



Village of Lakeview

Lakeview, Michigan

**REQUEST FOR PROPOSALS (RFP):
WEBSITE DESIGN, IMPLEMENTATION, SUPPORT, AND HOSTING**

The Village of Lakeview seeks a professional firm specializing in municipal website design, implementation, client support, and hosting services for the villageoflakeview.org website.

The company is expected to:

1. Coordinate with the Village Manager regarding any photo or text resources required for the site.
2. Provide an accurate timeline for design and implementation of the project.
3. Adhere to the proposed and agreed upon schedule to ensure timely delivery of the redesigned website.

If/when a candidate is chosen, the company is expected to work closely and report progress to the Village Manager, or any other staff as required.

Sealed proposals should be submitted to the Village Manager, PO Box 30, 208 S. Lincoln Ave., Lakeview, MI 48850 by 5pm on or before May 4, 2026, clearly marked on the outside "Website." No bids shall be withdrawn for a period of 90 days after the submission deadline. Bids will be opened and compiled for the Council who will decide if there is a proposal they wish to move forward with. Once the winning proposal is selected, the Village will enter into an agreement with said party. It is anticipated that the RFPs will be considered at the Village Council meeting on May 12, 2026.

The Village Council reserves the right to reject any and all proposals, or parts of proposals when it is assessed to be in the best interest of the Village.

All questions should be sent to the Village Manager, Darin K. Dood at PO Box 30, Lakeview, MI 48850 or by email to manager@villageoflakeview.org.

A. SCOPE OF SERVICES:

The successful company shall agree to the contract with the Village to provide the following:

1. Determine the Village's needs for an updated and redesigned website.

2. The website redesign needs to incorporate a single landing page built to serve the Village website directories at <http://villageoflakeview.org/>. The landing page will feature the Village's logo/branding.
3. Make suggestions, utilizing examples, until a design is understood.
4. Provide the first draft of the home page for a review of format, templates, and general design.
5. Work with Village staff and provide regular updates, to be agreed upon at the time of the award.
6. Present finalized website on time and on budget.
7. Provide all necessary access to the website for Village staff to have full control of the content.
8. Provide any necessary technical support for the length of the contract after implementation.
9. Provide website hosting services including but not limited to software updates, website health checks, backups, search engine indexing, and security.
10. Google Analytics installation included monitoring.

B. QUALIFICATIONS: Respondents to this RFP shall have the following qualifications:

- Must have and show previous experience in designing and implementing municipal websites and provide references.
- Should be knowledgeable of all requirements indicated on municipal websites, as well as current best practices and design principles.

C. FEE SCHEDULE The proposed bid and fee schedule shall include the following:

- Not-to-exceed bid for the design, implementation of website, training, hosting, support, and all additional features.

D. TERM OF CONTRACT WITH THE VILLAGE

The contract period for the successful company for web design services and implementation will be from the date of award until completion, or until either party chooses to discontinue the contract. The contract may be terminated by either party with a sixty-day period of notice.

The contract period for the successful company for web support and hosting will be annually from the date of completion; the contract may be terminated by either party with a sixty-day period of notice. The launch date will be the annual renewal date. The ongoing service and hosting will renew annually unless either party gives notice at least sixty days prior to the annual renewal date.

E. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the Village of Lakeview to award a contract. The Village reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the companies submitting a proposal, or to cancel this RFP in whole or in part.

F. INTERVIEWS/PRESENTATION

Companies submitting a proposal in response to this RFP may be required to give a presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will they change the original submitted proposal. Interviews are optional and may be conducted but are not obligatory.

G. SELECTION CRITERIA

1. Completeness of response to RFP as outlined in this request.
2. Knowledge of municipal web presence, which has been presented in past projects.
3. Implementation schedule and organization of project timeline.
4. Ability to support the company's product after implementation.
5. The ability of the company to meet or exceed the requirements defined in the RFP.
6. Fee schedule for year one, two, and three.

H. RFP SUBMITTAL REQUIREMENTS

By submitting a proposal, you represent that you have thoroughly examined and become familiar with the scope of services outlined in this RFP and are capable of achieving a positive outcome, attaining all the Village's objectives.

The following information must accompany your proposal:

1. List years in business, previous names of the firm, if any.
2. Description of your company including the size of the firm, location, number and nature of the professional staff to be assigned, staff experience and training.
3. Advantages of your company and explanation of your services, including the flexibility of your product to evolve as the Village's needs change to meet new mandate requirements.
4. Experience in assisting similar size entities, including any and all services for government agencies.
5. List of at least three references where and when your company provided similar services. Please describe your services and provide names and telephone numbers of contact persons for each reference.
6. Additional services offered through your firm.
7. Listing of current litigation, outstanding judgments, and liens.
8. Bid and fee schedule – identify any other ancillary fees that the Village should anticipate – including the separate fees for the following features:

- **Current Website Features Plus:**

- Landing Page
- Mobile-Friendly Design
- Backups
- Site Search
- Easy content management
- Hosting with software updates
- Training and guidance after the site is created
- FAQ Page
- Calendar of Events
- Fillable forms on site
- Site Map

- Sign Up for Notices
- SSL certificate
- ADA/Universal Use Compliance/WCAG Compliance
- Permission-based login (Manager level controls)
- Slideshows, scrolling messages
- Published Notices are syndicated to social media
- Online Payments
- Video Hosting
- Unique and Custom Homepage Design

9. Any requirements you might have to perform these services.

10. An example or demonstration of what our website redesign might look like is requested but not required.