

**MEMORANDUM**

To: Local Coordinating Committee

From: Bob Dean, Deputy Executive Director for Local Planning

Date: May 2, 2012

Re: Grants and Contracts

At its meetings over the past year, the Local Coordinating Committee has discussed grants and contracts to support technical assistance work on several occasions. Staff intends to regularly provide updates to the Committee on the latest status of completed, ongoing, or upcoming grants and contracts.

The overall philosophy of the Local Technical Assistance (LTA) program has been to identify projects that are priorities to accomplish, and then use a variety of methods to accomplish them, including staff assistance, consulting assistance, and grants. Two major types of grants and contracts have been used to FY 12 to support the LTA program. The first type includes larger grants to local governments which are used to hire a contractor, typically a consulting firm, to manage a project. The second includes smaller contracts that are used to hire a contractor, sometimes a consulting firm but often a nonprofit partner, to contribute to a project. In addition, a third type of contract will be used in FY 13; this will involve CMAP contracting directly with a contractor to complete a local planning project. More detail on these types of grants and contracts is included in the remainder of this memo.

LARGER GRANTS FOR PROJECT MANAGEMENT

These are grants in which the contractor is expected to perform most activities on a certain project. These grants have been made directly to local governments, who are then responsible for procuring consultant assistance. Contractors are procured through a competitive selection involving a Request for Proposals (RFP) process, and typically consist of for-profit planning consulting firms.

The chief example of this type of grant is the Community Planning program, through which \$740,000 in grants to eight projects was approved at the Board meeting in August 2011. An additional \$320,000 in grants to four projects – a comprehensive plan in Elburn, a bicycle plan in Fox Lake, a sub-area plan in McHenry County, and a corridor plan in New Lenox – was

approved at the Board meetings in October 2011 and February 2012. All four of these projects had previously been submitted through the LTA program, meaning that the staff resources that had been reserved for these projects have been redirected to others.

To date, the record of achievement on grants to communities has been mixed. Some communities have actively procured consultants and begun work, but in other cases there have been significant delays. Of the twelve grants that have been given, five communities have completed their consultant procurement process and are fully underway; most others are in the consultant procurement stage now. In one case, CMAP has agreed to handle the consultant selection itself, due to administrative challenges faced by the project sponsor. Initially, CMAP expected that most or all of the projects would be underway by this point. Due to the lower-than-expected progress, while this method will continue to be used in appropriate circumstances, CMAP is also pursuing a new contract type in FY 13 – described further at the end of this memo.

SMALLER GRANTS FOR CONTRIBUTIONS TO PROJECTS

In addition to the large grants described above, there is often a need for small-scale assistance with specific projects. In these cases, the project is led by CMAP, and CMAP staff conduct most of the work, but small contracts are necessary to “fill gaps” in CMAP staff’s expertise.

At past meetings, the Local Coordinating Committee discussed plans to identify contractors to assist with ongoing LTA projects using RFPs and similar methods. Most of the work on contractor procurement is complete or ongoing, and is summarized below:

- The Local Initiatives Support Corporation (LISC) is on contract to lead community engagement for the Green Healthy Neighborhoods project sponsored by the City of Chicago and focused on the Greater Englewood, Washington Park, and Woodlawn community areas. The Board approved this contract in March 2011 and work has been underway since then. CMAP is currently working with LISC to reduce the contract amount to \$38,750 (from the initial \$50,000) to reflect changes in scope.
- The Urban Land Institute (ULI) is on contract to work with CMAP on a number of projects. The first, focused in Joliet, is complete. Future projects, targeted in Hanover Park, Des Plaines, and Elgin, are scheduled over the next year. The Joliet project involved an MOU between CMAP and the City of Joliet; the remaining three projects involve a contract between CMAP and ULI, which was approved by the Board in January 2012. Each project has a cost of \$15,000, for a total of \$60,000.
- The Chicago Area Fair Housing Alliance (CAFHA) is assisting CMAP with meeting the grant requirements of the U.S. Department of Housing and Urban Development (HUD) related to fair housing. The Board approved a \$25,000 contract in October 2011, and work is underway.
- Seven organizations were selected in fall 2011 to assist with ongoing or planned LTA projects at a rate of approximately \$20,000 per contract. The selected contractors are:
 - Camiros, a planning firm, for development of an arts and culture toolkit.

- T.Y. Lin, an engineering firm, for planning of a greenway and surrounding land use in Antioch.
- The Center for Urban Research and Learning (CURL) at Loyola University Chicago, for participatory community research for the Red Line South Extension livability project.
- The Center for Neighborhood Technology (CNT), for the Park Forest Sustainability Plan.
- The Delta Institute and Openlands, for the Lake County Sustainability Plan.
- The Chicago Jobs Council, for incorporating workforce development recommendations into four LTA projects in Berwyn, Blue Island, Morton Grove, and one project yet to be identified.
- An architecture and design firm, Solomon Cordwell Buenz (SCB), is on contract for design and illustration assistance. Communication of complex planning issues is often difficult, and preparing illustrations of how planning decisions can affect a specific site is a proven way to effectively communicate with the public. The Board approved a contract with SCB in November 2011 for \$80,000. To date, SCB has produced illustrations for four projects, and assistance on four more are expected in the next year.
- A market analysis firm, Valerie S. Kretchmer and Associates (VSKA), is on contract to assist with market and economic analysis, which will supplement existing CMAP staff experience in this topic. The Board approved a contract with VSKA in February 2012 for \$50,000. VSKA has contributed to two projects so far, with more expected during the remainder of the year.

Small-scale contracts like those described above have been valuable in supplementing CMAP staff experience, and are expected to continue into the future.

CONTRACTING EXPECTATIONS FOR FY 13

Earlier this year, CMAP submitted a competitive application for FY 13 Unified Work Program (UWP) funds to support its local planning work, as discussed by the Committee in February. The UWP subcommittee has recommended funding this project at a level of \$1.76 million, which is suitable to support approximately 18-20 local projects.

It is expected that many of these projects will involve contracts directly between CMAP and consulting firms, rather than passing the funding through the sponsor local government (although this will be determined in coordination with each local project sponsor). To make this contracting process efficient, CMAP will be prequalifying consultant teams that are capable of doing the types of projects that are most likely to be contracted, including corridor plans, subarea plans, comprehensive plans, zoning updates, transportation plans, and similar projects. The prequalification process is currently underway, and a recommendation will be brought to the CMAP Board for consideration at their June meeting. Following this, prequalified firms will be selected for relevant projects through a small-scale RFP process as the projects become ready.

SUMMARY

Staff continue to follow the direction indicated by the Local Coordinating Committee at past meetings. Grants and contracts over \$25,000 will continue to be brought to the CMAP Board for approval, and updates on external involvement in projects will be regularly provided through the monthly LTA update report.

ACTION REQUESTED: Discussion.