



# Chicago Metropolitan Agency for Planning

August 27, 2021

## **Request for Informational Presentation 261 Multi-Community ADA Self-Evaluations and Transition Plans Project**

The Chicago Metropolitan Agency for Planning (CMAP) is considering releasing a request for proposals (RFP) or request for qualifications (RFQ) for contractor assistance in the creation and execution of the agency's potential ADA Self-Evaluation and Transition Plan Program for Local Communities. Before releasing an RFP or RFQ, CMAP would like to become more familiar with the ADA Self-Evaluation and Transition Plan process, various methodologies that can be utilized; and innovative approaches to managing a program that efficiently and effectively assists communities throughout the CMAP region in preparing quality ADA Self-Evaluations and Transition Plans.

To improve our understanding of available options, CMAP seeks to schedule informational presentations and interviews with several firms that have extensive experience creating community-based ADA Self-Evaluations and Transition Plans, including a program of Self-Evaluations and Transition Plans across a large geographic area.

CMAP will conduct a non-mandatory virtual pre-submittal informational webinar on September 10, 2021 at 11:00 a.m. local time. Please use the information provided below to Log-in:

Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 872-215-6245,,346102284#](#) United States, Chicago

Phone Conference ID: 346 102 284#

Participation in the pre-submittal discussion is non-mandatory, but is offered as a way to best understand the scope of what we are trying to accomplish. The questions and responses noted during the pre-submittal discussion will be posted to the CMAP website.

Firms with experience in the areas mentioned above may respond to this request by sending CMAP a brief letter or email that expresses interest in providing an informational presentation to Patricia Mangano at [pmangano@cmap.illinois.gov](mailto:pmangano@cmap.illinois.gov). The letter or email should include:

- A brief (one-paragraph) description of the firm’s experience in completing ADA Self-Evaluations and Transition Plans; guiding and overseeing communities in the development of their Transition Plans; or managing a program of Self-Evaluations and Transition Plans for many communities over a large area
- Links to materials that more fully describe the firm’s experience and relevant past projects
- Contact information

**More extensive information may be provided at the firm’s discretion, but is not required.** The deadline for receipt of expressions of interest is 3:00 p.m. on Monday, September 20, 2021. CMAP anticipates that the informational presentations will be scheduled for late September or early October 2021.

CMAP is interested in responding firms’ insights in completing the following tasks:

1. **Program Development and Operations:** Managing a large-scale program that involves teaching and guiding communities regarding the ADA Self-Evaluation and Transition Plan process; conducting Self-Evaluations with cooperation from each community; guiding and overseeing each community’s creation of the ADA Transition Plan; capacity considerations in carrying out a large-scale program; realizing economies across a large-scale program.
2. **Awareness Building and Education:** Presenting proven strategies for building awareness regarding ADA Self-Evaluations and Transition Plans; obtaining community “buy-in”; providing effective education components that include useful resources, information on optimal formats, recommendations for professionals who could lead trainings on a variety of pertinent topics.
3. **Data Collection:** Identifying viable options regarding various methods and approaches to collecting data; key data source needs that impact project time and cost; realizing economies of scale regarding sub-regional data collection.
4. **Public Involvement:** Successful approaches for gathering community input, particularly from the disability community, as well as residents in under-resourced, BIPOC, and low-income communities; differing public involvement needs for different phases of the planning process; addressing the importance of multi-disciplined project teams for both the consultant and community.
5. **Program and Project Scoping:** Key elements for the scoping and development of Self-Evaluations and Transition Plans; approaches that will result in high quality plans, especially for communities with limited resources; developing a strategy for project elements that can be best performed by a consultant, the community, CMAP staff, or a combination thereof; considerations for grouping or splitting project elements across multiple projects to realize economies of scale.
6. **Cost, Timeframe, and Capacity Considerations and Options:** Providing timeframes and cost estimates for the items mentioned above, as well as cost differences based on community size and attributes; capacity constraints among the consultant community for carrying out a program of projects; demonstrated experiences and approaches to keep the projects within budget and the desired timeframe.

This request for information will not lead directly to any procurement or contracting decisions. Instead, CMAP will release any related, possibly multiple, RFPs or RFQs at a later date. These presentations are meant to give CMAP additional information that will allow us to prepare a better RFP or RFQ. Firms that participate in the presentations will be permitted to respond to the RFP or RFQ, but will not be given any advantage; the RFP or RFQ process will be fully competitive.

If many firms express interest in providing informational presentations, CMAP may not be able to schedule them all. If this is the case, CMAP will select some of the interested firms to interview, with the intent of selecting a range that exhibit different methods and approaches for developing Self-Evaluations and Transition Plans, including a program creating such documents for many communities over a large area.

Thank you, and if you have any questions, please email me at [pdubernat@cmap.illinois.gov](mailto:pdubernat@cmap.illinois.gov).

Sincerely,

Penny DuBernat  
Procurement Officer