



Chicago Metropolitan Agency for Planning

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March 6, 2013

REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR SPECIFIC PROJECT L

APACHE PARK NEIGHBORHOOD PLAN FOR CITY OF DES PLAINES

The Chicago Metropolitan Agency for Planning (CMAP) is requesting proposals from the prequalified contractors to provide assistance with preparing a Neighborhood Plan for Apache Park in the City of Des Plaines as described in the enclosed Request for Proposals (RFP). This Neighborhood Plan should employ Crime Prevention Through Environmental Design concepts in addition to addressing traditional planning topics such as land use and transportation. 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 March 12 at 10:00 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 March 11. 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., March 27, 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 L**

APACHE PARK NEIGHBORHOOD PLAN FOR CITY OF DES PLAINES

The Chicago Metropolitan Agency for Planning (CMAP) invites prequalified contractors to submit proposals to assist with preparing a Neighborhood Plan for Apache Park in the City of Des Plaines, 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 February 2014.

SECTION 2: Scope of Project and Procurement Details

Project Background

The City of Des Plaines wishes to prepare a CPTED-Based neighborhood plan for the Apache Park community in Des Plaines. The City is located in northwest Cook County, with access to the Chicago region provided by Interstates 294, 90, and the Metra Union Pacific Northwest Service rail line. Approximately one mile south of downtown Des Plaines lies the Apache Park neighborhood, one of the older neighborhoods within the city. The neighborhood, bounded by Oakton Street on the north, Touhy Avenue on the south, Mannheim Road on the east and Lee Street on the west, is a largely residential area comprised of a mix of townhouses, single-family homes and small (2-4 unit) multifamily structures. A commercial district spans the northern border of the neighborhood along Oakton Street, and a small industrial park is located just to the east, and office and hospitality uses abut the southern edge of the neighborhood on the north side of Touhy Avenue. More commercial uses that serve the neighborhood are located on the south side of Touhy Avenue, in the Village of Rosemont. The neighborhood is served by the arterials mentioned above, and also by several Pace routes that operate on Oakton Street, Touhy Avenue, and Lee Street.

The [Des Plaines Comprehensive Plan \(2007\)](#) mentions the Apache Park area as one “older duplex and multifamily properties” and noted that the area appears to be “overcrowded with insufficient open space” and may suffer from “maintenance issues”. While the Plan does identify policies and recommendations that would broadly address concerns in the neighborhood, no specific policies were identified for the Apache Park neighborhood. The draft [Des Plaines Unified Development Ordinance \(2011\)](#) identified the area’s residential development context as Urban Neighborhood and Late Urban Neighborhood, and its residential zoning districts as RN2 (Outer Multifamily Residential), RN3 (Neighborhood Multifamily Residential) and RN6 (Outer Manor Residential). The current Zoning Ordinance designates the area as R-1, Single-Family Residential, R-2, Two-Family Residential, and R-3 Townhouse Residential, zoning districts. There are no Tax Increment Financing (TIF) districts or other development incentive programs currently active in the area.

In recent years the City has experienced an increase in crime in the Apache Park neighborhood. According to the City of Des Plaines Police Department property crimes have noticeably increased in the area as gang presence has increased, and a slight increase in violent crime has also been observed. Because of this, the City’s Community Development Department and Police Department have sought to employ a Crime Prevention Through Environmental Design (CPTED) approach in the neighborhood as a crime prevention and neighborhood revitalization strategy.

According to the National Crime Prevention Council, one of the training organizations of the CPTED approach, CPTED is based on the principle that

“law enforcement officers, architects, city planners, landscape and interior designers, and resident volunteers can create a climate of safety in a community right from the start. CPTED’s goal is to prevent

crime by designing a physical environment that positively influences human behavior. The theory is based on four principles: natural access control, natural surveillance, territoriality, and maintenance.”

The City of Des Plaines would like to adopt this approach as the foundation of its work in the Apache Park neighborhood. Furthermore, the City would like to have this planning effort serve as a model or “best practice” for addressing concerns in similar neighborhoods in Des Plaines. CMAP concurs with this and would like to have this project stand as an example for similar neighborhoods throughout the region.

Project Description

The objectives of the Apache Park Neighborhood Plan are to:

- ❖ Employ the principles of Crime Prevention Through Environmental Design (CPTED) in the Apache Park neighborhood.
- ❖ Improve neighborhood aesthetics and maintenance in Apache Park.
- ❖ Provide design recommendations to positively affect new, reuse and infill development opportunities for the Apache Park neighborhood, including the integration of mixed-use development where feasible.
- ❖ Plan for investments in transportation infrastructure, streetscaping, and other physical improvements to reinforce CPTED principles.
- ❖ Provide a model framework for adopting and implementing CPTED principles in physically similar neighborhoods.

The contract for this project is expected to be approximately nine months in length, beginning in May 2013 and concluding in February 2014.

The selected contractor will work under the direction of CMAP, but is expected to interact frequently with representatives of the City through a steering committee. Contractors should expect the steering committee to meet approximately four 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 adjacent municipalities where impacted, 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 three public open houses and/or public workshops scheduled during the year-long process, including an initial public meeting, visioning workshop, and open house to present plan recommendations; contractors can propose additional opportunities as well but should include at least these three.

Contractors should provide a proposal that generally follows the proposed scope of work below. However, contractors should propose unique project scopes that represent the capacity and strengths of their teams.

Task 1. Project Initiation

1.1 Steering Committee Development

CMAP will work with City of Des Plaines staff to establish the Steering Committee for the Neighborhood Plan. City staff will identify local and institutional stakeholders who will work as an advisory group on the project, and CMAP staff will provide assistance as necessary.

1.2 Staff Kickoff Meeting

After selection, the contractor will be expected to participate in introductory project discussions with representatives from CMAP and City of Des Plaines staff. The purpose of the discussions will be to define the division of project responsibility, finalize matters related to the project's scope and timeline, and to outline tasks leading to the initial public meeting.

A critical and necessary addition to the staff kickoff meeting will be staff from the Des Plaines Police Department. Representatives of the police department must be identified for participation on the project at the City staff and Steering Committee levels.

1.3 CPTED Approach Research

The contractor will conduct research on the CPTED process and ensure that the Apache Park Neighborhood Plan follows a similar format. The contractor will be expected to evaluate resources such as U.S. Department of Justice and National Crime Prevention Council programs for the identification of specific elements to be included in this project.

Task 2. Public Outreach

The contractor will be expected to develop and implement a public outreach plan for the project. This document specifies the contractor's approach to gathering public input for the project, and outlines the points at which the project steering committee will be engaged for input. General CPTED planning standards suggest that police department representatives should be actively involved in the development and implementation of a public outreach strategy and the overall planning process. The public outreach plan should include, at a minimum, four steering committee meetings, three public workshops or meetings, and a presentation to the City Council:

- An initial public meeting with residents, business and institutional stakeholders, and City representatives, with the purpose of introducing the project to the general public.
- Four steering committee meetings designed to gather input and provide general project guidance.
- A public visioning workshop that assists in the development of a future vision for Apache Park.
- A public open house that serves as an initial public presentation of detailed plan recommendations.
- A final presentation of the Neighborhood plan and its recommendations to the City Council. The expected outcome of this presentation would be final approval by the City Council and would conclude the project.

Contractors are encouraged to include additional information about the inclusion of other outreach strategies, such as media and Internet outreach, and other innovative tools. Contractors should be capable of conducting some outreach activities in Spanish, and should describe in their proposals how they will reach out to Spanish-speaking stakeholders. CPTED-specific plans often include crime

perception surveys of residents, business owners, representatives of institutions and other stakeholders, and should be considered as part of this effort as well.

Deliverables	Documentation
Public Outreach Plan	Memorandum detailing outreach philosophy, strategy, and approach
Meeting Summaries	Summaries of all steering committee meetings, public workshops and meetings, and other public engagement results

Task 3. Data Gathering and Analysis

Early work on the Neighborhood Plan will focus on developing a thorough physical and economic understanding of the Apache Park neighborhood. This is expected to be completed through the gathering and analysis of relevant data that will lead to the production of an assessment of existing conditions (an interim product) which describes current conditions in the neighborhood. This assessment should include:

- A description of existing conditions of Apache Park, including history and regional context.
- Summaries of previous plans.
- Area demographics.
- Historical analysis of violent and property crime conditions in the Apache Park neighborhood.
- An assessment of design and visual aesthetics that contribute to the overall image, identity, safety and security of the neighborhood. This includes but is not limited to: traffic signage; pedestrian signage; decorative signage; landscaping; street lighting; benches; sidewalk quality; and design standards of the neighborhood’s private realm.
- A safe/unsafe areas analysis of the area, done to identify design-induced unsafe sites in the Apache Park neighborhood.
- A general economic assessment, including recent development trends.
- Analysis of land use and zoning, including an assessment of the effectiveness of current zoning districts in the neighborhood.
- Analysis of transportation and transit access and options.
- Analysis of open space and recreational access and options.

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. It should be presented to the steering committee and revised based on feedback.

Deliverables	Documentation
Assessment of Existing Conditions	Narrative, tables, charts, maps and other graphics illustrating existing conditions; identification of potential opportunities and possible constraints

Task 4. Plan Visioning

The contractor will conduct a public visioning process with City residents and officials, and other stakeholders, to construct a future vision for the Apache Park neighborhood. The contractor should propose an approach to developing a vision, goal, and/or objective statements for this project. 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. It should be presented to the steering committee and revised based on feedback.

Deliverables	Documentation
Vision, Goal, and/or Objective Statements	Deliverable articulating a general vision, goals, and/or objectives for the Apache Park neighborhood.

Task 6. Plan Development

Neighborhood plan recommendations and concepts are expected to be crafted during the plan development phase of the planning process. The plan development phase is envisioned to include four steps:

6.1 Recommendations Memorandum

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 City for review and discussion. The purpose of this deliverable is to provide the City 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.

Around the time this document is produced, the contractors should also expect to have a meeting with CMAP senior management to discuss the direction of the project.

6.2 Draft Plan

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 and opportunities analysis 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, generally including:

- Land use recommendations.
- Zoning recommendations.
- Transportation and transit access and improvement recommendations.

- Streetscaping recommendations, including signage, landscaping, lighting, benches and sidewalks.
- Other general design, image and identity recommendations that place special emphasis on the four design principles of CPTED – access control; surveillance; territorial reinforcement; and maintenance.

The plan should also address implementation, including descriptions of actions that should be taken to advance its recommendations.

6.3 Final Plan

A final plan which is a modified version of the above draft plan, based on revisions from the City, its committees, and public feedback. The City Council will be asked to formally adopt the final plan.

Deliverables	Documentation
Recommendations Memorandum	Memorandum detailing anticipated recommendations for the Apache Park neighborhood; for internal review only
Draft Plan	Detailed narrative of vision and recommendations of the Apache Park neighborhood; graphics, sketches and photographs illustrating preferred design concepts; a detailed implementation strategy that specifies implementation responsibilities and potential funding sources
Final Plan	Hard copy and electronic copy of Apache Park neighborhood Plan for public release

Selection Process and Schedule

March 6:	Release RFP to prequalified contractors
March 10:	Non-mandatory pre-bid information session conference call
March 29:	Proposals due
Late April:	Interview finalists
Early May:	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, ability to conduct effective public engagement and technical planning work, and ability to address CPTED concepts.

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 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., March 27, 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 roles and hours on the project should be specified, 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 City 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 CPTED.
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 with the individuals identified, 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., March 27, 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. March 27 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 L" 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 L
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 (CMAA) Request for Proposal for Specific Project L dated March 6, 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:
