



MEMORANDUM

To: CMAP Board

From: Dolores Dowdle
Deputy Executive Director, Finance and Administration

Date: November 5, 2014

Re: Contract Approval to Create a Zoning Ordinance for the Village of Westchester

The CMAP local technical assistance (LTA) program is designed to implement GO TO 2040 through assistance to local government. The purpose of the LTA program, which has been reflected clearly in its products, is to provide assistance to communities across the Chicago metropolitan region to undertake planning projects that advance the principles of GO TO 2040. Since the initiation of this program in 2011, CMAP has completed over 80 local planning projects, with 50 more currently underway.

In June 2014, the Village of Westchester adopted the Westchester Comprehensive Plan, which was developed with technical assistance from CMAP. The plan sets forth the overarching land use goals of providing a greater range of housing options and revitalizing and reshaping the Village's commercial corridors. To forward these goals, the plan identifies the need to revise the existing zoning ordinance as a key near-term action. The Village requested assistance in the LTA program to prepare new zoning regulations. The planning process will serve to streamline and modernize the zoning ordinance and create new zoning district standards for key areas of town.

A Request for Proposal (RFP) was issued to potential contractors for the LTA program as well as posted on the CMAP website. Four proposals were received from Camiros, Duncan Associates/Coda Metrics, Houseal Lavigne Associates, and Teska Associates, Inc./Ancel Glink.

The proposals were reviewed by a team comprised of three CMAP staff members Samyukth Shenbaga and Kristin Ihnchak and representatives from the Village of Westchester—Melissa Headley, Director of Community Development and Janet Matthys, Village Manager. The team based the evaluation on the following criteria listed in the RFP:

The demonstrated record of experience of the contractor as well as identified staff in providing the professional services identified in the Project Background and Project Description sections.

- The contractor’s approach to preparing a zoning ordinance that addresses the priorities identified in the Project Background and Project Description sections.
- The contractor’s approach to the zoning ordinance development process as specified in the Scope of Services section, including public engagement and preparation of draft and interim deliverables.
- The quality and relevance of the examples of similar work.
- The contractor’s integration of the principles of GO TO 2040 into the proposal.
- The quality of the option(s) submitted.
- Cost to CMAP, including consideration of all project costs, option costs and per-hour rates.

The review team reviewed and ranked all proposals. The team interviewed the three proposals receiving the highest scores—Camiros, Duncan Associates, and Teska Associates. The rankings of the proposals are based on the written proposals and interviews.

Criteria	Maximum Score	Camiros	Duncan	HLA	Teska
Experience related to RFP	30	26.2	28.7	20.3	22.3
Approach to project priorities	10	9.0	9.3	8.0	8.7
Approach to process	20	14.7	18.0	15.3	15.0
Relevance of prior work	10	9.5	9.0	8.0	7.7
Integration of principles of GO TO 2040	10	7.7	8.3	7.7	9.3
Cost	20	13.1 \$76,110	7.4 \$99,950	12.2 \$79,610	14.4 \$70,950
BASE TOTAL	100	80.1	80.7	71.5	77.4
Impact of optional tasks	NA	NA	NA	+2.4	+0.7
TOTAL WITH OPTIONS	100	80.1	80.7	73.9	78.1

The Duncan/Coda Metrics (Duncan) team had a very strong proposal, which demonstrated a depth of experience in zoning issues and an ability to be flexible in the project approach to ensure an appropriate response to the potential design and form-based coding aspects of the project. Duncan also provided a variety of innovative ways to engage the public on regulatory issues and reach consensus among interest groups and public officials, and discussed multiple avenues to incorporate sustainability in Westchester’s zoning regulations. While the Duncan proposal is the most expensive of the four proposals received, their proposed cost falls within a range that is reasonable for this type of project and the proposal was scored the highest. The review team recommends that Duncan/Coda Metrics be selected for the Village of Westchester zoning ordinance project.

The original cost proposed by Duncan was \$99,950, which was the highest cost proposed. Following the decision to select Duncan, CMAP contacted the firm on October 30 to discuss whether some elements of project scope could be reduced; these mainly related to the level of detail concerning urban design that was necessary in the ordinance. Following this discussion, Duncan submitted a revised cost of \$86,345 that reflected some targeted reductions in scope.

It is recommended that the Board approve a contract with Duncan Associates for \$86,345 to update zoning ordinance for Village of Westchester. Support for the contract is included in the UWP contract grants.

ACTION REQUESTED: Approval

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Chicago Metropolitan Agency for Planning

Agenda Item No. 5.2

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

MEMORANDUM

To: CMAP Board

From: Dolores Dowdle
Deputy Executive Director, Finance and Administration

Date: November 5, 2014

Re: Contract Increase Approval for Market and Financial Analysis for Local
Technical Assistance Projects

In June 2014 the Board approved the contract award to Valerie S. Kretchmer Associates (VSKA) for \$50,000 for a one-year period to provide detailed market or financial analysis to the CMAP local technical assistance (LTA) program. The contracted analysis provides a refined understanding of the market for certain development types would help to guide plan recommendations. The LTA program includes a focus on implementation, so it is important to consider the market and fiscal realities that face the plans prepared through the LTA program.

The description of the procurement for the selection of VSKA was presented to the Board in June. It was anticipated that the need for the services would be similar to last year. Since that time, the annual proposals for the LTA program were received and approved by the Board in October. There is an increase in the number of the new LTA projects which have significant market analysis elements. These projects could benefit from the type of analysis that VSKA conducts. Several of these projects are county-wide, rather than covering a single municipality, resulting in a more complex analysis that will be more costly. In addition an evaluation of the LTA program was conducted, and will be presented to the Board in November. The evaluation concluded that additional attention should be given to analyzing reinvestment potential and ensuring that recommendations for LTA projects are fully market-feasible. This will result in VSKA being more involved in more projects than in the past.

It is recommended that the Board approve increasing the contract with Valerie S. Kretchmer Associates (VSKA) by \$75,000, bringing the total to \$125,000. VSKA will assist with market and fiscal analysis for LTA projects. Support for the contract is included in multiple years from the UWP contract funds.

ACTION REQUESTED: Approval

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Chicago Metropolitan Agency for Planning

Agenda Item No. 5.3

233 South Wacker Drive
Suite 800
Chicago, Illinois 60606

312 454 0400
www.cmap.illinois.gov

MEMORANDUM

To: CMAP Board

From: Dolores Dowdle
Deputy Executive Director, Finance and Administration

Date: November 5, 2014

Re: Contract Approval to Develop a Long Range Housing Policy Plan for
Three Municipalities: Glendale Heights, Hanover Park and West Chicago

The CMAP local technical assistance (LTA) program is designed to implement GO TO 2040 through assistance to local government. Over 80 projects have been completed through the LTA program, with 50 more underway. In the summer of 2013, one of the approved projects for the LTA program was from the Village of Hanover Park, in partnership with DuPage County and the Village of Glendale Heights and the City of West Chicago to complete an interjurisdictional *Homes for a Changing Region (Homes)* housing policy plan. Specifically, the project will help to implement the comprehensive plans and strategic goals of all of the communities, particularly as they relate to centralized transit-supportive housing.

A Request for Proposal (RFP) was issued to the potential contractors for the LTA program as well as posted on the CMAP website. Five proposals were received from the Fregonese, SB Friedman Development Advisors, Houseal Lavigne Associates, RATIO Architects, Inc., and Teska Associates, Inc.

The proposals were reviewed by a team comprised of three CMAP staff members (Samyukth Shenbaga, Jonathan Burch, and Berenice Vallecillos) and three municipal representatives (Shubhra Govind, Community and Economic Development Director, Village of Hanover Park; Joanne Kalchbrenner, Director of Community Development, Village of Glendale Heights; and John Said, Director of the Department of Community Development, City of West Chicago). The team based the evaluation on the following criteria listed in the RFP:

- The contractor's experience in municipal housing policy, land use, and transportation planning.
- The contractor's understanding of the housing, land use, and transportation issues involved in the project, as demonstrated by the discussion of these issues in the description of project approach.

- The contractor’s approach to each project phase specified in Section 2, including quantitative analysis, public engagement, development of recommendations, and plan preparation.
- The quality and relevance of the examples of similar work.
- Consistency with GO TO 2040.
- Cost to CMAP.

The review team reviewed and ranked all proposals. The team interviewed the three proposals receiving the highest scores – S. B. Friedman Development Advisors, RATIO Architects, and Teska Associates, Inc. The rankings of the proposals are based on the written proposals and interviews.

Criteria	Maximum Score	Fregonese	Friedman	HLA	RATIO	Teska
Experience related to RFP	20	17.5	18.0	15.5	16.1	17.5
Approach to issues	20	14.9	16.4	14.8	15.7	16.4
Approach to process	30	19.9	23.5	20.2	23.0	24.6
Relevance of prior work	5	3.8	4.5	3.3	3.8	4.2
Consistency with GO TO 2040	5	3.5	4.1	3.7	3.8	3.4
Cost to CMAP	20	2.5 \$190,625	2.0 \$194,083	10.8 \$132,840	11.2 \$130,324	11.6 \$127,530
TOTAL	100	62.1	68.5	68.3	73.6	77.7

Teska demonstrated, both in their proposal and the interviews, the strongest approach to land use planning issues in general. Teska’s proposal outlined a thorough, yet flexible process to complete the project successfully, describing the most effective and innovative tools for public engagement. The firm’s approach to the project also emphasized plan implementation, which is a priority for CMAP. Finally, Teska provided examples of completed projects illustrating the firm’s experience working in similar communities on issues relevant to Homes. The review team unanimously recommended that Teska be selected for the Homes Project.

It is recommended that the Board approve a contract with Teska Associates, Inc. for \$127,530 to develop a Long Range Housing Policy Plan for three municipalities: Glendale Heights, Hanover Park and West Chicago. Support for the contract is included in the UWP contract grants and the Chicago Community Trust grant.

ACTION REQUESTED: Approval

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MEMORANDUM

To: CMAP Board

From: Dolores Dowdle
Deputy Executive Director, Finance and Administration

Date: November 5, 2014

Re: Contract Approval for Targeted State Legislative Advocacy Services

In 2010 the GO TO 2040 plan established coordinated strategies for the region. While the State of Illinois and the federal government have responsibilities in addressing these strategies, there are specific roles for the region's communities and counties, as well as for its transportation agencies and planning organizations. CMAP is proposing a new fund to support infrastructure investment and comprehensive planning that would enhance quality of life and economic prosperity.

A Request for Proposal (RFP) was issued to obtain State legislative advocacy services targeted to successfully enact a fund for supporting infrastructure investment and comprehensive planning and implementation activities. The RFP anticipated that the duration of this scope of work will be in advance of and throughout the 2015 Spring Legislative Session, Veto Session and the period during which the Governor may take action on bills passed during the spring session. It is expected that this contract will terminate on December 31, 2015 but will include two one-year options for renewal. Three proposals were received, though one was deemed unresponsive to the requirements of the RFP. The two valid proposals were from Carpenter Lipps & Leland and Taylor Uhe LLC.

The proposals were reviewed by a team comprised of Gordon Smith, Randy Blankenhorn and Jill Leary. The team based the following evaluation on the criteria listed in the RFP:

- The firm's response and approach to the project described within this RFP and specific to the Scope of Services.
- The firm's demonstrated success in providing targeted State legislative advocacy services achieving the passage of or amending of legislation.
- The qualifications and experience of the firm's personnel to be assigned to CMAP's work in the areas identified in the Scope of Services and their training and experience.

- The reputation of the firm based on references.
- Cost to CMAP.

The review team reviewed and scored the proposals and interviewed both consulting firms. The score of the proposals are based on the written proposals and interviews.

Criteria	Maximum Score	Carpenter Lipps & Leland	Taylor Uhe
Response and approach	30	30.0	30.0
Demonstrated success in providing targeted State legislative advocacy service	30	22.8	30.0
Firm Staff assigned to targeted service	20	15.2	20.0
Cost	20	20.0 \$53,000	16.0 \$97,500
TOTAL	100	88.0	96.0

Taylor Uhe clearly illustrated their experience in undertaking similar high profile policy initiatives and successfully negotiating enabling legislation through the Illinois General Assembly. Taylor Uhe demonstrated a very clear understanding of the issue and presented a general strategy for mitigating the anticipated opposition to the initiative. Even though Taylor Uhe works well with the various caucuses, Taylor Uhe can also engage a subcontractor to assist with key caucuses that would help with the success of this initiative. The Taylor Uhe team consists of three members, all of which have extensive experience working with the Illinois General Assembly and drafting legislation on behalf of multiple clients. Based on the strength of their proposal and interviews, the review team unanimously recommends Taylor Uhe.

It is recommended that the Board approve a contract with Taylor Uhe LLC for \$127,500, which includes \$30,000 for a subcontractor, to provide targeted State legislative advocacy services. Support for the contract is with general funds in the FY 2015 budget.

ACTION REQUESTED: Approval

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