



# Cook County Water Affordability: Request for Proposals

## Questions and Answers

September 10, 2024

*Q1. If one consultant ends up working with more than one municipality, will all of them be on the same timeline?*

Yes, because of how this program is funded and the need to be fair to all participating communities wanting to apply for implementation funds, the project has firm completion timelines.

*Q2. Will the interim meetings with Elevate be held in person or remote?*

Both options are acceptable.

*Q3. Will the final presentation to the municipality be held in person or remote?*

Both options are acceptable. It should be determined based on the needs of the municipality, but it is likely in-person meetings will be preferred for delivery of the final product.

*Q4. Are there expectations for the frequency and quantity of meetings with each municipality?*

The consultant should determine the appropriate frequency of meetings depending on the needs of each municipality.

*Q5. Given the potential for delays in community outreach, will adjustments to the timeline be allowed?*

As noted above in Q1, the completion date for projects must be firm. There can be small adjustments to scheduling of interim check-ins if mutually agreed to by Elevate and the consultant in advance. Elevate can assist consultants in addressing challenges and barriers to community outreach and help projects progress. Elevate recognizes that some things are outside of the consultants' control, and there may also need to be changes in deliverables based upon these factors.

*Q6. Could it be possible to push the Task 1 deadlines beyond January 2025 as any consideration for in-person focus groups, open houses, or interviews will be challenging to get through during the holiday season?*



## ELEVATE

With advance agreement from Elevate, small adjustments to the interim progress deadlines are allowable. Extending the timeframe for qualitative data collection for scheduling reasons is feasible, so long as the overall project schedule is maintained and completed on time.

*Q7. How will you determine which selected consultants will be paired with which municipalities?*

Elevate will pair consultants and municipalities based on consultants' experience and capacity to take on one or more projects of various sizes with a goal of ensuring the municipalities' needs will be best served.

*Q8. Are the 10 communities known and can they be shared? This would allow for more customization of our proposal if we understood the characteristics of the communities we might be working with.*

Municipalities are in the process of applying to be a part of this program, and we will not have the list before proposals are due.

*Q9. Required Response Documents & Submission Requirements: Content for the required information is listed under both 1. Complete Response Packet and 2. Proposal Narrative. There's similar requirements in each section. Also, Proposal Narrative mentions a not-to-exceed three page limit but has an extensive list to address. Can you clarify what format we should follow, and what the three-page limit is in reference to?*

The proposal narrative should touch on any items not already addressed in the response packet forms. The following instructions from the RFP should be followed:

Proposal narrative – not to exceed three pages in length (must address the evaluation criteria in the Evaluation Process section):

- a. Summary of the consultant's skills and relevant experience in performing similar work
- b. Demonstrates understanding of the project's purpose and the consultant's role
- c. Experience and familiarity in collaborating with municipalities either specifically in suburban Cook County or of similar size, demographics, and governance structure
- d. Methodology & approach: how the consultant proposes to complete the project objectives
- e. Partners or subcontractors, if any, must be identified and their role clearly specified.
- f. Statement regarding availability of consultant and key personnel to commence services immediately after award of contract and ability to complete services within the period specified.
- g. Number of municipalities consultant is able to conduct affordability analysis in. (Consultant may perform up to 3 analyses as part of this project.)



*Q10. RFP mentions an optional contractor diversity form under 1. Completed Response Packet, but no form is provided in the RFP. Should we disregard the optional diversity form?*

This form is provided on page 5 of the response packet.