



**CONSTRUCTION ENGINEERING, DESIGN & SURVEYING  
SERVICES VARIOUS MUNICIPAL CIVIL ENGINEERING SERVICES**

**RFQ # 26-02**

**ADDENDUM No. 01**

**February 05, 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 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:

1. Addendum Number One (1) is attached and consists of a total of four (4) pages including this cover sheet.

Please feel free to call (847-866-2910) or email ([lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org)) with any questions or comments.

Sincerely,

Linda Thomas  
Purchasing Specialist



## **CONSTRUCTION ENGINEERING, DESIGN & SURVEYING SERVICES VARIOUS MUNICIPAL CIVIL ENGINEERING SERVICES**

**RFQ # 26-02**

**ADDENDUM No. 01**

**February 05, 2026**

This addendum forms a part of the Bid documents for RFQ # 26-02 and modifies these documents. This addendum consists of the following:

**Questions:**

1. For firms prequalified under this RFQ, how will the proposal process for professional engineering services work?
  - A. Will the firms compete against each other for projects or will the city distribute future work among the pool based on project type and firm qualifications?
  - B. If firms will compete for future projects, will price be part of the future evaluation of proposals for projects under this RFQ and if so how much weight will price be given?
  - C. Or, will future selections be qualifications based and fees then negotiated with the selected firm in good faith?

**Response A:**

The City intends to prequalify multiple firms under this RFQ. When services are required, the City will request project-specific cost proposals from all prequalified firms based on the project type, scope, and required expertise, for which all selected firms are expected to meet the stated requirements.

**Response B:**

Yes. When project-specific cost proposals are requested, price will be evaluated as part of the selection process. The weighting of price will be determined on a project-by-project basis and will be identified in the request for cost proposal. With the expectation of selecting the lowest responsible proposal.

**Response C:**

No. Future selections will be made based on project-specific cost proposals submitted by the prequalified firms, in accordance with the RFQ and the requirements outlined in each request for cost proposal.

**Question:**

2. How many firms were prequalified in the last cycle for construction engineering, design and surveying services, and how many task orders were issued?

**Response:**

In the previous RFQ cycle, four firms were prequalified to provide construction engineering, design, and surveying services. The number of task orders issued varied from year to year and depended on project needs and available funding. Task orders generally included services such as design preparation for upcoming projects, project engineering services, and construction inspection.

There should be no expectation of a specific number of task orders. Prequalification allows firms to be considered for future project-specific cost proposals, but does not guarantee the issuance of any task orders.

**Question:**

3. Page 8, Item D, indicates that no fees are required at this time; however, Page 9, Evaluation Criteria Item B, lists Price as a factor. Could you please confirm whether any fees or pricing information needs to be submitted with the qualification package?

**Response:**

The evaluation criteria section 7.0 of the RFQ should be amended as follows:

**7.0 EVALUATION CRITERIA**

The City will select the successful firm through an evaluation process based on the firm meeting the specifications which are outlined in this RFQ. A review committee will review in detail all proposals that are received. During the evaluation process, the City may require a Proposer's representative to answer questions with regard to the proposal and/or make a formal presentation to the review committee. The review committee will make a recommendation to award the contract based on the criteria set forth below. This contract will be forwarded to the City Council for final approval.

The evaluation criteria listed below will be used in the selection of the successful Proposer.

- A. Qualifications and Expertise
- B. Illustration of Types of Projects (Cost)**
- C. Organization and Completeness of Proposal
- D. Willingness to Execute the City of Evanston's Professional Services Agreement
- E. M/W/EBE Participation

Cost will **not** be considered as an evaluation criterion during the prequalification of firms. Prequalification will be based solely on the criteria listed above.

At a later date, prequalified firms will be invited to submit a cost proposal for a defined scope of work as requested by the City. At that time, cost will be taken into consideration prior to selecting the awardee.

**Question:**

4. Could a consultant only submit qualifications for select service areas only (for example, Surveying only, or all services excluding Construction Engineering) or must all services outlined in the RFQ be included in the submittal?

**Response:**

Consultants may submit qualifications for the service areas they provide. Evaluation and scoring will be conducted in accordance with the evaluation criteria and service areas identified in the RFQ.

**Note: Acknowledgment of this Addendum is required in the Bid.**