

CITY OF OWOSSO

Request for Proposal

City Website Redesign and Hosting

Original Publication Date: February 17, 2026

ADDENDUM NO. 1

Date Issued: February 24, 2026

TO ALL PROSPECTIVE PROPOSERS:

This Addendum is hereby made a part of the Contract Documents for the **City Website Redesign and Hosting** project. The following items modify, change, delete from, or add to the original Request for Proposal (RFP). These items shall take precedence over the originally issued documents.

ITEM 1: ELIMINATION OF PRE-PROPOSAL MEETING

The Optional Pre-Proposal Meeting previously scheduled for **February 27, 2026 @ 10:00 am (virtual)** has been **CANCELLED**.

Prospective proposers are encouraged to submit any questions regarding the proposal in writing. Questions must be directed to Nathan Henne via email at Nathan.henne@ci.owosso.mi.us.

The deadline for submitting questions remains **March 6, 2026 @ noon**. Responses to all inquiries and requests for clarification will be addressed by the City in a written addendum to be posted on the City website.

ITEM 2: REVISION OF ANTICIPATED AWARD DATE

The Anticipated Award Date has been moved from April 6, 2026, to **April 20, 2026**.

Reason for Change: City staff intends to conduct interviews with firms of interest following the initial review of proposals submitted on March 20, 2026. The extended timeline allows sufficient time for this evaluation and interview process.

ITEM 3: CLARIFICATION OF SECTION REFERENCES

Throughout the original RFP document, there are references to "Section B.1". Please note that these references should be read as "Section 2.A" (Minimum Functional Requirements).

This applies to all instances where Section B.1 is cited, including but not limited to references in Section 2 (Overview of the Project), Section 3 (Submittal Format & Requirements), and Exhibit B (Functional Requirements Matrix).

ITEM 4: REVISED EVENTS TIMETABLE

The Events Timetable located on Page 1 of the original RFP is deleted in its entirety and replaced with the following:

Event	Date / Deadline
RFP Published	February 17, 2026
Optional Pre-Proposal Meeting	CANCELLED
Question Submittal Deadline	Mar 6, 2026 @ noon
Addenda Issued If Any	Mar 13, 2026
Final Proposal Due Date	Mar 20, 2026
Anticipated Award Date	April 20, 2026

INSTRUCTIONS TO PROPOSERS

All other terms, conditions, and specifications of the original Request for Proposal remain unchanged.

Please acknowledge receipt of this Addendum No. 1 in your proposal submission. Failure to do so may result in disqualification.

POINT OF CONTACT

Nathan Henne, City Manager

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