



MEMORANDUM

To: CMAP Board

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

Date: November 6, 2019

Re: Contract Approval to Purchase Information Technology Cloud
Software and Services with Microsoft

For FY20, CMAP Information Technology (IT) would like to procure a new cloud hosting solution through Microsoft Azure for CMAP’s disaster recovery and business continuity site (DR/BC). Microsoft Azure will replace CMAP’s old DR/BC site, which was hosted in a datacenter located in Phoenix, Arizona using a company called Phoenix Internet.

Microsoft Azure will allow CMAP to host servers and data in the Cloud, which is then replicated to multiple data centers across the United States instead of one centralized location for greater redundancy. CMAP will also be able to save costs by eliminating the need to purchase new DR/BC equipment and travel costs associated with hosting a remote data center. This procurement is estimated to save the Agency \$34,083.60 a year.

The State of Illinois Master Contract CMS6945110 will be used for this procurement. The contract is based on a competitive-bid process and has been awarded to the vendor CDWG. CMAP already purchases its annual Microsoft renewal for licenses and software through CDWG.

Equipment	Total Estimated Cost	Type of Procurement
Software/Licensing		
Microsoft Azure Cloud services	\$60,000	State of Illinois Master Contract CMS6945110
Total Estimated Cost	\$60,000	

It is recommended that the Board approve the purchase of the above listed software, licensing, and support for a total cost not to exceed \$60,000. Cooperative Purchasing with Other Governmental Agencies procurement is permitted with adequate justification in accordance

with the CMAP Procurement Policy adopted on April 7, 2007. Funds have been budgeted and approved in the FY 2020 UWP Operating Budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: November 6, 2019

Re: Contract Approval for General Contractor Services for CMAP's new
Office and Meeting Space with Power Construction

CMAP requested proposals from qualified general contractors ("GC") to work with CMAP, its project management firm, Cresa, and its architectural firm, Wright Heerema, to construct an approximate 47,000 square-foot office and meeting space. The office and meeting space will be located on the 4th and 5th floors of the "Old Post Office", 433 W Van Buren, Chicago, IL 60607.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on August 13, 2019. Staff held a non-mandatory pre-bid information session and walk-through on August 21, 2019. On September 3, 2019, CMAP received proposals from seven General Contractors: BIG Construction, DW Hammer, ICG, Leopardo, Power Construction, Redmond Construction and Reed Construction.

Proposals were reviewed by CMAP staff, staff from CMAP's project management consultant, Cresa and CMAP's architectural firm, Wright Heerema. The criteria for selection included the following:

1. The demonstrated record of experience of the firm in providing the professional services identified in this scope of work.
2. Quality of Proposal as reflected in the Project Approach. Candidate has affirmed each of the Owner's requirements for this project and demonstrates a clear understanding of the Owner's needs and clear direction toward completing the scope of work. Candidate has provided a project approach appropriate for the project considering the scope, budget, schedule, as well as site considerations.
3. Prior experience with similar projects.
4. Value Engineering. Provided a clear philosophy and methodology for mitigating risk during both the pre-construction and construction period.

5. Cost to CMAP.

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

Table 1: Scoring

Criteria	Maximum Points	BIG Const.	DW Hammer	ICG	Leopardo	Power Const.	Redmond	Reed
Experience of organization and key personnel	25	18.0	17.5	17.5	19.0	20.0	13.0	17.5
Quality of Proposal as reflected in the Project Approach	25	18.5	17.0	17.0	19.5	21.0	17.0	18.5
Prior experience with similar projects.	20	16.0	15.2	13.6	15.2	14.4	12.4	14.4
Value Engineering. Provided a clear philosophy and methodology for mitigating risk during both the pre-construction and construction period.	10	7.0	6.8	6.6	8.2	7.2	5.8	7.8
Cost to CMAP	20	13.0 (\$442,000)	20 (\$286,030)	14.4 (\$397,193)	19.8 (\$287,664)	18.2 (\$312,824)	12.2 (\$465,635)	17.8 (\$321,824)
Total	100	72.5	76.5	69.1	81.7	80.8	60.4	76.0

Recommendation for contractor selection

Following interviews with the three lowest cost firms, DW Hammer, Leopardo and Power Construction, the Selection Committee reached a consensus to recommend Power Construction as the contractor to provide general contractor services to CMAP. The Selection Committee identified that Power provided a 5 member team dedicated to this project with role redundancy to ensure they are consistently on site throughout renovation. The Power team demonstrated extensive experience with similar renovation projects in historic buildings and shared that experience during the interview process. They are currently on site at the OPO supporting the building owner renovation process and have learned some of the important building systems, established relationships, and will be able to quickly progress the project helping to ensure a smooth renovation process for CMAP. The Committee believes that Power’s significant sub-contractor draw and more comprehensive approach to the project may compensate for the slight cost difference, through lower cost, during the sub-contractor bidding process.

CMAP was fortunate to have proposals from multiple qualified firms and had the difficult task of determining which firm was best qualified to deliver the project. The total score differential of the top two firms is .9 out of 100 and the slightly higher cost of Power’s proposal overall gave

them a lower score by 1.6 out of 100. On a project of \$2.8 million this is an insignificant difference.

It is recommended that the Board approve a general contractor's services contract with Power Construction in the amount of \$312,824. This amount represents general services only, and does not reflect the total cost of the project. Support for this portion of the total project has been budgeted from the 5 Year Carryover Operating grant approved by IDOT for this use.

ACTION REQUESTED: Approval

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MEMORANDUM

To: CMAP Board

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

Date: November 6, 2019

Re: Contract Approval for Monee Comprehensive Plan with Ginkgo
Planning & Design, Inc.

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 200 local planning projects, with an additional 30 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 Monee Comprehensive Plan was selected through the LTA program in FY 20. The Village last adopted a comprehensive plan in 1997, which is no longer current. Since that time, the Village has adopted two supplemental plans to guide decision-making: a 2004 Growth Management and Economic Development Plan and a 2009 West Sector Framework Plan. Updating the Comprehensive Plan will help guide future development, enhance quality of life for residents, recognize current market realities and community priorities, and identify feasible policies and strategies that leverage the Village's existing strengths and future opportunities.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on September 13, 2019. Staff held a non-mandatory pre-bid information session for consultants on September 18, 2019. On October 2, 2019, CMAP received proposals from two consultants: Ginkgo Planning & Design, Inc., and Egret + Ox Planning, LLC.

Proposals were reviewed by one representative from the Village of Monee and two CMAP staff members, each of which 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, including addressing the topical issues identified in the RFP’s Project Background and Project Description sections.
2. Prior performance of previous CMAP contracts.
3. The consultant’s approach to preparing a Comprehensive Plan that addresses the priorities identified in the RFP’s 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	Ginkgo	Egret + Ox
Experience of consultant team and key personnel; quality and relevance of similar work	38	31.1	23.4
Approach to comprehensive planning	38	29.7	22.3
Integration of ON TO 2050 into proposal	4	2.5	2.5
Cost to CMAP	20	20.0 (\$114,901.20)	18.4 (\$124,700)
Total	100	83.3	66.6

Recommendation for Contractor Selection

Following interviews of both consultant teams, the Selection Committee reached a consensus to recommend **Ginkgo Planning & Design, Inc.** as the contractor for the Village of Monee Comprehensive Plan. The Selection Committee felt that the team assembled by Ginkgo possessed the most experience relevant to the issues that the Comprehensive Plan will address, as well as a coherent, compelling approach to the project. In both the proposal and interview, the Ginkgo team demonstrated an impressive understanding of multiple disciplines—and of Monee itself, offering an approach that was ideally suited to the needs of the Village. Ginkgo detailed a strong approach to transportation planning, market analysis, and town center planning. Their approach to synthesizing larger regional and national trends in a variety of topics to inform local actions was also very strong. In addition, their presentation of a focused approach to developing actionable, near-term implementation strategies was also impressive.

It is recommended that the Board approve a contract with **Ginkgo Planning & Design, Inc.** for a not to exceed amount of \$114,904.20. This project will be supported by an SPR grant awarded by IDOT for this purpose.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: November 6, 2019

Re: Contract Approval for Grade Crossing Feasibility Studies with
Jacobs Engineering Group, Inc.

Continuing a long-standing regional policy, ON TO 2050 identified delay at highway-rail grade crossings as an important issue. CMAP has estimated that, in 2017 alone, delay of motorists at crossings cost residents \$58 million in wasted productivity. **Targets** have been established to reduce delay. Even so, recent field research has revealed that grade crossing delay is even greater than previously estimated. To reduce delay at railroad crossings, CMAP may support projects to improve rail congestion through rail system improvements, direct motorized and non-motorized traffic to crossings with less delay, or separate crossings.

Most delay occurs at relatively few of the more than 1600 at-grade crossings in the region. After evaluating such factors as delay, crash risk, truck and bus traffic, and the potential for a separation, CMAP staff worked with the Illinois Commerce Commission, the Illinois Department of Transportation, Cook County, and the City of Chicago to prioritize improvements at 47 crossings or groups of crossings. Counties and local agencies were consulted about the list, and many comments were addressed as part of the prioritization process to arrive at the **current prioritized list**. Many of the prioritized crossings are projects included in the CREATE Program, a regional public-private partnership to improve rail-system fluidity and to reduce the negative impacts of the rail system on passenger rail and local communities.

To create a pipeline of ready-to-go infrastructure improvement projects to reduce delay at grade crossings, CMAP is initiating feasibility studies of up to five priority crossings. The studies will consist of extensive outreach and engagement, an existing conditions analysis, the identification of the project's purpose and need, and an alternatives screening and feasibility study. The result of the CMAP feasibility studies will be an accepted purpose and need for the project and a screened list of alternatives that are ready for a more detailed engineering process.

Review Process

The feasibility studies were advertised on the CMAP web site as Request for Qualifications 222 on August 21, 2019. Additional efforts were undertaken to contact firms that might have been interested in conducting the feasibility studies. Staff held a non-mandatory pre-bid information session for consultants on August 29, 2019; ten firms attended this meeting. On September 11, 2019, CMAP received proposals from two consultants: HDR Engineering, Inc., and Jacobs Engineering Group Inc.

Proposals were reviewed by three staff members from CMAP. Staff scored each proposal independently. The criteria for selection included the following:

1. The consultant team's project management capabilities, including managing multiple studies simultaneously.
2. The consultant team's highway engineering knowledge and experience. Experience with highway-rail grade separations, as well as federally-funded projects processed through the Illinois Department of Transportation, is an important consideration.
3. The consultant team's railway engineering knowledge and experience.
4. Project outreach and engagement experience, particularly experience leading to consensus for controversial projects. Outreach and engagement on projects involving railroads is an important consideration.
5. Performance on prior CMAP contracts, if any, will also be a consideration.

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

Table 1: Scoring

Criteria	Maximum Score	HDR	Jacobs
Project Management Capabilities	25	15.0	20.0
Consultant team's highway engineering knowledge and experience	25	17.5	19.2
Consultant team's railway engineering knowledge and experience	25	21.7	13.3
Project outreach and engagement experience	25	10.8	17.5
Total	100	65.0	70.0

Recommendation for Contractor Selection

Following the scoring and interviews, the Selection Committee is recommending **Jacobs** as the contractor for the Grade Crossing Feasibility Studies. The Jacobs presentation to the Selection Committee reinforced the team's strengths in project management, knowledge and experience, and outreach and engagement experience. Jacobs demonstrated a strong understanding of the project scope, ability to manage up to five similar projects concurrently, and provided a comprehensive approach to the outreach and engagement necessary to work with the public

and private partners. While both consultant teams had experience in similar projects, the Jacobs team had greater experience on the majority of the selection criteria.

It is recommended that the Board approve a 24-month contract with **Jacobs Engineering Group, Inc.**, in the amount of \$150,000.00 annually, for a total not-to-exceed contract amount of \$300,000.00. Support for this project is currently identified in the FY 2019 and FY 2020 Operating Budgets.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: November 6, 2019

Re: Annual Commercial Data Renewal

CMAP maintains more than three dozen datasets varying from free downloads to procured data sets to support the development, projection and evaluation of land use and transportation in the northeastern Illinois region. The required data is reviewed annually to determine how the data sets are used by staff, which staff uses the data sets and how frequently the data is used. If the data is not available from a free source, it must be purchased. The following data sets are being requested for purchase:

DATA SET	VENDOR	RENEWAL DATE	COST
Aerial photography	Nearmap	10/2/2019	52,500
New residential subdivision sites.	MetroStudy Online	10/1/2019	23,000
Truck and Freight Data	ATRI – American Transportation Research Institute	12/1/2019	50,000
Traffic Study Collection Data	Miovision	11/1/2019	10,000
Regional data and analysis tools targeted to regional workforce and economic development professionals	EMSI	1/14/2020	15,000
Commercial real estate online database used to establish baseline market and economic conditions for municipalities.	CoStar Group	3/31/2020	40,000
Online database subscription services to business intelligence data, including: Locations (HQ and franchises), number of employees per	Dun & Bradstreet	6/15/2020	120,000

DATA SET	VENDOR	RENEWAL DATE	COST
location, NAICS/SIC codes, street address, corporate linkage information, bankruptcy indicators, DUNS number, Fortune 1000 rank, small business indicator and other elements			
US County and Detailed Employment	Moody's	10/31/2019	22,000
TOTAL			332,500

It is recommended that the Board approve 1-year renewals of the itemized datasets listed above at cost of \$332,500. Sole-source procurement is permitted with adequate justification in accordance with the CMAP Procurement Policy adopted on April 7, 2007. Support for these commercial data sets purchases are included in the FY 2020 UWP Operating Budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: November 6, 2019

Re: Contract Approval for Sole Source Procurement for Accounting Staffing
Services with GovHR USA

On May 17, 2019, the Accounting, Principal for the Agency, Stanley Ryniewski retired from CMAP. In efforts to fill this position prior to his departure, the Agency posted this position on 2/19/2019 on the Agency's website and through other job posting boards and social media to recruit candidates. Fifteen applicants applied for the position. Candidates were interviewed and two candidates were short-listed for consideration. However, based on background checks of the two candidates, neither candidate was extended an offer.

On May 17, 2019, CMAP posted the position again on the Agency's website and through other job posting boards and social media to recruit candidates. Fifty-nine applicants applied for the position. Candidates were interviewed and short-listed for consideration. One candidate was extended an offer, but accepted another position. There was no second candidate considered for the position based on the experience and qualifications that the Agency required.

This is a critical position for the Agency as this position is responsible for managing the core responsibilities of accounts receivables and payables process, federal and state reporting requirements, grant management, banking activities, general ledger maintenance and auditing requirements. The Deputy Executive Director of Finance has been fulfilling these responsibilities in the absence of an Accounting Principal.

Based on the outcomes of previous recruitment efforts and the urgency in filling this position to provide required accounting support for the Agency, CMAP is requesting to contract with GovHR USA to recruit and hire for this position on a temporary to permanent basis. CMAP has worked with GovHR to recruit twice for the Executive Director position and the Deputy Executive Director of Finance with great success. CMAP is seeking to enter into a sole-source agreement with GovHR USA based on their knowledge of CMAP, experience with recruiting

talent for the Agency, pipeline of current qualified candidates, expedited recruitment process and competitive compensation fee.

It is recommended that the Board approve a sole-source contract with GovHR USA for Accounting Staffing Services for a term of 8 months at a cost of \$135,000. Sole-source procurement is permitted with adequate justification in accordance with the CMAP Procurement Policy adopted on April 7, 2007. Support for this procurement will be paid out of the FY 2020 Operating Budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: November 6, 2019

Re: Contract Approval for Temporary and Project Based Accounting Services
with Baker Tilly Beers & Cutler

To provide accounting support to the CMAP Accounting department, CMAP is seeking to enter into an agreement with Baker Tilly Beers & Cutler using the GSA contract GS-23F-0015X. This contract was competitively bided by GSA and Baker Tilly Beers & Cutler was selected as a pre-approved vendor in the areas of accounting (520.11), budgeting (520.12) and grants management support (520.22). The use of the GSA contracts expedites CMAP's procurement process and ensures a competitive process was conducted or best pricing for the related services.

Baker Tilly Beers & Culter was one of four firms (Bonner Group, Crowe LLP, Hagerty Consulting, and Key & Associates) located in the state of Illinois with a GSA contract awarded in the above areas. When compared to the other companies, Baker Tilly was the top candidate in terms of a national presence, and ability to recruit top accounting talent for temporary or project based accounting services using their existing board base pipeline of talent.

These services would be used to support CMAP's existing accounting functions for special projects or during the transition of resources until CMAP can fill vacant positions. Recruitment for accounting talent in today's job market is very competitive and CMAP is seeking a mechanism to ensure the continuity of accounting support in this challenging market.

It is recommended that the Board approve a contract with Baker Tilly Beers & Cutler for Temporary and Project Based Accounting Services for a term of 2 years at a cost of \$75,000 per year for a total vendor limit of \$150,000. Cooperative Purchasing with Other Governmental Agencies procurement is permitted with adequate justification in accordance with the CMAP Procurement Policy adopted on April 7, 2007. Support for this procurement will be paid out of the FY 2020 and FY 2021 Operating Budgets.

ACTION REQUESTED: Approval

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