

POWELL RIVER REGIONAL DISTRICT

REQUEST FOR PROPOSALS

Website Design

September, 2010

Powell River Regional District
5776 Marine Avenue
Powell River, BC V8A 2M4
Phone 604-483-3231 Fax 604-483-2229

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REQUEST FOR PROPOSALS**

WEBSITE DESIGN

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1.0 INTRODUCTION

The Powell River Regional District (PRRD) is inviting proposals from qualified firms or individuals to design a new website for the Regional District.

2.0 INSTRUCTIONS, TERMS AND CONDITIONS

The following terms and conditions will apply to this Request for Proposals. Submission of a Proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the PRRD.

2.1 Proposal Submission

Proponents shall submit one bound copy and one unbound copy of the complete proposal in a **sealed** envelope, clearly marked "**Website Design**" on the outside, to the following address:

Frances Ladret, Administrator, Powell River Regional District
5776 Marine Avenue, Powell River, BC V8A 2M4

Faxed or e-mailed proposals will not be accepted.

2.2 Submission Closing Time

Proposals must be received at the PRRD office **no later than 4:00 pm local time on Friday, October 8, 2010.**

Proposals received after the deadline will be returned unopened. It is the proponent's responsibility to confirm that their proposal has been received prior to the deadline.

2.3 Proposal Withdrawal and Amendments

- a) Proposals may be withdrawn by written request only to the PRRD at any time prior to the scheduled closing time.
- b) Proponents may amend their proposals up to the closing time, provided the amendments are submitted in writing, clearly marked and signed by an authorized official of the firm.

2.4 Compliance with RFP Requirements

It is the proponent's sole responsibility to thoroughly review the RFP documents, including any and all addenda. Proposals must address all items outlined in this RFP or otherwise note any provision(s) that their proposal does not meet. Errors, omissions or misrepresentations which, in the PRRD's sole opinion, are of a serious nature may be grounds to reject a proposal.

2.5 Confidentiality

The PRRD will hold proposals in confidence, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. All proposals and subsequent information or material received shall become the property of the PRRD and will not be returned.

2.6 Selection of Preferred Proponent and Award of Contract

Submission of a proposal by a proponent and its subsequent receipt by the PRRD does not represent a commitment on the part of the PRRD to proceed further with any proponent or project. The PRRD is under no obligation to award a contract as a result of this Request for Proposals and reserves the right to terminate this Request for Proposals process at any time.

Without limiting the generality of the foregoing, the PRRD reserves the right to:

- a) waive minor irregularities and defects in any proposal and to proceed with that respondent;
- b) require clarification from a proponent where any Proposal is unclear and consider the clarification in the evaluation of that proposal;
- c) reject any or all Proposals without any obligation or any compensation or reimbursement to the proponents;
- d) accept the Proposal which, in its sole discretion, deems most advantageous to its interest. Proposals may be accepted in whole or in part with or without modification or negotiation. In no event will the PRRD be required to offer any modified terms to any other proponent prior to entering into a contract with the successful proponent, and the PRRD shall incur no liability to any proponent as a result of such negotiations, modifications or contract awards.

Proposals shall remain valid, and may not be withdrawn or altered, for a period of sixty [60] days following the submission closing time.

2.7 Proposal Prices

All prices provided in the proposal shall be firm for the contract period, unless this RFP states otherwise. All prices quoted are to be in Canadian dollars. All applicable taxes shall be included, where applicable, and shall be separately identified in the cost information.

2.8 No Claims

No proponent shall have any claim for compensation of any kind whatsoever as a result of participating in this RFP process, and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

2.9 Conflict of Interest

The proponent will promptly disclose to the PRRD any potential conflict of interest and existing business relationships they, including all firm, corporation or individual members of a proponent, may have with the PRRD. The PRRD reserves the right to disqualify any proponent that, in its opinion, has a conflict of interest that exists now or is likely to arise in the future.

2.10 Inquiries and Additional Information

All inquiries regarding this Request for Proposals shall be directed to:

Ms Frances Ladret, Administrator
Phone: 604-483-3231
Fax: 604-483-2229
E-mail: frances.ladret@powellriverprd.bc.ca

Responses to inquiries which correct an error or clarify any provisions in the RFP will be answered by Addenda. It is the responsibility of the proponent to provide the Regional District with current phone and email contact information.

3.0 BACKGROUND

3.1 Project Objectives

The information that the PRRD wishes to provide to the public has outgrown the present structure.

The objectives of the project are to:

- expand the amount of information available to the public
- make it easy for the public to navigate this information
- reduce demands on staff time for this information
- use software that will permit in-house updates for regular information (e.g. meeting dates, notices etc.)

The current website can be viewed at powellriverrd.bc.ca

4.0 SCOPE OF WORK

4.1 General

The content outline in Section 4.2 below has been developed by directors and staff to cover common, public requests for information. The actual design layout, including graphics and photos would be developed by consultants.

Proponents are encouraged to vary or expand the suggested outline as they deem desirable to achieve the project objectives. The successful proponent is expected to draw on industry best practices and its own experience and skills in developing its proposal.

4.2 Content Outline

4.2.1 Home Page

- A. List of Topics – each of the listed items would have a drop down menu of sub-headings (see 4.2.2 on the following page)
 - About the PRRD
 - Regional Board
 - Administration
 - Financial Information
 - Planning & Property Services
 - General Services
 - Special Initiatives
 - Mapping
 - Links
- B. Current News - This area would list current initiatives (with links). Examples currently on the website include:
 - Parks and Greenspace Plan
 - OCP processes
 - Opportunities (e.g.: tenders, RFP's, employment)
- C. Notice Board - This new area would include dates and events that are important but not necessarily recurring dates. Examples include:
 - Elections / voting;
 - Payment dates for water and sewer fees
 - Service notices – e.g., park openings and fees, watering restrictions
 - Meeting schedule changes
- D. Calendar – A current monthly calendar of regular RD meetings and special events
- E. Contact Information
- F. Search Function

4.2.2 Drop Down Menu

This section shows a further breakdown of items listed under subsection 'A' of Section 4.2.1 on the previous page. The content for these headings will be supplied by PRRD staff once a proposal is selected.

- About the PRRD
 - General statement; location and office information
 - Geographic and demographic information
 - How RD's work: (Political structure; service establishment and financing, etc. – from UBCM Toolkit)
 - Chart of existing services and participants
 - Regional Hospital District
- Regional Board
 - General statement & election cycle
 - Director names, contacts, areas represented
 - Committee Structure
 - Standing Committees
 - Advisory Committees and Commissions
 - Membership and mandate of these groups to be provided*
 - Board Meeting Agendas and Minutes
 - Agendas
 - Minutes
 - How the public can get on the agenda and address a meeting
 - Standing Committee Meeting Agendas and Minutes
 - Agendas
 - Minutes
 - How the public can get on the agenda and address a meeting
 - Advisory Committee / Commission minutes
 - Communications
 - Regional newsletters
 - Individual area newsletters / articles
 - Strategic Plan
- Administration
 - RD Staff (positions and contact info)
 - Frequently requested bylaws
 - Elections
 - How to Request Information
 - general statement
 - FOI requests
 - Work Opportunities - Tenders, RFPs, Employment

- Finance
 - Financial Plan Information
 - Capital expenditure program
 - Tax estimates by area and year
 - Details on current year budget
 - Grants in aid
 - Policy
 - How to apply

- Planning & Property Services (each bulleted item will have links to further information)
 - Mapping
 - Adopted OCP's
 - Reports & Initiatives
 - Forms – to be specified
 - Links/outside contacts
 - FAQ's
 - Savary Island

- General Services (each bulleted items will have links to further information)
 - Parks & Recreation
 - Parks home page with map; general info including a summary of all caretaker contact information & park fees
 - Shelter Point Park
 - Haywire Bay Park
 - Palm Beach Park
 - Craig Park
 - Other Parks
 - Texada Recreation Commission
 - Other Recreation Facilities
(e.g., Lund Community Centre / Kelly Creek Community School)

- Cemeteries
 - Services Provided
 - Fees
 - General Rules
 - Cemetery Development Plan

- Transportation
 - Rural transit
 - Paratransit
 - Texada Airport
 - Ferry Advisory Committee
 - Links to BC Ferries, Savary Island Water taxi

- Solid Waste Management
 - solid waste disposal,
 - recycling services - including fees
 - Product Stewardship programs and locations (tires, oil, bottles, electronics, paint, etc.)
 - Other WM education information

- Utilities
 - Myrtle Pond Water – include fees here
 - Lund Sewer
- Protective Services
 - Emergency Preparedness
 - Fire Protection
 - Malaspina Volunteer Fire Department
 - Northside Volunteer Fire Department
 - Savary Island Volunteer Fire Department
 - Lasqueti Island Volunteer Fire Department
- Links
 - City of Powell River
 - Sliammon First Nation
 - Improvement Districts; including Texada Volunteer Fire Departments
 - Other

5.0 PROPOSAL SUBMISSION REQUIREMENTS

5.1 Proposal Format

Proposals should follow the format, sequence, and instructions set out below in order to provide consistency in the proposal submissions and to ensure each proposal receives full consideration.

- a) Title page, including project name and proponent's name, contract representative and contact information.
- b) Table of contents including page numbers.
- c) The body of the proposal containing all information set out in the "Proposal Content", Section 5.2, below.
- d) Additional information that a proponent may choose to provide.
- e) All pages should be consecutively numbered.

5.2 Proposal Content

5.2.1 At least one mock up of a proposed home page. A mock up that is provided in electronic format must also reproduce accurately in print.

5.2.2 Work Program:

- a. Estimated start date (assume contract approval by October 31, 2010).
- b. Estimated number and proposed schedule for meetings required with RD staff as part of the program.
- c. Estimate of time required to produce a final design.

5.2.3 Software

- a. The name of the software proposed to manage and update the website.
- b. At least one example of website using this software.
- c. The cost of the proposed software.

5.2.4 Costs:

- a. The cost to fulfill the requirements outlined in Section 4 - Scope of Work.
- b. Per meeting cost for meetings which are not included in the work program.
- c. Hourly rates and an estimate of the number of training hours required to provide software training to PRRD staff so they can perform regular website updates in-house.
- d. Hourly costs for your firm to perform website upgrades or updates.

5.2.5 Company Profile: include information on key personnel and their relevant competencies, qualifications and experience.

- 5.2.6 Examples of the Company's Work: at least 3 examples of websites that the proponent has designed.
- 5.2.7 References: three references from clients for whom the proponent has completed similar work.

6.0 EVALUATION

This section details the criteria against which proposals will be evaluated. Proponents should ensure that they fully respond to all criteria in order to receive full consideration.

EVALUATION CRITERIA	POINTS	
	Max	Min
Proposal Quality and Completeness	10	7
Sample Design Demonstrates understanding of project requirements & displays creativity and aesthetic sensibility		
Work Plan Suited to project objectives & the size of the Regional District	25	20
Proponent's Capability: Qualifications, training, examples of other work and references.	30	23
Budget	15	10
Total	80	60

7.0 CONTRACT AWARD

The successful proponent will be notified, in writing, by the PRRD. This RFP document and the proponent's proposal will form the basis of any contract between the selected proponent and the PRRD. Additional contract terms may be negotiated.