

**Request for Proposal (“RFP”)**

**RFP for Professional Planning Services for  
“Carroll Avenue Alternatives Analysis”**

Specification No: 79089

Requisition No: 46065

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Required for use by:  
CITY OF CHICAGO  
(Department of Transportation)

Issued by:  
CITY OF CHICAGO  
(Department of Procurement Services)

**ONE (1) ORIGINAL AND FOUR (4) COPIES  
OF THE RESPONSE TO BE SUBMITTED**

All of the responses must be addressed and returned to:

Jamie L. Rhee, Acting Chief Procurement Officer  
Department of Procurement Services  
City Hall-Bid & Bond-Room 301  
121 N. LaSalle Street  
Chicago, Illinois 60602

**Responses must be received no later than  
4:00 p.m. Chicago Time, on Friday, July 30, 2010**

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Responses must be submitted in sealed envelope(s) or package(s). The outside of the package or envelope must clearly indicate the name, “**RFP for Carroll Avenue Alternatives Analysis**”, the specification number and the time and the date specified for receipt. The name and address of the Respondent must also be clearly printed on the outside of the envelope(s) or package(s).

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**RICHARD M. DALEY  
MAYOR**

**JAMIE L. RHEE  
ACTING CHIEF PROCUREMENT OFFICER**

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**Brenda Chagoya, Contract Negotiator, (312) 744-4902**

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## Request for Proposals (RFP)

### CDOT Division of Project Development Request for Proposals of Consultants

#### CARROLL AVENUE ALTERNATIVES ANALYSIS

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The Request for Proposals (RFP) is issued by the City of Chicago to solicit proposals from Consultants interested in conducting an alternatives analysis (AA) for a Carroll Avenue Transitway (the Transitway) in the Central Area of Chicago. The purpose of the AA is to identify the costs and benefits for a range of alternatives and to select a locally preferred alternative (LPA). The analysis must meet federal planning guidelines for federal New Starts projects, as detailed in the Federal Transit Administration's (FTA) *Procedures and Technical Methods for Transit Project Planning*.

The funding for the study is under a grant from the *Congestion Mitigation and Air Quality (CMAQ)* program. The *Safe, Accountable, Flexible Transportation Equity Act: A Legacy for Users (SAFETEA\_LU)* authorized carrying out an AA for an Ogden-Carroll-Navy Pier Transitway. The Ogden Avenue portion of the project has been subsequently dropped from consideration.

#### **Background**

The Transitway proposal is presented in the City of Chicago's Central Area Plan (2003), which recommended the development of a bus rapid transit system of routes to provide circulation and distribution of passengers throughout the Central Area. The Transitway is a component of this system, which is also included in the Chicago region's long-range transportation plan. The Central Area Plan recommended transit investments that would reduce the share of trips to the Central Area by auto, thereby allowing growth without a commensurate increase in traffic congestion.

The Carroll Transitway as currently defined would connect Union Station and Ogilvie Center with areas north of the Chicago River, and include a terminal at Navy Pier. Carroll is named for a partially grade-separated right-of-way that was previously occupied by a railroad spur. A transit line along this route is one of the alternatives for consideration.

The study area for alternatives parallels the Chicago River South Branch and Chicago River Main Branch, and includes areas referred to as West Loop, River North, North Michigan Avenue and Streeterville. A definition of the study area boundaries, which will be refined during the early stages of the study, include:

- Between Lake Street and Congress Parkway extending from DesPlaines to Wacker Drive
- Between Lake Street and Chicago Avenue extending from DesPlaines to Lake Michigan
- Between Chicago Avenue and Division Street extending from State Street to Lake Michigan

The area north of the Chicago River includes a prime shopping destination, a large number of hotels, a large and fast growing residential population, and the City's busiest tourist attraction, Navy Pier. The employment in these areas is estimated at 130,000 and the residential population is estimated at over 60,000.

The consultant will prepare an AA study and document the methodology and findings for the Carroll Avenue Transitway. In the response to the RFP, the Consultant may suggest additional tasks or streamlining tasks to enhance the study process.

### **Previous Studies**

During past years, many studies have been carried out regarding the Carroll Avenue Transitway, potential alternatives, and related proposals for the Central Area transitway system. Reports and technical papers presenting information include:

- Central District Transportation Study Technical Memorandum - Prioritization of Alternatives *April 2001*
- Busway Network for Downtown Chicago *April 2003*
- Chicago Central Area Plan *May 2003*
- Curb Guided Buses Technology and Deployment Review *February 2006*
- Carroll Avenue Alternatives Analysis Phase I Conceptual Design; capital cost estimates addendum *February 2006*
- River North Multi-Modal Analysis *April 2007* – Survey of residents and workers

The Chicago Department of Transportation (CDOT) staff will make these documents available or an internet link available upon request.

## **II. SCOPE OF SERVICES**

### **STUDY MANAGEMENT**

CDOT will manage the alternative analysis (AA) study.

The Policy Committee, consisting of elected officials, and representatives of transit agencies, City departments, businesses and organizations of residents, will provide policy direction during the study, and a Technical Advisory Committee (TAC) will assist CDOT and the consultant on technical issues during the study.

The consultant is responsible for the preparation of all materials to be presented at the Policy Committee and TAC meetings.

## **PUBLIC INVOLEMENT**

FTA guidance emphasizes participation of project stakeholders, throughout the AA process. The consultant will be responsible for the development of the public involvement plan that ensures that the concerns of those with a stake in the project are identified and addressed.

The consultant will be responsible for communication involving the project under the direction of CDOT staff, and the preparation of all materials to be presented at meetings. The consultant will be responsible for scheduling, arranging meeting sites appropriate for the project, including all persons that may be interested in attending subject meetings and contacting public and elected officials.

It is expected that at least three public meeting will be held throughout the study. In addition, there will be numerous meetings with community and business organizations, elected officials, and other local agencies in the corridor area.

## **PROJECT INITIATION**

The following activities will be carried out in the initiation of the project:

- Finalization of the work plan and definition of study area
- Development of a draft Problem Statement. This will reflect the range of issues, deficiencies and mobility needs in the area to be served
- Definition of preliminary evaluation criteria to meet local goals and objectives; and FTA requirements for New Starts projects
- Correspondence with other agencies and representatives of civic and business groups, and residents of the area served
- Preparation of a list of alternatives that have been initially identified for consideration

A determination early in the study will be made whether potential mobility improvement options would qualify for the FTA Small Starts program. This will depend on the expected scope of the study and the City's commitment of resources, including ultimate local match.

## **REVIEW AND COLLECTION OF DATA FOR BASE CONDITIONS**

The consultant will collect and analyze information for the study area. This includes previous studies, some of which are provided as backup to this Request for Proposals. The objective of this task is the development of a database of trips that could potentially be served by a major investment in the study area. Background materials to be compiled by the consultant include base maps for the study area, demographics including population and employment, transit service and ridership, dimensions of rights-of-way that could be used by potential modal alternatives. Much of this information will be available from CDOT, the Chicago Transit Authority (CTA), and the Chicago Department of Community Development and the Chicago Metropolitan Agency for Planning (CMAP). The consultant will be responsible for coordinating with CMAP on the region's travel model for use in this study. The consultant will be responsible

for filling gaps in the information, and for preparing information for presentations and in technical papers and reports.

The consultant will build from these studies and update information to develop a profile of current transportation conditions within the study area and define future mobility, land use and environmental concerns.

**Optional Task:** The consultant may be required to carry out surveys of businesses and residents in the study area to update travel behavior including trip generation, trip distribution and mode choice.

## **IDENTIFICATION OF CONCEPTUAL ALTERNATIVES**

The consultant will work with CDOT and members of the technical committee to identify a set of conceptual alternatives. The identified alternatives should consider all reasonable options, including bus rapid transit, light-rail, streetcar and non fixed guideway options. The consultant will meet with study sponsors and FTA in the project initiation task. Where possible, the consultant will use information from previous studies.

A critical objective will be the ultimate connectivity to other segments of the Central Area Transitway System. This system would connect the West Loop commuter rail terminals to destinations on the east side of the Central Area, and to locations south of the Loop, including the Museum Campus, Soldier Field, McCormick Place and nearby residential areas.

The City has prepared technical papers and information related to these segments which will be made available to the consultant.

Each alternative will be defined in sufficient detail so that the participants (CDOT, CTA, Metra, other City departments) can understand the basic operating concepts, order of magnitude costs and environmental, visual, and other impacts.

## **SCREEN 1: SCREENING OF ALTERNATIVES**

The purpose of this task is to screen the initial set of alternatives to derive a set of feasible alternatives that warrant more detailed evaluation in Screen 2. The consultant will define travel elements at a planning level of detail with graphical representations of alignments, stations, transfer locations and transit services that would connect to potential mobility options.

The alternatives should be designed with an understanding that one of the purposes of the line is to offer convenient transfers from existing Metra and CTA lines.

The consultant's methodology will involve reviewing the initial screen set of alternatives against preliminary goals and objectives ensuring that reasonable alternatives are considered for further evaluation. The methodology should seek an agreement among TAC representatives on alternatives worthy for more detailed screening and evaluation.

## **SCREEN 2: EVALUATION OF SELECTED ALTERNATIVES**

The consultant will refine remaining alternatives. Work activities under this task include:

- Develop detailed definition of each alternative including physical improvements and layouts, the transit service including bus/rail operating plans, the fare and other service policies, and interaction with other transit services and local roadways.
- Finalize the problem statement, project goals, objectives and criteria with information from recently completed surveys and other applicable studies.
- Assess the order of magnitude costs, benefits and impacts of each alternative.
- Develop materials to convey the results of the analysis and highlight the trade-offs among the alternatives.

Public meetings will be carried out after this phase, to provide input on each of the alternatives, and assist in the selection of a locally preferred alternative (LPA).

## **SCREEN 3: EVALUATION OF ALTERNATIVES AND SELECTION OF THE LOCALLY PREFERRED ALTERNATIVE (LPA)**

The consultant will prepare an analysis in accordance with the FTA New Starts /Small Starts Program, comparing the transportation, social, economic and environmental benefits for all remaining alternatives.

The consultant will assist CDOT in building consensus for an LPA. Major efforts include:

- A third evaluation or screening of alternatives and further refinement of the LPA
- Public involvement involving CDOT, CTA, other stakeholders and public meetings with the objective of reaching agreement on the LPA
- A report summarizing the AA process and assisting CDOT in building support for the LPA from FTA

## **TRAVEL DEMAND FORECASTING**

The travel forecasting methodology for the AA should ensure compatibility with FTA's SUMMIT application, consistency with CMAP' Regional New Starts Model and be designed with the following primary objectives: (1) to support local decision making and (2) to provide credible and reliable information on the justification of a potential LPA. The travel demand forecasting methodology must quantify, for each of the alternatives (after initial screening), the demand for travel in each of the key markets served by the new service and cumulative travel time changes for each zone-zone trip interchange.

## **LOCALLY PREFERRED ALTERNATIVE REFINEMENT AND REPORTING**

Further refinement of the LPA will require the consultant to:

- Develop conceptual plans to formulate costs and impacts consistent with local corridor goals and objectives and FTA requirements.
- Measure the travel time benefits using SUMMIT.
- Estimate capital cost and operating and maintenance costs consistent with FTA requirements.
- Prepare an economic analysis showing project impacts on existing and proposed land use in the area served.
- Prepare an analysis of environmental impacts – this is not a NEPA analysis but identification of environmental and community impacts and intensity of impacts compared to conditions without the investment.
- Develop a financial plan (commensurate for the investment) for project implementation that complies with FTA guidelines for either New Starts or Small Starts projects.
- Prepare an implementation plan which defines and provides a schedule of steps; develop organizational plan for managing the project and defines relationships among implementing and operating agencies

Public meetings will be held after the selection of the LPA.

## **STUDY REPORT**

The consultant will prepare 30 copies of a draft study report and 100 copies and a master CD of the final study report. The draft report will be prepared for review and comment of the Policy and Technical Advisory Committees, and completion will be expected within 45 days of the selection of the LPA. The final report will be expected within 45 days after final sign off by the CDOT project manager.



### III. PROPOSAL SUBMITTAL REQUIREMENTS

1. **Format.** Proposals must be prepared on standard 8 ½ x 11 letter size paper. Expensive paper and bindings are discouraged. The City encourages the use of materials containing recycled content.
2. **Cover Letter.** A statement must be signed by an authorized representative of the firm committing to provide the services within the proposed RFP schedule, and stating to which project(s) the submission is directed.
3. **Executive summary.** A brief narrative must delineate the general understanding of the project and the approach/methodology. Proposer is proposing to complete the required Services. Please reference projects of comparable size, scope and magnitude where the above proposed approach/methodology were successfully implemented.
4. **Key Personnel & Organizational Chart.** Identify Project Principal, Project Manager, Lead Engineer and Lead Travel Demand Modeler and key personnel on **Attachment 1**. Provide an organizational chart showing key team members and responsibilities of each firm. Include involvement by DBE firms. Submit resumes for key personnel identifying and describing each individual's relevant experience. Experience successfully completing Alternatives Analyses is preferred.
5. **Proposed Hours, Budget and Schedule.** Provide a table with proposed hours and rates for each person by task, total by task, by firm and by person. This information will be used to determine consultant's proposed distribution of resources. The final hours and budget will be negotiated after the consultant is selected. Provide a schedule for completing tasks.
6. **Commitment to meet DBE goals.** Provide a plan delineating the various anticipated categories and/or disciplines of work/services to be provided by DBE firms. Provide the names and qualifications for the prospective DBE firms that you plan to use to fulfill the minimum participation goal of **30% DBE**.

### IV. EVALUATION CRITERIA

The Evaluation Committee will review the submittals in accordance with the following criteria:

1. Quality of the Technical Proposal:
  - A. Accurate and full understanding of the project scale, type, unique elements and general approach to achieve the project goals.
  - B. Proposed approach and methodology for this study and demonstrated success of approach/and methodology in similar studies.

- C. Demonstrated experience and success of lead company, project manager, task leaders and other supporting team members on similar or related studies, especially Alternatives Analyses, and applicability to this study.
  - D. Demonstrated knowledge of Federal Transit Administration's planning guidelines for New Starts projects.
  - E. Availability of committed personnel and organizational staffing plan to accomplish the goals and objectives of the project.
  - F. Capacity to perform the Services within a reasonable time.
2. Commitment to meet the 30% DBE goals.

## **V. SELECTION PROCESS**

The Request for Proposal will be reviewed by representative(s) from the Department of Transportation. The City may choose to conduct interviews, oral presentations and/or seek clarification from selected proposers. The final Selection(s) will be based on the Proposal which is most advantageous to the City. Once determined, the Commissioner will seek the Chief Procurement Officer's concurrence.

Nothing in this RFP is intended to, nor will be deemed to operate, limit or otherwise constrain the authority, powers, and discretion of the Chief Procurement Officer as set forth in the Municipal Purchasing Act for Cities of 500,000 or More in Population, 65 ILCS 5/8-10-1 et.seq., as amended, and in the Municipal Code of the City of Chicago, as amended.

Cancellation. The City reserves the right to terminate this procurement at any stage if the Chief Procurement Officer determines it to be in the best interest of the City. In no event will the City be liable to Proposers for any cost or damages incurred by Proposers or other interested parties in connection with the procurement process, including but not limited to any and all costs of preparing the RFP and participation in any conferences, oral presentation or negotiations.

## **VI. SUBMITTAL DUE DATE AND TIME**

Proposals must be received by the Chief Procurement Officer at the address shown in the RFP up to the date and time shown here. It is the Proposer's sole responsibility to see that the Proposal is received as stipulated. The Chief Procurement Officer may leave unopened any Proposal received after the date and time set for receipt of the Proposal. The time for the deadline of the Proposals will be determined solely by the clock located in the Bid & Bond Room. Any such unopened Proposals will be returned to the Proposer at the Proposer's expense. Proposers are responsible for the timely delivery of the submittal documents. Failure by a messenger delivery service or printing service to meet the deadline does not relieve the Proposer of the deadline for submittal of the Proposal. Proposal packages must be complete and contain the number of copies shown in the RFP document. The Chief Procurement Officer reserves the right to reject any Proposal which deviates from the Submittal Requirements. No additional or missing documents will be accepted after the due date and time except as may be requested by the Chief Procurement Officer.

One (1) original and four (4) copies of the response are to be submitted in a sealed envelope no later than 4:00 P.M., Chicago Time on **Friday, July 30, 2010**, to:

Jamie L. Rhee, Chief Procurement Officer  
Department of Procurement Services  
Bid & Bond Section  
City Hall-Room 301  
121 N. LaSalle Street  
Chicago, Illinois 60602

The outside of each envelope or package must be labeled:

**CARROLL AVENUE ALTERNATIVES ANALYSIS**

**Requisition No: 46065**

**Due 4:00 p.m., Friday, July 30, 2010**

## VII. CONFIDENTIALITY

Responses to this RFP become the exclusive property of the City of Chicago. All documents submitted in response to this RFP may be regarded as public records and may be subject to disclosure. Protection from disclosure generally applies to those elements in each submittal which are marked as "Trade Secret," "Confidential" or "Proprietary." During the course of the submittal evaluation process or the course of the project, the Chief Procurement Officer will accept materials clearly and prominently labeled "Trade Secret," "Confidential" or "Proprietary" by the Respondent or other submitting party. The Chief Procurement Officer will not advise as to the nature of the content of the documents entitled to protection from disclosure, or as to the definition of trade secret, confidential or proprietary information. The Respondent or other submitting party is solely responsible for all such determinations made by it, and for clearly and prominently marking each and every page or sheet of materials with "Trade Secret," "Confidential" or "Proprietary" as it determines to be appropriate. Respondents that indiscriminately so identify all or most of their submittal as protected from disclosure without justification may be considered non-responsive.

The Chief Procurement Officer will endeavor to advise the Respondent of any request for the disclosure of material so marked as "Trade Secret," "Confidential" or "Proprietary," and will give the Respondent or other submitting party the opportunity to seek a court order to protect such materials from disclosure. If the requested material was submitted by a party other than the Respondent, the Respondent is solely responsible for notifying the submitting party of the request. The City's sole responsibility is to notify the Respondent of the request for disclosure, and the City will not be liable for any damages arising out of such disclosure, whether such disclosure is deemed required by law, by an order of court or administrative agency, or occurs through inadvertence, mistake or negligence on the part of the City of Chicago or its officers, employees, Consultants or sub-consultants.

In the event of litigation concerning the disclosure of any material submitted by the Respondent, the Respondent or other submitting party is responsible for prosecuting or defending any action concerning the materials at its sole expense and risk. If the City of Chicago is required to participate in such an action, the Respondent agrees to defend and indemnify the City of Chicago for any and all damages and costs arising in connection with the action (including but not limited to, reasonable attorneys' fees).

**Attachment 1:**

**Outline of Personnel, Experience**

**Key Team Personnel Proposed:**

<b>PROPOSED ROLE</b>	<b>NAME OF INDIVIDUAL/ FIRM</b>	<b>REFERENCED PAST PROJECTS (AND ROLE)</b>
Other		
Other		
Other		
Other		

**Attachment 1, continued:**

Firm Proposing as Prime Consultant:

	<b>REFERENCED PREVIOUS PROJECTS OF SIZE SIMILAR TO PROPOSED PROJECT(S)</b>	<b>REFERENCED PREVIOUS PROJECTS WITH CDOT AS CLIENT</b>
PROJECT 1		
PROJECT 2		
PROJECT 3		

Subconsultants and DBE Commitment:

<b>NAME OF PROPOSED SUBCONSULTANT FIRM</b>	<b>PROPOSED ROLE IN PROJECT(S)</b>	<b>DBE</b>	<b>EXPECTED PARTICIPATION ON THIS PROJECT</b>

## **PROFESSIONAL SERVICES INSURANCE REQUIREMENTS**

Department of Transportation  
Carroll Avenue Alternative Analysis

The Consultant must provide and maintain at Consultant's own expense, during the term of the Agreement and during the time period following expiration if Consultant is required to return and perform any of the Services or Additional Services under this Agreement, the insurance coverage and requirements specified below, insuring all operations related to the Agreement.

### **A. INSURANCE TO BE PROVIDED**

#### **1) Workers Compensation and Employers Liability**

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employers Liability coverage with limits of not less than \$500,000 each accident, illness or disease.

#### **2) Commercial General Liability (Primary and Umbrella)**

Commercial General Liability Insurance or equivalent with limits of not less than \$2,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverages must include the following: All premises and operations, products/completed operations, separation of insureds, defense, and contractual liability (with no limitation endorsement). The City of Chicago is to be named as an additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the Services.

Subcontractors performing Services for the Consultant must maintain limits of not less than \$1,000,000 with the same subsection.

#### **3) Automobile Liability (Primary and Umbrella)**

When any motor vehicles (owned, non-owned and hired) are used in connection with Services to be performed, the Consultant must provide Automobile Liability Insurance with limits of not less than \$2,000,000 per occurrence for bodily injury and property damage. The City of Chicago is to be named as an additional insured on a primary, non-contributory basis.

Subcontractors performing Services for the Consultant must maintain limits of not less than \$1,000,000 with the same subsection.

#### **4) Professional Liability**

When any architects, engineers or other professional consultants perform work in connection with this Agreement, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$2,000,000. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of Services on the Agreement. A claims-made policy which is not renewed or replaced must have an extended reporting period of two (2) years. Subcontractors performing Services for the Consultant must maintain limits of not less than \$1,000,000 with the same subsection.

5) Valuable Papers

When any plans, designs, drawings, media, data, specifications records, reports or and other documents are produced or used under this Agreement, Valuable Papers Insurance must be maintained in an amount to insure against any loss whatsoever, and must have limits sufficient to pay for the re-creation and reconstruction of such records.

6) Property

Consultant is responsible for all loss or damage to personal property (including but not limited to material, equipment, tools and supplies), owned, rented, or used by Consultant.

Consultant is responsible for all loss or damage to City property at full replacement cost.

**B. ADDITIONAL REQUIREMENTS**

The Consultant must furnish the City of Chicago, Department of Procurement Services, City Hall, Room 403, 121 North LaSalle Street 60602, original Certificates of Insurance, or such similar evidence, to be in force on the date of this Agreement, and Renewal Certificates of Insurance, or such similar evidence, if the coverages have an expiration or renewal date occurring during the term of this Agreement. The Consultant must submit evidence of insurance on the City of Chicago Insurance Certificate Form (copy attached) or equivalent prior to Agreement award. The receipt of any certificate does not constitute agreement by the City that the insurance requirements in the Agreement have been fully met or that the insurance policies indicated on the certificate are in compliance with all Agreement requirements. The failure of the City to obtain certificates or other insurance evidence from Consultant is not a waiver by the City of any requirements for Consultant to obtain and maintain the specified coverages. The Consultant must advise all insurers of the Agreement provisions regarding insurance. Non-conforming insurance does not relieve Consultant of the obligation to provide insurance as specified herein. Nonfulfillment of the insurance conditions may constitute a violation of the Agreement, and the City retains the right to suspend this Agreement until proper evidence of insurance is provided, or the Agreement may be terminated.

The insurance must provide for sixty (60) days prior written notice to be given to the City in the event coverage is substantially changed, canceled, or non-renewed.

Any deductibles or self insured retentions on referenced insurance coverages must be borne by Consultant.

The Consultant hereby waives and agrees to require their insurers to waive their rights of subrogation against the City of Chicago, its employees, elected officials, agents, or representatives.

The coverages and limits furnished by Consultant in no way limit the Consultant's liabilities and responsibilities specified within the Agreement or by law.

Any insurance or self insurance programs maintained by the City of Chicago do not contribute with insurance provided by the Consultant under the Agreement.



The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Agreement or any limitation placed on the indemnity in this Agreement given as a matter of law.

If Consultant is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

The Consultant must require all Subcontractors to provide the insurance required herein, or Consultant may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements of Consultant unless otherwise specified in this Agreement.

If Consultant or Subcontractor desire additional coverages, the party desiring the additional coverages is responsible for the acquisition and cost.

Notwithstanding any provision in the Agreement to the contrary, the City of Chicago Risk Management Department maintains the right to modify, delete, alter or change these requirements.