



REQUEST FOR PROPOSALS

For

City of Saint Peter Website Redesign

www.saintpetermn.gov

CITY OF SAINT PETER

227 S Front Street

Saint Peter, MN 56082

507-934-0664

Release Date: Monday, June 11, 2018
Proposal must be Received By: Monday, June 25, 2018

REQUEST FOR PROPOSAL

The City of Saint Peter will accept proposals for City Website Redesign until 5:00 p.m. on Monday, June 25, 2018.

All Proposals shall be clearly identified as Website Proposal for the City of Saint Peter. Copies of your Proposal should be forwarded to Susan Brunz at the following address:

**City of Saint Peter
Susan Brunz
227 S Front Street
Saint Peter, Minnesota 56082-2513
susanb@saintpetermn.gov**

Proposals will be evaluated by Susan Brunz and discussed with members of the City Website Committee.

The City reserves the right to reject any or all proposals, to modify the existing proposal, request follow-up information from considered vendors and to select the proposal and vendor that best meets the needs of the City, our residents, businesses and visitors.

Evaluation criteria will include, but is not limited to: quality of work proposed, style of the sample designs, meeting the proposal evaluation criteria below, past experiences, expertise and references of the vendor, and upfront and ongoing costs.

Inquiries and clarifications regarding the RFP should be directed to: **Susan Brunz at (507) 934-0664 ext. 734 or susanb@saintpetermn.gov**

PROPOSAL EVALUATION CRITERIA

The City of Saint Peter is seeking to update our website, saintpetermn.gov. Our newly designed website should deliver information in a professional and competent manner, while being visually appealing, providing intuitive navigation, and easy to use. The site must be easy to maintain, accessible to all visitors and adjust to the size of the visitor's browser.

The new website must:

1. Provide consistency of design that is professional, attractive, and easy to use. Each section of the site should have a unified look and feel that reinforces Saint Peter's values and image. Yet each section should also be able to retain some degree of individuality that reflects the service, department or audience being served.
2. Website must be quick to load with a balance of text and graphics. Navigation must be intuitive with information grouped and presented in a logical manner. Home page link should always be visible. The site should include a flexible design template that can easily accommodate the addition of new functionality at a later date. Visitors should be able to easily contact and interact with the City.
3. Deliver large amounts of constantly changing information in the form of text, photos, maps, audio, video, and links; including video hosting to allow the playback and live streaming of certain televised meetings (e.g., City Council Regular Meetings) and events.
4. Inform residents and visitors about upcoming events via news, calendars, and projects, through attractive and engaging features. Ability to activate a banner at the top all pages (or other prominent location) to alert visitors to breaking news or emergency situations. Calendar option

should allow for multiple calendars and the ability to schedule recurring events. Must be able to schedule recurring events that happen on a specific day of each month such as the second and fourth Monday; last Thursday, etc.

5. Transfer all existing pages and content from our current website to the new website in a useable format.
6. Provide all features and functionality that exist on the current website. Traverse Green Map Function, Parks Database, Transit Survey, Automatic Hot Sheet Archives and more.
7. Compatible with existing City software programs such as Activenet and Municode – allowing access to these sites by opening to a new site if desired. Ability to link to Paymentus for the payment of permit fees and utility bills.
8. Be easy to update on a daily basis. Allow for drag and drop of text and graphics.
9. Ability to archive revisions of pages and to return to a prior revision of a page easily.
10. Fully responsive website that is able to handle all available screen sizes, including smart phones and tablets. Ability to zoom in on maps. Only one set of code will need to be maintained.
11. Work well with all major web browsers.
12. Maintain a history of public notices, agendas, packets, minutes and recordings for multiple boards and commissions. Allow archiving by date to an archive page for Hot Sheets, Council Packets, and Council Minutes.
13. Ability to fill-in forms and submit online, such as employment applications, building permits, utility billing contract for service.
14. Search engine – Include SEO best practices in copy, page titles, page meta data.
15. The site should provide a rapid search capability of the entire site, generating results of high relevance to visitors. Search should only be within our site (no advertisements)
16. Content Management System (CMS) or platform should be geared to non-technical users and provide integration or sharing to social media such as Facebook and Twitter, Allow for cross posting information to Website news area, Facebook and Twitter when desired.
17. User security: Allow for various level of user security, including page level permissions. The City of Saint Peter website administrator needs to be able to create users and maintain individual user rights. Users will have the ability to update the site content anytime and anywhere.
18. Subscription feature for emailing newsletters, Hot Sheet, Library, Senior, etc., and other publications by request. Allow users to sign up to be on various mailing lists targeted at different interests.
19. Provide a secure site that meets emerging industry standards on privacy and accessibility, to include American Disabilities Act (ADA) guidelines. (WCAG 2.0). Adhere to current web design best practices
20. Hosted by the vendor, using the URL www.saintpetermn.gov, redirect ci.st-peter.mn.us to www.saintpetermn.gov and establish with SSL Certificate.
21. Provide website analytics, by incorporating Google Analytics Code on all pages or other analytics solution.

22. Comply with the State of Minnesota Records Retention Guidelines.
23. Work with City staff to thoroughly test the site prior to going live.
24. Provide training for City staff on the site tools and any associated software.

Ownership:

Upon completion of the project, the City of Saint Peter will own all rights to the electronic files comprising any and all deliverables. The City of Saint Peter will be considered the author of the content for the purposes of copyright and own all materials.

Hosting:

Identify provider and cost for hosting services

Proposal Options:

- A. On-line employment application services
- B. Provide for searching within .pdf documents. (searchable .pdfs).
- C. Any recommendations we may not have thought of in this proposal but would be of benefit to the City, our residents, businesses and visitors.

PROPOSAL SUBMISSION REQUIREMENTS

1. Summary of your Website Development approach and scope of work.
2. Estimated project timeline including schedule of implementation, testing, and go live date.
3. Provide three recent projects completed and references you feel best represent the work you have proposed to us.
4. Provide two to three sample site designs using Saint Peter data.
5. Cost and payment terms.
6. Include cost for migration of existing documents as a separate line item.
7. Identify any annual maintenance costs and what this fee includes.
8. Provide estimated cost to update the overall site design in four to five years, if not included in the annual maintenance.
9. The successful vendor must provide staff training on the site tools and thoroughly test the site prior to going live. Identify any other costs if not already included.

PROPOSAL SUMMARY

1) Scope of work meets criteria 1 through 24:

Yes

No

If no, please explain:

2) Project timeline:

3) Recent Projects and References:

4) Sample Designs:

5) Cost and payment terms:

6) Cost for migration of existing website data: (if not included in #5)

7) Cost to maintain the site and/or annual maintenance fees:

8) Website redesign cost in four to five years (if not included in #5):

9) Procedure for staff training and cost (if not included in #5)

10) Hosting (if not included in #5):

11) Proposal Options: