



Strategic & Comprehensive Plans

RFP # 22-10

ADDENDUM No. 1

March 1, 2022

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) with any questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist

Strategic & Comprehensive Plan RFP #22-10

ADDENDUM No. 1 March 1, 2022

This addendum forms a part of the Specifications and Bid Documents for RFP #22-10 and modifies these documents. This addendum consists of the following:

Questions Received:

Question 1:

Question: Are there any comprehensive plans that other communities have created that you think are good models for what a successful plan would look like for Evanston?

Response: The Minneapolis 2040 plan demonstrated a robust engagement, incorporates climate goals and set up a transparent, engaging and easily accessible website. The Imagine Austin Comprehensive Plan is another plan that represents the vision of its residents and its unique creative character. It also continues to track its successes and implementation some 10 years later.

Question 2:

Question: To what extent do you envision APA best practices and/or the APA Sustaining Places Initiative will be drivers for this plan?

Response: We anticipate best planning practices to factor heavily into this plan as well as the APA Sustaining Places Initiative. We do expect to tailor these processes/practices to fit the specific needs of Evanston.

Question 3:

Question: The RFP outlines several aspirations for planning and the plan process. What are the physical issues/challenges/outcomes you are hoping the consultant can help you address through the comprehensive plan?

Response: We would hope that the process would identify some of those items and identify solutions.

Question 4:

Question: What locations do you see as having the potential, or need, to see the greatest change in Evanston the next 5 years?

Response: We will look to see how the community might change in a (hopefully) post-COVID-19 world, so understanding economic development opportunities. Multi-family development near transit and business districts continues to be strong.

Question 5:

Question: How will the Strategic Plan and Comprehensive Plan steps relate to the Business District Strategy and Implementation Plan currently being procured?

Response: The Business District Strategy and Implementation Plan can be used to help inform the needs of Evanston's commercial districts and create implementation steps of the Strategic and Comprehensive Plans.

Question 6:

Question: At what point will the academic/university partner(s) that will review and evaluate the ongoing community engagement be recruited. Will they be in place as the Public Engagement Plan is designed and confirmed in early 2022? At what points will the evaluation occur?

Response: The City anticipates that this process will begin in the coming months and would be in coordination with the selected consultants.

Question 7:

Question: On page 30 of the RFP, there is an M/W/EBE utilization goal of 25%. Is there a specific goal for each of the individual categories identified?

Response: There is no explicitly stated individual percentage for each category goal but all effort must be made to ensure at least 25% of the total contract utilizes M/W/EBE entities.

Question 8:

Question: Is the \$500,000 fee range indicated for the entire project, or is this just for 2022. Do you have an indication of likely resource requirements beyond 2022?

Response: City Council allocated \$500,000 in the FY2022 adopted budget for this project. This is for completion of the project.

Question 9:

Question: Is there a budget identified for the project?

Response: The adopted FY2022 budget allocated \$500,000 for this project.

Attachment:

Pre-Proposal Sign In Sheet

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

City of Evanston Non-Mandatory PreProposal Meeting - VIRTUAL

RFP 22-10 Strategic & Comprehensive Plan Development

Date & Time: February 17, 2022, 2:00 PM

Location (Building & Room number) Google Meet

Attended	Attendee/Company Name	Address	Contact Name	Phone Number	Email Address
	Muse Community + Design	1212 N. Ashland, Chicago, IL	Courtney Kashima		courtney@musecommunitydesign.com
	Muse Community + Design	1212 N. Ashland, Chicago, IL	Ally Brisbin	312-416-2816	ally@musecommunitydesign.com
	Infrastructure Engineering	1 South Wacker Drive, Chicago, IL	Mark Kozlowski	312-425-9560	mkozlowski@infrastructure-eng.com
	Egret & Ox Planning	3861 N. Milwaukee, Chicago, IL	Todd Vanadilok	847-971-5131	todd@egretandox.com
	Baker & Tilly	205 N. Michigan, Chicago, IL	Megan Miles	312-228-7317	megan.miles@bakertilly.com
	Teska Associates	627 Grove, Evanston, IL	Michael Blue	847-563-9722	mblue@teskaassociates.com
	The Kaleidoscope Group	416 W. Ontario, Chicago, IL	Katrina Vinyard-Perez	773-326-8489	
	HR&A Advisors	909 Davis, Evanston, IL	Mark Kubaczyk	708-307-4685	mkubaczyk@hraadvisors.com
	Civiltech Engineering	30 N. LaSalle, Chicago, IL	Mike Folkening	312-656-0687	mfolkening@civiltechinc.com
	MKSK Studios	976 Brady Ave NW, Atlanta, GA	Donald Zellefrow	614-302-0896	dzellefrow@mkskstudios.com
	Vetter Consulting Enterprises		Christian Vetter	312-375-5091	chrisvcellc@gmail.com
	SOM	224 S. Michigan Ave., Chicago, IL	Ines Llopert	312-360-4201	ines.llopert@som.com
	McGuire Iglesias & Assoc	1330 Sherman Ave., Evanston, IL	Erica Ruggiero	847-328-5679	erica@miaarchitects.com
	Revolve Community Development	47 W. Polk St., Chicago, IL	Jolene Saul	312-789-4155	jolene@revolvecd.com
	Flourishing LLC	11 Douglas Ave., Elgin, IL	Nicole Rhone	773-410-2777	nicole@nicolerhone.com