



The Village of Oak Park
Village Hall
123 Madison Street
Oak Park, Illinois 60302-4272

P: 708.383.6400
F: 708.383.9584
www.oak-park.us
village@oak-park.us

Addendum

Addendum Number:	2
Addendum Date:	1/18/2024
Site Name:	Home Ave at I-290
Project Name:	RFQ for Home Avenue Pedestrian Bridge Replacement Phase I and Phase II Engineering Services
Project Number:	n/a
Prepared By:	Lanyea Griffin
To:	All bidders of record

This addendum forms a part of the Contract Documents and amends the original RFQ. Where any part of the contract documents 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 RFQ 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 30-page limit. Failure to include the addendum acknowledgement will result in rejection of the proposal.

All requirements of the Contract Documents remain unchanged, except as cited herein.

Part 1 – Amendments to the RFQ

1. Change the “Financial Responsibility” section: remove “Unless such information is otherwise included in the Background section, the Consultant will additionally provide a statement indicating the length of time the firm has been in business, the number and location(s) of its office(s), the current number of full-time employees.”

Part 2 – Attachments

1. None

Part 3 – Questions & Answers

1. In addition to a recent IDOT prequalification certification, will the Village please clarify what documents they require for providing evidence of financial responsibility? Also, If firm financial statements are required to prove financial responsibility, would the Village consider excluding this section from the submittal’s 30-page limit?

ANSWER: Please only include the IDOT Prequalification certification which will count toward the 30-page limit.

2. The Scoring indicates DBE involvement will be considered. Does the Village have a percentage Goal or range for DBE involvement vs a team has a DBE on it or not?

ANSWER: Selection Criteria for this RFQ can be found in the Selection Criteria section and is copied here for convenience:

1. Technical Approach (25%)
2. Firm Experience (15%)
3. Specialized Expertise (20%)
4. Staff Capabilities (25%)
5. Past Performance (10%)
6. Local Presence (5%)

3. Which firms, if any, have been working with the Village on studies, inspections, Funding applications, etc. on the bridge over the past two – three years?

ANSWER: There have not been any firms that have done work relevant to the scope requested in this RFQ.

4. Does the Village have a Geotechnical Engineering firm and/or a Professional Surveying firm under Annual Retainer that a Prime could ask onto their team for local knowledge?

ANSWER: There is no Geotechnical Engineering firm under retainer. V3 is on retainer for survey work.

5. What is the Village definition of “Local Presence” i.e. office in Oak Park, staff who live in Oak Park, office in Cook County and or office a certain number of miles from Oak Park etc.?

ANSWER: Local presence, for the purpose of this RFQ, is defined as a firm having an office established within 20 miles of the project location (Home Ave. at I-290 in the Village of Oak Park) for a minimum of 2-years from the date of the RFQ submittal date. The project manager needs to be a permanent employee of this office.

6. Can section dividers, covers, and tabs be printed and submitted on 9"x11"?

ANSWER: Yes

7. Is there a preference as to where the signed addendum acknowledgment sheet is inserted?

ANSWER: Please include the signed addendum acknowledgement with or after the Transmittal Section

Part 4 – Acknowledgement

I acknowledge the receipt of this addendum for the referenced project by signing the acknowledgement and returning it with the bid. This acknowledgement must be signed and included with bid. Failure to properly acknowledge this addendum as noted above may result in disqualification of the associated bid.

Addendum Number:	
Date:	
Name:	
Signature:	
Company:	

End of Addendum