

REQUEST FOR QUALIFICATION 26-001

Date Issued: October 7, 2025

The City of Decatur ("City") will accept sealed Requests for Qualifications (RFQ) for the following services:

Description: **Website Redesign and Development**

RFQ submissions must be received before: Tuesday, October 28, 2025 at 2:00pm at the Purchasing Conference Room located at 701 Railroad Street NW, Decatur, AL 35603

Include (1) original and (1) copy of your sealed and marked RFQ Submission.

Return sealed and marked RFQ submissions to:

Regular Mail

City of Decatur
Purchasing Department
P.O. Box 488
Decatur, AL 35602

Courier

City of Decatur
Purchasing Department
701 Railroad Street NW
Decatur, AL 35603

All questions or needs for clarification shall be sent in writing via email to Jeremy Sherrill, City of Decatur, Procurement Agent: jsherrill@decatur-al.gov

Standard Terms & Conditions

- All RFQ submissions shall consist of **no more than 20 pages**, printed on front and back pages, not including a title page.
- RFQ response envelopes shall be properly identified on the front with the RFQ number, opening date and time.
- The Purchasing Department assumes no responsibility for late RFQ responses that occur due to the U.S. Postal Service or private courier service.
- RFQ responses and signature page must be submitted on this form in ink or typewritten or the RFQ will be rejected. Submit the original and (1) copies of the original in your submission.
- RFQ responses must be received in the office of the Purchasing Department not later than the date and time specified.

- The Purchasing Department will not accept facsimile (fax) nor email transmissions of RFQs.
- Changes or modifications of this RFQ are allowed only by written authority of the Purchasing Agent.
- The City of Decatur reserves the right to modify all or any portion of this RFQ when the best interest of the City is involved.
- All respondents shall maintain such insurance as will protect the respondent and the City of Decatur from claims under Workman's Compensation Acts and from claims for damage and or personal injury, including death, which may arise from the operation and/or fulfillment of the resulting contract of this Invitation to RFQ. Insurance shall be written by companies authorized to do business in Decatur, Alabama. Evidence of insurance shall be furnished to the City of Decatur Purchasing Department with submitted RFQs when requested.
- Any individual, company, or corporation doing business with the City of Decatur must possess and show proof of all proper licenses and/or proper certifications required by Federal, state and local statutes and regulations prior to award.
- The City of Decatur reserves the right to terminate any contract resulting from this RFQ for just and reasonable cause whereby it appears to be in the best interest of the City.
- The successful respondent(s) agrees, by entering into this contract, to defend, indemnify, and hold the City of Decatur harmless from any and all causes of action or claims of damages arising out of or related to respondents performance under this contract.
- The successful respondent shall abide by all Federal, State, and Local Statutes, laws, regulations, and ordinances.
- The City reserves the right to award to a single respondent, multiple respondents or reject all submissions.
- An electronic version of this RFQ is available on the City's website at www.decaturalabamausa.com or by emailing purchasing@decatur-al.gov. In order to decrease the evaluation time and insure award by the award date please submit your response in an electronic version (if possible), and return it with a hard copy with your RFQ response package.
- The hard copy of the invitation to RFQ on file in the City of Decatur Purchasing office shall serve as the master document. Any alterations, deletions, additions or other changes that materially change the intent of the RFQ could be considered grounds for rejection of the RFQ response.
- The City shall not be liable for any costs incurred by any firm responding to this request.
- Any information in a submission considered a trade secret or proprietary information will be protected under the Public Records Laws of the State of Alabama.

LETTER OF QUALIFICATION

The undersigned have reviewed our enclosed submittals in response to the Request for Qualifications (RFQ) issued by the City of Decatur, Alabama (City) in connection with the City's need for Website Redesign and Development.

We affirm that the contents of our RFQ submittal is accurate, factual, and complete to the best of our knowledge and belief and that RFQ is submitted in good faith upon express understanding that any false statement may result in the disqualification from consideration.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate offices of each company shall sign.)

(Signature of Chief Executive Officer)

(Signature of Chief Financial Officer)

(Typed Name and Title)

(Typed Name and Title)

(Type Name of Firm)*

(Type Name of Firm)*

Dated:

Dated:

*If a joint venture, partnership, or other formal organization is submitting, each participant shall execute this Letter of Qualification.

Scope of Services

The City of Decatur, Alabama is searching for firms that will provide professional contracted services for the redesign and development of the city's website. The City of Decatur invites qualified firms to demonstrate their experience and skills in redesign and developing our official website. We aim to create a modern, user-friendly platform that assists residents, businesses, and visitors easily locate information, access services, and remain engaged with the city government.

What We're Looking For

We want a partner who can:

- Design and build a site that is easy to navigate and mobile-friendly.
- Ensure accessibility for all users by meeting ADA and web accessibility standards.
- Provide a clean, modern look that reflects the character and personality of Decatur.
- Integrate essential tools like online payments, permitting, and GIS maps.
- Provide secure hosting and ongoing technical support.
- Assist with moving existing content and training staff on the new system.

Information Requirements

Please include the following in your submission:

1. **Introduction** – A brief overview of your firm and services.
2. **Experience** – Examples of similar work, especially with local governments or public agencies.
3. **Team** – Key staff who would be assigned to the project.
4. **References** – Contact information for at least three clients.
5. **Approach** – A high-level description of how you approach website redesigns.
6. **Approach** – A fee schedule identifying hourly rates per staff position and/or flat project rates if applicable. All proposals shall outline the basis for compensation including identification of all rates and reimbursables. The proposal should also address what shall be considered 'billable hours'.

7. **Other Information** – Details highlighting why your firm would be a good fit.

Evaluation and Selection

Responses will be considered based on:

- Experience with government websites.
- Understanding of accessibility, usability, and security.
- Qualifications of your project team.
- References and past performance.

The City reserves the right to reject any or all proposals, and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the city.

The proposals will be evaluated by a committee made up of City staff. The committee may then narrow the field to three firms who may be requested to participate in an interview process.

Selection of the firms to be shall be based on the following criteria:

1. The firm's approach to and understanding of the Scope of Services.
2. The firm's demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.
3. The firm's experience with and expertise in municipal work as listed in the Scope of Services.
4. The experience and qualifications of the firm's staff that will have primary contact with the City's staff.
5. The firm's commitment to delivering work on time and within budget.
6. The extent of involvement by the firm's key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the City's infrastructure.
7. The extent to which previous clients have found the firm's services acceptable.
8. The ability of the firm to provide quality municipal services at a reasonable cost.
9. Geographical location in relation to the City.

The City reserves the right to accept any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which in the judgment of the City is most advantageous to the City and to resolicit if desired.

The City will review and evaluate all responses to this RFQ. The City may short list the responses to the three firms it deems best suited to meet its needs. The selected firms will be notified if necessary for an interview / presentation.