



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

October 11, 2012

REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR SPECIFIC PROJECT H

ASSISTANCE WITH ZONING REVISIONS FOR CITY OF BERWYN

The Chicago Metropolitan Agency for Planning (CMAP) is requesting proposals from the prequalified contractors to provide assistance with revising the zoning ordinance of the City of Berwyn 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 Tuesday, October 16 at 10:30 a.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 Tuesday, October 16. 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., November 1, 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 H

ASSISTANCE WITH ZONING REVISIONS FOR CITY OF BERWYN

The Chicago Metropolitan Agency for Planning (CMAP) invites prequalified contractors to submit proposals to assist with revising the zoning ordinance for the City of Berwyn, 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

Located less than 10 miles west of downtown Chicago, Berwyn is known for its affordable stock of Chicago-style bungalow homes, multi-modal infrastructure, and a diversity of stores and restaurants. The City is home to a stretch of Historic Route 66, well-maintained parks, good schools, and an assortment of recreational and cultural institutions. The community is served by three Metra commuter rail stations and seven Pace buses. Expressways are in close proximity, located just to the north and south of Berwyn (I-290 and I-55, respectively). However, similar to many communities in the region, Berwyn faces changing needs given dynamic socio-economic conditions as well as demographic shifts.

The City recently developed a [comprehensive plan](#) through CMAP's Local Technical Assistance (LTA) program. The plan outlines a number of policies and programs aimed to help Village officials pursue economic growth while preserving natural resources and enhancing community character and image. The plan features four main themes; commercial revitalization, community health, neighborhood preservation, and image & identity. One of the key implementation actions that will help move recommendations forward in all four themes is updating the City's current zoning ordinance. The City's major land use and zoning issues as identified in the comprehensive plan revolve around preserving existing community character and historic neighborhoods as well as fostering mixed-use and transit-supportive development in key locations, such as in the Depot District, near major intersections, and adjacent to Metra stations.

Now, CMAP is assisting the City in updating its [zoning ordinance](#) and is seeking the services of a planning firm to provide guidance and feedback throughout the planning process. The zoning ordinance update will focus on modernizing the document to reflect present-day realities and best practices and aligning development standards with the recommendations of the comprehensive plan and future land use map. CMAP's work will build upon the progress Berwyn has already made in creating progressive new zoning regulations for its commercial areas; in 2009, the City adopted the [Roosevelt Road Form-Based Code](#), which established development standards for both pedestrian-friendly and auto-oriented sub-areas along the Roosevelt Road commercial corridor. The City wishes to explore the possibility of developing form-based standards for other areas of the community, especially other key commercial nodes.

The contract for this project is expected to be approximately eleven months in length, beginning in November 2012 and concluding in September 2013. Despite the overall timeline for the project, the contractor is not expected to expend eleven months' worth of time; the contractor will be involved at strategic points throughout the process at an hourly rate.

Project Description

CMAP is leading the effort to update the City of Berwyn's Zoning Ordinance. This RFP requests the services of a contractor who will provide detailed guidance, feedback, and review to CMAP during the planning process to create the ordinance. The selected contractor will work directly with CMAP for the duration of the project; successful responses will demonstrate extensive zoning experience and expertise, particularly in implementing innovative zoning techniques (such as hybrid and form-based zoning codes).

The majority of the project work will be performed by CMAP, with major activities to include inventory of physical characteristics and existing conditions, development of a detailed annotated outline that summarizes issues with the existing ordinance and proposes potential solutions, creation of the updated zoning ordinance, and public input and review. The zoning ordinance will include updated provisions for zoning districts; permitted uses; parking and loading; signage; and landscaping and buffering.

The total budget for the project will be determined after contractor selection. CMAP is leading the project, and expects to expend over 1,000 hours of staff time working on it; the selected contractor will have a limited role and should be prepared to spend 100 to 150 hours on the project throughout its duration. The contractor's time is expected to be split somewhat evenly between two major activities.

The first major scope activity is to serve in an advisory capacity to CMAP staff on various zoning issues that come up during the planning process. Tasks will likely include a weekly or bi-weekly conference call and targeted research, development, or drafting of specific code pieces. Time expenditure for this task can be expected to average approximately one hour per week for the duration of the project, but work may be clustered if issues come up that require additional assistance from the contractor (i.e. the contractor may participate in a one-hour conference call and draft a specific code section for three hours in one month instead of having four one-hour conference calls).

The contractor's second major role is to review and provide detailed feedback and assistance on the draft annotated outline and zoning ordinance documents. The contractor will meet in person with CMAP staff a minimum of three times during the planning process to discuss this feedback and help to develop potential solutions to issues that may arise. In general, CMAP will expect the contractor to review and provide feedback on materials within one week of receiving them, although longer timelines are expected for longer documents. In addition, as the draft documents are reviewed by the City and project steering committee, the contractor may be asked to lend their expertise to resolve additional concerns or issues. CMAP staff may ask the contractor to draft regulatory language or standards pertaining to specific topics as issues arise. CMAP has separately engaged the services of a firm (Holland & Knight) for legal review of the draft annotated outline and zoning ordinance, and may ask the contractor to participate in those discussions as appropriate.

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

- Detailed feedback on the draft annotated outline
- Detailed feedback on the draft zoning ordinance

Selection Process and Schedule

October 11:	Release RFP to prequalified contractors
October 16:	Non-mandatory pre-bid information session conference call
November 1:	Proposals due
Nov. 27-Dec. 7:	Interview finalists
December:	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 preparing zoning ordinances, including those that incorporate form-based codes.
2. The experience of the contractor in serving in an advisory role to a community or other public sector agency in revisions to a zoning ordinance.
3. The experience of the contractor in working in dense, older, built-out communities such as Berwyn, and the contractor's demonstrated understanding of the issues that face such communities as they relate to zoning ordinances.
4. The degree to which the contractor demonstrates a clear understanding of the project.
5. The quality and relevance of the examples of similar work and references for the projects.
6. Cost to CMAP, based on the contractor's hourly rates.

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 City 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., November 1, 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. Clearly defining the individuals that will be involved is particularly important for this RFP, and contractors are requested to ensure that the proposal does this. 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 contractor's approach as it relates to interacting with CMAP and the City on the management and oversight of the project.
3. Expand further on the types of issues that are likely to be encountered during the project. Contractors should demonstrate extensive knowledge of zoning practice, including the appropriate use of form-based codes.
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 hourly rates for relevant staff and any other expenses in the estimation of cost. Please note that for this project, a total cost is not being requested; rather, hourly rates for key staff people will be used to evaluate cost.

Submittal Requirements for Proposals

Proposals must be submitted to CMAP no later than 3:00 p.m., November 1, 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. November 1 deadline using one of the following means:

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

If submitting by email, contractors must write "PROPOSAL RESPONSE to RFP 088 SPECIFIC PROJECT H" 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.) Contractors may also use other methods such as file transfer services like Drop Box or website links to transmit if necessary.

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 H
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.

