



**Callan Plaza Plan**

**RFP # 24-25**

**ADDENDUM No. 1**

**May 22, 2024**

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 proposal due date to all who are known to have received a complete bid document. Each respondent must acknowledge receipt of any addenda by indicating on the Bid Form. Each respondent, by acknowledging receipt of any addenda, is responsible for the contents of the addenda and any changes to the bid proposal therein. Failure to acknowledge receipt of any addenda may cause the proposal 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 four (4) pages including this cover sheet.

Please feel free to email ([purchasing@cityofevanston.org](mailto:purchasing@cityofevanston.org)) with any questions or comments.

Sincerely,

Linda Thomas  
Purchasing Specialist

**Callan Plaza Plan  
RFP # 24-25  
ADDENDUM No. 1  
May 22, 2024**

This addendum forms a part of the Specifications and Bid Documents for RFP #24-25 and modifies these documents. This addendum consists of the following:

**Question Received:**

Question 1

What base information is available for the existing conditions of the site? Will a survey be necessary to meet any permitting requirements?

Response: The City of Evanston will secure a plat of survey if required.

Question 2

Has a traffic study been conducted on the effects of closing of Callan Street? Do you anticipate this being required as part of the services to meet any permitting or funding requirements?

Response: A traffic study has not been conducted, but would be useful in determining whether this plaza will be permanent or seasonal. If this is part of the proposed project scope, please include in your response.

Question 3

The RFP references festoon lighting for the project. There are presumably other potential power needs for the project as well, including needs for events or activities held on the plaza. Is there the opportunity to connect into the City of Evanston electric, existing street lights, or some other existing source? Or should a new transformer, supply, and connection be anticipated for the project?

Response: The City will pay for installation of necessary electrical connections.

Question 4

What funding does this project currently have approved for this project? Are there additional funding opportunities that have been identified?

Response: Funding will be available through American Rescue Plan Act (ARPA) funds and general funds approved for the implementation of One Howard, though we have not set a specific budget. The City will select the most responsive proposal.

Question 5

The RFP references that contracts with ARPA funds must be in place by December 31, 2024. Are ARPA funds being used for this project? What are the anticipated funding sources for the plaza construction and any associated schedule constraints.

Response: The anticipated funding sources will be Howard/Ridge TIF, general economic development funds and ARPA. Any work being funded through ARPA must be under contract by December 31, 2024.

Question 6

Is it possible to receive the Final Addendum prior to May 23 given the limited remaining business days before the Submission Due Date?

Response: Yes

Question 7

Is there a proposed budget for professional services (this RFP) and construction costs?

Response: We have not set a specific budget. The City will select the most responsive bidder based on the proposal and budget submitted.

Question 8

What does “oversee implementation” mean? Is that the same as acting as the GC?

Response: The City would like the selected firm to oversee implementation in terms of identifying placemaking furniture and other needed improvements as well as the procurement process.

Question 9

Construction Documents aren’t mentioned. Are you expecting those and/or Specifications to be produced?

Response: This is intended to be a design and implementation plan. If there are recommendations in the implementation that require “construction” of infrastructure, construction documents/permits would be required.

Question 10

Is there a reimbursement budget for community engagement activities?

Response: Please include any costs related to community engagement activities in your proposal.

Question 11

Is there a fee range or limit?

Response: See Question 7.

Question 12

What is the budget for the implementation?

Response: See Question 7.

Question 13

Does the City have a list of orgs that they would like to be involved? Can you provide this list?

Response: The Howard Street Business Association, Rogers Park Business Alliance, and local residents should all be involved in the planning process to help inform needs for programming the space. The selected respondent is also encouraged to work with local vendors and artists.

Question 14

Has a sole service provider been established for the SSA? When will the district have funding for programming?

Response: The Howard Street Business Association has not yet selected a service provider. The district will begin receiving funds in the first collection of 2025.

Question 15

On page 4, the RFP indicates a desired contract term of no longer than 4 months. Would the implementation phase (specifically, the first bullet point on page 6) be under an additional contract or do you expect the plaza to be installed during this timeframe?

Response: The City's preference would be to include implementation in the same contract. If that extends the length of the contract term, please just include the proposed timeline in your response.

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