

Response to Questions – Central and Ravinia Business Districts Streetscape Planning, Design, and Implementation

1. Under “Summary of Services Sought by the City – Downtown & Ravinia (bike shelter) Streetscape Amenities Implementation” (page 4):

- All tasks associated with the selection, ordering, storing, and installation of the streetscape furniture, including benches, moveable tables and chairs, trash and recycling receptacles, bike racks and bike shelter etc.;
- Procure streetscape amenities and other construction materials necessary for physical implementation and related site preparations tasks including, but not limited to, the disposition/disposal of existing streetscape furniture and other related materials.

(As design consultants, we do not procure, store, install, etc.)

- The RFP states that design, procurement, and installation is required. Proposers can utilize sub-contractors for installation or engineering type work.

2. Under “General Requirements” (page 4-5):

3. The Applicant will retain the responsibility for loss or damage of its own or rented property of whatever kind of nature, including but not limited to tools and equipment.

4. Provide accurate and complete project status reports in a form acceptable to the City. (Does this refer to construction progress reports...typically a requirement of the construction contract?)

- The Proposers and all subcontractors will be responsible for any losses incurred from installation, and yes, for any construction related matters project status reports will be required as applicable.

6. Maintain a professional appearance. (Naturally, we will do this. However, it reinforces our concern that this may be aimed at construction workers vs. design consultants.)

This includes all subcontractors and construction crews.

7. Exercise all necessary caution to protect traffic and to protect all public and private property from injury or damage caused by the contractor’s operations, and comply with OSHA and other Federal and State safety standards. Yes, as ultimately there will be installation related construction work.

9. All work must comply with prevailing wage laws as appropriate. Yes

10. Ensure all construction activities are in accordance with City Code. Yes

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3. Under “4. Submittal Requirements” (page 6):

k. Describe anticipated staffing levels to adequately carry out this program. (Does this refer to design staff support or is it looking more for contractor staffing, such as “how many people on site per day, etc.”?)

Staffing needs to be sufficient to complete project within the specified timeline. Proposers need to identify staff key personnel assigned to the various aspects of the project, not including subcontractors that will be procured by the Proposer to complete various technical aspects (survey work perhaps) and physical construction and installation work etc.

l. Describe your strategy, procedures and systems for recruitment, screening, competency testing, certification maintenance, and employee performance evaluation. (This appears directed toward a construction contractor and tradespeople. Our staff is comprised of professionals with degrees from accredited universities and carry professional licensure when they achieve the tenure required to take the appropriate tests, etc. This reads as more of a construction contractor stipulation related to recruiting tradespeople for projects, etc. Please clarify.)

Proposers should answer this question for their own firm and related to the services they will directly provide. Construction oversight is responsibility of consultant. Subcontractors need to be certified, and/or licensed as appropriate. If subcontractors are not identified yet please indicate so and know that qualified subcontractors should be used.

4. Is this RFP for engineering design services for a specific project that will include construction documents and lead to a bid for construction?

The City seeks construction documents (foundation) for the installation streetscape amenities - tables, chairs, bike racks and trash receptacles and the bike shelter. The actual amenities themselves are anticipated to be manufactured by others.

For the Second Street part of the project the Schematic Design / Design Documents are needed sufficient to know whether the changes proposed can be accommodated within the right-of-way and to estimate a construction budget for the redesign of Second Street.

These documents along with cost estimates sufficient to create a budget for the project, including the cost of construction document creation, and procurement.

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5. What is the estimated construction value or construction budget range?

- Approximately \$2.2M for the entire scope of the seven-year Downtown streetscape amenity project, which includes signs and wayfinding etc.
 - *However, the scope of this RFP includes procurement of only tables, chairs, bike racks and trash receptacles portion of the plan, and one bike shelter in the Ravinia District. The last document in the attachments indicates estimated number of tables, chairs, bike racks and trash receptacles etc.*
 - *Construction documents for the foundation and then the physical installation of these amenities are part of this RFP.*

6. What is the extent of engagement? Is the consultant expected to facilitate separate engagement processes for the 2nd Street, Downtown and Ravinia improvements?

Yes, there are three separate stakeholder groups. Two for the Downtown portion of the project which includes: 1) 2nd Street reconfiguration planning/design, and 2) vetting street furniture amenities & location. A third stakeholder group will address

two-part Ravinia District streetscape project, which includes vetting the location of a Bike Shelter and broader Streetscape and capital investment choice / timing analysis / planning based on realistic scenarios of available TIF revenue.

In general, there is a need for the Proposer to aid the City in soliciting the appropriate level of stakeholder feedback. Deputy Director of Community Development will be Proposer's key City contact for this aspect of the engagement.

7. Has there been any additional conversation around back-in (reverse) angled parking or raised intersections since the published documents in the RFP?

Both of these options were considered not appropriate for Highland Park.

8. A section of the RFP states that the contractor can't subcontract work. We anticipate a variety of disciplines participating on our team. Can you clarify this statement?

To clarify, the City expects the proposer to be engaged in the project and manage all sub-contractors etc. throughout. Proposers are allowed sub-contract technical

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survey work, construction and installation etc. – please specify what will be performed by Proposer and what will be sub-contracted out.

9. The RFP notes that consultants may not be working concurrently on private projects in the city. If other project work is already in construction within the City limits does that affect those consultants ability to participate?

Proposers should disclose any projects within the City of Highland Park so that the City can determine if an actual conflict of interest exists, or merely a disclosure is needed.

10. Please clarify the specific items that are required for the pricing proposal?

Proposers should identify all staff assigned to the project and include rates, number of hours, and any other non-labor expenses for which reimbursement will be sought. Price proposals should be broken down into the following key elements and other relevant parts based on your proposal:

➤ **Downtown (Central District) Related:**

- The selection, procurement, location identification, and installation of street furniture amenities (seating, tables, bike racks, and trash/recycling receptacles).
- Schematic design and redesign for an ~830' portion of Second St. between Central Ave. and Elm Place to improve pedestrian environment and allow for addition outdoor dining opportunities and other pedestrian activities.
- Community engagement, planning, and concept and schematic design.
- Conceptual / schematic documents associated with preferred redesign of Second Street.
- Capital investment planning services that examines various trade-offs for remaining streetscape amenity investments for future implementation. Preparation of an updated implementation plan document for adoption with updated cost estimates and revised grouping of investments and phases as appropriate.

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➤ **Ravinia TIF District**

- The selection, procurement and location / installation of a bike shelter in Ravinia District with related stakeholder engagement and communication.
- Capital investment planning services that examines various trade-offs for remaining streetscape amenity investments for future implementation.
- Infrastructure investment plan based on an estimated revenue over the remaining term of the Ravinia TIF District (ends in 2028)

➤ **Additional Professional Services per hr.**

➤ **Please identify the other services that your Firm will need to procure separately as sub-contractors working for your Firm.**

11. Please clarify, will the furniture installation be the only bid items for FY 2023? Is it anticipated that one or more bid packages will be issued for implementation of the streetscape amenities work?

- Furniture and bike shelter must be bid in such a way as to segregate the costs of the Ravinia bike shelter from the downtown furniture as the bike shelter will be paid out of TIF funds and the downtown furniture will not.

12. Will a 60% set be required for the remaining improvements implemented in 2028?

- No, not for this RFP.

13. The RFP describes concept design and schematic design for 1-2 blocks of 2nd Street. Should we assume that we should look at the wider 4-5 block area to inform design and activation?

- Design needs to integrate with the downtown area and therefore should consider whatever context necessary to create a cohesive design. Any design should consider replicability of its features elsewhere downtown. Unique features specific to Second Street should be considered.

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14. The RFP attachment has comprehensive, yet high-level content that can be used to inform design and activation. This is from 2015 and the world has changed significantly since then. Is it desired to bring this content up to date as part of this scope for the downtown area, reflecting current trends and best practices?
- The City is not seeking to update the 2016 Downtown Concept Plan; street furniture amenities were identified and are sought to be used by the City. Of course, there might be a need to adjust / modify to meet current availability or important current trends / best practices. The plan is only six years old, if meaningful change has occurred in the world of public street furniture and amenities Proposers should advise.
15. To what degree is it desired that engagement and outreach tasks inform design and activation decisions? And who do you see as the primary groups to engage?
- Answered in question #6.
16. What City resources/staff will be allocated to support engagement and project communication?
- Deputy Director of Community Dev. and appropriate Public Works staff for furniture and bike shelter.
17. Has a budget for the project design and documentation scope be established? Has a separate budget for FY 2023 installation been established?
- Yes.
18. Based on recent experience, should applicants assume in-person engagement or hybrid virtual/ in-person?
- Depending on the meeting and group engaged, but generally in person public meetings are preferred; staff updates can be hybrid.
19. What is the expectation for updating lighting in downtown, including controls?
- Ultimately, yes the City seeks to update lighting, but this RFP focuses only on Second Street as an example. This project is not to redesign the entirety

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of downtown lighting; however, whatever is identified for Second Street should scale to the broader downtown.

20. Is a survey desired for 2nd Street scope area only or should the extents match the installation boundaries?

- Survey is needed for the streetscape. The 2nd Street design is conceptual but should ensure existing conditions are documented accurately.

21. Is signage included in the scope?

- For this RFP, only street furniture amenities are included, **not** gateway and wayfinding sign etc. Those will be the subject of a future procurement by the City.

22. Is Geotech needed for any other locations besides the bicycle shelter(s)?

- As part of installation of streetscape furniture and bike shelter, the Proposer and any subcontractor are responsible for the integrity of the installation.

23. To what degree does safety and security need to be addressed in this scope?

- This contract scope does not include any additional safety and security measures than what would be typically included in a construction and streetscape project.