



MEMORANDUM

To: CMAP Board

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

Date: November 2, 2016

Re: Contract Approval for Village of Palos Park Bikeways and Trails
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 130 projects have been completed through the LTA program, with 48 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 Palos Park is a growing community located in southwestern Cook County. The Village consists of four non-contiguous sections separated by a number of Forest Preserve District of Cook County (FPDCC) properties. While the community is surrounded by an abundance of natural amenities and regional trails, there are several bicycle and pedestrian missing links between the non-contiguous sections as well as to the connections to regional trails such as the Calumet-Sag Trail and Sag Valley Trail. The overarching goal of the Bikeways and Trails Plan is to improve the Village's mobility network by providing bicycle connectivity throughout the Village and to nearby key destinations, especially the non-contiguous sections of the Village, neighboring communities, the Cal-Sag and Sag Valley Trails and other FPDCC amenities. The plan will strive to ensure the safety, comfort, and convenience of bicyclists within the study area.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on July 13, 2016. Staff held a non-mandatory pre-bid information session for consultants on July 20. On August 3, CMAP received proposals from seven consultants: Gewalt-Hamilton Associates, Sam Schwartz Consultants, Burns & McDonnell Engineering, TY Lin International, Toole Design Group, Terra Engineering, and TranSystems Corporation.

Proposals were reviewed by two staff members from the Village of Palos Park and two staff members from CMAP. Palos Park and CMAP staff scored each proposal independently by August 26. 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 bikeway and trails plan that addresses the priorities identified in the Project Background and Project Description sections.
3. The consultant's approach to the planning process, including public engagement, data collection, existing conditions analysis, identifying and prioritizing improvements, 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	Gewalt-Hamilton	Sam Schwartz	Burns McDonnell	TY Lin	Toole Design	Terra	Tran Systems
Experience of organization and key personnel	20	16.3	16.1	10.9	14.9	10.6	11.1	14.1
Approach to topical issues	25	18.2	18.8	13.3	16.3	11.8	8.5	15.6
Approach to process	22.5	15.9	17.9	7.8	14.8	9.1	10.1	13.3
Other (sample projects and consistency with GO TO 2040)	12.5	8.6	8.6	6.7	8.4	6.5	5.9	5.8
Proposal cost	20	12.0 \$99,228	13.8 \$84,930	9.5 \$123,201	12.3 \$96,654	14.1 \$82,868	9.5 \$122,285	13.3 \$88,563
Total	100	71.0	75.2	48.2	66.7	52.1	45.1	62.1

Recommendation for Contractor Selection

Following the interviews, the selection committee reached a consensus to recommend **Sam Schwartz Consulting, LLC** as the preferred contractor for the Palos Park Bikeways and Trails Plan. The interview team felt that Sam Schwartz had the best project team in terms of bikeways and trails planning experience and expertise, proposed the most detailed approach to

addressing specific challenges in the study area, and presented a customized and effective community outreach strategy.

It is recommended that the Board approve the selection of **Sam Schwartz Consulting, LLC** for creating a Bikeways and Trails Plan for the Village of Palos Park. The base cost for this contract will be \$84,930. It is recommended that one optional task proposed by Sam Schwartz be included; this involves preparing plan view drawings, typical sections, intersection details, and construction cost estimates for one or two proposed routes or up to two high-priority crossing improvements. The interview team believes that this option will help the Village move forward with implementation activities such as seeking external grants, allocating local funds, and ensuring the buy-in of elected officials. This option is priced at \$12,436, and CMAP and the Village agreed that the added value justifies the increased cost. The total cost of this project, including the selected option, will not exceed \$97,366. The Village will be contributing \$19,473 to the LTA project fund.

ACTION REQUESTED: Approval

**MEMORANDUM**

To: CMAP Board

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

Date: September 7, 2016

Re: Chicago Street Corridor Plan for the City of Joliet, Illinois

The CMAP local technical assistance (LTA) program is meant to advance the implementation of GO TO 2040 by providing resources to local governments. Over 130 projects have been completed through the LTA program, with 47 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 City of Joliet is seeking to create a two-part Corridor Plan for Chicago Street, a corridor that plays a central role in the function of downtown Joliet, and is at the heart of current and future revitalization efforts. This plan has been identified as a priority implementation action in the recently completed Joliet Downtown Plan. Part one includes creating a block-by-block description of public right-of-way improvements along Chicago Street between Ruby Street and Jefferson Street that can accommodate all modes of travel, complement and strengthen the downtown character, and improve connectivity to important regional destinations. Part two involves developing a physical design for the redevelopment of the Van Buren Plaza/Central Square, located adjacent to Chicago Street in Downtown Joliet. The Corridor Plan will promote the livability principles of CMAP's GO TO 2040 plan by creating a multi-use corridor that can accommodate all modes of travel, complement and strengthen the character of downtown Joliet, and improve connectivity to important regional destinations.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on July 22, 2016. As part of the RFP process, firms were permitted to submit optional tasks which were not part of the base cost but could be included at the discretion of CMAP and the City of Joliet. Staff held a non-mandatory pre-bid information session for consultants on July 28. Notes pertaining to the discussion were released on July 29 and posted on the CMAP website. On August 19, CMAP received proposals from twelve consultants: Camiros, Design

Workshop, EXP, Farr Associates, Gewalt Hamilton Associates, Ginkgo Planning & Design, Gary Weber Associates, Hitchcock Design Group, Hoerr Schaudt Landscape Architects, Ratio Architects, Terra Engineering, and TY Lin International.

Proposals were reviewed by one City of Joliet staff member and two staff members from CMAP. City of Joliet and CMAP staff scored each proposal independently by September 12. 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 the scope of work.
2. Expertise in preparing plans for urban commercial corridors.
3. The consultant's approach to preparing corridor plans that address the priorities identified in the Project Background and Project Description sections of the scope.
4. The consultant's approach to the corridor plan development process.
5. The quality and relevance of the examples of similar work.
6. The consultant's integration of the principles of GO TO 2040 into the proposal.
7. The quality of the option(s) submitted.
8. Cost to CMAP, including consideration of all project costs, option costs, and per-hour rates.

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

Table 1: Scoring

Criteria	Maximum Score	Camiros	Design Workshop	EXP	Farr	Gewalt Hamilton	Ginkgo	GRWA	Hitchcock	Hoerr Schaudt	Ratio	Terra	TY Lin
Experience of organization and key personnel	22.5	15.4	16.9	11.5	17.8	15.9	17.8	10.1	17.4	17.5	14.8	17.6	18.0
Approach to topical issues	30	18.0	12.1	13.2	22.6	15.6	23.0	10.5	21.9	22.9	19.0	19.4	16.2
Approach to planning process	15	10.1	7.2	5.9	9.9	8.5	10.8	4.3	11.1	11.8	8.5	9.9	7.7
Consistency with GO TO 2040	2.5	1.7	1.8	1.5	1.5	1.4	1.6	1.3	1.6	1.8	1.6	1.6	1.4
Quality and relevance of sample projects	10	6.0	6.3	4.7	5.7	6.7	8.7	4.0	8.0	7.0	7.0	7.0	5.7
Proposal cost	20	10.8 \$129,360	11.2 \$123,745	11.5 \$119,378	11.4 \$121,168	11.4 \$120,682	11.5 \$120,000	19.0 \$60,456	11.2 \$123,870	11.6 \$118,500	11.1 \$124,865	11.7 \$116,690	5.9 \$211,525
Total	100	62.0	55.5	48.3	68.9	59.5	73.4	49.2	71.2	72.6	62.0	67.2	54.9

Recommendation for Contractor Selection

Following the interviews, the selection committee reached a consensus to recommend the team led by **Ginkgo Planning & Design** as the preferred contractor for the Chicago Street Corridor Plan for the City of Joliet. The interview team felt that Ginkgo had the most comprehensive approach to the project, in-depth understanding of both project components, and the strongest overall team. In addition to displaying a clear understanding of the needs and challenges of the Chicago Street corridor, the Ginkgo team featured Wolff Landscape Architecture who provided a comprehensive overview of their design approach for the Central Square. The addition of KLOA and TranSystems as sub-consultants further strengthened the team due to their local knowledge of transportation issues and working experience with the City of Joliet on several initiatives.

Consideration of options

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 City of Joliet. It is recommended that one option proposed by Ginkgo be included; this involves identifying improvements for Jefferson and Scott Street to better connect Chicago Street to the new Joliet Transportation Center. The interview team believes that the proposed improvements for the two streets add important value to the proposal, allowing the City to better connect the downtown district to nearby regional assets. This option is priced at \$6,005.00, and CMAP and the City agreed that their added value to the corridor plan more than makes up for the increased cost. It is recommended that the Board approve a contract with Ginkgo Planning and Design, including option one, for a total, the not-to-exceed cost of \$126,005.00. Of this amount, \$86,005.00 will be contributed by CMAP (for the Chicago Street corridor component) and \$40,000 by the City of Joliet (for the Van Buren Plaza / Central Square component). Support for this project is included in the FY14 contract budget.

ACTION REQUESTED: Approval



Chicago Metropolitan Agency for Planning

Agenda Item No. 5.3

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MEMORANDUM

To: CMAP Board

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

Date: November 2, 2016

Re: Approval to Purchase Kiosk Hardware and Services

CMAP is committed to doubling the level of ON TO 2050 engagement compared to the successful GO TO 2040 outreach efforts. One key to the earlier plan's outreach numbers was deployment of kiosk hardware in high-traffic places to engage broad cross-sections of residents across the seven-county region. The technology has in fact become more accessible and cost-effective over the past seven years, and we are poised to capitalize by deploying iPad-based kiosks that will contain highly engaging content about the five ON TO 2050 "alternative futures" that will be rolled out one per month starting in April and continuing through August.

The iPad kiosk content will also be accessible via the web on handheld devices and desktop computers, including all popular platforms (Android, iOS, Chrome, Firefox, and Internet Explorer). The kiosks will also continue to be vital assets as the plan nears completion. The agency intends to create similar content to launch just as the plan is adopted, which will help aggressively begin the implementation phase of ON TO 2050.

To deploy the tablet/mobile targeted "alternative futures" application, CMAP will deploy 15 standalone iPad kiosks at high-traffic locations across the region. We will also use iPads in low-profile enclosures for tabletop counters in high-traffic reception areas, and the same for portable use by staff at meetings, festivals, and other public events. The public will be able to access the content on their own devices, too.

Each interactive experience will conclude with a series of two or three questions that will ask for feedback from the user. All feedback will be internally stored on the iPad and transferred to CMAP wirelessly. The applications will also be updated remotely by wireless connections.

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

of (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 Government Services Administration).

The following table reflects the equipment to be purchased, the estimated cost and the type of procurement that will be follows:

Description	Specifications	Unit Cost	Units	Total
iPad Pro with cell	12.9 inch, 128GB	\$1,050	25	\$26,250
Cell service	Verizon 4G	\$40/month/kiosk, 24 months	25	\$24,000
Secure Floor- Standing Kiosk	Heavy-duty, non-tip base and a large, lockable body with plenty of room for accessories and branding, fully ADA compliant.	\$800	15	\$12,000
Desktop Enclosure	Made specifically to secure Apple's iPad tablets for public use, the streamlined low rise countertop enclosure provides full accessibility and ADA compliance in a small footprint.	\$400	10	\$4,000
Kensington lock		\$40	25	\$1,000
Extra keys		\$5	25	\$125
Printed covers for kiosk units	For branding and to attract users.	\$800	25	\$20,000
Full service moving, assembly, troubleshooting	For 24 months starting March 2017.	\$150 per each kiosk install and move (x 120 moves)	120	\$18,000
TOTAL				\$105,375

It is recommended that the Board approve the purchase of the above listed hardware and software for a total cost not to exceed \$105,375. Funds have been budgeted and approved in the FY2016 UWP operating budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: November 2, 2016

Re: Contract Approval for GO TO 2050 Photographic and
Videographic Services

CMAP is developing its **ON TO 2050** comprehensive plan, which is slated for adoption in October 2018. The new plan's development will again be a highly transparent and collaborative effort involving partners and stakeholders from across Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will counties and their 284 communities. The plan itself will exist as a highly visual and engaging website (in addition to a printed edition), requiring extensive photographic and videographic assets to depict the seven-county region and its diverse communities and residents.

Review Process

On September 30, 2016 a Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website. Staff held a non-mandatory, pre-bid information session for consultants on October 11, 2016. On October 21, 2016, CMAP received proposals from three firms: AerialOne Photography, Dave Burk Photography and Tipping Point Photography.

Proposals were reviewed by four CMAP staff members who scored each proposal independently. The Selection Committee interviewed Dave Burk Photography and Tipping Point Photography. 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. Past experience with place and portrait-based photography and videography was necessary.
2. The consultant's understanding of the purpose of the contract, as demonstrated through the quality and relevance of its proposal.

3. The relevance of the consultant's approach to conducting the activities described in the scope of services, as demonstrated by the level of detail and thoughtfulness provided in the approach.
4. The quality and relevance of the examples of similar work.
5. Cost to CMAP, including consideration of all project costs and per-hour rates.

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

Table 1: Scoring

Criteria	Maximum Score	AerialOne	Dave Burk Photography	Tipping Point Photography
Demonstrated record of experience	20	5.5	17.5	9.5
Quality and relevance of the proposal	20	4.5	16.0	9.5
Relevance to scope of services	20	5.0	16.0	9.0
Quality and relevance of examples	20	7.0	18.5	8.5
Cost to CMAP	20	20.0 \$107,800	15.0 \$108,300	10.0 \$114,370
Total	100	42.0	83.0	46.5

Recommendation for Contractor Selection

Following the interviews, the Selection Committee reached a consensus to recommend **Dave Burk Photography** as the preferred contractor for this project due to their lengthy record of relevant experience with photography and videography both location-based and portraiture, in addition to ground and drone-based.

It is recommended that the Board approve the selection of **Dave Burk Photography** for ON TO 2050 Photographic and Videographic Services for a cost not-to-exceed \$108,300.00. Support for this project is included in the FY16 Operating budget.

ACTION REQUESTED: Approval

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