



July 2, 2025

REQUEST FOR PROPOSALS

TO REFRESH

lccdts.com

metaltechalley.com

Contact Person:

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LCCDTS
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Closing Date: 8:00 AM Pacific Time, July 28, 2025

1. BACKGROUND

The Lower Columbia Community Development Team Society (LCCDTS) is the result of a partnership between the City of Rossland, City of Trail, Village of Warfield, Village of Montrose, Village of Fruitvale and electoral areas A & B of the Regional District of Kootenay Boundary), created in 2009. The LCCDTS works to advance the social and economic strength in the Lower Columbia region through committee work and oversees the development and cooperative implementation of initiatives important to the area that address the needs identified within our communities.

The LCCDTS 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 LCCDTS 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 LCCDTS developed an economic development marketing strategy aimed at attracting like minded professionals, entrepreneurs and businesses to the region called “Metal Tech Alley” under a now-obsolete organization called LCIC (<http://lcic.ca>)

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.

The goal of this project is to modernize both websites, improve user experience (UX), enhance functionality, and ensure alignment with current branding and organizational objectives.

2. Project Scope

The selected vendor will be responsible for the following key tasks:

A. Discovery & Strategy

- Conduct interviews to understand business goals, target audiences, and key functionalities.
- An inventory of current and past projects
- Perform an analysis and UX/UI audit of the current websites (lcic.ca, lccdts.com, metaltechalley.com)
- Develop a sitemap, wireframes, and design mockups for approval.

B. Website Redesign & Development

- Design:
 - Modern, responsive design optimized for desktop, tablet, and mobile.
 - Improved navigation and accessibility (WCAG compliance).
 - Updated branding (logos, colors, typography) as needed.
- Development:
 - Migration to a secure, scalable CMS (e.g., WordPress, Shopify, or custom solution).
 - Integration of necessary plugins (SEO, analytics, security).
 - Performance optimization (fast load times, SEO best practices).
 - Content updates and restructuring as needed.

C. Specific Requirements by Website

- **lcic.ca:**
 - decommission, migrate content and redirect to lccdts.com
- **lccdts.com:**
 - Highlight current initiatives, economic development resources, and regional partnerships
 - A catalogue of past projects
 - Migrate and update the Industrial Lands Inventory from lcic.ca
 - Testimonials about community collaboration and positive impact of the LCCDTS
 - About section with Staff and Director biographies
 - Sign up for newsletter
 - Potential integration with event calendars, news feeds, or grant application portals.
 - Easily updated by staff, domain to be owned internally
- **metaltechalley.com:**
 - Showcase industrial and advanced manufacturing opportunities
 - Include directory listings, investor resources, multimedia content (videos, case studies) and investment data
 - Easily updated by staff, domain to be owned internally

D. Testing & Launch

- Cross-browser and device testing.
- User acceptance testing (UAT) with stakeholders.
- Training for internal teams on content management.
- Full deployment with post-launch support.

3. Vendor Qualifications

Interested vendors must demonstrate:

- Experience in website redesign, UX/UI design, and CMS development
- Portfolio of similar projects (government, economic development, or industrial websites preferred)
- Knowledge of SEO, accessibility standards, and security best practices

- Ability to meet deadlines and provide ongoing maintenance support
- Ideally located in the Kootenay region

4. Proposal Requirements

Proposals should include:

1. Company Overview: Background, relevant experience, and team qualifications
2. Approach & Timeline: Proposed methodology, milestones, and estimated completion date
3. Budget: Itemized costs for design, development, testing, and maintenance
4. References: At least two client references from similar projects
5. Samples: Links to 2–3 live websites redesigned

5. Evaluation Criteria

Proposals will be assessed based on:

- Quality of past work (30%)
- Proposed approach & innovation (25%)
- Budget competitiveness (20%)
- Timeline & feasibility (15%)
- References & reliability (10%)

6. Submission Details

- Deadline: Jul 31, 2025
- Submission Email: cam@lccdts.com
- Questions: Submit by Jul 15, 2025 to cam@lccdts.com

7. Timeline

- RFP Issued: Jul 2, 2025
- Proposals Due: Jun 30, 2025
- Vendor Selection: August
- Project Kickoff: August-September

- Completion by **Oct 1, 2025**

Next Steps: Selected vendors may be invited for an interview or clarification call. We look forward to your innovative proposals

5. FINANCIAL

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

The LCCDTS expects to receive proposals that meet 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.

Proposal 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;
- 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.

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 GENERAL INSTRUCTIONS, TERMS AND CONDITIONS

1. Electronic proposals shall be sent to Cam Whitehead as per the above timelines
2. Proposals will not be opened in public.
3. 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.
4. 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.
5. 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.
6. The RFP, accepted submission, and LCCDTS contract documents represent the entire Agreement between the LCCDTS 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 LCCDTS.

7. This LCCDTS 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 LCCDTS.
8. Though the LCCDTS fully intends at this time to proceed through the RFP, in order to select the services, the LCCDTS is under no obligation to proceed to the purchase. The receipt by the LCCDTS 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 LCCDTS. There is no guarantee by the LCCDTS, 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 LCCDTS for the purchase of the equipment, service, or project.
9. The LCCDTS 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 LCCDTS contract shall not be released if the LCCDTS representatives deem such releases inappropriate, subject to the Freedom of Information Act.
10. The LCCDTS reserves the right to seek Proposal clarification with the Proponents to assist in making evaluations.
11. Proponents will not offer entertainment, gifts, gratuities, discounts, or special services, regardless of value, to any employee of the LCCDTS, elected official or members of the LCCDTS Board. The LCCDTS reserves the right to accept or reject any or all proposals.
12. The LCCDTS will not be responsible for the costs of preparing proposals.
13. The successful Proponent will be authorized to proceed only upon approval from the LCCDTS.
14. The Proponent selected to carry out the project will be required to enter into a contract with the LCCDTS.

15. Method of payment is governed by LCCDTS policy as well as applicable Federal and Provincial laws.

7.0 ADDITIONAL TERMS

7.1 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 LCCDTS'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.

7.2 LIABILITY FOR ERRORS

While the LCCDTS 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 LCCDTS, 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.

7.3 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.

7.4 USE OF REQUEST FOR RFP

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

8.0 SPECIAL CONDITIONS

1. A qualified proposal is one which meets the needs and specifications of the LCCDTS, the terms and conditions contained in the RFP. The preferred proposal is a qualified proposal offering the best value, as determined by the LCCDTS.
2. The LCCDTS will decide whether a proposal is qualified by evaluating all of the proposals based on the needs of the LCCDTS, specifications, terms and conditions and price. The LCCDTS Representatives will examine all proposals and recommend which proposal is in the LCCDTS's best interest.
3. A proposal which is unqualified is one that exceeds the cost expectations of the LCCDTS and/or does not meet the terms and conditions contained in the RFP and/or do not meet the needs and specifications of the LCCDTS. The LCCDTS reserves the right to reject any or all unqualified proposals.
4. The LCCDTS reserves the right to cancel this RFP at any time.
5. The LCCDTS 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 LCCDTS's interests, as determined by the LCCDTS, over a proposal with a low price. The LCCDTS's decision shall be final.
6. The LCCDTS 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 LCCDTS 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 LCCDTS 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 LCCDTS 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 LCCDTS reserves the right to accept or reject a proposal, where only one proposal is received.
10. The LCCDTS 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 LCCDTS shall not be obligated either to accept or reject any non-compliance with the requirements of this Invitation.
12. Cancellation Clause: The LCCDTS 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.

9.0 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.