



AMENDMENT #1

RFP NO. 2021-16

The Palm Beach MPO

d/b/a

The Palm Beach Transportation Planning Agency (TPA)

is providing clarification regarding RFP 2021-16 and associated amendments for:

Website Redevelopment Services

**IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE
REQUESTED IN AN ALTERNATE FORMAT**

Mayor Fred Pinto, TPA Governing Board Chair

Nick Uhren, P.E., Executive Director

Palm Beach Transportation Planning Agency

301 Datura Street

West Palm Beach, FL 33401

DATE ISSUED: October 21, 2021 @ 4:00 P.M. EDT

CLOSING DATE AND TIME: November 17, 2021 @ 4:00 P.M. EDT

review of this Amendment.

(Authorized Representative of Firm) hereby certifies receipt and

Signature: _____

Date: _____

Answers to Submitted Questions

(Q1) Can you clarify which pages and the site organization from the current site that is proposed for the new site?

(A1) Please reference RFP 2021-16 Website Redevelopment Services Section 4 subsection **Design** for all information regarding current site conditions and future expectations. The current PalmBeachTPA.org web pages are anticipated to migrate to the new platform and new site structure.

(Q2) Is there a staff page on the site?

(A2) Yes. Please see PalmBeachTPA.org/TPAstaff.

(Q3) How many staff members should there be?

(A3) Please refer to the organization chart at PalmBeachTPA.org/jobs.

(Q4) Is there a budget you can share for this project?

(A4) The Palm Beach TPA Procurement Policy found at PalmBeachTPA.org/business, dictates that procurements for services exceeding \$25,000 shall be procured by means of Requests for Proposals.

RFP 2021-16 Section 2.15 specifies that the proposals will be evaluated based on the qualifications of the prospective bidders and price, therefore all participants are encouraged to bid their best and final price in the proposal.

(Q5) Are fonts larger than 11 pt. allowed for headings and subheadings in the proposal?

(A5) Yes. RFP 2021-16 Section 1.5 stipulates a minimum font size of 11-point text.

(Q6) Does the budget include tech support and hosting?

(A6a) RFP 2021-16 Section 4 Subsection **Deployment** states:

“The web developer shall recommend a website host for PalmBeachTPA.org and archive website. The TPA shall establish hosting services with the website host under separate agreement.”

(A6b) RFP 2021-16 Section 4 Subsection **Maintenance** states:

“The web developer shall provide monthly maintenance services, including but not limited to:

- Maintenance of existing web content to ensure optimal website performance
- Review and correction of website performance issues
- Creation of new web features as requested by the TPA“

(Q7) Who are your primary and secondary users?”

(A7) The back-end primary and secondary users are TPA staff. The public-facing primary and secondary users are the public at large which includes Board/committee members, municipalities, and community members.

(Q8) What is the current hosting environment?

(A8) The site is currently hosted and maintained by Frankel Interactive in a proprietary content management system.

(Q9) What are the current pain points with the existing website?

(A9) The TPA solicits the services of a website development vendor to develop a new, modern website for the TPA that incorporates specific aspects of the current website while dramatically improving user experience, technical performance, and integration with ArcGIS Mapping technology. The new website must give special consideration to mobile compatibility, language translation, and Americans with Disabilities Act (ADA) accessibility with Web Content Accessibility Guidelines (WCAG) Level AA compliance.

(Q10) Do you expect copywriting and editing services as part of the engagement?

(A10) No, the TPA does not expect to use copywriting and editing services as part of the engagement.

(Q11) Can we perform tasks related to the RFP outside the USA? (Like Canada, India, etc.?)

(A11) No.

(Q12) Is there a mandatory DBE% to be used on this contract?

(A12) No, there is no requirement.

(Q13) What is the target 'go live' date?

(A13) The target 'go live' date is June 30, 2022.

(Q14) Can we use a different source other than governments references?

(A14) The use of government listed providers or resources is not required. All vendors, suppliers, and contractors are required be eligible and legal to conduct business in the United States and comply with the terms and conditions of the Sample RFP Contract Agreement located at PalmBeachTPA.org/business

(Q15) Is multilingual required?

(A15) Yes, a language translation plug-in is required.

(Q16) How many staff members will be reviewing the design and content of the website?

(A16) 3-4 Staff members will be reviewing the design and content of the website.

(Q17) Can you clarify points/evaluation for Implementation Plan and Timeline?

(A17) Each selection committee member has discretion to attribute the 30 available points for the Implementation Plan and Timeline according to the proposal's response to the requirements listed in RFP 2021-16 Section 3.2.

(Q18) Is there a list of microsites that should be covered in the referenced proposal?

(A18) The only microsite is PalmBeachTPA.org/Okee.