



**CITY OF EVANSTON**

**REQUEST FOR PROPOSAL**

**NUMBER: 23-32**

**For**

**City of Evanston Comprehensive Plan & Zoning Code**

**ADDENDUM No. 1**

**April 24, 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 a total of four (4) pages including:

1. This cover sheet;
2. Questions and answers; and
3. List of Attendees of the April 17, 2023 Non-Mandatory Virtual Pre-Bid Conference.

Please contact me at 847-866-2935 or [lithomas@cityofevanston.org](mailto:lithomas@cityofevanston.org) with any further questions or comments.

Sincerely,

Linda Thomas  
Purchasing Specialist

**RFP No. 23-32**

**City of Evanston Comprehensive Plan & Zoning Code**

**Addendum No. 1**

**April 24, 2023**

This addendum forms a part of the RFP Documents for RFP # **23-32** and modifies these documents. This addendum consists of the following:

**Questions and Responses**

1. *Question:* Is there a recording of the meeting that is available to watch?  
*Response:* Yes, it can be found on the City's website at: <https://bit.ly/3H82xUa>
  
2. *Question:* Is there a public list of the attendees of the non-mandatory pre-bid conference?  
*Response:* Yes, see attached.  
  
*Question:* What is different from this RFP and RFP 22-10 released in January 2023 that we should consider?  
*Response:* RFP 23-32 contains more detail than RFP 22-10 and was prepared with a "fresh lens". RFP 22-10 requested proposals for a new Comprehensive Plan and Strategic Plan, which ultimately the City did not move forward with. There has been staff turnover since that time as well so the City wants a fresh lens on what the Plan needs to achieve, including more robust community engagement. The City may also consider depending on the proposals submitted and the firm awarded the contract add-on scope to potentially review and modify subarea and neighborhood plans so they are implementable. This is also why the Zoning Code rewrite was added to the scope so that it can be done in conjunction with the Plan since it currently is hindering investment.
  
3. *Question:* What is the budget?  
*Response:* The budget at this time is \$750,000 for the entire project being the new Comprehensive Plan and Zoning Code. The contract is planned for at least 24 months.
  
4. *Question:* Who wrote the RFP?  
*Response:* Katie Ashbaugh, AICP, Planner, Meagan Jones, Neighborhood & Land Use Planner, and Melissa Klotz, Zoning Administrator, wrote the RFP.
  
5. *Question:* Who is on the selection committee?  
*Response:* Katie Ashbaugh, AICP, Planner; Meagan Jones, Neighborhood & Land Use Planner; Melissa Klotz, Zoning Administrator; and Linda Thomas, Purchasing Specialist are on the selection committee. Staff is still finalizing the final participants of the selection committee but it will include staff across City departments, including but not limited to Economic Development, Housing & Grants, Public Works Agency and Parks, Recreation and Community Services. It

will be capped at 10 staff in addition to Purchasing Specialist Linda Thomas to observe.

6. *Question:* What other plans or things in Evanston are going on that might be referenced?  
*Response:* The most current plans that the eventual awardee will be expected to review as a part of the literature review are listed on page 9 of the original RFP document. Among these plans include the Evanston Thrives Action Plan (is in draft form as the of the date of publication of this addendum; anticipated City Council acceptance date of 5/10/2023), Preserve 2040 adopted in December 2022 by the Evanston Preservation Commission, EPLAN, ZoneCo zoning code study, and WGI Parking Study. In addition, the awardee will receive a comprehensive list of plans that should also be evaluated.

**NON-MANDATORY PRE-BID MEETING**

RFP 23-32 New Comprehensive Plan & Zoning Code

Date & Time: April 17, 2023, 11:00 AM, Virtual Meeting via Google Meet

Attendee/Name

Attendee/Name	Company Name & Address, City, State, Zipcode	Phone Number	Email Address
Jacob Seid	Sightline Planning & Zoning, Chicago, IL	312-339-7992	<a href="mailto:jseid@sightlineplanning.com">jseid@sightlineplanning.com</a>
Devon Mayhugh	MKSK, Chicago, IL	614-506-7966	<a href="mailto:dmayhugh@mkskstudios.com">dmayhugh@mkskstudios.com</a>
Brett Weidl	MKSK, Chicago, IL	614-621-2796	<a href="mailto:bweidl@mkskstudios.com">bweidl@mkskstudios.com</a>
Todd Vanadilok	Egret & Ox, Chicago, IL	847-971-5131	<a href="mailto:todd@egretandox.com">todd@egretandox.com</a>
Marissa Schulz	All Together, Evanston, IL	847-261-4047	<a href="mailto:mschulz@altogetherstudio.com">mschulz@altogetherstudio.com</a>
Courtney Kashima	MUSE Community + Design, Chicago, IL	312-636-4624	<a href="mailto:courtney@musecommunitydesign.com">courtney@musecommunitydesign.com</a>
Samantha Lenocho	Houseal Lavigne, Chicago, IL	312-372-1008	<a href="mailto:slenoch@hplanning.com">slenoch@hplanning.com</a>
Erin Cigliano	Teska Assoc., Evanston, IL	847-563-9733	<a href="mailto:ecigliano@teskaassociates.com">ecigliano@teskaassociates.com</a>
Dillon Goodson	Public Sphere Projects, Chicago, IL	615-364-7740	<a href="mailto:dillon@publicsphereprojects.com">dillon@publicsphereprojects.com</a>
Dan Bolin	Ancel Glink, Chicago, IL	312-604-9178	<a href="mailto:dbolin@ancelglink.com">dbolin@ancelglink.com</a>
Prayag Bagde	Lamar Johnson Collaborative, Chicago, IL	312-216-7205	<a href="mailto:bagdep@theljc.com">bagdep@theljc.com</a>
Tho Tran	Urbinden Design Lab, Austin, TX	979-575-7443	<a href="mailto:tho@urbinden.com">tho@urbinden.com</a>
Lesley Roth	Lamar Johnson Collaborative, Chicago, IL	312-497-5445	<a href="mailto:roth@theljc.com">roth@theljc.com</a>
Ranadip Bose	SB Friedman Development Advisors	312-799-1327	<a href="mailto:rbose@sbfriedman.com">rbose@sbfriedman.com</a>