability, completed operations and product liability, and such other types of insurance as would be carried by a prudent person performing such contract work and as the Town of Canmore may from time to time require.
- (b) The Successful Proponent shall carry at all times during the performance of the work Automobile Liability Insurance for owned and non-owned automobiles with a limit of not less than TWO MILLION DOLLARS (\$2,000,000) inclusive per occurrence.
- 2.20.2 The Successful Proponent shall at all relevant times carry Workers Compensation Board coverage of either of Alberta or of another AWCBC board that will extend the required amount of coverage to cover the employee outside of their home province. Proponents shall submit their WCB number together with a letter from the appropriate department indicating there are no outstanding fees, fines, claims or debts due on the Successful Proponent's account to the Town of Canmore prior to the commencement of the work.
- 2.20.3 Responsibilities of Successful Proponent
- (a) The Successful Proponent shall supply insurance coverage and pay all costs and expenses, including premiums relating to the insurance coverage requirements as set out herein, and shall supply the Town of Canmore with a certificate of insurance for all policies on an annual basis. Such policies will include a statement that the

coverage shall not be terminated without a prior 30-day written notice to the Town of Canmore.

- (b) The Successful Proponent or their insurer will notify the Town of Canmore at least thirty (30) days prior to any change in insurer, any cancellation of the insurance policy, or any substantial change in the policy or coverage that would materially alter the coverage provided by the Successful Proponent to the Town of Canmore.
- (c) The Successful Proponent shall provide a certificate of insurance for the above-required insurance to the Town of Canmore within five (5) days of notification of award or prior to commencing the work, whichever is sooner.

2.21. INDEMNIFICATION

- 2.21.1 The Successful Proponent agrees to indemnify and save harmless the Town of Canmore, its councillors, officers, agents, representatives, and employees against all suits or claims, requests, legal action and liability regardless of the nature and expenses sustained from injuries or death or any damages or loss to property as a result of the usage of premises or in the execution of the Successful Proponent functions arising from this contract except to the extent of the Town of Canmore's gross negligence.
- 2.21.2 At no time will the Town of Canmore be responsible for any injury sustained by the Successful Proponent, their employees or any person on the Town of Canmore's premises, nor will the Town of Canmore be responsible for any loss, including loss of profits or damage caused to the goods of the Successful Proponent, their employees or any other person, including damage to vehicles and their contents, while these goods are on the Town of Canmore's premises or site.
- 2.21.3 The Town of Canmore shall not be liable for any incidental, indirect, special or consequential damages or any loss of use, revenue or profit of the Successful Proponent arising out of or in any way related to this RFP or subsequent contract.

2.22. INFORMATION SECURITY STANDARDS

- 2.22.1 Successful Proponents that provide information technology or web-related services to the Town of Canmore as part of their work on the Project shall be required to comply with the Town of Canmore's Information Security Standards as updated from time to time. These standards may overlap with and are additional to the functional and requirements of the specific Project. The Town of Canmore may require Proponents to demonstrate compliance with these standards as part of the Town's review and evaluation of proposals, quotations and qualifications. If not appended hereto, it is the Proponent's responsibility to request the Information Security Standards and access their ability to comply as part of responding to this request.

2.23. DEBRIEFING

- 2.23.1 The Town of Canmore will offer a debrief to unsuccessful Proponents on request.

END OF SECTION 2.0

3. PROJECT OVERVIEW AND SCOPE

3.1. RFP DEFINITIONS

Owner	the Town of Canmore
Project	Public Art Plan
Proponent	a firm, individual or company who or which intends to submit or submits a Proposal pursuant to this RFP.
Proposal	a submission to the Town of Canmore in response to this RFP.
Successful Proponent	a firm, individual or company with whom the Town of Canmore may decide to initially discuss contract arrangements based upon acceptance of the Proponent's Proposal.

3.2. PROJECT DESCRIPTION/DESCRIPTION OF NEED

- 3.2.1 The Town of Canmore seeks proposals from experienced consultants or consulting groups to develop a Public Art Plan for Canmore. The plan will establish priorities and guide decision-making for the acquisition, placement, installation, maintenance and deaccessioning of public art in municipal buildings and on public land, incorporating placemaking principles to ensure that art not only reflects but enhances Canmore's unique identity and sense of place.

The goal is to develop a ten-year plan that fosters a strong, sustainable, and relevant public art collection, focusing on artistic excellence, design integration, and diversity in communities and artistic approaches. This plan outlines a framework and implementation strategy for incorporating public art and placemaking initiatives in the Town of Canmore. The goal is to create vibrant, engaging, and functional spaces celebrating Canmore's unique character while strengthening the bond between people and place through thoughtful, context-driven art.

As Canmore undergoes economic and social transformation, this plan will be instrumental in shaping the public realm by enhancing the town's cultural and creative vitality. It is important to optimize alignment between the plan and the funding guidelines and deliverables of the Art Trust Reserve Fund, ensuring financial feasibility without the need for significant increases in funding. The time is right to develop a Public Art Plan and affirm a Public Art Program that is bold, relevant, and inclusive for the coming years.

CONTEXT

Through the development of this plan, the Town will leverage creative art and placemaking strategies to promote social, cultural, and economic activity. Placemaking is the process of creating and enhancing spaces to promote community engagement, social interaction, and a sense of place. It is a collaborative, community-based approach that involves the design, activation, and management of spaces to reflect the unique character and identity of a community.

- The Public Art Plan will provide a clear vision for Canmore and set a direction for the Public Art Program for 2025 –2035.
- The plan will:
 - encourage the creation and enhancement of municipal spaces, places, and creative neighbourhoods;
 - enhance public art's role in community development and promote livability, creative place keeping and cultural tourism;

- provide recommendations cohesive with those of the Cultural Master Plan for a sustainable public art program that will benefit current citizens and future generations;
- contribute to the economic vitality of Canmore, its residents' quality of life and its status as a tourism destination;
- create opportunities to reflect the community, its people, surroundings, and history; and
- coordinate program objectives, procedures, and policies with other town initiatives related to development, urban planning, restoration, and public spaces.

BACKGROUND

The Canmore area, known as Chuwapchipchiyan Kudi Bi (translated from Iyarhe Nakoda as “shooting at willows”), is located within the Treaty 7 region of Southern Alberta, the traditional territory of the Iyarhe Nakoda (Stoney Nakoda), comprised of the Bearspaw, Chiniki, and Goodstoney First Nations; the Tsuut’ina First Nation; and the Blackfoot Confederacy, comprised of the Siksika, Piikani, and Kainai. The area is also home to the Metis Nation of the Battle River Territory, Region 4.

Canmore is in the Bow River Corridor and is flanked on all sides by the front ranges of the Canadian Rocky Mountains. Located just over an hour from downtown Calgary and five minutes east of the Banff National Park eastern gate, Canmore boasts unequalled outdoor recreational opportunities, breathtaking scenery, and a small-town atmosphere. Canmore’s permanent population of 15,990 (Census, 2021) is active and socially engaged – a population that supports and encourages creative, active and entrepreneurial lifestyles. The vibrant population also welcomes 10,000 visitors per day in high season, (Canmore Kananaskis Tourism Community Strategic Plan, 2019), drawn to Canmore by the town’s stunning landscapes and recreational offerings. In addition to its natural beauty, Canmore is home to a robust art community—featuring over 30 public art installations that enhance the town’s cultural landscape. Institutions like the Canadian Mountain Arts Foundation serve as hubs for creativity, while local art retailers showcase the work of talented artisans. Canmore is committed to preserving and protecting our stunning landscape and natural environment while nurturing an inclusive community that offers our residents an unparalleled quality of life. Our current council’s strategic plan focuses on three community pillars: livability, environment and relationships.

Canmore’s Public Art and Micro Grant Policy was initially adopted in 2010 and revised in 2021 and 2023 and aims to integrate art into everyday life and create a lasting legacy for future generations. The policy focuses on enhancing the community’s sense of place and livability by investing in public art through funding, acquisition, maintenance, and, when necessary, deaccessioning works. The program supports both emerging and established artists across various media, promoting excellence in public art through new commissions and projects that:

- develops Canmore as an increasingly vibrant place in which to live, work and visit,
- adds to the identity and quality of the civic landscape,
- enriches people’s experience of public spaces,
- contributes to community pride, and
- enhances Canmore’s cultural assets.

A sustainable funding model that aligns with Canadian municipal best practices is set out as follows:

- a) A \$5 per capita annual contribution to the Art Trust Fund in accordance with the Reserves Policy; and
- b) Allocation of 0.5% of the average of the preceding five-year period’s annual approved budgets’ tax contribution to municipal infrastructure capital projects, excluding all utilities projects, subject to the following:
 - the allocation will be determined at the time of budget preparation,

- grant funding of a capital project is not considered as part of the contribution, and
- the allocation may be limited by overall available funds.

Funds in the Art Trust Fund are allocated as follows:

- a) 60% of the per capita funding to design and commission, acquisition, site preparation, installation, maintenance, and conservation of public art, and
- b) 40% of the per capita funding to the Artist and Arts Organization grant program.
 - Of the Per Capita Funding: 100% of the capital project allocation to design and commission, acquisition, site preparation, installation, maintenance, and conservation of public art.
 - 10% of the value of the public art collection must be in the Public Art Trust at the beginning of each calendar year to fund maintenance, repair, and conservation.

More information about the Town's Public Art Program: <https://www.canmore.ca/town-hall/policies>

A 10-year Cultural Master Plan was adopted by Council in 2020 to articulate a sustainable, authentic, long-term vision for cultural vitality and public art in Canmore. The Cultural Master Plan articulates Council's desire to integrate art as pillar of sustainability in Canmore. The Cultural Master Plan includes recommendations pertinent to the development of a new public art plan, including the following recommendations and actions of note:

- Recommendation 4.4 - Develop a new public art plan that includes a new percent-for-art funding model for public art
- Action 4.4.1 - Convene an interdepartmental public art working group to identify opportunities for public art in capital projects and to provide direction and guidance on the development of a new public art plan
- Action 4.4.2 Expand the definition of public art to be inclusive of diverse approaches, forms, and processes that align with creative placemaking models
- Action 4.4.3 Convene the cultural advisory committee to review the current public art policy, recommend amendments, and provide advice and guidance on the development of a new public art plan

3.3. PROJECT SITE

- 3.3.1 The Town of Canmore. See Appendix D for map.

3.4. SCOPE OVERVIEW/SCOPE OF SERVICES

3.4.1 GENERAL SCOPE OF WORK

The selected consultant will be responsible for developing a comprehensive Public Art Plan for Canmore that aligns with the Town of Canmore's Cultural Master Plan.

The successful proponent will:

- Lead and oversee all elements of the project objectives.
- Report on key milestones throughout the project.

- Maintain timely communication with the Town’s project lead regarding emerging project issues.
- Ensure complete documentation of all meetings, including notes, minutes, and presentations.
- Collaborate with a project working group comprised of Town staff from various departments.
- Schedule and meet regularly with the project working group.
- Assist the Town of Canmore Communications team to develop and implement a Public Participation Plan.

The Town will look to the proponent to determine the most appropriate methodology for completing the work. However, the following is a proposed methodology that details the minimum expected components of work and deliverables as set out in 3.4.2.

3.4.2 DUTIES, RESPONSIBILITIES AND DELIVERABLES OF THE PUBLIC ART PLAN

Research and information gathering for the Public Art Plan will include the following elements at a minimum:

TASK 1: An Existing Conditions Assessment of Canmore’s Public Art Program

The selected consultant will conduct a comprehensive review of Canmore’s public art and placemaking initiatives, policies, and governance structures. This assessment will analyze the alignment of existing assets with the Town’s Cultural Master Plan and evaluate current policies, procedures, and administrative practices to identify opportunities for improvement. The goal is to provide a strong foundation for developing a cohesive Public Art Plan that reflects Canmore’s unique cultural identity.

DELIVERABLES:

1. Review of Existing Public Art, Placemaking Initiatives, and Cultural Assets
 - A comprehensive analysis of existing public art installations, placemaking initiatives and cultural assets in Canmore
 - A map detailing the locations of public art and placemaking assets within the Town, along with an assessment of anticipated maintenance schedules and cost (from installation to deaccession)
 - An analysis of data from the Cultural Master Plan (2020) and Connect Downtown engagement (2024) relevant to public art visioning.
 - An assessment of the current maintenance and decommissioning plans for public art, with recommendations for improving maintenance practices.
 - A review of existing artworks’ diversity and cultural representation, identifying overrepresented and underrepresented themes, artists, and cultural significance.
 - A summary of findings with suggestions for improvement in alignment with the Cultural Master Plan, focusing on cultural relevance, inclusivity, and sustainability of Canmore’s public art program.
2. Policy, Procedures and Governance Review
 - A comprehensive report evaluating the alignment of the Public Art Program with key Town policies, including:
 - Cultural Master Plan
 - Cultural Advisory Committee Establishment Bylaw
 - Public Art Policy
 - Reserve Policy and Art Trust Fund
 - Identifying any gaps, inconsistencies or discrepancies between the public art program and existing Town’s policies and frameworks.
 - Recommendations for enhancing administrative procedures including governance structures, financial processes, and decision-making protocols.

- Suggestions for improving coordination across departments involved in public art and placemaking to create a more streamlined and efficient approach.
 - A draft of an Administrative Public Art Procedures Manual, outlining clear governance structures, decision-making processes, and administrative support systems necessary for effective public art planning, implementation, and asset management.
3. Final Integrated Report and Presentation
- A detailed report that integrates the findings from the review of existing assets and the policy and procedures analysis, offering a set of actionable recommendations for improving the public art program.
 - A presentation summarizing the key findings, recommendations, and next steps, providing a clear roadmap for moving forward with the development and implementation of the Public Art Plan.

TASK 2: A COMPREHENSIVE INTEREST HOLDER INPUT PROCESS

The selected consultant or consulting group will conduct a comprehensive input process, engaging interest holders and decision-makers to share insights as per Task 1 above and gather feedback.

DELIVERABLES:

1. Convene an interdepartmental public art working group to identify opportunities for public art in capital projects and to provide direction and guidance on the development of a new Public Art Plan
2. Establish Terms of Reference for the interdepartmental working group as above
3. Convene the Cultural Advisory Committee to review the current public art policy and to provide advice and guidance in alignment with the Cultural Master Plan, on the development of a new Public Art Plan
4. Develop a draft Public Art Plan, including clear recommendations and strategies that define focus areas, themes and design elements that reflect Canmore's unique identity and character.

Consultation and engagement sessions will be delivered in conjunction with the successful consultant and Town staff as follows:

The consultant will work in partnership with the Town of Canmore's Communications team to develop a Public Participation Plan. The plan will be based on the Town's Public Participation Policy. It is anticipated that engagement will fall in the "consult" phase of the Public Participation spectrum and will include a one-phase check-in with the community.

TASK 3: PLAN DEVELOPMENT

The plan will include summaries of Tasks 1 and 2 relevant to Canmore and define an implementation strategy and budget. This process will require close coordination with staff and engagement with interest holders and decision-makers to develop strategies within existing regulatory frameworks.

DELIVERABLES:

Delivery of a concise Public Art Plan that is presented in a clear, concise and easy-to-understand format that includes:

- An Executive Summary
- Context and Community Profile
- Overview of the Plan process

- Definition of Public Art, in accordance with Cultural Master Plan recommended action 4.4.2- *Expand the definition of public art to be inclusive of diverse approaches, forms, and processes that align with creative placemaking models*
- A summary of existing conditions assessment
- Key Findings from Interest Holder Input
 - a. Synopsis of the input and findings from the community and interest holder engagement as outlined in Task 2
 - b. Analysis of community and interest holder input, including identification of focus areas, themes and design elements that reflect the unique identity and character of Canmore
 - c. Goals and values of future placemaking in Canmore and their connection with the Town's Cultural Master Plan.
- Implementation Strategy
 - a. An implementation strategy that includes short- and long-term priorities, and clear implementation times - short (1-2 years), medium (3-5 years) and long-term (5 years+) which is supported by approved budget and Art Trust Reserve levels
 - b. Informed by a review of potential public art sites, the Public Art and Micro Grant Policy, the Cultural Master Plan and the approved capital plan:
 - provide a map of recommended future public art sites, in connection with the principles of placemaking
 - A listing of art types and estimated costing (initial procurement/install and ongoing maintenance) for the various sites.
 - Guidance and recommendations for enhancing public art collection criteria and site selection criteria that align with the goals of the Cultural Mater Plan and core principles of placemaking
 - c. Estimated budget and costs and funding strategies that align available budget and forecasted priorities
 - d. Evaluation strategy with indicators to track outcomes for each stage: short, medium, and long-term
 - e. Recommendations and budget required for short- and long-term maintenance of collection
 - f. Develop the deaccession process
 - g. Delivery of draft plan and supporting data in electronic format
 - h. Delivery of final plan in designed electronic format
 - i. Plan presentation to Canmore Town Council

Delivery of secondary documents including:

- a. A final Administrative Public Art Procedural Manual in an electronic format

3.4.3 SERVICES NOT INCLUDED

- i. Revision of existing plans or policies, such as Public Art Policy and the Cultural Master Plan
- ii. Detailed cost estimates associated with the implementation of recommendations.

3.5. PROJECT BUDGET

The town of Canmore has a budget for consultant fees to achieve the best outcome for this project and obtain the most value for money. The budget for service provider consultant fees (including fees for all members of a team) is a maximum of \$45,000, including expenses and excluding GST.

The cost of travel, accommodation, and subsistence, as well as any other expenses, must be within this budget. In preparing the proposal response, the proponent must consider the requirements outlined in this RFP. Should the proponent feel the allocation of fees is not sufficient to carry out the requirements of this RFP, or disagrees with items, the proponent must clearly list all exceptions in their response.

Proposals submitted in response to the RFP that exceed the budget described above will not be considered.

3.6. ANTICIPATED PROJECT SCHEDULE

We anticipate this project spanning nine months, beginning in February 2025 and ending in October 2025.

Milestone	Date
Consultant Award	January 31, 2025
Consultant Kick-Off	February 5, 2025
Draft Plan	July 2025
Final Draft Plan	September 2025
Council Approval	October 2025

END OF SECTION 3.0

4. RESPONSE REQUIREMENTS AND EVALUATION CRITERIA

4.1 FORMAT AND OUTLINE OF RESPONSES

Electronic RFP responses are to be on 8.5” x 11” size pages in PDF (.pdf) format only and all components shall be formatted and combined into one file that is inserted into the email submission.

Responses to each section shall be marked with the corresponding letter and number (e.g. A1, A2, etc.).

4.2 PROPOSAL SUBMISSION REQUIREMENTS

Proponents are requested to submit a proposal containing the following:

A. Mandatory Requirements:

Requirements		Page Limit
A1	Signed signature and waiver sheet	Not Applicable
A2	Signed addendum (addenda) if applicable	Not Applicable
A3	Insurance Requirements: Provide evidence from your insurance company confirming your ability to secure insurance as described in Section 2.20	Not Applicable
A4	Proposed Fixed Fee Proposal does not exceed \$45,000	Not Applicable
A5	WCB Requirements: Provide evidence of WCB coverage as described in Section 2.20	Not Applicable

B. Letter of introduction

Requirements		Page Limit
B1	Provide a brief description of your business (including sub-consultants) and your relevant experience, and describe why you want to work with the Town of Canmore.	One (1) page

C. Strategic Thinking and Planning Approach

Requirements		Page Limit
C1	Describe your overall understanding of the project, detailing your approach and strategy, highlighting the unique challenges associated with delivering similar Public Art Plan Strategies	One (1) page
C2	The Town of Canmore has established a scope of services and deliverables that aligns with the budget for this work – refer to Section 3. Based on your understanding of the Public Art Plan and experience in delivering similar projects, please provide your recommendation and approach regarding the scope of services and deliverables to meet the project objectives.	Four (4) pages
C3	Provide conceptual plans and/or diagrams, graphic representations, and narrative descriptions as necessary to enable the Selection Committee to understand, comprehend, and evaluate the consultant’s understanding of, and approach to, the Public Art Plan.	Not Applicable
C4	Provide a project schedule showing the key tasks and deliverables. Include any review periods required by the Town of Canmore.	Not Applicable

D. Team and Relevant Experience

Requirements		Page Limit
D1	Provide an introduction to your team, including sub-consultants, and explain why they are well suited for the role. Include an organization chart.	Not Applicable
D2	Provide resumes for each staff proposed on the project. Highlighting previous project the team has collaborated on.	Four (4) pages

D3	<p>Provide a summary of three to five relevant projects that your business has completed or has ongoing. For each project, please provide:</p> <ul style="list-style-type: none"> • A description of work completed by your team • List of people who worked on the project (only the team members proposed on this RFP) • A description of what made the project successful • A description of the relevance to this RFP • Budget • Key dates • Location • Web link to any reference documents. and • Client reference and contact information 	
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E. Price Proposal

4.3 EVALUATION PROCESS

4.3.1 Selection of the successful proponent pursuant to this RFP will be made based on the proponent’s written response. The responses shall be evaluated based on the matrix shown below.

Project Objectives	Success Metrics
1 Strategic Thinking / Planning Approach	<ul style="list-style-type: none"> • Overall approach and strategy described/outlined in the proposal and capacity to perform the engagement within the constraints identified herein, including recognition of the guiding principles of the Public Art Policy and the Cultural Master Plan • Capacity to recognize Canmore’s unique character, challenges and opportunities, acknowledging Town Council’s overarching goals of livability, environment and relationships • Inclusion of conceptual plans and/or diagrams, graphic representations, and narrative descriptions as necessary to enable the Selection Committee to understand, comprehend, and evaluate the consultant’s understanding of and approach to the Public Art Plan.
2 Project Team Experience and Capacity	<p>Project team experience, qualifications</p> <p>Demonstrated ability and capacity to complete the project on time and within budget</p> <p>Identifies a proposed project manager responsible for the day-to-day management of project tasks and who would be the primary point of contact throughout the master planning process.</p>
3 Fee Proposal and Project Schedule	<p>Comprehensive project timeline and schedule</p> <p>Meets cost and schedule constraints outlined herein or as may be updated through Council approvals</p> <p>Completes Final Draft Plan by end of September 2025, completes project by end of October 2025</p> <p>Completes project within budget</p>

Evaluation Criteria	Evaluation
A. Mandatory Requirements	Pass / Fail
B. Letter of Introduction	5%
C. Strategic Thinking and Planning Approach	40%
D. Project Team Experience and Capacity	35%
E. Demonstrated knowledge of Local Context	10%
F. Price Proposal Within Budget	10%

4.3.2 A submission will first be reviewed for compliance with the mandatory requirements of this RFP as listed above. A submission not complying with the criteria may be considered non-compliant and not receive further consideration.

4.4 PROPONENT SHORTLIST

4.4.1 The town of Canmore reserves the right to interview up to three (3) of the top-ranked Proponents prior to finalizing the evaluation and selection of the successful proponent. The shortlisted Proponents will be based on the evaluation of submissions for the criteria outlined in section 4.3 above.

4.4.2 Proponents are not guaranteed any paid assignment as a result of being shortlisted via this RFP. Shortlisted Proponents may be required to undergo an interview prior to the final selection of the Successful Proponent.

4.5 CONFIDENTIALITY OF EVALUATION

4.5.1 Evaluation scores and rankings are confidential, and apart from identifying the top-ranked Proponent, no details of the submission, score or ranking of any Proponent will be released to any Proponent.

4.6 RFP SCHEDULE

The following schedule has been established for this RFP:

- RFP issued on Town of Canmore website/Alberta Purchasing Connection NOV 29, 2024
- Last day to submit questions to Town of Canmore designate DEC 10, 2024
- Last day for Town of Canmore to issue final addendum DEC 13, 2024
- RFP closing date JAN 10, 2025
- RFP evaluation period JAN 13 – 20, 2025
- Candidate Interviews JAN 21-22, 2025
- Letter of award to be issued to Successful Proponent JANUARY 24, 2025
- Issue contract to Successful Proponent JANUARY 31, 2025
- PROJECT KICKOFF MEETING FEB 5, 2024

END OF SECTION 4.0

5. SIGNATURE, ACKNOWLEDGMENT AND WAIVER SHEET

By signing below, the proponent hereby acknowledges and agrees as follows:

- (a) Prior to submitting its response to this RFP, the Proponent has obtained from the Town of Canmore and thoroughly reviewed the entirety of the RFP including all addendums hereto and documents incorporated by reference into this RFP.
- (b) The Proponent has thoroughly reviewed, understands and agrees to be bound by all terms and conditions of this RFP, including those in all addendums hereto and documents incorporated by reference into this RFP unless otherwise waived by the Town of Canmore in its sole discretion and confirmed in writing. The Proponent hereby waives any rights or claims that it was not aware of any document incorporated by reference into this RFP.
- (c) The Proponent's representative signing below has the full authority to represent the Proponent in all matters relating to the RFP and bind the Proponent to the terms and conditions of this RFP.

Name of Business Entity	
Complete Address:	
Phone	Mobile Phone
Fax	Email
Website	
Proponent Signature	Affix Corporate Seal:
Title	
Printed Name	
Date	

Notes to Signatories:

Incorporated Proponents should affix a corporate seal to the signature sheet. If an incorporated Proponent does not affix a corporate seal, the Town of Canmore reserves the right to request documentation confirming corporate signing authority in the form of a director’s resolution, evidence of current registered officers, or other corporate record.

Unincorporated Proponents must submit proposals signed by individual or legal entity with capacity to execute legal documents and bind the Proponent. The Town of Canmore reserves the right to request documentation confirming individual identities and authority of the signatory to represent the Proponent.

5.1 APPENDIX A – PROPOSED FIXED PRICE FORM

Date: _____

I/we, _____

(Company Name)

of _____

(Business Address)

I/we have carefully examined all documents prepared for this contract; and hereby offer to furnish all labour, materials, and services for the proper execution and completion of the entire scope of work for **Public Art Plan**, including all addenda thereto which are acknowledged hereinafter for the above project for the fixed price indicated as follows:

Total proposed fixed price **excluding GST**:

_____ CAD Dollars (\$ _____)

I/we acknowledge receipt of the following Addenda and have included for the requirements thereof in my/our RFP response: Addendum # _____ to _____.

(Signature)

5.2. APPENDIX B – HOURLY RATES

Date: _____

I/we, _____

(Company Name)

of _____

(Business Address)

Provide proposed hourly rates **excluding GST**:

Position Title	Rate Per Hour (in CAD \$)

I/we acknowledge receipt of the following Addenda and have included for the requirements thereof in my/our RFP response: Addendum # _____ to _____.

(Signature)

5.3 APPENDIX C – REFERENCE DOCUMENTS

- ✓ Canmore Public Art Policy
- ✓ Cultural Advisory Committee Establishment Bylaw 2021-17
- ✓ Canmore Cultural Master Plan
- ✓ Canmore Reserve Policy and Public Art Trust Fund

5.4 APPENDIX D – MAP

