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Notice of Addendum
Addendum #2
RFP #25-03
Website Design Services
City of Mayville, WI
July 1, 2025
(total 3 pages)

Notice to all firms:

This Addendum is issued to modify, change, delete from, add to, explain or correct the original Request for Proposal and is hereby made a part of RFP #25-03. In case of conflict between the Request for Proposal and this Addendum, this Addendum shall govern. It is the firm's responsibility to pass on this addendum information to all involved in the proposal.

Questions & Answers:

Question 1: Are there specific pages or content types that must be preserved as-is?

Answer: No.

Question 2: Addendum #1, Question 5 you answered that there "are a few existing systems that will need integration. For instance, there is an online payment Network System and a paperless agenda software program. "Are either of these systems supported through an existing API? Would they require coordination with a third-party vendor? If so, can you share technical documentation or vendor contracts?

Answer: The integration that would be needed for the City of Mayville website design are the typical features like other municipalities and should not be a burdensome addition to the upgrade. The technical documentation and vendor contracts will be shared when a firm(s) are selected for additional presentations.

Question 3: Does the City currently own the CMS license or does a third-party vendor maintain it?

Answer: It is maintained by a third-party vendor.

Question 4: Are there existing custom-built features or plugins/modules that need to be rebuilt and/or integrated into the new site?

Answer: No.



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Question 5: Does the City have an accessibility coordinator or consultant who will review the site for ADA/WCAG compliance?

Answer: The City does not have a staff person dedicated to overseeing and coordinating accessibility efforts. An ADA plug in tool may be listed in the fee proposal as an additional add-on with the associated pricing.

Question 6: Has the current website been evaluated for ADA compliance or accessibility issues that should be addressed during the redesign?

Answer: The current website has not been evaluated for ADA compliance or accessibility issues.

Question 7: What are the City's expectations for post-launch support (e.g., response times, hours of coverage, escalation procedures)?

Answer: The City's expectations are a 6–12 month warranty phase for any major design/site map changes, outage response within a few hours, major break response within 12-24 hours and help desk tickets within 24-48 hours.

Question 8: How many City staff will require training, and what is their technical proficiency?

Answer: Approximately five (5) City staff will require training. These employees have basic technical knowledge of website functionality.

Question 9: Does the City prefer webinar training or self-paced training materials?

Answer: A combination of both would be sufficient.

Question 10: How many City staff edit, manage, and otherwise administer the current CMS?

Answer: Currently, there are two City staff that edit, manage, and administer the website.

Question 11: Does the City have existing Google Analytics or other SEO tools set up that need to be migrated or integrated?

Answer: There is a request for this information from the current platform provider.



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Question 12: Who will be the City's primary point of contact and decision-maker during the project?

Answer: At this time, it is assumed the primary contact person will be the City Clerk for installation and upgrading purposes. For any major changes during the project the final decision maker is the CDA Committee.

Question 13: Will vendor presentation (pre-award) be virtual?

Answer: This is dependent on the direction of the CDA Committee after the initial review of the technical proposals.

Question 14: What is the City's reasoning for requiring Automobile Liability coverage?

Answer: The automobile insurance requirements in the Request for Proposal are required if the work involves the use of vehicles. The Certificate of Insurance (COI) helps verify that proposers have adequate coverage to handle potential liabilities.

Question 15: Are vendors submitting 9 sealed copies of their fee proposal as well?

Answer: Please submit one (1) fee proposal sealed in an envelope and nine (9) technical proposals.

Question 16: The Addendum 1 mentions proposal submissions "bound booklet styles." Will coil spiral binding suffice, or does the City require an alternative binding?

Answer: Coil spiral binding will be sufficient.

Question 17: Would the City like 9 copies of the Fee Proposal as well? Or one copy?

Answer: See the answer to Question 15.

Question 18: Page 3 of the RFP states "Ability to integrate or build custom modules and plug-ins." Please clarify what the City is looking to build or integrate with this question. Is there a specific plug-in in mind?

Answer: There is not a specific plug-in.

Return the completed and signed acknowledgement of this addendum with your proposal for this request.

Acknowledgement of the Addendum was included in the proposal documents.