



June 16, 2015

PH: 801.254.3742 EMAIL: info@sjc.utah.gov FAX: 801.254.3393

Vision Internet

[REDACTED]  
Santa Monica, CA 90403

Re: GRAMA Records Request received June 12, 2015

I am responding to your Record Request asking for:

**Request:**

Winning Bid Documentation  
Bid Tabulation  
Evaluation Scores  
Winning Proposal  
Short List Proposals  
Winning Contract  
Information in regards to Solicitation 1502-001 SJ Website Redesign

**Reply:**                      **Approved- (15) pages of records**

Winning Bid Documentation	No records found
Bid Tabulation	No records found
Evaluation Scores	No records found
Winning Proposal	No records found
Short List Proposals	(8 pages of records)
Winning Contract	(7 pages of records)
Information in regards to Solicitation 1502-001 SJ Website Redesign	No Records found

Please let me know if you have any questions.

Sincerely,

Cindy Valdez, CMC  
Deputy City Recorder

**CITY OF SOUTH JORDAN  
GRAMA Record Request  
Fax: 801-254-3393**



*The following form should be completely filled out and returned to the City Recorder's office. The City is allowed 10 business days in which to respond to your request. Presently, South Jordan City Charges .25¢ per page. The City may assess other fees for records compiled in a form other than that maintained. Research or Services Fee may be charged as provided by Utah Code 63G-2-203.*

Requestor's Name: Vision Internet

Address: [REDACTED] City: Santa Monica

State: CA Zip: 90403 Daytime Phone: [REDACTED] Fax: [REDACTED]

In accordance with the **Governmental Records Access Management Act**, I am seeking the following record(s) **specifically described as:**

We are requesting winning bid documentation. We want to obtain the bid tabulation, evaluation scores, winning proposal, any shortlisted proposals, winning contract, and any other information in regards to Solicitation 1502-001 South Jordan City Website Redesign.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

which I believe are collected, filed and/or used by the City of South Jordan, 1600 W. Towne Center Drive, South Jordan, Utah 84095 (801) 254-3742.

I would like to view/inspect the record(s).

I would like to receive a copy of the record(s) described above. I understand that the City charges a fee for copies of records and the copies will be provided subject to fees being paid. I authorize cost of up to \$45. If costs are greater than the amount I have specified, I further understand that the office will contact me and will not respond to a request for copies if I have not authorized adequate costs.

\_\_\_\_\_  
Signature

06/12/2015  
Date

**CITY'S RESPONSE TO RECORD REQUEST - FOR OFFICE USE ONLY**

APPROVED - Requestor notified on \_\_\_\_\_, 20\_\_

DENIED - Written denial sent on \_\_\_\_\_, 20\_\_

Requestor notified that this office does not maintain record; and, if known, was also notified of name and address of agency that does maintain record on \_\_\_\_\_, 20\_\_

Extension of time for extraordinary circumstances. Required notice sent \_\_\_\_\_, 20\_\_

COPY FEES: \$ \_\_\_\_\_. If waived, approved by: \_\_\_\_\_

## Contract Review and Approval

**Contract Title/Description:** HAPI / South Jordan Agreement

Contractor/Vendor: Hackett Advertising Public Relations Interactive  
Contract Begin Date: June 1, 2015  
Contract End Date: 9 mos. from effective date  
Account Number: \_\_\_\_\_  
Available Budget: \$96,250  
Contract Price: \$96,250

### Approved as to:

Content:

Yinon Braun - 6/17/15  
Owner / Project Manager \_\_\_\_\_ (Date)  
Bid Summary Included: Yes  N/A  Emergency exception  
document attached

Department Director:

\_\_\_\_\_  
Name/Signature (Date)

Form:

See Attached Agreement  
City Attorney / Assistant City Attorney \_\_\_\_\_ (Date)

Budget:

[Signature] 6/17/15  
Finance Officer \_\_\_\_\_ (Date)  
For Sunil K. Naidu

Office of CM:

[Signature] 6/17/2015  
Strategic Services Director \_\_\_\_\_ (Date)

Chief of Staff:

[Signature] 6/19/15  
Name/Signature \_\_\_\_\_ (Date)

Original Received:

City Recorder:

[Signature] 6-19-15  
Name/Signature \_\_\_\_\_ (Date)

Contract Number:

2015-0085  
Item 10-7 Retain 4 years



## HAPI / South Jordan City Agreement

This Agreement for website design is made on June 1, 2015 between South Jordan City ("City") and Hackett Advertising Public Relations Interactive, S-Corp, an Arizona S-Corporation ("HAPI"). The City and HAPI may collectively be referred to as "Parties" or individually as "Party".

### Scope of Work – South Jordan City Website Development

The City will hire HAPI to develop a new website that includes the following agency services.

#### Strategy Services

HAPI will provide Strategy Services to the City that include, but are not limited to, primary and secondary research, competitive research, stakeholder interviews, online questionnaires, brand architecture, brand positioning and creative strategy.

#### Account Management Services

HAPI will provide Account Supervision Services to the City that include, but are not limited to, daily project management, client meetings, status sheets, scheduling, opening and trafficking jobs, budget monitoring, website updates and reviews, and reporting.

#### Creative Services

HAPI will provide Creative Services to the City that include, but are not limited to, copywriting, art direction, illustration, design and print production, conceptual development and creation of website design.

#### Programming Services

HAPI will provide Programming Services to the City that include all back-end coding requirements of the site including, but not limited to, hosting, programming website platform, content management system, search engine optimization, tracking and analytics, beta testing and launch.

### Deliverable:

01. New South Jordan City Website





HAPI will develop a new website for South Jordan City that professionally showcases the beauty of South Jordan City and serves the utilitarian needs of residents and businesses, and integrates with third-party plug-ins and services such as online bill paying. The new website will have a clean, visually engaging design, intuitive navigation with up-to-date technology that will function on multiple browsers and internet-enabled devices. The new website will include the following as requested in the City's Request for qualifications dated February 13, 2015.

- As per the Americans with Disabilities Act, the City must provide the same level of service to individuals with visual, hearing, motor, or cognitive disability that we do to the general public. The City expects respondents to offer suggestions regarding accessibility.
- The City would like the site designed to be as compliant with Section 508 and Americans with Disabilities Act guidelines as reasonably possible. Respondent should make an effort to comply with guidelines; however the usability of the site and ability for staff to easily update the site and content contained within the website should be considered. Compliance with the standards should not prevent any other requirements from being met.
- The site must be designed to function effectively with common versions of software and hardware, which must be identified.
- All documents, including maps and tables, should be in HTML, Portable Document Format (pdf), or in a format approved by the City to provide ease of viewing, printing, and downloading.
- Include links for citizens to download any missing browser plug-in products, such as Acrobat Reader, when necessary to view information on the site.
- The site must be compatible with current versions of commonly used Internet browsers.
- The site needs to be compatible for tablets, smart phones, etc.
- Enhance delivery and awareness of available public services and facilitate a clearly accessible process for public inquiry.
- Provide the capability secure financial transactions online.
- A live calendar with a listing of important dates and community events, which can be divided according to department or category.
- The ability to easily post emergency notices on the website homepage.
- The ability to create different but duplicate instances of a page in multiple areas of the website navigation.
- The ability to download application as necessary to view information (ex: Adobe Acrobat Reader).
- The ability for users to complete various forms online.





- A search function that allows the user to search the whole site or subsections within the site
- Integration with social networking websites, allowing us to selectively update our Facebook and Twitter pages with the content management system as staff updates the website.

HAPI also agrees to provide: Responsive Design (Mobile Device compatible), Content Management System, Search Engine Optimized site, Online Bill Paying, Calendar of Events, Scalability, Site Analytics and Trackability.

**Project Fee: \$96,250**

The City will pay HAPI a total Project Fee of \$96,250 to develop its new website. The Project Fee includes completion of all work under the Scope of Work for each Phase of the website development process. Scope of work includes all agency services including Strategy Services, Account Management Services, Creative Services and Programming Services.

PHASE I: DISCOVERY / SITE MAPPING (Strategy and Account Management Services)	\$18,750
PHASE II: DESIGN DEVELOPMENT (Account Management and Creative Services)	\$32,500
PHASE III: PROGRAMMING (Account Management, Creative and Programming Services)	\$30,000
PHASE IV: REVISIONS / BETA TESTING / LAUNCH (Account Management and Programming Services)	\$15,000
TOTAL:	\$96,250

**Invoicing / Payment Plan**

The City shall make payments in three equal installments. One payment will be made after the work begins, another payment will be made midway through the process and the final payment will be made at the end of the work after final acceptance of the website by the City.

**City Approval of Completed Site**

The City shall have final approval of the completed website. All edits, design work, and all revisions necessary (if any) to receive City approval upon completion of the project are





included in the above stated fee. The City may have involvement throughout the design process requested by HAPI to ensure City approval of the completed site.

#### Relationship of the Parties

The relationship of the Parties shall be that of independent contractors and in no event shall HAPI or any person association with HAPI be considered an officer, agent, servant or employee of City. HAPI shall be solely responsible for any workers compensation, withholding taxes, unemployment insurance and any other employer obligations associated with the services provided under this Agreement.

#### Option for Service after Site Completion

The City may choose to consult with HAPI for additional edits, support, coding, consulting, training, or other follow up work after completion of the site and acceptance of the site by the City. HAPI agrees to contract with the City on a per hour basis as requested by the City at an hourly rate of \$125.00 per hour as needed for up to three years after completion of the website. If the City requires substantial changes or additions to the website the City may seek a quote from HAPI for the work rather than paying the agreed upon hourly rate. After three years if additional assistance is needed the City will negotiate a new agreement with HAPI for service at that time.

#### Third-Party Vendors

Costs do not cover the use of third-party vendors such as photographers including stock photography, printing, video and audio production, hosting and domain fees, and third-party payment service subscriptions. The City will be responsible to hire all third-party vendors as needed.

#### Travel

The City will not reimburse HAPI for any travel costs.

#### Duration

The Agreement will begin on the date stated above and end three years after completion of the City's website. It is anticipated by the Parties that the launch date target for the site will be approximately six months from the agreement start date. The Parties agree that the site should be live, accepted by the City, and HAPI paid in full no later than 9 months from the Agreement's start date.

#### License to promote work

The City hereby grants to HAPI a non-exclusive, royalty-free, terminable license to publicly display the City's website for the purpose of generating publicity for South Jordan City, promoting HAPI's professional services or for professional educational purposes. If the City opts to terminate the license it will notify HAPI in writing.





Agency not responsible for defaults of others

HAPI shall not be liable to South Jordan city by reason of the defaults of suppliers of materials and services, owners of media or other persons not the agents or employees of HAPI.

Termination of Services

If the City decides to cancel the Agreement the City will provide a written notice of termination to HAPI, and the Agreement shall be cancelled, effective immediately. South Jordan City agrees to pay HAPI in full for all services completed through the date of such early termination. HAPI may terminate this agreement by given written notice to the City 30 days prior to the desired termination date. HAPI agrees to coordinate with the City for a smooth transition of all work in progress to either the City or to the new City identified contractor hired to finish creation of the City's website.

The City shall assume liability for any contracts made by HAPI with third party vendors (if any) which were authorized by the City that cannot be canceled in accordance with the terms of the Agreement prior to its termination.

File Transfer

HAPI shall deliver to South Jordan City all files, graphics, content, hosting, coding and other materials related to the work performed under this Agreement on termination thereof (HAPI reserves the right to retain any creative materials solely developed by HAPI that are not related in their entirety to the work performed by HAPI under this Agreement).

Assignment and Delegation

Neither the City nor HAPI shall assign or delegate any interest in or duty under this Agreement without written consent of the other.

Jurisdiction

This Agreement and performance hereunder shall be construed in accordance with the laws of the State of Utah.

Severability

In the event any provision of this Agreement shall be held to be invalid and unenforceable, the remaining provisions shall remain valid and binding upon the Parties. One or more waivers by either party of any provision, term, condition or covenant shall not be construed by the other party as a waiver of any subsequent breach of the same by the other Party.





Entire Agreement

All prior understandings and agreements between the CITY and HAPI are superseded by this agreement, which alone fully and completely sets forth the understanding of the parties. No waiver, modifications, additions or addendum to this Agreement shall be valid unless in writing and signed by both HAPI and the City.

Damages

HAPI agrees to use reasonable efforts to fulfill its obligations under this Agreement between HAPI and South Jordan City. If HAPI fails to perform its obligations, South Jordan City agrees that any damages it claims to suffer are limited in amount to a return to the City of no more than the payment the City has made to HAPI under this Agreement for the particular service, and the City acknowledges and agrees that HAPI is not liable or responsible to the City for any amount other than reasonable attorney's fees, including, by way of example but not of exclusion, general damages, special damages, lost profit, lost opportunity or other similar damages.

Authority to sign and Modification of Agreement

The person signing for the City and HAPI represent that they are authorized to bind their respective organizations by executing this Agreement. Any amendment, modification, termination, or revision affecting this Agreement must be made through a written instrument, which is signed by both parties

In witness whereof, the parties have executed this Agreement on the day and year first above written.

<This space intentionally blank, Signature page to follow>



South Jordan City:

Signature of authorized agent: Gary L. Whatcott Date: 6/19/2015

City Acknowledgement

Approved as to Form:

State of Utah  
County of Salt Lake :ss

Cheryl B. Feltz  
Attorney for South Jordan City

On this 19 day of June, 2015, personally appeared before me Gary L. Whatcott

[name of person(s)], who being by me duly sworn, did say that he/she is the City Manager [title] of South Jordan City, a municipal corporation, and that this instrument was signed in behalf of the City by authority of its governing body and that he/she acknowledged to me that the City executed the same.



Anna M. West  
Notary Public

HAPI, Hackett Advertising Public Relations Interactive, S-Corp:

Signature: [Signature]  
Jason C. Hackett, Its Manager

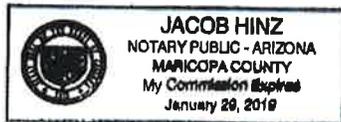
Date: 6/9/15

HAPI Acknowledgement

State of Arizona  
County of Maricopa :ss

On this 9<sup>th</sup> day of June, 2015, personally appeared before me Jason Hackett

[name of person(s)], who being by me duly sworn, did say that he/she is the manager [title] of South Jordan City, a municipal corporation, and that this instrument was signed in behalf of the City by authority of its governing body and that he/she acknowledged to me that the City executed the same.



[Signature]  
Notary Public

David L. Alvord, *Mayor*  
Mark Seethaler, *Councilman*  
Chuck Newton, *Councilman*  
Donald J. Shelton, *Councilman*  
Steve Barnes, *Councilman*  
Christopher J. Rogers, *Councilman*



PH: 801.254.3742 EMAIL: [info@sjc.utah.gov](mailto:info@sjc.utah.gov) FAX: 801.254.3393

April 7, 2015

Tom Love  
President  
Love Communications  
546 South 200 West  
Salt Lake City, UT 84101

Thank you for submitting a Request for Qualifications (RFQ) to the City of South Jordan for the City website redesign. After reviewing several qualified vendors, we have narrowed the selection to four candidates. Your company has been selected as one of those four.

As part of the next steps in the selection process, a team of City staff would like to meet with representatives of your company to discuss your qualifications in detail and ask additional follow up questions. Please let us know if you are available to meet on **April 27 from 3:00-4:00 p.m.** at **South Jordan City Hall, 1600 West Towne Center Drive, South Jordan, UT 84095.**

**Please be prepared to answer the following questions during the meeting:**

- Explain your company's experience in building government websites, specifically for local government?
- What do you find makes building government websites different than building private sector websites?
- How big is your team? How many people will be involved in this website redesign? And who will be assigned as the project manager?
- What does the training involve once the website is built and launched?
- What is your experience with ADA and 508 Compliance? What are the challenges of implementing ADA and 508 Compliance?
- Explain the webpage analytics. Are the analytics built-in? Who will have access?
- How will the new website-link the online payment services to our website?
- Explain the website security features incorporated in the design.
- How will the new website allow city employees to build, create and maintain webpages? How do city employees gain access to create pages?
- How is the new website compatible and designed for multiple platforms? i.e. Tablets, smart phones?
- Will the new website have the capabilities to add RSS feeds on any page?

- How will the new website allow residents to upload photos of problem roads/parks, street lights, etc. to be sent to the city?
- Where will the new website be hosted? Does it have the capabilities to be hosted on the City's servers?
- Explain how residents can create their own profile or "dashboard" where they can log in and see their utility charges and read updated information they subscribed to.
- What is the website design process? Does it include researching and evaluating the current website and website needs?
- What is the estimated timeline for the new website completion?
- What is the estimated cost for the website redesign? Are there any additional costs?
- If your company is outside of the state of Utah, will the company or city be responsible for travel costs if any are needed?
- Is your company available to meet in person as needed or on a regular basis? Typically how much time is required per week to meet with City staff?

Please let us know if you are available to meet on April 27. Thank you for your interest in the redesign of South Jordan City's new website. We look forward to meeting your staff.

Tina Brown  
City Communications Coordinator/PIO  
1600 West Towne Center Drive  
South Jordan, City, UT 84095  
(801)-253-5203 Extension 1240  
[tbrown@sjc.utah.gov](mailto:tbrown@sjc.utah.gov)

April 7, 2015

Jason Hackett  
HAPI  
4642 North 32<sup>nd</sup> Street  
Phoenix, AZ 85018

Thank you for submitting a Request for Qualifications (RFQ) to the City of South Jordan for the City website redesign. After reviewing several qualified vendors, we have narrowed the selection to four candidates. Your company has been selected as one of those four.

As part of the next steps in the selection process, a team of City staff would like to meet with representatives of your company to discuss your qualifications in detail and ask additional follow up questions. Please let us know if you are available to meet on **April 27 from 1:00-2:00 p.m. at South Jordan City Hall, 1600 West Towne Center Drive, South Jordan, UT 84095.**

**Please be prepared to answer the following questions during the meeting:**

- Explain your company's experience in building government websites, specifically for local government?
- What do you find makes building government websites different than building private sector websites?
- How big is your team? How many people will be involved in this website redesign? And who will be assigned as the project manager?
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Please let us know if you are available to meet on April 27. Thank you for your interest in the redesign of South Jordan City's new website. We look forward to meeting your staff.

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April 7, 2015

Adam Isern  
Regional Sales Manager  
Vision Internet  
2530 Wilshire Blvd. 2<sup>nd</sup> floor  
Santa Monica, CA 90403

Thank you for submitting a Request for Qualifications (RFQ) to the City of South Jordan for the City website redesign. After reviewing several qualified vendors, we have narrowed the selection to four candidates. Your company has been selected as one of those four.

As part of the next steps in the selection process, a team of City staff would like to meet with representatives of your company to discuss your qualifications in detail and ask additional follow up questions. Please let us know if you are available to meet on **April 27 from 2:00-3:00 p.m.** at **South Jordan City Hall, 1600 West Towne Center Drive, South Jordan, UT 84095.**

**Please be prepared to answer the following questions during the meeting:**

- Explain your company's experience in building government websites, specifically for local government?
- What do you find makes building government websites different than building private sector websites?
- How big is your team? How many people will be involved in this website redesign? And who will be assigned as the project manager?
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Please let us know if you are available to meet on April 27. Thank you for your interest in the redesign of South Jordan City's new website. We look forward to meeting your staff.

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April 7, 2015

Ahron Jones  
Inside Sales Representative  
Civic Plus  
302 South 4<sup>th</sup> Street, Suite 500  
Manhattan, KS 66502

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As part of the next steps in the selection process, a team of City staff would like to meet with representatives of your company to discuss your qualifications in detail and ask additional follow up questions. Please let us know if you are available to meet on **April 27 from 4:00-5:00 p.m.** at **South Jordan City Hall, 1600 West Towne Center Drive, South Jordan, UT 84095.**

**Please be prepared to answer the following questions during the meeting:**

- Explain your company's experience in building government websites, specifically for local government?
- What do you find makes building government websites different than building private sector websites?
- How big is your team? How many people will be involved in this website redesign? And who will be assigned as the project manager?
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