

## REQUEST FOR PROPOSALS

### RFP# CDPT2025-04 ADDENDUM 1

**August 15, 2025**

*This Addendum forms a part of the Request for Proposals ("RFP") Document(s) and modifies the original Documents as noted below. All other areas of the RFP not changed or otherwise modified by this Addendum shall remain in full force and effect. Proposers shall acknowledge receipt of this Addendum as part of your proposal and incorporate this Addendum into the Statement of Work ("SOW") and solicitation as if it were issued in the original RFP. Failure to do so may be sufficient cause to reject the Proposal.*

## RFP Questions

### Proposal Questions 8/7/2025

1. What can you share related to the funding (sources and amounts) for the PEL Study, so we can understand the level of effort and money allocated and approved to support the work requested in the RFP?

#### CoD Response:

The primary source of funding is federal planning assistance support provided through an Illinois Department of Transportation grant. The funding split is 80% IDOT and 20% local.

More information on the award may be found here: [DeKalb eNews December 2024](#)

2. I am reaching out to inquire whether this Planning and Environmental Linkage (PEL) Study project for the potential Metra extension between Elburn and DeKalb could be considered under a workforce development partnership. Our proposal would include hiring and training local students under professional supervision to assist with project tasks.

#### CoD Response:

The City of DeKalb is seeking to hire a firm to provide PEL study services. The RFP will not consider joint ventures (see Section 2.7). Subcontractors are allowed (see Section 2.6).

Regarding subcontractors, the City is not in a position to dictate which subcontractors may be used. That will be the responsibility of the proposer.

### Proposal Questions 8/12/2025

1. Would you please clarify the required attachments requested in the RFP? Attachments N through the end do not match those stated in Attachment A (Vendor Checklist).

**CoD Response:**

Please use corrected Attachment A below.

2. Do each of the subconsultant firms need to complete the required attachments, and, if yes, can that list be provided for clarification on compliance?

**CoD Response:**

Only the proposer needs to complete the required attachments with the exception of subcontractor(s) that will be used to meet DBE requirements. DBE subcontractor(s) will complete attachments K and L. Compliance with the RFP is the responsibility of the proposer.

3. We noted that there was no place for resumes. Should we include these at the end of the submittal or within Section D (Qualifications and Capabilities of the Company)?

**CoD Response:**

Resumes should be included with Section D. Qualifications and Capabilities of the Company.

**Proposal Questions 8/14/2025**

1. We are unable to locate the following attachments in the RFP document and would like to request copies:
  - Attachment O: Certificate of Compliance with Prevailing Wages
  - Attachment P: DeKalb County Prevailing Wage Rates

**CoD Response:**

The two attachments relate to construction and were removed from the RFP. Please use corrected Attachment A below.

Proposal Questions 8/15/2025

1. Could you clarify what is meant by "Travel Necessity Analysis" as referenced in Task 6 of the Scope of Work?

**CoD Response:**

An analysis of the essential conditions that would be required to move forward with a Rail Extension.

2. Does the RFP require ridership forecasting for potential new rail stations?

**CoD Response:**

Ridership forecasting is expected to be considered under Task 6: Define and Screen Alternatives as part of traffic impact and operating plan. Ridership estimates may build on the May 2023 "City of DeKalb and Northern Illinois University Metra Extension Feasibility Study" found here:

<https://www.cityofdekalb.com/DocumentCenter/View/16495/DeKalb-Metra-Extension-Feasibility-Study>

Further ridership estimates may be developed from historical ridership for the City of DeKalb Route 12 / Elburn Metra Commuter Route. Historical ridership may be found here:

<https://www.cityofdekalb.com/1500/Elburn-Route-12-Ridership>

3. May we propose revisions to the strict liability indemnity clause in Section 5.12 / Attachment E?

**CoD Response:**

Revisions may be proposed but will require concurrences from the City of DeKalb's City Attorney as well as the Illinois Department of Transportation.

4. Will this contract be awarded on a fixed price basis or as a time-and-materials (T&M) budget? The Cost Proposal section does not appear to specify.

**CoD Response:**

For transparency, the City of DeKalb requests a Time and Materials budget.

## Corrected ATTACHMENT A – Vendor Checklist

(Verification that all necessary documents are included)

This form must be completed and returned with the technical proposal. Failure to return this form may be cause for considering your proposal non-responsive.

	Vendor <u>Check-off</u>	CODT <u>Check-off</u>
Cover Letter	_____	_____
Request for Proposal Cover Page	_____	_____
Attachment A: Vendor Checklist	_____	_____
Attachment B: Proposal Affidavit	_____	_____
Attachment C: Addendum Page	_____	_____
Attachment D: Request for Clarification/ Approved Equals	_____	_____
Attachment E: Indemnity and Insurance Requirements	_____	_____
Attachment F: Certification Regarding Debarment and Suspension	_____	_____
Attachment G: Affidavit of Non-Collusion	_____	_____
Attachment H: Compliance with Federal Lobbying Regulations	_____	_____
Attachment I: Firm Data Sheet	_____	_____
Attachment J: DBE Good Faith Effort (Information Sheet)	_____	_____
Attachment K: DBE Letter of Intent	_____	_____
Attachment L: DBE Affidavit	_____	_____
Attachment M: DBE Unavailable Certification	_____	_____
Attachment N: Special Provisions For (DBE) Participation (Information Sheet)	_____	_____
Attachment O: Prompt Payment Affidavit	_____	_____
Attachment P: Buy America	_____	_____
Attachment Q: Proposal Pricing Form	_____	_____