

NOTICE OF ADMINISTRATION COMMITTEE MEETING

Covering Policy, Administration and Community
Relations/Communications

NOTICE IS HEREBY GIVEN that the San Lorenzo Valley Water District has called a meeting of the Administration Committee to be held Wednesday, March 6, 2019 at 9:00 am at the Johnson Building, 12788 #4, Highway 9, Boulder Creek, California.

AGENDA

1. Convene Meeting/Roll Call
2. Oral Communications
This portion of the agenda is reserved for Oral Communications by the public for items which are not on the Agenda. Please understand that California law (The Brown Act) limits what the Board can do regarding issues raised during Oral Communication. No action or discussion may occur on issues outside of those already listed on today's agenda. Any person may address the Committee at this time, on any subject that lies within the jurisdiction of the District. Normally, presentations must not exceed five (5) minutes in length, and individuals may only speak once during Oral Communications. Any Director may request that the matter be placed on a future agenda or staff may be directed to provide a brief response.
3. Old Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.
 - A. REQUEST FOR PROPOSAL DISTRICT WEBSITE
Discussion and possible action by the Committee regarding an RFP for the District website.
4. New Business:
Members of the public will be given the opportunity to address each scheduled item prior to Committee action. The Chairperson of the Committee may establish a time limit for members of the public to address the Committee on agenda items.
 - A. RECORD RETENTION POLICY
Discussion by the Committee regarding record retention.
5. Informational Material: None.
6. Adjournment

In compliance with the requirements of Title II of the American Disabilities Act of 1990, the San Lorenzo Valley Water District requires that any person in need of any type of special equipment, assistance or accommodation(s) in order to communicate at the District's Public Meeting can contact the District Office at (831) 338-2153 a minimum of 72 hours prior to the scheduled meeting.

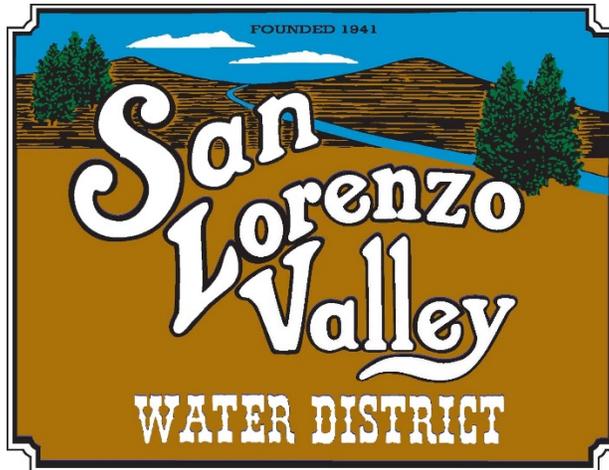
Agenda documents, including materials related to an item on this agenda submitted to the Committee after distribution of the agenda packet, are available for public inspection and may be reviewed at the office of the District Secretary, 13060 Highway 9, Boulder Creek, CA 95006 during normal business hours. Such documents may also be available on the District website at www.slvwd.com subject to staff's ability to post the documents before the meeting.

Certification of Posting

I hereby certify that on March 1, 2019, I posted a copy of the foregoing agenda in the outside display case at the District Office, 13060 Highway 9, Boulder Creek, California, said time being at least 72 hours in advance of the Special meeting of the Administration Committee of the San Lorenzo Valley Water District in compliance with California Government Code Section 54956.

Executed at Boulder Creek, California, on March 1, 2019.

Holly B. Hossack, District Secretary
San Lorenzo Valley Water District



Request for Proposals

Web site Redesign, Development and Maintenance Services

Proposals Due:

I. Request for Proposals

The San Lorenzo Valley Water District (District) is requesting proposals from qualified professionals to provide web site redesign, development and maintenance services as outlined in this Request for Proposals (RFP). Interested parties should submit a proposal and separate, sealed cost proposal as described in this document.

II. Background

The District is a nonprofit, local government agency providing water to meet the needs of approximately 8,000 people within its service area including residents of Boulder Creek, Brookdale, Ben Lomond, Lompico, Zayante, Scotts Valley, Manana Woods and Felton. All of the District's water comes from runoff and groundwater sources.

The District has maintained a web site at www.slvwd.com for approximately 20 years. The first site was developed using FrontPage. It was redesigned using Dreamweaver several years ago.

III. Purpose

The District is looking for a consultant to work with staff on building a new web site that is fresh, dynamic and engaging and will serve as the central tool of communication and source of information for its customers and the community.

IV. Scope of Services

The consultant will enter into a professional services contract with the District (see attached sample contract), and work under the general supervision of the District's public outreach team to fulfill the following services:

1. Plan and Redesign

Work with staff to identify goals and objectives of the new web site and create a redesign plan or "blue print" to meet them, including identifying and recommending any software and licenses needed implement the plan. The District would prefer to use software that allows staff to easily perform basic web site updates and maintenance.

While specific web site features will be determined as part of this project, it is likely that the following items will be incorporated into the new web site:

- A visually-pleasing, unifying graphic theme
- Most or all of existing topics on current web site (i.e. job postings, Board agendas/minutes, database of reports/studies, water quality information, and other public information.)
- Easy access to online bill pay
- Interactive forms and applications
- Events calendar
- Photo and map galleries
- Social media integration (Facebook, YouTube, etc.)
- Viewable on computers and mobile devices
- Analytics reporting tool

2. Develop and Build

Rebuild the web site as planned. Work with staff to test the new web site and provide for a seamless transition to a live version of the newly redesigned web site.

3. Support and Maintain

Create an instruction manual for District staff on how to edit web site content and include training. Provide on-going web site maintenance to support staff with web site changes beyond basic content editing and help troubleshoot issues, as needed.

V. Proposal Format

The proposal should be organized as follows:

1. Cover Letter:

A cover letter should provide the name, address, email, telephone and fax numbers of the proposed project manager, and should be signed by an individual authorized to execute binding legal documents for the company.

2. Relevant Experience

Include at least three (3) examples of previous work, such as web site links, that demonstrate the experience, expertise and ability to successfully design and build a web site.

3. Client References

Provide at least (3) references, including contact person and current telephone number, of clients whose web sites were created by the proposer and are currently in use.

4. Detailed Scope of Work and Schedule

Provide a detailed work plan for completion of the project scope, including on-going yearly maintenance and an estimated timeline.

5. Cost Proposal

The cost proposal should be submitted in a separate, sealed envelope clearly marked “COST PROPOSAL”. List estimated project costs broken down by individual tasks. Indicate the hourly rate of the individual (or sub consultant) performing the work, as well as the anticipated number of hours per task. Include any other direct costs associated with each task and indicate the total, not to exceed, cost for the project.

VI. Submission Instructions

Five (5) hard copies of the proposal plus one (1) copy of the cost proposal shall be submitted. Proposals should be no longer than 20 pages in length. Double-sided printing and use of recycled paper are encouraged.

To be considered, proposals must be received **by 4:00 p.m., [REDACTED]**:

San Lorenzo Valley Water District
13060 Highway 9
Boulder Creek, CA 95006
Attention: Holly Hossack

All questions should be submitted via email to Holly Hossack [at hhossack@slvwd.com](mailto:hhossack@slvwd.com).

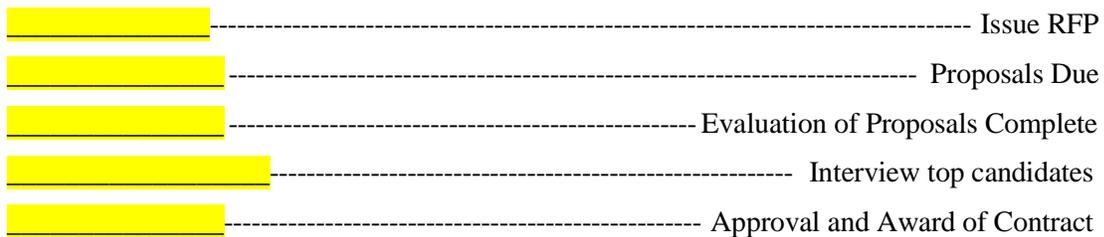
VII. Selection Process and Timeline

Criteria used to select the consultant shall include, but not be limited to, the following:

- 1. Understanding of the project requirements
- 2. Experience with similar projects
- 3. Proposed project approach
- 4. Technical qualifications
- 5. Ability to provide the required services in a timely matter
- 6. Reputation for integrity and competence

The cost proposals will be opened after the selection committee has decided on the top candidates to interview. Upon completion of the interviews, a selection will be made and the staff will begin negotiations and prepare a contract with the selected consultant. If an agreement on cost is not reached within fourteen (14) calendar days, negotiations with the next highest ranked candidate will begin. This process will continue until an agreement is reached or it is decided to re-advertise.

The tentative timeline for the selection process is as follows.



VII. Public Information and Confidentiality

Proposals are a matter of public record and are open to inspection under the California Public Records Act (Gov. Code 6250 et seq). If any proposal contains confidential information, please clearly label the specific portions that are to be kept confidential.

VIII. District Rights and Options

The District, at its sole discretion, reserves the following rights:

- 1. To determine which respondents, if any, shall be included on a short list of finalists based on the criteria set forth in the RFP;
- 2. To reject any or all proposals or information received pursuant to this RFP;
- 3. To supplement, amend, substitute or otherwise modify this RFP at any time by means of written addendum;
- 4. To cancel this RFP with or without the substitution of another RFP or prequalification process;

5. To request additional information;
6. To verify the qualifications and experience of each respondent;
7. To require one or more respondents to supplement, clarify or provide additional information in order for the District to evaluate proposal submitted;
8. To waive any minor defect or technicality in any proposal received.

Attachment A: Sample Professional Services Agreement