Request for Proposal
26-48

for

2027 Inspection and Plan Review Services

ADDENDUM No. 1

November 2, 2026

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

Please contact me at 847-866-2910 or jcooper@cityofevanston.org with any further questions or comments.

Sincerely,

Jessica Cooper
Purchasing Specialist

RFP No. 26-48

2027 Inspection and Plan Review Services

Addendum No. 1

November 2, 2026

This addendum forms a part of the 2027 Inspection and Plan Review Services Documents for RFP # **26-48** and modifies these documents. This addendum consists of the following:

RFP 26-48 2027 Inspection and Plan Review Services Submittal Extension:

PROPOSAL DEADLINE: Extended to 2:00 P.M., Tuesday, November 17, 2026

PROPOSAL DEADLINE: ~~2:00 P.M., Tuesday, November 10, 2026~~

Clarifications:

- **Section 1.0 Introduction of the RFP should reflect the same terms as Section 11.0F – Term:** *The contract is for two (2) years with two (2) additional one (1) year options to renew. The City may terminate a contract for either cause or convenience.*

- Addendum No. 2 will be issued to address additional questions not included in this Addendum.

Questions Received:

Question 1

Question: Is there an updated version of the document you can send to us?
Response: Please re-download the entire file from the City of Evanston's Bids & Proposals page or DemandStar, as there may have been a personal formatting issue with the initial download.

Question 2

Question: May we submit a proposal for plan review services only, as we are currently unable to provide inspection services?
Response: Please reference **Section 8.0 - Selection Process**, where it states the City's awarding right to multiple firms.

Question 3

Question: What pricing basis does the City expect: hourly rates by position or discipline, a fee per plan review, a fee per inspection, or another structure?
Response: Fees per inspection and per plan review would be preferred.

Question 4

Question: Is there a separate rate for expedited review (Section 5.0)?
Response: The City does not have a separate rate for expedited review. Please respond to the questions in Section 5.0, as separate rates are the Proposer's stated rates.

Question 5

Question: Does the City have an estimated annual value or a not-to-exceed amount for this contract?
Response: The Community Development Department has budgeted $40,000 for FY2027 to accomplish the objectives of this project.

Question 6

Question: Please also identify the current or most recent contractor(s) and the amount paid under the prior agreement, if that can be shared.
Response: B&F Construction Code Services, Inc. and SAFEbuilt Illinois, LLC are the former contracted service providers. This information can be found on the City of Evanston's Council Meeting Portal.

Question 7

Question: Section 1.0 states the term runs from award until December 31, 2030, with two one-year renewals, but Section 11.F states three years with two one-year renewals; which governs?

Response: Section 11.0F relays the accurate terms for this Agreement. See the Clarification at the beginning of this Addendum.

Question 8

Question: If Section 8.0 allows award to multiple firms, how will work be assigned among firms, and is any minimum volume guaranteed?
Response: Work would be assigned based on availability and performance.

Question 9

Question: Are plan reviews expected to be performed on site at City facilities, remotely, or either?
Response: Remotely

Question 10

Question: Are inspectors expected to be on call or scheduled in set blocks?
Response: The Community Development Department provides 48-hour notice to inspectors, with opportunity for a quick turnaround time. All scheduling will be effectively communicated by the Project Manager.

Question 11

Question: I am writing to request a copy of the Price Cost Form for RFP No. 26-48 (2027 Inspection and Plan Review Services). Page 15 in the RFP appears to be blank on my end.

Response: Firms should submit their own detailed copy of the Price Cost Form. Pricing should be based upon RFP 26-48, **Section 2.0 – Scope of Services.**

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