



## MEMORANDUM

**To:** CMAP Board

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

**Date:** February 6, 2019

**Re:** Contract Approval for Beach Park Northern Lakeshore Trail  
Connectivity Plan

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The CMAP local technical assistance (LTA) program is meant to advance the implementation of ON TO 2050 by providing resources to local governments. Since the initiation of this program in 2011, CMAP has completed over 189 local planning projects, with more than 30 others currently underway. Projects include comprehensive plans, corridor or subarea plans, studies of special topics such as housing or water resources, and similar planning activities. Most projects are led by CMAP staff, but some require external assistance to augment CMAP staff expertise.

The purpose of the project submitted by the Village of Beach Park to CMAP's LTA program is to develop a Northern Lakeshore Trail Connectivity Plan for the Village of Beach Park, neighboring communities (including North Chicago, Waukegan, Zion, and Winthrop Harbor), and unincorporated areas along Lake Michigan in northeast Lake County. The overarching goal of the plan is to improve the mobility network by providing bicycle and pedestrian connectivity throughout the study area and to key destinations within and near the area, including Illinois Beach State Park. The plan will help ensure the safety, comfort, and convenience of bicyclists and pedestrians within the study area and promote the livability and transportation principles of ON TO 2050. The project received additional funding from IDNR's Coastal Management Grant program.

### **Review Process**

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on November 16, 2018. Staff held a non-mandatory pre-bid information session for consultants on November 27, 2018. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On December 7, 2018, CMAP received proposals from four consultants: Civiltech Engineering, Inc., A. Epstein and Sons International, Inc., Primera Engineers Ltd., and Terra Engineering Ltd.

Proposals were reviewed by representatives of the Village of Beach in conjunction with their partner communities, and two staff members from CMAP. Beach Park and partner communities submitted one, combined set of scores for each of the proposals, while CMAP staff scored them independently, by December 18, 2018. 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, including addressing the topical issues identified in the Project Background and Project Description sections.
2. Prior performance on previous CMAP contracts (where applicable).
3. The consultant's approach to preparing a multi-jurisdictional Trail Connectivity Plan that addresses the priorities identified in the Project Background and Project Description sections.
4. The quality and relevance of the examples of similar work.
5. The consultant's integration of the principles of ON TO 2050 into the proposal.
6. Cost to CMAP, including consideration of all project costs and per-hour costs.

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

**Table 1: Scoring**

| Criteria  | Maximum Score | Civiltech         | Epstein           | Primera           | Terra             |
|---|---------------|-------------------|-------------------|-------------------|-------------------|
| Experience of organization and key personnel            | 25            | 21.0              | 22.7              | 19.3              | 18.8              |
| Approach to topical issues                              | 27            | 23.4              | 23.7              | 15.3              | 16.0              |
| Approach to process                                     | 16            | 13.6              | 13.9              | 9.9               | 10.7              |
| Other (sample projects and consistency with ON TO 2050) | 12            | 6.9               | 9.9               | 7.1               | 7.7               |
| Proposal cost (base without options)                    | 20            | 18.3<br>\$165,480 | 20.0<br>\$151,037 | 15.4<br>\$196,320 | 14.6<br>\$207,441 |
| Total   | 100           | 83.2              | 90.2              | 67.0              | 67.8              |

### Recommendation for Contractor Selection

Following the interviews, the selection committee reached a consensus to recommend **A. Epstein and Sons International, Inc.** as the contractor for the Northern Lakeshore Trail Connectivity Plan. Overall, the selection committee felt that Epstein had the strongest and most relevant project experience and proposed the most appropriate and convincing process for addressing issues, carrying out robust outreach, and achieving the objectives of the plan. Epstein's approach to the development of a wayfinding framework stood out for its clarity and value. Epstein's detailed understanding and approach to the scope of work (in both their proposal and interview) particularly impressed the selection committee.

In addition to the core project tasks outlined in the scope of work, Epstein proposed two options: 1) to assist Beach Park and partner communities with the development of municipal-level Complete Streets policies, and 2) to provide coordination and translation of materials into Spanish. The Village of Beach Park and partner communities expressed strong interest in the

first option, which is priced at \$11,598.10. In discussing this option, the selection committee concluded that local Complete Streets policies can play a significant role in helping to achieve local and regional goals related to mobility, equity, and quality-of-life, as expressed in community plans and in ON TO 2050.

**Recommendation for Contractor Selection**

It is recommended that the Board approve a contract with **A. Epstein and Sons International, Inc.**, and their scope of work, for the core proposal and option 1. The total not-to-exceed cost for this project is \$162,635.39. Support for this project is included in the FY16 and FY19 UWP Competitive budget, the IDNR Coastal Grant, and a municipal contribution.

ACTION REQUESTED: Approval





## MEMORANDUM

**To:** CMAP Board

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

**Date:** February 6, 2019

**Re:** Approval of Contract with the Metropolitan Planning Council

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CMAP received a grant from the Illinois Department of Natural Resources (IDNR) during FY18 to engage in strategic planning with Public Water Commission (PWC) communities in Will County (Joliet, Lockport, Romeoville, Rockdale, New Lenox, and Frankfort) and other interested communities and organizations to advance coordination on water supply issues in this area. CMAP has been provided additional funding by IDNR to continue work in Will County in FY19 and FY20.

Building on the strategic planning process previously supported by IDNR in the Joliet area, CMAP has been provided another grant by IDNR to partner with the Metropolitan Planning Council (MPC) to continue to provide support to stakeholders in Will and Grundy counties and work to implement the next steps identified under CMAP's prior grant work. This effort will work to coordinate across Will and Grundy counties to engage all communities in best practices for managing drinking water now and into the future.

MPC, in coordination with the Will County Governmental League, will work with regional leaders including Will County, Will County Center for Economic Development, and individual communities to assist in the creation and structure of a forum to regularly discuss and act on drinking water issues. MPC will help the Will County Governmental League organize strategic planning and meeting discussions. MPC will also assist in the education of best practices, which could include a range of activities -- one-on-one community discussions, agenda and program development, coordination with IDNR and Illinois State Water Survey, and other organizing steps. CMAP will also support efforts where appropriate, by participating in meetings and providing educational and outreach materials.

Staff is seeking approval to enter into a one-year agreement with MPC, with a one-year option for renewal, to provide the services outlined above. Support for this project has been provided

by IDNR in the form of a \$245,000.00 grant, from which CMAP will provide to MPC \$25,000.00 annually in the form of a subcontract. The total cost of this contract will not exceed \$50,000.

**ACTION REQUESTED:** Approval



## MEMORANDUM

**To:** CMAP Board

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

**Date:** February 6, 2019

**Re:** Contract Cost Increase for Liferay Website Development

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On April 11, 2018, the CMAP Board approved a contract with Clarity Partners, LLC for a period of two-years with an option for three one-year extensions for renewal. The total cost of the initial two-year agreement was approved for \$220,000 annually with a total maximum not-to-exceed contract amount of \$1,100,000.

Since the contract was signed, CMAP has seen an increase in requests for development and maintenance of the website, including performance improvements, requests for enhancements to the CMAP section of the website to reflect new technologies developed for the ON TO 2050 section, and additional maintenance of the customer relationship management system. As a result, staff is requesting Board approval to increase the annual contract amount with Clarity Partners, LLC, to a not-to-exceed amount of \$300,000 annually. The maximum of the five-year contract would not exceed \$1,500,000, which represents an increase of \$400,000 over the term of the five-year contract. Support for this cost increase is included in the FY19 and FY20 operating budgets. The optional renewal years will be dependent upon vendor performance and the level of approved funding for this purpose.

ACTION REQUESTED: Approval

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