

Service Center Renovation

RFQ # 25-65

ADDENDUM No. 2

January 6, 2026

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 Two (2) is attached and consists of a total of five (5) 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. 2

January 6, 2026

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: Do you have an Alta Survey of the entire property? (with both topography and underground utilities).
Response: Yes, we have a digital raster image of a survey which was performed in 2001. This survey will need to be updated
2. Question: During the pre-bid meeting you mentioned the Service Center recently installed a new roof, and some items in the master plan have been completed. Do you have a more complete list of items outlined in the Master Plan that have been completed or budgeted for in the current fiscal year?
Response: The roof of Building B was fully replaced in the summer of 2025. Buildings A, C, D, and E are currently recommended for 2027. The northern fuel island has been replaced. This is the extent of the large capital improvements. There may be some single replacements for equipment that has failed. This includes overhead doors and vehicle lifts. These items will need to be identified during the project.
3. Question: Are there items in the Master Plan that are NOT to be considered in this phase?
Response: There are no known prohibitions for any of the items listed in the Master Plan.
4. Question: In Task 5-Construction Administration, item 9, you indicate commissioning should be included. Typically, commissioning is performed by a third party. Should we suggest a third-party commissioning authority that the city can contract with directly or can we include that as a separate business entity of the prime A/E team and include those qualifications.

- Response: HVAC commissioning will be a requirement of this project. The city will not contract separately for HVAC commissioning. Please provide qualifications for this commissioning.
5. Question: In task 6-LEED Commissioning. Typically, commissioning is performed by a third party. Should we suggest a third-party commissioning authority that the city can contract with directly or can we include that as a separate business entity of the prime A/E team and include those qualifications.
- Response: Please include this as a separate business entity for the prime A/E team and include those qualifications.
6. Question: What Revit Version does the City currently use? (Task 3, item 8)
- Response: The city currently uses Revit 2023.
7. Question: Task 5-Construction administration, references files should be delivered in Revit 2020. Current Revit does not allow users to save back to older versions, so would the current version of Revit 2024 be acceptable? (Revit can always open older versions).
- Response: Please deliver a file in a Revit format no older than 2020. A newer version including the newest available version is preferable.
8. Question: In Task 6-LEED Commissioning. Is this task to be understood as administering the LEED process, (should that be required based on the scope of work)? Or just the third-party commissioning outlined in the question above.
- Response: Yes, this task is intended as administering the LEED process. To help clarify here are some separate items that may not have been fully separated and described properly in the RFQ:
- HVAC Commissioning – This is a required scope for this project, where an engineer reviews the design and the installation to verify that what has been built, functions as the design engineers intended.
 - LEED Commissioning – Administration of the LEED process from the design until the award. This is an assumed requirement of the city's code. If you disagree or believe another path to code compliance is more applicable, please provide information in your project approach. However, please include qualifications for LEED.
 - EA Fundamental Commissioning – a requirement of LEED and can sometimes be performed by the design engineer.
 - EA Enhanced Commissioning – An optional credit within LEED which requires a separate business entity perform commissioning services.
9. Question: Please identify all exhibits that subconsultants are required to complete.

- Response: The subconsultants are required to complete Exhibit G M/W/D/EBE Participation Compliance Form.
10. Question: Please indicate the section of the response in which exhibits should be included.
Response: As long as they are grouped together it will be acceptable.
11. Question: Please confirm whether exhibits from each subconsultant should be presented in numerical exhibit order or grouped by subconsultant to clearly distinguish their respective materials.
Response: It is preferable for the subconsultant exhibits to be grouped by subconsultant.
12. Question: Is the MWDBE goal an aggregate of each in any combination of M/W %?
Response: Yes, it is the aggregate and in any combination of minority, women, disadvantaged, and Evanston based enterprises.
13. Question: Will the team need to provide a breakdown of the consultant fees, other than indicating fees for MWDBE participation on the provided forms? Is there another form that will be provided for this fee breakdown or should this breakdown be indicated in the body of the response?
Response: These forms cannot be fully completed at this time. The fees associated with this project will be negotiated after the selection committee chooses a team for the project. During this negotiation, the MWDEBE participation will be discussed and the scope may be adjusted to meet the city's goals. Prior to award of contract, the selected design team will have to revisit the MWDEBE forms and fill them out completely.
14. Question: Is there any AV/IT/security design scope in the project and does the City have a preferred vendor for security needs?
Response: The project does include a renovation of the second floor offices. Some AV/IT design scope should be anticipated for this work. The city does not have a preferred aggregator but does have standard requirements which must be incorporated into the project.
15. Question: Please confirm the RFQ requirement is to submit hourly rate sheets, not a bid amount. Also, please advise what to put for the "bid amount" field in Demand Star as it is a required field.
Response: Yes, this is an RFQ and a proposal cost will not be considered during the evaluation. Please put zero for all "bid amount" fields
16. Question: Is there an official form you'd like us to sign to acknowledge the

addenda for RFQ #25-65? Or just acknowledge in the cover letter?
Response: Please acknowledge the addenda in the cover letter.

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