



REQUEST FOR EXPRESSIONS OF INTEREST – 4652 EOI

4652 EOI - WEB DEVELOPER

Expressions of Interest will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until **12:00 pm local time on Monday, April 16, 2012** (the “Closing Date/Time”).

TABLE OF CONTENTS

| | | |
|------|--|----|
| 1.0 | Introduction..... | 2 |
| 2.0 | Background..... | 2 |
| 3.0 | Objectives | 2 |
| 4.0 | Definitions..... | 2 |
| 5.0 | Scope..... | 3 |
| 6.0 | Pre-qualification Process | 3 |
| 7.0 | Requests for Proposals..... | 4 |
| 8.0 | Qualification Criteria | 4 |
| 9.0 | Submission Details..... | 4 |
| 10.0 | Format Requirements..... | 5 |
| 11.0 | Review of Submissions..... | 6 |
| 12.0 | Inquiries | 6 |
| 13.0 | Non-Conforming Submissions | 6 |
| 14.0 | Notifications and RFP Process..... | 6 |
| 15.0 | Information Disclaimer..... | 7 |
| 16.0 | Intent to Enter Into An Agreement | 8 |
| 17.0 | Modification of Terms | 8 |
| 18.0 | Ownership of Submissions | 8 |
| 19.0 | Right to Not Accept Any Expression of Interest | 8 |
| 20.0 | No Commissions..... | 8 |
| 21.0 | Use of this Request for Expressions of Interest..... | 9 |
| 22.0 | Confidentiality, Freedom of Information and Protection of Privacy..... | 9 |
| 23.0 | No Claim for Compensation of Expenses..... | 9 |
| 24.0 | Conflict of Interest | 9 |
| 25.0 | No Solicitation | 9 |
| 26.0 | No Lobbying | 10 |
| 27.0 | Publicity | 10 |

1.0 Introduction

- 1.1. The City of Richmond (the City) invites responses from qualified Consultants to this Request for Expressions of Interest (EOI) for a web developer (the “Web Developer”) to complete various Internet and Intranet related projects on a project by project basis. The City’s expectation is that the majority of the work will have to be performed on site at Richmond City Hall located at 6911 No. 3 Road in Richmond, BC.

2.0 Background

- 2.1. The City maintains a City Website (www.richmond.ca). The City’s Content Management System (Active CMS) contains 10,000 HTML documents and a large bank of PDF documents and images. In addition to the main website, there are several sister sites running enterprise applications such as program registration and property account information, and there are also numerous ASP.Net database applications that provide access to information and services. The majority of these smaller web applications have been created in house.

The City’s Web Services Unit is also responsible for supporting the City Intranet that runs on a modular out of the box Intranet platform from SQBox called Intranet Connections.

3.0 Objectives

- 3.1. The intent of this Request for Expressions of Interest is to solicit submissions from qualified Web Developers to provide services as required by the City.
- 3.2. Specific project objectives will be described in detail in subsequent bid packages and project contracts.

4.0 Definitions

- 4.1. Throughout this EOI the following definitions apply:
 - a) “Expression of Interest or EOI” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
 - b) “Respondent” means an individual or a company (vendor) that submits, or intends to submit, a Response;
 - c) “Response” or “Submission” means an Expression of Interest;
 - d) “Web Services Unit” means the core team responsible for the City Website, including the section Manager for Geographic Information

System (GIS), Web and Database (DBA) Services, the Website Coordinator, the Web Developer, and the Business Systems Analyst.

5.0 Scope

- 5.1. Complete various projects as required by the IT Web Services Unit which may include all or any part of but is not limited to the following:
- a) Complete development tasks on various asp.net applications that the City or its delegates have created, e.g. build a web interface for the search feature for an existing database application created for the web; or add new web features to an existing asp.net application.
 - b) Quality Assurance (QA) - testing of newly developed asp.net web applications on a test server prior to moving them to a live server.
 - c) QA - testing of upgrades to existing web and intranet Content Management Systems (CMS) and related 3rd party applications on a test server prior to updating the live site.
 - d) Assisting the City's Web Developer with new website templates installation on the City's CMS: work may include checking content and templates to ensure they are displaying properly and making minor changes, or modifying code to ensure the content is mobile friendly.
 - e) Researching software alternatives for web and intranet applications and CMS. Work includes compiling criteria for the application and creating a table of comparisons on a feature by feature basis, then compiling a list of alternative applications to be considered.
 - f) Helping the Website Coordinator to find a suitable external domain host for a City Emergency Website.
 - g) Develop or edit documentation and written instructions for users for new and upgraded web applications including the CMS.
 - h) Providing user training on new applications and upgrades.

6.0 EOI Process

- 6.1. Interested parties are required to respond to this Request for Expressions of Interest in accordance with the terms of this EOI.
- 6.2. In the first phase of this potential two-phase process, responses to the EOI are being requested in order to afford the City the opportunity to evaluate Respondent's expertise and to select a shortlist that will be invited to submit a proposal in response to a Request for Proposals. This EOI process is aimed at

encouraging individuals or businesses with the required level of experience and expertise to participate.

7.0 Requests for Proposals

7.1. Respondents, who are pre-qualified as a result of this EOI process, may be invited to submit proposals, if required, to a Request for Proposals (“RFP”) from the City.

8.0 Qualification Criteria

8.1. The successful Respondent(s) shall possess an in-depth knowledge of Internet protocols, applications and web development technology as well as:

- Knowledge of HTML, CSS, XML, ASP, JavaScript, RSS, Web Services and SQL database access.
- Knowledge of Microsoft web and related products including Internet Explorer, IIS Server, Microsoft Office, SQL server and .NET.
- Knowledge and familiarity with the following would be an asset: Unix/Linux, Apache, MySQL, PHP, and Python; and experience with Content Management Systems would also be an asset.
- Skill in the use of common web content creation programs including Adobe Acrobat, Adobe Photoshop, and Macromedia Dreamweaver.

8.2. The successful Respondent shall have previously and successfully completed projects of a similar size and complexity to the scope of work described in this EOI.

9.0 Submission Details

9.1. Respondents are requested to submit three (3) copies of their Expression of Interest marked “4652 EOI – Web Developer ” to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1 followed by one (1) electronic copy to purchasing@richmond.ca. Submissions will be received on or before the Closing Date/Time.

9.2. Submissions will be evaluated at the discretion of the City based upon the information contained in the submissions. Questions relating to this EOI may be directed to Sumita Dosanjh SCMP, Buyer II – Contracting Specialist by email to purchasing@richmond.ca. Inquiries and responses relating to the EOI will be posted on BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and the City’s website (<http://www.richmond.ca/busdev/tenders.htm>). It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this EOI.

- 9.3. Note: Any submission will not necessarily be accepted. Respondents are advised they have no claim for compensation in the preparation of their submissions and that by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim. All submissions received by the City shall be subject to the *Freedom of Information & Protection of Privacy Act* of British Columbia.

10.0 Format Requirements

- 10.1. Responses submitted shall consist of:

I. Title Page (1 page)

- a. The title page should identify the EOI number identified on the cover page of these pre-qualification documents, Closing Time (as specified in section 9.1), Respondent's name, address, telephone number fax number, email address and contact person's name.
- b. Table of Contents/Index

II. Related Experience:

- a. Describe past employment and/or completed projects; and describe your role and contribution to the work performed.
- b. Describe the company/entity size, depth and annual sales volume (in dollars).
- c. Provide client references, where possible.
- d. Provide a history of any litigation or claims which may have been made against the Respondent during the three (3) years immediately prior to the Closing Time.

III. Capability:

- a. Describe your personal or corporate capability (availability, experience and workload capacity) to undertake the role of Consultant.
- b. Provide your resume or resume(s) of proposed key personnel.

IV. Completed and Current Projects:

- a. List up to three (3) relevant projects, name of client, value of the projects, company personnel involved and client/owner references with contact names and telephone numbers.
- b. Describe capacity to undertake this project and describe any other projects that the Respondent has scheduled during the anticipated time frame.

11.0 Review of Submissions

- 11.1. The City of Richmond will review the Expressions of Interest submitted to determine whether, in the City of Richmond's opinion, the Respondent has demonstrated that it has the required experience and qualifications to fulfill the obligations of the services identified in this EOI.

12.0 Inquiries

- 12.1. City of Richmond, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Proposal.
- 12.2. Subsequent to the receipt and review of responses the City reserves the right to issue a RFP for all or any part of the requirement described herein or to negotiate with any Respondent or with any number of Respondents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.

13.0 Non-Conforming Submissions

- 13.1. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Documents. The City may at its sole discretion elect to retain for consideration Proposals which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of these EOI's except the requirement of delivery of the Proposal prior to Closing Time.

14.0 Notifications and RFP Process

- 14.1. Following the Closing Time, the City of Richmond will only notify those Respondents who are selected as being pre-qualified and may be invited to submit their proposal under an RFP process, if required.

- 14.2. The City will not approve any change in the structure of formation of a short listed Respondent.
- 14.3. The City of Richmond may unilaterally take the following actions, and shall not be liable for any such actions:
 - a) amend the scope and description of the services to be procured under any RFP process as described in this EOI, and the qualifications that may be required to meet those requirements. In such event, proposals may be invited from those Respondents who meet the resulting amended requirements;
 - b) reject or accept any or all Submissions;
 - c) cancel the EOI process at any time and reject all Proposals; or
 - d) cancel the EOI process and recommence in respect of the same RFP with the same or an amended set of documents, information and requirements.
- 14.4. Subsequent to the receipt and review of the Responses, the City reserves the right, in its sole discretion, to issue a Request for Proposal (RFP) for all or part of the requirements described herein or to enter into negotiations with any Respondent or with any number of Respondents for the purpose of entering into an agreement, or to cancel this process in its' entirety.
- 14.5. The Respondent acknowledges and agrees that any submission is in no way whatsoever, an offer to enter into an agreement and a submission by any Respondent does not in any way whatsoever create a binding agreement. The Respondent acknowledges that the City of Richmond has no contractual obligations whatsoever arising out of the EOI process.
- 14.6. The Respondent acknowledges and agrees that the pre-qualification of a Consultant pursuant to this EOI is only a preliminary step in the City of Richmond's procurement process. Each successful Respondent will be evaluated further under any subsequent RFP (if required) evaluation process.

15.0 Information Disclaimer

- 15.1. The City of Richmond and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this EOI or otherwise provided to the Respondent or Consultant pursuant to this EOI.
- 15.2. The Respondent shall conduct its own independent investigations and interpretations and shall not rely on the City of Richmond with respect to

information, advice, or documentation provided by the City of Richmond. The information contained in this EOI is provisional and will be superseded by the RFP and/or other agreement documents.

- 15.3. The City of Richmond makes no representation, warranty, or undertaking of with respect to this EOI and the City of Richmond and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this EOI or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City of Richmond.

16.0 Intent to Enter Into an Agreement

- 16.1. By submission of an Expression of Interest, the Respondent agrees that, should it be identified as the successful respondent, it is willing to enter into agreements, if required, as necessary to complete the transactions contemplated in the Respondent's Response to this Request for Expression of Interest.

17.0 Modification of Terms

- 17.1. The City reserves the right to modify the terms of this EOI at any time at its sole discretion. This includes the right to cancel this EOI at any time without liability to any Respondent.

18.0 Ownership of Submissions

- 18.1. All documents submitted to the City, including Expressions of Interest, and any drawings, plans and models (as applicable), become the property of the City and will not be returned to Respondents. They will be received and held in confidence by the City, subject to the provisions of Section 15.0.

19.0 Right to Not Accept Any Expression of Interest

- 19.1. The City reserves the right to not accept any Expression of Interest and is not bound to enter into an agreement with any Respondent or issue a Request for Proposal. In the event that no Expression of Interest is selected, the City will declare the EOI terminated, in which case the City reserves the right to enter into negotiations with any party, regardless of whether or not such party previously participated in the EOI.

20.0 No Commissions

- 20.1. The City will not pay any commission to any Respondent or any agent acting on behalf the Respondent in connection with any transaction arising from the EOI. Any agent working with or for an interested party is assumed to be compensated by the Respondent.

21.0 Use of this Request for Expressions of Interest

- 21.1. This document, or any portion thereof, may not be used by others for any purpose other than for the submission of Expressions of Interest.

22.0 Confidentiality, Freedom of Information and Protection of Privacy

- 22.1. All submitted Expression of Interests shall become the property of the City of Richmond. The City reserves the right to release information to the public about the Expression of Interests received and any agreement(s) entered into. As the property of the City, Expression of Interests will be considered government records, which are public documents and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. However, any commercial information that could cause potential economic harm to a Respondent's business interests should be identified as such.
- 22.2. Information pertaining to the Site obtained by the Respondent as a result of participation in this EOI is confidential and must not be disclosed without written authorization from the City.

23.0 No Claim for Compensation of Expenses

- 23.1. The City is not liable to pay such costs and expenses or to reimburse or compensate a Respondent under any circumstances.
- 23.2. As such, Respondents are advised they are responsible for bearing all costs of preparing and submitting an EOI and any subsequent discussions with the City. Respondents shall have no claim for compensation in the preparation of their submissions and by submitting an EOI, each Respondent shall be deemed to have agreed that it has no claim.

24.0 Conflict of Interest

- 24.1. Respondents are responsible for ensuring that any and all conflicts of interest or potential conflicts of interest are disclosed in their Submission. Failure to disclose a conflict of interest may result in the rejection of the Expression of Interest.

25.0 No Solicitation

- 25.1. If any directors, employees, officers, agents, consultants, or representatives, or other representative of a Respondent makes any representation or solicitation offering a personal benefit to any officer, employee, agent, consultant, or elected official of the City, concerning the Respondent's Expression of Interest, the City reserves the right to reject the Respondent's Response to this Request for Expression of Interest.

26.0 No Lobbying

26.1. From the date on which this EOI is issued until the EOI process is terminated, Respondents (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the City, directly or indirectly, about the EOI except via the designated Contact Person in Section 9.2.

27.0 Publicity

27.1. Respondents must not issue any news release or other public announcement that discloses details of this Request for Expression of Interest, or the Respondent's Response to this EOI, without the prior written consent of the City.