



September 28, 2022

**THE LOWER COLUMBIA INITIATIVES
CORPORATION (LCIC)
IS SEEKING
Proposals
FOR
CONNECTIVITY INFRASTRUCTURE
ASSESSMENT & STRATEGY**

LOWER COLUMBIA INITIATIVES CORP.

Request for Proposal – Connectivity Infrastructure Assessment & Strategy

Contact Person:

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Director

LCIC

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Closing Date: 4:00 PM Pacific Time, November 18, 2022

i. BACKGROUND/INTRODUCTION

Lower Columbia Initiatives Corporation:

The Lower Columbia Initiatives Corporation (LCIC) 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. 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 LCIC is committed to a cohesive, comprehensive, region-wide approach to the challenges and opportunities of economic development in the Lower Columbia region.

Background:

Like most rural areas in Canada, the Lower Columbia presents a connectivity challenge due to low population density and considerable infrastructure costs. Thanks to investments by the Columbia Basin Broadband Corporation, the area has access to fibre optic broadband which has been laid between communities. Some of the communities have been able to invest to create small fibre optic networks within commercial areas.

1.0 PURPOSE

The goal of this project is to assess the connectivity infrastructure available in each community of the Lower Columbia. This assessment will create an inventory of the current infrastructure, its limitations and opportunities. The second aim of the project is to create tailored strategies to improve connectivity infrastructure based on the needs and goals of each of the communities.

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1.1 PROJECT DESCRIPTION

The project is intended to result in a complete understanding of the existing connectivity infrastructure and how it could be improved, if necessary. It should provide details on the type of infrastructure and its capacity. The project will also include a review of the current level of internet service provision. All of this information will be stored in a database for future reference to inform potential development.

A key component of the project is identifying the goals of each community with respect to connectivity. This portion of the project will involve meeting with community leaders to better understand these goals. This will inform individual tailored strategies for each community to describe how these goals can be met through improved infrastructure, better service provision or both. In particular, an economic development focus should be used to evaluate the potential of future opportunities.

1.2 PROJECT SCOPE

The connectivity assessment will be limited to the geographic scope of the Lower Columbia. Each community's connectivity assets will be assessed, including Areas A and B of the Regional District. The assessment will include collecting data on all the relevant features of the connectivity infrastructure including type and capacity. Data on current service provision levels should be collected so that the project outcome includes full information on the current connectivity provisions and potential. Service provision entails identifying providers and the various levels of service they offer and on which networks.

The other half of the project will involve consulting official community plans (OCPs) and consultations with community stakeholders to determine whether current infrastructure and service provision are adequate to meet community goals. If these are inadequate, then a strategy should be developed for each community to assist communities in reaching their goals in the future. The individual community strategies should be based on a common template so that needs and action can be easily compared across the region.

Additionally, a review of other communities, outside of the Lower Columbia, which have improved connectivity infrastructure/service provision is required. This review will provide context and examples of how other rural communities have addressed connectivity challenges.

1.3 PROJECT DELIVERABLES

The expected project deliverables are as follows:

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- Kick-off meeting (may be virtual)
- Creation of project plan, in accordance with grant agreement stipulations, to be approved by LCIC Staff
- Proponent to meet with LCIC staff at least bi-weekly for progress updates (may be virtual)
- Connectivity Assessment Database
 - Must include:
 - All community connectivity infrastructure assets & attributes
 - Service providers with details on level of service
- Community connectivity improvement strategy for each community in the Lower Columbia region. This section must include:
 - Outcomes of consultations with communities including local government and businesses regarding connectivity goals
 - Per community recommendations, developed in direct relation to OCPs
- Review of connectivity improvements made in other rural communities outside the Lower Columbia region.
- Presentation of draft final report to the Board of Directors
- All raw data collected during the assessment process
 - Details on how findings were reached based on data and methods used to conduct the assessment

2.0 SUBMISSION DETAILS

2.1 MANDATORY PROPOSAL CONTENT:

- Covering letter highlighting key features of the proposal, to be signed by an authorized signatory of the firm.
- 250 – 500 word description of an example of the firm’s undertaking of similar project(s).
- Details on the approach and methods used to deliver on the full scope of the project.
- Details on the project management methods and tools used to ensure success of the project.
- Details on experience and qualifications of the personnel planned to be assigned to the project.
- Three (3) references
- Detailed project schedule, not to exceed past December 31st, 2023.
- Fee Structure (see 2.2 for details)

2.2 FEE STRUCTURE:

- Maximum funding available for this project is \$35,000 incl. GST
- Proposals pricing must be firm for at least 60 days after the final date. Prices will be firm for the entire contract period.

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- 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
- Must include a clear breakdown of costs for each major deliverable
- Proponents costs will also allow for the mandatory meetings and notifications required for the project.
- The successful Proponent will receive their fee in 25% increments based on completion of project milestones.

2.3 SUBMISSION PROCESS:

Responses should be no longer than fifteen (15) pages including all appendices and supporting documents.

Responses should be emailed to richards@lcic.ca in PDF format by 4pm on Friday, November 18th, 2022

DEADLINE: NOVEMBER 18, 2022 AT 4PM PT

3.0 SELECTION PROCESS

3.1 SELECTION CRITERIA

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 an assessment of the criteria mentioned in the selection process.

3.2 SELECTION PROCESS & SCHEDULE

Closing date for submissions: November 18, 2022 @ 4pm PT

Review of submissions: November 21 – 25, 2022

Award of contract: By November 30, 2022

Project start: December 1, 2022