



# CITY OF URBANA

**RFP: Community Safety Review  
(Solicitation #2223-05)**

## **Addendum #1**

**ADDENDUM DATE:** 08/31/2022

This Addendum has been issued to clarify questions concerning Solicitation #2223-05.

**This addendum, along with any and all other addendums, must be acknowledged in your submittal.**

Final questions and comments pertaining to this request for qualifications shall be submitted to the City no later than 5:00 p.m. on September 5<sup>th</sup>, and the final addendum, if necessary, will be issued no later than 5:00 p.m. on September 9<sup>th</sup>. Additional questions and comments received after that time will not be answered.

**Important Dates:**

RFP Issue Date: 8/8/2022  
Addendum #1: 8/31/2022  
Last Day for Questions: 9/05/2022  
Last Addendum: 9/09/2022 (if needed)  
**Responses Due: 9/12/2022 (unchanged)**

**Contact**

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## Items of Clarification

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- 1. Is the city willing to negotiate the General Requirements found on page 3 of the Request for Proposal? Specifically in the areas of written approval? Would the City of Urbana be open to negotiating a review period?**

The City is a public entity governed by Illinois FOIA law, and as such, any final documents or reports are public documents and do not need prior written approval for dissemination. Additionally, once information is made public, it does not need continual approval. However, this project is expected to produce data or information that is draft, interim work products, confidential, deliberative, and/or relates to personnel files. These are generally exempt from public disclosure. To the extent that it complies with law and is in the City's best interest, the City will retain certain information as appropriate. If a respondent to the RFP wishes to use any data, information, interim work products, or other documents that are not considered public, it should identify such items in its proposal. While the City may be willing to entertain a pre-negotiated use, release schedule, and/or process, it does not intend to unilaterally waive its right to claim some records as exempt from public disclosure and shall reserve a right to make decisions on a case-by-case basis.

- 2. Can the Offeror submit a proposal that takes exception to terms of the RFP? Perhaps, in providing a draft contract as requested for the City of Urbana's review?**

Offerors whose proposals may not fully align with all components of the RFP are still encouraged to apply. The City is looking for professional guidance as it undertakes this project and may be open to suggestions for an improved project that achieves the overarching goals of the RFP. Submitted proposals should make clear what the exception is and an explanation of the rationale behind it.

- 3. Are all three phases to be contemplated within the scope of this RFP and is the performance period and budget the full 18 months?**

This RFP is for all three phases. It is the City's hope that the first phase would be completed within 6 months (to the extent feasible) and the entire project to be completed within 18 months. The current budget allocation is intended to be for the entirety of this RFP.

- 4. Does the City expect that community presentations, presentations of the final report, and stakeholder sessions are conducted in person, virtual, or a reasonable combination of the two?**

It is the City's expectation that the mode of communication be appropriate to the nature of the product and level of expected engagement. This may include a reasonable combination of in-person and virtual interactions.

- 5. Does the City plan on hosting and facilitating community engagement sessions, or is it expected the consulting group will manage that process.**

The City expects to work closely with the consulting group. The City is willing to provide some time and resources into facilitating community engagement sessions; however, the City does face operational constraints and is looking for a consulting group that can lead in this process.