



## **REQUEST FOR PROPOSAL #25-06**

### **Water Testing Services**

#### **ADDENDUM No. 1**

**March 3, 2025**

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 to all who are known to have received a complete Request for Proposal. 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 proposal therein. Failure to acknowledge receipt of addenda may cause the proposal to be rejected. If any language or figures contained in this addendum are in conflict with the original Request for Proposal Document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No. 1 is attached and consists of a total of four (4) pages including this cover sheet.

Please contact me at (847-866-2971) or [cstuart@cityofevanston.org](mailto:cstuart@cityofevanston.org) with any further questions or comments.

Sincerely,

Cheryl Stuart  
Purchasing Specialist

# REQUEST FOR PROPOSAL #25-06

## Water Testing Services

### ADDENDUM No. 1

March 3, 2025

This addendum forms a part of the Request for Proposal Documents for RFP # 25-06 and modifies these documents. This addendum consists of the following:

#### QUESTIONS:

1. **QUESTION:** Is the City distributing pitcher filters to customers when the service line is replaced? If so, is the City completing this work, the Contractor completing the replacement, or another contractor?

**RESPONSE:** The City will be distributing pitcher filters.

2. **QUESTION:** Is the estimated 25% rate of resident testing requests based on prior experience and previous request data?

**RESPONSE:** Yes.

3. **QUESTION:** The Lead and Copper Rule Revisions (LCRR) and Lead and Copper Rule Improvements (LCRI) outline that an offer to sample must be made three to six months **after** the service line is replaced. How does the City plan to make this offer (for example, mail a postcard three months after the service line replacement)? Would the Contractor make the offer or would the City?

**RESPONSE:** All outreach efforts related to LSLR testing will be performed by the Consultant. Refer to Section 2.2 for more details regarding testing following replacements. Consultant shall propose an appropriate means for making the offer in the RFP, and details will be finalized as described in Section 2.1.

4. **QUESTION:** Section 2.2.1.b states that the Contractor shall “deliver educational materials prior to LSLR.” Can the City please provide additional clarification on the purpose of those educational materials? Are these materials to notify the resident of the upcoming

replacement or that they will be offered sampling in three to six months after replacement or both?

**RESPONSE:** The educational materials serve to meet both City and regulatory requirements and will vary depending on the type of sampling being conducted, as outlined in Section 2.1. LSLR testing outreach will differ from compliance sampling outreach to ensure residents receive relevant and accurate information. These materials are all related to testing after replacement.

5. **QUESTION:** Does the City have contact information (phone numbers and emails) for the customers that will be receiving lead service line replacements or are part of the compliance sampling pool?

**RESPONSE:** City will provide all resident contact information.

6. **QUESTION:** For delivering sample results, the RFP specifies that the customer should be notified electronically within three business days of result delivery and by letter within 30 days. Would the City allow one notification via letter within three business days instead?

**RESPONSE:** No. The Consultant must provide both notifications.

7. **QUESTION:** Section 2.2.3.e. states that “The City will collect completed samples from residents and perform an initial quality review. If the samples are deemed acceptable, the City will ship them directly to the laboratory.” Will the Contractor incur the cost of shipping (for example, send pre-paid shipping labels to the City to use in sending the sample kit to the lab? Alternatively, would the City be open to a pre-paid shipping label being included in the compliance sampling kit so that the resident could ship the sample directly to the lab? In this case, the Contractor would receive a scan of the Chain of Custody from the lab and could flag any issues with the sample in advance of analysis being completed so that the City does not incur unnecessary costs and quality assurance is maintained.

**RESPONSE:** Section 2.2.3.e was misquoted in your question. Your question appears to reference Section 2.3.2.e

**Section 2.2.2 (Sample Collection – LSLR Testing):**

For LSLR Testing, the Consultant is responsible for the entire Sample

Collection process and shall incur all costs associated with shipping test kits to residents and shipping samples to the laboratory. Residents will ship samples directly to the laboratory.

**Section 2.3.2 (Sample Collection – Compliance Testing):**

For Compliance Testing, the resident may not ship samples directly to the laboratory. The Consultant shall provide pre-paid shipping labels for the City to ship samples directly to the laboratory. Chain of Custody must be maintained.

8. **QUESTION:** Does the City currently have an in-house lab used for lead and copper sampling or does the City have a laboratory vendor under contract? If so, who is the laboratory contractor?

**RESPONSE:** The City does not have an in-house lab for analyses of lead and copper. We currently use Pace Analytical Services.

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