



Chicago Metropolitan Agency for Planning

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

March 15, 2013

REQUEST FOR PROPOSALS FROM PREQUALIFIED CONSULTING FIRMS FOR SPECIFIC PROJECT M

COMPREHENSIVE PLAN FOR CITY OF CALUMET CITY

The Chicago Metropolitan Agency for Planning (CMAP) is requesting proposals from the prequalified contractors to provide assistance with preparing a comprehensive plan for Calumet City 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, March 21 at 9:00 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 Wednesday, March 20. 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., Friday, April 5, 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 M

COMPREHENSIVE PLAN FOR CITY OF CALUMET CITY

The Chicago Metropolitan Agency for Planning (CMAP) invites prequalified contractors to submit proposals to assist with preparing a comprehensive plan for Calumet City, 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 April 2014.

SECTION 2: Scope of Project and Procurement Details

Project Background

The City of Calumet City, in partnership with CMAP, wishes to pursue the development of a Comprehensive Plan. Calumet City is located on the eastern edge of the CMAP region in south Cook County. It is strategically situated east of the Bishop Ford Expressway (I-94) and north of the Kingery Expressway (I-80/94), and shares boundaries with Burnham and Chicago to the north, Dolton and South Holland to the west, Lansing to the south, and the state of Indiana to the east. Torrence Avenue (Rte. 83), running north and south through the City, is a major commercial corridor and serves River Oaks Mall, River Oaks Plaza West Shopping Center, and The Landings Shopping Center. At just over 1.3 million square feet, River Oaks is the largest mall in the south suburbs. Sibley Boulevard, an east-west artery located in the northern part of the city, is another important commercial corridor, though it does not feature as much large-scale retail as Torrence Avenue.

Like many of its municipal neighbors, Calumet City lost much of its industrial base in the 1970s & 80s. Although the City has seen some industry return in recent years, it has had a difficult time re-building its industrial base due, in part, to competition from nearby Indiana. The City struggles with issues associated with vacant residential and commercial properties. One such vacant area is commonly called the Marble Street property which is part of a 50-acre parcel located in the extreme northeast corner of the City. It sits on a former industrial site and is currently vacant. There are environmental remediation concerns with the parcel and the City would like to see it redeveloped.

Calumet City has an abundance of green amenities, including the Sand Ridge Nature Preserve, several municipal parks, and large tracts of forest preserve located south of Pulaski Road and north of the Little Calumet River.

While Calumet City does not have a defined downtown, the city would like to see Pulaski Road serve as a downtown corridor. Most of the city's major institutions, like the fire and police departments, public library, post office, and city hall are located on near Pulaski Road. Land use in the Pulaski Road corridor is dominated by residential, with Thornton Fractional North High School, Cook County Forest Preserve lands and the Sand Ridge Nature Preserve located along the southern edge of the corridor. The corridor ends at the Indiana border and the Franciscan Saint Margaret Hospital and Health Center complex in Hammond.

The City has not had a comprehensive plan in over 20 years and the losses incurred by and the lessons learned from floods associated with Hurricane Ike in 2008 have underscored the need to develop a comprehensive plan that addresses fundamental issues and offers the City an opportunity to guide development in a positive direction. The City intends to integrate their latest Stormwater Improvement Plan ([Elements of a Stormwater Plan](#)) and Pavement Management Plan ([Pavement Management Plan](#)) into the new comprehensive plan. Both plans were updated in 2012. While these completed plans will be integrated into the comprehensive plan, there will not be stormwater planning work performed through the contract that results from this RFP.

Project Description

The goal of this project is to develop a comprehensive plan that meets the needs of a community experiencing the challenges of a changing environment and economy. The principal objective of the plan is to develop land use and transportation strategies that revitalize the City and remain consistent with the principles of GO TO 2040.

The comprehensive plan should:

- Guide future development while addressing the issue of revitalization of vacant residential and commercial properties.
- Evaluate the redevelopment potential of the Marble Street property.
- Encourage and offer transportation choices for Calumet City's residents that provide effective access to jobs, services, health care and other basic needs.
- Include a non-motorized transportation component addressing public safety, bicycle routes, and walkability.

- Offer concepts that give a Town Center feel to the segment of Pulaski Road near its intersection with Wentworth Avenue.
- Identify environmental priorities and concerns..
- Highlight Calumet's City's green amenities while providing a means to link residents to parks, the Sand Ridge Nature Preserve, and the City's abundant forest preserves.
- Foster a stronger relationship with its south suburban neighbors and the city of Hammond.

This project is intended by CMAP to not only produce a high-quality comprehensive plan for Calumet City, but to provide an opportunity to coordinate with other nearby communities. A comprehensive plan for Lansing (immediately south of Calumet City) was initiated recently by CMAP. Since both of these communities border Indiana, it provides CMAP with a rare opportunity to communicate across the state line regarding planning issues.

In addition to its municipal neighbors, communication and coordination efforts should include the Chicago Southland Convention and Visitors Bureau (CSCVB), Chicago Southland Economic Development Council (CSEDC), South Suburban Mayors and Managers Association (SSMMA), Diversity Inc., and the South Suburban Housing Collaborative (SSHC).

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

Scope of Services

This scope of work seeks to prepare a comprehensive plan for Calumet City. 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 6 times over the duration of the project.

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 Calumet City. 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 City at least two weeks before their release to a steering committee or the public.

Community and Stakeholder Engagement

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. 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. At a minimum, 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.

Existing Conditions

The contractor should propose an approach to analyze key current conditions in the community. 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 analysis of existing conditions should address issues 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. It also should include brief summaries of ongoing and recent planning activities in adjacent communities.

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. These should not contain specific recommendations for action, but should provide general principles to be accomplished through the 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.

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. The purpose of this deliverable is to provide CMAP and 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.

This can be done through preparing a brief memorandum, presentation, or similar document. The deliverable should be provided to City 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 City 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, including topics such as land use, residential and commercial development, transportation, the natural environment, community services and facilities, and community image and identity.

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, City stakeholders, and others. The final plan will be reviewed by the City's Plan Commission. Ultimately, the City Council will be asked to formally adopt the plan. Contractors should assume that a series of meetings

will be necessary, including an initial presentation to the project steering committee, an informational open house, a formal public hearing, and presentations to the Plan Commission and the City Council. (Some of these meetings may be able to occur concurrently; it is likely that the public hearing can occur at the Plan Commission meeting.)

Selection Process and Schedule

March 15:	Release RFP to prequalified contractors
March 21:	Non-mandatory pre-bid information session conference call
April 5:	Proposals due
May 6-10:	Interview finalists
Later 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, 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 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., April 5, 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 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 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., April 5, 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 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 M" 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 M
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@cmaphillinois.gov.

Attachment 1: Price Proposal Form

In response to Chicago Metropolitan Agency for Planning (CMAP) Request for Proposal for Specific Project M dated March 15, 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:
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: _____