RFQ 20-21

for

Church Street Pedestrian and Bicycle Improvements

ADDENDUM No. 1

March 17, 2020

Any and all changes to the Request for Qualifications 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 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 jostman@cityofevanston.org with any further questions or comments.

Sincerely,

Jillian Ostman
Purchasing Specialist
This addendum forms a part of the RFQ Documents for RFQ # 20-21 and modifies these documents. This addendum consists of the following:

General:

1. The non-mandatory pre-proposal meeting scheduled for March 18, 2020, has been cancelled due to concerns regarding the spread of COVID-19 and the recommendations by the U.S. CDC to limit social gatherings. Please forward any questions via email to Jillian Ostman, Purchasing Specialist at: jostman@cityofevanston.org and Chris Venatta, Project Manager at: cvenatta@cityofevanston.org

Attachments:

Information on requirements for submitting a RFQ

Note: Acknowledgment of this Addendum is required in the Submittal.
Purchasing Items to Discuss:

**Non-Mandatory Pre-Proposal Meeting** – March 18, 2020 – CANCELLED

- Project Name: RFQ 20-21 Church Street Pedestrian and Bicycle Improvements

**Submittal Requirements**

Responses to this Request shall be in one volume. Any firm brochures and/or information pertaining to the qualifications of the firm and/or team may be submitted, but must be included in a single volume. Applicant firms must submit their responses in one of two ways:

- six (6) hardcopies, one (1) unbound original; or
- electronic response only in a sealed envelope on a flash/USB drive

Submittals must be forwarded in sealed envelopes clearly marked on the OUTSIDE with the following:

- Proposal name and number
- Name and address of Firm
- Date and time of Proposal deadline

- NO EMAIL SUBMITTALS
- We have provided a pre-printed label for your convenience

**RFQ Due Date, Time and location:**

- April 16, 2020
- Prior to 2:00 PM (Central Time)
- Will not accept any Proposals after 2:00 PM- Refused
- Proposals are due in room 4200 Lorraine H. Morton Civic Center

ANY Proposals RECEIVED AFTER THE SUBMITTAL DEADLINE, WILL BE RETURNED TO THE Proposer UNOPENED. It is the sole responsibility of the proposer to insure that his or her bid is delivered by the stated time. Mailed proposals, which are delivered after the specified time, will not be accepted regardless of post marked time on the envelope. THE CITY IS NOT RESPONSIBLE FOR MISDIRECTED PACKAGES.

**City of Evanston Bid Requirements:**

- Insurance Requirements-please make yourself familiar
MWEBE—City of Evanston Goal of 25%: (contractor or subcontractor)

- The goal of the Minority, Women, and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City has established a 25% M/W/EBE subcontracting participation goal for general contractors.
  - This is a **goal** not a **requirement**
  - The 25% can consist of only Minority, Women, or Evanston Based Businesses or a combination or some or all.
- Waive participation
  - Fill out necessary form and include a narrative explaining why your firm is not participating in the program

- City of Evanston 5% Local Preference policy:

  - Evanston City Council reserves the right to award the contact to an Evanston firm if that firm’s bid come within 5% of the lowest bid.

Proposal Only - **Proposed Schedule page:**

1. RFQ Issued ..................................................February 27, 2020
2. Non-Mandatory Pre-Proposal Meeting ........CANCELLED
3. Last Day to submit questions .........................April 2, 2020
4. Final Addendum Issued .................................April 9, 2020
5. RFQ Submission Due Date .........................April 16, 2020
6. City Council Award of Contract ...................May 26, 2020
7. Contract Effective .........................................June 1, 2020

**Documents to be returned with Proposal:**

- All documents are to be returned with your bid –
  - Price/Cost Form page
  - All Exhibits
  - (forms must be completed or write “Not Applicable”)
  - We have attached a copy of the Professional Services Agreement
  - *Please look over the Agreement and fill out the Professional Services Agreement Acknowledgement*

- Please make yourself familiar with Service Agreement
- Review document and make note of any exceptions to the agreement and return with proposal documents (the COE legal council will not entertain any exceptions to our bid document or agreement after the submittal deadline or award of contract).