



**Downtown Evanston Civic Plaza Plan,
Engagement, Design, and Implementation**

RFP # 24-19

ADDENDUM No. 1

April 16, 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 six (6) 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

Downtown Evanston Civic Plaza Plan, Engagement, Design, and Implementation

RFP # 24-19

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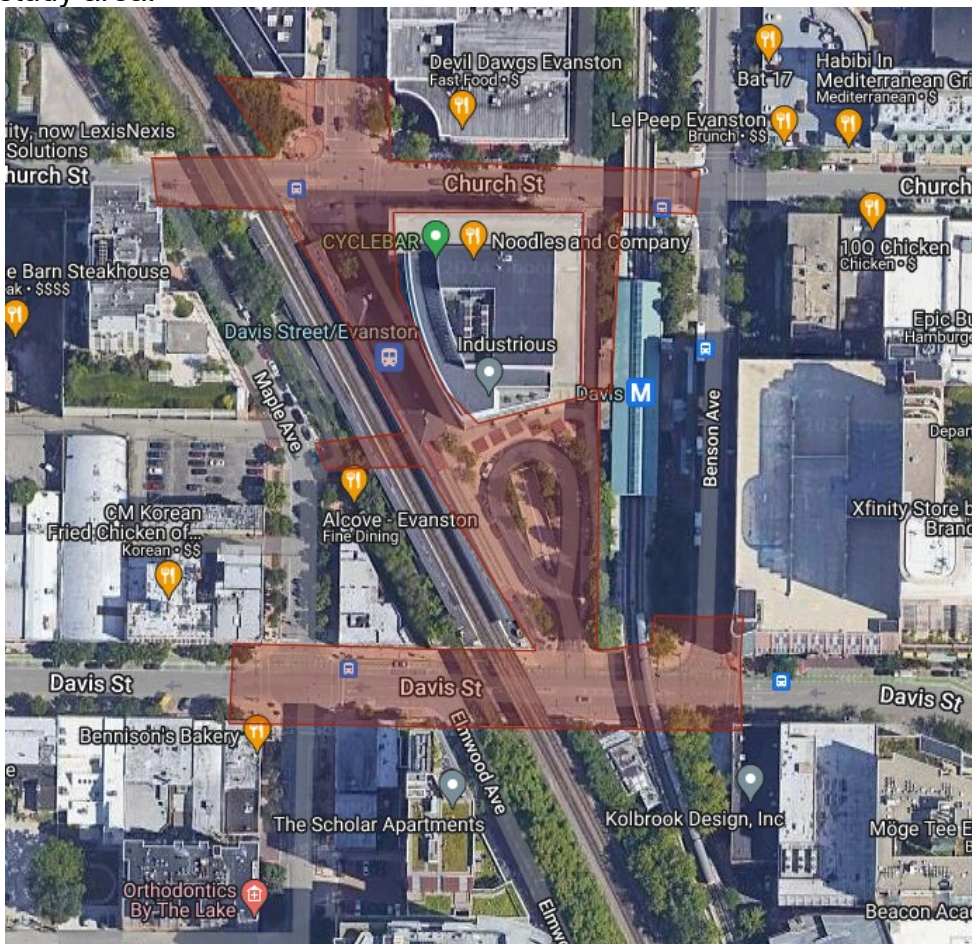
April 16, 2024

This addendum forms a part of RFP # 24-19 and modifies these documents. This addendum consists of questions received.

Questions:

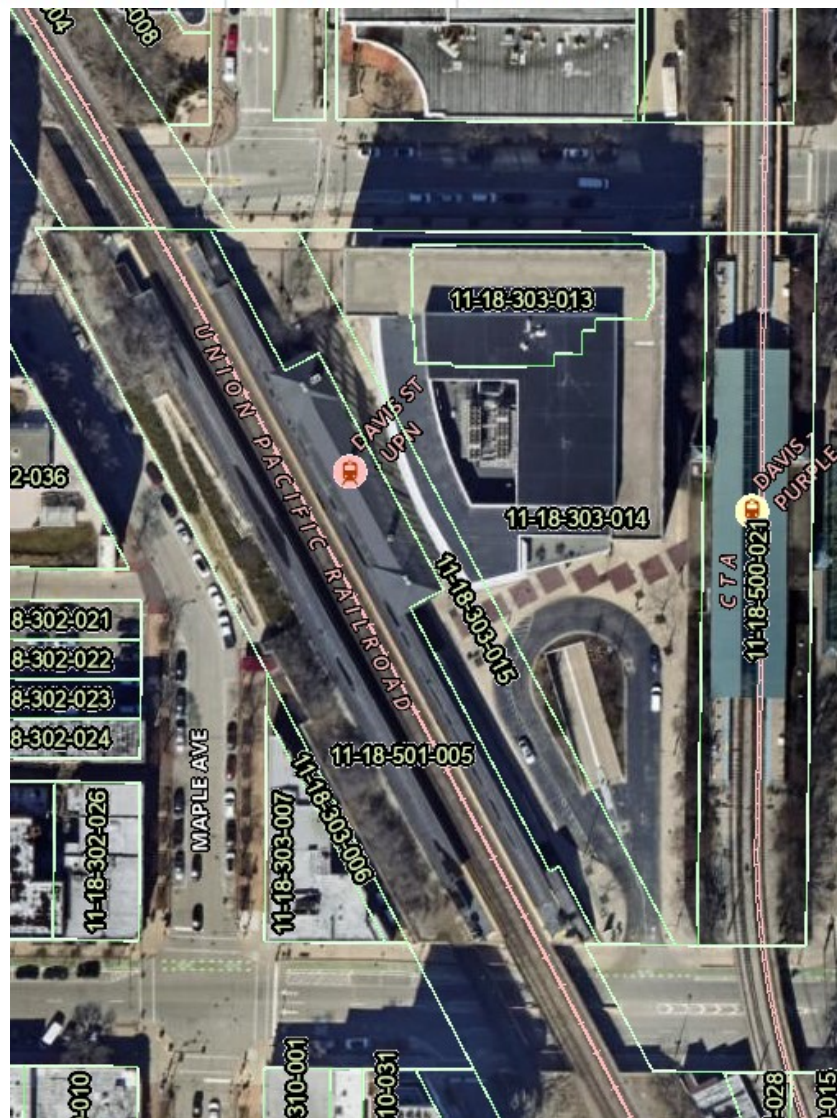
1. **Question:** During the prebid meeting, a study area map was displayed on screen that appeared to differ from the study area map included in the RFP document (page 17). Please clarify the study area for this project and please confirm who owns the land for the study area.

Response: Please use the map below, corrected to include the Union Pacific pedestrian tunnel. The map presented by staff during the presentation is not an accurate illustration of the entire study area.



In addition to the obvious CTA/Union Pacific and City properties, additional ownership is summarized in the table below. Refer to the Cook County GIS map below for specific PIN locations

| PIN | Address | Owner |
|--------------------|---------------|---------------------------------|
| 11-18-303-013-0000 | 900 CHURCH ST | SW Neighborhood Centers II, LLC |
| 11-18-303-014-0000 | 909 CHURCH ST | Red River 909 Davis LLC |
| 11-18-303-015-0000 | 950 CHURCH ST | Red River 909 Davis LLC |
| 11-18-501-005-0000 | UP Rail Line | Union Pacific |



- Question:** During the prebid meeting, we heard discussion about developing a near term and a long term plan for the study area. Page 5 of the RFP, last bullet indicates 'contracts funded with federal ARPA funds must be in place by December 31'. Does the contract referenced on page 5 refer to a near term or long term plan?

Response: Either works, as long as the funding is expended by December 31, 2026. The funds must be under contract by December 31, 2024.

3. **Question:** Will City staff provide assistance to help us understand the condition of the existing electrical services onsite?

Response: The City does not maintain the electrical that is on the 909 Davis property. The city does maintain the electrical in the right of ways, and in the plaza on the northwest corner of Maple and Church. City staff will direct written questions about the electrical system servicing 909 Davis to the property management and post them in an addendum.

4. **Question:** Do you have an identified budget or budget range for this design project to allow the consultant team to develop a targeted scope and process? In other words, what portion of the total construction budget will be going to planning & design?

Response: No budget has been established. We are required to select the most responsive proposal, not the lowest proposal.

We have \$2.3 million remaining in the account that will be funding this project, with numerous other priorities identified. So, something much less than \$2.3 million. This is not intended to be vague.

We are hopeful the design community can respond with a scope of services that includes a draft Civic Plaza design and implementation plan inclusive of planning and design, along with the cost of procuring and installing all aspects of the Civic Plaza improvements.

Our goal is to have a design team contracted and a plan funded (and hopefully design elements identified and under contract) prior to 12/9/2024.

In addition to ARPA funding, perhaps there are other grants. Perhaps the building owner will participate. Perhaps a larger, more expensive plan, will be phased in over several years.

5. **Question:** I would also like to seek confirmation that there is a construction budget of \$5M?

Response: There is not a construction budget of \$5m. There is not a budget established for this project.

6. **Question:** At this time, are you looking for qualifications of any team consultants we would work with? If yes, would you be looking for 5-10 contracts with similar SOW per team member included in our proposal?

Response: We would be satisfied with five to 10 contracts for the lead.

7. **Question:** What is the anticipated level of design development for this scope of work?

Response: We are expecting conceptual design. It would not be fair to expect a full design at this stage.

8. **Question:** Is a maintenance plan being considered for the future of these spaces?

Response: A complete proposal should include a maintenance plan.

9. **Question:** Is the implementation phase to be complete in the 3-4 month contract term?

Response: The implementation phase is not expected to be completed by December. That is unrealistic. It would be ideal to have the ARPA (federal funds) entirely contracted, however, by 12.31.2024.

10. **Question:** what's the condition of the parking structure under the plaza?

Response: Lincoln Property reports that 909 Davis features an underground 57 parking stalls assigned to building tenants. The garage is keycard access control only. The garage is equipped with well-lit LED lighting, security camera monitoring, CO sensors and well-ventilated and fire protection (dry pipe system in place). In addition, the garage features a bicycle parking rack for building tenants. The parking garage is cleaned and maintained by on-site building staff. The property is compliant with city code.

11. **Question:** RFP states: Contracts funded with federal ARPA funds must be in place by December 31, 2024. Are we thinking the design of the project must be complete by this date or construction must be complete by this date?

Response: At a minimum, the funds are to be under contract by 12.31.2024. They must be expended 12.31.2026.

12. **Question:** To clarify this is for design services, bidding and permitting?

Response: Yes. But would be most helpful if the implementation plan included full project cost.

13. **Question:** Please clarify the extent of the outlined scope of service to be complete in the 3-4 month contract term.

Response: design and implementation plan. The RFP can have concepts in place, but the scope requires a short community process, collaboration with private owners, design, vendor selection (e.g. if proposing cafe tables/chairs, what chairs/tables and what vendor), etc.

14. **Question:** Does the city have a fee range budgeted for design services?

Response: No.

15. **Question:** Do you have an anticipated schedule or project duration?

Response: No anticipated schedule

16. **Question:** Is there a preference for IL based firms?

Response: No. Our guideline provides for prioritization of Evanston-based companies if pricing is within 10% of competitive bids. This will not likely be the case in the project as we are expecting a wide range of pricing and approaches.

17. **Question:** Please confirm the design scope is limited to concept design and does not include construction documents of construction administration.

Response: Yes

18. **Question:** Does the city have a survey for the current site? If not, should we include a survey in our proposal?

Response: No

19. **Question:** Does the city have any geotechnical or soil boring data for the current site? If not, should we include geotechnical engineering in our proposal?

Response: No

20. **Question:** For the Price/Costs Form, are you looking for an average hourly rate for the team or should each section be broken down by discipline and role? If that latter is acceptable, can the form be recreated in our own format?

Response: You can provide a hourly rate for the team, we do not need to know the rate for each discipline or role.

21. **Question:** Has the city already established the stakeholders that should be part of the engagement process?

Response: Stakeholders are:

1. Business owners
2. Downtown residents
3. Property owners (909 Davis, Metra, Union Pacific, CTA, City)
4. City residents
5. Downtown Evanston special service area.

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