

RFP ADDENDUM #1

Date of Addendum: December 4, 2020

NOTICE TO ALL POTENTIAL RESPONDENTS

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

CHANGE - PROPOSAL EXHIBIT DESIGN START DATE

The Proposal exhibit design start date in the Time Schedule and Tentative Schedule has been changed as noted herein and modifies the time schedule and tentative schedule stated in the RFP. The new Proposal tentative exhibit design start date is February 2021.

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Change the following language under **Time Schedule**:

The tentative start date to start the exhibit design is February 2021. The WCC is tentatively expected to open in late 2022.

CHANGE - PROPOSAL SUBMISSION QUESTIONS DEADLINE DATE SUBMISSION

The Proposal questions submission deadline date has been changed as noted herein and modifies the submission questions deadline date stated in the RFP. The RFP did not have a final date of submission for questions. The deadline for submitting questions is now Sunday, December 13 at 11:59pm. We will then get any new questions answered and emailed out for all to see by early morning December 14.

CHANGE - PROPOSAL INTERVIEWS WITH SELECTED DESIGN FIRMS DATES

The Proposal date range for interviews with selected design firms has been changed noted herein and modifies the date range for interviews with selected design firms in the RFP. The new date range for interviews with selected design firms is January 4-18, 2021.

CHANGE - PROPOSAL CONTRACT AWARD DATE

The Proposal contract award date has been changed as noted herein and modifies the contract award date stated in the RFP. The new Proposal contract award date is January 2021.

Page 11	<p>Change the following language under Tentative Schedule:</p> <p>“The tentative start date to start the exhibit design is February 2021. The WCC is tentatively expected to open in late 2022.</p> <ul style="list-style-type: none"> • Call for proposals November 24, 2020 – December 14, 2020 • Deadline for questions December 13, 2020, 11:59 p.m. • Deadline for submissions December 14, 2020, 11:59 p.m. • Interviews with selected Design Firms January 4-18, 2021 • Contract Award January 2021 • Exhibit Design Start February 2021
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PROPOSAL SUBMISSION PROCEDURES FORMAT CHANGE

The Proposal submission procedures has been changed as noted herein and modifies the submission procedures stated in the RFP. The new Submission Procedures has waived the **10 8.5”** by **11”** single-spaced, one-sided pages in length. Proposals now do not have a page or size restrictions and will be submitted via a private link to a shared folder provided by the Waukegan Park District. Interested respondents should contact Ty Rohrer at trohrer@waukeganparks.org to request the private link. Mailed in hard copies are still accepted, but not preferred.

Page 10	<p>Change the following language under Submission Procedures-Format:</p> <p>We prefer your proposal to be uploaded as an electronic file via a private shared file link provided by the Waukegan Park District. Interested respondents should contact Ty Rohrer at trohrer@waukeganparks.org to request private link. Preference for file to be submitted in pdf format; images may be submitted in either pdf or jpeg format. Hard copy submissions are acceptable but not preferred.</p> <ol style="list-style-type: none"> 1. For hard copies, one signed original and three complete copies of the proposal should be sealed in one package and labeled “Waukegan Carnegie Center Exhibits Design Proposal.” The package should be addressed to Ty Rohrer (see below). 2. All proposals shall provide a straightforward, concise delineation of the firm’s capabilities to satisfy the requirements of the request. 3. For electronic files, subject line should say Waukegan Carnegie Center RFP Submission. We will only accept pdf format attachments, along with pdf or jpeg for images. Electronic submissions will be uploaded via a private shared file link provided by the Waukegan Park District. Interested respondents should contact Ty Rohrer at trohrer@waukeganparks.org to request private link.
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