



Chicago Metropolitan Agency for Planning

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August 31, 2012

REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR SPECIFIC PROJECT F

COMPREHENSIVE PLAN FOR VILLAGE OF LYNWOOD

The Chicago Metropolitan Agency for Planning (CMAP) is requesting proposals from the prequalified contractors to provide assistance with preparing a comprehensive plan for the Village of Lynwood as described in the enclosed Request for Proposals (RFP). Only contractors that were prequalified by CMAP to assist with Local Technical Assistance and Community Planning projects through RFP 088 are eligible to respond to this request.

CMAP will conduct a non-mandatory pre-bid information session on Thursday, September 6 at 1:30 p.m. (CDT). The session will be conducted by phone, rather than in person. If interested in participating, email yambriz@cmap.illinois.gov requesting conference call information. An e-mail with the conference call information will be sent to all who have registered by noon on Wednesday, September 5. The questions and responses noted during the pre-bid discussion will be sent to all the prequalified contractors.

If your team is qualified and experienced in performing the described services, CMAP would appreciate receiving your proposal as indicated in the RFP. The deadline for receipt of submissions in response to the RFP is **3:00 p.m., September 21, 2012**.

Thank you, and if you have any questions, please call me at (312) 386-8788.

Sincerely,

Margaret McGrath
Grant/Contract Officer

Enclosure

REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR SPECIFIC PROJECT F

COMPREHENSIVE PLAN FOR VILLAGE OF LYNWOOD

The Chicago Metropolitan Agency for Planning (CMAP) invites prequalified contractors to submit proposals to assist with preparing a comprehensive plan for the Village of Lynwood, as described in this scope of work. Please read each section carefully for information regarding the proposal and submittal instructions.

SECTION 1: Background and General Information

About CMAP

The Chicago Metropolitan Agency for Planning (CMAP) is the official regional planning organization for the northeastern Illinois counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will. CMAP developed and now leads the implementation of GO TO 2040, metropolitan Chicago's first comprehensive regional plan in more than 100 years. To address anticipated population growth of more than 2 million new residents, GO TO 2040 establishes coordinated strategies that help the region's 284 communities address transportation, housing, economic development, open space, the environment, and other quality-of-life issues. See www.cmap.illinois.gov for more information.

Project Background

To advance the implementation of GO TO 2040, CMAP is providing assistance to local governments and nonprofit groups across the region to undertake planning projects that advance its principles. Assistance is provided through two programs: the primarily staff-focused Local Technical Assistance (LTA) program; and the grant-focused Community Planning program. Regardless of how it is administered, each local planning project is expected to meet local needs as well as advance the implementation of GO TO 2040.

This scope of work has been released as a follow-up to RFP 088, through which six contractors were prequalified to assist with LTA and Community Planning projects in FY 13. Prequalified contractors are not required to respond to this scope of work; they may do so at their discretion. Only the six contractors that were prequalified are eligible to respond to this scope of work. All of the language and conditions included in the formal contract signed by each prequalified firm apply to this project.

Submittals must only include subcontractors that were included in the initial proposal for prequalification. New subcontractors that were not part of the initial prequalification proposal may not be added to the team to respond to this scope of work. Hourly costs for personnel must also be identical to the hourly costs specified in the original response to RFP 088. There is no requirement for the percentage of the project that must be taken by the lead firm; this is entirely at the discretion of the contractor team. Proposals must be submitted by the firms under contract with CMAP (that is, the lead firms on the initial RFP response), even if one of their subcontractors will serve as the project manager.

General Information

As a result of responses to this RFP, CMAP plans to review submissions and conduct interviews with selected contractors it determines can best meet the requirements outlined below. Negotiations will be held as necessary to select the contractor that CMAP believes can best satisfy its requirements at rates it perceives are reasonable for the services provided. Subject to "Reservation of Rights" contained in Section 4 of the original RFP 088, it is anticipated that a firm will be selected to perform the work described on a task order, Project Authorization Order (PAO), basis. It is anticipated that the term of the PAO awarded will be for a period ending in September 2013.

SECTION 2: Scope of Project and Procurement Details

Project Background

The Village of Lynwood is located in far southeastern Cook County, generally located between Glenwood-Lansing Road, Lincoln Highway, Illinois Route 394 and the Illinois-Indiana state line. Route 394 serves as the primary access point between the Village and the rest of the Chicago region. The Village is approximately five square miles in area, and its population was 9,007 in 2010, a 22% increase since 2000. Lynwood has developed as a bedroom community that is an affordable housing option for residents of Chicago's South Side and south suburbs.

The Village's existing comprehensive plan dates from 1979 (linked here [1](#), [2](#), [3](#), [4](#)). Generally the plan recommended transportation and infrastructure improvements and a vigorous annexation policy to support an anticipated population increase from 3,700 in 1977 to approximately 30,000 by 2000. The explosive growth projected in the earlier plan was never fulfilled, but the Village has not adjusted its official planning policy to address current needs. The Village has a significant amount of agricultural land within its boundaries.

The catalyst for current planning activity in the Village has been the extension of Joe Orr Road through the community, which would facilitate easier connections between Lynwood and Main Street in Munster, Indiana. Begun in 2012, the 1.9-mile extension is viewed by Village officials as a new opportunity to create a town center area that Lynwood currently lacks.

The updated comprehensive plan produced through this RFP should thoroughly examine existing conditions in the Village, create a community-wide vision and goals for its future, develop recommendations for action to reach this vision, and identify implementation strategies.

The contract for this project is expected to be approximately one year in length, beginning in October 2012 and concluding in September 2013.

Project Description

This scope of work seeks to prepare a comprehensive plan for the Village of Lynwood. The selected contractor will work under the direction of CMAP, but is expected to interact frequently with representatives of the Village through a steering committee. Contractors should expect the steering committee to meet approximately 6 times over the duration of the project.

The contractor should include a plan for public engagement in their proposal. Among the potential public engagement activities that should be considered (though not all are required to be included in the proposal) are key person interviews, an interactive website, updates to municipalities and plan commission or board meetings, open houses, and public meetings; consultants are encouraged to propose other innovative public engagement methods as well. There should be at least four public open houses and/or public meetings scheduled during the year-long process; these four meetings include one open house and one public hearing during the approval process.

Contractors should also allow time for coordination with planning activities in other nearby communities. Contractors should be prepared to develop a summary of ongoing and recent planning activities in adjacent communities for inclusion in the existing conditions report (described further below). The proposals should also include time to hold two meetings for this purpose: one with Lansing and one with representatives from relevant Indiana communities. Contractors should specify when during the planning process these meetings would be most useful.

Contractors should provide an approach that includes the tasks above, and that will lead to the production of the following deliverables, culminating in the adoption of the comprehensive plan.

- An existing conditions report (an interim product) which describes current conditions in the Village. The report should include a description of existing conditions in the area including history and regional context, summaries of previous plans, demographics, economic conditions, land use and zoning, housing, commercial development, transportation, the natural environment,

community services and infrastructure, and image and identity. This document should also include a thorough review of the Village's zoning ordinance (which can be found [here](#)). It also should include brief summaries of ongoing and recent planning activities in adjacent communities. The existing conditions report is expected to include high-quality maps, charts, and tables to support the analysis, and is expected to be approximately 80 pages in length (including maps and graphics).

- A vision statement which provides general vision, goals, and objectives for the Village's future. This should be based on the existing conditions report and the results of the public engagement process. The vision statement should not contain specific recommendations for action, but should provide general principles to be accomplished through the project. This document should be approximately 4 pages in length, and will be included as one of the chapters of the final plan.
- A memo summarizing the plan's key recommendations. Before the plan is drafted, the consulting firm should prepare a memo describing the key recommendations that are expected to be contained in the final plan. This document will be provided to the Village for review and discussion. The purpose of this deliverable is to provide the Village with a summary of key recommendations before much time is spent writing them up in detail; if there are significant problems with any elements of the plan, they should surface at this point. The memo should be approximately 4 pages in length.
- A draft plan which includes text recommendations for action, with support from graphics and maps. The exact chapters and content of the plan is not yet certain, as this will be based on the results of the existing conditions report as well as the public engagement results; however, likely plan chapters include an introduction, a summary of challenges and opportunities, a statement of vision and goals, a description of recommendations, and the identification of implementation strategies. Contractors should expect that plan recommendations will be in the topical areas covered in the existing conditions report – they will likely relate to land use, residential and commercial development, transportation, the natural environment, community services and facilities, and community image and identity. It should specifically make recommendations for changes to the zoning ordinance. The plan should include language concerning implementation, including descriptions of actions that should be taken within the next two years to advance its recommendations. The plan is expected to be approximately 60-80 pages in length, not counting appendices.
- A final plan which is a modified version of the above draft plan, based on revisions from the Village, its committees, and public feedback. The contractors should specify the series of meetings necessary to approve the final plan; they should at least include an initial presentation to the project steering committee, an informational open house, a formal public hearing, and presentations to the Plan Commission and the Village Board. (Some of these meetings may be able to occur concurrently; it is likely that the public hearing can occur at the Plan Commission meeting.) The Village Board will be asked to formally adopt the final plan.

Selection Process and Schedule

August 31:	Release RFP to prequalified contractors
September 6:	Non-mandatory pre-bid information session conference call
September 21:	Proposals due
October 8-12:	Interview finalists
Later October:	Decision and execution of Project Authorization Order (PAO)

Proposal Evaluation

All proposals submitted in response to this request for proposals will be analyzed for completeness and cost effectiveness. The following criteria will be used in evaluating proposals:

1. The demonstrated record of experience of the contractor as well as identified staff in providing the professional services identified in this scope of work.
2. The demonstrated ability of the contractor to meet CMAP's standards – in terms of expertise in relevant topical areas, familiarity with GO TO 2040, and ability to conduct effective public engagement and technical planning work.
3. The quality of the narrative describing the contractor's approach to the project, and the degree to which the narrative demonstrates a clear understanding of the project.
4. The quality and relevance of the examples of similar work and references for the projects.
5. Cost to CMAP, including consideration of overall project costs and per-hour costs.

All timely responses received to this scope of work will be reviewed and interviews may be conducted with selected submitters CMAP determines can best meet the above requirements. Cost will be evaluated against the other factors based upon the professional judgment of those involved in the evaluation. A committee including representatives from CMAP and the Village will make the contractor selection decision.

As applicable, hourly rates for personnel the submitter proposes to use will be requested and negotiations will be held as necessary to select the contractor that CMAP believes can best satisfy its requirements at rates it perceives are reasonable for the services provided. It is anticipated that any PAO issued as a result of this RFP will be on a task order basis.

SECTION 3: Submittal Requirements

Proposals must be received at CMAP on or before 3:00 p.m., September 21, 2012.

Submittal Requirements

Submissions should be submitted in the order presented:

1. Identify the consultant team that will be involved in this project. Clearly identify the project manager, and specify the role of subcontractors. Each individual with significant time on the project should be identified and their role defined, whether they work for the lead firm or a subcontractor. Contractors will not need to provide much general information about their firm, as this was already done through the prequalification process.
2. Provide a narrative describing the process that will be used to produce the deliverables identified in the scope of work. Contractors should also include a specific timetable with their narrative demonstrating how the project will be completed by the ending date listed in the proposal. Contractors should specify their approach as it relates to conducting the technical analysis necessary to produce the deliverables, engaging the public and other stakeholders, and interacting with CMAP and the Village on the management and oversight of the study.
3. Expand further on the likely contents and format of the deliverables described in Section 2. Contractors should demonstrate extensive knowledge of the elements that are expected to be included in each deliverable. Contractors should also demonstrate familiarity with relevant topical issues, including any relevant principles or recommendations from GO TO 2040.
4. Provide at least three examples of similar work that the contractor has completed. Specify the client, the date prepared, and the approximate cost for each example. Provide references for each project including individual contact name and phone number.
5. Complete the "Price Proposal Form," Attachment 1, with all proposed pricing for this project. Specify number of hours, hourly rates for relevant staff, and any other expenses in the estimation of cost.

Submittal Requirements for Proposals

Proposals must be submitted to CMAP no later than 3:00 p.m., September 21, 2012. One electronic copy of the proposal is required. Paper copies of the proposals are not required but may be submitted at the contractor's discretion. Contractors should keep in mind that their firms have already been judged to be prequalified to conduct this work, and CMAP's focus will be more on approach and cost, so graphics-heavy proposals are not necessary. Contractors are requested to format their proposals to facilitate printing on standard size paper.

Proposals must be submitted by the 3:00 p.m. September 21 deadline using one of the following means:

Proposals may be submitted by email. Emails should be sent to Margaret McGrath at mmcgrath@cmap.illinois.gov.

If submitting by email, contractors must write "PROPOSAL RESPONSE to RFP 088 SPECIFIC PROJECT F" on the subject line. Contractors should limit the file size of their proposals to ensure that they can be transmitted by email. (CMAP's e-mail exchange server limit is 10 MB for attachments.)

Proposals may be submitted by mail or hand delivery. Contractors may submit their proposals to CMAP on CD or USB device (such as a flash drive) in a sealed package or envelope. Files on a CD or USB device should not exceed 30 megabytes. To minimize document size, consider compressing images or exporting GIS maps as a jpg into the document before saving as a pdf.

Any materials transmitted by mail must be in a sealed package or envelope. The applicant's organization name and address shall appear in the upper left corner of the package. Submissions may be delivered to CMAP in person or sent (by U.S. Postal Service or other reliable means) to the following address:

Chicago Metropolitan Agency for Planning
Attn: Grant/Contract Officer
Response to RFP No.088 Specific Project F
233 S. Wacker Drive, Suite 800
Chicago, IL 60606

There will be no public opening for this RFP. Late submissions will be rejected and returned unopened.

Questions may be referred to Margaret McGrath, (312) 386-8788 or Email: mmcgrath@cmap.illinois.gov.

Attachment 1: Price Proposal Form

In response to Chicago Metropolitan Agency for Planning (CMAP) Request for Proposal for Specific Project F dated August 31, 2012, the undersigned, as an individual(s) with the authority to bind the Proposer, understands and agrees to the specifications, terms, conditions and provisions of the RFP and prices proposed below unless otherwise modified by mutual agreement of the parties. It is also agreed that the proposal submitted in response to the RFP is valid for ninety (90) calendar days from the proposal due date.

Please enter pricing into the following matrixes. Please provide additional specifics where possible. Rates for all staff that may work on the project, including subcontractors, must be included. If price structure is variable by which of the firm's employees are assigned, specify the employee billing level and the cost per hour for this level. All costs must be included.

Attach additional sheets if necessary. For ease of entry, feel free to copy and paste the tables into an Excel spreadsheet; insert lines as necessary.

Primary Firm (please include name) _____

	Hourly Rates	Number of Hours	Total Cost
Staff Level 1			
Staff Level 2			
Staff Level 3			
Staff Level 4			
Travel and other fixed expenses (please describe)			
TOTAL			

Subcontractor (please enter name) _____

	Hourly Rates	Number of Hours	Total Cost
Staff Level 1			
Staff Level 2			
Staff Level 3			
Staff Level 4			
Travel and other fixed expenses (please describe)			
TOTAL			

Subcontractor (please enter name) _____

	Hourly Rates	Number of Hours	Total Cost
Staff Level 1			
Staff Level 2			
Staff Level 3			
Staff Level 4			
Travel and other fixed expenses (please describe)			
TOTAL			

Project Total _____

Acknowledgement of Receipt of Addenda if any:
Received
(If none received, write "NONE.")

Addendum Number Date

If awarded the project, the undersigned hereby agrees to sign the Project Authorization Order (PAO) and to furnish the necessary certificates if any.

Proposer's Authorized Signatory (Print): _____

Signature: _____

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____

Date: _____