



Date: 6/3/2021

To: Prospective Respondents to RFP 20210514: Keith Creek Corridor Study

From: Julia Halsted, Designated Contact

Re: Pre-Response Questions and Agency Response

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Consistent with RFP 20210514: Keith Creek Corridor Study, all questions, pertaining to the solicitation were required to be submitted in writing to the Designated Contact. Questions and responses are hereby posted as an amendment to the solicitation. Respondents are responsible for monitoring for updates through the deadline for Agency response to questions.

**1. I had two questions regarding the required elements for the pricing proposal. On page 5, the RFP states:**

***Pricing shall be submitted in the following format:***

**Project budget for each phase/task**

**Most recent annual financial report**

**The annual financial report contains confidential information. I understand this is requested in "File 2" which is separate from everything else that is required according to the submittal instructions.**

**Will this information be kept confidential and not made available for public viewing or FOIA?**

**Is this information required for all consultants, or just the Prime consultant?**

To maintain confidentiality and also remain FOIA-compliant, should a request be received, Region 1 Planning Council will accept a financial report with redacted confidential information. The redacted submission will be accepted in lieu of the "Most Recent Annual Financial Report", specified on page 5 (1.b.) Redacted materials should be submitted as part of the Redacted Materials file (1.f.) The Respondent will be notified if the internal steering committee requires additional information.

The annual financial report is only required for the prime consultant. Wherein the sub-contractor is a substantial factor in fulfilling the scope of work, inclusion of the annual financial report for the sub-contractor may lend weight to the Responsibility (9.) score, which takes into consideration "Financial Soundness of Entity."

**2. Do you have a target consultant budget for this effort? Is the full grant funding going towards consultant fees?**

There is not a specified budget for consulting. The project is solely funded by the State Planning and Research grant.

**3. Have you formally defined the study? How far outside of the 4.5 mile corridor within the City should the effort focus?**

The study should include a 0.5-mile buffer around the creek.

**4. Can you clarify IDOT’s role in the process? Are they a partner in the process? Integrated into the client team?**

The Illinois Department of Transportation is the grantor to whom Region 1 Planning Council is responsible for reporting project progress.

**5. Do you have a target timeline (number of months) for the work starting August 2021?**

We would expect that the chosen consultant work closely with our team to develop a project timeline for the corridor study, as stated in item number two of Scope of Work. However, the target timeline is 14 months, with final presentations and adoption expected in September of 2022.

**6. Do you need the subconsultants to complete the Request for Preference Form?**

The Request for Preference form is optional. Wherein the sub-contractor is a substantial factor in fulfilling the scope of work, inclusion of a Request for Preference for the sub-contractor may lend weight to the Responsiveness (8.) score, which takes into consideration “Requests for Preference.”