



Date: March 29, 2021

**Subject: Request for Proposal (RFP) No. 50318
Police Facility Needs Assessment Services
Addendum No. 2**

Dear Prospective Proposer:

Addendum No. 2 is being issued to provide Metra's response to questions submitted by potential proposers. Addendum No. 2 outlines all written questions submitted and Metra's responses to these questions.

Addendum No. 2 shall provide Plat of Survey marked Exhibit 1-A, Appendix 2, Addendum No. 2 dated March 29, 2021.

Addendum No.2 is being issued to announce that Addendum No. 3 is forthcoming with a revised Exhibit 1-A, Scope of Services.

The question period has been extended to April 16, 2021 at 4:00 P.M. LPT. Questions received after this date and time will not be accepted.

The proposal due date has been extended to April 30, 2021 at 4:00 P.M. LPT. Proposals received after this date and time will not be accepted.

All addenda must be acknowledged on page 24 of the Professional Services Agreement. Failure to acknowledge an addendum may be cause for the proposal to be considered non-responsive.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alexis Karas", is written over the typed name.

Alexis Karas
Department Head
Professional Services Procurement

AK/nj

- Question 1: For us to provide a proposal, it would help if we had the following information: Organization Chart of the people and functions that will be located within the building.
- Metra Response: An organization chart is unavailable. Metra estimates that the building or site would have to support approximately 410 employees made up primarily of the Police Department and Consolidated Control Facility employees. Not all 410 people would be on site at the same time as operations are 24/7. Tentative people and functions that will be located in the building are as follows: Police Department consisting of a maximum of 300 personnel and Consolidated Control Facility staff consisting of a maximum of 110 personnel. The building would have space for a potential 300 member police department to include locker room space and a training room that can accommodate 50 to 75 people, along with staff offices and ancillary accommodations, such as evidence processing storage, prisoner processing, temporary housing, lost and found storage, etc. The building would also need parking for about 200 to 250 vehicles and an area on the property to set up and conduct outdoor training of the officers. Consolidated Control Facility requirements will be provided in the forthcoming Addendum No. 3.
- Question 2: For us to provide a proposal, it would help if we had the following information: Site survey – this will give us the overall size of the site without having to estimate the borders from Google Earth. You should have at a minimum a boundary survey from the land purchase.
- Metra Response: See attached Exhibit 1-A, Appendix 2, Plat of Survey.
- Question 3: If you have other items, such as soil borings and an environmental study would be nice but are not absolutely necessary. Having this information allows for more accurate budgeting and helps to identify other potential obstacles or issues that will need to be dealt with in the future.
- Metra Response: Metra does not have soil boring information. Metra does not have an environmental study.
- Question 4: If a firm performs the facility needs assessment, will the firm be precluded from doing any of the work identified in the facility needs assessment?
- Metra Response: No, the firm that is awarded this contract will be allowed to submit future proposals for any work identified in the facility needs assessment.
- Question 5: Please confirm existing site information that would be available to the selected team. If not available, should these items become part of the deliverables.
- a. Site Survey including underground utilities
b. Geotechnical Report
- Metra Response: See attached Exhibit 1-A, Appendix 2, Plat of Survey. Metra does not have a geotechnical report.
- Question 6: How many user group meetings should be anticipated for the assessment?
- Metra Response: Metra will allow as many meetings that are required by the awarded Consultant to prepare a complete and accurate needs assessment report.
- Question 7: Will other departments outside of the Police department be using the proposed facility? If so, which departments? Will someone from these departments be present during group

interviews/meetings so that we can ask questions and understand their departmental needs?

Metra Response: Yes, this will serve as a Continuity of Operations Building as well, it should include space for Consolidated Control Facility employees, IT servers, additional conference rooms, Media Department and more. Yes, Metra staff from other departments will be present to answer questions related to their space needs, etc.

Question 8: Can monthly progress reports be submitted on dates other than the 15th of each month?

Metra Response: Yes, Metra and the awarded Consultant can discuss and mutually agree on a date for monthly reports to be submitted.

Question 9: Is there a desired frequency (monthly, bi-weekly) for meetings? Are all meetings and interviews required to be held onsite or are virtual meetings allowed?

Metra Response: Initial meetings will be bi-weekly and may eventually change to monthly meetings or as needed. Virtual meetings are allowed.

Question 10: What is the expected completion date for the project?

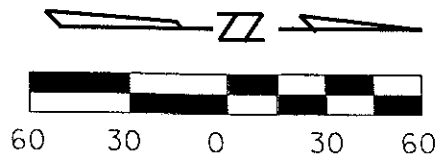
Metra Response: The period of performance is two (2) years from Notice to Proceed, however, the Proposer is encouraged to complete the project in less than two years.

Question 11: In addition to the items listed under XIV. Scope of Work and deliverables, can you confirm if the following deliverables should be included in the assessment

- a. Environmental Site Assessment
- b. Site Analysis
- c. Traffic Study
- d. Zoning Analysis
- e. Code Analysis
- f. Conceptual Site Plan
- g. Conceptual Building Plans/Layout
- h. Conceptual 3 dimensional Rendering
- i. Cost Estimate

Metra Response: This is not a design project. The nine items/deliverables listed in this question are not part of the scope of this project and shall not be provided as deliverables for this project. These nine items/deliverables will be scoped in a separate procurement for the design of the facility after the needs assessment report services are complete, if Metra decides to move forward.

PLAT OF SURVEY



LEGEND
○ FOUND IRON PIN
● SET IRON PIN
99.90' MEASURED OR
CALCULATED DATA
(99.90') RECORDED DATA

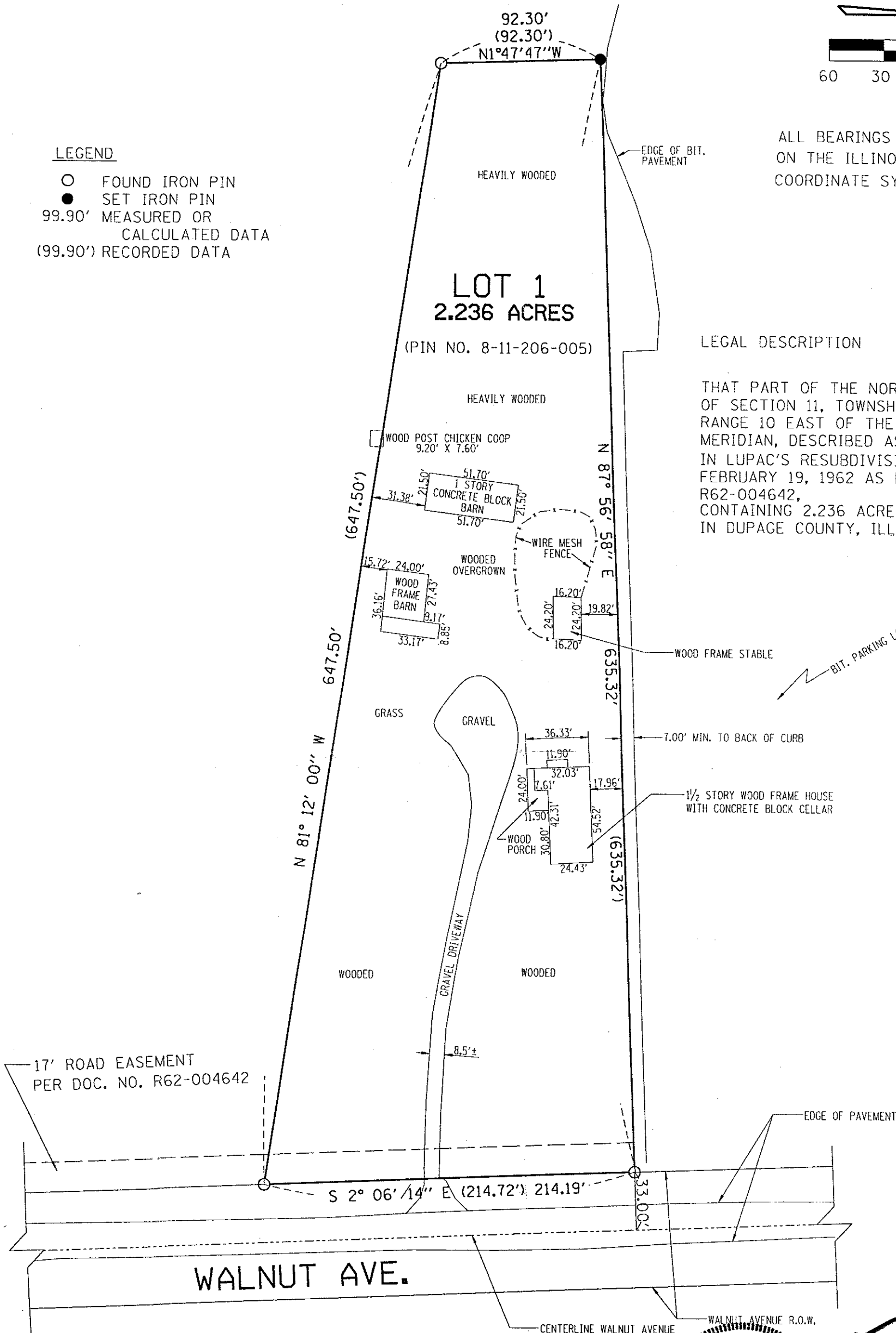
ALL BEARINGS SHOWN ARE BASED
ON THE ILLINOIS STATE PLANE
COORDINATE SYSTEM - EAST ZONE

LOT 1 2.236 ACRES

(PIN NO. 8-11-206-005)

LEGAL DESCRIPTION

THAT PART OF THE NORTHEAST QUARTER
OF SECTION 11, TOWNSHIP 38 NORTH,
RANGE 10 EAST OF THE THIRD PRINCIPAL
MERIDIAN, DESCRIBED AS FOLLOWS: LOT 1
IN LUPAC'S RESUBDIVISION RECORDED
FEBRUARY 19, 1962 AS DOCUMENT NO.
R62-004642,
CONTAINING 2.236 ACRES, MORE OR LESS,
IN DUPAGE COUNTY, ILLINOIS.



17' ROAD EASEMENT
PER DOC. NO. R62-004642

WALNUT AVE.

THIS IS TO CERTIFY THAT THE PLAT HEREON DRAWN WAS PREPARED UNDER MY
SUPERVISION FROM SURVEYS AND EXISTING RECORDS AND THAT SAID PLAT
IS AN ACCURATE DEPICTION OF THE HEREON DESCRIBED LANDS.

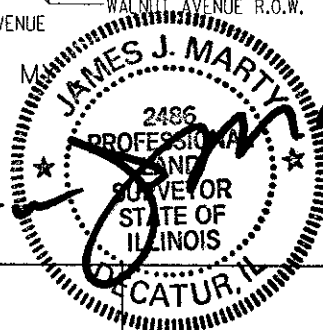
PREPARED FOR:

Metra

PREPARED BY:



WVP CORPORATION
2625 BUTTERFIELD ROAD, SUITE 301E
OAK BROOK, IL. 60521



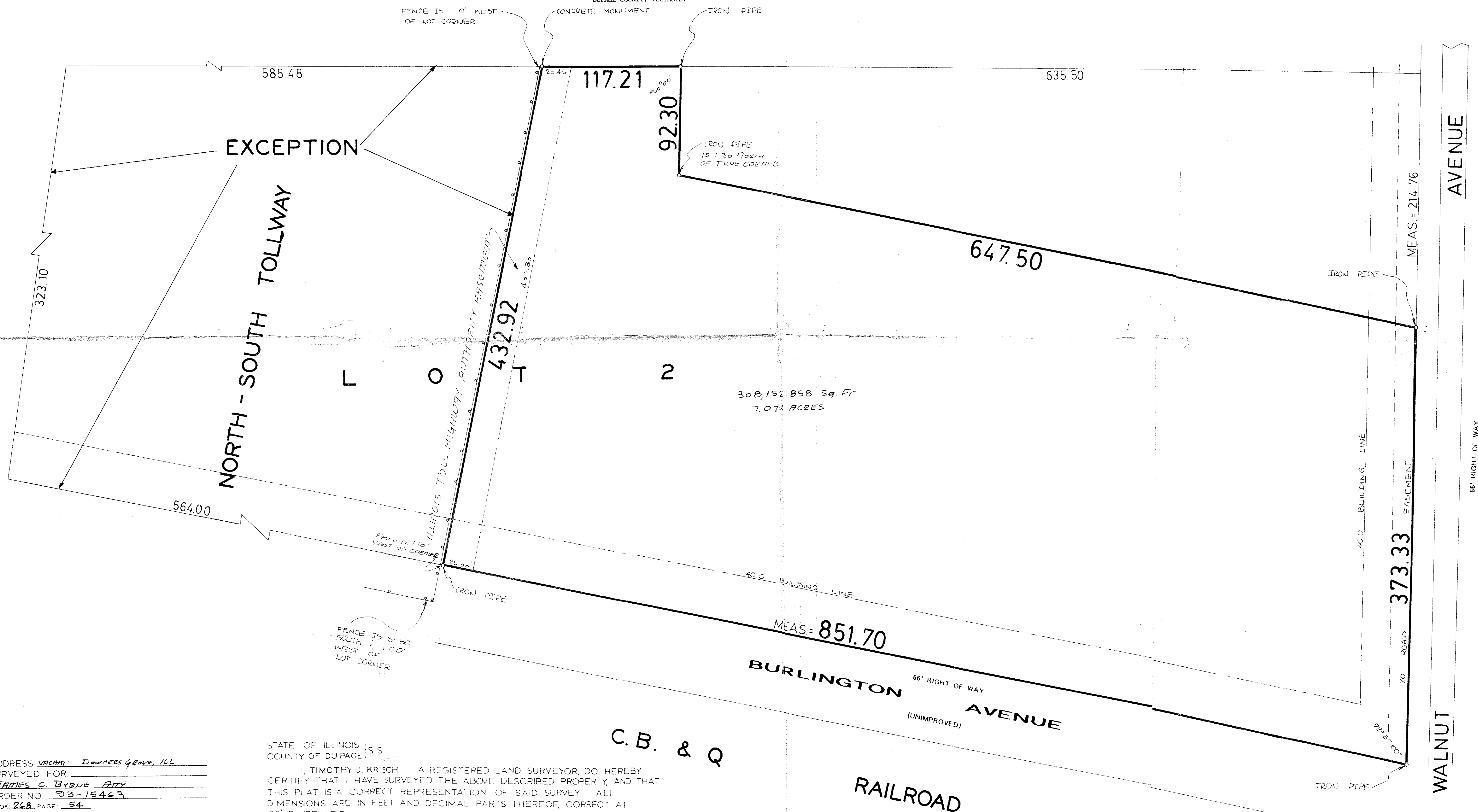
SCALE 1"=60'

DRAWN BY: DJL	CHECKED BY: JJM
DATE: 12/14/97	SHEET 1 OF 1
CADD FILE: PLAT2.DGN	

BY
L.S.C.I., INC.
12 EAST WILLOW ST. LOMBARD ILL. 60148 (708) 620-7589
OF

LOT 2 IN LUPAC'S RESUBDIVISION OF LOTS 30, 31 AND PART OF LOT 33 IN ARTHUR T. MCINTOSH AND COMPANY'S FIRST ADDITION TO BELMONT, A SUBDIVISION OF PARTS OF SECTIONS 1, 2, 11 AND 12, TOWNSHIP 38 NORTH, RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID RESUBDIVISION RECORDED FEBRUARY 19, 1962 AS DOCUMENT 162-46422, EXCEPT THAT PART DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 2; THENCE EASTERLY ALONG THE NORTH LINE OF SAID LOT 2, BEARING S 88° 00' 00" NORTH 87 DEGREES 00' 00" MINUTES 02 SECONDS EAST, A DISTANCE OF 585.48 FEET TO A POINT 117.21 FEET WESTERLY OF THE NORTHEAST CORNER OF SAID LOT 2; THENCE SOUTH 08 DEGREES 50 MINUTES 01 SECONDS WEST, A DISTANCE OF 432.97 FEET, TO A POINT ON THE SOUTH LINE OF SAID LOT 2; THENCE NORTH 81 DEGREES 06 MINUTES 18 SECONDS WEST ALONG THE SOUTH LINE OF SAID LOT 2; A DISTANCE OF 564.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 2; THENCE NORTH 06 DEGREES 55 MINUTES 00 SECONDS EAST, ALONG THE WESTERLY LINE OF SAID LOT 2, A DISTANCE OF 322.01 FEET TO THE POINT OF BEGINNING, IN



STATE OF ILLINOIS } S. S.
COUNTY OF DU PAGE }

I, TIMOTHY J. KRISCH, A REGISTERED LAND SURVEYOR, DO HEREBY CERTIFY THAT I HAVE SURVEYED THE ABOVE DESCRIBED PROPERTY, AND THAT THIS PLAT IS A CORRECT REPRESENTATION OF SAID SURVEY. ALL DIMENSIONS ARE IN FEET AND DECIMAL PARTS THEREOF, CORRECT AT 62° FAHRENHEIT.

REFER TO DEED, TITLE POLICY AND LOCAL
ORDINANCE FOR BUILDING RESTRICTIONS.
NO MEASUREMENTS ARE TO BE ASSUMED
BY SCALING.

12/8/93
DATE

Timothy A. Kueir
ILLINOIS REGISTERED LAND SURVEYOR #2502

THIS SURVEY AND PLAT OF
SURVEY IS NULL AND VOID
IF SURVEYORS EMBOSSED SEAL
IS NOT AFFIXED HEREON