

Kootenay Gallery of Art  
120 Heritage Way, Castlegar BC V1N 4M5  
250.365.3337 • [kootenaygallery@telus.net](mailto:kootenaygallery@telus.net) •  
[www.kootenaygallery.com](http://www.kootenaygallery.com)



## **Request for Proposals from Qualified Applicants**

The Kootenay Gallery of Art is soliciting submissions from qualified consultants to assist the Kootenay Gallery to research and identify a needs assessment, create a feasibility study; complete with a range of the most feasible options to proceed with its plans to relocate the current Gallery.

## **Background Information**

The Kootenay Gallery is a non-profit, public art gallery that has been serving the West Kootenay region for over 30 years.

### **Vision**

The Kootenay Gallery of Art creates a welcoming and engaging environment where people are motivated to transform their understanding of the world by connecting with the arts.

### **Mission**

The Kootenay Gallery of Art promotes visual arts within the West Kootenay region of British Columbia. The Gallery is committed to include, through exhibitions and programming, a diversity of artists and art forms that enrich, challenge and educate the audience.

### **Goal**

The Goal of the Gallery is to be the leading facility in support of the arts in the West Kootenay Region.

For more detailed organizational information, please refer to our website at [www.kootenaygallery.com](http://www.kootenaygallery.com).

## **Board Support and Strategic Planning**

The Board of Directors for the Kootenay Gallery engaged in a Strategic Planning session in March 2014. Clear direction was given to Staff in the three-year plan to

proceed with investigating the possibility of relocating the facility to a more visible and accessible location within the City of Castlegar. A relocation sub-committee was established and has been meeting regularly to research and design a strategic approach to the relocation planning. To date, the following work has been completed:

- Initial ‘temperature gauge’ survey to Gallery members regarding their thoughts on the idea of relocation. With an excellent response rate of 28%, **members reported overwhelming support for the idea of Gallery relocation.**
- Stakeholder survey to artists, funders and other key individuals to gather feedback on their initial reaction to relocation as well as a high level needs assessment regarding infrastructure, programming and other suggestions regarding a relocated Gallery space. Again, the response rate to the survey was very high at **44.93% and the reaction to the idea of relocation overwhelmingly positive.** Information gathered regarding the needs of this group has been documented and form the basis of the current vision for a relocated Gallery space.
- Hosted a public open house to gather input regarding the concept of relocation.
- Based on goals and objectives in the 2014-2017 Strategic Plan document, designed a process and framework comprised of a phased approach to the relocation concept, including Feasibility Study, Business Plan, Architectural Plans and Construction Plan.

### **Goals and Objectives of the Request for Proposals (RFP)**

The goal of issuing a Request for Proposal is to solicit submissions from qualified consultants to assist the Kootenay Gallery to research and identify a needs assessment, create a feasibility study; complete with a range of the most feasible options to proceed with its plans to relocate the current Gallery.

The objectives for the successful consultant are:

- Conduct a review of the existing building and programs offered through the Kootenay Gallery;
- Conduct a market case study to explore and present similar projects of size and scope (no more than 5);
- Utilizing information from the stakeholder and public engagement around this concept, as well as current information regarding the impact of the arts on economic development, develop a report on the need for this project for the Kootenay Gallery Board members.
- Develop and present a range of options along with in-depth analysis for the future operation of the Kootenay Gallery (building and associated programming).

## Deliverables

### Stage One – Current State Analysis – Completion Date: 4 weeks from hire

1. Conduct a review of the existing buildings and programs of the Kootenay Gallery:
  - a. Establish a baseline of information regarding the current condition of the building, any required upgrades, and ongoing maintenance or replacement costs regarding the infrastructure. The Consultant will provide an assessment on the condition of the building.
  - b. Conduct a review of the existing programming offered at the Gallery. The review should include (but is not limited to) the following assessment categories: effectiveness, participation rates, and uniqueness of programming.
  - c. The Consultants will work with Kootenay Gallery staff to develop a review of the costs and funding sources of the existing building and associated programming.
  - d. Utilize this baseline information when developing range of options for the future operation of the Gallery in stages 2 and 3 of the Project.

### Stage Two – Research and Environmental Scan – Completion Date: 6 weeks from hire

2. Develop a Needs Assessment for the relocation project.
  - a. Review the existing stakeholder and public input analyses.
  - b. Compile information for an environmental scan regarding the impact of the arts on economic development. What facts exist that promote the relocation as a positive move within the arts, cultural and economic development of Castlegar/West Kootenay?
  - c. Review and summarize existing information to determine:
    - ◆ Economic impact
    - ◆ Inventory of cultural spaces in the community
    - ◆ Inventory of arts and culture events
    - ◆ Inventory of cultural organizations
    - ◆ Review of city planning documents that refer to the development of arts culture and heritage.

### Stage Three – Presentation of Feasibility Study – Completion Date: 12 weeks from hire

3. Complete a Feasibility Study including a range of options for the future operation of the Kootenay Gallery.
  - a. Develop and present to the Kootenay Gallery Relocation Committee options for consideration regarding the future operations and relocation for the Gallery to determine:

- ◆ whether the facility will be a new building or a renovation of an existing building
- ◆ possible funding sources
- ◆ partnerships
- ◆ the best location within the City of Castlegar
- ◆ options for the existing building

Consultant will provide a schedule for each of the three stages, with the understanding that the feasibility study work must be completed by 12 weeks from hire.

### **Submission**

Deadline to submit bid is 4PM, Friday, March 4, 2016

To: Val Field, Executive Director

Kootenay Gallery of Art

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