The Village of Bald Head Island

September 8, 2026

The Village of Bald Head Island is seeking proposals from qualified government website developers and hosts for the professional services associated with updating, transferring, and maintaining accessibility (ADA compliance) and security for the Village of Bald Head Island website.

The Village of Bald Head Island website is maintained by the Public Information Officer and IT Department.

SCOPE OF WORK SUMMARY: The Village of Bald Head Island website needs to be fully upgraded from a WordPress website and moved from a .com domain to a. Gov domain. The website requirements include but are not limited to cleaning up current website files and data, transferring the website to a new back-end platform, and launching a new website that fits the requests and needs of the Village of Bald Head Island.

Attn: Carin Faulkner, Public Information Officer
RFP: Website Services
PO Box 3009
Bald Head Island, NC 28461
The Village reserves the right to reject any and all proposals.

For consideration, 3 copies of the response to this request must be received by 3:00 p.m., Friday, October 16, 2026.

RFP Organization: To facilitate the Village's objective review of the RFPs from different Contractors, the Village asks that each submittal include the following:

1. A cover letter signed by a Principal or other member of the company authorized to commit the contractor to professional services.
2. A detailed estimate including each type of service and materials to be used, based on the specifications.
3. Provide a proposed timeline based on your availability.
4. References: Please provide the name, telephone number, email, and physical address of at least **two references** in the North Carolina Government sector for whom your company provided website services and whom the Village of Bald Head Island may contact regarding your company's performance on their projects.

SELECTION:
Selection of the contractor will be made based on the company's qualifications and ability to meet the proposed schedule.

Qualification statements will be evaluated by a selection committee on the following basis for the project under construction:

Experience and Capability:

- Experience and Capability: Companies will be evaluated with respect to their experience with projects similar in size and scope
- Estimated cost of services
- Proposed timeline

The Village of Bald Head Island reserves the right to select the company that best meets its needs and negotiate a final Scope of Work that reflects the work to be done within the time constraints established in the above schedule.

Further details may be requested by contacting Public Information Officer Carin Faulkner via email at website@villagebhi.org.

Addendum No. 1
Website Services

This Addendum No. 1 is issued October 8, 2026, for the Request for Proposals entitled "Website Services." This Addendum No. 1 shall become part of the aforementioned Request for Proposals.

In Lieu of 3 Mailed Copies, Email with PDF file will be accepted

The Village will accept an emailed PDF in addition to, or in place of the 3 printed and mailed copies.

Out-of-State Submissions

The Village will accept submissions from out-of-state clients and references from outside North Carolina.

*****END OF ADDENDUM NO. 1*****