



## **Ryan Field Rebuild Economic Impact Study**

**RFP # 23-19**

### **ADDENDUM No. 2**

**March 28, 2023**

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 Number Two (2) is attached and consists of a total of six (6) pages including this cover sheet.

Please contact me at 847-866-2971 or [johngonzalez@cityofevanston.org](mailto:johngonzalez@cityofevanston.org) with any further questions or comments.

Sincerely,

John Gonzalez  
Purchasing Specialist

## Ryan Field Rebuild Economic Impact Study

RFP # 23-19

### ADDENDUM No. 2

March 28, 2023

This addendum forms a part of RFP #23-19 and modifies these documents. This addendum consists of the following:

**Questions 1 - 5 are from the March 21, 2023 pre-proposal meeting. This meeting also covered RFP 23-20 and some of these questions may pertain to that RFP only.**

1. **Question:** How would we scope out in price the interaction with the community engagement specialist? Is the expectation that we would complete our study, put together our numbers and just hand over the report to the community engagement specialist, answer any questions they have, and then that's it? Or are we expected to be part of all of their presentations?

**Response:** The plan is for your report to be handed off to the community engagement specialist who will use your report to devise their process. Once the economic impact findings have been determined (either preliminary or final), we expect the impact consultant to draft summary findings and "hand off" to the community engagement consultant to share and seek community input in the context of the findings. It is possible that the economic impact study consultant may need to present findings at community meetings structured by the engagement consultant. Please scope accordingly.

2. **Question:** If the community engagement and the economic impact processes are separate, is there a process that the city will take to get the results of the economic impact out to the community? Or is that meant to be part of the community engagement specialists work as well?

**Response:** The City will use its resources to distribute the findings. Coordination with the community engagement consultant will be critical to align communications accordingly. The city will not prescribe the process.

3. **Question:** Is it okay if we just put in hourly rates for if the selected community engagement specialist wants us present?

**Response:** Yes, that would be helpful. Please include any additional costs that might arise for your services that you feel maybe necessary. These additional costs can be listed as part of the total project costs or as optional but please make sure to provide an itemized total for the entire project.

4. **Question:** You mentioned, four community engagement events. Are you anticipating that's exactly what you want or are you looking for the respondents to suggest things and should those events apply specifically to the four communities you want to engage?

**Response:** The total community engagement events are unknown but four communities were initially identified. If there are more events needed, it will be determined or recommended by the engagement specialist.

5. **Question:** Is there a set budget?

**Response:** We do not currently have budget details. Please provide realistic costs/budget for your services to complete the project.

**Questions 6-23 were submitted directly to the project team.**

6. **Question:** We noticed that the Submittal Requirements do NOT specify that the response should include a detailed description of the scope of services we are proposing. Is it safe to assume that the response should include a description of our methodology and approach?

**Response:** Yes, please include detailed scope.

7. **Question:** Regarding Task 2, impacts from demolition and construction – will NU, or its architects or other consultants, be available to provide estimated and detailed demolition and construction costs? And estimates of local participation in both projects?

**Response:** We have asked the University to cooperate with our chosen consultant's request for information.

8. **Question:** Regarding Task 2, the RFP requests operational impact estimates for NU athletic events and non-university events/concerts. Does the second category include non-concert events such as private events held in the stadium and plaza/greenspace events, or should those be excluded, with a focus on concerts?

**Response:** We have made the assumption that the economic impact demonstrated by Tripp Umbach was for concerts at Ryan Field & Welsh Ryan. We do not know specifically at this time how many or if the activities depicted in the plazas is included in the estimates. We hope to determine that with the follow up our chosen consultant will have with NU.

9. **Question:** Regarding Task 2, impacts on Central Street, downtown, Main / Dempster, and Howard Street – are you requesting impacts to be quantified separately for each of these areas, in addition to the city overall?

**Response:** Members of the City Council have asked that our consultant help us understand the economic impact on each of our business districts. NU has indicated that concerts at the stadium will have a positive impact on Howard, Main, Dempster, Downtown, and Central Street. Members of the Council would like to see what kind of impact.

10. **Question:** Regarding Task 3, can you expand on why Welsh-Ryan Arena is included in the stadium's scope of work? Does NU plan to expand the arena's usage for concerts and other non-athletics events in the future?

**Response:** NU has stated that the concerts / events would be divided between Welsh-Ryan Arena and Ryan Field. We do not know if the Tripp Umbach study specified the number of events in the arena versus outdoors. NU had previously planned to do events in the arena and had worked on receiving zoning approval for it. The pandemic occurred, a new council was seated, and the zoning was not extended.

11. **Question:** Regarding Task 3, a Northwestern transportation mobility plan is referenced. Is this available?

**Response:** The university has indicated that it has estimated minimal impacts on auto traffic resulting from adding concerts/events. NU suggests patrons will take Metra, CTA, and bike, as well as walk. We have not seen a study or data to support this. It is our hope that our chosen consultant will have access to this data or be able to make informed estimates based on experience / market conditions.

12. **Question:** Regarding Task 4, assuming that the selected consultant will be completing original market analyses, this would presumably include community engagement that would inform impact-related assumptions. Is it possible to have community engagement early in the process instead of towards the end, or in addition to it?

**Response:** Community engagement for market impact research is acceptable. Community engagement for opinions / input on events, stadium design, etc, should be left to the community engagement consultant. The City Council was clear on their preference to have the community compare the estimated economic impact to the potential physical impacts of the project.

13. **Question:** Regarding Task 4, as it is written, can you expand on how the economic impact consultant will work with the community engagement consultant and its process? For example, is the economic impact consultant expected to participate in the four public meetings?

**Response:** Staff does not want to prescribe how the two consultants will interact. Participation in the public meetings may be required to present economic impact findings and to answer questions about the technical / economic research. The scope of services / proposal can account for this “unknown” by having an hourly rate / travel costs anticipated for the engagement process. Admittedly, this is ambiguous, but we will accommodate the ambiguity fairly.

14. **Question:** Regarding insurance coverage – if a firm is not required to have this coverage (because of a lack of employees), is it required in order to contract with the city?

**Response:** Please list any exceptions you have regarding insurance requirements on Exhibit J - Professional Services Agreement Acknowledgement Page.

15. **Question:** A detailed scope of work/methodology is not included in the requested materials. Can you confirm whether this should be included or not?

**Response:** A detailed scope of work / methods is assumed to be included in the Request for Proposals response.

16. **Question:** What is the range for the project budget?

**Response:** See question 5.

17. **Question:** What is the source for the data for: construction of Ryan Field? Game expenditures – have patrons been surveyed on game day? Other concert venues and events?

**Response:** All data will be provided by NU for validation of their report. For your independent analysis, use the NU data if valid or determine sources as you would on any project.

18. **Question:** Is the previous consulting firm Tripp Umbach providing all assumptions, data, analysis?

**Response:** NU committed to sharing Tripp Umbach report assumptions / data.

19. **Question:** What would be the process for validation of the previous study if that info (referenced in previous question) is not provided from Tripp Umbach?

**Response:** The City is not prescribing a process. One imagines an economic impact expert will review Umbach's assumptions and methodology and test to determine if their findings are valid/reasonable.

20. **Question:** Will we receive a copy of the CSL report which we are also supposed to be validating?

**Response:** NU committed to providing data / background for inputs into the Umbach study including CSL.

21. **Question:** Would we be provided a list of game day information as well as the venue's assumptions for change due to the new construction?

**Response:** NU committed to providing background data / info.

22. **Question:** In section 6.0 M/W/EBE GOALS of the RFP, is this item referring to be a minority, women, OR Evanston Owned Businesses. Or is 6.0 meaning minority, women, AND Evanston Owned Businesses.

**Response:** M/W/EBE: Minority, Women and Evanston Business Enterprises.

23. **Question:** After learning more about the Ryan Field Rebuild Economic Impact Study during the pre-bid meeting, we are wondering if the City of Evanston might find value in having the Consulting Team add a traffic consultant to our team? We understand this is something you may have studied separately, but we often team with traffic consultants for similar assignments, and thought the City might find some value in that service.

**Response:** The city is not requiring or requesting a traffic study. If your team needs a traffic consultant to address the questions about concert goer behavior, shuttle busses, etc., you are welcome to add a traffic consultant to your team.

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