



MEMORANDUM

To: CMAP Board

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

Date: January 2, 2020

Re: Contract Approval for Village of Minooka Comprehensive Plan with
Houseal Lavigne Associates (RFP 224)

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 over 30 more 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 Village of Minooka, a community of approximately 11,352 residents, is located two (2) miles west of the I-55/I-80 interchange along Interstate 80 and is situated within three (3) counties: Grundy, Kendall, and Will. Minooka has a total incorporated area of 9.5 square miles, but with its current municipal boundary line agreements, the Village could grow an additional 22 square miles. Between 2000 and 2010, the Village experienced a 175% increase in population growth, and has continued to see an increase in residents. The Village has also seen significant growth in industrial sectors. Currently the Village has 14 logistic centers, up from just one in 2000, with two major expansions planned for 2019-20.

The Village of Minooka, in partnership with CMAP, wishes to pursue the development of a Comprehensive Plan. The Village last adopted a comprehensive plan in 2013 which consisted solely of a land use map. 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 October 24, 2019. Staff held a non-mandatory pre-bid information session for consultants on October 28, 2019. On November 18, 2019, CMAP received proposals from three

consultants: Egret + Ox Planning (EOP), Houseal Lavigne Associates (HLA), and Teska Associates (TA).

Proposals were reviewed by two representative from the Village of Minooka and two staff members from CMAP. Minooka and CMAP staff 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 the 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	EOP	HLA	TA
Experience of consultant team and key personnel	38	23.1	28.9	27.7
Approach to comprehensive planning that addresses RFP’s priorities and examples of similar work	38	21.6	24.6	23.9
Integration of ON TO 2050 into proposal	4	2.6	2.5	2.5
Cost to CMAP	20	17.6 \$124,830	20.0 \$109,831	17.7 \$124,375
Total	100	64.9	76.0	71.8

Recommendation for Contractor Selection

Following a conversation with the Village, reviewing all three of the consultant teams, the Selection Committee reached a consensus to recommend **Houseal Lavigne Associates** as the contractor for the Village of Minooka Comprehensive Plan. The Selection Committee felt that HLA had strong project experience, the best working knowledge of Minooka, and was able to demonstrate how planning best practices could be tailored specifically to the Village. HLA’s inclusion of ESRI GeoPlanner (a scenario planning tool) and CityEngine (a 3D modeling tool) was also viewed as an innovation that would enhance the overall plan and enable a more seamless handoff of plan related data at the end of the project. In addition, HLA scored higher overall and provided the lowest cost proposal.

It is recommended that the Board approve a contract with **Houseal Lavigne Associates** for a total, not-to-exceed cost of \$109,831.00. Support for this project will be provided by a SPR grant awarded for this purpose by IDOT.

ACTION REQUESTED: Approval

**MEMORANDUM**

To: CMAP Board

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

Date: January 2, 2020

Re: Contract Approval for Estimation and Enhancement of CMAP's
Trip-Based Model with Cambridge Systematics (RFP 219)

As the metropolitan planning organization for Northeastern Illinois, CMAP performs travel demand modeling to support a number of regional activities including completing Air Quality Conformity analyses; assessing long-range Plan scenarios; evaluating the impacts of major capital projects; and conducting small area traffic forecasts. The current version of the travel demand model was developed using data from the Travel Tracker survey conducted during 2007-08. CMAP has recently completed data collection for the My Daily Travel survey and the trip-based model must be updated to reflect the travel trends and patterns currently observed in the region. Updating the travel model with new household travel survey data helps CMAP meet federal regulations, such as certifying that the regional transportation plan is consistent with current and forecasted trends in land use and transportation. The purpose of the project described is to estimate and calibrate the sub-models of CMAP's trip-based travel demand model using the My Daily Travel survey data, as well as to implement a set of enhancements to the model.

CMAP posted a Request for Proposals (RFP) on September 24, 2019 and held an online pre-bid session on September 30. The purpose of RFP 219 was to estimate and calibrate both the trip-based and activity-based models that CMAP maintains, as well as add some enhancements. Only one proposal was received. Two national firms also contacted CMAP to advise that they would not be submitting proposals due to concerns with the availability of their staff and their ability to complete the amount of work covered by the RFP. Rather than proceeding with a single proposal, CMAP issued a new RFP which scaled down the work items to only those required for the trip-based model.

The revised RFP was sent to potential contractors and posted to the CMAP website on November 15, 2019. As this was a re-posting of some of the work included in RFP 219, no pre-bid information session for consultants was held. On December 6, 2019, CMAP received

proposals from two consulting firms that are nationally recognized in the area of travel demand modeling: Cambridge Systematics and WSP.

Review Process

A selection team of four CMAP staff members reviewed and evaluated the proposals. In lieu of interviews, each consultant team received a set of follow-up questions from the selection committee seeking additional clarity on specific items in their proposal. Following receipt of the responses, the selection team members each independently scored the proposals based on the following five criteria listed in the RFP:

1. The demonstrated record of experience of the firm and personnel assigned to the project in providing the professional services identified in this scope of work.
2. Prior performance of previous CMAP contracts will be considered, if applicable. Past unsatisfactory performance will ordinarily be sufficient to justify a finding of non-responsibility.
3. The responsiveness of the proposal to the scope of work, as demonstrated through a substantive discussion of the issues; a clearly-defined methodology, process, and timeline; and the degree of innovation included in the proposal.
4. The quality and relevance of the examples of similar work.
5. Cost to CMAP, including consideration of all project costs and per-hour costs.

The individual scores of the selection team members were combined to develop a final composite score for each proposal, shown in the following table:

Criteria	Maximum Score	Cambridge Systematics	WSP
Demonstrated experience of the firm and personnel assigned to the project	25	21.9	18.8
Prior performance of previous CMAP contracts will be considered, if applicable	10	6.5	6.5
Responsiveness to the scope of work reflected in a substantive discussion; clearly defined methodology, process and timeline; and degree of innovation	30	26.3	21.8
Quality and relevance of examples of similar work performed	15	12.8	10.5
Cost, including consideration of all project costs and per-hour costs	20	19.98 (\$299,914.44)	20.0 (\$299,611.54)
Total	100	87.48	77.6

Recommendation for contractor selection

The selection team recommends **Cambridge Systematics** as the contractor for the estimation and enhancement of CMAP’s trip-based travel demand model. Cambridge Systematics is a well-known firm in the industry and is at the forefront of quantifying the uncertainty inherent in travel demand models, a specific task identified in the RFP. While both proposals addressed updating the trip-based model, the one from Cambridge Systematics included two additional

enhancements. The first is replacing the gravity model used in trip distribution with a more flexible destination choice model to offer a better representation of the travel costs faced by different kinds of households. Secondly, they proposed implementing a visitor trip model using their location-based services data to reflect how visitors to northeastern Illinois travel in our region.

It is recommended that the Board approve a contract with **Cambridge Systematics** to perform the estimation and enhancement of CMAP's trip-based travel demand model for the not-to-exceed amount of \$299,914.44.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: January 2, 2020

Re: Contract Approval for Documentation of Planning Approaches for
Equitable Development and Guidebook Creation with Muse
Community + Design (RFP 223)

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 over 30 more 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. This project is unique in that it is auditing CMAP's internal process on planning approaches and will result in the creation of a guidebook.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on November 5, 2019. Staff held a non-mandatory pre-bid information session for consultants on November 14, 2019. By November 22, 2019, CMAP had received proposals from three consultants: Camiros, MUSE Community + Design, and Greater Good Studio.

Proposals were reviewed and independently scored by four staff members from CMAP. 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 the scope of work. The consultant's understanding of the purpose of the work, as demonstrated through the quality and relevance of the proposal.
2. The relevance of the consultant's approach to conducting activities described in the scope of services, as demonstrated by the level of detail and thoughtfulness provided in the approach.

3. The consultant’s previous experience working with disinvested communities and approach to diversity, equity, and inclusion; and familiarity with Elevated Chicago’s Community Engagement Principles and Recommendations.
4. The quality and relevance of the examples of similar work.
5. Cost to CMAP, including consideration of all project costs and per-hour costs.

Table 1 shows the average score if each firm that responded to the RFP.

Table 1: Scoring

Criteria	Maximum Score	Camiros	MUSE / CNT	Greater Good Studio
Experience of consultant team and key personnel, including experience with disinvested communities and approach to diversity, equity and inclusion	18	12	16	15
Relevance of consultant’s approach to conducting activities	38	23	31	31
Relevance of similar work	24	13	20	18
Cost to CMAP	20	14 (\$71,345)	20 (\$50,000)	17 (\$59,615)
Total	100	62	87	81

Recommendation for Contractor Selection

Following interviews of the consultant teams, the Selection Committee reached a consensus to recommend **Muse Community + Design** as the contractor for the Documentation of Planning Approaches for Equitable Development and Guidebook Creation. The Selection Committee felt that the team assembled by Muse possessed the most experience relevant to the issues, as well as a coherent, compelling approach to the project.

In the end, the selection committee felt confident that the team led by Muse was best suited to the needs of the project. Therefore, it is recommended that the Board approve a contract with Muse Community + Design, for a total, not-to-exceed cost of \$50,000.00.

It is recommended that the Board approve a contract with **Muse Community + Design** for a total, not-to-exceed cost of \$50,000.00. Support for this project will be provided by a SPR grant awarded for this purpose by IDOT.

ACTION REQUESTED: Approval

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