



# REQUEST FOR PROPOSALS

Municipality of the District of Clare

## Conceptual and Interpretation Plan for Rendez-vous de la Baie Acadian Exhibit Renovation



Issue Date: Monday, July 25, 2022  
Closing Date: Friday, August 12, 2022

## **REQUEST FOR PROPOSALS**

### **Municipality of the District of Clare**

#### **Conceptual and Interpretation Plan for Rendez-vous de la Baie Acadian Exhibit Renovation**

Notice is hereby given that the Municipality of Clare will accept Proposals for a **Conceptual and Interpretation Plan for Rendez-vous de la Baie Acadian Exhibit Renovation**

All Proposals shall be clearly identified as “**Conceptual and Interpretation Plan for Rendez-vous de la Baie Acadian Exhibit Renovation**”. Electronic copies of your Proposal should be forwarded to the following email:

Attn: Larry Peach, [tourism@munclare.ca](mailto:tourism@munclare.ca)

Please note that no formal opening of the proposals will take place.

Proposals will be evaluated and the successful bidder, if any, will be determined by the Municipality of Clare. The Municipality reserves the right to reject any or all Proposals. The lowest or any Proposal will not necessarily be accepted. The Proposal deemed the best value may be the Proposal accepted taking into account price and life cycle cost considerations, environmental and social considerations, delivery, servicing and the capacity of the supplier to meet other criteria as stated in the Proposal documents.

Inquiries or clarification should be directed by telephone or e-mail to the following municipal contact:

**Larry Peach**  
Tourism Manager  
Municipality of Clare  
1185 Highway 1  
Church Point, NS B0W 1M0  
Tel: 902-769-2031  
Cell: 902-769-8555  
[tourism@munclare.ca](mailto:tourism@munclare.ca)

## 1. BACKGROUND, VISION & GOALS

The Municipality of the District of Clare is accepting proposals from interested parties for professional consulting services to lead and undertake activities related to the **Conceptual and Interpretation Plan for Rendez-vous de la Baie Acadian Exhibit Renovation**. The purpose of this Request for Proposals (RFP) is to provide a transparent process for all interested parties to submit their proposals for review and decision by the Municipality.

The Rendez-vous de la Baie Welcome Centre is a community and tourist hub located on the campus of Université Sainte-Anne in Church Point. The centre is operated by the Municipality of Clare that combines multiple attractions targeted for visitors and the local community, including the local visitor information centre, Le Trécaré art gallery, a social enterprise café, and the exhibit halls of the Acadian interpretive centre/museum. The interpretive exhibits at the Rendez-vous de la Baie promote the minority language community (the Acadians of the region), their history, industries, folkways, food, art, craft, music and language.

The Centre was established following an extensive consultation process, having been identified as a priority in Clare tourism plans developed in 1999 and 2005. In 2005, under the guidance of a project steering committee, the Municipality of Clare hired Communication Design Group (Greg Silver and Denise Saulnier) to develop a conceptual plan for an Acadian Interpretive Centre in an underutilized space in the Université Sainte-Anne library building. Almost \$2M was secured for capital funding, thanks to federal, provincial and community / municipal partnerships. The Café and Art Gallery opened on October 31, 2009, while cinema programs, visitor information and a souvenir boutique opened soon afterwards. The Acadian Interpretive Centre (museum) opened on August 13, 2010, to a gathering of 250 participants.

The Centre has become a destination attraction to help diversify the local economy and strengthen the tourism industry in Clare. The mandate of the Centre is to:

1. Offer visitors a centralized point of contact with the broadest possible range of activities and experiences in Clare, a destination attraction that lacked in the past
2. Enhance awareness and appreciation of local Acadian culture, heritage and history
3. Strengthen socio-cultural links between the community/municipality & Université Sainte-Anne

Since February 2022, Tourism Manager Larry Peach has been working with a steering committee and an architect to develop a Concept Plan for re-inventing the entire Rendez-vous de la Baie Centre. This collaboration includes community partners such as the Municipality of Clare (Tourism Services and Communauté francophone accueillante de Clare), Le Conseil des Arts de la Baie, Inclusion Clare, and Université Sainte-Anne (owner of building and spaces).

The common goals of the partners for the new Concept Plan for Site Improvements include:

- Enhancing the physical space and traffic flow through site improvements and new infrastructure;
- Improving the event-hosting capacity, including expanding the reception and seating area;
- Encouraging repeat visitation, extending tourist season; and inspiring visitors to relocate to Clare.

Now twelve years old, the Centre will be refreshed to add a new exterior facade, more welcoming seating areas and a revitalized and integrated interpretive/genealogy centre. The Municipality and Université Sainte-Anne had signed a MOU in 2008 for operations that will be updated. Given that the Congrès mondial acadien (CMA) will be hosted in the Acadian regions of Baie Sainte-Marie/Clare and Argyle from August 10-18, 2024, the timing is ideal for a refresh.

Capital funding will be sought during late 2022/2023 for the larger renovation project, so that physical renovations can be undertaken in time to be ready prior to the CMA in August 2024. While Université Sainte-Anne takes the lead with the detailed design and construction phase, the municipality will hire professional services to develop a new exhibit/interpretation plan for the museum including cost-to-build budgets to refresh static & multimedia exhibits and developing a new genealogy exhibit based on the Founding Families of Clare.

## **2. PROJECT DELIVERABLES**

The Municipality of Clare will tender and hire professional, bilingual consulting services to lead a process to undertake the following activities:

1) Create a conceptual plan and detailed floor plan with key interpretation themes for the Founding Families interpretive/Centre acadien genealogy exhibits on the first floor of the Louis R. Comeau building. (see Appendix A for existing floor plan and Appendix B for proposed floor plan). Proposed Interpretive Exhibits 2542 sq ft + Centre Acadien (Founding Families Exhibit) 457 sq ft.

2) Liaise with the project manager and a local committee of 3 to 5 members to make recommendations for reorganizing existing exhibits, including adding and replacing exhibits. There are four main themes in the existing museum: 1) History, 2) Economic 3) Family & Social Life and 4) Good Time. For an overview and images of the existing exhibits, visit the website: <https://rendezvousdelabaie.ca/en/acadian-interpretive-centre/>

3) A technology audit of all the existing multimedia exhibits with recommendations for updating and or replacement technology. There are currently 6 multimedia exhibits created in 2010 with the following themes: 1) Geography (1 video); 2) Lumbering/Margo (2 videos); 3) Acadian Language post (3 clips); 4) Foodways (3 videos: how to make rapure, salted green onions); 5) Evangeline Musical Drama (2 videos); 6) Acadian culture (1 video Baie en Joie/visual artists). Note: this deliverable may be sub-contracted by the lead consultant.

4) Research (data, stories, photographs, history) layout for a new genealogy exhibit based on the Founding Families of Clare. The Interpretation Plan will review existing genealogy resources of Le Centre Acadien to create a custom Founding Families interpretive exhibit. This new exhibit will create links with local genealogy and the early settlement history of the first Acadians in the Annapolis Royal area.

5) Cost-to-build budget estimates for all the above.

### 3. REPORTING

The Municipality will be the contracting agency for this project and expects to be kept apprised of its progress. It is expected that several in-person meetings on site will be required with the project steering committee. To that end, the firm will liaise regularly with both the Municipality's Tourism Manager and Chief Administrative Officer throughout the completion of this engagement.

### 4. PROPOSAL SUBMISSIONS

Proposals must be submitted electronically by email to [lpeach@munclare.ca](mailto:lpeach@munclare.ca) in a PDF format marked "**Conceptual and Interpretation Plan for Rendez-vous de la Baie Acadian Exhibit Renovation**", no later than 3 pm on **Friday, August 12<sup>th</sup>, 2022**. The deadline for inquiries for this RFP is 12:00pm (noon AST) on Thursday, August 11, 2022.

The Municipality of Clare reserves the right not to respond to inquiries received after this deadline. Amendments to a proposal may be submitted electronically prior to the closing time, marked with the proponent's name and the RFP title and number.s

Proposals already delivered may be withdrawn by written notice only, provided such notice is received at the office prior to closing time.

Any and all costs associated with the preparation and submission of the proposal, including any costs incurred by the proponent after closing time, will be borne solely by the proponent.

By submitting a proposal, the proponent acknowledges and agrees that the Municipality will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the proponent as a result of or arising out of submitting a proposal.

#### **Timeline / Key Dates**

The anticipated dates for implementation are as follows:

- Monday, July 25<sup>th</sup>, 2022 - RFP issued
- Thursday, August 11<sup>th</sup>, 2022, at 12 noon - Deadline for Inquiries received
- Friday, August 12<sup>th</sup>, 2022, at 3 pm - Closing date for proposals
- Mid to late August 2022 - Evaluation of Proposals
- Late August – early September - Award of Proposal
- October 31, 2022 - Work completion date

#### **Budget**

The proponent must indicate a detailed breakdown of costs associated with fulfilling the objectives of the project deliverables.

## **Proponent Qualifications**

The successful proponent will be qualified people or incorporated bodies legally permitted to enter any proposed agreement with the Municipality.

## **Inquiries and Addenda**

Clarification of terms and conditions of the RFP document, the RFP process and all other inquiries shall be directed by email or by phone to:

**Larry Peach**, Tourism Manager  
Tel: 902-769-2031, Cell: 902-769-8555, [tourism@munclare.ca](mailto:tourism@munclare.ca)

It is the sole responsibility of potential proponents to check either of the following websites to ensure that all available information, including any addenda issued, has been received prior to submitting a proposal.

Municipality of Clare: <https://clarenovascotia.com/en/opportunities/tenders>

Province of Nova Scotia: <https://procurement.novascotia.ca/ns-tenders.aspx>

The decision to issue or not issue an addendum is entirely at the sole discretion of the Municipality. Any addendum will be incorporated into and become part of the RFP document. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the Municipality.

The deadline for inquiries for this RFP is 12:00pm (noon AST) on Thursday, August 11, 2022. The Municipality of Clare reserves the right not to respond to inquiries received after this deadline.

## **5. EVALUATION PROCESS**

Proposals will be evaluated based on content provided as outlined in the Project Deliverables section of this RFP. Submitted proposals must provide the following information for evaluation. These will be weighed in the following manner:

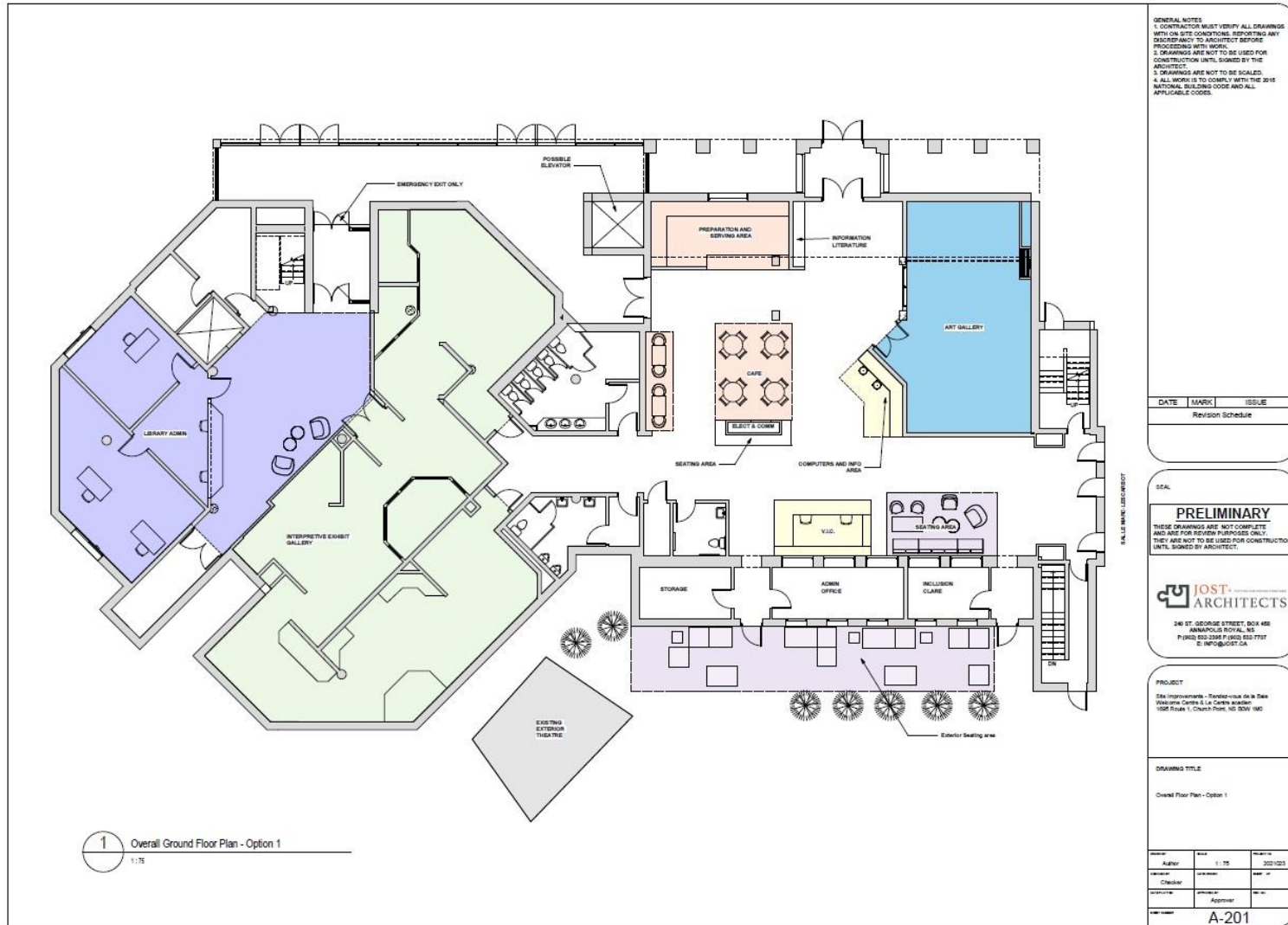
- 10% - Demonstrated understanding of project deliverables.
- 40% - Company profile and project team (curriculum vitae, highlights of relevant projects) and relevant knowledge and experience with tourism product
- 35% - Methodology and work plan (work plan, approach, level of analysis, etc.)
- 15% - Budget (professional fees (per diems and number of days), expenses) and timing (start up, key milestones, and completion dates)

Submission - An electronic copy (PDF) is required.

Proponents may be contacted during the evaluation stage for clarification or further inquiries.



Appendix A: Existing floor plan of the Rendez-vous de la Baie Acadian Exhibit Halls  
 Existing space: Interpretive Exhibit Gallery (light green) = 2286 sq ft



Appendix B: Proposed floor plan of the Rendez-vous de la Baie Acadian Exhibit Halls

Proposed space: Interpretive Exhibit Gallery (light green) = 2542 sq ft + Centre Acadien/Founding Families Exhibit (yellow) = 457 sq ft

