



# City of Flint

## Department of Purchases & Supplies

---

Sheldon A. Neeley

TO: All Proposers  
FROM: Lauren Rowley  
Purchasing Manager  
DATE: **October 18, 2021**  
SUBJECT: **Addendum #01** – Proposal #22000708 –City of Flint Website Redesign

This addendum has been issued because of the following:

1. **Attached are Questions and Answers**
2. **Listed below is the Google Meet information for the bid opening date – Monday, October 25, 2021 at 11:00 a.m. McKenzie Conference Room, 2<sup>nd</sup> Floor, Flint MI 48502**

**Join with Google Meet:**

[meet.google.com/nxi-aiot-jez](https://meet.google.com/nxi-aiot-jez)

**Meeting ID**

[meet.google.com/nxi-aiot-jez](https://meet.google.com/nxi-aiot-jez)

**Phone Numbers**

**(US) +1 475-441-4884**

**PIN: 645 347 457#**

All other bidding terms, requirements, and conditions continue as indicated in the remaining original bid documents.

The Deputy Finance Director, Jennifer Ryan, is an officer for the City of Flint with respect to this RFP.

**In the submission of their proposal, Proposer must acknowledge receipt of this addendum. Proposer shall acknowledge this addendum by signing and returning one copy of this notice with their submission.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you.

**Lauren Rowley**  
Purchasing Manager



QUESTIONS RECEIVED IN THE DIVISION OF PURCHASES & SUPPLIES  
**For City of Flint Website Redesign (REBID)**  
Proposal # 22000708

1. Can you tell me if you have to submit both a hard and an electronic copy or can only an electronic copy of the RFP suffice?  
**A. Submit two (2) original hard copies along with one (1) electronic copy of your bid. Refer to page 3 on the RFP.**
2. Can you tell me why the RFP was rebid?  
**A. Limited submissions that did not meet the CMS requirement of using WordPress.**
3. Do you have a budget for the project?  
**A. \$40K.**
4. First, they are asking for three projects we've completed that are similar in scope. We don't have any projects that size to use. However, we custom build our sites and are fully capable of building a site like the RFB describes. If you need three that are similar in scope, then we wouldn't be able to apply.  
**A. The redesign must use templates compatible with WordPress, the current CMS. The three pages mentioned in the RFP, are the three areas we want to start with for this portion of the project.**
5. Second, They are also looking to have all work completed by December. That is very aggressive and I'm not sure we'd be able to make that.  
**A. The timeframe is based on the RFP not including updates to the entire website, just portions. Please your proposal with needed time included with reasons why. Overall, the project must be started with early template designs submitted by the December deadline.**
6. They want multiple layout designs included in the submission. We don't work that way, as we custom design each site based on feedback from the clients during the initial process. We can include multiple design layout templates as suggestions, but not detailed layout designs with the required content.  
**A. (Layout designs to show work based on the needs in the RFP are needed for the City of Flint to make a decision on a vendor. These designs can be from former clients as examples of work.**
7. Has a Q&A or an addenda been released yet?  
**A. No, this is the first.**
8. Is there a mandatory pre-proposal meeting?  
**A. No. There is a meeting after the bid due date on October 25, at 11AM.**
9. Is the due date still the same?  
**A. Yes.**
10. Do you have a style guide or a brand guide?  
**A. Details will be given when a vendor has been selected**
11. Does the City have a CMS preference? Open source? Drupal/WordPress?  
**A. WordPress - this was included in the RFP.**



12. Who are your primary and secondary users?
  - A. **Residents, businesses - this was included in the RFP**
13. Would you like detailed research in terms of your audience in the form of an audience needs assessment?
  - A. **If it can be within the budget.**
14. Do you have a desired launch date? Is there a specific event driving the launch date?
  - A. **Project started by December date with completion by April 2022**
15. What is the current hosting environment?
  - A. **City of Flint server**
16. How many visitors does the current website receive on a monthly basis?
  - A. **No answer. Google Analytics is not on the site that need is included in the RFP**
17. How many pages of content do you anticipate transferring to the new site?
  - A. **There are 166 published pages currently in the WordPress system. The posts on the homepage is currently at 96 pages or press releases.**
18. How many site administrators will you have?
  - A. **10 focused on just their specific area, not the overall website**
19. Will you require different levels of admin permissions?
  - A. **Yes.**
20. Do you expect copywriting or editing services as part of engagement?
  - A. **Yes, as an itemized cost**
21. Does this project require any kind of integration service, and is there any current integration service?
  - A. **No.**
22. The RFP is to design a new homepage, mayor's page and economic devilmment page only and leave the other pages on the current site exactly as they are. Is that correct?
  - A. **Yes.**
23. Is the December 10<sup>th</sup> deadline a hard deadline or is there flexibility in that date?
  - A. **The timeframe is based on the RFP not including updates to the entire website, just portions. Please your proposal with needed time included with reasons why. Overall, the project must be started with early template designs submitted by the December deadline.**
24. This RFP is to design a new homepage, mayor's page and economic development page only and leave the other pages on the current site exactly as they are, correct?
  - A. **That is correct.**
25. Is the Dec. 10th, 2021 deadline a "firm" deadline?
  - A. **The timeframe is based on the RFP not including updates to the entire website, just portions as stated. Please submit your proposal with the needed time frame indicated and reasoning as to why. Overall, the project must be started with an early template being submitted by the December deadline.**
26. Does the project have any migration requirements? If so, what is to be migrated and in which format will it be provided?
  - A. **There are 166 published pages currently in the WordPress system. The posts on the homepage at 96 pages or press releases.**
27. Does the city need any hosting services?
  - A. **No.**