



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Megan George, Deputy City Manager
Heidi Stanley, Creative Communications and Marketing Program Manager

DATE: July 8, 2024

SUBJECT:

Consideration of Resolution No. 5791-24 Awarding a Contract for Website Redesign & Hosting to Largefoot LLC, dba Juicebox, and Authorizing the City Manager to Execute a Contract.

RECOMMENDATION:

Staff recommends that Council approve the resolution to allow the City Manager to execute a contract with Largefoot LLC, dba Juicebox, in an amount not to exceed \$150,000, with a 10% contingency.

EXECUTIVE SUMMARY:

The City is redesigning its current website in order to enhance accessibility and ease of use for all visitors. The new website will provide a user-friendly interface that will allow members of the community to easily navigate and find important information. This redesign aims to ensure that all visitors, including those with disabilities, can access city services and information without barriers.

The updated website will feature several key improvements, including a responsive design that works seamlessly across various devices, a robust content management system, and advanced search capabilities. These enhancements will make it easier for city staff to maintain the site and for visitors to find what they need quickly and stay informed about city projects and events.

The City issued a Request for Proposals, which was advertised in the Daily Journal of Commerce on March 13, 2024. Thirteen (13) proposals were received before the April 8, 2024 submission deadline. Following thorough evaluation, the scoring committee determined that Largefoot LLC, dba Juicebox is the highest-ranked proposer offering the best value to the City.

The proposed project total from Largefoot LLC, dba Juicebox is currently \$114,385. As there are some content/technological unknowns until the vendor is able to assess our current site in more depth, the City is requesting spending approval of \$150,000 with a 10% contingency. The City will only pay for services rendered.

OUTCOMES OF DECISION:

Adopting the resolution and authorizing contract execution would allow the City to proceed with the website redesign project.

FINANCIAL IMPLICATIONS:

The website redesign is funded in the fiscal year 2024-2025 General Fund budget.

ATTACHMENTS:

- Resolution No. 5791-24 Awarding Website Redesign and Hosting Contract
- Exhibit A Draft Personal Services Agreement with Largefoot LLC, dba Juicebox
- Presentation