

**Siuslaw Estuary Partnership
Website RFP
EXHIBIT C**

Questions & Answers

February 5, 2010

- 1. Is there an existing logo or identity established for the project? Can we have access to that? If there is no project logo currently, do you want one created, as part of the scope of work?**

The city wants the proposals to include a project logo/identity. We have been using the following and would like to retain it in terms of the Project Title, including the font and colors. We do not have a logo, project identity, or icons for the Project Elements, beyond this and welcome suggestions from proposers:

Siuslaw Estuary Partnership

An Integrated Multiple Objective Approach To Watershed Protection and Restoration

- 2. Are there a certain number of options per bidder the city would like to choose from?**

It is up to the bidder to submit as many options as they want within the submission limitations.

- 3. What kind of turnaround can you give us in terms of approval of design elements?**

We want to stay within the timeframes indicated in the RFP so the turn around would be very quick.

- 4. Beyond posting of news, are there any other dynamic parts of the site, i.e.: parts that are interactive with the user, or change frequently?**

The users will only interact with the site by clicking on links to other web sites, staff emails, and downloading documents. Project staff will need to upload documents as they are prepared and post updates to the home page, like: "The public is invited to an open House", "Draft report now available", etc. and to the other pages as well as things change over time.

- 5. Are you looking for someone to host the site as well? Should we include a year's worth of hosting in the proposal?**

The City may host the site but please include this cost so we know our options.

- 6. Do you desire site reporting (i.e.:traffic reporting) as well?**

Yes

- 7. Are there restrictions to using an offshore development center to perform some of the work?**

The contractor is responsible to know and abide by the EPA requirements.

- 8. We break down our estimate into hours and hourly rates for each person on the project. Is there a maximum consultant rate for anyone on the project, or is there a set maximum on the average hourly rate used in the project?**

Private consultants (individuals) are restricted to the EPA limit in the CFRs. Firms are not subject to an hourly rate limit.

- 9. What are the updated dates for a) proposal submission b) desired site launch?**

Add two weeks to the dates in the proposal: Proposal Submission-February 22nd Launch Date-March 8th.

- 10. What type of website are we looking for--static, dynamic or content management system?**

See response in #4.

- 11. Are on-site visits required?**

We don't think on-site visits are needed. We assume this can all be done remotely.

- 12. Are the training materials to be provided printed or digital?**

Either is fine - nothing fancy - just how to use and maintain the site and add documents when we need to.

- 13. What is the operating system development language?**

The City's current Web site is written in Cold Fusion. The City wants to consider other available options such as PHP. The system selected will need to be available to non-technical staff for updating as mentioned above in #4.

- 14. How will follow-up support be handled (retainer-for how long or hourly chargeable)**

Propose options and benefits of each.

- 15. What is the budget for the website project?**

The proposal budget must not exceed \$3,500. We did not include a ceiling because we were hoping for a range of options with associated cost estimates to help us decide how much to accomplish with the web site design. Having the cost information will help the

City to decide on some of the above items. Please prepare bids and include all the related costs or cost estimates and indicate options.

16. Where would the site be located/hosted?

The City's current website is an option but location does not matter, as long as one can find it as a separate site. For example, if "Siuslaw Estuary Partnership" is googled the site will be listed.

17. Would you like to have your own domain name for the project? Or use the city's?

It would be ideal for it to have its own domain name. Siuslaw Partnership.org if it is available would be ideal, but we understand you may need to be creative if it is not.

18. Proposals are based on the amount of content you would like on the site, and complexity of the design. So I'll need more info regarding content.

The city has an intranet site set up that would be a great place to start. We would want the developer/designer to design it and set it up based on the intranet set up, make changes we request, and then later on, a project staff person will make additional modifications as the need arises. Screen captures of the intranet main page are attached below.

Home Page: Siuslaw Estuary Partnership - COF - Windows Internet Explorer

http://sep-wiki.ci.florence.or.us/Siuslaw_Estuary_Partnership%3a_Interdisciplinary_Team

File Edit View Favorites Tools Help

Home Page: Siuslaw Estuary Partnership - COF

Wiki Page: Siuslaw ...

- Home Page: Siuslaw ...
- Scientific Investigat...
- Public Education an...
- Water Quality and Q...
- Wetland and Riparia...
- Key Estuary Wetland...
- Ecological Growth Pl...

Wiki Page: Siuslaw Estuary Partnership Project > Home Page: Siuslaw Estuary Partnership

Home Page: Siuslaw Estuary Partnership

An Integrated Multiple Objective Approach To Watershed Protection and Restoration

Please see the Wiki Page for instructions on use of this site before you begin.

The Siuslaw Estuary Partnership is a collaborative process designed to protect and improve water quality and fish and wildlife habitat in the Siuslaw Estuary Watershed. The project is funded by project partners and the West Coast Estuaries Initiative for Coastal Watersheds Program of the U.S. Environmental Protection Agency to serve multiple objectives for watershed protection and restoration.

Phases

Phase I: October 1, 2009-September 30, 2010

Phase II: October 1, 2010-September 30, 2011

Phase III: October 1, 2011-September 30, 2012

Objectives

Multiple objectives of the project and expected outcomes are presented here and described in more detail in the Project Overview: [Project Overview.doc](#) and Project Work Plan: [Work Plan and Narrative.doc](#). Each of the following objectives are of equal importance, regardless of placement on the list below:

1. Use Collaboration and Scientific Investigation (Interdisciplinary Team)
2. Foster Public Education and Stewardship (Public Education and Stewardship)
3. Protect Water Quality and Quantity (Water Quality and Quantity)
4. Protect and Restore Wetlands and Riparian Areas (Wetlands and Riparian Area Plan)
5. Protect and Restore Key Estuary Wetlands (Key Estuary Wetlands)
6. Plan for Ecological Growth (Ecological Growth)

Each of these objectives is described in detail on the page for the associated staff team in parantheses above. Click on an objective in the table of contents in the column to the left for more detailed information on each objective and team.

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