



## REQUEST FOR PROPOSALS August 5, 2019

The Red River Watershed Management Board (RRWMB) is requesting proposals related to its website, which can be found at: <http://www.rrwmb.org/>

The RRWMB frequently posts meeting notices, agendas, and packets for regular monthly and special board meetings and similar items for several RRWMB committees. The RRWMB also posts annual audits, annual reports, and many other resource items, information, and documents on its website. In addition, the RRWMB houses information developed by the Red River Basin Flood Damage Reduction Work Group and other partners. The RRWMB is specifically requesting information about the following items:

1. Costs associated with posting and maintaining information on the current website as directed by RRWMB staff.
2. A description of software tools and options available for RRWMB staff to maintain and update the website including ease of use and costs associated with software tools and options.
3. Options for redesigning the website along with associated costs such as hourly fees or rates and other technology fees.
4. Costs related to meeting accessibility requirements for individuals with disabilities.

RFP responses should also include examples of previous or current website work for local units of government or private entities, and a description of expertise and knowledge of your firm. Once responses are received, a selection process will be initiated. The successful firm will be required to show proof of insurance and a contract and scope of work will be developed that will specifically list deadlines, timelines, expectations, and outcomes.

### **Non-Binding**

The RRWMB reserves the right to accept or reject any or all responses, in part or in whole, and to waive any minor informalities, as deemed in the RRWMB's best interests. In determining the most advantageous proposal, the RRWMB reserves the right to consider matters such as, but not limited to, and the quality and completeness of the consultant's completed projects similar to the proposed project.

This RFP does not obligate the respondent to enter into a contract with the RRWMB, nor does it obligate the RRWMB to enter into a relationship with any entity that responds, or limit the RRWMB's right to enter into a contract with any entity that does not respond, to this RFP. The RRWMB also reserves the right, in its sole discretion, to cancel this RFP at any time for any reason.



Each respondent is solely responsible for all costs that it incurs to respond to this RFP and, if selected, to engage in the process including, but not limited to, costs associated with preparing a response or participating in any interviews, presentations or negotiations related to this RFP.

**Right to Modify, Suspend, and Waive:** The RRWMB reserves the right to:

- Modify and/or suspend any or all elements of this RFP;
- Request additional information or clarification from any or all respondents;
- Allow one or more respondents to correct errors or omissions or otherwise alter or supplement a proposal; and
- Waive any unintentional defects as to form or content of the RFP or any response submitted.

Any substantial change in a requirement of the RFP will be disseminated in writing to all parties that have given written notice to the District of an interest in preparing a response.

**Disclosure and Disclaimer:** This RFP is for informational purposes only. Any action taken by the RRWMB in response to proposals made pursuant to this RFP, or in making any selection or failing or refusing to make any selection, is without liability or obligation on the part of the RRWMB or any of its officers, employees or advisors. This RFP is being provided by the RRWMB without any warranty or representation, expressed or implied, as to its content, accuracy or completeness. Any reliance on the information contained in this RFP, or on any communications with RRWMB officials, employees or advisors, is at the consultant's own risk. Prospective consultants must rely exclusively on their own investigations, interpretations and analysis in connection with this matter. This RFP is made subject to correction of errors, omissions, or withdrawal without notice.

The RRWMB will handle proposals and related submittals in accordance with the Minnesota Data Practices Act, Minnesota Statutes §13.591, subdivision 3(b).

All proposals and questions should be submitted via email by 5:00 pm on Friday, September 13, 2019 to:

Robert L. Sip  
Executive Director  
Red River Watershed Management Board

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