

SUBJECT: AUTHORIZATION TO NEGOTIATE AND EXECUTE A CONTRACT – TRANSIT WEBSITE DEVELOPMENT

SOURCE: Public Works Department - Transit Division

COMMENT: On August 28, 2014, staff received six (6) statements of qualifications (SOQs) for the website design, implementation, and support services related to replacing the existing transit website.

The selection process was held in conformance with the policy established by City Council for selecting professional consulting firms. The following is a list of the consulting firms and their ranking according to the scores attributed to their proposal:

<u>Rank</u>	<u>Consultant</u>	<u>Score</u>
1.	Infinite Computing Systems	102
2.	Theresa Sheridan Designs	98
2.	Trillium Solutions	98
4.	Younger Associates	97
5.	Quest Corporation of America	96
6.	CivicPlus	95

Each firm has submitted a schedule to complete all design services by June 2015. The Scope of Services is to create a flexible and friendly site that can deliver large amounts of constantly changing information to our key audiences. The project will be funded from the FY 14/15 Transit budget.

RECOMMENDATION: That the City Council:

1. Authorize staff to negotiate a contract with Infinite Computing Systems for an anticipated fee "not to exceed" \$20,000 for transit website design services;
2. Authorize staff to negotiate a contract with the two second-ranked firms if staff is unable to negotiate an acceptable contract with Infinite Computing Systems;
3. Authorize the Mayor to sign all contract documents;
4. Authorize progress payments up to 100% of the negotiated fee amount; and
5. Authorize a 10% contingency to cover unforeseen events that relate to the design efforts.