



July 8, 2019

**THE LOWER COLUMBIA INITIATIVES
CORPORATION (LCIC)
IS SEEKING
REQUEST FOR PROPOSALS
FOR
UPGRADES TO THE METALTECHALLEY.COM
WEB MAP – PHASE I**

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Request for Proposals – METAL TECH ALLEY WEB MAP UPGRADES PHASE I

Contact Person:

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LCIC
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Closing Date: 8:00 AM Pacific Time, July 29, 2019

i. BACKGROUND

The Lower Columbia Initiatives Corporation (LCIC) is the result of a partnership between the City of Roseland, City of Trail, Village of Warfield, Village of Montrose, Village of Fruitvale and electoral areas A & B of the Regional District of Kootenay Boundary) and was created in 2010 as a wholly owned subsidiary of the Lower Columbia Community Development Team Society (LCCDTS). The LCCDTS works to advance the social and economic strength in the Lower Columbia region through committee work and in partnership with the LCIC and oversees the development and cooperative implementation of initiatives important to the area that address the needs identified within our communities.

The LCIC works collaboratively with the communities in the Lower Columbia region, local agencies, organizations and businesses to develop and implement strategies that will assist in strengthening our local economy while identifying and pursuing new economic opportunities.

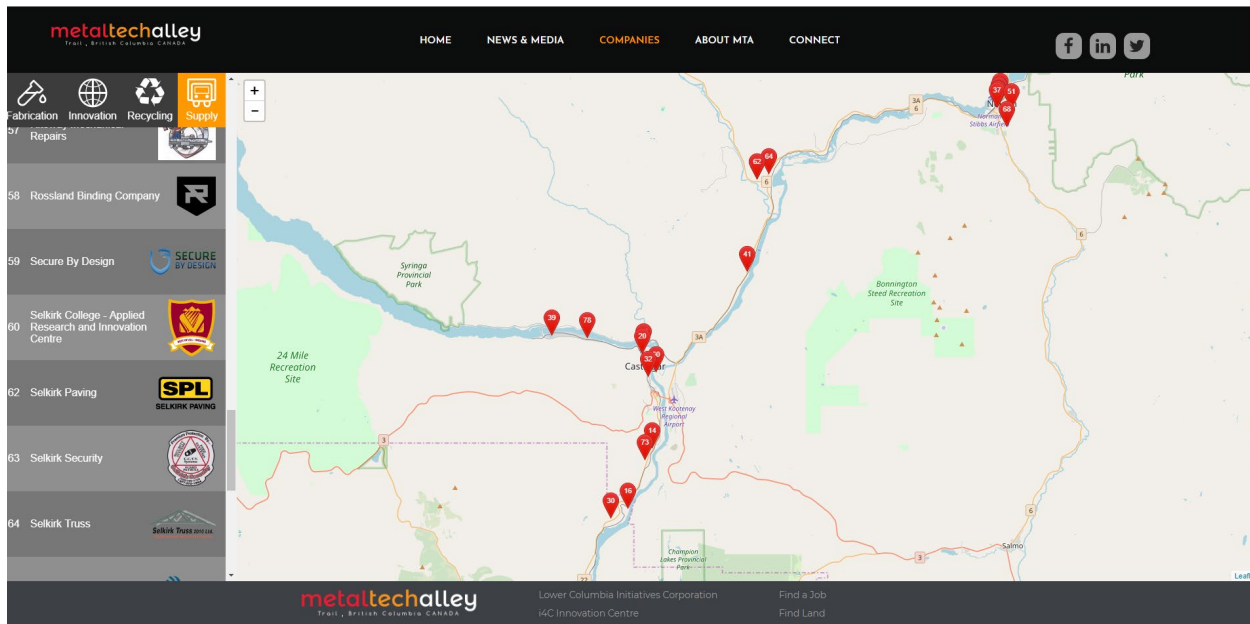
As the regional economic development agent that supports and drives growth and prosperity, the Lower Columbia Initiatives is committed to a cohesive, comprehensive, region-wide approach to the challenges and opportunities of economic development in the Lower Columbia Region.

Capitalizing on the depth of resources available in the metals, recycling and technology sectors, the Lower Columbia Initiatives Corporation (LCIC) developed an economic development marketing strategy aimed at attracting like minded professionals, entrepreneurs and businesses

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to the region called “Metal Tech Alley.” This strategy included the creation of a website (<http://metaltechalley.com/>) which has a web map showing information about various stakeholders (companies and organizations associated with Metal Tech Alley). This map provides information about each organization such as a brief description, link to company website, contact details (phone number, email, address), and broad categorization of each organization.



Currently the functionality allows users to:

- 1) Pan and zoom to navigate around on the map.
- 2) Click on a pinned location to bring up basic details about the company.
- 3) Filter companies based on four categories (Fabrication, Innovation, Recycling, Supply) on the map and on the company listing panel.
- 4) Click on a company in the panel to display the location and company details on the map.

Currently, the website is developed in WordPress (4.9.10) and the map component has been built using leaflet and uses OpenStreetMap as a basemap. The WordPress site is hosted by SiteGround and is based on the Jupiter Theme.

Data for the web map is stored as static files in a simple json file format in the following structure:

```
[{"name": "Sample Organization",
```

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```
"category": "Fabrication",  
"address": "5030 Duck Creek Rd, Wynndel, BC, V0B 2N2",  
"contactEmail": "info@organization.com",  
"description": "Description of the organization and services",  
"location": [49.098698, -117.706766],  
"logoUrl": "logo.png",  
"telephone": "250 555-5555",  
"url": http://www.organization.com  
}]
```

1.0 PURPOSE

1.1 PROJECT DESCRIPTION

The metaltechalley.com web map is designed to provide viewers with a comprehensive picture of the supporting resources and companies that are available within Metal Tech Alley. Providing all this information visually in one location provides potential investors and entrepreneurs easily accessible and searchable information on the region's MetalTechAlley businesses and support services available. The purpose of these upgrades is to increase the amount of information available and improve the user interface of the web map so that the information is easily accessible and interpreted. This project is Phase I of a possible three phases.

1.2 PROJECT SCOPE

The Metal Tech Alley committee would like to expand the functionality of application in the following ways:

- 1) Broaden the representation of stakeholders on the map to provide a more complete picture of the players in Metal Tech Alley.
- 2) Increase the ability to refine and provide more in-depth searching and/or filtering capability for the users in a simple and straight forward manner.
- 3) Link the map with stories (in both directions) and other content on the Metal Tech Alley website to allow users to learn more about stakeholders and provide simple ways to navigate between the map and the stories.
- 4) Display associations and networks between organizations on the map based on relationships between organizations or organizations that may provide compatible services or products.

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Functional Requirements

Functional Area #1 - adding additional stakeholders

Currently, the Lower Columbia Initiatives Corporation is in the process of gathering information on additional stakeholders to include in the Metal Tech Alley map. The successful candidate would be responsible for incorporating this information into the map and/or provide a simple way for non-technical users to update and maintain the information and the information required for the other functional enhancements requested.

Functional Area #2 – searching and/or filtering

To support the enhanced filtering and searching capability the proponent would be expected to:

- Put in place a method and data structure to allow organizations to be tagged with multiple categories that can then be searched and filtered by users.
- Modify the application to allow users to discover the tags used, filter or search based on the tags and present the organization’s information in a simple, straight-forward way.
- Look to improve the display and visualization of the filtering and search results and how it is presented.

Functional Area #3 – linkages to other website content and stories

To facilitate linking of the stakeholder map and organizations to other content, the Metal Tech Alley committee is envisioning:

- A method, ideally as automated as possible, to associate and relate other content contained on the web site to the organization the map.
- Allow users to easily navigate between the information on the map and the content (stories or other posts) about the organizations.
- Allow users to easily navigate between content (stories or other posts) about various organizations and the content on the map.

Functional Area #4 – display associations and relationships between organizations

The Metal Tech Alley committee would like to allow users to easily navigate the different associations and relationships between organizations. The intent is to demonstrate the relationship between related organizations, the wealth of Metal Tech Alley stakeholder relationships, organizations, services and products present in the Lower Columbia region/part of Metal Tech Alley while underscoring the role of Metal Tech Alley as a hub for these relationships and organizations. For example, if a user wants to find an organization that

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provides advanced fabrication services, the site would present the user with associated engineering firms that can support the engineering and design processes required to meet a client's needs, based on filtering the user selects or based on common key associations. The solution should include:

- An easily maintained way of structuring the data to allow for storing multiple associations or relations between organizations of different types or categories.
- Development of different categories or types of associations or relations that can be visualized and filtered.
- Method to visualize the associations and relationships between organizations on the map.
- Provide a simple method to filter and navigate the relationships.

Technical Requirements

Ideally, the solution will leverage existing investments that have been made in the current Metal Tech Alley Map as well as to continue to leverage the current WordPress content management system. The solution should:

- Provide a simple and easy way for Metal Tech Alley stakeholder information to be updated about by non-technical users to maintain data related files. This includes organization details as well as tags, categories, relationships and associations used for display, filtering and searching.
- Based on modern web development technologies and patterns such as HTML, CSS, Javascript and modern web development frameworks and APIs.
- Be responsive and work on a variety of devices and screen sizes.

1.3 PROJECT DELIVERABLES

- 1) Coding changes to the map application and/or WordPress to meet the new functional requirements identified above for searching/filtering, linking between the map and other content and display/visualization of associations and relationships between organizations on the map.
- 2) All source code, plugins, widgets and libraries used and developed in conjunction with this work.
- 3) Documentation on the solution including:
 - a. API's and frameworks (including versions) used.
 - b. System requirements and installation.
 - c. Maintenance workflows for keep the map related records up-to-date.

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- 4) Testing and sign-off of the solution by the Metal Tech Alley Committee.
- 5) An installed and operational system.

2.0 SELECTION PROCESS

The LCIC will take into consideration such matters as it considers appropriate in selecting the Proponent. Those matters will include, but are not limited to:

- Proposed methodology;
- Proponent's understanding of the context, issues and ultimate objectives of the project;
- Experience and qualifications of those involved in the project;
- Fees and disbursements;
- Schedule; and
- Reference checks.

Decision making will be based on objective assessment of the criteria mentioned in the selection process.

3.0 FINANCIAL

The LCIC has allocated a maximum of \$20,000.00 **inclusive of GST** for this project.

The LCIC expects to receive proposals that meets the established scope and goals of the project and as such will select the proposal that best fits the project goals with an appropriate budget. However if scope is unrealistic for the proposed budget we are open for discussion on how to adjust scope to meet the maximum budget of \$20,000.

Proposals pricing must be firm for at least 60 days after the final date. Prices will be firm for the entire contract period.

Prices quoted are to be:

- In Canadian dollars;

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- Inclusive of duty, where applicable;
- FOB destination, delivery charges and all disbursements to be included where applicable; and
- Inclusive of all taxes

The successful Proponent will receive 50% at project award and 50% upon completion of Phase I of the Metal Tech Alley Web Map Upgrades.

4.0 GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. Electronic proposals shall be sent to Terry Van Horn tvanhorn@lcic.ca no later than 8:00 am on Monday July 29, 2019.
2. Proposals will not be opened in public.
3. The LCIC cannot guarantee that its Internet connection will be available at all times up to the submission deadline. A Proponent submitting an e-proposal does so at its own risk, but all applicants will receive confirmation of proposal.
4. The law applicable to this RFP shall be the law in effect in the Province of British Columbia. Except for an appeal from a British Columbia Court to the Supreme Court of Canada, no action in respect to this RFP shall be brought or maintained in any court other than in a court of the appropriate jurisdiction of the Province of British Columbia.
5. In carrying out its obligations hereunder, the Proponent shall familiarize itself and comply with all applicable laws, bylaws, regulations, ordinances, codes, specifications and requirements of all regulatory authorities, and shall obtain all necessary licenses, permits and registrations as may be required by law. Where there are two or more laws, ordinances, rules, regulations or codes applicable to the Services, the more restrictive shall apply.
6. Applicability of law: All references in the RFP to statutes and regulations thereto and Town by-laws shall be deemed to be the most recent amendments thereto or replacements thereof.

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7. The RFP, accepted submission, and LCIC contract documents represent the entire Agreement between the LCIC and the Successful Proponent and supersede all prior negotiations, representations or agreements either written or oral. The contract documents may be amended only by written instrument agreed and executed by the Successful Proponent and the LCIC.
 8. This RFP is not a tender call, and the submission of any response to this RFP does not create a tender process. This RFP is not an invitation for an offer to contract, and it is not an offer to contract made by the LCIC.
 9. Though the LCIC fully intends at this time to proceed through the RFP, in order to select the services, the LCIC is under no obligation to proceed to the purchase. The receipt by the LCIC of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the LCIC. There is no guarantee by the LCIC, its officers, employees or Managers, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the LCIC for the purchase of the equipment, service, or project.
 10. The LCIC will endeavor to keep all Proposals confidential. The material contained in the Successful Proposal will be incorporated in a contract and information which is considered sensitive and/or proprietary shall be identified as such by the Proponent. Technical or commercial information included in the LCIC contract shall not be released if the LCIC representatives deem such releases inappropriate, subject to the Freedom of Information Act.
 11. The LCIC reserves the right to seek Proposal clarification with the Proponents to assist in making evaluations.
 12. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of the LCIC, elected official or members of the LCIC or LCCDTS Board. The LCIC reserves the right to accept or reject any or all proposals.
 13. The LCIC will not be responsible for the costs of preparing proposals.
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14. The successful Proponent will be authorized to proceed only upon approval from the LCIC.
15. The Proponent selected to carry out the project will be required to enter into a contract with the LCIC.
16. Method of payment is governed by LCIC policy as well as applicable Federal and Provincial laws.
17. Inquiries during the proposal period should be directed to Terry Van Horn, Executive Director, LCIC by phone 250-364-6461 or email tvanhorn@lcic.ca.

5.0 SUBMISSION DETAILS

5.1 PROPOSALS WILL INCLUDE:

Responses should be no longer than fifteen (15) pages including all appendices and supporting documents and include the following:

- Covering letter highlighting key features of the proposal, to be signed by an authorized signatory of the firm.
- Details on experience and qualifications of the firm and personnel planned to be involved in the project on similar types of projects.
- Details on the approach and methods used to deliver on the functionality.
- Details on the project management methods and tools used to ensure success of the project.
- Details on the technological solutions to be used to meet the functional requirement such as WordPress plug-ins.
- Identification and details of any anticipated licensing, on-going support or maintenance resources, costs or fees to maintain the solution over time.
- Costs (including estimated overall costs as well as hourly costs for individual resources).
- A listing of similar projects involving development of web applications (HTML, CSS, javascript), WordPress (PHP), leaflet and/or web mapping applications in development environments.

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- Three (3) references
- Schedule, not to exceed past Nov 30, 2019.

Responses should be emailed to tvanhorn@lcic.ca in PDF format by 8am on Monday July 29th, 2019

5.2 FEE STRUCTURE AND PAYMENT:

- Proponents will fully describe the proposed fee structure and must clearly quote any additional charges that may be applicable and which have not already been addressed in the Proposal. The fee should include GST as a separate line item. A list of chargeable disbursements, including unit costs and an estimate of the total cost is also to be included. Hourly and per diem rates for all staff must be provided. These rates will form the basis for agreed variations in services;
- Proponents will clearly note any/all costs that are not included or allowed for and will also allow for the mandatory meetings and notifications required for the project.

6.0 ADDITIONAL TERMS

6.1 **SUB-CONTRACTING**

- Using a Sub-contractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two Proponents having no formal corporate links. However, in this case, one of these Proponents must be prepared to take overall responsibility for successful interconnection of the two product or service lines and this must be defined in the proposal.
- Sub-contracting to any firm or individual, whose current or past corporate or other interests may, in the LCIC's opinion, give rise to a conflict of interest in connection with this project will not be permitted. This includes, but is not limited to, any firm or individual involved in the preparation of this proposal.

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6.2 LIABILITY FOR ERRORS

While the LCIC has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Contractors. The information is not guaranteed or warranted to be accurate by the LCIC, the Consultant or its representatives, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Contractors from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

6.3 AGREEMENT WITH TERMS

By submitting a Proposal the Contractor agrees to all the terms and conditions of this RFP. Contractors who have obtained the RFP electronically must not alter any portion of the document, with the exception of adding the information requested. To do so will invalidate the proposal.

6.4 USE OF REQUEST FOR RFP

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

7.0 SPECIAL CONDITIONS

1. A qualified proposal is one which meets the needs and specifications of the LCIC, the terms and conditions contained in the RFP. The preferred proposal is a qualified proposal offering the best value, as determined by the LCIC.
2. The LCIC will decide whether a proposal is qualified by evaluating all of the proposals based on the needs of the LCIC, specifications, terms and conditions and price. The LCIC Representatives will examine all proposals and recommend which proposal is in the LCIC's best interest.
3. A proposal which is unqualified is one that exceeds the cost expectations of the LCIC and/or does not meet the terms and conditions contained in the RFP and/or do not meet

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the needs and specifications of the LCIC. The LCIC reserves the right to reject any or all unqualified proposals.

4. The LCIC reserves the right to cancel this RFP at any time.
5. The LCIC recognizes that “Best Value” is the essential part of purchasing a product and/or service and therefore may prefer a proposal with a higher price, if it offers greater value and better serves the LCIC’s interests, as determined by the LCIC, over a proposal with a low price. The LCIC’s decision shall be final.
6. The LCIC reserves the right to negotiate with a preferred Proponent, or any Proponent, on any details, including changes to specifications and price. If specifications require significant modification, all Proponents shall have the opportunity to adjust their proposals or re-submit altogether, as determined by the LCIC representative.
7. All equipment, goods and workmanship must conform to all Laws and Standards necessary for use in Canada and the Province of British Columbia.
8. The Successful Proponent, shall guarantee that his proposal will meet the needs of the LCIC and that any or all item(s) supplied and/or service(s) rendered shall be correct. If the item(s) supplied by the Successful Proponent and/or the service(s) rendered by it are in any way incorrect or unsuitable, all correction costs shall be borne solely by the Successful Proponent.
9. Where only one proposal is received, the LCIC reserves the right not to make public the amount of the proposal. The amount of the proposal may or may not be made public if a contract is awarded. The LCIC reserves the right to accept or reject a proposal, where only one proposal is received.
10. The LCIC reserves the right in its sole discretion to accept or reject all or part of any proposal which is non-compliant with the requirements of this Invitation.
11. The LCIC shall not be obligated either to accept or reject any non-compliance with the requirements of this Invitation.

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12. Cancellation Clause: The LCIC reserves the right to cancel the Contract Agreement for services as outlined in this RFP, at any time, by providing 30 days written notice to the Vendor.

12.0 ARBITRATION

All disputes arising out of or in connection with the contract must, unless the parties otherwise agree, be referred to and finally resolved by arbitration pursuant to the Commercial Arbitration Act.