



## **Evanston Environmental Equity Investigation**

**RFP # 24-15**

### **ADDENDUM No. 1**

**March 29, 2024**

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 three (3) 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 # 24-15

### ADDENDUM No. 1

March 29, 2024

This addendum forms a part of RFP # 24-15 and modifies these documents. This addendum consists of responses to question received.

1. **Question:** Can you share the budget/range the City has in place for this contract?

**Response:** \$150,000 is budgeted for this project to be expended in 2024. However, staff does not expect this work to be completed this calendar year and asks that responders propose the budget necessary for project completion.

2. **Question:** Can you talk us through the selection process?

**Response:** Every RFP is handled by the program manager and staff review team. RFPs are awarded based on score, of which price is just one component. There is more detail on the scoring in the RFP. For example, MWDEBE participation can increase a score and exceptions to the professional service agreement can lower your score. Please refer to section 7.0 Evaluation Criteria and 8.0 Selection Process in the RFP document for additional details.

3. **Question:** The contract states: The Evanston City Council also reserves the right to award the contract to an Evanston firm if that firm's bid is within 5% of the low bid. Can you speak to us about this?

**Response:** Yes, that is true of all RFPs. That rule mostly applies to, for example construction projects where cost is more a determining factor. That will not be as relevant here due to there being more to the scoring, but City Council can decide to exercise this power.

4. **Question:** So the score is a set of recommendations to City Council from staff, can City Council go against the recommendations?

**Response:** Yes, the City Council can decide not to follow the recommendation due to many factors. The project team will present their recommendation to the City Council and will provide support to assist the City Council with their decision.

5. **Question:** The MWDEBE Compliance Form options state "certified by a certifying agency within Illinois" – what if we or key subconsultants are certified M/W/D/EBE by another state and agencies within other states but not Illinois? Which box on the form do we check?

**Response:** Currently, the city is only able to accept certificates from the agencies listed in the RFP document. We may consider certification from another state if they are certified through the Women's Business Enterprise National Council (if it's in the best interest of the city).

6. **Question:** All deliverables must be complete by the end of the contract? Could you clarify the timeline for the project?

**Response:** Yes, that is what we would request, but please provide your ideal timeline to complete this work. We do not know how long it will take, you are the experts. If additional work would be needed beyond a 12 month contract, please include that in the budget and project timeline.

7. **Question:** What might additional funds in the future budget include?

**Response:** Please just provide the budget that you think is appropriate for the project.

8. **Question:** It seems like essentially nothing has changed between the previous RFP and this one. Why did you recirculate it with so few changes? Are you looking for different responses than the ones you received previously, and if so, in what ways?

**Response:** We recirculated the RFP because the original budget was inadequate.

9. **Question:** How recently do the attachments need to be signed and notarized? We have them all ready to go from last August, and are wondering if we need to re-do each of these steps in order to qualify.

**Response:** Any dated document will need to be re-completed. Due to possible updates since last year. Review exhibits to ensure they are current and are the same as the original provided with the current RFP request. Submitting incorrect exhibits can result in a proposal being rejected.

10. **Question:** Will questions (such as these) only be answered at the two non-mandatory webinars, or might we expect answers to be shared in some other channel as well? (Such as email)

**Response:** All questions received will be responded to via email.

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