



Service Center Renovation

RFQ # 25-65

ADDENDUM No. 1

December 19, 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 RFQ document. Each respondent must acknowledge receipt of any addenda by indicating on the RFQ Form. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the RFQ 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:

1. Addendum Number One (1) is attached and consists of a total of nine (9) pages including this cover sheet.

Please feel free to call (847-866-2971) or email (cstuart@cityofevanston.org) with any questions or comments.

Sincerely,

Cheryl Stuart
Purchasing Specialist

Service Center Renovation

RFQ # 25-65

ADDENDUM No. 1

December 19, 2025

This addendum forms a part of the RFQ Documents and modifies these documents. This addendum consists of this letter:

Clarifications for Questions Received:

1. Question: Would you provide due date extension given the multiple holidays that overlap the time period.
Response: Yes, we can extend the due date by one week. Here is a revised schedule:

| | |
|--|-------------------|
| 1. RFQ Issued | December 4, 2025 |
| 2. Non-mandatory Pre-submission Conference | December 11, 2025 |
| 3. Last day to submit questions | January 2, 2026 |
| 4. Final Addendum Issued | January 6, 2026 |
| 5. RFQ Submission Due Date | January 14, 2026 |
| 6. City Council Award of Contract | March 9, 2026 |
| 7. Contract Effective | March 23, 2026 |
| 8. Task 1, Predesign & Programming | July 2026 |
| 9. Task 2, Design Development | September 2026 |
| 10. Task 3, Construction Documentation | December 2026 |
| 11. Task 4, Bidding & Negotiation | January 2027 |
| 12. Task 5, Construction Administration ending | 2029 |

2. Question: For section E, do we need to submit an overall fee proposal or just our hourly rates?
Response: Please provide your hourly rates only.
3. Question: What is the purpose of Exhibit B "Additional Information Sheet"?
Response: The purpose of Exhibit B of the RFQ is primarily to provide the point of contact and their associated information for this submission. The individual identified will be contacted if there are any questions about the submission and coordination for potential interviews.
4. Question: Should we complete Exhibit G for each of the subconsultants as well as the main consultant?

- Response: Exhibit G must be completed for the main consultant. It is discretionary for the team to provide additional Exhibit G's for each of the subconsultants that are expected to perform a portion of the work.
5. Question: Does the insurance requirement apply to the main respondent or to the subconsultants as well?
Response: The insurance requirements apply to the main respondent only.
6. Question: More generally, are we to assume that the term "respondent" refers to the main submitter and NOT subconsultants?
Response: Typically, yes. The contractual relationship will be between the main consultant and the City of Evanston. However, the qualifications of subconsultants identified for the team will be a criterion used in the selection process.
7. Question: Are there any environmental evaluations available for the building?
Response: There are no known materials at the Service Center containing asbestos. If there are any identified during the project the city will contract an asbestos testing company and an environmental remediation contractor separately while the project is placed on hold. This is not a required professional service for this submission.
8. Question: Civil and Geotech are listed as required scopes of service. Given that most of the work is related to MEP infrastructure and interior renovations, are these disciplines required?
Response: Most of the work is related to MEP infrastructure and interior renovations. However, these disciplines are required. A survey of the building will be required, and a small addition for a passenger elevator is probable.
9. Question: Are companies bidding the project providing design/architectural services?
Response: This is a Request for Qualifications for architectural and engineering design services.
10. Question: Are there existing blueprints available?
Response: Yes, there are drawings from the original construction of the facility that will be made available to the selected team of design professionals. There are also vector graphics in the AutoCAD format of the building. The accuracy of these AutoCAD drawings is not precisely known. Verification of these drawings will be necessary. The extent of this verification will be dependent on the design solutions.
11. Question: Is the City of Evanston hiring a separate LEED consultant?

Response: No, the City will not be hiring a LEED consultant separately. Please provide the capability of LEED coordination and HVAC commissioning within the design team.

12. Question: Please confirm that since LEED certification is being pursued energy modeling will be required.

Response: Yes, LEED certification is required by the City code and energy modeling will be necessary.

13. Question: The RFQ says that the first-year funding is \$8.5 million. The total project construction cost is not known at this time, but will no doubt be more than this amount. Will the total project be designed under this contract, not just the first-year budgeted work?

Response: The total project will be designed under this contract. There will be contract amendments to increase the scope of the design effort as the work becomes more defined. This building has significant challenges for construction logistics, and the building is critical infrastructure supporting the City's operations. Due to the need to keep the building operational and the limitations of the site for construction. The design team must be capable of helping define the phases of construction and the scope of work.

14. Question: Forms are included in Exhibit A through L, but there are no instructions as to which forms are to be included in the submittal. Which forms are to be included with the submittal response?

Response: Please fill out all forms to the best of your ability. Some of the forms have fields that are unknown and unknowable. Please indicate "Unknown", or "Not Applicable" for these fields. These fields **will** be filled out in their entirety by the selected design team after the contract price is negotiated. These forms will also have to be updated at each of the contract amendments.

15. Question: Per the RFQ, page 13 / section 4.c., we are to submit at least 5, but not more than 10 similar projects, completed within the past five years. Should these be done on the Exhibits J and K or are these separate project sheets? The Exhibit J states to submit three Firm reference projects completed within the past 10 years, and Exhibit K states to submit three projects per team member (including subconsultants) completed within the past 10 years.

Response: Page 13 / section 4.c, Exhibit J, and Exhibit K are asking for similar and potentially overlapping information. They are intended to be distinct requests. Page 13 / section 4.c is intended to request a project description of with specific information about the projects. This is requesting portfolio pages of your best projects that have similarities to this project. The descriptions are typically very

detailed and take a lot of time to review. Exhibit J is to provide a table that shows projects that have specific work types that are like this project. Exhibit K is intended to demonstrate how the team has worked together in the past. Is this project team assembled for this RFQ only, or have they worked together previously. Provide information on the projects that they teamed up on. There are two sides to this in the evaluation. Demonstrated experience by a nationwide firm is different when the project manager assigned to this project has not worked on those projects, maybe they haven't even seen those projects. Also, demonstrated experience by individuals included in the team on a project that has limited similarity overall to this project could potentially be very pertinent.

Attachments:

Pre-proposal Meeting Sign-in List

Note: Acknowledgment of this Addendum is required in the RFQ.

RFQ 25-65 Service Center Renovation non-mandatory meeting Sign-in sheet

| Vendor | Contact | Email |
|--------------------------------------|---------|---------------------------------|
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RFQ 25-65 Service Center Renovation non-mandatory meeting Sign-in sheet

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