



MEMORANDUM

To: Local Coordinating Committee

From: Bob Dean, Deputy Executive Director for Local Planning

Date: February 6, 2013

Re: Grants and Contracts

At several meetings over the past two years, the Local Coordinating Committee has discussed grants and contracts to support technical assistance work. 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. Three major types of grants and contracts have been used 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 type involves CMAP contracting directly with a contractor to complete a local planning project. The final type includes smaller contracts that are used to hire a contractor, sometimes a consulting firm but often a nonprofit partner, to contribute to a project. More detail on these types of grants and contracts is included in the remainder of this memo.

EXPERIENCE TO DATE WITH CONTRACT TYPES

Large grants to local governments

These are grants in which the contractor is expected to perform most activities on a certain project. These grants are 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.

To date, ten projects have been initiated using this type of grant, in Algonquin, Downers Grove, Elburn, Elgin, Fox Lake, Glen Ellyn, McHenry County, New Lenox, Plainfield, and Wheeling. Approximately \$830,000 in grants has been devoted to these ten projects.

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. One community grant was withdrawn by CMAP after insufficient progress on consultant selection, and in another case, CMAP has agreed to handle the consultant selection itself due to administrative challenges faced by the project sponsor. While this method will continue to be used in appropriate circumstances, CMAP has also contracted directly with contractors for some local projects – described further in the following section.

Large contracts administered by CMAP

CMAP received \$1.76 million in funding through the competitive portion of the FY 13 Unified Work Program (UWP) to support its local planning work, as discussed by the Committee last year. Many of these projects have involved contracts directly between CMAP and consulting firms, rather than passing the funding through the sponsor local government. To make the contracting process efficient, CMAP created a prequalified list of 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 Board approved this prequalified list at its meeting in June 2012.

Firms have been selected through individual RFP processes as the projects have become ready. To date, eight projects (for Berwyn, the Chicago Housing Authority, DuPage County, Lansing, Lynwood, Oak Lawn, Richton Park, and the South Suburban Mayors and Managers Association) have been initiated using the list of prequalified firms, with a total cost of approximately \$760,000. Four projects (for Des Plaines, Niles, the Northwest Municipal Conference, and Olympia Fields) are in the consultant selection or RFP review phase. As these projects are initiated, others will begin the development of RFPs.

This contracting method has placed more administrative work on CMAP, but also creates a higher degree of confidence that projects will be initiated within a reasonable amount of time. Local governments typically prefer this method, as it accomplishes their project with a minimal amount of administrative work on their part.

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. In total, approximately \$500,000 for small-scale assistance contracts has been awarded.

Some contracts support individual projects, including two in Chicago (the Green Healthy Neighborhoods project, and the Red Line south extension), as well as projects in Antioch, Hanover Park, Joliet, Lake County, and Park Forest. Other contracts support the involvement of the contractor in a variety of different locations; these involve workforce development, market and economic analysis, and preparation of high-quality illustrations. Finally, some contracts are for assistance on regionwide projects, including a regional arts and culture toolkit and the regional Fair Housing and Equity Assessment.

CONTRACT EXPECTATIONS FOR REMAINDER OF FY 13 AND FY 14

The three types of contracts described above are expected to continue through the remainder of FY 13 and into FY 14. Large grants, whether administered by the community or by CMAP, will continue for projects that are currently within the LTA program or are selected through the next call for projects. Continuing past practice, communities will be able to choose whether they would prefer to handle the procurement themselves or have CMAP do this for them. Most communities prefer to have CMAP handle this administrative work, but the choice will continue to be made available.

Staff intends to select a new list prequalified firms during the spring of this year. The initial prequalified list was approved by the Board in June 2012; staff intends to recommend an updated list of prequalified firms for Board action in May 2013.

In addition, staff intends to select contractors for small-scale assistance on a few projects that were added to the LTA program last fall. This is also expected to occur during spring 2013. The individual contracts are likely be under \$25,000 each, but staff will still provide updates on the selection to the Local Coordinating Committee and the Board.

ACTION REQUESTED: Discussion