



Livermore Area Recreation And Park District Website Request for Proposal

The Livermore Area Recreation and Park District (LARPD) is pleased to announce a Request for Proposals (RFP) for the redesign of the existing LARPD website at www.larpd.dst.ca.us and ongoing maintenance of the site.

BACKGROUND: LARPD is an independent special district which manages parks, buildings and a community center. The website is used to provide the public with current information on facilities and parks. It is also used to inform the public on rental opportunities, on-line registration for community programs and special events.

The project is projected to be completed in phases. Part of the project will be the determination of those phases and a timeline for completion.

To facilitate the review process, applicants must submit proposals in both paper and electronic format. Please see the attached RFP for complete details.

DEADLINE NOTICE:

Hardcopy (3 copies) and electronic versions (no facsimiles) of proposals must be **RECEIVED** by the LARPD, Administrative Office by the **close of business:**

THURSDAY, AUGUST 31, 2006

LATE OR INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED.

Livermore Area Recreation and Park District
REQUEST FOR PROPOSALS

Recommendation:

We ask that you review our website, www.larpd.dst.ca.us, and visit the sites we have identified below as a possible new style for our website.

WEBSITE List with remarks, please review specific areas of sites

<http://www.fairoakspark.org>

Remark –List of topics on left side

<http://www.ci.dublin.ca.us/>

Remark – Photos and the ability to scroll the “What is New” tab on the right, also a good Teen program area

<http://www.ci.pleasanton.ca.us/>

Remark – Parks and Recreations page, good photos, “How Do I “section

<http://www.bendparksandrec.org/>

Remark – Menu on Left

www.redwoodcity.org/parks

Remark - Great kids’ photos and a nice simple look.

<http://www.ci.walnut-creek.ca.us/recreation.asp?OgId=4>

Remark - We liked the photos at the very top and the font being a little less formal, green menu on left

Website Requirements:

1. Propose a more updated look to the entire site that encompasses the diversity of LARPD
2. Develop an interactive information gateway page
3. Develop interaction with RecWare Safari Reservation System
4. Develop the clearinghouse webpage
5. Ensure that the website maintains a presence on major search engines
6. Develop link pages
7. Process for maintenance

Eligibility:

All individuals, business and organizations are eligible to submit a proposal for design services.

Period of Performance:

Work is to be completed in phases as approved with quotes for each phase and timeline for completion

Submission Requirements:

- Cover letter briefly detailing your professional background illustrating an ability to fulfill the tasks described above, and why you are interested in designing a website for the LARPD.
- Resume or curriculum vitae
- Three references, including contact person and telephone number
- Three samples of your work and three of your active sites to review, with contact information
- Work plan (limit 3 pages), including cost of website design, supplemental design and maintenance work; Terms may include project based or hourly rate
- Fees may be separated by website sections – if so, include at least the Facilities and Community Center sections
- A suggested homepage mock up design

Proposal Review Process:

Proposals will be evaluated by Livermore Area Recreation and Park District for the following attributes:

- Professional experience in providing the types of services requested
- Ability to complete projects on time and within budget
- Creativity and adaptability
- Ability to maintain the site during phase implementation

After a short review process, submitters will be requested to participate in an interview process to discuss this project in more detail.

Schedule and Requirements for Proposal Submission:

All proposals must be well-organized and succinct.

Three (3) paper copies of each proposal must be **RECEIVED** by the LARPD office by close of business on **Thursday, August 31, 2006.**

In addition, submit an ELECTRONIC VERSION of your proposal, either on disc or via e-mail. Electronic version must be **RECEIVED** by the LARPD office by close of business on **Thursday, August 31, 2006.**

Please send your proposals and direct all questions to:

Rich Lange
Community Center Director
Robert Livermore Community Center
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