



The Village of Oak Park  
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## Addendum

|                  |                                             |
|------------------|---------------------------------------------|
| Addendum Number: | 3                                           |
| Addendum Date:   | July 28, 2026                               |
| Project Name:    | Envision Comprehensive Plan Revision/Update |
| Project Number:  |                                             |
| Prepared By:     | Mike Bruce, Planning & Urban Design Manager |
| To:              | All RFP Recipients                          |

This addendum does not amend the original RFP.

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.

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. The instructions require completing "Sections V through IX" in order, but the document's numbering runs I through IV with two different Sections VI; can you confirm the required order and contents of the response?

ANSWER: Section VI. under the title, "Recommended Format For Submittals", page 7 of the RFP should be labeled Section "V: RECCMMENDED FORMAT FOR SUBMITTALS". Section V. PROPOSAL SUBMITTALS (STATEMENT OF WORK TO BE PERFORMED), page 2 of the RFP should be labeled "V. PROPOSAL SUBMITTALS (RECOMMEDED FORMAT FOR SUBMITALS)".

2. Do the required forms (Organization of Firm, Compliance Affidavit, M/W/DBE status, EEO Report, References) count toward the 100-page limit?

ANSWER: Yes

3. May we provide a link to an adopted comprehensive plan in place of attaching a full copy, given the 100-page and 25MB limits?

ANSWER: Yes

4. Will an MBE certification issued by a national certifying organization satisfy the M/W/DBE documentation request, or does the Village require certification from a specific agency?

ANSWER: Yes, an MBE certification issued by a national certifying organization will satisfy M/W/D/DBE documentation request.

5. If an EEO-1 report is submitted in lieu of the EEO Report form, must it also be notarized or accompanied by the sworn statement block?

ANSWER: No

6. What does the Village intend the Performance Measure Matrix and process to cover, since the fee analysis requires a dedicated breakout page for it?

ANSWER: The Performance Measures Matrix guides our new plan by tracking the accomplishments from the 2014 Comprehensive Plan. The Village has a performance measures matrix completed in 2019 by University Students, which can be made available.

7. Beyond the stated minimums of four workshops, six neighborhood meetings, and monthly Steering Committee meetings, how many total meetings and presentations should the fee assume, and how many subareas will staff designate?

ANSWER: A total of approximately 20 meetings and presentations should be assumed. Subareas to be determined in conjunction with the chosen consultant.

8. Should the fee assume the consultant hosts a standalone project website, or will the Village's Engage Oak Park platform serve that function?

ANSWER: The Village's Engage Oak Park platform will serve that function.

9. Will the Village share the anticipated budget range for this effort?

ANSWER: The budget for this effort is \$200,000.

## 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