

Comprehensive Plan Addendum #1

TO: Prospective Respondents and Other Interested Parties

FROM: The Village of Buffalo Grove Finance Department

ISSUE DATE: April 26, 2019

SUBJECT: ADDENDUM #1

Note: This Addendum is hereby declared a part of the original RFP documents and in case of conflict, the provisions in the following Addendum shall govern.

The following changes and clarifications shall be made to the RFP Documents for a Comprehensive Plan.

1. Submittals page limitation has been revised to 60 pages of written material. This revision is specifically to allow consultant teams to provide high quality work excerpts and sample imagery (See question 16).

Q2. The due date for the proposal (found on its cover page) is listed at May 21, 2019. Pages 7-9 however, indicate that these separate pricing sheets are due by May 14th. Can you please confirm these two different submission deadlines?

A2. All elements of the proposal, including the pricing sheets, are due on May 21, 2019. The RFP has been updated to reflect this correction.

Q3. Has the Village, at this time, identified a budget (or range) that it would deem acceptable to complete the Buffalo Grove 2040 assignment?

A3. As this project spans multiple fiscal years, we have not finalized a budget for this project.

Q4. Has the Steering Committee been selected for the Comprehensive Plan project?

A4. The Steering Committee for the project has not been selected yet.

Q5. Does the Village anticipate meetings with adjacent communities to be a part of the study?

A5. The Village does anticipate meetings with adjacent communities to be part of the project. However, it may not be necessary for the consultant team to be in attendance for these types of meetings.

Q6. Please confirm the number of public workshops that are desired. Two are identified in the RFP narrative.

A6. The Village desires a minimum of two public workshops/public meetings however more meetings or workshops may be required as the plan progresses. The Village will look to the consultant to provide their expertise as to the recommended number of workshops/public meetings along with other outreach activities and events that would supplement these workshops.

Q7. Will the Village support the consultant team with communications and PR as a supplement to community outreach by other methods?

A7. The Village expects that the consultant team to achieve the communication objectives outlined in the RFP (Objective 3.). It is up to the consultant team to decide if a communication and PR sub-consultant is necessary to achieve those objectives. As outlined in the “Work Expectation and Collaboration Section,” outreach and communication will be a highly collaborative process between the Village and the consultant team.

Q8. The RFP states that the community engagement software proposed by the vendor shall be approved by the Village. Will this approval occur prior to submission of RFP responses or as a part of the evaluation of the responses?

A8. The Village anticipates that it will approve the community software proposed by the vendor as part of the evaluation of the responses.

Q9. Will the Village be hosting the “Interactive Website” as part of the existing Village website, or is it envisioned as a stand-alone site for this project?

A9. The Village anticipates an interactive website to be stand-alone website for the project and not housed on the Village’s current website. As outlined in the “Work Expectation and Collaboration Section” the Village will require direct access to the project webpages, communication, and community engagement materials.

Q10. Please describe the level of detail necessary for the analysis and plans for the Dundee Road and Milwaukee Avenue Corridors.

A10. The Dundee and Milwaukee Corridors analysis and plans should be more detailed than the rest of the Comprehensive Plan. The in-depth study, analysis, and plans for this area should include transportation, land use and development, high-level environmental concerns, as well as annexation issues. It should be anticipated that some of the project’s imagery and illustrations will be utilized for these corridors.

Q11. Is it anticipated that the development of the Dundee and Milwaukee Corridor plans will occur within the same process of village, public and stakeholder meetings for the Comprehensive Plan, or is it expected that a separate process would be set up for these two areas?

A11. The Village anticipates that the plan development process for Dundee and Milwaukee Corridors would be undertaken concurrently with the rest of the Comprehensive Plan. In other words, all of the outreach, studies, analysis, plans, and other deliverables for these two Corridors are folded into the outreach, studies, plans, and deliverables for the Comprehensive Plan. However, the consultant should consider separate outreach activities might be necessary for the Corridors.

Q12. The Dundee Road and Milwaukee Ave Corridors are primarily auto-oriented arterials today. Is the Village open to more pedestrian and multi-modal oriented design that can better respond to changing economic trends?

A12. Buffalo Grove is open and encourages multi-modal accessibility as noted in the Economic Development Strategic Plan. However, the Village is also realistic to the jurisdictional, cost, conventional suburban travel patterns, and public transit considerations and limitations. Buffalo Grove would like a plan that prioritizes, balances, and understands these opportunities and constraints for these corridors and the rest of the community.

Q13. How is the Lake Cook Corridor Plan being implemented, especially redevelopment plans for commercial sites that are privately owned?

A13. The implementation section of the Lake Cook Corridor Market Study and Plan outlines various recommendations and action steps for the Village to undertake to help implement this vision. These were crafted with the understanding that some of the property in the Lake Cook Corridor is privately owned. The Village is currently undertaking some of these implementation recommendations and action steps.

Q14. Please confirm on page 14 of the RFP that there is no missing Objective 5.

A14. All of the objectives are listed.

Q15. In Proposal Response Requirements on page 21, “Section V - Experience and References” states to provide five references, but on page 5 of the RFP the instruction #7 states to provide at least. Can you confirm the correct quantity of references?

A15. The Village seeks five references in total, three of which should be governmental references. When possible, please utilize references that are associated with the work samples. Most of the references should also be associated with work that was performed by the proposed project lead.

Q16. Please clarify the project experience vs work samples section of the RFP – Do you expect full reports with a brief introduction page in the RFP, or are you looking for multiple page project sheets? If the latter, are they counted against the total allowed page count?

A16. Under Section V. Experience and references, the RFP discusses two items “Related experience” and then “Work samples.” Both of these should be addressed in the submittal.

The “Related Experience” should provide a list of work as it relates to the four categories listed (Plan Design and Development; Community Outreach/Engagement; Market Analysis; and Comprehensive Planning, Corridor Planning and Design Guidelines). This is meant to show the breadth of work and experience the project team has had on these sorts of project. The list should include the name of the project, the client, and if necessary, how it relates to the categories. Projects over 10 years old should not be listed. This information will be counted towards the 60-page limit.

The “Work Sample” is meant to show depth and quality of work. As noted in the RFP, the Village requests three to six work samples that individually and/or collectively illustrate the consultant team’s expertise in the noted elements (imagery and visuals; comprehensive and corridor plans; writing and analysis; market analysis; and Design Guidelines). The samples should represent a comparable level of detail, effort, quality that can be expected for the Buffalo Grove Comprehensive Plan.

The work samples take two forms – the excerpt and the full document/project. The excerpt is a narrative excerpt or sample imagery/infographic taken from a larger document (plan/study). The excerpt should be included in the submittal and will count toward the 60 page limit. Please note the Village revised the page limit to 60 pages to specifically to allow consultant teams to provide high quality work excerpts and sample imagery. The full document/project should be electronically provided to the Village as part of the submittal. A flash drive or CD are acceptable formats to transmit this type of material. The full document/project will not count towards the page limit.

Q17. Do the forms requested in Section VI and VII count against the page limit? Does the table of contents and tabs count against the page limit?

A17. The page limit is not meant an overt technicality but instead intended to help the Village review proposals in the most efficient matter possible. Buffalo Grove requests that you keep the spirit of this intent in mind when developing your proposal. Our focus will be looking at your ability to succinctly communicate your understanding, approach, expertise, and experience.

Q18. Will the Village of Buffalo Grove be seeking design guideline zoning code language as part of the optional deliverable?

A18. The Village is considering creating design guidelines as a separate deliverable from the Comprehensive Plan. As the Village may or may not pursue these specific service, these services and their associated cost should be offered as a separate and optional element of any response. All submittals should clearly identify those proposed services associated with the design guidelines as optional services. A separate price proposal for the development of design guidelines services is required (pages 7-9).

Q19. In Proposal Response Requirements on page 20, "Section III - Company Profile" states to include the "Profile and Proposals Form located on pages 17-18). There is no such form in the RFP as shared, can you please confirm the form location?

A19. Submission of the Profile and Qualifications form on pages 22-23 will fulfill this requirement.

Q20. In Proposal Response Requirements on page 21, "Section VII – Disclosures" states to note any exceptions to the Agreement language in Appendix A. Is there a preferred format for providing these exceptions?

A20. There is no preferred format.

PROSPECTIVE RESPONDENTS ARE TO ACKNOWLEDGE RECEIPT OF
ADDENDUM #1. PLEASE INCLUDE AND NOTE THIS ADDENDUM IN YOUR
RESPONSE.

RESPONDENT: _____

SIGNED: _____ DATE: _____

TITLE : _____