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**ADA SELF-EVALUATION AND TRANSITION PLAN  
ENGINEERING CONSULTING SERVICES**

**ADDENDUM NUMBER 1  
November 8, 2021**

Prospective vendors on the above project are hereby notified that the following Addendum is made to the Request for Qualifications (RFQ) and the documents to be submitted shall conform to this Addendum. All consultants submitting on RFQ documents for the above captioned project shall carefully read this Addendum and give it consideration in the preparation of their submittal.

**The Submittal Due date and time remains November 19, 2021 at 3:00 PM.**

**REVISIONS TO THE REQUEST FOR QUALIFICATION (RFQ) DOCUMENT**

The following changes are made to the RFQ Document.

1. Delete in its entirety the section titled “ESTIMATE OF FEE”. This section is shown below with strike through shown in the text.

**ESTIMATE OF FEE**

~~Firm estimates the following fees for each of the tasks identified and described above:~~

<del>Task 1— Project Management</del>	<del>\$</del>
<del>Task 2— Project Kick-off and Coordination Meeting</del>	<del>\$</del>
<del>Task 3— Review of Design Standards</del>	<del>\$</del>
<del>Task 4— Public Outreach Meeting</del>	<del>\$</del>
<del>Task 5— Condition Assessment and Report</del>	<del>\$</del>
<del>Task 6— ADA Transition Plan</del>	<del>\$</del>
<del>Additional Meetings (Assume 3 total; 1 virtual &amp; 2 in person, evening meetings (1) for public outreach and (2) City Council Meeting)</del>	<del>\$</del>
<del><b>TOTAL COST</b></del>	<del>\$</del>

2. The section titled, “EVALUATION CRITERIA AND SELECTION” is modified as noted below. The information provided below supersedes the wording found in the original RFQ document.

## **EVALUATION CRITERIA AND SELECTION**

### **Ranking and Negotiations**

A selection committee will review the RFQ documents submitted. Based on the review of the RFQ documents the City will develop a short-list of three firms. The selection panel will conduct an interview with each short-listed firm. The consultant’s Project Manager must be present and make a presentation at the interview. Due to the ongoing pandemic the interviews are anticipated to be virtual interviews via the Zoom application. After the interviews are concluded the selection panel will rank the short-listed firms in order 1, 2 and 3 with 1 being the highest ranked firm. Criteria used in the ranking process includes:

1. Experience and qualifications of firm with municipal entities generally, and specifically the City of Highland Park and/or similarly sized and staffed municipalities.
2. Qualifications of the key personnel assigned to perform the services.
3. Knowledge of City operations, methods, and philosophy.
4. Ability to provide continuity of personnel and timely, flexible services.
5. Geographical location.
6. Presentation by the firm during the interview.

After the ranking process is concluded the selection panel will request a proposal from the highest ranked firm. The proposal will include a written scope, tasks, and staff hours and fees. The proposal shall include a not to exceed figure which captures all fees as well as direct costs.

If an agreement on fees and costs cannot be reached with the number 1 ranked firm, then the selection panel will conclude the process with that firm and will proceed to request the same information with the second highest ranked firm. If necessary this process will continue to the third highest ranked firm.

### **City Council Approval**

Staff will present the results of this Qualifications Based Selection (QBS) process to the City Council along with a recommendation on the firm to be utilized for this project.

Thank you,

Annette Cardiff  
Assistant Director

