



**City of Evanston  
Artistic Lighting Design & Installation under Metra & CTA Bridges**

**RFP # 24-29**

**ADDENDUM # 1**

**August 7, 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

**City of Evanston**  
**Artistic Lighting Design & Installation under Metra & CTA Bridges**  
**RFP # 24-29**  
**ADDENDUM #1**  
**August 7, 2024**

This addendum forms a part of the Specifications and Bid Documents for RFP #24-29 and modifies these documents. This addendum consists of the following:

**The last day to submit questions for RFP 24-29 was August 1, 2024.**

**Question Received:**

Question 1

The stated contract term is 90-120 days – does that include the implementation phase?

Response: The final implementation plan and contract for implementation should be finalized no later than December 31, 2024. The actual implementation can take place after that timeline.

Question 2

Has permission already been granted by CTA, Union Pacific, and Metra to illuminate the bridges?

Response: Not at this time. Staff will coordinate approval with these agencies as needed with the selected vendor.

Question 3

Has permission already been granted by CTA, Union Pacific, and Metra to mount lighting equipment to the bridges?

Response: Not at this time. Staff will coordinate approval with these agencies as needed with the selected vendor.

Question 4

Are there plans in place to repair or repaint any of the bridges as needed prior to the implementation phase?

Response: None that we are aware of.

Question 5

Is the City aware of specific community organizations with whom the designer might partner to advertise and coordinate attendance at public meetings and workshops?

Response: City staff will help to identify local stakeholders and advertise public meetings.

Question 6

Please clarify Terms Line N – Subcontractors. Should the designer choose to engage a

subconsultant after the contract award for a specific task (such as community event organizing), would they be allowed to do so with permission from the City?

Response: This would be up to the selected vendor. If engaging a subcontractor will incur additional costs from the original contract, this would have to first be approved by the City.

#### Question 7

Please share the composition of the selection committee. Will they be art and curatorial – related, local community, city and agency officials, others?

Response: The selection committee will be composed of City of Evanston Economic Development staff, Purchasing staff, Public Works staff.

#### Question 8

After submission, will finalists be selected or will a contract be awarded based entirely on this proposal? If the former, would finalists be asked to provide preliminary designs prior to the contract being awarded?

Response: To be determined based on responses received.

#### Question 9

The proposal states that “The City is not seeking individual bridge light design proposals in this RFP” and that there is no budget defined currently, yet the proposal is asking for line-item fees. Without a budget and without knowing the extent of work required per site, it would be difficult to price out the design and implementation items unless we assume a worst-case scenario (e.g. substantial architectural rework, new electrical service). Please advise.

Response: Please include best estimates for the costs of engagement, design, procurement of materials, and implementation based on similar work. Any additional work can be included as an additional fee or negotiated upon site analysis.

#### Question 10

For the fee table, should we assume totals for all indicated sites, or on a per-site basis?

Response: Please include costs per site.

#### Question 11

It is common for public jobs to have a three-name specification for light fixtures. However, given the intricate nature of the proposed designs and variability between products, it's imperative that the lights provide the expected look. Will sole-sourcing be acceptable where the visuals have been approved by the city?

Response: The City will support recommendations from the selected provider.

#### Question 12

Are there plans to paint or restore the structures?

Response: See Question 4.

Question 13

What is the intent of the design team? Will the Lighting Design team take the design beyond concept through project completion? The RFP suggests that the lighting design is handed off to others for completion.

Response: The City is looking for design and installation.

Question 14

The RFP refers to “Artists” – are the Artists responsible for painting the murals on the walls or are they somehow involved in the creation of the lighting design.

Response: The local art community should be included in the engagement process, but necessarily involved in the actual design. There may be opportunities for collaboration with murals or other ways.

Question 15

Is this RFP for design services only?

Response: The City would like design and installation services. If you are only interested in either design or installation, please indicate that in your response.

Question 16

Can you please clarify if you are looking for design services only or design and installation services as part of this RFP?

Response: See Question 15.

Question 17

Can you clarify if you want the design documentation completed by December 31, 2024, or design documentation and installation completed by December 31, 2024?

Response: All contracts for design and an installation plan should be finalized by December 31, 2024. Provided signed contracts for services or materials are in place, work can be completed after December 31, 2024.

Question 18

Can you clarify a Rough Order of Magnitude budget for design and installation services above or below \$1 million?

Response: The City has not set a specific budget and will go with the most responsive bidder. There are multiple sources of funding, including ARPA, TIF, and CIP, that can be used to fund this project depending on the selected proposal.

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