Weston Village BIA
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REQUEST FOR PROPOSALS

Website Developer / Website Revamp

Weston Village Business Improvement Area (WVBIA)
Date of Issue: August 26, 2026

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1. Purpose

The Weston Village Business Improvement Area (WVBIA) is seeking proposals from a qualified website developer to revamp its existing website using **Wix**.

The goal is to improve the website's navigation, usability, functionality and overall presentation, while providing better resources and functionality for WVBIA members and the broader Weston Village community.

2. About the WVBIA

The WVBIA represents more than 240 businesses and property owners in Weston Village. Its role is to support local businesses, promote economic development, improve the local area and strengthen connections within the community.

3. Scope & Required Functionality

The successful proponent will revamp the existing Wix website, with a focus on:

- Improved navigation, usability and overall design.
- A searchable, user-friendly member directory with Google Maps integration.
- Member functionality allowing businesses to update their information with minimal BIA staff involvement.
- A member login/portal, with proponents to outline their recommended Wix applications.
- Events calendar and member submission forms.
- Newsletter signup and integration with the WVBIA's email marketing platform.
- Simple promotion of WVBIA gift cards, events and member businesses.
- Migration of relevant existing website content and directory information.
- Responsive design for desktop, tablet and mobile.
- Accessibility best practices and applicable requirements.
- An easy-to-manage system allowing WVBIA staff to make routine updates without technical assistance.
- Basic staff training and/or a website management guide.

Proponents should identify any **third-party applications, subscriptions or other ongoing costs** required for the proposed functionality.

4. Platform

The website must continue to use **Wix**. Proponents should describe their Wix experience and any recommended Wix applications or third-party integrations.

5. Proposal Requirements

Proposals should include:

- Brief company/individual profile and relevant experience.
- Examples of comparable websites, particularly for BIAs, business organizations, non-profits or similar organizations.
- Proposed approach and key project stages.
- Wix experience and approach to the required functionality.
- Proposed project timeline.
- Total project cost, including a breakdown of major components.
- Separate pricing for optional professional photography.
- Any ongoing maintenance, application, subscription or other costs.
- At least two relevant references.

6. Timeline & Key Dates

Milestone	**Date**
RFP Issued	Wednesday, August 26, 2026
RFP Closing	Friday, September 11, 2026
Contract Award	Monday, September 21, 2026
Potential Project Start	Monday, October 5, 2026
Project Duration	Approximately two months from project kickoff to handover

Proponents should provide a schedule covering kickoff, development, WVBIA review and feedback, revisions, testing, training and final handover.

7. Ownership & Handover

The successful proponent will work with the WVBIA throughout the project and incorporate consolidated BIA feedback. Before handover, the website must be fully functional and tested. The WVBIA will retain ownership and administrative control of the website, domain, content and associated accounts. All required administrative access, account information and credentials must be provided at handover. Staff must be able to make routine website updates without ongoing developer assistance.

8. Optional Services

Separate pricing should be provided for:

- Professional photography of the WVBIA area and businesses.
- Any recommended features or services not included in the base proposal.

9. Submission

Proposals must be submitted by **Friday, September 11, 2026**. Please submit proposals in PDF format to **admin@westonvillagebia.com**.

10. Evaluation

Proposals will be evaluated based on: Relevant experience and qualifications, understanding of the project requirements, proposed approach and quality of the solution, Wix experience and technical capabilities, website usability and functionality, timelines and overall value and cost. The WVBIA is not required to select the lowest-priced proposal.