



Peninsula Metropolitan Park District

10123 – 78th Ave NW, 98332, PO Box 425, Gig Harbor, WA 98335
Office: 253-858-3400 Fax: 253-858-3401
E-mail: Info@PenMetParks.org

Request for Qualification - District Website

PROPOSAL INFORMATION

RFQ No. 2019.02

Proposal Name: District Website

Date Issued: 12/13/2018

Contact Person: Chuck Cuzzetto

E-Mail Address: ccuzzetto@penmetparks.org

Telephone Number: 253-888-0645

Deadline for Qualification: January 4, 2019 at 3:00pm

Pre-Bid Meeting (Optional):

December 19, 2018 at 1:00pm

Sehmel Homestead Park

10123 – 78th Avenue NW

SUBMIT PROPOSALS TO:

Chuck Cuzzetto

PenMet Parks

10123 – 78th Ave NW

Gig Harbor, WA 98332

**Proposals Accepted In
Person or Via Postal Mail**

The Peninsula Metropolitan Park District (PenMet Parks) anticipates reviewing all submittals and selecting a respondent for Design Firm by January 22, 2019. The respondent selected is expected to begin providing services not later than February 5, 2019 and a targeted completion date of May 3, 2019.

PROJECT SCOPE

The District's current web site was built and revamped over the last 10 years. The District is seeking to redevelop its website to achieve the following: improved ease of use and access, streamlined and consolidated content, mobile-friendly browsing, integration of recreation management software, and the ability to independently manage both website content and edits in-house without the need for further contracting. Additionally, the new website should reflect the District's marketing, logo, color schemes, and enhance overall brand recognition for the organization. Social media integration is essential.

Marketing is not included in the budget for this project, however the district is open to discussions and a proposal on potential this would look like and projected market-opportunities and revenues. This new website to integrate into our back-end online registration system. We use our registration system to manage all clients and some communications.

PROPOSAL PACKAGES

Letters of Interest and complete proposal packages must be received no later than January 4, 2019 at 3pm. Please submit three (3) hard copy materials in person or via postal mail to the address listed below. An additional electronic copy is also required at the deadline, and is considered part of the complete application package.

Submit Hard Copy Materials To:
Chuck Cuzzetto
PenMet Parks
10123 – 78th Ave NW
Gig Harbor, WA 98332

Submit Electronic Copy To:
Chuck Cuzzetto
ccuzzetto@penmetparks.org

Proposal Name: District Website

This is a Request for Proposals. Your submission should not exceed ten (10) pages in length. Included in your submittal should be the following:

- 1) A letter of interest with your firm’s background and past experience relevant to this type of project.
- 2) A brief outline describing vision and approach to the scope of work
- 3) A proposed budget for the scope of work
- 4) A timeline for the scope of work
- 5) A list of all persons and brief credentials who will support the proposal
- 6) Links to and or/inclusion of sample work

The Design Firm will be selected based on the following criteria:

- A review of the vision and approach to scope of work;
- A successful track record for working on similar projects for other similar agencies;
- The ability to meet the timeline as stated above;
- The proposed budget.

Following an evaluation of the proposals received, the respondents considered to have submitted the best proposal(s) may be requested to participate in an interview and final selection process. No further action beyond submission of the above information is required at this time.

QUESTIONS

Questions regarding this **Request for Qualifications** may be directed to ccuzzetto@penmetparks.org cell 253-888-0645.

- **REJECTION OF PROPOSALS:** *PenMet Parks reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposal does not obligate PenMet Parks to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the Request for Proposals does not obligate PenMet Parks to accept or contract for any expressed or implied services.*
- **CONTRACT AWARD:** *PenMet Parks reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted in the most favorable light. PenMet Parks shall not be bound or in any way obligated until both parties have executed a written vendor contract. The respondent selected will be expected to enter into a contract with PenMet Parks.*
- **PAYMENT:** *All invoices related to the contract shall be paid by a PenMet Parks warrant usually within 30 days of PenMet Parks’ receipt of a proper invoice and PenMet Parks approval of the respondent’s completed*

tasks/deliverables to the date of the invoice or monthly report, as appropriate.

- **EQUAL OPPORTUNITY EMPLOYMENT:** *The successful respondent must comply with PenMet Parks equal opportunity requirements. PenMet Parks is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.*
- **BACKGROUND CHECK:** *The successful respondent may be required to submit to a criminal background check. If a background check is required, the contract award shall be contingent upon PenMet Parks receipt of an acceptable background check report for any persons providing services or work under the agreement.*
- **INSURANCE REQUIREMENTS:** *The successful respondent shall maintain insurance that is sufficient to protect the respondent and PenMet Parks against all applicable risks.*
- **NON-ENDORSEMENT:** *As a result of the selection of a respondent to supply products and/or services to PenMet Parks, the successful respondent agrees to make no reference to PenMet Parks in any literature, promotional material, brochures, sales presentation or the like without the express prior written consent of PenMet Parks.*
- **NON-COLLUSION:** *Submittal and signature of this Proposal swears that the Proposal is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.*
- **COMPLIANCE WITH LAWS AND REGULATIONS:** *In addition to the nondiscrimination requirements previously listed, the successful respondent shall comply with all applicable federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.*
- **PUBLIC RECORDS:** *Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to PenMet Parks, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If PenMet Parks receives a request for inspection or copying of any such documents it will endeavor to notify the person submitting the documents to PenMet Parks (by U.S. mail or by e-mail if the person has provided an e-mail address, or by fax if the person has provided a fax number) and upon the written request of such person, received by PenMet Parks within five (5) calendar days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. PenMet Parks assumes no contractual obligation to enforce any exemption nor any contractual obligation to provide such notice.*