



**Adaptive Use and Rehabilitation of 2603 Sheridan Road,
The Harley Clarke Mansion**

REI # 23-47

ADDENDUM No. 1

October 11, 2023

Any and all changes to the Contract Document are valid only if they are included by written addendum to all potential respondents, which will be mailed, emailed and/or faxed prior to the response due date to all who are known to have received a complete REI document. Each respondent must acknowledge receipt of any addenda. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the response therein. Failure to acknowledge receipt of any addenda may cause the response 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 eight (8) pages including this cover sheet.

Please feel free to call (847-866-2910) or email (lithomas@cityofevanston.org) with any questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist

**Adaptive Use and Rehabilitation of 2603 Sheridan Road,
The Harley Clarke Mansion**

REI # 23-47

ADDENDUM No. 1

October 11, 2023

This addendum forms a part of REI #23-47 and modifies these documents. This addendum consists of the following:

Questions Received:

Question 1: Section 3.1 "Letter of Interest" states "required information contained in subsections 1-3 below," however, what follows are letters a - e, and I can't find any subsections 1-3. Please clarify what is required in the submission.

Answer 1: The required information to be provided in the letter of interest are subsections a, b, and c, with subsection d being encouraged but optional.

Question 2: Beyond what is required in the REI, should a business plan be submitted as well?

Answer 2: A business plan is not required.

Question 3: There is no evaluation criteria identified. How is the information that is to be provided, which is identified in the REI to be assessed?

Answer 3: There are no evaluation criteria listed as an REI is not a competitive procurement process and responses are not judged against one another.

Question 4: There is reference on page 6 to "attached" Demand Star documents, but the only ones such documents seem to be as to how to register your organization with Demand Star for purposes of submitting the pdf version of the REI response and nothing else as to format, etc beyond the info on page 8.

Answer 4: Upload the REI document to Demandstar in a format of your choosing.

Question 5: With no stated date for review, i.e., TBD as of now, let alone evaluation criteria, what is the anticipated next step and is this only an effort to "test the waters"?

Answer 5: The REI is intended to create transparency in the City's goals for the property, market and increase interest in its adaptive use and rehabilitation, create partnership opportunities, and generally survey the market to provide the City with information necessary to create and justify a more viable framework for a subsequent RFP. Through this process, the City hopes to better understand a wide range of potential public and private interest in achieving the REI's stated goals, the properties true use and economic development potential, and whether more feasible financial models for successful rehabilitation of the property are availed under the City's newly adopted Unique Adaptive Use Code, a desire to attract active and income-producing uses, and an openness to a variety of ownership models. Following the close of the REI, the responses, as well as a summary of findings, will be presented to City Council and be used to create a framework for a subsequent RFP to be issued in 2024.

Question 6: Since this is neither an RFI or an RFP, when might that occur and what then? How many years out from now might a successful organization expect to have an award or contract, let alone begin?

Answer 6: An RFP is anticipated to be issued in 2024 at which time submissions would be evaluated and presented to City Council for potential award. Start of construction has too many variables to be known, and would be largely dependent on the awarded organizations proposed use, scope of construction, and financing model.

Question 7: The REI identifies a final date for questions, but there is no indication as to how often and when questions posed will receive a reply nor whether there will be sufficient time for follow-up questions or requests for clarification based upon replies published or received. When and how promptly will any of the questions submitted to your office be answered?

Answer 7: All questions will be answered by addendum and subsequent addendums will be issued as needed. The final date for questions is October 30, 2023 and a final addendum will be issued on November 3, 2023 if necessary.

Question 8: How often might we expect to receive answers given that questions might be posed by anyone at any time?

Answer 8: See answer 7 above. No follow-up questions will be entertained after October 30, 2023.

Question 9: Will answers be provided as they are received or will you wait until you have collected a large number of questions?

Answer 9: See answer 7 above.

Question 10: Will answers to all questions received be sent to only the person who posed questions or will everyone interested in the REI receive those questions?

Answer 10: Addendums will address questions collectively, be sent to all parties who have expressed interest or are registered vendors/respondents for the REI, and will be posted online via Demandstar and the City of Evanston's website: cityofevanston.org/business/bids-proposals for all to view.

Question 11: If everyone interested in the REI, including those that might not have or might not yet have submitted questions, how will the City know who to distribute those questions to or, is every interested party expected to be registered with your office or on DemandStar to receive questions?

Answer 11: If an interested party is not listed on the respondent list and has not asked a question they will not receive an addendum. Those who have asked questions, or those registered as vendors or respondents for the REI will receive the addendums as they are posted. All submitted questions will be answered via addendum. Addendums will be posted on Demandstar and the City of Evanston website: cityofevanston.org/business/bids-proposals

Question 12: Please note that the REI does not require registration with your office or DemandStar only that a respondent is to submit their proposal via DemandStar. Is it a requirement to register to receive responses or any Addenda and do you anticipate any Addenda?

Answer 12: See answer 11 above.

Question 13: Will answers be provided with sufficient time for both a follow-up or request for clarification and/or with sufficient time to assist in any REI response preparation?

Answer 13: See answer 7 above.

Question 14: How quickly might this question receive a response or will you be waiting until a large number of questions are received before formally issuing responses?

Answer 14: See answer 7 above.

Question 15: This REI is identified as only for the purpose of "gaining information on the property's true development potential from interested parties with historic preservation, rehabilitation, and development expertise with the ability to secure financial resources necessary to achieve a successful rehabilitation model". However, while requiring a "detailed vision statement or narrative", a list of "potential" partners and "potential funding

sources” and (optional) plans and concept drawings, there is no commitment nor “an offer or promise to enter into an agreement” (page 4). If so, how are responses to be utilized by the City or City Council?

Answer 15: See response 5 above.

Question 16: Why is detailed information requested, especially in a non-binding request that might only be for informing the City Council, if this is not either a Request for Qualifications (RFQ) or a Request for Proposals (RFP)?

Answer 16: See answer 5 above. The ability for the City to craft the most viable and appropriate RFP in the near future is dependent on the quality and sincerity of the responses to this REI.

Question 17: If the responses are only for the purposes indicated in the REI, are any of these responses and/or any of the information, however detailed, that might be contained, to be considered binding upon the respondents?

Answer 17: No.

Question 18: The REI indicates that the respondents “must demonstrate the expertise and capacity to develop and implement a financially viable adaptive use and rehabilitation strategy” with the key considerations outlined on page 4: ownership model, active and income-producing uses, use of available financial incentives and tax-credit programs, maintaining public access, and exploring alternatives to on-site parking. How are these to be evaluated since no evaluation criteria or standards are identified?

Answer 18: See answer 3 above.

Question 19: If there is to be an evaluation to determine whether a respondent is capable or otherwise able to demonstrate what is being asked, are each of the “key considerations” to be equally weighted and if so or if not, what will be considered as “demonstrated expertise” or “capable”?

Answer 19: See answer 3 above.

Question 20: Will any information be provided as to the “Response Evaluations” that is or may occur sometime after November 14, 2023?

Answer 20: All responses will be compiled and shared, and a summary of the interest received will be prepared for presentation to the City Council after November 14, 2023.

Question 21: Since this is neither an RFQ or an RFP, might respondents then expect a more formal request, such as a RFQ or RFI and would that then allow for

revised responses based upon conditions at that time, revised criteria for the responses or other changes, or will respondents be held to their initial responses, proposed uses, financial structure, uses, etc, that might no longer be valid or applicable?

Question 22: Yes, a subsequent RFP is expected to be released in the first quarter of 2024. Respondents will not be held to the responses and details provided in this REI.

Question 23: Given that no dates are identified for further steps including submissions, reviews, deliberations, and negotiations, and these might take a substantial period of time, how are these present proposals incorporating any and all of the key considerations that have been listed expected to allow for changes that might occur over that period including, but not limited to physical changes and deterioration of the abandoned structures, economic changes, changes in potential users, or even changes in the City Council?

Answer 23: Responses to the REI are expected to incorporate current conditions and key considerations and not project for hypothetical changes that may or may not occur.

Question 24: Given that no dates for an evaluation or further action such as an RFP have been given, how does the City anticipate or expect respondents to incorporate any time-sensitive information or projections such costs of construction or operation, income, financing, or other aspects of the project that might demonstrate “a sustainable business and rehabilitation model” if there is no established award or start date given or even estimated?

Answer 24: See answer 23 and 22 above.

Question 25: Since the REI does not identify the City’s “public interests” that are to be met or accomplished with any private interests for the respondents, are these to be made known to any potential respondents?

Answer 25: For purposes of this REI, the “publics interests” include a successful rehabilitation and adaptive use model for the property that puts it back into productive use, while maintaining the REI’s listed key considerations.

Question 26: How many years out into the future might a respondent or a successful organization expect to have an award or contract, let alone begin, since, as noted, some aspects of any proposal or response are time-sensitive?

Answer 26: See answer 22 above. Answers will only be provided for questions regarding the current REI which does not address hypothetical responses to a future RFP.

Question 27: Since this REI identifies the potential for a sale of the property as one potential ownership model, would that have to incorporate the entire platted parcel identified by survey or can the property be subdivided with only portions sold and the remainder retained by the City?

Answer 27: Responses to this REI could propose either purchase of the property as one platted parcel, or a subdivision of the existing parcel. In all instances, respondents are expected to address the REI's key considerations.

Question 28: Is there a possibility that the City Council may choose not to proceed beyond this initial REI regardless of the responses received, their completeness, or their demonstrated abilities to fulfill the stated objectives?

Answer 28: How to proceed following this REI is left to the City Council's discretion.

Question 29: Is there an expectation of material payment for the site regardless of proposed/selected ownership model?

Answer 29: Respondents are encouraged to propose and justify whatever framework makes their financial and rehabilitation model viable.

Question 30: Must I register on DemandStar to get responses or Addenda? Please note that the REI seems to imply you only need to register to allow submission of the formal response.

Answer 30: See answer 10 above.

Question 31: Having submitted as an individual, so far, should the organization I am working with register, in some manner, specifically on DemandStar, to allow receipt of any Addenda or notifications

Answer 31: See answer 10 above.

Question 32: Since several groups or individuals have signed up for the tours/visits to the Mansion and also submitted questions, will everyone receiving responses to the questions or visiting, receive or be provided a list of those "interested parties" much as is done for pre-proposal meetings, pre-bid-meetings, or equivalent, i.e., a preliminary bidders list or meeting attendees?

Answer 32: The final addendum will provide a list of attendee's who attended the tours.

Question 33: The REI identifies a potential ownership model (Section 1.2 (a)) of a public-private partnership or legal agreement between City and private interests (page 4). However, those options would require some level of discussion with the City, probably at the level of City Manager or Council. How can that be possible given the prohibition as to contact with City Manager or Council (page 7)?

Answer 33: Respondents are encouraged to propose and justify whatever ownership model/framework makes their financial and rehabilitation model viable. Complex or binding lease or property acquisition agreements are outside of the REI's scope.

Question 34: The property as identified by the Plat of Survey linked to the REI includes, as a single parcel not only the Mansion and coach house, but also the parking to the north, the Lighthouse Beach pavilion, toilet building and, the beach on the east, as well as all ground running west to Sheridan road. Given the option of "sale of property" identified in Section 1.2 (a), does sale (or purchase) include all of this property and, if not, what portions of the property are to be or not to be a part of any sale?

Answer 34: See answer 27 above.

Question 35: Section 1.4 Property Condition, indicates that "WJE provided updated cost estimates (2023 addendum) for priority exterior and interior needs" . Reference is also made to the earlier 2019 WJE report. Neither document cited or provided includes any cost estimates for the interior and little mention is made of any "interior needs", most specifically the 2023 document. Are there other portions of these documents that have not been provided that incorporate what has been indicated and any reason as to why the two cost lists, one of which is to have been an update, differ as to content and number of cited items?

Answer 35: All portions of the documents in question have been provided.

Note: Acknowledgment of this Addendum is required in the REI Submission.