



**City of Evanston  
Putting Assets to Work Innovative Finance and Asset  
Concession Grant Implementation**

**ADDENDUM # 3  
RFP 25-02  
January 22, 2025**

Any and all changes to the Contract Document are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the proposal due date to all who are known to have received a complete bid document. Each respondent must acknowledge receipt of any addenda by indicating on the Bid Form. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

Addendum Number Three (3) is attached and consists of a total of five (5) pages including this cover sheet.

Please contact me at 847-866-2935 or [lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org) with any further questions or comments.

Linda Thomas  
Purchasing Specialist

**City of Evanston**  
**Putting Assets to Work Innovative Finance and Asset Concession Grant**  
**Implementation**

**RFP # 25-02**

**ADDENDUM #3**

**January 22, 2025**

This addendum forms a part of the Specifications and Bid Documents for RFP #25-02 and modifies these documents. This addendum consists of the following:

**Questions:**

1. **Question:** 1.0 Introduction (pg. 4): Does the City expect respondents to provide licensed brokerage services? If so, must the broker be the prime contractor?  
**Answer:** Respondents do not need to directly provide brokerage services. A licensed broker does not need to be prime contractor. And it is expected that the respondent will likely need the services of a licensed broker at some point during the contract.
2. **Question:** 1.0 Introduction (pg. 4): In listing “construction management of these projects,” does the City expect respondents to provide construction management services as part of this contract?  
**Answer:** It is possible that construction oversight during the contract is possible, but the respondent and/or city will subcontract for that service depending on the nature of the construction / redevelopment.
3. **Question:** 2.0 Scope of Services (pg. 5): Could you explain the requirement to “If applicable, hire contract staff who can coordinate with city staff and external experts”? Might the selected respondent be asked to provide dedicated full-time or part-time staff to augment City staff? If so, over what period and will this be on-site?  
**Answer:** The intent is the respondent will be the extension of city staff. City staff and respondent will work together to identify additional experts. Respondent may hire staff to accommodate the contract or partner with other service providers to round out team.
4. **Question:** 2.0 Scope of Services (pg. 5): In exploring “institutional structures to house the City’s asset management initiative,” does the City expect the selected respondent to evaluate any assets beside the three identified in the RFP? Will scope include

providing technology solutions, policies, or other recommendations for the City's broader real property portfolio?

**Answer:** The immediate focus of the grant is on the three properties identified in the RFP - Civic Center, Noyes Cultural Arts Center, and Police/Fire HQ. These properties will require significant effort and resources. The grant is subject to devising plans for Transportation Oriented Development, defined as within ½ mile of transit station for purposes of this grant. However, the adopted Putting Assets to Work plan includes a list of other properties the City Council has prioritized and respondent may consider creating a plan that concurrently considers additional sites for redevelopment. Some of these are within ½ mile of a transit station.

5. **Question:** 2.0 Scope of Services (pg. 6): Does the City expect to request conceptual design, planning, or other services as part of the "use case analysis" for existing assets?

**Answer:** Yes. It is likely that each city asset will require some level of community engagement and design analysis.

6. **Question:** 4.0 Fees (pg. 7): Does the City expect to issue individual task orders as they arise and request pricing proposals? Or, will work be assigned on a rolling basis without formal procurement steps for each task?

**Answer:** The process will follow the city's procurement / purchasing guidelines. Staff will work closely with the respondent to ensure an efficient process.

7. **Question:** 4.0 Submittal Requirements (pg. 8): For C. Area/Regional Manager, could you provide further detail on who respondents should list? It is appropriate to name project leadership such as the Principal in Charge and Project Lead? Is this individual expected to be a Designated Managing Broker or other supervisory licensed broker?

**Answer:** It is not a requirement to be a broker. Project manager/principal in charge is sufficient.

8. **Question:** 6.0 M/W/D/EBE Goals (pg. 8): To adhere to M/W/D/EBE goals, please clarify whether the 25% of contract amount must be met and calculated for each task, for each contract year, or over the full contract term. Specifically, how would future commission be treated in this calculation?

**Answer:** The M/W/D/EBE 25% goal is based on the total cost of the proposal and the percentage of the cost your subcontractor/s would be providing for their services.

9. **Questions:** Exhibit F (pg. 23): Exhibit F. City of Evanston M/W/D/EBE Policy does not appear to require a signature. Please confirm that this can be excluded from the submittal package

**Answer:** Exhibit F does not require a signature.

**10. Question:** Exhibit G (pg. 25): The table in Exhibit G. M/W/D/EBE Utilization Summary Report would appear to be completed after the contract has been executed and work completed. Please confirm that this portion can be excluded from the submittal package.

**Answer:** Exhibit G M/W/D/EBE Utilization Summary Report is to completed and included in your uploaded proposal package. It is a summary of your M/W/D/EBE subcontractors, their cost and percentage of total project cost.

**11. Question:** Exhibit H (pg. 26): Exhibit H. M/W/D/EBE Participation Waiver Request would appear to only be completed if a bidder is unable to meet the 25% goal. Please confirm that this can be excluded from the submittal package if no waiver is requested.

**Answer:** Exhibit H should be returned as part of your proposal package.

**12. Question:** Addendum #2 (pg. 4): Could you clarify whether the \$300,000 allocated to "Personnel" in the grant application is available for respondents to budget for services? Are these funds dedicated to government personnel, contractor staff augmentation, or something else?

**Answer:** This is an estimated budget / demonstration to US Department of Transportation how the grant would be used. This is a human capital intensive project and is anticipated to require salary. If an alternative form of compensation / fee structure / commission is preferred or appropriate, this will be considered as well.

**13. Question:** Addendum #2 (pg. 4): Were the requested services "development of Request for Qualification(s) and/or Proposal(s) for any development and/or re-development projects" and "assisting in the negotiation and execution of any development and/or re-development contracts" included in the grant application budget? If so, under which line item?

**Answer:** We did not intend to assign every task in the grant application. City staff will likely be drafting the RFQ's with some minor / secondary review by respondent. The time spent on these items likely falls under salary budget.

**14. Question:** Does the City currently have a consultant serving in this role or is this a new role?

**Answer:** The City does not have a consultant serving in this role.

**15. Question:** The IFACGP budget has \$300,000 for Personnel. There is an item in the RFP described as: "If applicable, hire contract staff who can coordinate with city staff and external experts, streamline City approval and formation of public-private partnerships, and coordinate efforts with other state, regional, and federal government partners." Is that what the \$300,000 is supposed to cover or is it available to fund the RFP scope of services?

**Answer:** The IFACGP is an estimated budget. We anticipate this is human capital intensive. The respondent may be able to conduct on own in partnership with City Staff or may need to hire contractors to assist. Other forms of compensation (e.g.

developer fee, commission) might be derived from projects. This will be determined case by case.

**16. Question:** The IFACGP budget does not have allocated funds for the RFP/RFQ process. The RFP says items not funded by the grant would be negotiated. Can you please confirm or clarify that the RFP process and compensation would be above and beyond what is shown in the IFACGP budget?

**Answer:** The budget categories can be moved. These are estimated costs. It will likely cost "Personnel" / salary to compensate for the time to create and analyze the RFP/Q's. City staff will be closely involved and participating.

**17. Question:** We would like to request that the City consider an extension to the proposal due date by two weeks to give proposing teams additional time to prepare materials and coordinate with teaming partners.

**Answer:** The deadline will not be extended beyond current deadline.

**18. Question:** Given the broad nature of the potential scope items outlined in the RFP, and the number of potential roles for subject matter specialists and subcontractors, we believe it may be difficult to provide fixed fee pricing at this time. Would it be acceptable to the City to provide a rate card-based pricing proposal, understanding that an NTE budget will be expected to be established based on the grant (and other City) funds with a final scope and approach to be refined with the selected consultant team?

**Answer:** In your response, please propose your preferred method based on the nature of this scope.

**Note: Acknowledgement of this Addendum is required in the Submittal**