Proposal for MeraOnline.org

June 19 2024

Polygons Media LLC
888 Fourth St, Suite #10
San Rafael CA 94901

Dear Heather,

Thank you for the opportunity to submit a proposal for the web development of the Marin Emergency Radio Authority (MERA) website. Based on our discussion, and after a detailed review of all existing pages, documents, and functionalities, I have outlined the anticipated scope and solutions for this project.

Anticipated Scope

The Marin Emergency Radio Authority needs a website with the following structures:

- Approximately 20-page website
- Web Content Accessibility Guidelines (WCAG) compliant
- The Americans with Disabilities Act (ADA) compliant
- Simple and Responsive design (ie, works on mobile, iPad, laptop)
- Link MERA domain with Microsoft Office or Google Cloud to share calendars and features like those
- Internal management and growth capability
- Databases for all the documents
- Dynamic calendar functionality

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Solutions

- Polygons Media will provide MERA with a fresh new web design that is easy to navigate, with responsive design and WCAG & ADA compliant. Also, the new website allows MERA's staff to make changes easily to the website, without requiring a dedicated workstation or additional software.

- The Marin Emergency Radio Authority provides color palette, and logo.

- Polygons Media collaborate with Heather Plamondon to develop all the necessary website functionalities.

- Polygons Media use WebFlow technology to implement the website.

Developing MERA website will be divided into eight major phases.

Phase One:
Setting up an account with WebFlow for web hosting. (1 Days)

Phase Two:
Creating a dynamic universal template (5 to 10 Days)

Phase Three:
Inserting contents and images to template (7 to 12 Days)

Phase Four:
Presenting the template for beta testing. (3 to 7 Days)

Phase Five:
Applying and testing WCAG and ADA to all contents and images (5 to 10 days)

Phase six:
Launching the new website (1 day)

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Website Maintenance: We do not anticipate any major ongoing maintenance and support to the site unless requested. The site has the ability to fully grow and be managed in-house or with our assistance. Polygons Media will bill out post-launch website maintenance at rate of $95 per hour. Or a flat monthly fee for unlimited updates.

Our fee structure is divided into four parts for development professional website:

($3,500) due upon commencement of website.
($7,000) due upon launching the Phase Three of the website.
($5,000) due upon launching the Phase Five of the website.
($3,000) due upon launching the new website

Total cost of MERA website: $18,500.00

We foresee no difficulties in completing the project and can start as soon as the timeline and cost are approved. We are looking forward to a fruitful professional relationship. We welcome your feedback, and look forward to hearing from you.

Sincerely,
Kayvan Momeni
888 Fourth Street #10,
San Rafael Ca 94901