Please find HDR’s scope and budget for 2016 Website Maintenance. We look forward to continuing our work for the Bassett Creek Watershed Management Commission!

**Scope of Services**

**Task 1: Monthly Website Maintenance**

*Includes:*

- Invoices as required (up to 6)
- Response to questions from BCWMC regarding the website
- Modifications to existing web services or web graphics
- Response to system issues resulting in disrupted function or site downtime
- Required system upgrades or patches
- Web hosting and domain renewal for one year

*Assumptions:*

- HDR assumes 3 hours/month for website maintenance. If web service modification or addition requests are significant and require more than the 3 hours allotted per month, a contract amendment will be required.
- HDR will make modifications to existing website graphics within the allotted 3 hours per month. New graphic requests will require a contract amendment.
- HDR will support browser versions that are currently active and supported by their creating companies. In particular, Chrome, Firefox, Safari, and Internet Explorer version 9+.
- Requests for new features will require a contract amendment

**Budget**

Based on the scope of work described above, HDR proposes to provide these services on a time and expenses basis with a limit not to exceed $4,420 without prior authorization of Bassett Creek Watershed Management Commission.

<table>
<thead>
<tr>
<th>Task</th>
<th>Hours</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Task 1: Monthly Website Maintenance</td>
<td>40 hours (3 hours/month for 1 year of maintenance hours, and 4 project administration hours)</td>
<td>$4,420</td>
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<td></td>
<td>Includes web hosting, domain, and hardware/software expenses.</td>
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