



**Request for Proposal
22-37**

for

Community Engagement for Programming at Gibbs Morrison and Fleetwood Jourdain

ADDENDUM No. 1

May 6, 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. 1 is attached and consists of a total of six (6) pages including this cover sheet.

Please contact me at 847-866-2935 or jostman@cityofevanston.org with any further questions or comments.

Sincerely,

Jillian Ostman
Purchasing Specialist

RFP No. 22-37

Community Engagement for Programming at Gibbs Morrison and Fleetwood Jourdain

Addendum No. 1

May 6, 2022

This addendum forms a part of the RFP Documents for RFP # **22-37** and addresses the questions received from potential vendors. This addendum consists of questions and answers to the following inquiries below:

Questions:

1. When this RFP refers to the desire for a community engagement process, does this mean that you want the firm to provide the strategy, implementation and execution of the entire project; or are you only interested in contracting the firm to provide the plan/strategy and have the City of Evanston staff to perform implementation and execution of the community engagement project/events? Please clarify.

Answer

Step 1 is to engage the community to determine how the spaces are currently perceived, how they are used, and how they might be used in the future. We may learn the community does not use the facilities, or wishes they be discontinued, or recommend different uses for the properties. Execution of a reuse strategy would be a separate scope of services. We are seeking to create a community engagement process.

2. Has Evanston City Council appropriated funds for this project? What kind of budget has been allocated for this project? Please provide as much detail as possible.

Answer

The city council has not approved a budget for this project. We will compare proposals and select the most responsive proposal.

3. Are there any resources that the City of Evanston will provide to support these events i.e., computer tablets and/or IT support for data retrieval, staff support for outreach/engagement events, etc.? Please be explicit.

Answer

The city has limited resources to share / support. Proposals should include the cost of any technology required to implement an effective engagement process. The City will provide space / venue to conduct the engagement sessions and can assist with virtual/hybrid options as well.

4. Is it possible to network with the City of Evanston computer system to upload data?

Answer

This may be a possibility but will need further evaluation of our network security protocols and city code.

5. Are there any restrictions, objections or constraints as to the type of engagement activity to be considered?

Answer

No.

6. Are there any permits that will be required for the pop-up events? If so, will the City of Evanston provide them?

Answer

The city will follow all city codes pertaining to special events, pop ups, use of public right of way, etc.

7. Is there flexibility as to when the pop-up engagement events are done? Is there a firm final date for all pop-up events to be completed?

Answer

We recommended a 90 day process from start to finish. We expect some proposals to suggest a longer period or some shorter. 90 days is not a requirement. It's a suggestion.

8. Does the 90-day term period for this solicitation include ramp-up time for initial research and outreach, before the first event activation or does the 90-day period start with the date of the first activation; therefore, the third activation must be within 90 days thence? How much time will be allocated for final report, findings and recommendations? How will this effect date/term of the contract and dates for invoicing?

Answer

We would like to be able to make actionable decisions based on the engagement process in a timely manner. We suggested 90 days for the engagement process. If a longer timeline is required to engage and issue a final report, your proposal should reflect this.

9. How is your Evaluation Criteria (7.0, page 7) weighted? Please advise the percentage of weigh assigned to each criterion?

Answer

To be determined.

10. If a responding firm currently has business insurance, may they add the City of Evanston as an additional insured upon the award of the contract or must that be done already upon submitting?

Answer

No.

11. This is a very short Fee/Cost form. Apparently cost of materials, etc. are to be built in with man hour compensation, fees for services, etc. in the firm's quote. Correct? Please clarify.

Answer

The Fee/Cost form summarizes the cost. You may include a detailed breakdown of cost in addition to this form.

12. My firm is a woman owned minority firm. We are WBE/WOSB certified nationally and federally and WMBE certified by the state of Illinois. We are self-certified for this RFP and have no need for subcontractors to fulfill this obligation. Do I need to fill anything out on Exhibit H, M/W/EBE Participation Waiver Request, and Exhibit I M/W/EBE Assistance Organizations ("Assist Agencies") forms, or may I omit Exhibits H and I from my submission?

Answer

Please submit all Exhibits with your response and notate that they are Not Applicable.

13. If I am the President/CEO and sole owner of my firm, I would assume that you would need my signature on Exhibit J – 'Professional Services Agreement Acknowledgement Page', but you would not need for me to sign nor submit Exhibit J – 'Consultant Certification and Verification Addendum' document. Correct? It would follow that the details of the Professional Services Agreement will be consummated and confirmed upon award of the contract, as well as Exhibit A – 'Project Milestones and Deliverables' of this agreement. No need to include these in the submission. Correct?

Answer

We require submission of Exhibit J: Professional Services Agreement Acknowledgement Page and Exhibit J: Consultant Certification and Verification Addendum.

14. What is Exhibit K – 'Proposal Bond Submittal Label (if Applicable)'? How do I determine if it is applicable to my firm?

Answer

This is not applicable for this project.

15. Can you please elaborate on who you believe the "hard to reach groups" are?

Answer

Traditionally, hard to reach groups include those who have limited access to the internet, homeless individuals who may use our facilities, English as a second language community members, senior citizens who may not be as connected to social media or email, etc.

16. Are there budget parameters for this project? If so, please share.

Answer

We will be selecting the most responsive bidder to the project. No budget has been established.

17. Can you please clarify for the 25% MWEBE requirement-is this requirement for a minority, women, and Evanston based business? Or can it be a combination of some of the three?

Answer

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. To assist such growth, the City's goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract. This can consist of one or a combination of minority, women or Evanston based businesses.

18. Could we have access to the buildings as part of the research process?

Answer

Yes

19. What level of detail should the consultant team provide regarding space upgrades and additions that come from engagement recommendations? Program use and typical square footage or a more detailed facilities assessment?

Answer

We are primarily seeking a community engagement process to learn about community desires for the spaces. We may learn that we only need one of the two or need to expand both. Generalized recommendations are acceptable at this phase. If a later phase of analysis is desired, we may design a scope to address detailed facilities assessment.

20. What background existing facility information will be provided to the selected team? Will plans and previous reports be provided?

Answer

If previous reports exist, they are posted on the City of Evanston's website. We will provide reports as part of the selected firms due diligence if requested.

21. What is the idealized timeline for the City to pursue upgrades to these two facilities?

Answer

The City of Evanston would like to make decisions about these properties within six to 12 months to align with ongoing community planning activities including the planning for a new school adjacent to Fleetwood Jourdain, ongoing planning for the new Five-Fifths TIF District, a soon to be deployed Business District Improvement Strategy and Implementation Plan process, and the further allocation of American Rescue Plan Act funds. The results of this engagement process will help inform how we utilize the facilities in the future or determine new or different uses for the sites.

22. What unique challenges pre-pandemic did the City face engaging target populations around this facility? What changed during the pandemic?

Answer

Challenges engaging the community near these two centers and city wide have been limited. Those most difficult to reach are the homeless, elderly, or low income families who are generally less engaged due to alternative working hours, competing challenges, or lack of access to technology. The pandemic has impacted these populations more either due to health concerns/social distancing requirements, sheltering in place requirements, or job loss in service industries.

23. Is there a number/range of resident respondents that the City is seeking? Should engagement focus on the surrounding neighborhoods and current users of the facilities, as well as potential visitors?

Answer

The primary users of the facilities are those residing closest. Fleetwood has a broader range due to its basketball court and larger meeting space option. Gibbs Morrison has struggled with two failed restaurants/cafes and the onset of the pandemic. It was frequented by Y.O.U. employees and ETHS students during lunch hours but failed to appeal to a broader audience for reasons not yet clear.

24. What does a successful project look like from the City perspective?

Answer

A final report reflecting a diverse group of community members concerns / suggestions documented and reflected within an actionable set of recommendations.

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