EASTERN IOWA AIRPORT
FLYCID

ADDENDUM #1 –
REQUEST FOR PROPOSALS
Website Redesign Services

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This Addendum is added to and shall become a part of the Request for Proposals (RFP) documents dated December 21, 2021. Proposers shall acknowledge receipt of this Addendum in the Proposal cover letter. Failure to comply may result in rejection of the Proposal.

Note:	The Proposal Due Date has not been changed.	Due Date:	February 7, 2022
	The Proposal Time has not been changed.	Time Due:	2:00 PM (CST)

This Addendum consists of the following:

❖ **Questions and Answers**

1.   Can you expand on the desired functionality here? Are you looking for live streaming capabilities, or the ability to embed videos, such as from YouTube, Vimeo or another platform?

        Answer: The primary desire is to be able to embed videos.

2.   Your current website is powered by WordPress. Are you comfortable with this system? Are there any specific content editing difficulties you wish to address with the new website?

        Answer: Very comfortable with WordPress.

3.   Regarding podcasting, functionality like that is typically handled on platforms that are made specifically for podcasting and publishing regular audio content. Does your reference to podcasting capabilities mean you would like to be able to embed podcast items on a page on your website (hosted by a 3rd party) or are you wanting the podcasting functionality contained completely within your own web services? Regarding interactive maps, what type of interactive maps are your looking for? There are a number of styles and formats, so having a general idea will help us make recommendations and budgets expectations that are appropriate.

        Answer: Re: Podcast, would embed. Re: Interactive maps: Want the ability to allow users to highlight areas of the parking lot to estimate walk times, interactivity with the nonstop map and perhaps highlight areas of the terminal, etc.

4.   We assume you currently host with GoDaddy and this requirement assumes the new website will be hosted in a GoDaddy account that is owned/controlled by Eastern Iowa Airport. Are you open to other hosting services? Would you like recommendations on other hosting solutions?

        Answer: Prefer to stay with our current hosting solution.

5.   Regarding scheduled scans for issues or bugs and the process for notification for potential issues, are you looking for your chosen web development partner to assume an ongoing maintenance role for your website, or will your IT department be in charge of that? Understanding the expected future involvement will help us tailor our proposal accordingly.

Answer: Our IT department will handle.

6.   Is there a budget range for this project, or a "not to exceed" expectation?

Answer: No

7.   Can you share examples of current websites with design or functionality elements that you prefer?

Answer: John Wayne Orange County Airport, Wichita Dwight D. Eisenhower Airport, Schiphol

8.   Your current site is built on the WordPress platform. Are you wanting to stay on this platform or transition to another CMS?

Answer: Prefer to stay with WordPress, but would look at other options.

9.   You state that "Site will be hosted on GoDaddy". Are you open to other hosting options?

Answer: Prefer to stay on the GoDaddy hosting platform.

10.   If you transition to another CMS are you open to another open source platform?

Answer: Yes, but would prefer to stay with WordPress.

11.   Do you have a designated budget or budget range for this project?

Answer: No

12.   Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: Yes.

13.   Whether we need to come over there for meetings?

Answer: The company that is awarded the contract would need to attend some meetings in person

14.   Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: Yes.

15.   Can we submit the proposals via email?

Answer: No. Please refer to the information included in the Request for Proposals document: All proposals must be received in a sealed envelope at the Administrative Office Building (date and time stamped) by February 7, 2022 before 2:00 PM CST, in order to be considered. The Administrative Office Building is located at 2515 Arthur Collins Parkway SW, Cedar Rapids, Iowa. Proposals will not be received at any other office or department, and **proposals sent via facsimile or email will not be accepted**. If a proposal is sent by mail or other delivery system, the mailing container or envelope shall be plainly marked on the outside with the notation "SEALED RFP – Website Redesign Services" due on Monday, February 7, 2022 before 2:00 PM CST. Any proposal received after 2:00 PM CST on February 7, 2022 may be deemed unresponsive and may be returned to Company unopened.

16.   Does the commission have a proposed live or launch date for the redesigned website?

Answer: The initial website redesign services shall be substantially complete as agreed upon by the parties based on approved project schedule from the start of the Agreement. A copy of the

website will be provided to the Consultant to ensure that the services are completed within the time frame.

17. Has a budget been established for this project, and if so, can same be shared?

    Answer: No set budget

18. Page 7 sec. 4.1.6.F says the website needs to be hosted on GoDaddy. We hold our own hosting for security reason. We have fedRamp approval and are trusted by many agencies across the federal level. Is this something we can overcome and proceed with the bid?

    Answer: Would prefer to host on the GoDaddy Platform.

19. Do you have any development or programming capabilities in-house?

    Answer: Minimal.

20. We understand that your website built on WordPress CMS. Do you want to continue the same for the redesigned site as well?

    Answer: See question 8.

21. Do you have existing style guide or brand standards? If not, would you like to create new style guide as a part of project?

    Answer: We have brand guidelines we will share with the contractor awarded the bid

22. Do you expect vendor to create the content for the new site as a part of project?

    Answer: Most content will be completed by CID.

23. Is there any data migration that vendor needs to look at? If yes, how many numbers of pages/content needs to be migrated?

    Answer: At this time, we know all existing content would need to be imported.

24. How many and what types of templates do you anticipate requiring for the new site design?

    Answer: N/A

25. Are there any specific requirements for the technology or tools that will be used to create the design components?

    Answer: N/A

26. Hosting
    • We are an AWS Public Sector Partner for cloud hosting. Are you open to host the new website on AWS Cloud? No, we would like to keep our managed hosting with Go Daddy.
    • Do you currently have a disaster recovery process in place?
    • How do you keep the website secure? Do you have a security policy in place that we can look at?

    Answer: We would like to continue with using our current Host GoDaddy/Sucuri. Disaster recovery is done using backups that are performed daily by the host. Website security is done using a firewall provided by the host and additional functionality has been added using a software/plug-ins.

27. What is the traffic that the current website receives per month?

Answer: ~270,000 page views.

28. Online Forms- How many forms do you expect vendor to create for the new site?

Answer: Most forms are embedded.

29. Do you have project completion date in mind?

Answer: The initial website redesign services shall be substantially complete as agreed upon by the parties based on approved project schedule from the start of the Agreement. A copy of the website will be provided to the Consultant to ensure that the services are completed within the time frame.

30. What was previous spent of the contract?

Answer: Approximately $26,000 was spent for the previous new website design in 2016-17

31. What is the budget for this project?

Answer: No set budget

32. What websites do you aspire to?

Answer: Previously answered

33. Can vendor submit the proposal via email option only instead of sealed proposal submission?

Answer: This was answered above.

34. Is prior experience with similar sized airports a deal breaker criteria? Since we have experience of design and development of sites of clients from transportation sector =, but not from airport sector. Please clarify.

Answer: We are asking that to determine which contractors have experience creating an airport website.

35. In reference to Section 4.1.6 (f). Are you open to alternate hosting locations? Miles would keep the domain owned in your account at GoDaddy but recommends hosting the website in hosting locations more suited for enterprise level web hosting.

Answer: See previous answers

36. Can you share any detail about the marketing objectives for your stated primary audiences: residents, businesses, visitors, and media?

Answer: Provide information in an efficient manner

37. In section 4.1.1 e, the RFP mentions the ability to provide video streaming in various formats. Is this to be self-hosted videos or implementing through popular streaming sites such as Youtube or Vimeo?

Answer: Implement through streaming sites.

38. In section 4.1.1 f, the RFP mentions it needs to be compatible with Internet Explorer. Microsoft is no longer supporting that browser and for security reasons, it is not recommended to code for this browser. Is this written more to support the modern major browsers? Edge, Firefox, Chrome, and Safari?

    Answer: The major modern browser platforms should be sufficient since IE is not longer supported.

39. In section 4.1.1 l, you are referring to in-app backup solutions. Are you open to a more modern approach through the hosting provider?

    Answer: GoDaddy currently provides daily backups, in-app solutions would be a nice redundancy, but not critical.

40. In section 4.1.4 a, what level of integration is needed with the Airport's 3rd party online booking engine (OnPeak)? Is this a simple embed on the webpage or is this a fully API integrated solution? If the solution is to be a fully API integrated solution, please list all the implementations and functions to be used.

    Answer: Currently it is nothing more than a hyperlink to our booking agent.

41. In section 4.1.4 b, what level of integration is needed with the Airport's 3rd party flight information display system (ProDIGIQ). Is this a simple embed on the webpage or is this a fully API integrated solution? If the solution is to be a fully API integrated solution, please list all the implementations and functions to be used.

    Answer: The current solution is simply embedded.

42. In section 4.1.5 g, what level of translation is needed? Will an online widget work for this translation?

    Answer: Yes

43. How firm are you on hosting with GoDaddy? Are other hosts an option if they provide you a more holistic/secure environment?

    Answer: We would prefer to stick with GoDaddy, but other environments are not completely out of the realm of possibility.

44. Are you looking for a bot or general page including an FAQ like your current website?

    Answer:No bots

45. Do you have a preferred booking tool for your new site?

    Answer: We have a contract with OnPeak

46. Would CID be open to other hosting platforms if the account can be set up under CID's ownership?

    Answer: Previously answered

47. Typically, licenses for software, integrations and security are included in our hosting and maintenance. If CID wishes to maintain these licenses individually, would you prefer to license each individually and share credentials, have us license each and submit for reimbursement, or include in a yearly maintenance agreement (separate from hosting, as you have indicated that CID will self-host)?

    Answer: CID will maintain these licenses and share credentials as needed.

48. Can you please clarify the level and types of translation needed, ranging from free Google translation services to full verified translations?

    Answer: Free Google services

49. Are these the same existing integrations on your current site, or will you be changing some of those platforms? Some of the third party platforms on the current site are iframed in or link to the vendor site. Do you anticipate similar integrations or are you requesting full API integrations?

    Answer: At this time, similar integrations

50. How much new copy do you anticipate the website requiring? Will that copy be written by the selected agency, CID staff or both?

    Answer: CID

51. Regarding Banner Advertising - do you anticipate frequently changing or rotating advertisements, or will they be more long-term, static banners? Do you require a scheduling function that changes the banners on a pre-determined basis? (For example: an ad expires at the end of a contract and is automatically replaced by a new advertisement or with airport advertising if there is no scheduled sponsored content).

    Answer: CID will want to have the ability to do our own scheduling

Acknowledge receipt of this Addendum in the proposal cover letter.