



Addendum

Addendum Number:	1
Addendum Date:	6/18/2025
Project Name:	Biodiversity and Green Infrastructure Study and Plan
Prepared By:	Lindsey Nieratka
To:	All bidders of record

This addendum amends the original RFP. Where any part of the RFP is amended, the unaltered provisions are to remain in effect.

Proposers must acknowledge receipt of any and all addenda as required by the General Requirements of the RFP and in Section 4 of this document. The acknowledgement page should be signed and included in the proposal document and does not count toward the page limit.

All requirements of the Contract Documents remain unchanged.

Part 1 – Amendments to the RFP

1. None

Part 2 – Attachments

1. None

Part 3 – Questions & Answers

1. Can Oak Park provide a budget range (or budget maximum) for this project?

ANSWER: The Village has \$125,000 budgeted for this project for fiscal year 2025.

2. Under Section 5, "Proposal Submittal", the Consultant should address "how Village staff will be integrated into the services to be provided under this RFP". Does "Village staff" refer to the staff in the Sustainability and Resilience Office that will act as the main points of contact or does this refer to the wider staff necessary to execute the Biodiversity and Green Infrastructure Plan (Public Works, Office of Diversity, Equity, and Inclusion, etc.)

ANSWER: The Office of Sustainability will be the project lead but we will also engage staff from public works, DEI, and potentially other departments.

3. Under Section 5, Part E ("Experience and Qualifications"), is there a maximum number of projects that should be listed to exemplify our qualifications?

ANSWER: There is no maximum. Please provide a sufficient number of project examples to demonstrate your qualifications.

4. Are sub-consultants to the Prime consultant required to complete the required forms listed in the RFP? If so, please identify which forms.

ANSWER: No, sub-consultants are not required to complete the forms at this time.

5. What is the source of the project funds? Is this a grant or a locally funded project? If so, are there limitations on the services the team should propose?

ANSWER: The project will be locally funded through the Village's Sustainability Fund.

6. Does the Village anticipate team interviews as part of the procurement/selection process

ANSWER: We will make that determination if deemed necessary after reviewing proposals.

7. What geospatial data have you completed and/or have in progress for green infrastructure, parks, tree canopy, impervious cover, focal species, etc. on public and private property within the village?

ANSWER: The Village has an Urban Forestry Master Plan and land use maps. Existing green infrastructure has been evaluated on Village owned properties. The Village also conducted a Community Biodiversity Survey, the results of which can be found on SustainOakPark.com.

8. Do you expect the deliverable plan to be a traditional document that can be produced/printed as a paper copy, or more of an interactive online document that's more of a user experience?

ANSWER: We do not have a preference at this point.

9. Are there ways in which you'd like you and your staff to be engaged and involved besides traditional reviews and project management meetings? Assuming yes, what are those ways?

ANSWER: Traditional reviews and project management meetings are anticipated. Staff will also be valuable sources of data and historical information.

10. Could you be more specific as to what you mean by "enhanced park management"?

ANSWER: Part of the project will be to define this exactly for the purpose of measurement. Our current understanding would be areas which have enhanced ecological or stormwater functions beyond what is provided by turf grass.

11. Does the baseline study of existing GI include both public and private parcels? If it includes private parcels, are you envisioning a windshield survey, or something more in depth?

ANSWER: The study will be of GI within the footprint of the Village – public and private. We are envisioning something more in depth than a windshield survey.

12. Will the successful bidder have access to Oak Park’s GIS data?

ANSWER: Yes, we can provide access to GIS as part of the contract.

13. Can you provide copies of or links to:

- a. Green Infrastructure prioritization report for Village-owned property (attached)
- b. Community biodiversity survey: <https://www.sustainoakpark.com/climate-ready-progress/parks-plants-biodiversity>
- c. Parkway planting ordinance: <https://oak-park.legistar.com/LegislationDetail.aspx?ID=7262653&GUID=B588CD77-722B-4E4B-A7C8-1168D3A5F929>

14. How does the Village define green infrastructure?

ANSWER: Developing the definition to meet the Village’s 30% goal is part of the proposal. Generally, the Village uses the EPA’s definition of green infrastructure.

15. Is the 30% target for village-owned properties, or does it include all the land within the Village boundary?

ANSWER: The 30% goal includes the entire footprint of the Village.

16. Will it be managed through the Office of Sustainability or through a different department, such as Public Works?

ANSWER: The project will be managed through the Office of Sustainability with considerable collaboration with Public Works and other departments.

17. Is the due date June 26 or June 30? Both are listed on the RFP.

ANSWER: June 26

18. Do resumes count toward the page count?

ANSWER: No.

19. Do cover/section pages count toward the page count?

ANSWER: No

20. Do required forms count toward the page count?

ANSWER: No

21. Do resumes need to have 12 point font if provided as attachments?

ANSWER: No

22. Are you able to provide the available budget for this effort?

ANSWER: The Village has \$125,000 budgeted for this project for fiscal year 2025.

23. Does the Village have GIS data related to its existing GSI, parks and green spaces?

ANSWER: The Village has some data related to Village owned properties and land use.

24. Does the Village have data related to existing private GSI?

ANSWER: The Village has some data related to Village owned properties and land use.

25. What natural areas in the Village will need to be evaluated as part of this project?

ANSWER: The 30% goal includes the entire footprint of the Village.

26. Is the Village willing to work with residents to incorporate green infrastructure between and amongst homes?

ANSWER: Yes, the Village currently has a program called Climate Ready Rainscapes which encourages and supports green infrastructure on private property.

27. Please elaborate on what the Village anticipates for firms to provide as evidence of financial responsibility regarding Item F on page 8.

ANSWER: This is at your discretion but can include the organization of your firm (501c3, LLC, etc.), years in business, examples of successfully completed projects, or other evidence. As the RFP notes, this may be covered in other sections and will not need to be separately listed.

Part 4 – Acknowledgement

I acknowledge the receipt of this addendum for the referenced project by signing the acknowledgement and returning it with the proposal. This acknowledgement must be signed and included with proposal.

Addendum Number:	
Date:	
Name:	
Signature:	
Company:	

End of Addendum