

CITY OF NEBRASKA CITY

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October 7, 2024

Request for Proposal (RFP) for Website Design and Development

The City of Nebraska City is seeking proposals from qualified web design and development firms to create a dynamic, user-friendly website. The new website must facilitate online bill and membership payments, recreation sign-up and registration, building permit applications, and other essential services. Our goal is to enhance user experience, improve accessibility, and streamline our online services.

Project Overview

The new website should be designed to serve as a comprehensive digital portal for residents, businesses, and visitors.

The scope of the project includes:

1. Website Design and Development
2. Integration of Online Bill and Membership Payments
3. Recreation Program Sign-up and Registration
4. Building Permit Application and Tracking System
5. Content Management System (CMS) Implementation
6. Search Engine Optimization (SEO)
7. Responsive Design for Mobile Devices
8. Security Features to Protect User Data
9. Analytics and Reporting Capabilities
10. Training and Support
11. Easy Management of City Agendas and Meeting Minutes
12. Homepage Layout for Up-To-Date Events
13. Multi-Lingual Options
14. Calendaring Functions
15. Social Media Integration

Project Goals

- Enhance the user experience with an intuitive and easy-to-navigate interface.
- Ensure accessibility for all users, including compliance with ADA standards.
- Integrate online payment systems for bills, memberships, and other fees.
- Provide seamless sign-up and registration for recreation programs.

- Implement a user-friendly system for building permit applications and tracking.
- Improve website visibility through effective SEO strategies.
- Ensure the website is responsive and performs well on all devices.
- Guarantee the security and privacy of user data.
- Provide comprehensive training and support to our staff for ongoing website management.

Scope of Work

1. Design and Development Website

- Develop a modern, visually appealing design.
- Ensure intuitive navigation and user experience.
- Implement a flexible CMS for easy content updates.

2. Online Bill and Membership Payments

- Integrate a secure payment gateway.
- Provide options for recurring payments.
- Ensure PCI compliance for transaction security.

3. Recreation Program Sign-up and Registration

- Create an easy-to-use registration system.
- Allow users to view available programs and sign up online.
- Provide payment options for program fees.

4. Building Permit Application and Tracking System

- Develop an online application process for building permits.
- Allow users to track the status of their applications.
- Provide communication tools for applicants and staff.

5. Additional Features

- SEO optimization to improve search engine rankings.
- Responsive design for mobile and tablet devices.
- Robust security measures, including SSL certificates and data encryption.
- Analytics tools for tracking website performance and user behavior.
- Training sessions and documentation for staff.

Proposal Requirements

Interested firms are invited to submit a proposal that includes the following:

1. Company Profile

- Overview of the firm and its services.
- Relevant experience and portfolio of similar projects.
- Resumes of key personnel.

2. Project Approach

- Description of the proposed approach to the project.
- Timeline for design, development, and implementation.
- Details on the technologies and platforms to be used.

3. Budget and Pricing

- Detailed breakdown of costs, including design, development, integration, and ongoing maintenance.
- Any additional costs for optional features or services.

4. References

- Contact information for at least three references from similar projects.

5. Support and Maintenance

- Description of post-launch support and maintenance services.
- Response times and support availability.

Submission Guidelines

- Submission Deadline: November 8th, 2024
- Contact Person: Perry Mader, City Administrator
- Email : pmader@nebraskacity.com
- Phone : 402-873-5515
- Mailing Address: 1409 Central Avenue, Nebraska City, NE 68410

Proposals must be submitted electronically by the deadline to be considered. Late submissions will not be accepted.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and expertise in website design and development.
2. Quality and relevance of previous work.
3. Proposed approach and timeline.
4. Cost-effectiveness and value for money.
5. References and client feedback.
6. Support and maintenance offerings.

Terms and Conditions

The City of Nebraska City reserves the right to reject any or all proposals, waive any informality in the RFP process, and accept the proposal deemed to be in the best interest of the organization.

City of Nebraska City will maintain ownership of the URL used and that the design is property of the City even if a contract is rescinded.

Conclusion

We look forward to receiving your proposal and working together to create a website that meets the needs of our community. Thank you for your interest in this project. --- Please reach out with any questions or requests for additional information.

Sincerely,

Perry Mader, City Administrator

City of Nebraska City, Nebraska