

NOTICE: REQUEST FOR QUALIFICATION

The city of Lansing, Kansas ("City") wishes to engage the professional services of a firm ("consultant") for the development of a City website.

The City requires a qualified, experienced and successful consultant to determine the City's website needs so that existing and future informational needs of the community can be met.

Interested parties should contact Public Information Officer Ken Miller at kmiller@lansingks.org with questions.

Submissions must be received no later than 2:00 PM Central-Standard time on Jan. 24, 2020 from interested individuals or firms, to be eligible for consideration by the City. Submissions shall be clearly marked: City of Lansing Attn: Community and Economic Development Department, RE: RFQ: City Website and submitted to the Office of the City Clerk, 800 First Terrace, Lansing, KS 66043. A digital submission via email is also requested. The City will review and rank qualifications and make its selection of the best-qualified firm to begin the contracting process.

The city of Lansing reserves the right to accept or reject any and all submissions. Nothing contained in this RFQ shall be construed by any submitting party or parties as creating a contractual relationship with the city of Lansing. All submittals shall become property of the City and shall remain with the City unless a written request by the submitting party is made for their return.

The city of Lansing assures that no person shall on the grounds of race, color, national origin, sex, disability, age or low income status as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The city of Lansing further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.

CITY OF LANSING
City Clerk
800 1st Terr.
Lansing, KS 66043

REQUEST FOR QUALIFICATION

I. INTRODUCTION

This request for qualification is intended to enable the city of Lansing to select a consultant and contract for services with the consultant to prepare and present a new, comprehensive city of Lansing website.

Interested parties must submit a response outlining qualifications and detailing an anticipated approach and / or proposed changes to the Scope of Services as outlined below. The final date for submittal of response shall be Jan. 24, 2020 at 2:00 p.m. Central-Standard Time. Late submissions will be rejected and will remain unopened. Five (5) copies of the proposal (no faxes) shall be submitted to the Office of the City Clerk, 800 First Terrace, Lansing, KS 66043 and labeled: City of Lansing Attn: Community and Economic Development Department, RE: RFQ: City of Lansing Website. In addition, a copy shall be provided in electronic format. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this Request for Qualifications, if in the best interest of the City to do so. The city of Lansing has the right to modify any of the information provided in this RFQ and the City has the right to provide the candidates with additional information at any time during the selection process. Please contact Ken Miller (kmiller@lansingks.org) with any questions regarding the RFQ.

The candidates shall review this RFQ and all materials provided and shall prepare all materials for submittal and all presentations at their sole cost and expense, and the City shall in no event be responsible for any cost or expense incurred by the candidates in such reviews and preparations.

The City will aid with accessing applicable City records, as well as provide copies of pertinent other records, plans and studies. Meeting space at City Hall will be made available as needed and as available.

At the conclusion of this project, the final website design and associated functions shall become the property of the city of Lansing, Kansas.

II. ANTICIPATED SCOPE OF SERVICES

Purpose of New City Website

The city of Lansing website should provide all pertinent City-related information in an appealing format.

Methodology and Design Process

Gather and Review Existing Information and Data

- Gather and review relevant existing information displayed in current City website.
- Determine existing website conditions and related design information.
- Identify and solicit comment from an extensive list of potential stakeholders, including but not limited to: City Council, City Staff, citizens, etc.
- Lead public involvement throughout the website design process.
- Develop website examples that would illustrate concepts developed in the design/redesign process, **to include potential web “subsites.”**
- Prepare Final website design to include but not be limited to, commentary of City stakeholders impacting the overall development, layout and anticipated uses.

III. QUALIFICATION PREPARATION

In order to facilitate evaluation of qualifications, the consultant is instructed to follow the outline below in responding. Qualifications that do not follow the outline, or do not contain the required information may be considered as unresponsive qualifications. The response is due in two parts.

Part 1.

Statement of Qualifications, Experience and Understanding of Work, etc. Consultant shall include:

- a. Understanding of the Request: Provide a statement of the consultant’s understanding of the City’s request for services.
- b. References: Provide for personnel assigned to Lansing, a list of three (3) previous references and current references with local governments or similar organizations that are similar to the anticipated scope of services. Reference information should include:
 - i. Contract duration, including dates.
 - ii. Description of Services performed.
 - iii. Name, address and telephone number of contracting agency which may be contacted for verification of all data submitted.
 - iv. Statement of Qualifications: Experience and resources including the ownership and financial wherewithal to assume the work identified herein.
- c. Sample of Work: Include no less than three recent samples of work (government websites) that the consultant feels most closely parallels the work required under this request that will reflect the experience and qualifications desired.

- i. List of the requested information for each project:
 1. Project name/location/address.
 2. Client contact person.
 3. Your firm's exact scope of work and level of responsibility for the project.
 4. Provide an organization chart outlining key personnel.
 5. Provide a planning schedule with milestone events noted.
 6. Provide references for the completed projects.
- d. Project Approach: The consultant should detail the methodology necessary to complete the project City website process.
- e. The qualification shall provide the following information: Name, title, address and telephone number of individual(s) with authority to contractually bind the company, and also who may be contacted during the period of qualification evaluation for the purpose of clarifying submitted information.
 - i. Proposed Teams Please identify the project team and include their role in the development of the City website.
 - ii. General Firm Information Please provide a brief background of each firm included on the team.
 - iii. Staff Qualifications and Experience Identify the primary staff members who would be assigned to the project. Please include their roles and the individual's experience with related projects.
 - iv. Conflict of Interest The City is only interested in qualified website building companies that can act as an independent consultant. The Consultant shall not have direct or indirect connections to members of the Lansing City Council or City employees.

Part 2.

Anticipated Scope of Services.

- a. The consultant shall provide, based on their professional expertise, a scope of services that in their opinion will best serve the city of Lansing in the website building process.
- b. The anticipated scope of services in this RFQ shall serve as a guideline for the consultant to develop a final scope of services for the selection of a website consultant and fee negotiation.

Annual fees for this website design/construction/maintenance are not to exceed \$15,000.00.

IV. CONTRACTING / SELECTION PROCESS

It shall be understood by all parties that although parts of the following criteria are quantitative in nature, the selection of the consultant will be made with due consideration of all facets of the proposal presentation. The criteria listed below do not indicate an order of importance and will be considered during the review of the candidate firms.

1. Experience with projects of similar scope and complexity and project approach.
2. Project staffing which reflects specific experience in the projects similar to the proposed City website design.
3. Project schedule and detailed description of deliverables.
4. Understanding the general nature of the project.
5. The consultant shall discuss any issues, which could influence the planning schedule, costs or fees.

The city of Lansing will award this contract based on review of the qualifications received. The Committee (which includes the City Administrator) will review qualifications. Additionally, the consultant will be contacted to negotiate a final agreement and fee structure with the Committee. It is the policy of the City that contracts are awarded only to responsible consultants. In order to qualify as responsible, a prospective consultant must meet the following standards as they relate to this request.

1. Have the adequate financial resources for performance or have the ability to obtain such resources as required during performance.
2. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
3. Be able to comply with the proposed or required time of completion or performance schedule.
4. Have a satisfactory record of performance.

All material submitted regarding this request becomes the property of the City. The City has the right to use any or all ideas presented in your reply. Disqualification of a consultant does not eliminate this right. The contract may be awarded as soon as practical after the RFQ opening unless otherwise stated, but generally not before fifteen (15) working days from the proposal opening. It is requested that interested parties refrain from making inquiries during this period. No telephone requests for results will be given.

V. DISQUALIFICATION OF CONSULTANT

Awards will not be made to any person, firm or company in default of a contract with any City, State or the Federal Government. This includes default upon the payment of any financial obligation.

VI. RESERVATION OF RIGHTS

The city of Lansing reserves the right to waive any formality in the process of qualifications submitted and retains the right to reject any or all qualifications at its discretion when it is deemed to be in the best interest of the City.

The city of Lansing assures that no person shall on the grounds of race, color, national origin, sex, disability, age or low income status as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City of Lansing further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are federally funded or not.