

**Request For Proposal
Municipal Web Site Development
City of Belfast, Maine**

The City of Belfast is inviting proposals for the development and complete overhaul of the City's municipal web site. The overall goal is to have the web site offer an exceptionally attractive and welcoming resource to our citizens, visitors and the economic development community.

Requirements:

1. The web site must contain incredibly artistic and appealing graphics with jaw-dropping photographs.
2. It must present a clear and immediate opportunity to take different paths to quickly get where you want to go.
3. All existing information to be carried over from the existing site, and be improved upon.
4. Offer the opportunity for streaming video capacity to transmit meetings.
5. To provide a search feature on every page which offers search plus options.
6. The web site must be very easy to access and update.
7. The web site must offer a grid format calendar with the ability to click on an event for additional information.
8. The web site must offer easy-to-create and updated links to other sites assessable through a new window without closing the City's existing window.
9. The site must afford local administrative day-to-day management, with support services reasonably available.
10. The web site should contain a business service directory that can be maintained by the business community.
11. The web site must offer universal system access to all search engines.
12. The web site must offer a special announcement option that will prominently be display in the event there is a need to rush information to the public.
13. The web site should highlight the location of the City in the state, in the country, and offer Google Earth links for quick visual direction.
14. The web site should be dynamic in that it is capable of constant change, and updating.

15. The web site should be prepared to offer access to numerous municipal documents, ordinances, procedures, schedules.

16. Content should be able to be updated regularly by City employees without assistance from the site builder.

Scope of Work

Meet with City Representatives to discuss further the goals and ideas referenced above.

Set a project timetable with City Representatives

Assess City needs, City Council desires and staff resources and concerns.

City infrastructure review with associated local Cable TV programming opportunities or challenges.

Review and identification of options for presentation, accessibility, understandability, linkage, user friendliness, modification of content, internal management with associated cost, benefits, limitations. Visual displays, examples must be included. Options should include consideration of RSS automatic forwarding and opportunities for users to post reminders to themselves on key dates for relicensing vehicles, dogs, etc.

Presentation of a draft model for consideration.

Modification as necessary

Implementation of final Site creation and development.

Testing and final evaluation of Site

Final tweaking and site completion approval.

Training for staff in day to day management and upkeep.

Ongoing / bi-annual updating of site.

Proposals:

Should include:

- 6 examples of sites you have developed
- Information about who will be doing the work and their background and experience
- An estimate of cost associated with the work scope broken down for each item listed
- An estimate of any ongoing cost
- A general timetable based upon Site builder's availability and the anticipated time to do the work
- The names of at least 4 references familiar with your work and who have previously hired you to develop their new site.

Responses to this RFP should be sent no later than 3 p.m. May 12, 2010 to the City Clerk's Office, 131 Church Street, Belfast, Maine, 04915. The respondent should provide ten copies of the proposal. Faxes and emails will not be accepted. The proposals will be publicly opened at 3 p.m. May 12th, although given the nature of this request for proposals, no selection or determination of the successful party will be made at that time.

The proposals will be evaluated on the basis of prior experience with similar types of activities, references, apparent comprehension and understanding of the nature of this project, familiarity with the technology in question, ability to perform the variety of tasks, and price. Price may be listed as a range, with a not-to-exceed figure, or as a flat, fixed price.

We anticipate that three firms will be chosen for a follow up interview by the City Council or a committee thereof. The City would like to make its determination and commence work by the third week of June.

Additional assignments will be negotiated and determined as the work proceeds.

Questions and inquiries concerning this Request for Proposals shall be directed to Terry St. Peter, City Manager, City of Belfast, 131 Church St., Belfast, Me. 04915. The telephone number is 207-338-3370, ex. 14; fax number is 338-2419; email address is cityclerk@cityofbelfast.org

All proposals will be considered. The City of Belfast reserves the right to accept or reject any or all proposals.