



Chambre de commerce
CapAcadie
Chamber of commerce

REQUEST FOR PROPOSAL


CCCACADIE-AO-RFP-004

Feasibility study for the creation and/or construction of
a cultural pavilion including a creative hub
in the Regional Town of Cap-Acadie

 Anthony Azard
Chief Executive Officer

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Bids must be received no later than **July 20, 2023** for:

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The Cap-Acadie Chamber of Commerce (under its legal name Chambre de commerce Cap-Pelé/Beaubassin-est Chamber of Commerce Inc. until the next annual general meeting) was first founded in 1994. The Chamber of Commerce is the voice of the business community of the Regional Town of Cap-Acadie. Its mission is to stimulate a unified network of dynamic and diverse members by offering them the opportunities to equip themselves with the tools necessary for their success.

The Cap-Acadie Chamber of Commerce offers various services to its members in order to develop their businesses and ensure their growth in the territory. Occasionally, it manages ad hoc projects from various donors.

The Cap-Acadie Chamber of Commerce has grown in recent years and has over 180 members. In order to ensure the operational accountability of the organization, one of the pillars of the organization's strategic plan, our request for proposals process is open to all companies specializing in the nature of the request for proposals. offers on the territory of New Brunswick.

Mandate

The Cap-Acadie Chamber of Commerce is looking for a firm or an expert to validate and qualify, in a feasibility study, the possibility and viability of a regional cultural centre housing a creative hub in the Regional Town of Cap-Acadie serving the Westmorland County and Kent County which will aspire to promote arts and culture, through visual arts, performing arts, as well as the creation of various art forms, including but not limited to: pottery, painting, sculpture, acting, dancing, singing, etc.

Document details

The Cap-Acadie Chamber of Commerce uses epicene language to ensure the visibility of women, men, and people of all other genders in all the organization's initiatives. The organization documentation is also translated into English from its original French version.

Goals

The objectives of the feasibility study are:

- evaluate and validate the possibility of building or establishing a cultural pavilion and creative hub in the Regional Town of Cap-Acadie and do the financial analysis of the costs for the capital and operation of the pavilion.
- assess the financial viability of the cultural pavilion model proposed by the Cap-Acadie Chamber of Commerce, in collaboration with the Regional Town of Cap-Acadie.
- evaluate and validate the possibility of pooling professional services in acquisition, storage, administration and communications, as well as:
- financial analysis of the costs of pooling professional services;
- deploy best practices in the management of cultural spaces;
- develop scenarios for collaboration between existing organizations on the territory, including a central building located in the Cap-Acadie sector, attached to heritage organizations located in Grand-Barachois with scope in the other sectors of Cap-Acadie;
- develop financing scenarios for the cultural pavilion and its creative hub, taking into account the inter-territorial and inter-institutional nature of the pavilion.
- identify risks, opportunities and trends regarding the possibility of resource pooling and activities;
- design an implementation schedule for the feasibility study.

The firm, hereinafter referred to as the selected “supplier”, will carry out the study according to the basic concept proposed by the Regional Intergenerational Center of the Regional Town of Cap-Acadie. The mandate will be carried out between August 2023 and March 2024. To carry out its mandate, the selected supplier must use the studies and works that the partners will make available to it.

Reporting to the Chief Executive Officer of the Cap-Acadie Chamber of Commerce, in all aspects of project management, the selected supplier will coordinate and ensure the completion of all stages of the feasibility study.

The selected supplier must coordinate and ensure the completion of the following steps:

- project needs analysis
- analysis of strengths, opportunities
- Weaknesses and Threats (SWOT)
- environmental analysis
- scenario proposals for the creation of a cultural pavilion
- establishment of an ideal scenario and a timetable with a view to the capitalization and operation of a cultural pavilion.

More specifically, the selected supplier will:

- analyze the viability of functions and services: exhibition, education, distribution, administration, communication, transport, storage, pooling of resources;
- define the requirements that the site and the building(s) must meet, according to their functions;
- identify the characteristics that a potential site should have;
- assess the investments required to carry out the project;
- assess the financial resources necessary for the operation of the cultural pavilion, once it is set up;
- analyze the strengths, weaknesses, threats and opportunities (SWOT) of the project;
- identify and compare marketing strategies;
- identify and compare support strategies for the project (political and civic);
- identify and compare financing strategies;
- identify and compare governance scenarios;
- identify and compare financial scenarios related to the operation of the cultural pavilion;
- identify and compare schedule scenarios (from the planning phase to the completion of the project).

In collaboration with the Cap-Acadie Chamber of Commerce, the selected supplier must also:

- plan the feasibility study project in collaboration with the Chief Executive Officer;
- ensure compliance with the deadline;
- ensure accountability to the Chief Executive Officer;
- participate in workshops and meetings with project partners.

Context

The Cap-Acadie Chamber of Commerce, through the implementation of its strategic plan, is actively seeking opportunities to support a variety of members, including those from the arts and culture.

In order to ensure the viability of the new facility, which is still at the preliminary construction stage, it is therefore necessary to assess the cultural contribution that the Cap-Acadie regional intergenerational center can accommodate and the return on investment of a such a contribution to southeastern New Brunswick as well as to cultural organizations in the region.

Contract length

Conditional on funding from various donors for this project, this contract will begin in August 2023 and end in March 2024.

Selection criteria

The supplier profile will be crucial for supplier selection. The Cap-Acadie Chamber of Commerce is looking for the following supplier skills:

- A good or excellent knowledge in the development of feasibility studies or business plans;
- Excellent knowledge of rurality, the arts and culture community and New Brunswick, Acadian and Canadian realities in the political and economic fields;
- Knowledge of the realities of the Regional Town of Cap-Acadie (sociodemographic, political, civic, cultural, territorial);
- Historical knowledge of previous regional cultural centre or pavilion initiatives in New Brunswick and Canada;
- Knowledge of regional dynamics, an asset;
- Ability to manage projects and human, material and financial resources;
- Ability to travel within the territory of the Regional Town of Cap-Acadie;

Budget

Remuneration will be awarded on the basis of a lump sum. During its mandate, the selected supplier must be able to travel on the territory of the Regional Town of Cap-Acadie for meetings and work sessions, as well as for occasional meetings with the Board of Directors of the Chamber of Cap-Acadie business.

The lump sum includes all costs related to computer processing operations, the hiring of experts, overtime carried out by staff, as well as all communication, travel or travel expenses provided for in the context of carrying out of the mandate. However, the rooms needed to hold the various meetings provided for in the mandate will be provided by the Cap-Acadie Chamber of Commerce and/or by the Regional Town of Cap-Acadie.

Submission of documents

Submissions may be emailed or mailed in one shipment. In the case of a submission by mail, the date of sending is the date indicated on the stamp affixed by the post office.



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