



SPOKANE REGIONAL TRANSPORTATION COUNCIL

REQUEST FOR QUALIFICATIONS – WEBSITE REDESIGN
AND UPDATE

ISSUE DATE: April 01, 2024
SUBMITTAL DUE DATE & TIME: April 30, 2024 – 5:00 pm (PST)

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REQUEST FOR QUALIFICATIONS

SECTION I: INTRODUCTION

Spokane Regional Transportation Council (“SRTC”) requests submittals from qualified firms with expertise in website development, design, and user interface optimization (hereinafter “the Project”). Electronic submission of qualifications will be accepted until **5:00 PM (PST) on Tuesday, April 30, 2024.**

SRTC is the federally designated Metropolitan Planning Organization (MPO) and Transportation Management Area (TMA) for the Spokane Metropolitan Planning Area in Washington state. At the state level, SRTC is the designated Regional Transportation Planning Organization (RTPO). As the MPO and RTPO, SRTC coordinates regional transportation planning within its planning area of Spokane County. Spokane County is located in eastern Washington state and consists of 1,781 square miles with a current population of 554,600.

Federal legislation (23 CFR 450.306) requires MPOs to develop a long-range transportation plan and Transportation Improvement Program (TIP) through a continuous, cooperative, and comprehensive planning process, and consider implementation of projects, strategies, and services that are consistent with the long-range plan. In addition, the MPO supports national transportation goals, increasing the accountability and transparency of the Federal-aid highway program, and improving project decision-making through performance-based planning and programming.

SRTC is guided by a Board of Directors, consisting of 20 voting members who are either elected officials or member agency executives, and 2 ex-officio (non-voting) members. SRTC staff consists of technical and administrative personnel led by an Executive Director and Deputy Executive Director.

SECTION II: GENERAL INSTRUCTIONS

Please read the entire package before submitting a response. Careful attention must be paid to all requested items contained in this formal procurement of services by this Request for Qualifications (RFQ).

- 1. Communications with SRTC:** SRTC is committed to providing accurate and consistent information related to this RFQ to all prospective Proposers to ensure no Proposer obtains an unfair competitive advantage. From the date this RFQ is released through the date of an award of contract, all communications, questions, clarifications, or inquiries concerning this RFQ shall be addressed to:

Savannah Hayward
Communications and Public Relations Coordinator
Spokane Regional Transportation Council
(509) 343-6370
shayward@srtc.org

SRTC reserves the right to disqualify any Proposer who contacts an SRTC officer, director, employee, agent, representative, committee, or Board member concerning this RFQ other than in accordance with this Section.

2. **Confidential Materials:** All material submitted in response to this RFQ becomes the property of SRTC and will not be returned. After contract award, the submittals shall be deemed public records as defined in Ch. 42.56 RCW “Public Records Act”. Any information in the submittal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on it. Marking the entire submittal exempt from disclosure will not be honored. SRTC will review any portions of the submittal that the Proposer considers to be confidential and will then make a determination on what should be released. SRTC will notify the Proposer in writing of the determination and provide the Proposer an opportunity to respond to the decision prior to releasing the submittal.
3. **Questions or Clarifications:** Questions and/or clarifications about this RFQ must be submitted in accordance with Section II (2) no later than **April 12, 2024**. SRTC will post any questions or requests for clarifications received, as well as SRTC’s responses, to all prospective Proposers by **April 16, 2024** on the SRTC website (www.srtc.org).
4. **Optional Pre-Submittal Conference:** A pre-submittal conference for the Project is scheduled for the following date and time:

Thursday, April 18, 2024 | 10:00 AM to 11:00 AM (PST)

Call-in date and time information will be provided to all Proposers and interested parties using the following Zoom link.

<https://us02web.zoom.us/j/88142727206?pwd=ZDZqdUloVjZ1aVZYSmVSUGZSM0VPQT09>

Meeting ID: 881 4272 7206

Passcode: 582873

Interested parties planning to attend should send an RSVP email to Savannah Hayward at shayward@strc.org by **April 17, 2024 at 12:00 PM (PST)**. If no parties RSVP on time, the submittal conference may not be held.

Meeting notes and a list of attendees will be posted on the SRTC website (www.srtc.org).

Questions and/or clarifications about the RFQ may be addressed during this conference. Questions and/or clarifications should be submitted in advance in accordance with Section II (2).

5. **Protest Procedures:** SRTC maintains a set of proposer protest procedures. If any Proposer desires this information, it may be obtained by contacting the Executive Director of SRTC at (509) 343-6370.

SECTION III: SCOPE OF QUALIFICATIONS

Introduction

As a Metropolitan Planning Organization (MPO), SRTC plays a vital role in Spokane County. The SRTC website houses a wide variety of important information and resources for its constituents. Srtc.org serves many audiences: technical planning professionals, legislators, and the general public. SRTC needs a website that can serve the varying needs of its users while communicating high-level information so that everyone can understand and benefit from it. SRTC is seeking a qualified consultant that has experience in web design, user interface and web applications to design a website that is aesthetically pleasing, easy to navigate and clearly communicates SRTC's important, technical information to site visitors. Graphic design, branding and experience working with government and public sector agencies are not requirements but are desired consultant skills.

Background Information

SRTC's website, srtc.org last underwent minor updates in 2016-2017 by the marketing firm SE7EN. The website is housed on WordPress, with the use of the Divi plug-in for editing. GoDaddy hosts the SRTC website domain. Currently, many plugins are outdated, and many updates are overdue. Staff are currently unable to get analytics data from the website due to the plug-ins being out of date. In the past, staff have had experience with the website crashing when trying to perform these updates, which is extremely disruptive to organizational activities.

Additionally, the SRTC brand is most prominently displayed on the website. While staff have continually updated brand materials across SRTC documents, the website content and aesthetics are still outdated across most of the site. In 2020, staff developed the current color palette and font choices. Note: as Adobe fonts (Futura and Proxima Nova), the official brand font is not used or reflected on the website. One item due for an update is the SRTC logo, which was updated sometime between 2015 to 2017. Internally, staff are beginning the process of making an official SRTC brand guide that they would like to correlate to the website, including how new pages will be set up to fit the designated theme and aesthetic created by the consultant. This item is in the very beginning stages and staff are eagerly open to any design and branding services and advice the consultant can provide.

New pages are often made as new projects arise and are edited with the coming of new information. It is important that whatever format the website is in, it can be easily followed and replicated with new pages and content. The Communications and Public Relations Coordinator is the primary editor of the website. Additionally, the Administrative Executive Coordinator often updates the website with Board and Committee information. Other staff have a variety of

experience and usage, with most being beginners in WordPress and web development. There are also many documents housed on the website. Currently, there is no system for back-end organization of documents. Many old documents in the media library are not used, and staff do not know how the amount of storage being used to upload and save documents on the website affects its functionality. Documents are rarely, if ever, deleted from the back end.

The Scope of Services or Scope of Work for the Project is identified in **Attachment C**.

SECTION IV: SUBMITTAL CONTENT REQUIREMENTS

1. Submittals must include the following information:
 - A. **Cover Letter.** A cover letter that has been signed by a party authorized to bind the entity submitting the qualifications.
 - B. **Principal Contacts:** Firm name, phone and; name of Principal-in-Charge and/or Project Manager; and number of employees in each firm proposed for the Project.
 - C. **Statement of Qualifications.** A statement describing the Proposer's organization and outlining its approach to completing the work required by this solicitation. This statement will illustrate the Proposer's overall understanding of the Project and relevant qualifications. The statement should include a summary of the Proposer's experience in the past five (5) years in performing work similar to that anticipated herein. This description should include the (a) date of the cited project, (b) name and address of client organization, (c) name and contact information for individual in the client organization who is familiar with the cited project, (d) a short description of the project, and (e) Proposer team members involved in the cited project and their roles.
 - D. **Staffing.** A staffing plan for the project. The plan shall include the following in table format:
 - i. Project organization chart, which must identify the project manager or principal in charge.
 - ii. Names of key project team members and subconsultants. Only those personnel who will be working directly on the project should be identified.
 - iii. The role and responsibility of each team member.
 - iv. Percent of time of each team member, including subconsultants, is expected to work on the Project during the contract period.
 - v. Any expected role of SRTC technical staff support.
 - E. **Schedule and Scope.** A preliminary schedule for the Project. The schedule shall indicate work plan tasks and their durations in a clearly defined scope for the project. This scope shall also include an estimated cost of services.
 - F. **Resumes.** Resumes (or CVs) for key staff members assigned to the Project.
 - G. **Conflict of Interest.** Proposers are required to document any potential conflicts of interest in the submittal. A conflict of interest shall be cause for disqualifying a Proposer from consideration. SRTC will be the final determining body as to whether a conflict of interest exists. A potential conflict of interest may include, but is not limited to:

- i. Accepting an assignment where duty to the client would conflict with the Proposer's personal interest, or interest of another client;
 - ii. Performing work for a client or having an interest which could conflict with this contract; and/or
 - iii. Employing personnel who were employed with SRTC or one of its member agencies within the past year.
- H. **Attachment A.** All respondents will include Attachment A in their submittal, acknowledging receipt of all amendments.

The submittal shall be a maximum length of 20 pages. This page limit does not include the cover letter, examples of previous work, and resumés. Printing on the front and back of a page will count as two pages. A tabloid (11" x 17") page may be used but will count as two pages toward the maximum page length.

SECTION V: SUBMITTAL DUE DATE AND SUBMISSION REQUIREMENTS

Please submit one (1) copy of your Submittal packet via electronic submission to Spokane Regional Transportation Council to the contact listed in Section II (2), no later than 5:00 PM (PST) on Tuesday, April 30, 2024.

All submittals shall be effective for a minimum of ninety (90) calendar days from the due date. Late submittals shall be deemed nonresponsive and returned to the Proposer unless the submittal would have been timely received but for the action or inaction of SRTC. The cost of any submittal preparation will be completely borne by the Proposer. Proposals which are incomplete, or which are conditioned in any way or contain erasures, alterations, or items not requested, or which are not in conformance with the RFQ or applicable laws, rules, and regulations, may be rejected as nonresponsive.

A proposer may correct mistakes, modify, or withdraw its proposal at any time prior to the Submittal Due Date, provided SRTC receives any such correction, modification, or withdrawal in writing, signed by the proposer or any authorized representative. A modification or withdrawal that is late will be rejected, unless the modification or withdrawal would have been timely received but for the action or inaction of SRTC.

A proposer may be permitted, at the sole discretion of SRTC, to correct a non-judgmental mistake if a request is received after the Submittal Due Date. A proposer is not entitled to correct a mistake based on an error in judgment. Errors in judgment are those requiring the exercise of the proposer's discretion.

EVENT	DATE
RFQ Issued	April 01, 2024
Deadline to Submit Requests for Clarifications	April 12, 2024 – 5:00 pm
RSVP for Pre-Submittal Conference	April 17, 2024 – 12:00 pm
Pre-Submittal Conference (Optional)	April 18, 2024 – 10:00 am to 11:00 am
Submittal Due Date	April 30, 2024 – 5:00 pm
Evaluation of Proposals	May 01 – May 10, 2024
Interviews	May 13 – 15, 2024
Selection of Consultant	May 17, 2024
Final Contract Negotiations and Contract Execution	Initiated after evaluation process is complete and notification accepted by selected consultant

SECTION VI: EVALUATION CRITERIA AND SELECTION PROCESS

1. All qualifications will be evaluated by SRTC’s Submittal Review Team.
2. For any proposals submitted in hard copy, SRTC will retain all submissions until the designated closing date and time. Such submissions will be opened publicly, and the names of the proposers will be read, but all other information will remain confidential. This provision does not apply to proposals submitted electronically.
3. Proposers will be reviewed and the most qualified firm(s) will be identified based on the evaluation criteria. Selected firm(s) will advance to an interview process. Firms selected for interviews will be contacted and informed of the in-person interview date. It is strongly suggested that the principal and/or project manager and key members of the consultant team be present at the in-person interview.
4. SRTC may conduct discussions with Proposers as needed.
5. All Proposers (including the firm’s employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is intended to create a level playing field for all potential firms, and to protect the integrity of the selection process. All questions on this selection process should be addressed to the contact identified in Section II (2).
6. **Evaluation Criteria:** Submittals will be generally evaluated and ranked based on the criteria delineated in **Attachment D**.

SECTION VII: PROJECT ADMINISTRATIVE REQUIREMENTS

1. **Contract:** The costs associated with the services included in the contract shall not exceed \$30,000. SRTC's Executive Director shall negotiate compensation with the offeror determined to be most qualified per the evaluation criteria and selection process. If fair and reasonable compensation cannot be negotiated with that offeror, the Executive Director shall initiate negotiations with the next most qualified offeror (see Chapter 39.80 RCW).
2. **Audited Overhead Rate:** The selected consultant ("Consultant") for this project, including all subconsultants, may be required to provide overhead rates that have been issued by the WSDOT Audit Office before being accepted for use in this contract. Proposers that do not have an overhead rate that has been issued by the WSDOT Audit Office are encouraged to contact WSDOT directly to initiate the process of establishing an accepted overhead rate (or rates if using subconsultants).
3. **Progress Reports:** During the course of the project, the consultant will be required to submit progress reports, on a schedule as agreed to by SRTC and the consultant, until the final project deliverable is submitted. The content of each report shall be decided and agreed upon between SRTC and the consultant during the finalization of the website update and redesign contract.
4. **Audit:** An audit examination of the consultant's records may be required.
5. **Insurance Requirements:** If selected, the Proposer will be required to procure and maintain, at its sole expense, insurance for injuries to persons or property, or damage to property, that may arise from or in connection with the Proposers work, including the work of its contractors, officers, directors, agents, and subcontractors. Specifically, SRTC may require the following insurance minimums:
 - A. **General Liability:** on an occurrence basis with minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate per project
 - B. **Automobile Liability:** coverage for any owned, hired, non-owned or rented automobile with minimum limits of \$1,000,000 combined single limit, each accident.
 - C. **Umbrella Liability:** Minimum limits of \$2,000,000 per occurrence and \$4,000,000 in the aggregate.
 - D. **Worker's compensation:** Statutory requirements for Consultant's state of residency. When work is performed in Washington State, coverage is required by Title 51 RCW.

SRTC reserves the right to require additional insurance. SRTC further reserves the right to waive any insurance requirement listed herein.

6. **Ownership of Data, Reports, Materials, and Property:** Any items, products, webpages, reports, or presentation materials prepared or purchased with funds from this Project will

become the exclusive property of SRTC. All report originals, and/or presentation materials, must be provided to SRTC prior to issuance of final payment.

SECTION VIII: PROPOSER CERTIFICATION, LICENSING & REGISTRATION REQUIREMENTS

1. **Proposer Certification:** By submittal of a response pursuant to this RFQ, the Proposer certifies the following:
 - A. The submission of the offer did not involve collusion or other anti-competitive practices.
 - B. The Proposer shall not discriminate against any employee or applicant for employment in violation of the Federal Executive Order 11246.
 - C. The Proposer has not given or offered to give and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer.
 - D. Failure to sign the offer, or the falsity of a statement in a signed offer, shall void the submitted offer or any resulting contracts, and the Proposer may be debarred.
 - E. That to the best of its knowledge and belief, that it and its principals, including subconsultants, are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded or disqualified from covered transactions by any Federal department or agency.
 - F. The Proposer has not paid or agreed to pay any fee or commission, or any other thing of value contingent on the award of this contract, to any employee, official or current consultant of the Project Manager.
 - G. The Proposer has examined, read, and understands the RFQ and any amendments, if applicable.
 - H. That the Submittal is based upon the scope of work in the RFQ, and that Proposer has taken steps reasonably necessary to ascertain the nature and location of the work, and that it has investigated and satisfied itself to the general and local conditions which may affect the work or its cost.

2. **Licensing & Registration:** By submittal of a response to this RFQ the Proposer verifies it meets the following business registration and licensing criteria:
 - A. Active registration with the Washington Secretary of State.
 - B. Active Washington State Business License, issued by the Washington State Department of Revenue.
 - C. Active Worker's Compensation Account with the Washington State Department of Labor and Industries.Should the Proposer not meet these criteria, its submittal may be rejected as incomplete or not responsive.

3. Following the award of contract, but prior to execution of the contract, the Proposer shall provide verification of any necessary local business licenses within the jurisdiction where the performance of work or services shall occur.

4. Proposers are encouraged to review the following resources when determining applicable requirements:
- A. Washington Secretary of State: www.sos.wa.gov/corporations-charities
 - B. Washington State Department of Revenue: <https://dor.wa.gov/open-business/apply-businesslicense#RegRequire>
 - C. Washington State Department of Labor and Industries: www.lni.wa.gov/for-business
- By providing this information, SRTC is not providing the Proposer with legal advice on any of the aforementioned requirements.

SECTION IX: GENERAL PROVISIONS & APPLICABLE REQUIREMENTS

Reservation of Rights

SRTC reserves the right, at its sole discretion and without notice, to reject any or all submittal, or a portion of a submittal, to waive any informalities or irregularities in the submission process, to correct, supplement, amend, or otherwise modify the Request or cancel the request with or without the substitution of another RFQ, to extend the date for submission of responses, to request additional information and/or data from any or all proposers, to reissue any part or all of the RFQ, to negotiate further with any proposer within the competitive range, to increase or decrease the scope of work, to negotiate changes in the scope of work prior to any contract award, and to award the contract in the best overall interests of SRTC.

Americans with Disabilities Act (ADA) Information

SRTC, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commit to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing SRTC at contact.srtc@srtc.org or calling (509) 343-6370.

Funding

Portions of this Project may be funded in whole or in part by the United States Department of Transportation, Federal Transit Administration (FTA). If any portion of the Project is funded by FTA, Proposers will be required to comply with all applicable FTA, State, and Local rules and regulations for specific task orders (see Attachment B in the Instructions to Proposers).

Title VI Statement

SRTC, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

UDBE Goal

There is not a mandatory Underutilized Disadvantaged Business Enterprise (UDBE)

goal for this Project; however there is an overall UDBE goal for SRTC and the agency asks that you indicate in your proposal if your organization is considered a UDBE firm for overall reporting purposes. Regardless of any applicable UDBE goals, proposers are encouraged to employ reasonable means to obtain UDBE participation. In the absence of a mandatory UDBE goal, a voluntary Small Business Enterprise (SBE) goal amount of 10% of the Consultant Agreement is established.

EEO

SRTC is an Equal Employment Opportunity (EEO) organizations, which do not discriminate on the basis of race, religion, color, sex, age, marital status, national origin, or the presence of any sensory, mental, or physical disability in consideration of a contract award. The successful Proposer will be required to comply with all EEO federal, state, and local laws and regulations.

Anti-Lobbying

SRTC complies with the provisions of Section 1352 of Title 31, U.S. Code (Public Law 101.121) as codified in Title 48, Federal Acquisition Regulations Subpart 3.8 and Subpart 52.203-11 and 23 CFR 630.112(c)(5). That legislation prohibits Federal funds from being expended by a recipient or any lower tier sub-recipients of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence a Federal agency or Congress in connection with the award of any Federal contract, the making of any Federal grant or loan, or entering into any cooperative agreement, including the extension, continuation, renewal, amendments, or modification of any Federal contract, grant, loan or cooperative agreement.

ATTACHMENTS

- A. Acknowledgments of Amendments and Conflicts of Interest
- B. Federal Contract Clauses
- C. Scope of Services
- D. Evaluation Criteria

Attachment A

1. Acknowledgement of Amendments

Request for Qualifications – Website Redesign and Update

SPOKANE REGIONAL TRANSPORTATION COUNCIL

Spokane, WA

If the RFQ is amended, the offeror must acknowledge receipt of the amendment(s) to this solicitation as part of their submittal package (if applicable, provide number and date of each acknowledged amendment).

2. Conflicts of Interest

The proposer affirms there are no conflicts of interest.

Signature _____ Date _____

Print Name _____

Attachment B – Federal Contract Clauses

Request for Qualifications – Website Redesign and Update

SPOKANE REGIONAL TRANSPORTATION COUNCIL

Spokane, WA

1. Standard Assurances.

As the duly authorized representative of the applicant, you certify that the applicant:

(a) Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.

(b) Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

(c) Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

(d) Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

(e) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728–4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 CFR 900, Subpart F).

(f) Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:

(1) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin, as effectuated by U.S. DOT regulation 49 CFR Part 21;

(2) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, and 1685–1686), which prohibits discrimination on the basis of sex, as effectuated by U.S. DOT regulation 49 CFR Part 25;

(3) Section 5332 of the Federal Transit Law (49 U.S.C. § 5332), which prohibits any person being excluded from participating in, denied a benefit of, or discriminated against under, a project, program, or activity receiving financial assistance from FTA because of race, color, religion, national origin, sex, disability, or age.

(4) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps, as effectuated by U.S. DOT regulation 49 CFR Part 27;

(5) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101–6107), which prohibits discrimination on the basis of age;

- (6) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
- (7) The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
- (8) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
- (9) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing;
- (10) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
- (11) the requirements of any other nondiscrimination statute(s) which may apply to the application.

(g) Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“Uniform Act”) (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. The requirements of the Uniform Act are effectuated by U.S. DOT regulation 49 CFR Part 24.

(h) Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§ 1501–1508 and 7324–7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

(i) Will comply, as applicable, with the provisions of the Davis–Bacon Act (40 U.S.C. §§ 276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. § 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327–333), regarding labor standards for federally assisted construction subagreements.

(j) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

(k) Will comply with environmental standards which may be prescribed pursuant to the following:

- (1) Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514;
- (2) Notification of violating facilities pursuant to EO 11738;
- (3) Protection of wetlands pursuant to EO 11990;
- (4) Evaluation of flood hazards in floodplains in accordance with EO 11988;
- (5) Assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.);
- (6) Conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.);
- (7) Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and
- (8) Protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93–205).

- (l) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- (m) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).
- (n) Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
- (o) Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
- (p) Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- (q) Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Subpart F, "Audit Requirements", as adopted and implemented by U.S. DOT at 2 CFR Part 1201.
- (r) Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program under which it is applying for assistance.
- (s) Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104) which prohibits grant award recipients or a subrecipient from:
 - (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect;
 - (2) Procuring a commercial sex act during the period of time that the award is in effect; or
 - (3) Using forced labor in the performance of the award or subawards under the award.

Attachment C – Scope of Services

Request for Qualifications – Website Redesign and Update

SPOKANE REGIONAL TRANSPORTATION COUNCIL

Spokane, WA

Scope of Services

SRTC staff have limited knowledge in web development and design. The following experience and expertise are desired to help create a new website for SRTC and complete the outlined tasks below. The projected end date for the following tasks is December 2024.

A. Task 1: Evaluation and Analysis of the current SRTC website

Task 1.1: Provide a memo analyzing the current SRTC website with a project proposal outlining different options for the final product and why it will work best for SRTC.

As the experts, SRTC desires the hired consultant to provide analysis and insight on the current status of the website along with recommendations for future updates and development that the consultant will undertake. SRTC is open to any suggestions, including but not limited to site hosting, editing software recommendations and branding/design choices. This analysis should also consider the sustainability of keeping up the website as future pages and information will be updated, especially regarding staff skill levels. This memo will also include the pros and cons of the different solutions the consultant provides for how to best move forward with the website work. Additionally, the memo will include a timeline of recommended work.

B. Task 2: Back-end streamlining and organization.

Task 2.1: Organize back-end documents and establish a system for future additions.

As many important documents and information are being added to the website, it can be confusing to navigate in the back end. The consultant will review back-end documents and analyze what should be kept and what needs to be deleted when the new website is created. A system will be created to ensure the work done by the consultant remains after the project's conclusion. This system will

need to be compatible with WordPress capabilities (or a new platform depending on the consultant's recommendation).

Task 2.2: Update the site and provide the best plug-ins and systems for different website functionalities.

The consultant will make sure the new website is up to date and provide expertise on how to execute seamless updates in the future. They will also install new plug-ins to help with important website functionalities such as receiving public comments, email list registration and web analytics.

Task 2.3: Create a website manual for SRTC staff and provide staff with training on the basics of editing the website.

This document would include "Website 101" basics of how to edit, add and use the site from the back end. This will be custom to WordPress (or other chosen platform if recommended by the consultant). This also would include brand and guide items that staff can refer to when creating new pages (text type, font size, spacing, color choice, lines, etc.).

C. **Task 3: User-interface Update**

Task 3.1: Redesign the SRTC website to improve the user experience and meet the needs of all SRTC's unique stakeholders and constituents.

The SRTC website should be a tool for all who utilize it and want to interact with SRTC work and staff. Since there is a lot of information one could gather and learn from at SRTC, the website needs to be organized in a way that is easy to navigate, intuitive and that allows its users to achieve the various goals they have in coming to the site. This comes in many aspects of user interface such as website copy and navigation, menu organization, design and overall feel of pages. Additionally, the consultant will need to confirm the varying audience needs that staff have identified. This may include meetings with staff, stakeholders, a public comment period or other ideas to gather input.

Task 3.2: Create a new website that meets government requirements and standards.

As a government organization, SRTC is required to follow certain guidelines and standards. A preferred consultant qualification is experience working with government or other public sector organizations. Preferred experience also includes working with government standards, such as 508 guidelines. SRTC not only needs to meet these standards but desires to go above and beyond those standards to best serve all its constituents.

D. **Task 4: Design Update**

Task 4.1: Redesign the website to be visually pleasing, enhancing the SRTC brand.

The design goal for the SRTC website is to have a modern and clean feeling that aids in the user interface and experience aspects outlined above. Experience with graphic design and branding is not required, but greatly desired. SRTC is open to input on how to update its brand and logo, as well as receiving content (photo, video, etc.) for future outreach and marketing use.

Attachment D – Evaluation Criteria

Request for Qualifications – Website Redesign and Update

SPOKANE REGIONAL TRANSPORTATION COUNCIL

Spokane, WA

Selection and Evaluation:

In evaluating the RFQ responses, SRTC is particularly interested in firms demonstrating competent, timely, experienced, and functional skills to accomplish these services. The selected firm and assigned personnel must demonstrate a clear knowledge of website development and be able to meet government standards. Graphic design expertise and experience working with government/public sector organizations in the past are not required qualities but are preferred. SRTC staff will review all submittals, interview the most qualified proposers, and report results to the SRTC Board, who will be the final authority on selection.

SRTC has established a Submittal Review Team to evaluate submitted qualifications. Submittals will be evaluated using the following criteria:

Evaluation Criteria	Number of Points
Quality of work demonstrated in previous projects	30
Consultant’s understanding of and vision for the Scope of Services	25
Specific qualifications of the consultant project manager and key staff experience relevant to the Scope of Services	25
Demonstrated experience and/or understanding of public sector agency website needs	10
Demonstrated experience and expertise in graphic design &/or branding	10

The selection of professional consultant(s) or a consultant team shall be based on qualification information exhibited in both written and graphic form as submitted through this RFQ solicitation.