



The Corporation of the City of Rossland - Sustainability Commission

**WEBSITE DESIGN & DEVELOPMENT:
SUSTAINABILITY COMMISSION WITH STATE
OF ROSSLAND MODULE**

Request for Proposal (RFP) Requirements & Guidelines



1.0 Project Overview

The purpose of this Request for Proposal is to solicit submissions from qualified consultants to undertake the redesign and development of a website for the City of Rosland's Sustainability Commission including a State of Rosland Project module. Proponents will be evaluated on their experience, technical expertise, project methodology, schedules and fees to provide the goods and services for this project.

The intent of the new redesigned website is to provide access to information regarding the Sustainability Commission, Sustainability Commission projects, progress on the implementation of Rosland's Strategic Sustainability Plan and State of Rosland sustainability monitoring.

Three (3) copies of the proposal are to be delivered, no later than **August 6, 2010 at 4:30 pm** PST to:

City of Rosland
1899 Columbia Avenue
Box 1179, Rosland, B.C. V0G 1Y0

Attn: Sustainability Commission

2.0 Background

Since 2007 the City of Rosland has been actively engaged in an ongoing sustainability planning and implementation process. More information about this process is available at www.visionstoaction.ca. Currently, the City of Rosland Sustainability Commission is developing a method to monitor the City's progress towards sustainability through the State of Rosland project. This monitoring program is based on a number of indicators of community sustainability. A list of the final indicators for the State of Rosland project is available at http://cfdcmall.com/cms/State_of_Rosland_Project.519.0.html, or by contacting the City Representative listed below.

3.0 General Requirements

There are two development components for this RFP.

1. We require a redesign and launch of Rosland's Sustainability Commission website www.visionstoaction.ca. Working with the Sustainability Commission (SC), the State of Rosland Consultants, and the SC manager, and with input from City of Rosland staff, the website will be redesigned and launched.



2. Within the Sustainability Commission website, we require a data driven State of Rossland module capable of gracefully handling large quantities of complex information (the indicators referred to above). It must be both highly functional and aesthetically pleasing. Accessibility is paramount as the site will service a diverse audience with varying degrees of technological sophistication (students, local government, professionals and more). Driving the site will be a content management solution that is scalable, stable, secure and user friendly for administrators. The Columbia Basin Trust State of the Basin website is one example of how the State of Rossland module could be approached: http://www.cbt.org/Initiatives/State_of_the_Basin/Report/

4.0 Scope of Work

The successful bidder will design and develop a website that effectively satisfies the criteria outlined above.

The proposal should, at minimum, identify the following:

- Briefly outline your creative process. What drives your creative decision making?
- Provide examples of data driven websites you've both designed and developed. Highlight any complex information architecture (IA) or user experience design (UX) challenges and how you resolved them.
- What content management system do you propose using and why? What are its server requirements and what language does it run on? Please provide examples of other projects built on the same CMS.
- Please identify key team members and their experience relevant to this particular project.

The Proponent will also be required to provide staff training and documentation on how to use the CMS.

The Proponent will NOT be responsible for generating the final written website content. This will be the responsibility of the client. Uploading of initial content from the State of Rossland Report (to be provided), including headings, graphs and tables, to provide the framework for the client to prepare the final website content will be expected.

The Proponent is encouraged to use innovation when developing their proposal and propose revisions or alternatives that are considered to be beneficial to the project.



5.0 Technical Requirements

The completed website should provide the following:

- A user friendly, functional and attractive overall design
- Innovative communication tools (e.g. dashboard, downloadable CSV data, simple charts and graphs);
- Client potential to change website architecture, including navigation pages, and scale;
- Client publishing control over documents and content;
- Compatibility with multiple web browsers (IE6+, Firefox, Safari, Chrome and Opera);
- Flexibility to integrate audio/video/flash at a future time;
- Photo gallery functionality;
- eNewsletters;
- Fillable forms and questionnaires;
- Web based forums;
- RSS feeds;
- Printer friendly options; and
- Search functions.

6.0 Deliverables

The key deliverable for this project is a website that addresses the needs of the Sustainability Commission and the public. The consultant is expected to thoroughly review all project requirements and to provide an innovative and modern website proposal.

7.0 Proposal Requirements

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the closing date.

Should the consultant wish to include additional items beyond the scope of the project, they should be described in their proposal. The consultant is to cost these additional items separately.



7.1 Requirements of the Consultants Proposal

The proposal is to include the following:

- A letter of introduction, including name and address of Proponent and details of potential partnerships and business agreements contemplated for the project;
- The Proponent's understanding of the work required to address the "Scope of Work";
- The Proponent's proposed methodology;
- A detailed work plan and schedule for the completion of the works;
- A list of examples of previous work;
- A history of the Proponent's experience with similar work, and references who can provide confirmation the completion of similar projects;

The redesign of the Sustainability Commission website, and the State of Rossland module website functionality with initial content from the State of Rossland Report (which will be provided) must be completed by **October 30, 2010** for client review and final content uploading by the client. The final website incorporating at minimum two rounds of changes requested by the client must be completed by **December 1, 2010**.

7.2 Fees

The fee schedule for the work is to be submitted along with the work program. The rates and total fees must be identified in the fee schedule.

Any anticipated expenses are to be identified in the proposal. The fee proposed will be considered the maximum "upset" fee by the City, and any expenditures beyond that amount will require approval by the City, and will only be considered for increases in the scope of work proposed by or agreed to in advance by the City.

The funding for this project shall not exceed: \$14,000.

The City reserves the right to negotiate with all of the proponents: to increase or reduce specific components in each proposal; without penalty.

8.0 Project Timetable

The City anticipates that the selection of the Consultant will proceed along the following timetable:



ACTIVITY	TARGET DATE
1. Deadline for RFP 'Request for Proposal' Responses	August 6, 2010
2. Consultant Interviews (If Necessary)	August 11 – 13, 2010
3. RFP Awarded	August 23 , 2010
4. Website functionality and architecture complete enough to allow content uploading	October 30, 2010
5. Project Completed	December 1, 2010

9.0 Clarification of this Request for Proposal

The selected Consultant will be required to enter into a contract with the City of Rossland. The contract will include among other items, a budget, including a maximum "upset" fee, a schedule for completion, and a requirement for the Consultant to provide indemnity insurance.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed in writing (e-mail inquiries will be accepted), to the City's representative at the contact address set out below, before July 29, 2009. The City's representative will answer all questions in writing, and will post a copy of all questions and their answers to the City Website by August 3, 2010.

The RFP process forms a complex legal obligation. Any information obtained from any source other than the City Representative is not official and should not be relied upon. Any uncertainty regarding the process therefore, must be referred to the City Representative.

10.0 City Representative

The City's representative on this project is Jennifer Ellis, and all inquiries related to this 'Request for Proposal' are to be directed to:

Jennifer Ellis, Project Coordinator
City of Rossland
1899 Columbia Avenue,
Box 1179 Rossland, B.C. V0G 1Y0
Phone: (250) 362-2286



Fax: (250)-362-5451
Email: visionstoaction@rossland.ca

11.0 Selection Criteria

The Request for Proposal is used to select a Professional Consultancy Firm, who, with the team proposed will have demonstrated a capability to commence and complete the work described within the time frame specified and according to the following criteria; provided that this list is not exhaustive, nor set out in any particular order of priority:

- The Proponent's business and technical reputation and capabilities and experience of its personnel;
- The Proponent's experience and expertise in website design and development;
- The Proponent's previous experience with similar information-driven websites;
- The Proponent's approach to delivering complex information to diverse users; and
- The Proponent's strategy to deliver the project on or ahead of schedule, and experience and reputation in delivering similar projects on or ahead of schedule.

12.0 Notice to Proponents

12.1 Liability

The Proponent shall ensure that the City, its officers and employees, are saved harmless from any liability whatsoever arising out of Proponent's performance or non-performance of the term of this Proposal.

12.2 Consultants' Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the City nor its officials, employees or consultants (including the City's representative) are liable for the cost of doing so or obliged to remunerate or reimburse any consultant for that cost.

By submitting its proposal to the City, each Proponent represents and warrants to the City that the information in its proposal is accurate and complete. This RFP does not impose on the City any duty of fairness or natural justice to any or all respondents with respect to this RFP or the



process it creates. Unless the City is expressly permitted or required by this RFP to “act reasonably”, the City is entitled to act in its sole, absolute and unfettered discretion.

12.3 Confidentiality and Freedom of Information of Proposals

All Submissions submitted to the City become the property of the City, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the City, subject to the specific exceptions in that right set out in the Act. The City will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the City does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers “personal information” because of its proprietary nature should be marked as “confidential” and will be subject to appropriate consideration as defined by the act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the City.

12.4 Waiver and Allocations of Risk

The City accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the City (including through the City’s representative or any other individual) and no representation or warranty, either express or implied, is made or given by the City with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any Proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the City is deemed to have released the City from, and



waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that they are solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

This is not a tendering process and no legal relations will arise from the RFP process. The City is not contractually bound to any matters until such a time as the City has negotiated a separate contract that is totally independent of the RFP process.

12.5 Closing Date for Proposals

The closing date for Proposals will be **August 6, 2010**. All proposals must be clearly marked with the name and address of the proponent and the 'Request for Proposal' title. Proponents are responsible for ensuring that digital and courier delivery occurs within the deadline. Late Proposals will not be accepted and will be returned to the proponent unopened.