

# City of Aurora



## Finance Department | Purchasing Division

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DATE: June 10, 2022  
TO: Prospective Proposers  
FROM: Jolene Coulter, Director of Purchasing  
RE: **CITY OF AURORA REQUEST FOR PROPOSAL 22-25 – Addendum #3  
ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR  
NEW FIRE STATIONS NO. 4, NO. 9 AND NO. 13**

This notice forms a part of the Request for Proposal 22-25: Architectural and Engineering Design Services for New Fire Stations No. 4, No. 9 and No. 13. All other information pertaining to this Request for Proposal shall remain the same.

Proposers shall submit six hard copies and one USB Drive of the RFP Submittals in a sealed box labeled with the Proposer's name and address clearly indicated on the envelope along with the project description, and shall have provided all requested information and submitted all appropriate, certificates, affidavits and addendum acknowledgements in each copy in order to be considered responsive.

Sealed Proposals will be received at the City of Aurora, Attn: Purchasing Division, 44 East Downer Place, Aurora, Illinois 60507, until **5:00 pm, CST, Wednesday, June 15, 2022**. It is the sole responsibility of the Proposer to see that their Proposal is received by the due date and time. No Late proposals will be accepted.

**Please acknowledge this addendum on your proposal form.** Failure to do so may subject Proposer to disqualification.

**Again, please note that [Proposal due date has changed to 5:00 pm, CST, Wednesday, June 15, 2022](#).**

**If you have already submitted your Request for Proposal and your proposal still stands after this Addendum you may confirm with an email to [PurchasingDL@aurora.il.us](mailto:PurchasingDL@aurora.il.us) that you acknowledge all the addendums and your submission stands as submitted.**

1. Page 11, Item 4.2: it asks that we provide information on proposed personnel and also that resumes be provided in an appendix. Are you wanting us to provide a brief overview of key personnel in this section, with more detailed resumes included in an appendix? Can we assume the appendix has no page limit?

4.2 should be 8 pages maximum including a brief description of all key personnel to be involved and their relationship to the services provided.

Complete resumes should be provided as an appendix and are not limited to the 8 page maximum of item 4.2

2. Page 12, Item 4.5 (Work Plan/Approach): This section asks that we provide the # of hours and hourly rate for each staff member, resulting in a total cost for each task. However, Item 4.8 also asks that the Fee/Costs be provided -- in a sealed envelope. Can you please clarify what you want us to provide in Sections 4.5 and 4.8, regarding costs?

The hours can be detailed but all costs including hourly staff rates, total cost and estimated expenses should be included only in the separate envelope.

3. If we include a photo on each tab divider, will that cause them to be counted towards the page limit?

No.

Replaces Question 14 in Addendum 1:

4. Have future dormitory arrangements been determined (i.e. open bunk rooms, individual bedrooms, hot-bunking? Separating engine crews from EMS crews?)

Each person needs an individual sleeping area. We prefer an actual room. Each sleeping area should fit a twin-size bed and nightstand at a minimum. In addition, each officer should have an individual room which includes a twin size bed, nightstand, desk for computer work, and a bathroom with shower. There should be two of these at Stations 4 & 13, and one at Station 9. We do not want the lockers located in the sleeping areas. We desire separate locker room areas (male and female).

## 06.10.22 Plan Holders List

Company Name	Contact Name	Phone Number	Email Address
845 Design Group	Megan Harte	7082189974	meganh@845designgroup.com
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## 06.10.22 Plan Holders List

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Trotter & Associates	Mark R. Van Denend - Arch	6305870470	m.vandenend@trotter-inc.com

RFP 22-25

06.10.22 Plan Holders List

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