



**CITY OF SASKATOON  
MUNICIPAL HERITAGE ADVISORY COMMITTEE**

**2019/2020 HERITAGE AWARDS PROGRAM ADMINISTRATOR**

**Request for Proposal**

**August 2019**

The City of Saskatoon is inviting proposals to be submitted for the administration of Saskatoon's 2019 - 2020 Heritage Awards Program.

**PROGRAM DESCRIPTION:**

The City of Saskatoon, through its Municipal Heritage Advisory Committee (MHAC), recognizes work in heritage conservation and preservation in Saskatoon through the presentation of Awards.

**HERITAGE AWARDS PROGRAM ADMINISTRATOR:**

This program commences with the establishment of the appropriate application forms and advertising brochures in the fall of 2019. Completion of the program occurs in February, 2020 when the awards are presented by the City of Saskatoon and a final review of the program is conducted.

The maximum contract amount for the Heritage Awards Administrator is \$4,000 with one-half payable in 2019, and one half payable at the completion of the program in 2020. The contract fee is a \$2,500 base fee for five or fewer applications + \$225/per additional application (up to a maximum of \$4,000).

The Program Administrator will work with the City of Saskatoon Heritage and Design Coordinator and when deemed appropriate, the Program Administrator will meet with MHAC. MHAC will determine the scope and format of the 2019 – 2020 Heritage Awards Program and the Heritage and Design Coordinator will be available to assist the Program Administrator when questions arise. The Program Administrator will undertake the assigned duties under the timeframe given.

**DUTIES OF THE HERITAGE AWARDS PROGRAM ADMINISTRATOR:**

The Heritage Awards Program Administrator will ensure that all steps, as determined by the MHAC, are completed in time for the presentation of the awards on or near Heritage Day in 2020, which is normally the second Monday in February.

**QUALIFICATIONS and EXPERIENCE**

Please indicate your qualifications and experience as they relate to this project's scope of work and duties to be undertaken.

Recent examples of projects that you have completed, that are similar in nature, to the requirements of this project are to be included. Also include a minimum of three references who

can be contacted by telephone and/or e-mail address. Please specify involvement in associations or further background in heritage conservation or heritage architecture that you may have.

The City of Saskatoon will provide some support and resources to the Heritage Awards Program Administrator, as follows:

- Access to examples of previous material used for the program;
- Access to copying service for the brochure and application forms already prepared under the guidance of MHAC;
- Access to clerical support (booked in advance);
- Access to mailing service;
- Access to mailing list for applications and brochures;
- Access to volunteers from MHAC for presentations by the City of Saskatoon and the reception that follows; and
- Access to final evaluation by the previous Heritage Awards Program Administrator

### **PROPOSAL EVALUATION:**

Proposals will be evaluated by MHAC based on the following considerations:

- Quality of the Proposal
- Qualification and Experience
- References

If you believe that you have the right combination of skills and experience to undertake this exciting challenge, please submit an application or proposal no later than **4:00 p.m.**

**Friday, September 27, 2019** to the **City Clerk's Office, c/o Holly Thompson** via:

- E-mail     [holly.thompson@saskatoon.ca](mailto:holly.thompson@saskatoon.ca)  
or
- Mail :     Ms. Holly Thompson, Committee Assistant  
Municipal Heritage Advisory Committee  
City Clerk's Office, City Hall  
222 Third Avenue North, Saskatoon, SK S7K 0J5

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### **CONTACT INFORMATION:**

Inquiries and further information about the Program may be directed to:

City Clerk's Office, c/o Holly Thompson, 306-975-3240 or e-mail [holly.thompson@saskatoon.ca](mailto:holly.thompson@saskatoon.ca)