



Evanston Environmental Equity Investigation

RFP # 24-15

ADDENDUM No. 2

May 1, 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 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 # 24-15

ADDENDUM No. 2

May 1, 2024

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

QUESTIONS:

1. **Question:** MWDEBE requirement- does certification outside of Illinois count?

Response: Please see Addendum No. 1, question 5.

2. **Question:** Can the EEI leadership team meetings be virtual? Will there be occasions for these to be in person?

Response: We are not opposed to the leadership meetings being virtual but the community engagement and involvement must be a robust, in-person effort.

3. **Question:** Is there a timeline for project duration and defined budget?

Response: In the document there is a 12 month timeline. In the past we have approved a change order for a different timeline. We would defer to respondents and are open to a different timeline. The City is prepared to spend \$150,000 this calendar year. We ask that those responding to the RFP respond with what they believe an appropriate budget to be.

4. **Question:** Should the budget include stipends for non-city staff members?

Response: Yes, include stipends for non-city staff members in your budget.

5. **Question:** How many non-city staff members would you like to have?

Response: We do not have this firmly defined at this time. We envision fewer than 20 on the leadership team.

6. **Question:** Is there a practice in place for how much stipend recipients should be paid?

Response: No, we do not have something in place to base the stipend amount off of.

7. **Question:** Can engagement activities be carried out throughout a few weeks or days or throughout the project?

Response: Engagement efforts would take place over a few months. They can be condensed to a few at a time, with breaks but not all community engagement could happen over one week. The project should adequately engage the community and we are skeptical that it could be done in only a few days.

- 8. Question:** In regards to the final report with the interactive maps and story: Can you confirm the intended audience for the final report? City deliverable or wider audience? Does the City of Evanston have open accounts with ESRI? Should the applicant account for licensing fees as a part of the budget?

Response: The final report audience is City staff. The story boards and interactive maps would be intended for use by community members. City staff do have ESRI licenses, but we could not pay for any external parties licenses.

- 9. Question:** Does the RFP team have any engagement goals that the consultant should consider when developing the public engagement strategy?

Response: The goals for public engagement should be developed with the leadership team. Staff do not have any firm goals related to community engagement at this time but we will have goals developed in collaboration with the leadership team.

- 10. Question:** What kind of analysis did the RFP team have in mind in regards to use of existing data and plans?

Response: At this point in time we have some data, such as census data, Climate Action and Resilience Plan, Evanston Project for the Local Assessment of Needs (EPLAN), and a few other sources, but we know that there are gaps in our existing datasets. We have a list of indicators that folks have come up with in the past, so we will work with these to develop more in-depth and accurate indicators. We have some ideas about where the gaps are, but we would defer to the consultant team to identify where else what else we should be investigating.

- 11. Question:** Can you provide examples of suitable documentation for experience listed on page 9, section 5? Can this be fulfilled by describing past work?

Response: An example would be an existing plan, report, related to Environmental Justice. An article that has research tied to it. This can be fulfilled by describing past work, but would be better if a document was attached to be referenced. Answer all 8 points within 5.0 at some point in the submitted documents. They can be answered within section 4B.

- 12. Question:** What are the duties of the area/regional manager?

Response: This is the contact person for this project, it is essentially the same as a project manager. The title does not have to be the same, but this would be the person that the City would work directly with.

- 13. Question:** We are asked to list any projects for clients within IL, can that include the state?

Response: Yes

14. Question: On page 7, how would the city like to see procedural and distributive justice applied by the analysis?

Response: Distributive justice meaning how the benefits and burdens are distributed, and procedural being the process, policies, and management that might impact the benefits and burdens.

15. Question: How many meetings do you anticipate will need to take place to accomplish tasks 1 and 2? This refers to leadership meetings.

Response: The leadership meetings would not meet more than once every two weeks. Nor would we meet less frequently than once every two months.

16. Question: Can you provide any insight on the level of involvement for the EEI team? Are staff envisioning more of a collaborative process or would you like the applicant to have more of a role of shaping and driving the investigation?

Response: Both. Our staff team is small, the lift for City staff should not be expected to be substantial. The respondents should take a leadership role in terms of logistics and decision making. We believe in empowering community members to co-create and co-design this investigation and its process.

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