



**ADDENDUM NO. #1
CITY OF PEORIA**

**ADA Self Evaluation and Transition Plan Update for Public ROW
February 6, 2025**

RE: Addendum for Request for Qualifications (RFQ) for ADA Self Evaluation and Transition Plan Update for Public ROW

The following shall be considered part of the RFQ Submittal.

1. Updated Consultant Disclosure Statement

Additional Information:

1. Q&A
2. Pre-Submittal Meeting Sign-in sheet

This addendum must be acknowledged as part of the submittal package. Failure to do so may be subject for Disqualification.

Sincerely,

Andrea Klopfenstein, P.E.
Deputy Director/City Engineer



Consultant's Financial Disclosure Statement RETURN WITH STATEMENT OF INTEREST

Calendar Year _____

Consultant Name	
Legal Address	
City, State, Zip	
Telephone Number	Email Address

The telephone number and email address supplied above must be a contact readily available if the City of Peoria Illinois Department of Transportation (IDOT) has questions.

The disclosures hereinafter made by the firm are each a material representation of fact upon which reliance is placed should City of Peoria IDOT enter into the contract with the firm.

Section 50-35 of the Illinois Procurement Code provides that all offers of more than \$50,000 and all subconsultant agreements with an annual value of more than \$50,000 shall be accompanied by disclosure of the financial interests of the firm. This disclosed information for the successful firm will be maintained and subject to release by request pursuant to the Freedom of Information Act, filed with the Procurement Policy Board, and shall be incorporated as a material term of the contract. Furthermore, pursuant to Section 5-5, the Procurement Policy Board may review a proposal, bid, or contract and issue a recommendation to void a contract or reject a proposal or bid based on any violation of the Procurement Code or the existence of a conflict of interest as provided in subsections (b) and (d) of Section 50-35.

Prime Consultant's Responsibility

The City of Peoria IDOT Chief Procurement Officer (CPO) may void the offer or contract if it is later determined that the prime or subconsultant rendered a false or erroneous disclosure. A prime consultant or subconsultant may be suspended or debarred for violations of the Procurement Code. If a false certification is made by the subconsultant, then the prime consultant's submitted offer and the executed contract may not be declared void, unless the prime consultant refuses to terminate the subconsultant upon the State's request after a finding that the subconsultant's certification was false.

Instructions

The following packet includes three sections that must be completed and returned with the Statement of Interest, or the firm may be considered nonresponsive and the Statement of Interest will not be accepted:

1. Qualifying Questions for Form A,
2. Form A: Financial Information & Potential Conflicts of Interest Disclosure, and
3. Form B: Other Contracts & Procurement-Related Information Disclosure.

Form A and Form B must be signed and dated by a person that is authorized to execute contracts for your organization. Electronic and digital signatures are allowed. The person signing can be, but does not have to be, the person for which the form is being completed. The firm is responsible for the accuracy of any information provided.



Consultant's Financial Disclosure Statement RETURN WITH STATEMENT OF INTEREST

Form A: Financial Information & Potential Conflicts of Interest Disclosure

Form A pertains to the individuals meeting the ownership or distributive share requirements as stated below.

The financial interests to be disclosed shall include:

- Any ownership or distributive income share that is greater than or equal to 5% or an amount greater than 60% of the annual salary of the Governor, or the offering entity or its parent entity, whichever is less, **the current annual salary of the Governor is \$177,412.00.**
- If the firm is owned by an Employee Stock Ownership Plan (ESOP) please check the appropriate box on Qualifying Questions for Form A and provide the % of ownership as well. The individuals in the ESOP that have a greater than or equal to 5% ownership or distributive income share, or an amount greater than 60% of the annual salary of the Governor will need to be identified on Form A.
- If the firm is a publicly traded entity subject to Federal 10K reporting, in which case it may submit its 10K disclosure in place of the prescribed disclosure.
- If the firm is a privately held entity that is exempt from Federal 10K reporting, but has more than 100 shareholders, it may submit the information that Federal 10K companies are required to report and list the names of any person or entity holding any ownership share that is greater than or equal to 5%.
 - *If this is true for your firm, check the "Other" box on Form A and designate the firm is a 10K and supply the 10K documents as additional attachments within the disclosure.*
- The names, addresses, and dollar or proportionate share of ownership of each person making the disclosure, their instrument of ownership or beneficial relationship, and notice of any potential conflict of interest resulting from the current ownership or beneficial interest of each person making the disclosure having any of the relationships identified in Section 50-35 and on the disclosure form.

A button is supplied on Form A called "Add another Form A", which once clicked will copy Form A. Click the button as many times as you need to identify individuals who meet the above criteria.

If your firm has over 50 pages of Form A's, please provide a summary of the disclosures at the end of Form B as an attachment.

Additionally, if your firm has an abundance of individuals with the same Form A information, you can fill out one (1) Form A and provide an attached listing of those individuals to save time.

Form B: Other Contracts & Procurement-Related Information Disclosure

The firm shall identify, by checking "Yes" or "No" on Form B any other current or pending contracts, proposals, leases, or other ongoing procurement relationships the offering entity has with the City of Peoria IDOT and any other unit of state government and shall clearly identify the unit and the contract, proposal, lease, or other relationships.

If "Yes" is checked, the firm must identify each such relationship by listing the ~~State of Illinois~~ agency name and other descriptive information such as project number, title, contract, etc.

If "No" is checked, the firm only needs to check the box, sign and date at the bottom of Form B.



Qualifying Questions for Form A

The following seven questions must be answered in order to determine how Form A is to be completed. Answer all seven questions before going on to Form A.

Ownership Certification

The following clarifies the ownership structure of your firm for the City's DOT's review.

Table with 3 rows of questions regarding ownership structure, including questions about parent entities, 100% ownership, and ESOPs. Includes 'Yes' and 'No' columns and follow-up text for 'Yes' answers.

Identifying Financial Information & Potential Conflicts of Interest

Table with 4 rows of questions regarding financial information and conflicts of interest, including questions about ownership shares and distributive income. Includes 'Yes' and 'No' columns.

If any of the answers to questions 1 – 7 are "Yes", the completion of Form A is required, and the Form A must be signed and dated.



Add another Form A

Consultant's Financial Disclosure Statement
RETURN WITH STATEMENT OF INTEREST

Form A: Financial Information & Potential Conflicts of Interest Disclosure

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). Firms desiring to enter into a contract with the City of Peoria State of Illinois must disclose the financial information and potential conflict of interest information as specified in this Disclosure Form.

Disclosure of Financial Information

The individual named below has an interest in the FIRM (or its Parent) in terms of ownership or distributive income share that is greater than or equal to 5%, or an interest which has a value of more than 60% of the annual salary of the Governor.

FOR INDIVIDUAL

Name:
Address:

- Stock with % or \$ value of ownership/distributable income share:
Other (explain):

Disclosure of Potential Conflicts of Interest

Firm must check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If the answer to any question is "Yes", please describe and attach additional pages if needed.

Table with 3 columns: Question, Yes, No. Contains questions 1 and 2 regarding state employment and city of Peoria state employment.



Consultant's Financial Disclosure Statement

RETURN WITH STATEMENT OF INTEREST

	Yes	No
a) Is your spouse or any minor children currently an officer or employee of the City of Peoria Capital Development Board or the Illinois State Toll Highway Authority? <u>City of Peoria</u> ?	<input type="checkbox"/>	<input type="checkbox"/>
b) Is your spouse or any minor children currently appointed to or employed by the City of Peoria any agency of the State of Illinois? <u>City of Peoria</u> any agency of the State of Illinois ? If your spouse or minor children is/are currently appointed to or employed by any agency of the <u>City of Peoria</u> State of Illinois , and his/her annual salary exceeds 60% of the annual salary of the Governor, provide the name of your spouse and/or minor children, the name of the state agency for which he/she is employed and his/her annual salary.	<input type="checkbox"/>	<input type="checkbox"/>
c) If your spouse or any minor children is/are currently appointed to or employed by the <u>City of Peoria</u> any agency of the State of Illinois , and his/her annual salary exceeds 60% of the annual salary of the Governor, are you entitled to receive (i) more than 7½% of the total distributable income of your firm, partnership, association, or corporation, or (ii) an amount in excess of 100% of the annual salary of the Governor?	<input type="checkbox"/>	<input type="checkbox"/>
d) If your spouse or any minor children are currently appointed to or employed by any agency of the State of Illinois <u>City of Peoria</u> , and his/her annual salary exceeds 60% of the annual salary of the Governor, are you and your spouse or minor children entitled to receive (i) more than 15% in the aggregate of the total distributable income of your firm, partnership, association or corporation, or (ii) an amount in excess of two times the salary of the Governor?	<input type="checkbox"/>	<input type="checkbox"/>
3. Elective status: the holding of elective office of the State of Illinois, the government of the United States, any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois currently or in the previous three years?	<input type="checkbox"/>	<input type="checkbox"/>
4. Relationship to anyone holding elective office currently or in the previous two years: spouse, father, mother, son, or daughter?	<input type="checkbox"/>	<input type="checkbox"/>
5. Appointive office: the holding of any appointive government office of the State of Illinois, the United States of America, or any unit of local government authorized by the Constitution of the State of Illinois or the statutes of the State of Illinois, which office entitles the holder to compensation in excess of the expenses incurred in the discharge of that office currently or in the previous three years?	<input type="checkbox"/>	<input type="checkbox"/>
6. Relationship to anyone holding appointive office currently or in the previous two years: spouse, father, mother, son or daughter?	<input type="checkbox"/>	<input type="checkbox"/>
7. Employment, currently or in the previous three years, as or by any registered lobbyist of the state government?	<input type="checkbox"/>	<input type="checkbox"/>
8. Relationship to anyone who is or was a registered lobbyist in the previous two years: spouse, father, mother, son, or daughter?	<input type="checkbox"/>	<input type="checkbox"/>
9. Compensated employment, currently or in the previous three years, by any registered election or re-election committee registered with the Secretary of State or any county clerk of the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections?	<input type="checkbox"/>	<input type="checkbox"/>



Consultant's Financial Disclosure Statement
RETURN WITH STATEMENT OF INTEREST

10. Relationship to anyone; spouse, father, mother, son, or daughter; who was a compensated employee in the last two years by any registered election or re-election committee registered with the Secretary of State or any county clerk of the State of Illinois, or any political action committee registered with either the Secretary of State or the Federal Board of Elections? Yes No

11. Communication Disclosure. Disclose the name and address of each lobbyist and other agent of the firm or offeror who is not identified in Form A, who has communicated, is communicating, or may communicate, with any state officer or employee concerning the statement of interest, bid or offer. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the process and throughout the term of the contract. If your firm uses (lobbyist firm), lobbyists that were either hired to work on this specific SOI, bid or offer OR to assist your firm with this PTB, then answer Yes and indicate specifics, else please mark No.

- If yes, supply name and address of person(s) and firm name below and:
a) Disclose all lobbyist costs, fees, compensation, reimbursements, or other remunerations paid, or to be paid related to this PTB Item.
b) Agree Consultant will not bill to the State any lobbyist costs, fees, compensation, reimbursements, or other remunerations.

12. Suspension or Debarment Disclosure. For each of the persons identified under Form A, disclose whether any of the following has occurred within the previous 10 years: suspension or debarment from contracting with any governmental entity; professional licensure discipline; bankruptcies; adverse civil judgments and administrative findings; and criminal felony convictions. This disclosure is a continuing obligation and must be promptly supplemented for accuracy throughout the procurement process and term of the contract if the bid or offer is successful. If yes, supply information below:

Name of person(s):
Nature and date of disclosure:

This Disclosure Form A is submitted on behalf of the INDIVIDUAL named on previous page. Under penalty of perjury, I certify the contents of this disclosure to be true and accurate to the best of my knowledge.

Completed by: Signature of Individual or Authorized Officer Date

The firm has a continuing obligation to supplement these disclosures under Sec. 50-35 of the Procurement Code.



Consultant's Financial Disclosure Statement
RETURN WITH STATEMENT OF INTEREST

Form B: Other Contracts & Procurement-Related Information Disclosure

Disclosure of the information contained in this form is required by Section 50-35 of the Illinois Procurement Code (30 ILCS 500). This information shall become part of the publicly available contract file. This Form B must be completed for Statements of Interest in excess of \$50,000, and for all open-ended contracts. This Form B must also be completed for subconsultant agreements with an annual value of more than \$50,000 from subconsultants identified in Section 20-120 in the Illinois Procurement Code and for all open-ended subconsultant agreements.

Disclosure of Other Contracts and Procurement-Related Information

Answer the following question.

- | | | |
|---|--------------------------|--------------------------|
| | Yes | No |
| 4. Does the firm have any pending contracts (including leases), statements of interest, bids, proposals, or other ongoing procurement relationship with the <u>City of Peoria</u> DOT or any other State of Illinois agency? | <input type="checkbox"/> | <input type="checkbox"/> |

If your answer is "No", the firm only needs to complete the signature box and date on the bottom of this page.

If your answer is "Yes", identify each such relationship by showing the agency name, PTB/PSB if applicable, Project name and the role of your firm as either a Prime or Sub (attach additional pages as necessary).

AGENCY	PTB/PSB	PROJECT NAME	ROLE (PRIME/ SUB FIRM)

Add A Row

The Disclosure is signed and made under penalty of perjury for all for-profit entities, by an authorized officer or employee on behalf of the bidder or offeror pursuant to Sections 50-13 and 50-35 of the Illinois Procurement Code. This Disclosure information is submitted on behalf of the firm listed on page 1.

Completed by: _____ Date _____
Signature of Individual or Authorized Representative Date

ADA SELF-EVALUATION AND TRANSITION PLAN UPDATE RFQ PRE-SUBMITTAL MEETING Q&A

Q: Do you accept other technology other than LiDAR for sidewalk? We have two different technologies that are more effective than LiDAR.

A: You can propose the technology, we are open to using other technologies.

Q: On the Form A, question 1, if answered yes, it instructs you to disclose on Form A. Where would you like us to list that information?

A: There is an updated form, and it provides a space for that information. The updated will be shared.

Q: On the Form A, it states clearly that signatures on the form will not be photocopied or digital. What exactly do you need as a signature for this form?

A: Only one copy of the statement is required. Electronic signature is allowed on the updated form.

Q: Will there be a WCHE component to this RFQ? Are you looking to have a firm review the city website and communications for the requirements.

A: No, at this time we're looking for right of way assets; sidewalks.

Q: Regarding the MWE/WBE in the RFQ, is it disqualifying to not have a sub consultant or someone on the team with those designations?

A: No, but those are the City's goals tries to reach. The other grading criteria is 10% of the scoring if you demonstrate commitment to those goals. It is your choice what to do. EEO is an umbrella term for MWE/WBE requirements.

Q: Will it count towards that 10% for points?

A: Yes, it will count.

Q: Following up on the previous question, for the MBE/WBE, do those companies have to pre-qualified with your minority and woman owned business registry? Or is something like an IDOT qualified WBE firm work for that?

A: IDOT pre-qualification will work for that, the City's, or some other MBE/WBE recognition by some entity that makes sense.

Q: You state in section 1.1 that there are 480 miles of centerline and 400 miles of sidewalk. What's the determining total distance.

A: There is approximately 400 miles of sidewalk.

Q: Are you doing signalized intersections as well? Do you have a count on those?

There are 213 signalized intersection and 60 crossings with flashers.

ADA SELF-EVALUATION AND TRANSITION PLAN UPDATE RFQ BIDNET Q&A

Q: I wanted to verify that the Consultant's Disclosure Statement Form does not count towards the page count as it doesn't specify in the submittal format verbiage.

A: The Statement does not count towards the page count. There is an updated form that will be shared.



Pre-Bid Submittal Meeting Sign in Sheet
ADA Self-Evaluation and Transition Plan Update RFQ
February 04, 2025 @ 11:00am

NAME	COMPANY	E-MAIL	Attended Virtual Pre-Submittal Meeting
Jason Heinekamp	TERRA Engineering	jheinekamp@terraengineering.com	Y
Chris Martin	Matrix Design Group	chris_martin@matrixdesigngroup.com	Y
Brian Griggs	TERRA Engineering, Ltd.	bgriggs@terraengineering.com	Y
Nick Mesler	Evari GIS Consulting		Y
Mary Cave	Fehr Graham	mary.cave@fehrgraham.com	Y
Micah Williamson	Maurer-Stutz Inc.	mjwilliamson@mstutz.com	Y
Brian Shamburger	Kimley- Horn		Y
Ryan Robinson	ICC-IMS	rrobinson@icc-ims.com	Y
Jeremy Coers	Lochmueller Group	jeremy.coers@lochgroup.com	Y
Matt Pool	Kimley-Horn		Y
Serena Page	TWM	spage@twm-inc.com	Y
Tom Carter	Citian	tcarter@citiansolutions.com	Y
Sarah Beckingham	Matrix Design Group	sarah.beckingham@matrixdesigngroup.com	Y
Fred Mullard	Chastain & Associates	fmullard@chastainengineers.com	Y
Steve Henze	Cole	shenze@colestl.com	Y
Cheyenne Irby	Bureau Veritas		Y

Katy Hatley	Oates Associates		Y
Curtis Lynn	Maurer-Stutz	cjlynn@mstutz.com	Y
Bryon Scott	Bureau Veritas		Y
Lourdes Lopez	Citian	lourdes@citiansolutions.com	Y
Travis Helmkamp	Oates Associates		Y
Stephanie Brown	Chastain	sbrown@chastainengineers.com	Y
Kalei Riggs	Cole and Associates, Inc.	klriggs@colestl.com	Y
Alex Schieber	ARCOR Inc.		Y
Leron S.	ARCOR Inc.		Y