



## MEMORANDUM

**To:** CMAP Board

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

**Date:** October 7, 2020

**Re:** Contract Approval for CBRE, Inc. for Commercial Real Estate Broker  
and Project Management Services for the 5<sup>th</sup> floor of the Old Post Office

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On January 3, 2019, CMAP entered into a lease with 601 W. Companies Chicago to lease 47,900 sq. ft. of space in the Old Post Office (OPO), 433 W. Van Buren, Suite 450 and 555 for its new office location. This lease includes office space of 43,328 sq. ft. located on the 4<sup>th</sup> floor (Suite 450) and conference room space of 4,632 sq. ft. on the 5<sup>th</sup> floor (Suite 555).

In October 2019, CMAP explored the option of consolidating the 4<sup>th</sup> and 5<sup>th</sup> floor space to provide for additional cost savings by reducing total sq. ft. cost to the Agency. In working with its architects, Wright Heerema, CMAP was able to redesign the floorplan to accomplish this consolidation. It was determined that CMAP would complete construction of the 4<sup>th</sup> floor and negotiate a return to the landlord or sublease of the 5<sup>th</sup> floor to another tenant. On September 1, 2020, CMAP relocated its office to the 4<sup>th</sup> floor of the OPO. The 5<sup>th</sup> floor remains unimproved and leased space under the CMAP lease.

On August 26, 2020, CMAP issued a RFQ for Commercial Office Leasing Services to lease the 5<sup>th</sup> floor of the OPO. Proposals were due September 11, 2020. Proposals were sent to 35+ commercial real estate brokers in the central business district and posted to CMAP's website. CMAP received one (1) responsive proposal to this RFQ. CBRE, Inc. was the only respondent.

Brokers were contacted to learn more about why they did not respond to this RFQ. In general, brokers indicated that they were not taking on new clients in the COVID 19 market due to the number of clients reducing footprint, negotiating "out" of leases, or not interested in looking for new space. In addition, the 5<sup>th</sup> floor space, originally designed to be conference room space, is located in the middle of an existing tenant and landlord space and would need to potentially be marketed as adjacent landlord space. This seemed challenging for several brokers. CMAP discussed with the landlord returning the space, 601 W. Companies Chicago declined, but supported a joint marketing effort to lease the space.

Proposals were reviewed by CMAP staff, utilizing the following selection criteria, the results of which can be found in Table 1:

1. The firm’s demonstrated record of experience with the Scope of Services.
2. The qualifications of the personnel assigned to the project.
3. The reputation of the firm based on references.
4. Cost to CMAP, including consideration of all project costs and per-hour costs

Table 1 shows the final score for CBRE, Inc.

Evaluation Criteria	Max. Number of Points	Average
The firm’s demonstrated record of experience with the Scope of Services described above.	40.00	40.00
The qualifications of the personnel assigned to the project.	20.00	16.67
The reputation of the firm based on references	20.00	18.33
Cost to CMAP	20.00	20.00
<b>Total</b>	<b>100.00</b>	<b>95.00</b>

The CBRE, Inc. proposal outlined three possible cost scenarios associated with this project.

Scenario 1 – Termination of sublease space

The broker will negotiate with the current landlord to release CMAP from its fiscal obligation for the 5<sup>th</sup> floor space. CMAP would be responsible for fee of eight-percent based upon cost saving over the term of the lease. The cost of this scenario would be \$176,000.

Scenario 2 – Sublease the space as-is to an existing tenant

The broker would secure a tenant to sublease the space from CMAP for a specific number of years. In determining the cost of this scenario, CMAP assumed the term of the sublease to be fifteen years. The cost of this scenario would be \$157,000.

Scenario 3 – Sublease space with tenant improvement and project management services

The broker would not be able to secure a tenant to sublease the space as-is, from CMAP. CMAP would be required to build out the space to a “white box” condition. In this scenario, CBRE, Inc. would manage the project build. The cost of this scenario, not including potential build out costs, would include sublease costs in addition to project management costs for a total cost of \$175,000.

CBRE was the only responsive bidder to this RFQ. They are the largest commercial real estate broker firm in the country. CBRE has an extensive client list in which to market the CMAP space. They have also represented other tenants, Uber and HomeChef, in the OPO, and have a tremendous amount of experience in negotiations with 601 W. Companies Chicago.

CMAP staff is seeking Board approval for the selection of CBRE, Inc. to represent CMAP, for a not-to-exceed cost of \$180,000. Staff recommends an initial six-month agreement with two six-month options for renewal. Support for this project will be provided from the general fund.

ACTION REQUESTED: Approval

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## MEMORANDUM

**To:** CMAP Board

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

**Date:** October 7, 2020

**Re:** IGA with University of Wisconsin Applied Population Lab

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As the MPO for the Chicago region, the Chicago Metropolitan Agency for Planning (CMAP) is required to produce population and employment forecasts as part of our long-range planning process. Our most recent forecast was published in 2018, accompanying our ON TO 2050 plan, and we're preparing to revisit the forecast as part of our 2022 plan update.

The ON TO 2050 forecast was produced by a consultant, using traditional cohort-component techniques for the demographic portion, relying on publicly-available datasets and doing all of the work in Excel. We would like to bring this process in-house for the upcoming and future plan cycles, turning it into a more flexible model where we can update data inputs and tweak assumptions. While CMAP has the technical capacity to handle the data and create the model, we lack demographic expertise to make sure we are working with the right data, and that we are working with it in an appropriate manner.

CMAP staff is seeking Board approval to enter into an Inter-Governmental Agreement (IGA) with the University of Wisconsin-Madison's Applied Population Lab (APL) to provide subject matter expertise in support of CMAP's development of a regional demographic projection model ("Model"). CMAP is seeking advisory assistance in the following areas:

- A review and critique of the methodology of the prior demographic forecast, produced by CMAP's previous consultant;
- Identification of proper public sources for input data to the demographic modeling process;
- Proper incorporation of vital statistics, migration calculations and estimates, and other data inputs;
- Identification and appropriate application of demographic formulas;

- Development of assumptions for future-year trends, including potential ranges (e.g. minimum-maximum) for scenario exploration;
- Review of the demographic model's outputs for reasonableness, recommending corrective measures, where necessary;
- Completion of model documentation.

It is recommended that the Board approve an Intergovernmental Agreement with the University of Wisconsin-Madison under 5 ILCS 220, the Intergovernmental Cooperation Act, for a not-to-exceed amount of \$35,000. Support for this project will be provided by the FY21 UWP Operating grant.

ACTION REQUESTED: Approval

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Chicago Metropolitan  
Agency for Planning

MEMORANDUM

Agenda Item No. 6.3

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Chicago, IL 60607

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**To:** CMAP Board

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

**Date:** October 7, 2020

**Re:** Approval for Vendor Limit Increase for Sole Source Procurement for  
Accounting Staffing Services with GovHR USA

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On November 13, 2019, the Board approved a sole-source contract with GovHR USA for Accounting Staffing Services for a total not to exceed amount of \$135,000 to hire an interim Controller to assist in managing the Agency's accounting and audit functions.

At the conclusion of the engagement, the Agency hired the interim Controller, Molly Talkington, to serve as its Finance Principal, effective September 28, 2020. Per Section 5.04 "Termination of Agreement to Execute Temp to Hire Option" of the GovHR USA contract, CMAP is required to pay two (2) weeks of the assigned employee gross salary to GovHR USA in addition to outstanding invoices for services rendered. The total amount of the hire option fee and final invoices is \$8,500.00.

Staff is seeking Board approval for a vendor limit increase of \$8,500.00 for a total not to exceed amount of \$143,500.

ACTION REQUESTED: Approval

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