



Chicago Metropolitan Agency for Planning

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January 4, 2013

REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR SPECIFIC PROJECT J

MULTI-MODAL TRANSPORTATION PLAN FOR VILLAGE OF NILES

The Chicago Metropolitan Agency for Planning (CMAP) is requesting proposals from the prequalified contractors to provide assistance with preparing a multi-modal transportation plan for the Village of Niles 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, January 10 at 10:00 a.m. (CST). 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, January 9. 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., January 25, 2013.**

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 J**

MULTI-MODAL TRANSPORTATION PLAN FOR VILLAGE OF NILES

The Chicago Metropolitan Agency for Planning (CMAP) invites prequalified contractors to submit proposals to assist with a multi-modal transportation plan for the Village of Niles, 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 March 2014.

SECTION 2: Scope of Project and Procurement Details

Project Background

The Village of Niles wishes to prepare a two-part, multi-modal transportation plan with a focus on the Milwaukee Avenue corridor for its entire length through the Village. The plan will promote a multi-modal, environmentally sound transportation system in harmony with the Village's recently adopted Comprehensive Plan, its Environmental Action Plan, and the livability and regional mobility principles of GO TO 2040. The plan's first component will be a Village-wide bicycle and pedestrian plan, meant to enhance the Village's biking and pedestrian networks for active transportation users. As a second component, the plan will concentrate on supportive actions the Village can take to complement Pace's investment in the new Arterial Rapid Transit (ART) transit service along Milwaukee Avenue. It will focus primarily on bicycle and pedestrian improvements and access to and within the corridor. The project is expected to involve close collaboration between the Village, the Northwest Municipal Conference, Regional Transportation Authority, Pace, Forest Preserve District of Cook County, Cook County Highway Department, and the Illinois Department of Transportation.

Niles is located in northern Cook County, bordered by Morton Grove, Glenview, Park Ridge, Skokie, and Chicago. Niles is located at a crossroads of major regional roadway and trail corridors. Although there are no interstates or Metra stations in the Village, several interstates are in close proximity (I-94 to the east, I-90 to the south, and I-294 to the west), and nearby Metra service is provided by the Milwaukee District North and Union Pacific Northwest rail lines. The North Branch of the Chicago River Trail also passes through the community.

Milwaukee Avenue is the principal transportation and commercial corridor of the village, intersecting with several major roads and arterials, including Touhy Avenue, Harlem Avenue, Oakton Street, Dempster Street (US 14), and Golf Road. The corridor is anchored by Golf Mill Shopping Mall on the north and the SOTO region (South of Touhy Avenue) on the south. SOTO has been the site of redevelopment during the past decade and features multi-family apartments and condominiums, river frontage, and open space associated with a large cemetery. The Village has a variety of density levels and walkable communities, but in many cases, connections between neighborhoods and the commercial areas on Milwaukee Avenue are difficult or non-existent.

Pace's ART service will provide an innovative, high-quality transit solution to improve connectivity within the region's growing suburban communities. The ART network will feature limited stops, stations electrified with heating, lighting and real-time information, enhanced fare collection methods, information kiosks, low floor buses and distinctive vehicles using transit signal priority features to improve service reliability.

The Village and Pace have been quite successful in securing funds to advance the Milwaukee Avenue ART. The Village has already received \$1.8 million for streetscaping along Milwaukee Avenue. The funds will support the second phase of a comprehensive streetscaping program begun in 2010 and will target three key intersections inside the corridor. Pace has requested CMAQ funding for transit improvement

inside the corridor as well. It is important that the Village maximize this investment by planning for a transit-friendly environment throughout the corridor.

This project does not represent the first time that the Milwaukee Avenue corridor has been studied. Below is a series of links to past studies prepared for the Village which provide important background to this study.

- [Milwaukee Avenue Plan](#), prepared for the Village in 2006 with funding from RTA.
- [Comprehensive Plan](#), completed October all 2011.
- [Environmental Action Plan](#) (still underway, adoption expected in early 2013), promotes an active transportation strategy and a Complete Streets policy as a means to positively influence the environment of Niles.
- In addition, a brief summary of ART planning along Milwaukee Avenue is available on the Village of Niles website, online [here](#).

A principal challenge of this project will be coordinating the effort with recommendations in both the recently-completed Comprehensive Plan and the soon-to-be completed Environmental Action Plan. It should be noted that one of the concepts presented in the Niles Comprehensive Plan was an option to widen Milwaukee Avenue within its existing right-of-way, transforming it into a five-lane configuration featuring a center turning lane. Such an action, if eventually implemented, would occur in an unspecified future. Consequently, it will not be considered in the multi-modal plan.

The multi-modal plan should also be closely coordinated with ongoing or overlapping projects sponsored by Pace. In conjunction with the Milwaukee Avenue and Dempster Street ART service, Pace is partnering with the Village of Niles to restructure their Community Circulator service. Upon service restructure, each circulator route will provide greater linkages within the Village, minimize the walking distance to Pace's fixed route services, and serve as a feeder service to the Pace Arterial Rapid Network. Both the ART project and the restructuring of the circulator service are expected to be underway by June of 2013. The ART project is expected to take 18 months to complete, while the Circulator Service restructuring should take approximately one year.

The contract period for this project is expected to be approximately one year in length, beginning in March 2013 and concluding in March 2014.

Project Description

The multi-modal transportation project consists of a comprehensive corridor study that will integrate two related components:

1. A Village-wide active transportation plan that promotes biking, walking, and transit. This component should identify gaps in the existing transportation networks and enable the Village to meet objectives outlined in the recently-completed Comprehensive Plan and ongoing Environmental Action Plan. Specifically, these documents included recommendations to develop a village-wide bicycle plan and an endorsement of Complete Streets concepts.
2. A specific examination of the Milwaukee Avenue corridor, with an emphasis on ways in which the Village can support and enhance Pace's ART service as well as promote and facilitate economic development and revitalization within the corridor. In updating the 2006 Milwaukee Avenue Plan, this component will identify land uses in need of change in order to promote greater densities and increased transit ridership. In tying back to the first component, the examination of the Milwaukee Avenue corridor should assess the current lack of pedestrian and

bicycle infrastructure along the corridor as well as offer recommendations to improve access to it and from adjacent neighborhoods. Continuity of pedestrian and bike facilities along the corridor is essential to both its economic vitality and to effective ART service.

Throughout the process of developing the multi-modal plan, the consultant will work with a steering committee. The steering committee will be established by the Village for the purpose of overseeing and guiding this project, and will also seek public input at appropriate stages. The steering committee should include members from appropriate sectors of the Village and will not consist exclusively of Village staff. Contractors should expect the steering committee to meet approximately four to six times over the duration of the project. The timing of the steering committee meetings to correspond with project activities is at the discretion of the contractor.

Expected project stages and activities are described below. Flexibility is provided to consultants in the specific format and contents of the deliverables that are produced (such as a single existing conditions report versus a series of topic-specific memos). Consultants are encouraged to produce deliverables that best fit the particular needs of this multi-component project. Consultants should clearly identify their proposed deliverables in the proposal and should clearly tie these to the project activities described below.

Drafts of all formal deliverables should be provided to CMAP and the Village at least two weeks before their release to a steering committee or the public.

Community Engagement

Contractors 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. Contractors should specify the number of public meetings, open houses, workshops, or other events to be held during the project process. It is understood that firm details concerning the public meetings may not be able to be specified in the proposal, but contractors should specify the number of public meetings that they assumed when putting together their price proposal.

Contractors should also specify how they will work with key stakeholders. In particular, coordination with Pace should occur throughout this project. At a minimum, interviews with key Pace representatives should be conducted to gain Pace's perspective on the most important ways to support ART service on Milwaukee Avenue, and Pace should be involved in the steering committee. Contractors should specify other organizations and agencies that they will involve in the planning process.

Existing Conditions

The format of the examination of existing conditions is left up to the contractor; it could be a single document, a series of smaller documents, or other options. However, it should include sufficient background to justify and explain the recommendations that are eventually made. The existing conditions examination should clearly demonstrate how the work being done builds upon past plans and studies; it also should communicate Pace's most current understanding of the operating characteristics

of the ART service. Contractors should specify the format of deliverables in detail (including expected approximate page counts) and discuss the issues that are expected to be covered.

Vision and Goals

The contractor should propose an approach to developing a vision, goal, and/or objective statements for this project. Due to its limited topical focus, a full-scale visioning process is not likely to be appropriate, but some statement of what the project is meant to accomplish should be produced. Contractors may propose to develop vision, goal, and/or objective statements as a stand-alone activity or as part of another project activity. Likewise, the vision, goal, and/or objective statements may be a separate deliverable, or included as part of another deliverable; contractors have flexibility to propose a variety of approaches. The format of the deliverable should be clearly specified in the proposal.

Key Recommendations

At approximately the midpoint of the project, before the preparation of the draft plan begins in earnest, contractors should be prepared to discuss the plan's expected recommendations. This can be done through preparing a brief memorandum, presentation, or similar document. This should be provided to Village staff for review and comment; it may be appropriate to schedule a steering committee meeting to discuss these recommendations as well. A meeting with CMAP's senior management will also be scheduled around the midpoint of the project to discuss the directions and expected recommendations of the plan. Contractors should clearly specify the format of proposed deliverables.

Draft Plan

The contractor should work with Village staff, CMAP, and the steering committee to analyze information and data from the existing conditions research, the community engagement process, and the response to the presentation of key recommendations; these elements should be used to develop the draft plan. The exact chapters and content of the plan are not yet certain, and contractors are not expected to provide a full plan outline in their proposal. However, they should give some indication of the types of recommendations that are expected to be made. This may include recommendations in the following areas, as well as others:

- Policy recommendations concerning Village-wide support for active transportation.
- New or revised regulatory or guidance documents, such as zoning ordinance, subdivision regulations, corridor design guidelines, parking requirements, etc.
- Infrastructure investments, both small- and large-scale, building on prior Village initiatives.
- Other programmatic activities, such as support for car-sharing, pricing of publicly-owned parking, or education programs targeted to residents or businesses.

The draft plan should also address implementation, including actions which should be taken in the near future to advance its recommendations. As above, consultants have flexibility in the format and length of the draft plan, but should specify this clearly in the proposal.

Final Plan

The contractor should prepare a final plan based on comments made on the draft plan by CMAP, Village stakeholders, and others. The final plan will be reviewed by the Building and Zoning Committee, the

Plan Commission and Zoning Board of Appeals. Ultimately, the Village Board will be asked to formally adopt the plan.

Selection Process and Schedule

January 4:	Release RFP to prequalified contractors
January 10:	Non-mandatory pre-bid information session conference call
January 25:	Proposals due
March 7 and 8:	Interview finalists
Late March:	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 stakeholder engagement and multi-modal transportation 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 – in particular, the integration of the specific focus on Milwaukee Avenue with the village-wide multi-modal transportation plan.
4. The appropriateness and clarity of the deliverables specified in the proposal.
5. The quality and relevance of the examples of similar work and references for the projects.
6. 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., January 25, 2013.

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. Demonstrate understanding of the overall purpose of the project, and the way in which the specific focus on Milwaukee Avenue will be incorporated within the Village-wide transportation plan. Contractors should also demonstrate that their work on this project will help to implement the principles of GO TO 2040.
3. Provide a narrative describing the process that will be used to produce the draft plan, as well as any interim deliverables proposed by the contractor. 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 necessary technical analysis, engaging the public and other stakeholders, and interacting with CMAP and the Village on the management and oversight of the study.
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., January 25, 2013. 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. January 25 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 J" 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 larger files if they are over the 10 MB limit.

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 J
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 J dated January 4, 2013, 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:
(If none received, write "NONE.")

Addendum Number Date Received

_____	_____
_____	_____

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:
