

Request for Proposal

Alaska Design Depot — Website & Living Catalog

Date: 11/12/2025

1.0 Project Overview

The Cold Climate Housing Research Center (CCHRC) is developing the Alaska Design Depot, a dynamic website that consolidates cold-climate housing design plans, construction standards, and logistics resources.

The Alaska Design Depot will serve as a centralized digital platform and technical support center for high-performing housing designs and construction plans proven in Alaska's conditions. By organizing region-specific resources into a searchable, easy-to-use format, the platform will expand access to reliable information and strengthen local capacity for housing development across the state.

2.0 Purpose

The purpose of this RFP is to solicit and hire a qualified web developer or development team to design and launch the Alaska Design Depot website in alignment with CCHRC's standards for accessibility, usability, and long-term sustainability.

The selected contractor will demonstrate a strong ability to develop a dynamic, functional platform that meets accessibility and maintenance standards, and provide/coordinate all training, materials, and technical support required for long-term upkeep and future updates.

3.0 Objectives

1. **Accessibility:** Ensure the platform complies with WCAG 2.2 AA standards and functions reliably in low-bandwidth, desktop, and mobile platforms.
2. **Searchable Catalog:** Establish an organized, searchable system to house design plans, CPM forms, and other supporting documentation. Deliver faceted search, standardized detail pages, and a split view toggle option that allows users to compare multiple documents.
3. **Long-term Maintenance:** Website framework designed to allow for regular data input and dynamic hosting of input materials by organizational staff. Configure a content management system (CMS) that enables easy, non-technical updates. Provide full technical documentation, staff training, and a complete handover.
4. **Expert Input:** Implement a submission → review → publish workflow with defined roles, permissions, and versioning.

5.0 Deliverables

Section	Key Deliverables
Information Architecture and User Experience Design (UX/UI)	- Approved website architecture and sitemap - Wireframes for all major page types - UX/UI design package including visual style guide and interface components
Catalog Development and Search Functionality	- Configured CMS with user roles, permissions, and workflows - Administrative dashboard and content templates - CMS documentation draft
Content Management System (CMS) Configuration and Administrative Tools	- Functional prototype of catalog, search, and comparison views - Metadata and version control integration - Initial legal/disclaimer click-through system
Testing & Accessibility Audit	- Accessibility and performance testing reports (WCAG 2.2 AA) - Finalized legal and disclaimer workflows - Optimization for low-bandwidth and mobile performance
Performance, Accessibility, and Legal Compliance	- Comprehensive user/admin manuals - Semi-extensive CMS training for Design Depot staff on catalog updates and CRM integration - Recorded or written training materials
Launch & Handover	- API and analytics setup - Fully deployed, live website - Final technical handover, including credentials and maintenance procedures - 30-day post-launch support period

6. Contractor Qualifications

Respondents should demonstrate experience and capacity in:

1. Experience designing complex websites that meet the standards listed above
2. Implementing content management systems with multi-role publishing workflows.
3. Developing catalog or data-driven sites with search, filtering, and versioning functionality.
4. Training non-technical staff in website content management.
5. Complying with WCAG 2.2 AA accessibility standards.
6. Creative, inventive, excited.

Proposals should include:

1. Organization Name
2. Primary point of contact
3. Description of relevant past projects (with live URLs if available).

4. Description of the proposed technical stack and hosting approach.
5. Budget breakdown
6. Estimated project timeline
7. Three client references

7. Evaluation Criteria

Proposals will be evaluated according to the following criteria:

1. Demonstrated technical capability and relevant experience
2. Understanding of project goals and approach
3. Cost competitiveness and clarity of budget

Pre-bid Meeting will be held on November 19th, 2025, 11:00 AM AKST

Please Register Here: https://zoom.us/meeting/register/Tok_1qItQbmHMHmSNBMzJg

Questions regarding this RFP may be directed to Jessica McKay at jessica@cchrc.org or 907-255-0943 by **December 5th, 2025, 5:00 PM AKST**.

Submissions must be submitted electronically to jessica@cchrc.org no later than **December 19th, 2025, 5:00 PM AKST**.

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