



MEMORANDUM

To: CMAP Board

From: Angela Manning-Hardimon
Deputy Executive Director, Finance and Administration

Date: April 6, 2016

Re: Contract Approval for Village of Romeoville Comprehensive Plan and Intergovernmental Agreement

The CMAP local technical assistance (LTA) program is meant to advance the implementation of GO TO 2040 by providing resources to local governments. Over 120 projects have been completed through the LTA program, with 42 more underway. Projects include comprehensive plans, corridor or subarea plans, studies of special topics such as housing or water resources, and similar planning activities. Most projects are led by CMAP staff, but some require external assistance to augment CMAP staff expertise.

The Village of Romeoville is a growing community located along the I-55 corridor in northern Will County. The Village covers 18.88 square miles and had a population of 39,680 as per the 2010 U.S. Census. The last comprehensive plan was completed in 2001 with a narrow focus on future land uses and community vision. It lacked specifics on the various elements of a traditional plan and on how to accomplish the stated vision. It also lacked attention to the transportation system. Romeoville is looking for an updated comprehensive plan that contains clearly outlined policies and strategies to help Village officials tackle local transportation and land use issues. The community wishes to capitalize on its unique attributes including its location within the I-55 industrial development corridor, historic Route 66 (IL Route 53), Lewis University and the Lewis University Airport, an upcoming Metra Station along the Heritage Corridor railway, and Weber Road commercial corridor.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on February 4, 2016. Staff held a non-mandatory pre-bid information session for consultants on February 10. On February 25, CMAP received proposals from four consultants: Houseal Lavigne Associates (HLA), Ratio Architects, Inc., Solomon Cordwell Buenz (SCB), and Teska Associates.

Proposals were reviewed by four staff members from the Village of Romeoville and two staff members from CMAP. Romeoville and CMAP staff scored each proposal independently by March 8. The criteria for selection included the following.

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, including addressing the topical issues identified in the Project Background and Project Description sections.
2. The consultant’s approach to preparing a comprehensive plan that addresses the priorities identified in the Project Background and Project Description sections.
3. The consultant’s approach to the comprehensive plan development process, 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. The consultant’s integration of the principles of GO TO 2040 into the proposal.
7. Cost to CMAP and Village, including consideration of all project costs and per-hour costs.

Table 1 shows the score of each firm that submitted a response to the RFP.

Table 1: Scoring

Criteria	Maximum Score	Ratio	Teska	HLA	SCB
Experience of organization and key personnel	25	14.0	22.0	20.4	17.3
Approach to topical issues	25	11.5	21.5	18.7	16.9
Approach to process	20	9.7	16.5	16.0	12.9
Other (sample projects and consistency with GO TO 2040)	10	5.0	7.9	7.4	6.0
Proposal cost	20	13.8 \$97,708	9.5 \$119,690	14.0 \$96,620	10.8 \$113,160
Total	100	54.0	77.4	76.5	63.9

Recommendation for Contractor Selection

Following the interviews, the selection committee reached a consensus to recommend **Teska Associates** as the contractor for the Romeoville Comprehensive Plan. Although the more costly proposal, the interview team felt that Teska had the best project team, proposed the fullest approach to sub-area planning in their core proposal, and had an in-depth understanding of development issues faced by the Village, and therefore felt the additional cost was appropriate. In addition to having an economic development specialist as part of their team, the Teska team featured CH2M, an environmental and engineering consultant firm that will analyze and provide brownfield remediation strategies for vacant industrial sites in the Village.

It is recommended that the Board approve a contract with **Teska Associates** in the amount of \$119,690.00. Also, it is recommended that the Board approve an intergovernmental agreement whereby the Village will provide CMAP with 100-percent of the cost of the contract. Upon reimbursement from FTA CMAP will reimburse the Village \$95,752.00.

ACTION REQUESTED: Approval

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