



## DESIGN SERVICES – DOWNTOWN STREETSCAPE PHASE I

### Request for Proposal Amendment #1

*The following changes / clarifications / additions have been added to the Invitation to Bid project specifications and plans:*

- 1. QUESTION:** How many original proposals do you require? There were conflicting directions.  
**ANSWER:** Please submit three (3) original proposals.
- 2. QUESTION:** What order should the proposal be presented in? Proposal followed by required forms or forms followed by the proposal? In addition to the certificate of compliance, Is the Green Initiatives form considered one of the required forms?  
**ANSWER:** RFP response should be submitted with information in the following order:
  - I. Proposal Form and all information required (including statement of qualifications, outline, firm profile, outline of performance, etc.)
  - II. Certificate of Compliance
  - III. Green Initiatives declaration page
  - IV. Conflict of Interest statement
- 3. CLARIFICATION:** The City of Wheaton is requesting a Conflict of Interest statement to be included with the proposals. The statement is attached.
- 4. QUESTION:** Should costs for Design Workshop be included with our sealed COST PROPOSAL? If yes, can I contact them (Sara Egan) directly? If no, please clarify/answer the following:
  - Will they provide service/expertise for Landscape Architecture?
  - Do they do design for irrigation systems?
  - Do they do Wayfinding and Signage design?**ANSWER:** Yes, the costs for Design Workshop service be included with our sealed COST PROPOSAL. Vendors that are interested in submitting a proposal may contact Sara Egan directly.
  - Design Workshop will provide interested proposers with their design background and areas of expertise.
- 5. QUESTION:** Are there any improvements to street surface or pavement (resurfacing or reconstruction of Front Street) proposed?  
**ANSWER:** There are improvements to street surface or pavement resurfacing or reconstruction of Front Street proposed

**6. QUESTION:** Are there any improvements planned for watermain services, sanitary mains/services, other City utilities with this project or prior to this project?

**ANSWER:** The extent of any improvements to watermain/services, sanitary mains/services, other City utilities with this project is to be determined.

**Attachments:** Conflict of Interest page

Contacts for this proposal: [procurement@wheaton.il.us](mailto:procurement@wheaton.il.us)

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630-260-2000 • Fax 630-260-2017 • TDD 630-260-8090

**Mayor** – Michael J. Gresk • **City Manager** – Donald Rose

**City Council** – Tom Mouhelis • John Rutledge • Evelyn Pacino-Sanguinetti • Todd Scalzo • Phil Suess

# CONFLICT OF INTEREST STATEMENT

*for submittals in excess of \$50,000*

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## *DESIGN SERVICES – DOWNTOWN STREETScape PHASE I*

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**Mark the one that applies:**

- Our offer is NOT in excess of \$50,000. *(no further action is required)*
- Our offer is equal to or in excess of \$50,000. A notarized statement is attached.

If, and only if, your submittal *exceeds \$50,000*, provide a notarized statement certifying:

- A. Each affiliation or business relationship between you, your firm, or your firm's ownership, management or staff, and an employee, officer, or elected official of the City of Wheaton who makes recommendations to the City of Wheaton with respect to expenditures of money, employment, and elected or appointed positions.
- i. Is the employee, officer, or elected official named in this section receiving or likely to receive taxable income from you, your firm, or your firm's ownership, management or staff? Yes or No
  - ii. Are you, your firm, or your firm's ownership, management or staff receiving or likely to receive taxable income from, or as a result of, the employee, officer, or elected official? Yes or No
  - iii. Are you, your firm, or your firm's ownership, management or staff affiliated with a corporation or other business entity that the employee, officer, or elected official serves as an officer or director, or holds an ownership of 10 percent or more? Yes No
- B. Provide any and all other affiliations or business relationships that might cause a conflict of interest or any potential conflict of interest due to any clients, contracts or property interests related to the City of Wheaton.
- C. Include the name of each City of Wheaton affiliate with whom you, your firm, or your firm's ownership, management or staff, has an affiliation or a business relationship.

**Alternatively**, provide a notarized statement saying:

- A. There are no conflicts of interest; and
- B. In the event that a conflict of interest is identified anytime during the duration of this award, or reasonable time thereafter, that you, your firm, or your firm's ownership, management or staff will immediately notify the City of Wheaton in writing.