



# Chicago Metropolitan Agency for Planning

Agenda Item No. 5.1

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

## MEMORANDUM

**To:** CMAP Board

**From:** Dolores Dowdle  
Deputy Executive Director, Finance and Administration

**Date:** February 4, 2015

**Re:** Resolution for Cook County 2013 Assessment Data

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As the regional planning agency, CMAP maintains large data resources for use in its development, projection, and evaluation of land use and transportation in the northeastern Illinois region. The Cook County Assessor's Office has a geographic information database that will facilitate CMAP's decision making process with respect to planning for the region. Cook County requires that the CMAP Board pass a resolution authorizing the Executive Director to execute an Intergovernmental Agreement for the release of the database.

It is recommended that the Board adopt the attached resolution for obtaining Cook County 2013 Assessment Data.

**ACTION REQUESTED:** Adoption

CHICAGO METROPOLITAN AGENCY FOR PLANNING

RESOLUTION NO. 01-2015

WHEREAS, the Chicago Metropolitan Agency for Planning ("CMAP"), pursuant to the Regional Planning Act, 70 ILCS 1707/1 *et seq.*, is granted all powers necessary to carry out its legislative purposes in order to plan for the most effective public and private investments in the northeastern Illinois region and to better integrate plans for land use and transportation; and

WHEREAS, CMAP is constantly evaluating and accessing the land use information/attributes in the region; and

WHEREAS, the Cook County Assessor's Office has a geographic information ("GIS") database that it is willing to make available to CMAP at no cost; and

WHEREAS, GIS data sharing with the Cook County Assessor's Office will allow CMAP to access GIS data from the Assessor that will facilitate CMAP's decision making process with respect to planning for the region; and

WHEREAS, cooperation between and among governmental agencies and entities through intergovernmental agreements is authorized and encouraged by Article VII, Section 10 of the Illinois Constitution of 1970 and by the "Intergovernmental Cooperation Act" (5 ILCS 220/1 *et seq.*); and

WHEREAS, CMAP and the Cook County Assessor have negotiated an Intergovernmental Agreement, dated February 11, 2015, in substantially the form attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Chicago Metropolitan Agency for Planning Board as follows:

The Executive Director is authorized to finalize an Intergovernmental Agreement between the Chicago Metropolitan Agency for Planning and the Cook County Assessor's Office in substantially the form of the agreement attached to this Resolution, and the Executive Director is authorized to execute said Intergovernmental Agreement.

Approved: \_\_\_\_\_  
Vice Chair

Date: February 11, 2015



# Chicago Metropolitan Agency for Planning

## Agenda Item No. 5.2

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Suite 800  
Chicago, Illinois 60606

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www.cmap.illinois.gov

## MEMORANDUM

**To:** CMAP Board

**From:** Dolores Dowdle  
Deputy Executive Director, Finance and Administration

**Date:** February 4, 2015

**Re:** Contract Approval to Create a Comprehensive Plan for the  
Village of Roselle

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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 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 90 local planning projects, with 50 more currently underway and 30 set to begin in the near future.

The Village of Roselle, located primarily in north-central DuPage County with a few areas in Cook County, submitted a request for the LTA program to create a new Comprehensive Plan that provides holistic policy guidance for the municipality and surrounding unincorporated areas within its planning jurisdiction. The proposal identified the need for focused land use planning to take advantage of the Village's key transportation assets, including the upcoming Elgin O'Hare Expressway (IL Route 390), Lake Street corridor (U.S. Route 20), Roselle Road corridor, and Roselle Metra Station. The new Comprehensive Plan will promote the livability principles of CMAP's GO TO 2040 plan, and address issues resulting from demographic and economic changes since the adoption of the last Comprehensive Plan in 1990. It will provide policies and implementation actions to promote balanced growth and development for the next 15-20 years, with specific focus on economic development, unincorporated areas, infrastructure, housing, transportation, and plan implementation.

A Request for Proposal (RFP) was issued to potential contractors as well as posted on the CMAP website. Five proposals were received from Camiros, LTD., Ginkgo Planning and Design, Inc., Houseal Lavigne Associates, Ratio Architects, and Teska Associates, Inc.

The proposals were reviewed by a team comprised of CMAP staff members Samyukth Shenbaga and Daniel Olson and representatives from the Village of Roselle—Matt Fitzgibbon and Patrick Watkins. The team based the evaluation on the following criteria listed in the RFP:

1. The demonstrated record of experience of the consultant as well as identified staff in providing the professional services identified in this scope of work.
2. The consultant’s approach to preparing a comprehensive plan that addresses the key topic areas identified in the Project Background and Project Description sections.
3. The consultant’s approach to the comprehensive plan development process as described in the Scope of Services section, including community engagement, preparation of deliverables, and implementation.
4. The quality and relevance of the examples of similar work.
5. The quality of the option(s) submitted.
6. Cost to CMAP, including consideration of all project costs and per-hour costs.

The review team reviewed and ranked all proposals. The team interviewed the three proposals receiving the highest scores – Ginkgo, HLA, and Teska Associates. After interviewing the firms, the team discussed the results and followed up with relevant references.

Criteria	Maximum Score	Camiros	Ginkgo	HLA	Ratio	Teska
Experience	27.5	20.3	24.3	21.4	19.8	20.1
Approach to key topic areas	27.5	19.4	23.8	17.4	19.3	17.9
Approach to process	15	8.9	12.6	12.2	10.8	11.8
Examples of similar work	10	7.4	8.0	8.5	7.4	7.4
Cost	20	11.1 \$102,115	10.4 \$104,949	13.7 \$91,811	9.6 \$107,845	12.1 \$97,855
<b>BASE TOTAL</b>	<b>100</b>	<b>67.1</b>	<b>79.0</b>	<b>73.2</b>	<b>67.0</b>	<b>69.2</b>

It is recommended that **Ginkgo Planning and Design** be selected as the contractor for the Roselle comprehensive plan. The Ginkgo team presented an approach to sub-area planning that was the most detailed and action-oriented, relaying a comprehensive understanding of the unique issues that the Village of Roselle faces. The Village has worked with S.B. Freidman and Associates, a sub-consultant on the Ginkgo team, on several economic development projects over the past 15-20 years and expressed satisfaction with the quality of their work and expertise of individuals assigned to this project. The Ginkgo team also featured Christopher Burke Engineering, a civil engineering firm, which would be an essential component for conducting a cost-benefit analysis of annexing unincorporated parcels. The other two teams interviewed lacked this expertise.

Firms were also permitted to submit options which were not part of the base cost but which could be included at the discretion of CMAP and the Village. It is recommended that two options proposed by Ginkgo be included; these involve design guidelines for three sub-areas and an economic analysis of the incorporation of unincorporated areas. These options have a combined price of \$11,000, and CMAP and the Village agreed that their added value to the comprehensive plan more than makes up for the increased cost. With the options, the not-to-exceed cost for Ginkgo’s proposal will be \$115,949.

It is recommended that the Board approve a contract with Ginkgo Planning and Design for \$115,949 to create a comprehensive plan for Village of Roselle. Support for the contract is divided at \$57,974.50 each in the UWP contract grants and the Village of Roselle.

ACTION REQUESTED: Approval

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# Chicago Metropolitan Agency for Planning

## Agenda Item No. 5.3

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## MEMORANDUM

**To:** CMAP Board

**From:** Dolores Dowdle  
Deputy Executive Director, Finance and Administration

**Date:** February 4, 2015

**Re:** Approval to Purchase Information Technology Hardware and Software

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A systematic plan for the CMAP Information Technology (IT) hardware and software has been developed to annually update and expand the IT system to meet the needs of CMAP. The plan provides for replacing the older PCs, monitors, storage systems and servers, with the goal of future replacement every four to six years. New PCs, monitors, servers, storage devices and backup equipment will be procured and implemented. We will also continue to expand our network security through additional security system upgrades. These services monitor and analyze events that occur on a network system, looking for intrusion events that try and compromise the confidentiality, integrity, and availability of data. Additionally, we will be upgrading the audio/video (A/V) equipment within the CMAP main conference room (Cook). The upgrades will include replacing the microphone system with an up-to-date solution, including the integration of teleconferencing. New A/V switching technology will be implemented to allow for multiple video displays and a webcaster device will be implemented to allow for the ability to webcast meetings to accommodate larger audiences with improved viewing for overflow conference rooms.

The purchase of the software and hardware equipment will adhere to the procurement policy adopted by the Board. The procurement used will be (1) all items under \$10,000 will have an informal process where at least three bids from vendors will be received, (2) items over \$10,000 will have a formal Request for Proposal where the lowest bidder will be awarded the purchase or (3) items which are on a master procurement list developed by another governmental agency will be used for the purchase (normally this is the State of Illinois, City of Chicago or the federal GSA). The following table reflects the equipment to be purchased, the estimated cost and the type of procurement that will be follows:

Description	Quantity	Total Estimated Cost	Type of Procurement
<b>Computer Hardware</b>			
Laptops, Monitors, Desktops, Printers	2, 40, 30, 2	\$53,000	State List / Quotes
<b>IT Infrastructure</b>			
Backup System Storage	4	\$62,000	Government contract
Network Attached Storage systems	1	\$103,000	State List
Network Servers	4	\$65,000	State List
Transportation Modeling Servers	2	\$22,000	State List
Network Switch equipment	2	\$10,000	State List
<b>Software</b>			
Server Virtualization Software	1	\$14,000	Government contract
Network Security Software(AntiVirus, Auditing, Firewall)	1, 1, 1	\$19,000	Quotes
Graphic Design Software upgrade	2	\$2,000	Quotes
<b>AV Hardware</b>			
Microphone System, Video Displays, AV Distribution Equipment	1	\$126,000	RFP
Video Conferencing System/Web Caster	1	\$29,000	RFP
<b>AV Consulting Services</b>			
MEPFP Engineering	1	\$22,000	RFP
Electrical & Mechanical Labor	1	\$42,000	RFP
AV Installation, Configuration & Training	1	\$30,000	RFP
AV Contingency		\$11,000	RFP
<b>Total Estimated Cost</b>		<b>\$610,000</b>	

It is recommended that the Board approve the purchase of the above listed hardware and software for a total cost not to exceed \$610,000. Funds have been budgeted and approved in the FY 2015 UWP operating budget.

ACTION REQUESTED: Approval

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## MEMORANDUM

**To:** CMAP Board

**From:** Dolores Dowdle  
Deputy Executive Director, Finance and Administration

**Date:** February 6, 2015

**Re:** Contract Approval for Executive Search Firm

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In January Randy Blankenhorn, Executive Director (ED), announced that, effective January 31, he was resigning from CMAP to accept the Governor's appointment as Secretary of the Illinois Department of Transportation. The Board accepted the resignation and designated the Executive Committee as the Search Committee with Rita Athas the chair of the search. The Board requested a procurement be conducted for an executive search firm to assist in the recruitment and appointment of the Executive Director.

A Request for Proposal (RFP) was issued to potential firms as well as posted on the CMAP website. Eight proposals were received: Ralph Andersen & Associates, Colin Baenziger & Associates, Battalia Winston, GovHR USA, The Hollins Group, Inc., The Mercer Group, Inc., Witt/Kieffer, and Workplace.

The proposals were reviewed by a team comprised of Rita Athas, Rae Rupp Srch, and Dolores Dowdle. The team based the evaluation on the following criteria listed in the RFP:

- The firm's demonstrated record of experience and responsiveness in successfully providing executive recruitment services to similar types of organizations.
- 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 firm's depth of staff and availability of resources in the areas identified in the Scope of Services.
- Cost to CMAP.

The review team reviewed and ranked all proposals, as reflected in the following chart. The team interviewed the three proposals receiving the highest scores—Ralph Andersen & Associates, Gov HR USA, and The Mercer Group, Inc.

Criteria	Maximum Score	Anderson	Baenziger	Battalia	GovHR	Hollins	Mercer	Witt/Kieffer	Work Place
Experience and successful recruitment services	25	23.3	20.0	20.0	21.7	20.0	21.7	20.0	20.0
Qualifications of assigned staff to recruitment	25	17.5	15.0	15.0	23.3	15.0	20.0	15.0	17.5
Depth of staff and resources	25	21.7	12.5	15.0	17.5	17.5	20.0	12.5	15.0
Cost <i>Fee/ Estimated Expenses</i>	25	20.0 <i>\$28,750 Expenses included</i>	20.0 <i>\$28,500 No Expenses</i>	7.5 <i>\$60,000 Less than \$1,000</i>	25.0 <i>\$14,000 \$6,000</i>	0 <i>\$66,000 \$19,500</i>	20.0 <i>\$25,000 \$10,000</i>	7.5 <i>\$60,000 \$6,000- \$10,000</i>	20.0 <i>\$30,000 5,000</i>
<b>BASE TOTAL</b>	<b>100</b>	<b>82.5</b>	<b>67.5</b>	<b>57.5</b>	<b>87.5</b>	<b>52.5</b>	<b>81.7</b>	<b>55.0</b>	<b>72.5</b>

It is recommended that **GovHR USA** be selected as the search firm for the Executive Director recruitment. GOV HR has conducted extensive executive searches for municipal clients and other public sector entities on a national basis. Based in Northbrook, Illinois, they are very familiar with the region and needs of CMAP. The search for CMAP will be conducted by Heidi Voorhees, the president of the firm. She has led recruitments that are tailored to provide elected and appointed officials the tools they need to make critical personnel decisions.

It is recommended that the Board approve a contract with GovHR USA for \$14,000 to conduct the recruitment for Executive Director and an estimated \$6,000 for expenses. Support for the contract will be funded through the overhead account.

ACTION REQUESTED: Approval

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