

REQUEST FOR PROPOSAL (RFP)



REQUEST FOR PROPOSAL FOR WEBSITE DESIGN SERVICES

HYALITE FIRE DISTRICT
4541 S. 3rd ROAD
BOZEMAN, MT 59715

AUGUST, 2024

Public Posting:

The Hyalite Rural Fire District (District) is soliciting proposals from qualified marketing firms (Firm) to provide website design services for the District. The District is interested in engaging with a qualified Firm in design, development, and launch of a new website.

The scope of work will include:

- Collaboration with the District to develop a project plan identifying timelines and deliverables.
- Designing a modern, intuitive, and user-friendly website that reflects the identity and values of the District.
- Implementing best practices in user experience to ensure ease of navigation and accessibility for all users.
- Integrating essential features and functionality such as online forms and multimedia content.
- Providing content management training to District staff to enable them to update and maintain the website effectively.
- Ensuring compliance with relevant industry standards.
- Offering ongoing technical support and maintenance services post launch.

For questions, contact the following:

Brian Nickolay, Fire Chief
Hyalite Rural Fire District
4541 S. 3rd Rd.
Bozeman, MT 59715
(406) 586-3770
bnickolay@hyalitefire.org

Non-Discrimination and Equal Pay

The Hyalite Fire District is an Equal Opportunity Employer and does not unlawfully discriminate against an employee or a respondent to this RFP because of race, color, religion, creed, national origin, sex, age, marital status, sexual orientation, physical or mental disability, political ideas, or any other class protected by law.

Introduction

The Hyalite Fire District Hereafter known as “The District” is seeking qualified firms for the design and construction of The Hyalite Fire District website. We are interested in partnering with an experienced firm who can provide innovative and functional designs for our new website. All work must follow all applicable requirements under Montana and Federal laws and regulations.

This Request for Proposal (RFP) is issued to solicit proposals from interested firms. The RFP process will be used to evaluate and select the most qualified firm to collaborate with us on this significant project.

Scope of Services

- Collaboration with the District to develop a project plan identifying timelines and deliverables.
- Designing a modern, intuitive, and user-friendly website that reflects the identity and values of the District.
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Preferred RFQ Components -

Introduction:

1. A brief overview of the firm's background, experience, and qualifications.
2. A description of the firm's expertise in website design and construction for local government agencies.

Project Approach:

1. An outline of the proposed approach to designing the District website, including the design process, anticipated timelines, and any innovative or unique aspects of the firm's approach.
2. Sustainable, efficient user friendly design ideas that your firm would incorporate in a project such as this or an example your firm has completed on past projects.

Project Team:

1. Details of the key personnel who will be involved in the project, including their qualifications, relevant experience, and roles.

Past Experience:

1. A portfolio of relevant projects completed by the firm, highlighting fire website designs and construction.
2. References from past clients for similar projects.
3. Claims. At any time in the last ten (10) years has your firm been assessed and paid liquidated damages after completion of a project under a contract with a public owner?

Evaluation Criteria:

Every reasonable effort will be made to acquire the best value and quality through competition. In some cases, the best value may not be the lowest purchase price. The Board will select the bid, that in their judgement, represents the best value to district taxpayers. This includes, but is not limited to, quality, reputation, serviceability, maintenance, cost of operation, warranty, suitability for particular purpose, integration with existing equipment and operations, and other considerations.

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Interested firms are requested to submit their response to this RFP no later than August 9th, 2024. Submissions should be mailed to

Hyalite Rural Fire District, Attn: Website Design RFP
4541 S. 3rd Rd.
Bozeman, MT 59715

Please note that the Hyalite Fire District reserves the right to request additional information or conduct interviews with shortlisted candidates as part of the evaluation process.

Selection Timeline:

Public Posting/Advertising: July 12th, 2024
Receipt of RFP's: August 9th, 2024 @ 5:00 PM MST
RFP Opening of Submissions: August 20th, 2024 @ 7:00 PM MST
Selection: September 17th, 2024