



Item 5Di.
BCWMC 1-21-16

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.

Task	Hours	Cost
Task 1: Monthly Website Maintenance	40 hours (3 hours/month for 1 year of maintenance hours, and 4 project administration hours) Includes web hosting, domain, and hardware/software expenses.	\$4,420