

**ADDENDUM TO
1012-PW-133
Planning/Engineering/Architectural Services
Ingersoll Complex Re-Development
301 – 401 S. Water Street, Rockford, Illinois
Indoor Sports Center Expansion
8800 East Riverside Blvd., Loves Park, Illinois
Sportscore One Improvements
1288 Elmwood Road, Rockford, IL
Sportscore Two Re-Development
8800 East Riverside Blvd., Loves Park, IL**

**ADDENDUM NO.: 1
November 1, 2012**

To: All Bidders:

The questions, clarifications and responses listed below were provided to vendors related to this request for proposals.

1.	City of Rockford/Rockford Park District Clarification
	The Sportscore Two aerial map incorrectly labels the “West Campus.” The West Campus is the 26 acres on the west side of Highway 5 rather than on the east side. The temporary grass fields are incorrectly labeled. These will be converted to permanent grass fields.
2.	City of Rockford/Rockford Park District Clarification
	Page 11, item 3.4.5 “softball diamond only” should be deleted as there will be all purpose, artificial turf fields.
3.	Can the page limit be increased from 50 to 70 to accommodate additional information being submitted pertaining to all four projects?
	As indicated on pages 16 & 17 of the RFP document, the page count limit has been set at 50 for a base submittal where a design team/firm is requesting to be considered for one of the four locations. This page limit and format requirement have been established to ensure that all firms have equal opportunity to provide a submittal that is consistent in size and content as all other respondents. Each firm has the opportunity to provide five (5) additional pages per location they are requesting qualification (i.e., short listing) within the Reclaiming First initiative. We believe that the additional five (5) pages is an adequate opportunity to provide expertise for each project. These five pages shall be applied to the “Project Understanding & Approach” section of the submittal.
4.	Will the selected team be involved in any meetings regarding floodplain and floodway permitting/regulatory meetings during Phase I?
	If these services are required, they would be discussed with the firms selected for the project at the time of contact negotiation, or considered an extra once the flood plain assessments have been completed. There is no way of clarifying the need for meetings with regulatory agencies regarding these issues until some of the preliminary Phase I work is underway or partially completed.
5.	Clarify the intent of demonstrating experience with national corporate sponsors as required in Section 7.0 RFP Document Preparation of the RFQ.
	The Reclaiming First participants feel that the project has significant naming rights and other advertising opportunities that could produce revenues that will offset operational costs. As part of the RFP process it will be helpful to understand what level of experience your design team has in this area.

	This will be part of the scoring criteria.
6.	Will SportsImpacts, who prepared the economic impact report included in the “Reclaiming First” initiative, have a role in this project moving forward?
	The data provided in the SportsImpacts report is a basis on which the economic analysis for the Reclaiming First initiative has been based. It is possible that the existing or future data could help provide a focus on operational aspect of one of the venues. All work provided by SportsImpacts would be done outside of the design contract(s) for Reclaiming First.
7.	The RFQ indicates the following page totals: Submit for One Project – 50 pages max; Submit for Two – Four Projects – 55 pages; Submit for Four Projects – 70 pages. Is it possible to flex individual sections to include additional pages, e.g. resumes and relevant experience, as long as the total page count does not exceed the page maximum as stated in the RFQ? For example: If our firm only needs one page for the IDOT prequalification section and the section allows for a maximum of four pages, is it possible to add three pages to a different section?
	No exceptions to the format structure outlined in the RFP document will be granted.
8.	The EEO Section indicates a maximum of 13 pages; however, the worksheet pages within the RFQ is only six pages: <ul style="list-style-type: none"> • EEO Affirmative Action Plan Statement of Policy form – 1 page • Statement of Noncompliance and Certification of Non-Segregated Facilities – 1 page • Workforce Data Form – 1 page • Certificate of Non-Barred Bidding – 1 page • Subcontractor/Leased Operator of Equipment Detail Form – 2 pages <p>Is there any additional information that needs to be included in this section?</p>
	As noted on Page 16 of the RFP, the City of Rockford’s EEO package starts with the Bidding – General Conditions and ends with the Supplier Detail Form. We are asking that all 13 pages of this package be included in your submittal (even though some of them do not require additional information). By including these pages in your submittal it serves as an acknowledgement that your team has reviewed and understands the conditions under which a submittal is being made. For clarification purposes, please consider that the EEO forms contain the following 13 pages: <ol style="list-style-type: none"> (1) City of Rockford, Illinois – Bidding General Conditions (5 pages) (2) Bid Requirements for Equal Opportunity (1 page) (3) Equal Employment Opportunity Affirmative Action Plan – Statement of Policy (1 page) (4) Statement of Non-Compliance / Certification of Non-Segregated Facilities (2 pages – the actual statement required for the “Certification of Non-Segregated Facilities” is the second page to this requirement.) (5) Contractor or Vender Workforce data Form (1) (6) Certificate of Non-Barred Bidding (1) (7) Subcontractor/Leased Operator of Equipment Detail Form (1 page) (8) Supplier Detail Form (1 page)
9.	Can a company provide Cost Estimation Services and still bid as a contractor on the projects?
	There is currently nothing in the City or Rockford Park District Purchasing requirements that would prevent a firm from supplying Cost Estimation Services then also provide a bid to potentially provide contracting services for the projects. However, it would be the preference of the City and the Rockford Park District that a firm not provide both services to avoid any appearance of a conflict of interest.

	<p>The Ingersoll project is partially funded by DCEO River Edge Re-Development Zone (RERZ) funds which required the City to enter into an agreement with the State. Within this agreement there is a conflict of interest clause that states the following:</p> <p><u>"Safeguards, evidenced by rules or bylaws, shall also be established to prohibit persons from engaging in actions, which create or which appear to create a conflict of interest as described herein".</u></p> <p>Based on this language, we believe it would be in the best interest of the project, the City and the Rockford Park District that these two services be separate when assembling design teams.</p>
10.	<p>City/Rockford Park District RFP Clarification: Use of design team firms that represent a proprietary supply (or supplier) of recreational equipment.</p>
	<p>There is a concern that some design teams may include designers of recreational equipment (which could include, but not be limited to climbing walls, skate park equipment, floors, basketball hoops and scoreboards, volleyball equipment, kitchen equipment, etc.) that could potentially advocate a specific type or brand that may not be the final choice of the City or the Rockford Park District. The City and the Rockford Park District reserve the right to request that certain recreational designers and/or equipment be specified, particularly as it relates to other similar services or equipment. There will be an expectation that the successful design teams will provide objective data on recreational equipment and/or systems (including designers of that equipment) as part of their services for review by the City and the Rockford Park District.</p>

All other portions remained unchanged.

A copy of this addendum or a reference thereto must be included with your bid or the bid will not be read or considered.

If you have any questions, please contact the Central Services Division at (815)-967-6938.

DATED: November 1, 2012

Carrie Eklund
Central Services Manager