



## **Evanston Environmental Equity Investigation**

**RFP # 23-45**

### **ADDENDUM No. 1**

**August 14, 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 One (1) is attached and consists of a total of four (4) 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

## Evanston Environmental Equity Investigation

RFP # 23-45

### ADDENDUM No. 1

August 14, 2023

This addendum forms a part of RFP # 23-45 and modifies these documents. This addendum consists of questions received and the pre-proposal meeting attendees.

#### Questions:

1. **Question:** Provide explanation of 25% of subcontractors:

**Response:** If you are hiring subcontractors, 25% of the awarded contract amount would need to be performed by a certified M/W/D/EBE firm to qualify toward the goal. If no subcontractors are utilized or the selected subcontractors are not Certified M/W/D/EBE, a waiver will need to be submitted.

2. **Question:** If they don't plan to subcontract, do they fill out the waiver form?

**Response:** Yes, submit the waiver (Exhibit H) and select the appropriate reason with an explanation

3. **Question:** Can not-for-profit or educational partners be used to meet the M/W/D/EBE goal?

**Response:** The organization must have certification from one of the agencies listed on Exhibit G or a Evanston Business License to qualify as a Evanston Business Enterprise.

4. **Question:** Who is responsible for the breaking down the stipend paid to community Leadership Team members?

**Response:** Responder should pay the stipends.

5. **Question:** Is there a budget identified for the project?

**Response:** Yes, there is 100k line item in COE budget

6. **Question:** Can you speak more to task 3?

**Response:** Task 3 includes conducting independent investigation projects. There is existing data (redlining maps, tree cover, future climate vulnerability mapping) that could be analyzed,

but the goal is to identify additional data as well. The task includes a review of similar environmental justice efforts, including anti-gentrification and the promotion of affordable housing in other communities. The deliverable of Task 3 is a list of indicators.

**7. Question:** Are you open to respondents outside of IL?

**Response:** Yes, we do accept proposals from firms outside of Illinois as long as they can demonstrate in their proposal that are able to accomplish the requirements listed in the RFP.

**8. Question:** What is the expectation for in person and onsite time?

**Response:** We expect them to be primarily working in the city because of the interaction with residents. Other meetings could be online, remote.

**9. Question:** Is proficiency in Spanish a requirement?

**Response:** No, but we would expect engagement in Spanish to be part of the project.

**10. Question:** What is the composition of the review panel?

**Response:** The RFP review team will only consist of city staff, but the leadership team will include members of the community including Environmental Justice Evanston.

**11. Question:** What is the public awareness this far of the EEI?

**Response:** The Mayor had a press release in October 2022. The environmental community has discussed environmental justice and this investigation frequently at meetings.

**12. Question:** Are the results of this tied in to the reparations program?

**Response:** We do not have a pre idea on if that should be the case. We are open to the results being tied to the reparations program.

**13. Question:** Who is the intended audience of the deliverables?

**Response:** Solutions oriented so in part a tool kit for the city. Would like the community to understand it and feel connected to the work. Written deliverables are more for decision makers and problem solvers. Engagement will be part of making things understandable for community members

**14. Question:** Will we distribute list of attendees?

**Response:** We can do that as long as everyone has entered their name and business. We will issue via an addendum

**15. Question:** Aside from the resolution, are there other EJ resolutions or ordinances

**Response:** There are no formal policies that have been adopted. The Equity & Empowerment Commission has a draft racial equity policy scorecard that can be shared with the selected vendor, which aligns with a racial equity impact assessment. There is also a draft community engagement policy. Mostly the city has focused on programs and projects related to environmental justice including a Green Homes Pilot and lead pipe replacement.

**16. Question:** Has the City identified the list/scope of policies, procedures, ordinances, practices, and processes to be reviewed through this investigation?

**Response:** No, the City does not have a comprehensive list, but the City will work with the selected vendor to be sure there are no omissions during the process.

**17. Question:** Does the City anticipate this review to be qualitative and/or quantitative? If the latter, has the City collected any relevant information and datasets for review?

**Response:** Both, and the City can provide relevant datasets to the selected vendor.

**18. Question:** When does the City anticipate the EJ mapping tool will be available?

**Response:** The map is public and a draft can be found at:

<https://maps.cityofevanston.org/portal/apps/webappviewer/index.html?id=74c6c7d4532341ae9878d6423b522cde>

**Pre-Proposal Meeting Attendees:**

Company	Attendee	Email
MKSK, Inc.	Alisa Burnside	aburnside@mkskstudios.com
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Greater Good Studio	Sara Cantor	sara.c@greatergoodstudio.com
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Social Contract	Hanna Ruth	hanna@sociacontract.org
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Hey and Associates, Inc.	Steve McChesney	smcchesney@heyassoc.com
Tetra Tech	Rachel Houle	Rachel.houle@tetrattech.com

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