

# **REQUEST FOR PROPOSAL**

**Website Design Services**

**December 2011**

**King Fire Protection District 34  
Redmond, Washington**

**8450 161st Ave. NE, Redmond, WA 98052  
(425)556-2226**

King Fire Protection District 34 (the District) is soliciting Requests for Proposals (“RFP”) from firms qualified to provide Website Design Services.

**Scope:**

The District currently has and maintains a website ([www.kcfd34.org](http://www.kcfd34.org)) but would like to upgrade and enhance its internet presence. This will involve both web programming and graphical design skills. In addition, the District would like to develop a common look and feel for its web presence and written communications and will require the help of a graphic artist in design of logos and letterhead materials.

The District is a public entity and contracts for all of emergency services provided to its citizens through the City of Redmond, Washington. The District serves approximately Twenty thousand residents and has an annual administrative budget of approximately Two Hundred Thousand Dollars (\$200,000.00). The project will involve working with the District’s administrative staff, elected officials, consultants and government partners as well as project oversight, design and construction of the new website.

**Selection Process:**

Each interested party or firm shall submit a resume which includes:

- A. Description of professional staff and respective roles for each.
- B. List of projects completed during the past two years and the name of at least one contact person.
- C. References -- three clients.
- F. Cost estimates.

**Specifications**

A functional specification for the web site design is attached and also available at

[http://www.kcfd34.org/documents/2011/Functional Specification v2.pdf](http://www.kcfd34.org/documents/2011/Functional%20Specification%20v2.pdf)

**Other Conditions and Requirements:**

1. Respondents will not be reimbursed for any expenses related to their participation and response to this RFP.

2. The District will require professional errors and omissions insurance specifically dedicated to this Project, with minimum limits of \$1,000,000.00 (One Million Dollars). The District will also require general and automobile liability insurance naming the District as additional insured, with limits of not less than \$1,000,000.00 (One Million Dollars). The District requires 30 days notice of cancellation of either insurance policy.
3. The District will provide an organization chart showing the reporting relationship as it applies to the design team.
4. The District reserves the right to require the design team to work with subcontractors or consultants.
5. Each respondent shall list any lawsuit they have been party to in the last five years and shall provide the case name, number, county of the action, name, address and telephone number of respondents' attorney and a brief description of the lawsuit's outcome.

**Required Submittal Instructions:**

The respondent shall list on the cover sheet of the RFP, the following information of the prime consultant: Firm name, address, phone number, FAX number, name of contact person and E-mail address. The title of the submittal shall be: Statement of Proposal for Website Design Services for King Fire Protection District No. 34. If proposals are not submitted by email Five copies of the RFP shall be submitted.

All RFP's submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process. All RFP's received by the District shall remain valid for ninety (90) days from the date of submittal.

The District reserves the right to reject any or all proposals if none of the submissions are responsive to its needs.

The prime consultant will be required to assume the responsibility for all services offered in the proposal, whether or not directly performed by the prime consultant.

If you have any questions regarding this RFQ please address them to:

Thomas Johnston, Commissioner

King County Fire District 34

8450 - 161<sup>st</sup> Avenue N.E.

Redmond, Washington 98052

Email [t.johnston@kcf34.org](mailto:t.johnston@kcf34.org)

RFP's will be **due on January 15th, 2012 no later than 5:00PM** local time. Please submit to:

Bridget Weaver, Secretary

King County Fire District 34

8450 - 161<sup>st</sup> Avenue N.E.

Redmond, Washington 98052

Email [b.weaver@kcf34.org](mailto:b.weaver@kcf34.org)

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