



**Request for Proposal
22-22**

for

City of Evanston Business District Strategy and Implementation Plan

ADDENDUM No. 3

March 16, 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 addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

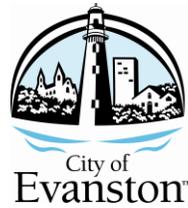
This addendum consists of the following:

1. Addendum No. 3 is attached and consists of a total of three (3) pages including this cover sheet.

Please contact me at 847-866-2971 or jostman@cityofevanston.org with any further questions or comments.

Sincerely,

Jillian Ostman
Purchasing Specialist



RFP No. 22-22

City of Evanston Business District Strategy and Implementation Plan

Addendum No. 3

March 16, 2022

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

Questions:

Question 1

Question: I was unable to attend the Zoom meeting this morning. Is there a recording of this meeting?

Response: https://us06web.zoom.us/rec/share/0dYdNTs187pQSxsYGtMRH_Kr1zORUUnJVI9MQqVfgxZCAj9LRBN23h-ENJ9_Nxdo.qIrlBOlo6jJcXI9Q

Question 2

Question: On page 5 of the RFP it says the contract term desired is 90-120 days, but on page 6 it says 90-180 days. Which is it?

Response: The desired timeline is 90-180 days. However, the goal is to ensure enough time for a thorough study and so there is some flexibility here. If the respondent thinks the project would exceed 180 days, please include that information in the proposal.

Question 3

Question: What do you envision the overlap is between the work in this project and the strategic and comprehensive plan which will also be awarded to a consultant?

Response: The Business District Strategy and Implementation Plan is intended to be a tactical implementation plan for business district improvements related to ever changing market conditions. The Comprehensive Plan and Strategic Plan is a broader long range plan aimed at improving city operations, city code, city land use planning, etc. These plans might reference the findings of this business district plan which is intended to be an immediate strategy to address the impacts

of COVID-19, e-commerce, fast fashion, growth in demand for experiential services, etc.

Question 4

Question: Will there be any reports, data, interviews or public meetings that will have been done for the comprehensive plan when this project is underway?

Response: The Comprehensive Plan and Strategic Plan timing is outside the projected timeline to complete the business district strategy.

Question 5

Question: On page 4 you mention 8 unique business districts, but on page 6 you identified 10. There is overlap in some, such as Chicago Avenue Howard to Downtown, where it intersects with Main, Dempster and Downtown. In addition, Main Street and Howard Street have districts on the east and west sides. Are the ones on the west side also part of this study?

Response: The business districts would be examined as follows:

1. Howard Street - CTA to Ridge*
2. Main Street - Hinman to Maple*
3. Main Street - Dodge to McCormick
4. Dempster - Hinman to Elmwood*
5. Dempster - Darrow to McCormick
6. Church Street - Darrow to Brown*
7. Emerson - Generally; Dodge to Green Bay
8. Simpson - Darrow to Green Bay
9. Central Street East*
10. Central Street West*
11. Noyes Street / Foster Street at respective CTA stations*
12. Downtown Evanston*
13. Florence & Greenleaf (aka West Village)*

The districts with (*) are defined districts. The other mentioned areas are secondary retail/service commercial corridors and more suburban/autocentric in nature. They should be referenced in the plan but much of the business district strategy will address the (*) areas as they are most impacted by the changing economic conditions and are what most people think of when shopping, dining, and doing business in Evanston.

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