



Evanston Environmental Equity Investigation

RFP # 23-45

ADDENDUM No. 2

August 16, 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 four (4) pages including this cover sheet.

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

Sincerely,

John Gonzalez
Purchasing Specialist

Evanston Environmental Equity Investigation

RFP # 23-45

ADDENDUM No. 2

August 16, 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:** Does the proposal have a page limit, or any other standards regarding font size, use of imagery, etc.?

Response: There is no page limit or standards regarding font size or use of imagery.

2. **Question:** In terms of listing all Municipal clients in the state of Illinois, is there a time limit for our engagements (e.g. within the last 5 years) or should this list be for "all time?"

Response: This is up to the discretion of the vendor.

3. **Question:** We don't use the title Area Regional Manager with our staff. Should we submit resumes for *all* the staff members who we anticipate working on the project, or just the project leads?

Response: Just the project leads.

4. **Question:** For the insurance certificate, can you please share a name and address to accompany "City of Evanston" as an additional insured?

Response: The City of Evanston is the name that should be used. The address is 2100 Ridge Ave, Evanston, IL 60201.

5. **Question:** Will it be acceptable to not have automobile liability insurance? Our studio is fairly small and has never needed this before.

Response: Please list this as an exception on Exhibit J, Professional Services Agreement Acknowledgement Page.

6. **Question:** Will it be acceptable for our comprehensive general liability to be \$1M per occurrence, \$2M in aggregate?

Response: This will need to be reviewed / approved by the legal department. Please list this as an exception on Exhibit J, Professional Services Agreement Acknowledgement Page.

7. **Question:** Our firm has both WBE certification with the City of Chicago, and DBE certification with the state of Illinois. Should we indicate both on Exhibit G?

Response: Please indicate both.

8. **Question:** Also for Exhibit G, I believe we should fill it out about ourselves, but would that mean, for example, suggesting that we are a General Contractor, and stating that 100% of the fees would go to us? Is that the right way to complete this form when it's self-referential?

Response: If you are self-performing all the work and will not be subcontracting, please list your firm as the MWDEBE firm. A written explanation detailing why no subcontracting was used should be submitted with the exhibit. Copies of your certification must be submitted.

9. **Question:** In DemandStar, there is only one document that's listed as part of the e-bid, and it's called "Pricing." Is this meant to indicate that we should separate our pricing out into a separate document, or is that just a placeholder name for the entire proposal? (Or perhaps something else?)

Response: This is a feature we are unable to change. Please submit your proposal as a single document under "Pricing".

10. **Question:** Will you be sharing a list of the names of the firms who attended the webinar, and by what date?

Response: Please see addendum No. 1 for names.

11. **Question:** Will you be sharing all questions and your answers with everyone who is applying, and by what date?

Response: Please see addendum No. 1 for questions.

12. **Question:** Approximately how many people are you expecting to be on the EEI Leadership team? What do you anticipate to be the ratio between city staff and non-city staff?

Response: This is up to the selected vendor, but there will be at least two members from Environmental Justice Evanston and at least two City staff members.

13. **Question:** Do you have hopes or expectations for how the EEI Leadership team will be identified? For example, do you already have a short list of people who have expressed interest, or would you expect the consultant to generate that list? Other than EJE, have any other organizations already been asked to join?

Response: City staff can provide input and suggestions to the selected vendor on the EEI Leadership selection process. No other organizations have explicitly requested to be on the EEI Leadership Team at this time, but staff expects there will be representation from other nonprofit partners.

14. Question: Do you have hopes or expectations for how the EEI Leadership team will make decisions? For example, consensus, voting, some other city protocol?

Response: The EEI Leadership team will not be a formal body beholden to quorum or the Open Meetings Act, nor will it formally vote. Decision making will be up to the selected vendor or the EEI Leadership Team.

15. Question: Will Cara or any others on the webinar be part of the EEI Leadership team, and/or will we meet with you separately as the “client team?” (We anticipate requiring at least one person from City of Evanston to serve as our counterpart, helping to navigate bureaucracy and troubleshoot logistical challenges that may arise).

Response: Yes, City staff will be a part of the EEI Leadership team and will also meet with the selected vendor separately for logistical purposes.

16. Question: In order to assess the City’s decision-making processes, and provide recommendations that reflect their realities, we would like to propose observing some of those processes. As part of this scope of work, might we be able to gain access, perhaps via some City government members of the EEI Leadership team, to join as observers for any planning, budgeting, or other decision-making processes which are not currently open to the public?

Response: This will be determined with the selected vendor at a later date.

17. Question: It looks like EJE was holding listening sessions this past winter. As part of this investigation, would we be able to have access to those notes, transcripts, or recordings?

Response: Yes, the selected vendor would have access to the notes.

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