



REQUEST FOR PROPOSALS

WEBSITE REDESIGN AND RELATED SERVICES

City of Dublin

Proposals must be received no later than 4 p.m. on: Friday, December 5, 2025

Ryan Moran, Senior Digital Engagement Specialist
100 Civic Plaza
City of Dublin, CA 94568
Ryan.Moran@dublin.ca.gov



Table of Contents

I.	General Description of the Project	1
II.	Contact Person and Project Manager	1
III.	Goals	1
IV.	Scope of Work	2
V.	Deadline and Delivery	2
VI.	RFP Proposal Submittal Requirements	2
VII.	Schedule for RFP Process	3
VIII.	Review and Selection Process	4
IX.	Standard Consulting Services Agreement	4
X.	Insurance Requirements	4
XI.	Conflict of Interest	5
XII.	Equal Employment Opportunity	5
XIII.	Governing Law	5
XIV.	Attachments	6
	Attachment A: Scope of Work	
	Attachment B: Consulting Services Agreement	
	Attachment C: The Web Content Accessibility Guidelines Version 2.1, Level AA	
	Attachment D: Forced Ranking Rating Sheet	

**Request for Proposals
For
Website Redesign and Related Services**

I. General Description of the Project

The goal of this project is to replace and modernize the current website through a redesigned, accessible, and user-friendly website that reflects Dublin's brand identity. The new website will be easier for users to navigate, more efficient for City staff to manage, and provide a wide variety of services.

II. Contact Person and Project Manager

Questions regarding this RFP may be directed to the Project Manager:

Ryan Moran

Senior Community Engagement Specialist

City of Dublin

100 Civic Plaza

Dublin, CA 94568

Telephone: (925) 833-6650

Email: Ryan.Moran@dublin.ca.gov

Email is the preferred method of communication for this RFP.

III. Goals

The goal of this project is to modernize the City's digital presence through a redesigned, accessible, and user-friendly website that reflects Dublin's brand identity and serves the needs of residents, businesses, and visitors.

The selected Vendor will be responsible for achieving the following objectives:

1. **Design and Implement a Modern Web Platform** – Deliver a scalable, secure, and accessible content management system (CMS) that meets the City's long-term operational and technical needs.
2. **Ensure Accessibility Compliance** – Design and build the website to meet or exceed WCAG 2.1 AA standards and implement tools and processes that support ongoing accessibility compliance.
3. **Enhance User Experience** – Develop a clear, intuitive site architecture, navigation, and interface that improve usability and ensure efficient access to City information and services for all audiences.
4. **Adopt a Mobile-First, Responsive Design** – Create a fully responsive design that provides seamless functionality and visual consistency across mobile, tablet, and desktop devices.

5. **Implement Website Governance Frameworks** – Collaborate with the City to establish contributor roles, permissions, and approval workflows in the new CMS that promote effective site management and accountability.
6. **Maintain Brand and Design Consistency** – Incorporate the City’s visual identity and communication standards into all aspects of the website’s design to ensure a cohesive and recognizable digital presence.
7. **Integrate Performance Monitoring Tools** – Configure analytics, reporting, and quality assurance systems to enable ongoing measurement of website performance, accessibility, and user engagement.
8. **Support Staff Training and Knowledge Transfer** – Provide training, documentation, and resources to equip City staff with the knowledge and tools necessary to maintain and manage website content, accessibility practices, and routine updates independently.

IV. Scope of Work

Please see Scope of Work (Attachment A) and related documents for information on the services and deliverables desired and other required information.

V. Deadline and Delivery

Vendor shall submit an electronic link or shareable folder of their proposal and all supporting documents to the Project Manager via email no later than **4:00 p.m. on December 5, 2025**. No information submitted via hardcopy will be accepted unless otherwise requested by the City during the proposal review process. Proposals received after the deadline may not be accepted.

The City will not reimburse any costs associated with the preparation or submission of proposals. The proposal format is at the discretion of the proposer but should clearly address all requested information.

VI. RFP Proposal Submittal Requirements

Vendors interested in providing these services must prepare and submit a Proposal, consistent with this Request and the Scope of Work (Attachment A), with a cover letter signed by an officer of the firm authorized to confirm the firm’s ability to meet the City’s Standard Consultant Agreement and insurance requirements. Exceptions to the Agreement and insurance requirements shall be specifically noted in the Proposal.

1. Vendor Qualifications

Vendor will provide an overview of their firm’s qualifications and relevant experience in designing, developing, and implementing modern municipal websites. Highlight demonstrated success in delivering accessible, user-centered websites for cities, counties, or comparable public agencies.

Include specific expertise in:

- Website design and development using modern, scalable CMS platforms

- Implementation of Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA accessibility standards
- Responsive, mobile-first user experience (UX) and interface design
- Integration of content governance, workflow, and analytics tools
- Migration of content from legacy systems to new platforms

Vendors should demonstrate a comprehensive understanding of local government digital environments, including strategies for improving usability, transparency, and service delivery to diverse community audiences.

2. Project Team and Key Personnel

Identify the Project Manager, technical leads, designers, developers, and any subcontractors who will be assigned to this project.

For each key team member, describe:

- Role and area of responsibility on this project
- Relevant experience and years of expertise
- Prior experience working together on comparable municipal or government website projects

3. Comparable Projects

Provide descriptions of at least three comparable website design and development projects completed within the past five years. For each project, include:

- Client name and location
- Project scope and key deliverables (including platform used, accessibility features, and governance solutions)
- Project schedule showing duration and completion date and whether there were any delays (include approach to completing the project, showing the flow of various tasks and the timeline)
- Project outcomes, such as improved site performance, accessibility compliance, or user engagement metrics
- Project budget

Where possible, include links to live sites or case studies.

4. References

Provide three client references who can speak to your firm's performance on similar website implementation projects. Each reference should include:

- Name and title
- Organization and project name
- Phone number and email address
- Role or relationship to the project

VII. Schedule for RFP Process

Estimated schedule, subject to change at City discretion:

- **November 7, 2025** Release RFP
- **November 24, 2025** Zoom Webinar 11 a.m. – Opportunity for Q&A
 - Registration Link:
https://dublinca.zoom.us/webinar/register/WN_hbB1bSW-T3yqx_-36BuENQ
- **November 26, 2025** Webinar Posted on City Website
- **December 5, 2025** Proposals are due no later than 4:00 PM on December 5.
- **December 15-18, 2025** Interview firms
- **January 5-9, 2026** Firm Selection
- **February 3, 2026** Consulting Services Agreement scheduled for approval by the Dublin City Council.

VIII. Review and Selection Process

The City reserves the right to make the selection based on its sole discretion. A subcommittee selected by City Staff will evaluate proposals provided in response to this RFP. The subcommittee will use a forced ranking process (please see Attachment D, Forced Ranking Rating Sheet, for further detail). Informal interviews may be conducted by City staff and may include more than one firm that has submitted a Proposal.

Based on input from this review process, a recommendation will be made to the City Manager. The City Manager will make a recommendation to the City Council for award of contract services.

The City reserves the right to award a contract to the firm(s) that the City feels best meets the requirements of the RFP. The City reserves the right to reject any and all Proposals prior to execution of the Agreement, with no penalty to the City.

IX. Standard Consulting Services Agreement

It is anticipated that the services covered by the Agreement resulting from this RFP will be performed on a time and materials fee basis for a specified scope of work. The term of the agreement will begin upon City Manager and/or City Council approval.

A sample of the City's Standard Consulting Services Agreement (Agreement), including insurance requirements, is provided as **Attachment B**.

If the interested vendor desires to take exception to the Agreement and/or insurance requirements, the **interested vendor shall clearly identify proposed changes to the Agreement and furnish the reason for these changes**, which shall be included in the qualification. Exceptions will be taken into consideration in evaluating Proposals. Otherwise, the interested vendor is to state in the proposal that the Agreement and insurance requirements are acceptable.

Consideration for exceptions will not be considered if not included in the submitted proposal.

X. Insurance Requirements

The Vendor shall provide insurance coverage as follows in conformance with the City of Dublin's requirements:

General Liability Insurance	\$1,000,000
Automobile Liability Insurance	\$1,000,000
Professional Liability Insurance	\$1,000,000
Workers' Compensation Insurance	\$1,000,000

XI. Conflict of Interest

Vendor agrees that, for the term of this contract, no member, officer or employee of the City of Dublin, or of a public body within Alameda County or member or delegate to the Congress of the United States, during his/her tenure or for one year thereafter, shall have any direct interest in the contracts or any direct or material benefit arising therefrom.

Vendors must provide a list of any potential conflicts of interest in working for the City of Dublin. This must include, but is not limited to, a list of your firm's clients who are the following: Private clients located or operating within the City of Dublin limits, Dublin San Ramon Service District, US Army Camp Parks and/or the County of Alameda, and a brief description of work for these clients. Proposers must also identify any other clients (including public entities), that may pose a potential conflict of interest, as well as a brief description of work you provide to these clients.

This list must include all potential conflicts of interest within the year prior to the release of this RFP as well as current and future commitments to other projects.

Principals and those performing work for City of Dublin may be required to submit a California Fair Political Practices Commission (FPPC) Form 700: Statement of Economic Interests documenting potential financial conflicts of interest. For additional information, proposers should refer to the FPPC website at <http://www.fppc.ca.gov/Form700.html>.

XII. Equal Employment Opportunity

Vendor shall not, on the grounds of race, color, sex, age, religion, national origin, ancestry, physical handicap, medical condition, or marital status either discriminate or permit discrimination against any employee or applicant for employment in any manner prohibited by Federal, State or local laws. In the event of Vendor non-compliance, the City of Dublin may cancel, terminate or suspend the Contract in whole or in part. Vendor may also be declared ineligible for further contracts with the City of Dublin.

Vendor shall take affirmative action to ensure that applicants are employed, and that employees are treated during their employment, without regard to their race, religion, color, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading,

demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Vendor and its sub-consultants shall post in conspicuous places, available to all employees and applicants for employment, a notice setting forth the following provisions [29 U.S.C. § 623, 42 U.S.C. § 2000, 42 U.S.C. § 6102, 42 U.S.C. § 12112, 42 U.S.C. § 12132, 49 U.S.C. § 5332, 29 CFR Part 1630, 41 CFR Parts 60 et seq.].

XIII. Governing Law

This RFP summarizes the applicable laws and governance; when in conflict applicable State/Federal guidelines shall apply. The contract and legal relations between the parties hereto shall be governed and construed in accordance with the laws of the State of California.

XIV. Attachments

- Attachment A – Scope of Work
- Attachment B – Consulting Services Agreement (Template)
- Attachment C – The Web Content Accessibility Guidelines Version 2.1, Level AA
- Attachment D – Forced Ranking Rating Sheet

Attachment A

Scope of Work

As stated in the RFP, the City of Dublin is seeking the services of a website design firm with experience in local government websites to redesign, develop, implement, and provide hosting and maintenance services for the City's website (Dublin.ca.gov and TheWave.com). The project will involve reviewing and editing existing information on the website, as well as adding new information, products, and features as suggested by the City and the firm selected. Please refer to the Goals section in addition with this scope of work.

The City seeks the most cost-effective way to achieve the project's goals. The City is interested in the vendors' ideas for content and approach in achieving these goals and encourages them to consider and propose alternative solutions. It is the vendor's responsibility to propose a complete Scope of Work that explains in detail the vendor's offering and how it will meet the objectives and functional requirements outlined below.

Vendors should be aware that the City is working on implementing a web quality assurance and accessibility platform to proactively identify and address accessibility issues. This early action will allow the City to resolve low-complexity issues in advance, gain hands-on experience with accessibility monitoring, and maintain steady progress toward the April 2026 Web Content Accessibility Guidelines (WCAG) Version 2.1, Level AA compliance milestone. The Vendor will be expected to align recommendations and governance planning with these ongoing efforts.

Objectives

1. Review City's current website content and recommend changes, including conducting an inventory of existing website pages, documents, and assets and provide formal recommendations for content reorganization, consolidation, and improvement.
2. Redesign the user interface and information architecture to align with the goals outlined in this RFP, focusing on accessibility, usability, and consistency across all City web properties.
3. Replace the existing website Content Management System (CMS) and migrate approved content the new platform (if applicable), ensuring accurate transfer, functionality preservation, and minimal disruption during the transition.

Functional Requirements

At a high level, the City has a variety of goals and feature requirements for the new website:

1. Recognize that dublin.ca.gov is the primary key method for communicating with the public and a frequently-used business tool within our community. The new site should allow easy integration of social media, seamless integration of functionality with third-party services (such as but not limited to, functionality of current website to enroll in classes and programs, view agenda items and meetings, apply for business licenses, submit service requests, and apply for permits on-line), support tools promoting community engagement such as widgets and third-party services for comment and response on City business, as

well as presentation of financial and other information via open data portals. There must be no loss of current functionality.

2. Enable users to easily locate answers to common questions through clear information architecture, structured content tagging, and robust site search that returns relevant results from pages, documents, and FAQs. Include usability testing to validate navigation, search, and overall user experience prior to final launch.
3. Have a modern aesthetic design focused on services and utilizing responsive website design (RWD).
4. Functionality should be equivalent for mobile and desktop devices across all major browsers; proposals must clearly discuss any difference in functionality between mobile and desktop devices.
5. Built with best practices for search engine optimization (SEO) and structured data to enhance discoverability across both traditional and emerging AI-driven search platforms.
6. Provide an easy-to-use interface for internal content contributors: photos, videos, news items, etc. across all browsers. This should include electronic workflow for all web postings, including documents.
7. Provide workflow capacity, such as reminders on when to remove documents and/or auto-delete features.
8. Reflect current ADA requirements verified through accessibility audits to confirm compliance with WCAG 2.1 AA at launch (see Attachment C – WCAG).
9. Include RAD Editor or another text editing with comparable functionality.
10. Explain how the new system will comply with public records laws for the State of California and archiving for records retention purposes.
11. Future-proof for transitioning to a .gov domain name to comply with CA AB-1637 for TheWave.com website.
12. Include a public facing calendar with features including but not limited to images, outside links, and recurrence.
13. Integrate with City Active Directory through SSO sign-on for user authentication.
14. Host website on U.S. datacenters and provide 48-hour notice of any material data breach of SaaS services.
15. Support multiple levels of security by individual and by groups, including tiered permissions. Proposals should include an example of step-by-step instructions for adding users and assigning permissions.
16. Provide reporting mechanisms that are easy to use, such as number of visits per page, duration of visits, etc.
17. *Optional:* The City is working to develop a marketing plan to support the City's economic development efforts. The City anticipates a brand refresh specific to those efforts which may include an economic development specific website. Please include the cost as an optional item to create a new website geared towards this effort that would move the current economic development webpages to a new site.

Attachment B

Standard Consulting Services Agreement

CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF DUBLIN AND

[NAME OF PROFESSIONAL CONSULTANT]

FOR

WEBSITE REDESIGN & MODERNIZATION PROJECT

THIS AGREEMENT for consulting services is made by and between the City of Dublin ("City") and [REDACTED] ("Consultant") (together sometimes referred to as the "Parties") as of **January 13, 2026**, (the "Effective Date").

Section 1. SERVICES. Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Work attached as Exhibit A at the time and place and in the manner specified therein. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, the Agreement shall prevail.

- 1.1 Term of Services.** The term of this Agreement shall begin on the Effective Date and shall end on **January 13, 2028**, unless the term of the Agreement is otherwise terminated or extended, as provided for in Section 8. The time provided to Consultant to complete the services required by this Agreement shall not affect the City's right to terminate the Agreement, as referenced in Section 8. Notwithstanding the foregoing this Agreement may be extended on a month to month basis for up to 6 months upon the written consent of the Consultant and the City Manager, provided that: a) sufficient funds have been appropriated for such purchase, b) the price charged by the Consultant for the provision of the serves described in Exhibit A does not increase. None of the foregoing shall affect the City's right to terminate the Agreement as provided for in Section 8.
- 1.2 Standard of Performance.** Consultant shall perform all services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged.
- 1.3 Assignment of Personnel.** Consultant shall assign only competent personnel to perform services pursuant to this Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.
- 1.4 Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary to meet the standard of performance provided in Subsection 1.2 above and to satisfy Consultant's obligations hereunder.

Section 2. COMPENSATION. City hereby agrees to pay Consultant a sum not to exceed [REDACTED], notwithstanding any contrary indications that may be contained in Consultant's proposal, for services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict regarding

the amount of compensation between this Agreement and Consultant's proposal, the Agreement shall prevail. City shall pay Consultant for services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized by City in writing, Consultant shall not bill City for duplicate services performed by more than one person.

Consultant and City acknowledge and agree that compensation paid by City to Consultant under this Agreement is based upon Consultant's estimated costs of providing the services required hereunder, including salaries and benefits of employees and subcontractors of Consultant. Consequently, the Parties further agree that compensation hereunder is intended to include the costs of contributions to any pensions and/or annuities to which Consultant and its employees, agents, and subcontractors may be eligible. City therefore has no responsibility for such contributions beyond compensation required under this Agreement.

2.1 Invoices. Consultant shall submit invoices, not more often than once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date. No individual performing work under this Agreement shall bill more than 2,000 hours in a fiscal year unless approved, in writing, by the City Manager or his/her designee. Invoices shall contain the following information:

- Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- The beginning and ending dates of the billing period;
- A Task Summary containing the original contract amount, the amount of prior billings, the total due this period, the balance available under the Agreement, and the percentage of completion;
- A copy of the applicable time entries or time sheets shall be submitted showing the following:
 - ☐ Daily logs of total hours worked by each individual performing work under this Agreement;
 - ☐ Hours must be logged in increments of tenths of an hour or quarter hour;
 - ☐ If this Agreement covers multiple projects, all hours must also be logged by project assignment; and
 - ☐ A brief description of the work, and each reimbursable expense.
- The total number of hours of work performed under the Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing services hereunder;
- The Consultant's signature;
- Consultant shall give separate notice to the City when the total number of hours worked by Consultant and any individual employee, agent, or subcontractor of Consultant reaches or exceeds 800 hours within a 12-month period under this Agreement and any other agreement between Consultant and City. Such notice shall include an estimate of the time necessary to complete work described in Exhibit A and the estimate of time necessary to complete work under any other agreement between Consultant and City, if applicable.

- 2.2 **Monthly Payment.** City shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have 30 days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.
- 2.3 **Final Payment.** City shall pay the last 10% of the total sum due pursuant to this Agreement within 60 days after completion of the services and submittal to City of a final invoice, if all services required have been satisfactorily performed.
- 2.4 **Total Payment.** City shall pay for the services to be rendered by Consultant pursuant to this Agreement. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above, either for a task or for the entire Agreement, unless the Agreement is modified prior to the submission of such an invoice by a properly executed change order or amendment.

- 2.5 **Hourly Fees.** Fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the compensation schedule attached hereto as Exhibit A.
- 2.6 **Reimbursable Expenses.** Reimbursable expenses are specified in Exhibit A. Expenses not listed in Exhibit A are not chargeable to City. Reimbursable expenses are included in the total amount of compensation provided under this Agreement that shall not be exceeded.
- 2.7 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.
- 2.8 **Payment upon Termination.** In the event that the City or Consultant terminates this Agreement pursuant to Section 8, the City shall compensate the Consultant for all outstanding costs and reimbursable expenses incurred for work satisfactorily completed as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets to verify costs incurred to that date.
- 2.9 **Authorization to Perform Services.** The Consultant is not authorized to perform any services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

Section 3. FACILITIES AND EQUIPMENT. Except as set forth herein, Consultant shall, at its sole cost and expense, provide all facilities and equipment that may be necessary to perform the services required by this Agreement. City shall make available to Consultant only the facilities and equipment listed in this section, and only under the terms and conditions set forth herein.

City shall furnish physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in

possession of the City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be obligated to furnish any facility that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

Section 4. INSURANCE REQUIREMENTS. Before fully executing this Agreement, Consultant, at its own cost and expense, unless otherwise specified below, shall procure the types and amounts of insurance listed below against claims for injuries to persons or damages to property that may arise from or in connection with the performance of the work hereunder by the Consultant and its agents, representatives, employees, and subcontractors. Consistent with the following provisions, Consultant shall provide proof satisfactory to City of such insurance that meets the requirements of this section and under forms of insurance satisfactory in all respects, and that such insurance is in effect prior to beginning work. Consultant shall maintain the insurance policies required by this section throughout the term of this Agreement. The cost of such insurance shall be included in the Consultant's bid or proposal. Consultant shall not allow any subcontractor to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence to City that such insurance is in effect. VERIFICATION OF THE REQUIRED INSURANCE SHALL BE SUBMITTED AND MADE PART OF THIS AGREEMENT PRIOR TO EXECUTION. Consultant shall maintain all required insurance listed herein for the duration of this Agreement.

4.1 Workers' Compensation.

4.1.1 General Requirements. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant. The Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than \$1,000,000 per accident. In the alternative, Consultant may rely on a self-insurance program to meet these requirements, but only if the program of self-insurance complies fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator.

The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the entity for all work performed by the Consultant, its employees, agents, and subcontractors.

4.1.2 Submittal Requirements. To comply with Subsection 4.1, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section; and
- b. Waiver of Subrogation Endorsement as required by the section.

4.2 Commercial General and Automobile Liability Insurance.

4.2.1 General Requirements. Consultant, at its own cost and expense, shall maintain commercial general liability insurance for the term of this Agreement in an amount not less

than \$1,000,000 and automobile liability insurance for the term of this Agreement in an amount not less than \$1,000,000 per occurrence, combined single limit coverage for risks associated with the work contemplated by this Agreement. If a Commercial General Liability Insurance or an Automobile Liability form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from activities contemplated under this Agreement, including without limitation, blanket contractual liability and the use of owned and non-owned automobiles.

4.2.2 Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001 (most recent edition) covering comprehensive General Liability on an “occurrence” basis. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001, Code 1 (any auto). No endorsement shall be attached limiting the coverage.

4.2.3 Additional Requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

- a. The Insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
- b. City, its officers, officials, employees, and volunteers are to be covered as additional insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired, or borrowed by the Consultant.
- c. Consultant hereby agrees to waive subrogation which any insurer or contractor may require from vendor by virtue of the payment of any loss. Consultant agrees to obtain any endorsements that may be necessary to effect this waiver of subrogation.
- d. For any claims related to this Agreement or the work hereunder, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

4.2.4 Submittal Requirements. To comply with Subsection 4.2, Consultant shall submit the following:

- a. Certificate of Liability Insurance in the amounts specified in the section;

- b. Additional Insured Endorsement as required by the section;
- c. Waiver of Subrogation Endorsement as required by the section; and
- d. Primary Insurance Endorsement as required by the section.

4.3 **Professional Liability Insurance.**

4.3.1 General Requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing work pursuant to this Agreement in an amount not less than \$2,000,000 covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed \$150,000 per claim.

4.3.2 Claims-Made Limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

- a. The retroactive date of the policy must be shown and must be before the date of the Agreement.
- b. Insurance must be maintained and evidence of insurance must be provided for at least 3 years after completion of the Agreement or the work, so long as commercially available at reasonable rates.
- c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the date of this Agreement, Consultant shall purchase an extended period coverage for a minimum of 3 years after completion of work under this Agreement.
- d. A copy of the claim reporting requirements must be submitted to the City for review prior to the commencement of any work under this Agreement.

4.3.3 Submittal Requirements. To comply with Subsection 4.3, Consultant shall submit the Certificate of Liability Insurance in the amounts specified in the section.

4.4 **All Policies Requirements.**

4.4.1 Acceptability of Insurers. All insurance required by this section is to be placed with insurers with a Bests' rating of no less than A:VII.

4.4.2 Verification of Coverage. Prior to beginning any work under this Agreement, Consultant shall furnish City with complete copies of all Certificates of Liability Insurance delivered to Consultant by the insurer, including complete copies of all endorsements attached to the policies. All copies of Certificates of Liability Insurance and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. If the City does not receive the required insurance documents prior to the Consultant

beginning work, it shall not waive the Consultant's obligation to provide them. The City reserves the right to require complete copies of all required insurance policies at any time.

4.4.3 Deductibles and Self-Insured Retentions. Consultant shall disclose to and obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this Agreement. At the option of the City, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, employees, and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration and defense expenses.

4.4.4 Wasting Policies. No policy required by this Section 4 shall include a "wasting" policy limit (i.e. limit that is eroded by the cost of defense).

a.4.5 Endorsement Requirements. Each insurance policy required by Section 4 shall be endorsed to state that coverage shall not be canceled by either party, except after 30 days' prior written notice has been provided to the City.

4.4.6 Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

4.5 Remedies. In addition to any other remedies City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

- Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under the Agreement;
- Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or
- Terminate this Agreement.

Section 5. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

Consultant shall, to the extent permitted by law, including without limitation California Civil Code 2782 and 2782.8, indemnify, hold harmless and assume the defense of, in any actions at law or in equity, the City, its employees, agents, volunteers, and elective and appointive boards, from all claims, losses, and damages, including property damage, personal injury, death, and liability of every kind, nature and description, arising out of, pertaining to or related to the negligence, recklessness or willful misconduct of Consultant or any person directly or indirectly employed by, or acting as agent for, Consultant, during and after completion of Consultant's work under this Agreement.

With respect to those claims arising from a professional error or omission, Consultant shall defend, indemnify and hold harmless the City (including its elected officials, officers, employees, and volunteers) from all claims, losses, and damages arising from the professionally negligent acts, errors or omissions of Consultant, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.

Consultant's obligation under this section does not extend to that portion of a claim caused in whole or in part by the sole negligence or willful misconduct of the City.

Consultant shall also indemnify, defend and hold harmless the City from all suits or claims for infringement of any patent rights, copyrights, trade secrets, trade names, trademarks, service marks, or any other proprietary rights of any person or persons because of the City or any of its officers, employees, volunteers, or agents use of articles, products things, or services supplied in the performance of Consultant's services under this Agreement, however, the cost to defend charged to Consultant shall not exceed Consultant's proportionate percentage fault.

Consultant shall indemnify, defend with counsel acceptable to City, and hold harmless City and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with Consultant's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of City.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

The Consultant's obligation to defend and indemnify shall not be excused because of the Consultant's inability to evaluate Liability or because the Consultant evaluates Liability and determines that the Consultant is not liable to the claimant. The Consultant must respond within 30 days to the tender of any claim for defense and indemnity by the City. If the Consultant fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due the Consultant under and by virtue of this Agreement as shall reasonably be considered necessary by the City, may be retained by the City until disposition has been made of the claim or suit for damages, or until the Consultant accepts or rejects the tender of defense, whichever occurs first.

Section 6. STATUS OF CONSULTANT.

- 6.1 Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. This Agreement shall not be construed as an agreement for employment. City shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement. Consultant further acknowledges that Consultant performs Services outside the usual course of the City's business; and is customarily engaged in an independently established trade, occupation, or business of the same nature as the Consultant performs for the City and has the option to perform such work for other entities. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become

entitled to, and hereby agree to waive any and all claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System (PERS) as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

- 6.2 **Consultant Not an Agent.** Except as City may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of City in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Section 7. LEGAL REQUIREMENTS.

- 7.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 7.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws and regulations applicable to the performance of the work hereunder, including but not limited to, the California Building Code, the Americans with Disabilities Act, and any copyright, patent or trademark law. Consultant's failure to comply with any law(s) or regulation(s) applicable to the performance of the work hereunder shall constitute a breach of contract.
- 7.3 **Other Governmental Regulations.** To the extent that this Agreement may be funded by fiscal assistance from another governmental entity, Consultant and any subcontractors shall comply with all applicable rules and regulations to which City is bound by the terms of such fiscal assistance program.
- 7.4 **Licenses and Permits.** Consultant represents and warrants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions. Consultant represents and warrants to City that Consultant and its employees, agents, any subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid Business Licenses from City.
- 7.5 **Nondiscrimination and Equal Opportunity.** Consultant shall not discriminate, on the basis of a person's race, sex, gender, religion (including religious dress and grooming practices), national origin, ancestry, physical or mental disability, medical condition (including cancer and genetic characteristics), marital status, age, sexual orientation, color, creed, pregnancy, genetic information, gender identity or expression, political affiliation or belief, military/veteran status, or any other classification protected by applicable local, state, or federal laws (each a "Protected Characteristic"), against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement.

Consultant shall include the provisions of this Subsection in any subcontract approved by the Contract Administrator or this Agreement.

Section 8. TERMINATION AND MODIFICATION.

- 8.1 Termination.** City may cancel this Agreement at any time and without cause upon written notification to Consultant.

Consultant may cancel this Agreement upon 30 days' written notice to City and shall include in such notice the reasons for cancellation.

In the event of termination, Consultant shall be entitled to compensation for services performed to the effective date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or the City in connection with this Agreement.

- 8.2 Extension.** City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

- 8.3 Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.

- 8.4 Assignment and Subcontracting.** City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant's unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the Contract Administrator.

- 8.5 Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the termination of this Agreement.

- 8.6 Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but are not limited to, the following:

8.6.1 Immediately terminate the Agreement;

8.6.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;

- 8.6.3** Retain a different consultant to complete the work described in Exhibit A not finished by Consultant; or
- 8.6.4** Charge Consultant the difference between the cost to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the work.

Section 9. KEEPING AND STATUS OF RECORDS.

- 9.1 Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of the City. Consultant hereby agrees to deliver those documents to the City upon termination of the Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for the City and are not necessarily suitable for any future or other use. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports and other documents are confidential and will not be released to third parties without prior written consent of both Parties.
- 9.2 Consultant's Books and Records.** Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the City under this Agreement for a minimum of 3 years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.
- 9.3 Inspection and Audit of Records.** Any records or documents that Subsection 9.2 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of the City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds \$10,000.00, the Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of the City, for a period of 3 years after final payment under the Agreement.

Section 10. MISCELLANEOUS PROVISIONS.

- 10.1 Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 10.2 Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.

- 10.3 Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect. The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of any other provision of this Agreement.
- 10.4 No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 10.5 Successors and Assigns.** The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.
- 10.6 Use of Recycled Products.** Consultant shall prepare and submit all reports, written studies and other printed material on recycled paper to the extent it is available at equal or less cost than virgin paper.
- 10.7 Conflict of Interest.** Consultant may serve other clients, but none whose activities within the corporate limits of City or whose business, regardless of location, would place Consultant in a “conflict of interest,” as that term is defined in the Political Reform Act, codified at California Government Code Section 81000 *et seq.*

Consultant shall not employ any City official in the work performed pursuant to this Agreement. No officer or employee of City shall have any financial interest in this Agreement that would violate California Government Code Section 1090 *et seq.*

Consultant hereby warrants that it is not now, nor has it been in the previous 12 months, an employee, agent, appointee, or official of the City. If Consultant was an employee, agent, appointee, or official of the City in the previous 12 months, Consultant warrants that it did not participate in any manner in the forming of this Agreement. Consultant understands that, if this Agreement is made in violation of California Government Code Section 1090 *et seq.*, the entire Agreement is void and Consultant will not be entitled to any compensation for services performed pursuant to this Agreement, including reimbursement of expenses, and Consultant will be required to reimburse the City for any sums paid to the Consultant. Consultant understands that, in addition to the foregoing, it may be subject to criminal prosecution for a violation of California Government Code Section 1090 *et seq.*, and, if applicable, will be disqualified from holding public office in the State of California.

At City’s sole discretion, Consultant may be required to file with the City a Form 700 to identify and document Consultant’s economic interests, as defined and regulated by the California Fair Political Practices Commission. If Consultant is required to file a Form 700, Consultant is hereby advised to contact the Dublin City Clerk for the Form 700 and directions on how to prepare it.

- 10.8 Solicitation.** Consultant agrees not to solicit business at any meeting, focus group, or interview related to this Agreement, either orally or through any written materials.

10.9 Contract Administration. This Agreement shall be administered by the City Manager ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his or her designee.

10.10 Notices. Any written notice to Consultant shall be sent to:

Any written notice to City shall be sent to:

City of Dublin

Att:

100 Civic Plaza
Dublin, CA 94568

10.11 Integration. This Agreement, including the scope of work attached hereto and incorporated herein as Exhibit A represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral.

Exhibit A Scope of Services & Compensation Schedule/Reimbursable Expenses

10.12 Counterparts and Electronic Signatures. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement. Counterparts delivered and/or signatures executed by City-approved electronic or digital means shall have the same force and effect as the use of a manual signature. Both Parties desire this Agreement to be electronically signed in accordance with applicable federal and California law. Either Party may revoke its agreement to use electronic signatures at any time by giving notice to the other Party.

10.13 Certification per Iran Contracting Act of 2010. In the event that this contract is for one million dollars (\$1,000,000.00) or more, by Consultant's signature below Consultant certifies that Consultant, and any parent entities, subsidiaries, successors or subunits of Consultant are not identified on a list created pursuant to subdivision (b) of Section 2203 of the California Public Contract Code as a person engaging in investment activities in Iran as described in subdivision (a) of Section 2202.5, or as a person described in subdivision (b) of Section 2202.5 of the California Public Contract Code, as applicable.

SIGNATURES ON FOLLOWING PAGE

The Parties have executed this Agreement as of the Effective Date. The persons whose signatures appear below certify that they are authorized to sign on behalf of the respective Party.

CITY OF DUBLIN

[NAME OF CONSULTANT]

Colleen Tribby, City Manager

[NAME, TITLE]

Attest:

Consultant's DIR Registration Number
(if applicable)

Marsha Moore, City Clerk

Approved as to Form:

City Attorney

EXHIBIT A TO AGREEMENT

SCOPE OF SERVICES COMPENSATION SCHEDULE & REIMBURSABLE EXPENSES

Attachment C

The Web Content Accessibility Guidelines Version 2.1, Level AA

WCAG 2 Overview

Summary

This page introduces the Web Content Accessibility Guidelines (WCAG) international standard, including WCAG 2.0, WCAG 2.1, and WCAG 2.2. WCAG documents explain how to make web content more accessible to people with disabilities.

A different page [introduces WCAG 3 \(https://www.w3.org/WAI/standards-guidelines/wcag/wcag3-intro/\)](https://www.w3.org/WAI/standards-guidelines/wcag/wcag3-intro/).

WCAG is not an introduction to accessibility. For introductions, see [Accessibility Fundamentals Overview \(https://www.w3.org/WAI/fundamentals/\)](https://www.w3.org/WAI/fundamentals/).

Quick links to resources:

- [How to Meet WCAG 2 \(Quick Reference\) \(https://www.w3.org/WAI/WCAG22/quickref/\)](https://www.w3.org/WAI/WCAG22/quickref/)
- [WCAG 2.2 Standard \(https://www.w3.org/TR/WCAG22/\)](https://www.w3.org/TR/WCAG22/), [What's New in WCAG 2.2 \(https://www.w3.org/WAI/standards-guidelines/wcag/new-in-22/\)](https://www.w3.org/WAI/standards-guidelines/wcag/new-in-22/)
- [WCAG 2.1 Standard \(https://www.w3.org/TR/WCAG21/\)](https://www.w3.org/TR/WCAG21/)

Page Contents

- [Introduction\(\ #intro\)](#)
- [Who WCAG is for\(\ #for\)](#)
- [What is in WCAG 2\(\ #whatis2\)](#)
- [WCAG 2.0, 2.1, 2.2\(\ #versions\)](#)
- [Translations\(\ #translations\)](#)
- [ISO/IEC 40500, FAA, EN 301 549\(\ #iso\)](#)
- [Who develops WCAG\(\ #wg\)](#)
- [More about WCAG\(\ #more\)](#)

Introduction

Web Content Accessibility Guidelines (WCAG) 2 is developed through the [W3C process \(https://www.w3.org/WAI/standards-guidelines/w3c-process/\)](https://www.w3.org/WAI/standards-guidelines/w3c-process/) in cooperation with individuals and organizations around the world, with a goal of providing a single shared standard for web content accessibility that meets the needs of individuals, organizations, and governments internationally.

The WCAG documents explain how to make web content more accessible to people with disabilities. Web “content” generally refers to the information in a web page or web application, including:

- natural information such as text, images, and sounds
- code or markup that defines structure, presentation, etc.

Who WCAG is for

WCAG is for those who want a technical standard. **It is not an introduction to accessibility. For links to introductory material, see “Where should I start?” in the FAQ (https://www.w3.org/WAI/standards-guidelines/wcag/faq/#start).**

WCAG is primarily intended for:

- Web content developers (page authors, site designers, etc.)
- Web authoring tool developers
- Web accessibility evaluation tool developers
- Others who want or need a standard for web accessibility, including for mobile accessibility

To meet the needs of others — including policy makers, managers, and researchers — there are many different [WAI Resources \(https://www.w3.org/WAI/resources/\)](https://www.w3.org/WAI/resources/).

What is in WCAG 2

The WCAG 2.2 has 13 guidelines. The guidelines are organized under [4 principles: perceivable, operable, understandable, and robust](https://www.w3.org/WAI/WCAG22/Understanding/intro#understanding-the-four-principles-of-accessibility) (<https://www.w3.org/WAI/WCAG22/Understanding/intro#understanding-the-four-principles-of-accessibility>).

For each guideline, there are testable *success criteria*. The success criteria are at [three levels: A, AA, and AAA](https://www.w3.org/WAI/WCAG22/Understanding/conformance#levels) (<https://www.w3.org/WAI/WCAG22/Understanding/conformance#levels>).

The success criteria are what determine “conformance” to WCAG. That is, in order to meet WCAG, the content needs to meet the success criteria. Details are in the [Conformance section of WCAG](https://www.w3.org/TR/WCAG22/#conformance) (<https://www.w3.org/TR/WCAG22/#conformance>).

For a short summary of the WCAG 2 guidelines, see [WCAG 2 at a Glance](https://www.w3.org/WAI/standards-guidelines/wcag/glance/) (<https://www.w3.org/WAI/standards-guidelines/wcag/glance/>).

Supporting material and supplemental guidance

The following resources help you understand and implement WCAG, and improve accessibility beyond WCAG:

- [Quick Reference / How to Meet WCAG 2 / Checklist](#)
- [Understanding WCAG 2](#)
- [Techniques for WCAG 2](#)
- [Test Rules for WCAG 2](#)
- [Supplemental Guidance](#)

Please read about these WCAG 2 resources from [WCAG 2 Documents](https://www.w3.org/WAI/standards-guidelines/wcag/docs/) (<https://www.w3.org/WAI/standards-guidelines/wcag/docs/>).

WCAG 2.0, 2.1, 2.2

The Web Content Accessibility Guidelines (WCAG) standards are referenceable when they are published as a ‘W3C Recommendation’ web standard.

- [WCAG 2.0](https://www.w3.org/TR/WCAG20/) (<https://www.w3.org/TR/WCAG20/>) was published on 11 December 2008.
- [WCAG 2.1](https://www.w3.org/TR/WCAG21/) (<https://www.w3.org/TR/WCAG21/>) was published on 5 June 2018, and updates were published on 21 September 2023, 12 December 2024, and 6 May 2025.
- [WCAG 2.2](https://www.w3.org/TR/WCAG22/) (<https://www.w3.org/TR/WCAG22/>) was published on 5 October 2023, and an update was published on 12 December 2024.

For information on the updates, see the [WCAG 2 FAQ](https://www.w3.org/WAI/standards-guidelines/wcag/faq/) (<https://www.w3.org/WAI/standards-guidelines/wcag/faq/>).

WCAG 2.0, 2.1, and 2.2 are designed to be “backwards compatible”, which means content that conforms to WCAG 2.2 also conforms to WCAG 2.1 and WCAG 2.0. If you want to meet all the versions, you can use the WCAG 2.2 resources and you don’t need to bother looking at earlier versions.

All the success criteria from 2.0 are included in 2.1, and all from 2.1 are in 2.2 (except 4.1.1, explained in the next paragraph).

- WCAG 2.0 has 12 guidelines.
- WCAG 2.1 adds 1 guideline and 17 success criteria. They are introduced in [What’s New in WCAG 2.1](https://www.w3.org/WAI/standards-guidelines/wcag/new-in-21/) (<https://www.w3.org/WAI/standards-guidelines/wcag/new-in-21/>).
- WCAG 2.2 adds 9 success criteria. They are introduced in [What’s New in WCAG 2.2](https://www.w3.org/WAI/standards-guidelines/wcag/new-in-22/) (<https://www.w3.org/WAI/standards-guidelines/wcag/new-in-22/>).

A few things have changed, and we intend the updates in the related documents to support backwards compatibility in practice. The main change is that in WCAG 2.2, one success criteria (4.1.1 Parsing) is obsolete. Notes added to WCAG 2.1 and WCAG 2.0 errata address this, as explained in [WCAG 2 FAQ, 4.1.1 Parsing](https://www.w3.org/WAI/standards-guidelines/wcag/faq/#parsing411) (<https://www.w3.org/WAI/standards-guidelines/wcag/faq/#parsing411>). WCAG 2.2 also includes Notes about different languages; more information is in [WCAG 2 FAQ, internationalization](https://www.w3.org/WAI/standards-guidelines/wcag/faq/#i18n22) (<https://www.w3.org/WAI/standards-guidelines/wcag/faq/#i18n22>).

WCAG 2.0, WCAG 2.1, and WCAG 2.2 are all existing standards. WCAG 2.2 does not deprecate or supersede WCAG 2.1, and WCAG 2.1 does not deprecate or supersede WCAG 2.0. W3C encourages you to use the latest version of WCAG.

Translations

Authorized Translations and unofficial translations of WCAG 2 are listed in [WCAG 2 Translations](https://www.w3.org/WAI/standards-guidelines/wcag/translations/) (<https://www.w3.org/WAI/standards-guidelines/wcag/translations/>).

ISO/IEC 40500, EAA, EN 301 549

WCAG 2.2 is an approved International Organization for Standardization (ISO) standard: [ISO/IEC 40500:2025](https://www.iso.org/standard/91029.html) (<https://www.iso.org/standard/91029.html>), and is available free from ISO. ISO/IEC 40500:2025 is exactly the same as the October 2023 version of WCAG 2.2. We expect the December 2024 version of WCAG 2.2 to be available as ISO/IEC 40500:2026 by late 2026.

In addressing the European Accessibility Act (EAA), most organizations use WCAG and the European Standard EN 301 549: Accessibility requirements for ICT products and services. EN 301 549 currently uses WCAG 2.1. We expect the next version of EN 301 549 to use the latest version of WCAG 2.2.

To find how laws around the world use WCAG, see [Web Accessibility Laws & Policies \(https://www.w3.org/WAI/policies/\)](https://www.w3.org/WAI/policies/).

W3C encourages you to use the latest version of WCAG. Content that meets WCAG 2.2 also meets WCAG 2.1 and WCAG 2.0.

Who develops WCAG

The WCAG technical documents are developed by the Accessibility Guidelines Working Group ([AG WG \(https://www.w3.org/WAI/GL/\)](https://www.w3.org/WAI/GL/)) (formerly the *Web Content Accessibility Guidelines Working Group*), which is part of the World Wide Web Consortium ([W3C \(https://www.w3.org/\)](https://www.w3.org/)) Web Accessibility Initiative ([WAI \(https://www.w3.org/WAI/\)](https://www.w3.org/WAI/)).

WAI updates Techniques for WCAG 2 and Understanding WCAG 2 periodically. We welcome [comments \(https://www.w3.org/WAI/standards-guidelines/wcag/commenting/\)](https://www.w3.org/WAI/standards-guidelines/wcag/commenting/) and [submission of new techniques \(https://www.w3.org/WAI/GL/WCAG20/TECHS-SUBMIT/\)](https://www.w3.org/WAI/GL/WCAG20/TECHS-SUBMIT/).

Opportunities for contributing to WCAG and other WAI work are introduced in [Participating in WAI \(https://www.w3.org/WAI/about/participating/\)](https://www.w3.org/WAI/about/participating/).

More about WCAG

WCAG is part of a series of accessibility guidelines, including the Authoring Tool Accessibility Guidelines (ATAG) and the User Agent Accessibility Guidelines (UAAG). [Essential Components of Web Accessibility \(https://www.w3.org/WAI/fundamentals/components/\)](https://www.w3.org/WAI/fundamentals/components/) explains the relationship between the different guidelines.

Frequently asked questions (FAQ)

See the [WCAG 2 FAQ \(https://www.w3.org/WAI/standards-guidelines/wcag/faq/\)](https://www.w3.org/WAI/standards-guidelines/wcag/faq/) for more information on:

- [WCAG 2 coverage of mobile accessibility \(https://www.w3.org/WAI/standards-guidelines/wcag/faq/#mobile\)](https://www.w3.org/WAI/standards-guidelines/wcag/faq/#mobile)
- [Applying WCAG 2 to documents and software \(https://www.w3.org/WAI/standards-guidelines/wcag/faq/#wcag2ict\)](https://www.w3.org/WAI/standards-guidelines/wcag/faq/#wcag2ict)
- and more...

JSON machine-readable files

The WCAG JSON (JavaScript Object Notation) files include the principles, guidelines, success criteria, and glossary terms from WCAG and the supporting Techniques. For more information, see [JSON Serialization of WCAG 2 – GitHub [↗] \(https://github.com/w3c/wcag/tree/main/11ty/json#readme\)](https://github.com/w3c/wcag/tree/main/11ty/json#readme).

WCAG 3

For information on the early draft of W3C Accessibility Guidelines 3.0 (formerly known as “Silver”), see the [WCAG 3 Introduction \(https://www.w3.org/WAI/standards-guidelines/wcag/wcag3-intro/\)](https://www.w3.org/WAI/standards-guidelines/wcag/wcag3-intro/).

Updated: 20 October 2025. [Latest changes \(https://www.w3.org/WAI/standards-guidelines/wcag/changelog/\)](https://www.w3.org/WAI/standards-guidelines/wcag/changelog/).
First published July 2005.

Editor: [Shawn Lawton Henry \(https://www.w3.org/People/Shawn/\)](https://www.w3.org/People/Shawn/).

Developed with input from the Education and Outreach Working Group ([EOWG \(https://www.w3.org/WAI/about/groups/eowg/\)](https://www.w3.org/WAI/about/groups/eowg/)) and the Accessibility Guidelines Working Group ([AG WG \(https://www.w3.org/WAI/about/groups/agwg/\)](https://www.w3.org/WAI/about/groups/agwg/)).

W3C Web Accessibility Initiative (WAI)

Strategies, standards, and supporting resources to make the Web accessible to people with disabilities. Copyright © 2025 World Wide Web Consortium ([W3C[®]](https://www.w3.org/)). See [Permission to Use WAI Material](#).

Attachment D

Forced Ranking Rating Sheet

Attachment D

City of Dublin

Forced Ranking Rating Sheet

Instructions: After each review, write the name of the candidates in the boxes in ranked order of 1 through 5, with the number 1 candidate in the left column being the most qualified candidate. For example, candidate Smith’s name would be in the Rank 1 box after the first review, since that firm would be the only candidate so far. After candidate Jones is reviewed in the second review, then decide which of the two candidates – Smith or Jones – should be ranked #1 and #2. As reviews continue, re-rank the applicants as appropriate.

	Rank 1			
Firm 1		Rank 2		
Firm 2			Rank 3	
Firm 3				Rank 4
Firm 4				

Rater Name: _____ Proposal Name: _____