

SUMMARY OF PROCUREMENT BY TIKSOM

South Platte Renew

Website Redesign and Development Services

RFP No. 26-022

City of Englewood, Colorado

Issued: May 19, 2026, Due: June 16, 2026 at 2:00 PM MT

Prepared by Tiksom, tiksom.us

SUMMARY OF PROCUREMENT

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Section 1: Project Overview

The City of Englewood, Colorado is seeking a qualified firm to redesign and redevelop the South Platte Renew (SPR) website. SPR is the third-largest water resource recovery facility in Colorado, jointly owned by the Cities of Littleton and Englewood, and the current website suffers from fragmented platforms, poor navigation, and accessibility gaps that this project will resolve through a consolidated, WordPress-based, WCAG 2.2-compliant digital experience.

Section 2: Basic Information

Reference Number	0000424984
Issuing Organization	City of Englewood, Colorado
Owner Organization	City of Englewood, Colorado (South Platte Renew)
Solicitation Type	RFP - Request for Proposal (Formal)
Solicitation Number	RFP 26-022
Title	Website Redesign and Development Services
Source ID	PU.AG.USA.1110.C12090176

Location	Arapahoe County, Colorado
Delivery Point	2900 South Platte River Drive, Englewood, CO 80110
Piggyback Solicitation	No
Country	USA
Official Agency Website	www.engagewoodgov.org

Section 3: Key Objectives

1. Deliver a modern, intuitive, user-centered website that replaces the current fragmented SPR digital presence.
2. Consolidate all existing communication tools, event platforms, and form systems into a single WordPress CMS.
3. Achieve full compliance with WCAG 2.2 Levels A and AA and Colorado accessibility law (C.R.S. Sections 24-85-101 et seq.).
4. Build advanced search functionality covering agendas, events, job postings, and contextual how-to content.
5. Migrate all existing content with a defined URL redirect strategy that preserves SEO and eliminates broken links.
6. Enhance the PARC section with an interactive project map, improved podcast navigation, and creative storytelling elements.
7. Deliver comprehensive staff training, user documentation, and optional ongoing maintenance support post-launch.

Section 4: Detailed Information

Contract Nature	Professional Services Agreement (lump sum / fixed-fee pricing by task)
NAICS Code	541511 - Custom Computer Programming Services (inferred from scope); 541430 - Graphic Design Services (inferred from scope)
NIGP Codes	915-00 Communications and Media Related Services; 915-22 Communications Marketing Services; 918-24 Communications Consulting
Scope Summary	Full website redesign and development for South Platte Renew covering discovery, UX/design, WordPress development, accessibility compliance, content migration, functional enhancements (PARC map, podcast, search, forms, events, microsites), training, and optional ongoing maintenance
Required CMS Platform	WordPress only. Proprietary or closed platforms will not be considered.

Key Deliverables	Discovery and strategy report; wireframes and prototypes; finalized website design; developed WordPress site; PARC interactive map; migrated content; VPAT or written accessibility certificate; staff training; user documentation
Attachments	Attachment A: Statement of Work Template; Attachment B: Draft Professional Services Agreement; Attachment C: Draft Statement of Work; Attachment D: Affidavit of Authenticity
Work Model	Not specified in solicitation. Predominantly remote delivery implied; consultant must designate a project manager as single point of contact
Budget / Estimated Value	Not stated in solicitation. Pricing is lump sum per task; price proposal submitted as separate PDF
Contract Duration	Base term of one year from contract execution; renewal by mutual written agreement subject to Englewood City Council approval and annual appropriation
Eligibility	Open to all qualified firms; nonresident corporations must provide Colorado Secretary of State Articles of Incorporation with proposal
Sub-consultants	Permitted with prior written City approval; all sub-consultants bound by agreement obligations; must be disclosed in proposal
Submission Method	Electronic only; no physical copies accepted
Technologies Required	WordPress CMS; WCAG 2.2 AA compliant development stack; translation integration (e.g., Google Translate or comparable); advanced search tools
Legal Requirements	Colorado law governs; Arapahoe County courts have jurisdiction; TABOR compliance required; IRCA/I-9 employment verification required; nondiscrimination per C.R.S. 24-34-301; drug-free workplace
Payment Structure	Net 30 days after City written acceptance of deliverables/milestones; no taxes included; out-of-pocket expenses reimbursed only if pre-approved in writing

Section 5: Insurance Requirements

The following insurance coverages are required under Attachment B Draft Agreement, Section 15:

- **Workers' Compensation:** Statutory limits per Colorado law; Employers' Liability at minimum statutory limits. Must cover all employees performing work under the contract.
- **Commercial General Liability (including auto and contractual liability):** Combined single limit of not less than \$3,000,000 per occurrence for bodily injury and property damage.
- **Professional Liability / Errors and Omissions:** Not less than \$1,000,000 per occurrence, covering acts, errors, and omissions arising from consultant's operations or services.
- **Employee Dishonesty and Computer Fraud Insurance:** Not less than \$1,000,000 per occurrence, covering fraudulent or dishonest acts by consultant personnel.

Certificate Submission: Submit certificates of insurance naming the City of Englewood as additional insured. Certificates must be signed by authorized carrier representatives and must include a 30-day

notice of cancellation, reduction, or material change provision. Evidence of ability to obtain insurance (letter or COI) must be submitted as Appendix C with the proposal.

Section 6: Proposal Format and Submission

Required Proposal Components (in submission order):

1. Transmittal Letter (max 2 pages on firm letterhead; signed by authorized officer; not counted in page limit)
2. Part 1: Experience and Technical Capability
3. Part 2: Project Understanding and Management Approach
4. Part 3: Proposed Timeline
5. Part 4: Price Proposal (separate PDF file; not counted in page limit)
6. Part 5: Draft Agreement Review (acknowledgement of Attachment B review)
7. Part 6: Statement of Work Review and Completion (completed Attachment C using Track Changes in MS Word)
8. Appendix A: Forms for Affirmation of Compliance (completed Attachment D Affidavit of Authenticity)
9. Appendix B: Key Personnel Resumes
10. Appendix C: Evidence of Ability to Obtain Insurance

Format Rules: Maximum 10 pages for the narrative proposal (transmittal letter, table of contents, cover sheets, section dividers, and appendices excluded). Up to 2 of the 10 pages may be 11 x 17-inch tri-fold format. Standard 8.5 x 11-inch pages with minimum 1-inch margins. Font: 11-point or larger (e.g., Times New Roman 11-pt). Price Proposal must be a separate PDF in the same font size or larger.

Submission: Electronic only via the designated online portal. No physical copies accepted. Deadline: June 16, 2026 at 2:00 PM Mountain Time (MT). Proposals received after this deadline will not be considered. Begin the upload process well before 1:50 PM. For technical difficulties, contact Vendor Support at (800) 835-4603, option 2. If unresolved, contact the procurement agent at procurement@englewoodco.gov by 1:45 PM.

Section 7: Evaluation Criteria

The Selection Committee scores proposals using the following weighted criteria:

Proposal Part	Max Points	Key Criteria Description
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Experience and Technical Capability	Up to 40	Demonstrated experience with WordPress or comparable open-source CMS; municipal or public-sector website design; accessibility compliance (WCAG 2.2 AA); content migration; microsite management. Prior experience with water resource recovery facilities or comparable public utilities is a specific differentiator.
Project Understanding and Management Approach	Up to 40	Complete and specific understanding of the SPR scope; realistic schedule with defined milestones; demonstrated ability to meet deadlines and remain within budget; clear team structure and revision cycle management.
Price Proposal	Up to 20	Maximum points awarded for proven best value. Lower cost relative to scope and demonstrated capability. Lump-sum pricing by task is required.

Selection process: Responsiveness check, then scoring and shortlisting by the SPR Selection Committee. Interviews may be required. The City may negotiate with the top-ranked firm; if negotiations fail, the City moves to the next-ranked firm.

Section 8: Contact Information

Name	Alyssa Hoffman
Title	Procurement Administrator
Phone	303-783-6823
Email	procurement@englewoodco.gov
Address	2900 South Platte River Drive, Englewood, CO 80110
City Project Manager	Maggie Gardner (contract administration post-award)
Questions Deadline	May 26, 2026 at 4:00 PM Mountain Time (MT)
Note	All questions must be submitted in writing to the procurement contact above. No verbal interpretations. No contact with other City, SPR, or Littleton staff during the procurement period.

Section 9: Award Information

The SPR Director and/or Supervisory Committee will select the firm offering the best value based on the weighted evaluation criteria: 40 points for experience and technical capability, 40 points for project understanding and management approach, and 20 points for price. Following shortlisting and any required interviews, the City's Project Manager will negotiate a Professional Services Agreement with the top-ranked firm. If negotiations fail, the City moves to the next-ranked firm. The final contract requires approval through the appropriate City authority levels and execution by the City of Englewood. Contract renewal beyond the initial one-year term is subject to Englewood City Council approval and annual appropriation of funds consistent with TABOR obligations.