



RFP No. 22-04

for

Noyes Cultural Arts Center HVAC Feasibility Study

ADDENDUM No. 2

January 12, 2022

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the RFP 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 four (4) pages including this cover sheet.

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

Sincerely,

Jillian Ostman
Purchasing Specialist

RFP No. 22-04

Noyes Cultural Arts Center HVAC Feasibility Study

ADDENDUM No. 2

January 12, 2022

This addendum forms a part of the RFP Documents for RFP # 22-04 and modifies these documents. This addendum consists of the following:

Clarifications to Questions Received:

1. Question: Please clarify the state of existing building documentation available, specifically related to the MEP infrastructure.
Response: We have AutoCAD background sketches. We have the construction drawings from a few major renovations that occurred between 1998 and 2001. This includes the boiler replacement project. We do not have drawings for the minor remodeling projects performed by staff.
2. Question: Task 2 includes creation of MEPFP as-built drawings with level of detail “to match construction drawings.” Please clarify:
 - We assume some portions of the infrastructure will be inaccessible behind walls, above hard ceilings below slabs, etc. And that documentation will be needed to take this into account. Please verify expected approach.
 - Are you expecting every valve, steam trap, outlet, light fixture, low voltage outlet, and floor drain to be shown?Response: Some portions of the infrastructure will be inaccessible, and there will be no demolition to be performed. (It is understood that this will create issues with the completeness of the drawings and assumptions will be required when interpreting the drawings.) The drawings are to include every boiler, valve, steam trap, electrical panel, outlet with circuit, light fixture with circuit, switch, low voltage outlet, electric box, floor drain, pipe with size, duct with size, diffuser, fan box, damper, etc. that can be seen without any demolition. Video camera snake will not be required. Climbing around an attic without a floor and walking through the unoccupied basement will be required.
3. Question: Section 4.8 stipulates that respondents should describe other projects – at least five but no more than ten. Exhibits K and L appear to require 15 projects, minimum, if each reference is unique. Please clarify.

Response: Please provide at least five projects that describe the primary consultant's experience with projects similar to this. If 5 projects are not provided, the submission will be disqualified. Please do not provide more than 10 for the sake of a timely review of the submission. These projects are to be described in detail. Exhibit K is intended to identify references that can be contacted. The areas of expertise provided by the consultant is to be identified. Overlap and redundancy is acceptable. Staying under the 10 projects is not required. Exhibit L is intended to provide the opportunity for the respondent to indicate that the individuals expected to work on this project have worked on similar projects in the past and have worked together on a team in the past.

Attachments:

Pre-submittal Meeting Participants

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

City of Evanston Non-Mandatory Pre-Proposal Meeting - VIRTUAL
RFP 22-04 Noyes Cultural Arts Center Modernization Feasibility Study
 Date & Time: January 6, 2022, 10:00 AM
 Location (Building & Room number) Google Meet

Attended	Attendee/Company Name	Contact Name	Phone Number	Email Address
	Grumman Butkus	Chad Luning		cluning@grummanbutkus.com
	AltusWorks	Ellen Stoner		estoner@altusworks.com
	Architectural Consulting Engineers	Mark Nussbaum		mark@ace-oakpark.com
	Epstein	Ryan Leodoro		rleodoro@epsteinglobal.com
	Kelly + Bell	Michael Kelly Tilton		mkelly@tiltonkellybell.com
	The Engineering Studio Inc.	Walter May		wmay@engineeringstudio.com
	McGuire Igleski & Associates, Inc.	Sarah Haas		Sarah@miarchitects.com
	Clark Dietz, Inc.	Ken Payne		kendrick.payne@clarkdietz.com