

**Master Bike & Active Transportation Plan
RFP ADDENDUM #01**

Date of Addendum: 03/16/2018 at 2:30 pm local time

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

PROPOSAL SUBMITTAL DEADLINE

The Proposal submittal deadline remains the same and is not changed by this Addendum.

1.0 – RFP

| Item | Section | Description of Change |
|------|---------|-----------------------|
| | | None at this time. |
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2.0 – QUESTIONS AND ANSWERS

The following questions and answers are provided as a matter of information to clarify issues raised about the RFP. To the extent that changes to the RFP are required based on the questions received, the RFP has been modified as noted above in the RFP section of this Addendum.

| Item | Questions and Answers |
|------------|---|
| 2.1 | <p>Question: The cover page of the RFP lists the title as “Qualifications and Proposals for: Consulting Services for the Master Bike & Active Transportation Plan.” On page 9, under the submission of proposal section, it says that proposals shall be marked “Qualifications and Proposals for: Planning Services for the Master Bike & Active Transportation Plan.” Just want to double check on which title we should use (consulting or planning services)?</p> <p>Answer: Qualifications and Proposals for: Consulting Services for the Master Bike & Active Transportation Plan</p> |
| 2.2 | <p>Question: The RFP states in Item D on page 10 that "Rights of the Village limited under any contract clause" is cause for disqualification of proposals. While we are very interested in this project, there are terms of the agreement that are not insurable. Please let us know if the Village is able to accept the language proposed by our contracts team.</p> <p>Answer: The Village is unable to accept any changes to its Indemnification and Force Majeure contract clauses.</p> |

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| <p>2.3</p> | <p>Question: The RFP mentions determining potential funding opportunities. Will this include investigating advanced financing methods, such as private-public partnerships? Or will anticipated funding sources for review be more focused on grants and government funding?</p> <p>Answer: The Village is willing to discuss all reasonable sources of funding.</p> |
| <p>2.4</p> | <p>Question: The City budget has a line item for this project amounting to \$80,000. Is this the anticipated consultant fee? Is there additional fee available for the RFP items identified as alternate tasks? It may be difficult to deliver the project within this budget range with the amount of meetings and community engagement required per the RFP. Would the Village be open to having the consultant craft the community engagement scope to fit budget requirements?</p> <p>Answer: The \$80,000 in the 2018 budget is the not to exceed amount approved by the Village Board to complete the work outlined in the RFP. There are no additional funds available for the alternative tasks. The Village would be open to discussing the scope of the community engagement with the Consultant during the interview process.</p> |
| <p>2.5</p> | <p>Question: Can you please clarify the page limit? On page 7, it says that proposals should be limited to 20 two-sided pages, all inclusive. Does that mean 20 sheets that are double-sided for up to 40 pages of content or 10 sheets that are double-sided for up to 20 pages of content? I assume the former, but would like to confirm.</p> <p>Answer: 20 sheets of paper that may be printed on both sides.</p> |
| <p>2.6</p> | <p>Question: Is the Village open to a few minor revisions to the General Contract Provisions?</p> <p>Answer: No.</p> |

3.0 – INFORMATION

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| <p>The following item(s) are provided as a matter of information only to all respondents and do not modify or become part of the Contract Documents.</p> | |
| <p>Item</p> | <p>Description</p> |
| | <p>None at this time</p> |
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END OF ADDENDUM