

**Master Bike & Active Transportation Plan
RFP ADDENDUM #02**

Date of Addendum: 03/19/2018 at 3:30 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.

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: What data does the Village maintain on bicycle and automobile parking facilities, what attribute data does it possess (e.g. ownership, number of spaces), and in what format will it be provided to the consultant?</p> <p>Answer: Bicycle parking in the public right of way has been inventoried and may be provided in an MS Excel spreadsheet format listing the location and size. Automobile parking restrictions in the public right of way have been inventoried and can be provided in GIS format (see the Map Gallery on Village website homepage for example). No other bicycle or automobile parking data is believed to be available at this time.</p>

2.2	<p>Question: Please clarify some of the data Wilmette currently has:</p> <ul style="list-style-type: none"> • Bike parking data- does Wilmette have geo-located data on bike parking? • Sidewalk data- has Wilmette conducted a sidewalk inventory and is the data available in GIS format? • Parking data- does Wilmette have data on public parking lots and on-street parking? Is it available in GIS format? <p>Answer: Bike parking data is not geo-located. The Village has not conducted a sidewalk inventory. Parking data is only available in MS Excel format.</p>
2.3	<p>Question: What data does the Village possess regarding bike parking and in what format will it be provided?</p> <p>Answer: Bicycle parking in the public right of way has been inventoried and may be provided in an MS Excel spreadsheet format listing the location and size.</p>
2.4	<p>Question: The RFP requests an existing conditions survey that includes bicycle and pedestrian counts at 8 locations. Will we have access to existing motor vehicle traffic data or should we include conducting traffic counts at key areas as part of this scope as well?</p> <p>Answer: Availability of existing motor vehicle data should not be assumed. It is at the discretion of the respondent to include conducting traffic counts as part of their existing conditions and needs assessment.</p>
2.5	<p>Question: Will this effort include a separate Project Steering Committee? If so, what will be the role of the committee?</p> <p>Answer: The need and proposed role for a Project Steering Committee is at the discretion of the respondent as part of their public engagement plan</p>
2.6	<p>Question: To what extent should local bicycle advocates such as Go Green or Bike Wilmette be included?</p> <p>Answer: The proposed extent of participation of local bicycle advocate groups is at the discretion of respondent as part of their public engagement plan.</p>
2.7	<p>Question: Is it possible for consultants to review a copy of the 2015 bike survey before submitting proposals?</p> <p>Answer: The raw data in Excel format will be shared upon written request to Cliff Ruemmler, Purchasing Manager at purchase@wilmette.com.</p>

2.8	<p>Question: What level of base mapping data exists? Does the Village have a GIS layer with all of the existing facilities and bike routes for seamless integration on digital platforms for Task 7: Alternative Tasks.</p> <p>Answer: See the Map Gallery on Village website homepage for an interactive map displaying the type of GIS data that would be available to the selected respondent.</p>
2.9	<p>Question: Do you have a specified time within the process that they would like the three public meetings with the transportation commission, municipal services, and Village Board to take place? Do you see these happening at the mid-point phase wherein we make a list of recommendations and identify which are being rejected?</p> <p>Answer: The sequence and approximate timing within the process for the three public meetings are listed in Task 6 of the RFP.</p>

3.0 – INFORMATION

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.

Item	Description
	None at this time.

END OF ADDENDUM