South Bay Cities Council of Governments

October 24, 2013

TO: SBCCOG Board of Directors

FROM: SBCCOG Steering Committee

RE: Web Site Redesign Phase II

At the October 25, 2012 Board meeting, the South Bay Cities Council of Governments (SBCCOG) approved a contract with Civic Resource Group (CRG), Los Angeles, CA for Web Site Redesign. The phase I work focused on website development using a Drupal platform and content migration. This work has been completed.

The second phase of this project included website enhancements to support the SBCCOG work with the Enterprise Energy Monitoring Information System (EEMIS) and the South Bay Measure R Highway Program. This work has not started as the SBCCOG staff has been working with CRG to better define the scope of phase II, including how enhancements can better serve these two programs and their requirements for such tools as the ability to streamline city training RSVPs, provide embedded tools for cities to use for energy efficiency facility management, and report on transportation projects, as well as provide technical support. A detailed scope of work is attached.

CRG proposed $25,000 for phase II through the original request for proposal process. The detailed scope of work has a final budget of $24,675 and will be funded 50% by the South Bay Measure R Hwy Program and 50% by the Utility Partnership.

RECOMMENDATION
Recommend that the SBCCOG Board approve a notice to proceed with Phase II and authorize the SBCCOG staff to negotiate the contract with Civic Resource Group for an amount not to exceed $24,675.

Prepared by Kim Fuentes

South Bay Cities Council of Governments (SBCCOG) – Website Phase II Scope of Work

Overview:

Civic Resource Group (CRG) will provide professional web development services, in accordance with the work plan below, to provide enhancements to the South Bay Cities Council of Governments (SBCCOG) and South Bay Environmental Services Center (SBESC) current website.

The costs below are calculated using Civic Resource Group's blended rate of $105/hr.

Work Plan and Cost Estimate:

Key Project Task	Description	Hours
1. Enterprise Energy Monitoring Information System **(EEMIS)/Training RSVP Functions** **Estimated Completion: 5 Weeks**	• Create confirmation page and automated email confirmation message once user is registered (certain SBCCOG staff will be copied on the email) • Create 5 separate RSVP forms two forms for individual meetings and workshops, two for series of meetings, and one for special training events o With confirmation pages and automated email confirmation • Feature to export list of RSVP'd attendees via CSV • Create approval functionality to approve RSVP forms (approval functionality will have to be given to identified SBCCOG staff) • Integrate RSVP forms with SalesNexus CRM database so event attendees can be exported to SalesNexus (after Admin approval) • Create calendar view of specific types of meetings, workshops, and events • **Assumption**: the SalesNexus platform allows for online submission of CRM records via an application programming interface (API) or other • **Assumption**: If integration with SalesNexus is not possible, CRG will allocate 5 hours from this project task to On-Call Support and Maintenance to be used as needed • **Assumption:** New user role to be created that will only approve identified RSVP requests	60 Hours ($11,550)

2. Municipal Energy Efficiency and Measure R Resource Pages **Estimated Completion: 2 Week**	• New design/organization to SBCCOG Resources page (categorization of listed organizations) • Content migration from old SBCCOG Resources pages • **Assumption**: As discussed with Kim Fuentes on 10/7/13, these pages may include the use of inline frames (see additional assumptions below) to third-party webpages or the use of content pages with links to said third-party webpages. • **Assumption**: Developing inline frames to display the third-party webpages means that neither CRG nor SBCCOG staff will have control over the design or "look and feel" of the third party webpage displayed within the inline frame. • **Assumption**: Technical issues within the third-party webpage displayed within the inline frame is not under the control of CRG. • **Assumption**: The URL of the third-party webpage included within the inline frame needs to be programmed into the webpage's HTML. Updated to the third-party webpage URL will require the usage of On-Call Support and Maintenance hours.	30 Hours ($3,150)
3. Dynamic Energy Data Portal **Estimated Completion: 2 Weeks**	• Work with SBCCOG staff to propose better organization and presentation of content in SBCCOG Program Pages • **Assumption**: As discussed with Kim Fuentes on 10/7/13, these pages may include the use of inline frames (see additional assumptions below) to third-party webpages or the use of content pages with links to said third-party webpages. • **Assumption**: Developing inline frames to display the third-party webpages means that neither CRG nor SBCCOG staff will have control over the design or "look and feel" of the third party webpage displayed within the inline frame. • **Assumption**: Technical issues within the third-party webpage displayed within the inline frame is not under the control of CRG. • **Assumption**: The URL of the third-party webpage included within the inline frame needs to be programmed into the webpage's HTML. Updated to the third-party webpage URL will require the usage of On-Call Support and Maintenance hours.	15 Hours ($1,575)
4. Create Page Templates or Function for Password	• Create 2 new page templates for SBCCOG password protected area so that content/files can be easily deployed to specific groups	30 Hours ($3,150)

Protected Content for Energy Efficiency and Measure R Programs. **Estimated Completion: 2 Weeks**	• **Assumption**: Functionality will be similar to current password protected member dashboard	
5. (OPTIONAL) Preliminary Assessment of Metro Project Management Information System (PMIS) **Estimated Completion: TBD**	• Preliminary assessment of the Los Angeles County Metropolitan Transportation Authority's (Metro) Project Management Information System Integration with SBCCOG Measure R data system • **Assumption**: will require meetings possible demos of the PMIS to fully comprehend architecture and system • **Assumption:** the PMIS will be built with an open architecture allowing for integration with outside system via an API or other • **Assumption:** CRG will deliver a proposed scope, budget, and timeline as a deliverable for this phase.	30 Hours ($3,150)
	Total	**$22,575**

Key Project Task	**Description**	
On-Call Support and Maintenance	• On-call support and maintenance for SBCCOG and SBESC website via Civic Resource Group's ticketing system • **Assumption:** To be invoiced on an "as-needed" basis.	20 hours
	Total	**$2,100**