

City of Neligh, Nebraska
Request for Proposals
Development of App Based Tour
Highlighting Historic Assets

June 7, 2021

Contact:
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Request for Proposals

Development of App Based Tour Highlighting Historic Assets

Sponsored by:

City of Neligh, Neligh Economic Development Office
Through the Nebraska State Historic Preservation Office

I. Introduction

The City of Neligh, hereafter referred to as the City, shall engage in the services of qualified professionals with experience in the area of app and content setup and development. The firm shall be hired to assist in the development and production of an app-based tour highlighting historic assets in Neligh. The firm must have an existing app or have the ability to create an app available for download with existing users. The firm will work closely with the appropriate team members to meet the goals and align with the values by assisting in the production and setup of an engaging tour featuring information and stories.

II. Purpose of the Project

1. Connect people, visitors, current residents, potential future residents to historic assets and places in Neligh.
2. Utilize a location aware app; available for download on smart phones and tablets for free.
3. Make a simple, fun, historic tour of assets.
4. Promote Neligh and the history and the historic assets hoping to increase tourism and create activities for current residents.

III. Required Qualifications

1. The respondent will have demonstrated experience working with the creation, development, setup, promotion and marketing of communities with historic assets.
2. The respondent must be able to provide the staff with appropriate details and guide them through the process from creation to completion.
3. The respondent must be able to adhere to the set deadlines, provide updates and draft copies by the defined timeline.

IV. Work Plan

The City will contract with a qualified app development professional that will be responsible for a full array of services to include:

1. Tour sponsor documentation, webinars and training on tour building, storytelling, tour launch and marketing support and coordination.
2. Tour marketing starter kit for promotion of the tour.
3. Quarterly analytics reports.
4. Support for technical issues.

V. Project Budget

The award and payment for this contract shall not exceed fifteen thousand dollars (\$15,000) with a completion date for the project of December 14, 2021.

VI. Project Time Line

Following is a schedule for the issuance of the RFP, selection of the professional firm, contract aware, etc.:

- | | | |
|----|---|-------------------|
| 1. | Request for proposal released: | June 8, 2021 |
| 2. | Closing date for receipt of proposals: | July 9, 2021 |
| 3. | Completion of proposal review: | July 12, 2021 |
| 4. | Anticipated date to award contract: | July 13, 2021 |
| 5. | Professional firm commences work: | July 14, 2021 |
| 7. | Draft due date: | October 15, 2021 |
| 6. | Draft and review process completed: | November 15, 2021 |
| 7. | Public presentation of the tour: | December 14, 2021 |
| 8. | All work completed, and final payment made: | December 31, 2021 |

Note: Drafts, reviews, and discussion to occur throughout the development period between October 15, 2021, and November 15, 2021.

VII. Proposal Submission Requirements

- A. The proposal packet must include (3) copies of:
 1. A cover letter on the firm’s professional letterhead.
 2. A statement of understanding of the proposed project.
 3. Proposed project work plan, including task list and how each item will be handled.
 4. General outline and description of the final product.
 5. A statement of agreement to meet the project timeline.
 6. Name, availability and resume of all qualified professionals working on the project.
 7. Examples of three successful projects that have been completed by the firm.
 8. Three references from previous clients.
 9. A flash drive or website link containing images for content examples.

The professional firm will be selected by the City with approval by the Neligh Economic Development Board based upon the credential of the project team, demonstrated success with similar projects, experience and expertise in the development of app-based tours of historic assets, project management and overall quality of the proposal as submitted. The City reserves the right to waive minor irregularities and to reject any or all proposals received as a result of the request for proposals. Failure to furnish all information may disqualify a respondent from selection.

B. Proposal Submission

The proposals must be submitted via mail or hand-delivered and received by July 9, 2021, no later than 5:00 p.m. at the address noted below. Proposals submitted by email or facsimile will not be considered.

Proposals are to be submitted in a sealed envelope with ***Development of App Based Tour of Historic Assets – Sealed Proposal: Do not open until 5:00 p.m. on July 12, 2021***, clearly marked on the outside of the envelope.

C. Submit Proposals to:

Lauren Sheridan-Simonsen
Economic Development Director
City of Neligh, Nebraska
105 E 2nd St.
Neligh, NE 68756

D. Direct Questions to:

Lauren Sheridan-Simonsen, Economic Development Director
lauren@neligh.org
Phone: 402.887.4447
Cell: 402.750.8109

VIII. Consultation with City of Neligh, Neligh Economic Development Board and NeSHPO

The professional firm will be responsible for providing workspace and materials required. The cost of any travel is to be accommodated by the project budget.

All services to be performed and the materials to be developed and produced under the awarded contract will be accomplished in consultation with the City, Neligh Economic Development Office & Board and NESHPO. All products developed under the contract will be subject to final approval by the City, Neligh Economic Development Office & Board and NeSHPO, and all creative, scripts, photos and videos pertaining to the contract will remain the property of the City, Neligh Economic Development Office Board and NeSHPO.

IX. Compliance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 as Amended (E-verify Program)

- A. Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of a newly hired employee.

- B. If Contractor Is an individual or sole proprietorship, the following also applies: Contractor must complete the United State Citizenship Attestation Form, available on the Department of Administrative Services website at: www.das.state.ne.us and submit the same with this Agreement upon submission of its bid for the same.

- C. If Contractor indicated on such attestation form that he or she is a qualified alien Contractor agrees to provide the U.S. Citizenship and Immigration Services documentation required to verify Contractor's lawful presences in the United State using the Systematic Alien Verification and Entitlements (SAVE) Program and submit the same with this Agreement upon submission of its bid for the same.

- D. Contractor understands and agrees that lawful presence in the United States is required to execute this Agreement and Contractor may be disqualified or the Agreement terminated by the City without liability to Alarm pros if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108. In the event of such termination, Contract covenants not to sue the City for any claim of any nature.

X. Evaluation Criteria

The City Economic Development Director and, Neligh Economic Development Office Board will evaluate all proposals to ensure all requirements are met. The following criteria will be used to evaluate the proposals. The City reserves the right to waive minor irregularities and to reject any or all proposals received as a result of the request for proposals. Maximum evaluation points = 100.

A. Technical Expertise (25 points)

Grasp of project requirements and understanding of project scope of work – the professional firm’s analysis, preparation, and level of interest.

B. Qualifications and Experience..... (25 points)

Qualifications, experience, and timeliness of the professional firm’s – reference checks, achievements, and completion of similar projects within the past five years.

Demonstrated and recent survey expertise.

C. Performance Factors (25 points)

Applicant’s record of meeting requirements of similar contracts.

Adequacy of workforce, material, and logistics estimates required to accomplish the work in a timely and cost-effective manner.

D. Management (25 points)

Responsiveness and compatibility between the firm and the (sponsor) – general attitude, ability to communicate with the general public.

Proposed schedule required to complete project and ability to complete the project on time and within budget.