



MEMORANDUM

To: CMAP Board

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

Date: June 1, 2016

Re: Sole Source Contract Approval for Urban Land Institute

Staff is seeking Board approval to enter into a sole source agreement with the Urban Land Institute (ULI) to provide approximately 10 Developer Discussion Panels at a rate of \$3,000 each and 1 full Technical Assistance Panel for \$15,000, for a total cost not to exceed \$50,000, over a term of 2 years. This contract will provide assistance with Local Technical Assistance (LTA) projects. CMAP has requested concurrence from IDOT pursuant to §200.320 (f) (3) of the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards.

While most of the LTA projects are community-wide efforts like comprehensive plans, some involve site-specific redevelopment plans. When creating site-specific plans, it is necessary to include expertise from the private development sector. The purpose of this request is to provide a mechanism by which CMAP can effectively engage private developers in the planning process for individual sites by entering into an agreement with ULI.

ULI is a national nonprofit organization with extensive membership from private real estate developers. The ULI has established a national Technical Assistance Panel (TAP) to create site-specific redevelopment plans. In the Chicago region, approximately 20 TAP projects have been completed in the past ten years.

The ULI Technical Assistance Panel (TAP) process, and the more recent Developer Discussion Panel process (DDP), provide a tested and well-respected method for engaging private developers in the planning process. The key part of these processes, and the part that ULI alone provides, is the convening of the expert panel. ULI is the only organization capable of providing this direct connection between communities and the development industry for meaningful discussions on ways communities can attract local investment. ULI is a membership-based, non-profit global research and education organization focusing on providing leadership for “the responsible use of land and in creating and sustaining thriving

communities worldwide.” As a 501(c)(3) supported by a local and national membership base, ULI is able to provide objective technical assistance and support to a wide range of local communities and agencies such as the RTA and CMAP at a very low cost. Their membership base allows ULI to have access to the widest range of development expertise in the region and can customize each discussion to the needs and goals of a specific community.

While consulting firms are able to conduct market analyses and produce reports, ULI is uniquely positioned to convene representatives of the private development community for these sessions. As a membership organization, ULI can call on its members, who are primarily private developers, to provide their time and expertise free of charge. No private consulting firm offers a similar service. CMAP has investigated other similar groups that offer relatively similar services (such as the APA), but has found that ULI’s ability to involve private sector developers is unmatched by any other organization.

The CMAP Board has previously approved a sole source contract with ULI for an identical purpose; this contract was approved in January 2012. All work related to that contract has been satisfactorily completed. The RTA also uses a sole source method to contract with ULI for the purpose of sponsoring Developer Discussion Panels near transit stations.

For these reasons, staff believes that ULI can provide unique benefits to LTA projects involving site-specific redevelopment, and that therefore, sole source procurement is justified.

As part of the planning process, staff will work with ULI to coordinate a DDP, a panel of 3-5 development experts to meet with a community for a ½ day discussion at the midpoint of the LTA planning process to focus on how the community can shape the plan to attract future investment in the community. The discussion will focus the planning process thus far (including existing conditions) and any preliminary observations and recommendations. Additionally, the panel will help the community identify a key opportunity subarea, corridor or redevelopment parcel(s) where development potential exists. It is anticipated that CMAP will request two DDPs, one during the planning process and one after project completion, for 5 LTA projects over a two-year period.

CMAP staff will then identify at least one project that may benefit from continued and/or follow-up assistance in the form of a 2-day Technical Assistance Panel (TAP) that refines a completed LTA project and focuses on a specific subarea, corridor or key redevelopment site within a community. A TAP is a more intense planning exercise that includes a team of volunteer professionals (architects, engineers, and planners), community staff, ULI staff, CMAP staff and community stakeholders to assess the existing conditions of the study area, devise a problem statement and focus on key solutions, recommendations and implementation strategies. The central part of a TAP involves a 2-day intensive working session with a panel of experts assembled by ULI. After considerable interactive discussion among panel members, the panel develops its advice and recommendations.

The results of this meeting are summarized in a TAP Final Report. In addition to the panel discussions, the TAP process also includes preparation of a market study and site analysis by ULI, organization of a tour for the panel members, and interviews with key local stakeholders.

While most of the administrative costs for the TAP process are underwritten by funders of ULI Chicago, the standard fee for each DDP and TAP represents a small portion of the total value of each. CMAP believes that these fees are the most cost effective means of accomplishing these important tasks and therefore requests approval to enter into a sole source agreement for a term of two years for a cost, not to exceed \$50,000. This agreement will be supported by FY 16 and FY 17 UWP Funds.

ACTION REQUESTED: Approval



Chicago Metropolitan Agency for Planning

Agenda Item No. 5.2

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MEMORANDUM

To: CMAP Board

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

Date: June 1, 2016

Re: Contract Pre-Approvals

Over the past fiscal year (FY), CMAP either significantly reduced or halted its spending on LTA projects and contractors because of the uncertainty about our ability to access a local match for our federal grant funds. Now that IDOT has approved the use of toll credits to match the federal funding for FY16, CMAP can initiate spending on a limited number of backlogged projects. While these funds were available for one year per CMAP's FY16 IDOT operating grant, IDOT has recognized that it would be extremely difficult, if not impossible, for CMAP to spend these funds by the end of FY16 and has granted CMAP an extension through FY17.

As with most LTA projects, CMAP will conduct a competitive procurement process to select contractors for each of the projects listed below, which the Board has previously approved. However, we anticipate that these project costs may exceed the \$25,000 threshold of the Executive Director's authority to enter into contracts. Because we want to ensure that these funds are spent by the extended deadline and because the Board will not meet again until September 2016, we are asking that the Board provide the Executive Director pre-approval to enter into contracts for the projects listed below. CMAP staff will provide notice to the Board of the selected contractor seven days prior to execution of the contracts, and if any Board member objects to the selection of a contractor, the selection decision will be deferred until the September meeting.

1. Transportation technology (part of ON TO 2050)
2. Riverdale multimodal transportation plan (LTA project)
3. Chicago Heights zoning ordinance (LTA project)
4. Palos Park bicycle-pedestrian plan (LTA project)
5. Transportation engineering assistance (PAO support for various LTA projects)

ACTION REQUESTED: Approval

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