



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 12, 2019

Re: RFP 215 Online Public Engagement Tool for Regional and Local
Planning

Since 2011, CMAP has initiated more than 200 projects in its LTA program, with the goal of advancing the larger regional vision set forth in the comprehensive regional plans, GO TO 2040 and now ON TO 2050. CMAP utilizes interactive public engagement tools in development of LTA plans to, educate the general public and stakeholders about the local planning project, its related activities, and the issues and opportunities; and to solicit public input on the planning and policy alternatives and prioritize strategies that may be included in those local plans. In addition, CMAP also envisions deployment of an interactive public engagement tool to support implementation of the ON TO 2050 regional plan, to educate the general public and stakeholders about ON TO 2050, its principles and recommendations; and to solicit public input on specific priorities for ON TO 2050 implementation.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on April 8, 2019. Staff held a non-mandatory pre-bid information session for consultants on April 12, 2019. On May 3, 2019, CMAP received proposals from seven firms: Bang the Table, MetroQuest, Houseal & Lavigne Associates, Mapita North America, Neighborland, POLCO and Urban Interactive. The response from Neighborland was deemed non-responsive to the RFP and was not reviewed by the Committee.

Proposals were reviewed by four CMAP staff. CMAP staff scored each proposal independently by May 8, 2019. The criteria for selection included the following:

1. Demonstrated qualifications of firm to provide the scope of services based upon experience.
2. Understand the purpose of the contract as demonstrated by the overall narrative and responses to Part 1.

3. Understand the purpose of the contract as demonstrated by the overall narrative and responses to Part 2.
4. Relevance and quality of examples of similar projects
5. Cost to CMAP

Table 1 shows the score of each firm that submitted a response to the RFP.

Table 1: Scoring

Criteria	Max Score	Houseal & Lavigne	Bang the Table	MetroQuest	Urban Interactive	Mapita	Polco
Demonstrated qualifications of firm to provide the scope of services based upon experience and examples of similar projects	20	15.5	19.0	19.0	15.0	12.5	14.0
Responses to Part 1	20	14.0	18.5	13.5	13.0	11.5	13.0
Responses to Part 2	20	11.0	18.5	15.0	10.0	10.0	13.0
Relevance and quality of similar projects	20	12.5	17.5	15.5	10.0	10.0	10.5
Cost of CMAP	20	5.5 (\$283,808)	6.6 (\$236,450)	6.9 (\$225,000)	20.0 (\$77,500)	6.1 (\$254,575)	13.8 (\$112,500)
Total	100	58.5	80.1	69.9	68.0	50.1	64.3

Recommendation for Contractor Selection

Following the interviews, the Selection Committee reached a consensus to recommend **Bang the Table** as the contractor for the Online Public Engagement Tool for Regional and Local Planning. Overall, the Selection Committee felt that Bang the Table’s experience in online public engagement and the quality of their provided examples in addition to its product demonstration, and response to the RFP justified the higher proposal pricing.

It is requested that the Board approve a two year contract with **Bang the Table** with three one-year options for renewal, for an annual not-to-exceed cost of \$47,290.00 for a maximum contract cost not-to-exceed \$236,450.00. Support for this project has been budgeted from FY20 Operating budget. Option year renewals will be based upon vendor performance and available budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 12, 2019

Re: Contract Approval for Design Integration

On April 8, 2019, CMAP issued RFP 217, Design Integration, to seek proposals for a firm to provide a broad-range of design related services, including branding and naming, facilitation and trainings to further CMAP communications initiatives, development of design tools, event design, and digital and print product design.

Review Process

A Request for Proposals (RFP) was sent to eleven potential vendors and posted to the CMAP website. Staff held a non-mandatory Pre-bid information session on April 11, 2019. On May 3, 2019, CMAP received proposals from two firms: Clarity Partners and Thirst.

Proposals were reviewed by CMAP staff. All proposals submitted in response to this request for proposals were analyzed for completeness and cost effectiveness. The following criteria were used in evaluating proposals:

- The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified.
- Past performance on CMAP contracts, if any.
- Understanding of the purpose of the contract, as demonstrated through the quality and relevance of the proposal.
- The relevance of the consultant's approach to conducting the activities described in the scope of services, as demonstrated by the level of detail and thoughtfulness provided in the approach.
- The quality and relevance of the examples of similar work.
- Cost to CMAP, including consideration of all project costs and per-hour rates.

Table 1 shows the scored each firm that submitted a response to the RFP

Table 1: Scoring

Criteria	Maximum Score	Thirst	Clarity Partners
Demonstrated record of experience of consultant and identified staff	10	8.67	6.33
Past performance on CMAP contracts	10	9.00	6.67
Quality and relevance of proposal and demonstrated understanding of purpose of contract	10	8.33	6.33
Relevance of approach - level of detail and thoughtfulness	10	8.67	6.00
Quality of examples of similar work	10	7.67	5.33
Cost to CMAP	10	7.00	7.67
Total Costs for 1 st year projects	100	81.67 (\$199,977)	64.33 (\$193,265)

Recommendation for Contractor Selection

The team unanimously selected Thirst due to their responsiveness and grasp of the needs specified in the RFP scope, their experience and expertise, the accessibility of their staff, the quality of their subcontractors, and the positive record of past performance on CMAP contracts. Thirst and their designated subcontractors UrbanLab and Dave Burk Photography have deep experience working on urban design, architecture, and land-use related design projects beyond their past work with CMAP, which the team viewed as a key indicator of future success.

It is requested that the Board approve a three year contract with Thirst with two one-year options for renewal, for an annual not-to-exceed cost of \$250,000.00 for a maximum contract cost not-to-exceed \$1,000,000.00. Support for this project has been budgeted from FY20 Operating budget. Option year renewals will be based upon vendor performance and available budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 12, 2019

Re: Contract Amendment Approval for Regional Data Archive

On May 26, 2013, the CMAP Board approved an agreement with Pangaea Information Technologies, LTD to develop an automated archive containing weather, traffic, broadcast traveler information, and roadway incident data. The maximum amount of the five-year contract was not to exceed \$176,000.00. On June 14, 2017 the Board approved a cost increase of \$15,000.00 in response to the unanticipated growth and complexity of the database. This approval increase the not to exceed cost of this contract to \$191,000.00. On June 6, 2018, the CMAP Board approved a \$35,000.00, one-year extension to the agreement, for a total project cost of \$226,000.00, to allow for IDOT to negotiate an agreement with the RITIS (Regional Integrated Transportation Information System) at the University of Maryland, to replace the existing application housed by CMAP. IDOT has secured that agreement and is in the process of configuring the application and moving the archived data to the RITIS facility but that work is not yet complete. IDOT has requested that CMAP maintain its existing application until the RITIS system is fully functional.

It is requested that the Board approved an additional one-year contract extension in the amount of \$35,000.00 for the Regional Transportation Data Archive Project for FY20. The total not to exceed cost of this contract will be \$261,000.00.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
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Date: June 12, 2019

Re: Contract Approval Enterprise Community Partners

Cook County and Enterprise Community Partners (Enterprise) has asked CMAP for assistance in the completion of the Cook County Regional Assessment of Fair Housing (AFH), funded through a grant from the Department of Housing and Urban Development.

The AFH is an analysis of fair housing issues and contributing factors in a region that results in goals that the region sets forth to achieve over the course of the subsequent planning cycle.

The Enterprise team will conduct a literature review of relevant research and other documents; review and analyze past policies, procedures, and programs related to fair housing; develop a calendar of critical events including key planning processes; conduct targeted key informant interviews; articulate key assumptions upon which the project is based. CMAP's role will be to answer questions and review the draft document.

The Enterprise team will perform an Existing Conditions Analysis of fair housing, including patterns of integration and segregation; racially or ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs. CMAP's role will include the gathering of federal, regional and local data; and analyzing and mapping that data.

The Enterprise team will develop the goals and strategies that will inform the final plan, based on the Existing Conditions Report. CMAP's role will include reviewing the goals and strategies proposed by others.

It is requested that the Board approve CMAP's request to accept a subcontract to assist Enterprise Community Partners in completing the Cook County Regional Assessment of Fair Housing. In consideration of its efforts, Enterprise will provide CMAP compensation not-to-exceed, \$35,975.00 for labor costs associated with this project.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: June 12, 2019

Re: Contract Pre-Approval Request for Western Will County Truck
Route and Communities Study and LTA Comprehensive Freight
Land Use Plan

As part of the ON TO 2050 implementation process and building upon the recommendations of the Will County Community Friendly Freight Mobility Plan, CMAP is undertaking the Western Will County Truck Routing and Communities Study (Truck Routing Study) and the Will County Freight Transportation and Land Use Strategy (Land Use Strategy). The Truck Routing Study and the Land Use Strategy are being pursued under a single RFP, due to their overlap in geography, data collection, outreach needs, and transportation development goals.

The RFP was released on May 31, 2019 with vendor responses due on June 28, 2019. The cost for this project will exceed the \$25,000 threshold of the Executive Director's authority to enter into contractual agreements. Support for this project will be a mixture of UWP and SPR funds. CMAP staff seeks to ensure that these funds, specifically, SPR funds, are expended prior to their expiration. Since the CMAP Board will not meet again until September 2019, staff is requesting that the Board provide the Executive Director pre-approval to enter into a vendor contract for this project. CMAP staff will provide notice to the Board of the selected vendor seven days prior to the execution of the contract, and if any Board member objects to the selection of the vendor, the selection decision will be deferred until the September meeting.

ACTION REQUESTED: Approval

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