



ADDENDUM NUMBER_01

March 4, 2025
REQUEST FOR PROPOSAL ("RFP") No. 336
Lake County Coalition for Housing Solutions
PROPOSAL DEADLINE: Wednesday, April 2, 2025, at 3:00 P.M. (Central)
Chicago Metropolitan Agency for Planning Procurement
procurements@cmap.illinois.gov

The Contractor must acknowledge receipt of this Addendum by signing, dating, and submitting it along with the Proposal. Failure to do so may result in the Proposal being considered non-responsive.

This Addendum to RFP No. 336: Lake County Coalition for Housing Solutions includes the following revisions, additions, clarifications, and/or modifications, all of which must be fully incorporated into the Respondent's Proposal:

- 1. **Scope Statement:** Previously referenced as "Attachment 4" in RFP No. 336.
- 2. **Fee Form**

Respondent acknowledges receipt of Addendum:

Date

Respondent's Signature

Instructions:

- The following documents are attached to this Addendum are to be incorporated into RFP submittal requirements.

***** END OF ADDENDUM NO. 1 *****

Procurement Officer

Chicago Metropolitan Agency for Planning



ATTACHMENT 1: SCOPE STATEMENT

WORK PLAN NO.	PROJECT TITLE	DATE
2025.065	Lake County Coalition for Housing Solutions	02/24/2025

1. Procurement purpose

Through this solicitation, CMAP is seeking consultant team members for project support. The project goal is to understand the current barriers to affordable workforce housing and develop strategies to attract more affordable workforce housing to Lake County. Key tasks include forming and facilitating the Housing Task Force and organizing two housing events. To assist this work, the consultant will design branding materials and develop a marketing campaign.

2. Background

CMAP will work with Lake County government to develop a regional vision for affordable housing in Lake County. This regional vision will be developed through coalition and trust-building with various stakeholders within the county. The work for this project is anticipated to be completed within 12-months. The first 2-3 months of this project will focus on stakeholder identification and data collection. The information gathered during this timeframe will help establish a task force and a model of the housing ecosystem in Lake County. Once a task force is developed, members will participate in 5-8 workshops that address topics such as housing supply and demand, economic factors, policy regulations, infrastructure and services, development trends, and financial flows. These workshops will help identify obstacles and opportunities for expanding affordable housing across the county, as well as the resources needed to do so.

The task force’s work will culminate in a highly publicized Lake County Housing Summit, where their findings and recommendations will be presented. During the summit there will be guest speakers, technical experts, and panel discussions. The goal of this summit is to gather a broad group of participants who will sign a non-binding resolution to take action. Potential signatories to include are government representatives, private sectors leaders, philanthropic organizations, and public sector partners. The momentum generated from this Summit will be crucial for moving the project into the implementation phase.

3. Services

The services that will be needed for this project include graphic design, focus group facilitation, stakeholder engagement and event planning.

4. Tasks and deliverables

All deliverables produced must use ADA-compliant accessibility formats, use accessible language, being language that includes everyone and is easy to understand, and may require materials to be translated into the region or area’s most spoken languages.

NO.	DELIVERABLES
1	Monthly invoices and project reports <i>Deliverable: Track and monitor the progress of the project and submit monthly invoices with progress reports (.PDF format) showing the percent of completion by task or deliverable. Progress reports will be required to outline the work performed, upcoming tasks or milestones, status of the scope, schedule, and budget, and risk assessment with proposed mitigation.</i>
2	Project identity <i>Deliverable: Develop project graphic toolkit including, but not limited to, logo (.PNG and .SVG format), identity graphics, and document templates (.DOCX and .PPTX format).</i>
3	Project website development <i>Deliverable: Create, develop content for, and maintain a project website including, but not limited to, still photography, drone footage, and video production.</i>
4	Stakeholder roadmap* <i>Deliverable: A report that outlines the existing stakeholders within the region.</i>
5	Stakeholder engagement events <i>Deliverable: Organize and promote two events, secure venues, catering, and speakers, and facilitate the event. Manage stakeholder communications (emails, invitation, etc.)</i>
6	Event collateral and meeting materials <i>Deliverable: Create promotional and presentational materials (digital and print), as well as formatted layout of data, maps and graphics that can be printed as flyers, larger scale exhibit boards, inserted in digital presentations, and posted online.</i>
7	Housing Task Force workplan* <i>Deliverable: Develop the number of meetings, agendas, topics, speakers, membership criteria, and participation stipends (if applicable)</i>
8	Housing Task Force meetings <i>Deliverable: Assist in facilitation of and scribing for reoccurring meetings as detailed in the Housing Task Force workplan.</i>

*Project deliverable may be partially or fully completed by CMAP prior to procurement.

5. Timeline

The contract scope of work is anticipated to be completed in twelve (12) months or less as defined by the grant term.

NO.	KEY DELIVERABLES	COMPLETION
1	Deliverable 1: Housing Ecosystem Road Map _	Q4-FY2025
2	Deliverable 2: Kick-off event	Q4-FY2025
3	Deliverable 3: Affordable Housing Task Force workshops	Q1-FY2026
4	Deliverable 4: Lake County Housing Summit	Q3-FY2026

Attachment 5: Price Proposal Form

In response to Chicago Metropolitan Agency for Planning (CMAP) **Request for Proposal (RFP) 336 Lake County Coalition for Housing Solutions**, dated March 3, 2025, the undersigned, as an individual(s) with the authority to bind the Proposer, understands and agrees to the specifications, terms, conditions and provisions of the RFP and prices proposed below unless otherwise modified by mutual agreement of the parties. It is also agreed that the proposal submitted in response to the RFP is valid for one hundred-eighty (180) calendar days from the proposal due date.

Please enter pricing into the following fields. Costs for hourly rates **must be completed in full**. Please provide additional specifics where possible. Include additional sheets, if necessary. Please complete the form, sign, date and submit along with the electronic version of your RFP Proposal.

If price structure is variable by which of the firm's employees are assigned, please specify the employee billing level, the cost per hour for this level, and the total number hours to be billed at this level. Information for any subcontractors must be included as well.

Primary Firm Name:		<VENDOR NAME>		
	Title*	Hourly Rates	Hours on Project/ Total Staff Hours**	Total Cost (\$US)
Project Coordinator				\$ -
Role/Position				\$ -
Role/Position				\$ -
Role/Position				\$ -
Role/Position				\$ -
Role/Position				\$ -
Role/Position				\$ -
Website hosting costs				\$ 50,000.00
Translation services				\$ 3,000.00
Participation stipends and speaker honoriums				\$ 25,000.00
Task Force meetings (5-8) accommodations and materials				\$ 12,000.00
Video production, editing, still photography, drone footage				\$ 30,000.00
Two public events: KickOff and Summit				\$ 19,250.00
Costs (please describe)				
Costs (please describe)				
Costs (please describe)				
Prime Total Cost			0.00	\$ 139,250.00
*Only list individual name of the Project Manager, subject matter expert, or key specialist as identified as critical to the proposal. For all other roles, list the role title but leave the name blank.				
** For individual role(s), provide the number of hours contributed to ongoing project management. For deliverables and tasks, provide the total number of staff hours required to completion with a Total Cost.				
Sub-Contractor Name:		<VENDOR NAME>		
	Title*	Hourly Rates	Hours on Project/	Total Cost
Role/Position				\$ -
Role/Position				\$ -
Role/Position				\$ -
Role/Position				\$ -
Role/Position				\$ -
Role/Position				\$ -
Sub Total Cost			0.00	\$ -
Proposal Total Cost			0.00	\$ 139,250.00

Proposer's Authorized Signatory (print):

Signature:

Title:

Company Name:

Address:

Telephone Number:

Date: