

July 7, 2025

**TOWN OF MELBOURNE BEACH
ADDENDUM #1
REQUEST FOR PROPOSALS – TOWN MANAGER EXECUTIVE SEARCH
SERVICES**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this Request for Proposal.

Contained with this addendum: Time extension.

The bid receiving date has been extended to **Wednesday, July 16, 2025, prior to 2:00 p.m.**

Any questions about this Request for Proposal shall be made in writing to Jennifer Kerr, Finance Director, at finance@melbournebeachfl.org.

Respectfully,

/s/ Jennifer Kerr
Finance Director
Town of Melbourne Beach