



MEMORANDUM

To: CMAP Board

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

Date: March 3, 2021

Re: Contract Approval for South Suburban Cook County Truck Routing
and Communities Study

ON TO 2050, CMAP's regional comprehensive plan, recommends strategies to maintain the region's status as North America's freight hub, while balancing community concerns and the economic benefits of freight. As a step to implementing ON TO 2050 and the Regional Strategic Freight Direction, CMAP is undertaking RFP 249, South Suburban Cook County Truck Routing and Communities Study. The study aims to be a partnership with Cook County and suburban municipalities to improve truck routing and infrastructure, as well as to address community concerns and safety issues that can be imposed by substantial truck traffic.

A Request for Proposals (RFP) was sent to potential consultants and posted to the CMAP website on December 4, 2020. Staff held a non-mandatory pre-bid information session for consultants on December 15. The presentation slides, as well as questions and answers from the information session, were posted on the CMAP website. The RFP submissions were due on January 14, 2021. CMAP received responses from one firm, Civiltech Engineering, Inc. (Civiltech), which included subconsultants CDM Smith and Morreale Communications.

The Proposal was reviewed by two CMAP staff and one Cook County staff member. The team members scored each proposal independently by January 29. The criteria for selection were as follows:

1. The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in the scope of work, including addressing topical issues. This includes the quality and relevance of the examples of similar work.
2. The consultant's approach to preparing the Truck Routing and Communities Study, including timeline, approach to public involvement, project prioritization (does the approach provide balance between truck routing improvements, congestion relief, economic development, quality of life/community character goals, natural resource protection, etc.?) and the quality and clarity of identified deliverables.

3. The consultant’s integration of the principles and relevant recommendations of ON TO 2050 into the proposal.
4. Cost to CMAP, including consideration of all project costs and per-hour rates.

Civiltech received high scores from each reviewer. The cost proposal was well-aligned with the expected project budget. In lieu of formal interviews, CMAP staff held a conversation with the team and sent correspondence to seek further clarifications and address questions regarding the proposal.

The evaluation scores are shown in Table 1.

Table 1: RFP 249 Proposal Scoring

Evaluation Criteria	Maximum Score	Civiltech
The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in the scope of work, including addressing topical issues. This includes the quality and relevance of the examples of similar work.	30	30
The consultant’s approach to preparing the Truck Routing and Communities Study, including timeline, approach to public involvement, project prioritization (does the approach provide balance between truck routing improvements, congestion relief, economic development, quality of life/community character goals, natural resource protection, etc.) and the quality and clarity of identified deliverables.	45	36.7
The consultant’s integration of the principles and relevant recommendations of ON TO 2050 into the proposal.	5	2.7
Cost to CMAP, including consideration of all project costs and per-hour costs.	20	20
Total	100	89.4

The review team recommends **Civiltech** as the contractor for the South Cook County Truck Routing and Communities Study. Civiltech was consistently highly ranked and had an appropriate budget. The Civiltech team, including subcontractors from CDM Smith and Morreale Communications, is highly qualified to execute this project. Members of this team are currently finalizing CMAP’s similar Western Will County Truck Routing and Communities Study; therefore, they are already well versed in the approach, deliverables, and complex nature of CMAP’s truck routing studies. Additionally, the proposal included a detailed approach for the important targeted outreach needed to successfully address the socio-economic characteristics within the project study area.

It is recommended that the Board approve a contract with CivilTech for the South Suburban Cook County Truck Routing and Communities Study project for a not-to-exceed amount of \$299,783.00. Support for this project will be provided by a SPR grant provided by IDOT for this purpose.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: March 3, 2021

Re: Sole Source Contract with BakerTilly for Compensation Study Services

On June 28, 2017, CMAP entered into an agreement with Springsted to conduct an Organizational Structure Review and Compensation Study. The focus of the project was to analyze CMAP's existing organizational and compensation structure and make recommendations that would allow CMAP to appropriately manage resources based on the agency's functional needs and staff's skills and abilities, and to ensure that CMAP could recruit and retain the best talent for the agency.

From this study, several recommendations were implemented such as new salaries ranges by grade titles with new minimum, mid-point and maximum ranges, salary adjustments were made to align staff's pay to the new minimum salary ranges, and years of service adjustments were provided for eligible staff to minimize salary compression. This compensation study aligned CMAP's salary ranges with comparable salaries ranges evaluated during this period of time.

It is a recommended best practice to conduct updated compensation studies every 3-5 years to ensure that salary ranges, and employee compensation align with current market data. In line with this timeframe, CMAP is seeking to conduct a new compensation study that evaluate our current salary ranges and compensation structure against current market comparable, while integrating considerations for years of service, compression, equity pay, regional differentials, skill based and merit pay, and other factors required to develop a competitive compensation structure to recruit and maintain great talent for the agency.

To capitalize on the design, data and integration work of CMAP's existing compensation model, in addition to cost considerations, CMAP is requesting to enter into a sole-source agreement with Springstead/Baker Tilly to update the Compensation Study.

On January 10, 2019, BakerTilly acquired Springsted to create one of the largest independent municipal advisory practices in the U.S. To complete the CMAP Compensation Study project

and utilize the services of Springsted, CMAP would need to enter into an agreement with BakerTilly for this scope of work.

It is recommended that the Board approve a contract with BakerTilly to conduct a Compensation Study for agency for an amount not to exceed \$35,760.00. Support for this project will be provided by the FY 2021 UWP Operating Budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: March 3, 2021

Re: Consultant Contract Approval to develop a Diversity Equity and Inclusion (DEI) Roadmap

Under CMAP's core value of Pursue Equity, an important step the agency plans to take this year in developing a more diverse, equitable and inclusive work environment for its employees, is to develop a Diversity, Equity and Inclusion (DEI) Roadmap to outline a vision, strategy, implementation plan and key performance measures to track success in this important effort.

Developing a DEI Ecosystem will require the agency to explore equity (are we rewarding talent equitably), representation (are we maintaining a diverse workforce) and environment (where are we sourcing and recruiting talent). The development of this ecosystem occurs through the development of a shared vision, conducting a gap analysis of the agency's existing policies and processes, evaluating opportunities, prioritizing key focus areas, developing core competencies through training, implementing, and monitoring performance against key performance indicators determined as part of this process. The deliverable is a DEI roadmap and implementation plan that will guide CMAP work and provide a sustainable DEI program for the agency.

To expedite this important work, CMAP utilized the competitive procurement process of GSA contract GS-02F-0023N, Category 541612HC Agency Human Capital Strategy, Policy and Operations A.1.4 Diversity and Inclusion. CMAP staff interviewed three vendors from the GSA pre-approved list: Deloitte, HR Source and Aon Consulting. Based on experience, project approach, deliverables and cost, it was determined that Aon Consulting delivered the best value to the agency for this project. In addition, Aon proposed the inclusion of a minority-owned business (MBE), The Kaleidoscope Group, that will partner with Aon Consulting in facilitating visioning and stakeholder engagement sessions. The two firms have worked together on several projects with great synergy in their experience.

It is recommended that the Board approve a contract with Aon Consulting, using the GSA contract referenced above, to develop CMAP's DEI Roadmap and implementation work for an

amount not to exceed \$116,000. Support for this project will be provided by the FY 2021 UWP Operating Budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: March 3, 2021

Re: Contract Approval for Equitable Engagement Program

In order to further CMAP's capacity to pursue equity in every area of the agency's work, staff are developing an Equitable Engagement Program that focuses specifically on the inclusion of community, non-profit, and grass roots organizations representing marginalized communities in the regional planning process. This program will supplement CMAP's existing engagement efforts as outlined in the agency's Public Participation Plan and help the agency continue to meet its environmental justice responsibilities under Title VI.

Through this program, CMAP will provide financial support to organizations representing marginalized communities so that they can participate more fully in CMAP's planning initiatives. Initiatives could include; participation in CMAP working committees and resource groups, as well as more specialized participation in project meetings, and review of documents related to CMAP's ongoing planning efforts.

Review Process

Request for Proposals (RFP) was issued seeking a consultant team with specialized expertise in equitable engagement to help design and implement the program over a 36 month period. The RFP also required that consultants include a university partner to conduct an independent evaluation of the program design and performance and report back on its effectiveness at the conclusion of the contract.

The RFP was posted on the CMAP website on December 1, 2020. Staff held a non-mandatory pre-bid information session online for consultants on December 10, 2020. On January 8, 2021 CMAP received proposals from APMonarch, Center for Neighborhood Technology (CNT), Elevate Energy, Greater Good Studio, Melissa Johnson Associations, and Thrivance. Proposals were reviewed by a multi-divisional team of CMAP staff, who scored each proposal independently. The criteria for selection included the following:

1. The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in this scope of work.
2. The consultant's concept for designing the equitable engagement program and evaluation.
3. Demonstrated functional capabilities of the organization and staff, including but not limited to:
 4. Strong track record of environmental justice and Title VI related work
 5. Ability to identify and attract diverse organizations from across the region
 6. Engagement and management of non-profits and grass roots organizations
 7. Program evaluation (university partner only)
 8. The quality and relevance of the examples of similar work.
 9. Prior performance of previous CMAP contracts
 10. Cost to CMAP, including consideration of all project costs and per-hour costs.

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

Table 1. RFP 248 Proposal Scores

Criteria	Maximum Score	AP Monarch	CNT	Elevate Energy	Greater Good Studio	Melissa Johnson Associates	Thrivance
Experience of organization and key personnel	15	13	14	10	13	6	11
Functional capabilities and subject matter expertise	25	22	23	17	18	10	17
Approach to design the program and evaluation	40	29	37	22	30	14	28
Cost	20	11	20	5	20	19	9
Total	100	75	94	54	81	49	65

Recommendation for Contractor Selection

After interviews, the Selection Committee reached consensus to recommend the Center for Neighborhood Technology (CNT) as the contractor for the Equitable Engagement Program. The CNT team presented the strongest approach to program design and implementation. The CNT proposal was particularly strong in their consideration of key questions that will need to be answered during program design. CNT's approach addresses each task thoroughly in a manner that is achievable within the project time frame and budget.

It is recommended that the Board approve a contract for the Equitable Engagement Program with the Center for Neighborhood Technology for the not-to-exceed amount of \$500,000. Support for this project will be provided by FY21 and FY22 UWP funding in addition to an anticipated SPR grant from IDOT for this purpose.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: March 3, 2021

Re: Vendor Limit Increase Approval for Contract with Wright Heerema
Architects (WHA)

In September 2016, CMAP entered into an agreement with Wright Heerema Architects (WHA) to provide Architect, Design and Construction Services for short-listed locations and ultimately, for its new office located at the Old Post Office (OPO) for an amount not to exceed \$173,750.00.

On May 30, 2019, CMAP amended its agreement with WHA to include Mechanical, Electrical and Plumbing (MEP), audio-visual, information technology, fire and structural services to complete the construction of CMAP's new office location at the OPO for an amount not to exceed \$255,923.00

Due to design changes required to move CMAP's townhall from the 5th floor to the 4th floor of the OPO, and explore furniture selections and configurations based on the new design, CMAP is requesting a vendor limit increase of \$10,300 for an amount not to exceed \$266,223.

This project is complete as CMAP relocated to the OPO in September 2020. Close out of the construction budget and project requires final payment to WHA for services rendered for this project.

It is recommended that the Board approve a vendor limit increase for Wright Heerema Architects for completion of Architect, Design and Construction Services for the OPO for an amount not to exceed \$266,223.00. Support for this project will be provided by the FY 2021 UWP Operating Budget.

ACTION REQUESTED: Approval

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