



MEMORANDUM

To: CMAP Board

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

Date: June 7, 2017

Re: Contract Amendment Approval for Regional Transportation Data Archive

In 2008, CMAP participated in a [study](#) exploring structures for a transportation data archive for northeast Illinois. The study concluded that a central physical repository was preferred over a virtual data library. Maintaining a data archive is consistent with CMAP's mission, and CMAP embraces the task. The archive will benefit CMAP research, member agencies, and academic activities. Although CMAP has not yet opened the system to the public, we have filled data requests for researchers and used the data in our own research.

On June 12, 2013, the CMAP Board approved an agreement with Pangaea Information Technologies, LTD to develop an automated archive containing weather, traffic, broadcast traveler information, and roadway incident data. The maximum amount of the five-year contract was not to exceed \$176,000.00.

The database has grown to five terabytes in size and now is operating over four servers. A number of unplanned issues arose in year four of the contract requiring additional effort. This included partitioning the largest tables, rebuilding indexes, and reducing the size of the archive needing regular backups by restructuring the contents. This was in addition to planned expenditures for developing automated export procedures, backup planning, and backup reliability/disaster recovery tasks. As a result, year four costs exceeded the anticipated budget amount by \$15,000.00. The remaining project funds allocated for the final year of this contract is insufficient to provide for general maintenance and the required operating system upgrade to the system. The current budget shortfall is \$15,000.00.

It is requested that the Board approve an additional \$15,000 for the Regional Transportation Data Archive Project for FY18. The total not to exceed cost of this contract will be \$191,000.00.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: June 7, 2017

Re: Contract Approval for Renderings and Illustrations for Local
Technical Assistance (LTA) Projects

Following the adoption of GO TO 2040, CMAP initiated the Local Technical Assistance (LTA) program to provide assistance to local governments to advance the implementation of GO TO 2040. The program includes a combination of projects that require staff assistance and consultant assistance.

Many LTA projects would be enhanced by the inclusion of high-quality visualizations that demonstrate the impact that alternative planning or policy directions would have on a specific site or area within a community. Often, visualizations are the best way to communicate planning concepts to the public, as they allow residents to envision what a site or area could look like in the future. These products appear within the relevant local plans, and also are used by CMAP to illustrate the results of the LTA program. The visualizations often appear on CMAP's website and in presentations, videos, and printed materials, and therefore must be of the highest quality. The purpose of this RFP is to select one or more firms to prepare visualizations to support LTA projects.

Review Process

The RFP was released on March 22, 2017, and posted to the CMAP website. On March 29, a non-mandatory pre-bid information session was held with the notes from that session posted on the CMAP website. On April 14, CMAP received six proposals from the following firms:

- Bondy Studios
- Carrico Illustration
- Farnsworth Group
- Gregory Ramon Studios
- MIG
- SCB

Of these, five proposals were complete but one (from Carrico Illustration) did not include cost estimates or a full proposal and was therefore not considered or scored.

Proposals were reviewed and scored by three CMAP staff based on qualifications and the following criteria.

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 quality and relevance of the example visualizations provided for each of the four representative visualization types.
3. The appropriateness and quality of the proposed process for preparing each of the visualizations.
4. The reputation of the firm based on references.
5. Cost to CMAP, including consideration of per-hour costs.

The review team reviewed and scored the RFP responses. The three highest scoring firms were interviewed: Bondy Studios, MIG, and SCB. The following table shows the scores for each firm, as determined following the interviews.

	Bondy	Farnsworth	Gregory Ramon	MIG	SCB
Experience of firm and staff (maximum 25 points)	23.2	19.7	15.8	20.7	22.5
Quality and relevance of examples (maximum 50 points)	44.6	35.8	23.3	41.3	42.5
Appropriateness and quality of proposed process (maximum 15 points)	13.7	11.3	8.2	13.5	14.0
Cost (maximum 10 points)	6.8	2.1	6.4	6.2	6.7
Total (maximum 100 points)	88.2	68.9	53.7	81.6	85.7

CMAP staff were favorably impressed with all three of the firms that were interviewed. All demonstrated good understanding of the project goals, relevant experience working with similar clients, and excellent quality illustrations. Each of the three firms has a different style that would be suited to different types of communities and projects (for example, computer-assisted renderings vs hand drawings). Therefore, staff recommends contracting with the three interviewed firms – Bondy Studios, MIG, and SCB – and assigning each projects according to their specialties.

It is recommended that the Board approve two-year with a one-year renewal, task order basis contracts, with Bondy Studios, MIG, and SCB. The option renewal year will be dependent on performance and the level of approved funding for this purpose. The combined cost of these services will be approximately \$50,000 each fiscal year, not to exceed \$150,000 total over a three-year period. The FY18 budget currently includes \$50,000 for these services, which will cover the first year; funding for future years will be requested as part of the FY19 and later budgets or assembled from other sources.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: June 7, 2017

Re: Contract Approval for Organizational Structure Review and Compensation Study

CMAP is seeking a consulting firm to conduct an organizational structure review and compensation study. The objective of this study is to analyze CMAP's existing organizational and compensation structure, and make appropriate recommendations to the organizational and compensation structure that will allow CMAP to appropriately manage resources based on the agency's functional needs and staffs' skills and abilities, and to ensure that CMAP can recruit and retain the best talent for the agency.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on January 20, 2017. Staff held a non-mandatory pre-bid information session for consultants on February 15, 2017. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On March 3, 2017, CMAP received four responses from potential vendors: Bronner Group, Arthur J. Gallagher & Company, Springsted Incorporated and Madell Consulting. Madell Consulting was deemed non-responsive and therefore was not reviewed by the team.

Proposals were reviewed by three CMAP staff members, who scored each proposal independently. 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.
2. The consultant's understanding of the purpose of this contract, as demonstrated through the quality and relevance of the 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

After the initial scores were evaluated, it was decided to invite Arthur J. Gallagher & Company and Springsted Incorporated to interview. After the interviews were conducted, the team members were given the opportunity to re-score the candidates. The results of the re-scored candidates are shown in Table 2.

Table 2: Post Interview Scoring

Criteria	Maximum Score	Bronner	Gallagher	Springsted
Experience	20	12.0	11.7	15.3
Quality or Proposal	20	8.7	11.3	14.7
Approach to process	20	8.7	15.7	14.0
Similar work	20	9.7	12.0	11.3
Proposal cost	20	16.0 \$79,450	18.0 \$53,800	18.0 \$63,525
Total	100	55.0	68.7	73.3

Recommendation for contractor selection

It is recommended that Springsted Incorporated be selected as the contractor for the Organizational Structure Review and Compensation Study project. Springsted provided a comprehensive written RFP response and also performed well during the interview process.

Gallagher was most competitive with regard to cost, but did not perform well during the interview. Gallagher was not able to identify and commit specific staff to the CMAP project. The representative appeared to be unclear regarding the content of the RFP response regarding whether or not the costs for a major component of the RFP were included in the proposal. It is important to note that, although these costs were in fact included in the proposal, the costs associated with the employee appeal process was optional and the costs associated with that process was not stated in the proposal response; therefore the submitted Price Proposal Form was not reflective of the total project cost.

Overall the team felt that the Bronner Group proposal was weak in regard to quality of the proposal and examples of similar work. The Bronner Group proposal was also the most costly.

The RFP also requested bids for optional tasks. These optional tasks included the development of clear written guidelines for performance evaluations, promotions, awards, and raises and/or to design a professional development program for staff as a separate agreement that CMAP may or may not choose to exercise. The team recommends the inclusion of the option costs in the request for CMAP Board approval, but will reserve its decision to recommend exercising that option until after the primary project have been completed.

It is recommended that the Board approve a contract with Springsted Incorporated for the Organizational Structure Review and Compensation Study. The combined cost of the required

and optional services will not exceed \$87,425.00. Support for this project is included in the FY17 budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: June 7, 2017

Re: Annual Commercial Data Renewal

CMAP maintains large data resources for use in its development, projection and evaluation of land use and transportation in the northeastern Illinois region. The required data is reviewed to determine how the data sets are used by staff, which staff uses the data sets and how frequently the data is used. If the data is not available from a free source, it must be purchased. The following data sets are being requested for purchase:

DATA SET	VENDOR	RENEWAL DATE	COST
Aerial photography for Cook, DuPage, Kane, Kendall, Lake, McHenry and Will Counties.	TBD	TBD	40,300
New real estate transactions, including foreclosures and tax sales.	Record Information Service	8/14/2017	1000
New residential subdivision sites.	MetroStudy Online	10/1/2017	22,000
Commercial real estate information--national, regional, market and submarket trends and forecasts for rent, vacancy and inventory for apartments, office space, retail spaces and warehouses throughout the region.	Reis, Inc.	10/31/2017	13,000
Online access to proposed, planned and new commercial construction data.	Construction Market Data formerly Reed Construction	11/1/2017	5,000
Economic forecasts by county	Woods and Poole	7/1/2017	3,500
Annual tax bill information	Lake County Assessor's Office	11/29/2017	500
Annual tax bill information	Will County Assessor's Office	11/29/2017	1,000
Residential building permit data	US Census Bureau-Building Permits	12/29/2017	200

DATA SET	VENDOR	RENEWAL DATE	COST
Regional data and analysis tools targeted to regional workforce and economic development professionals	EMSI	1/21/2018	20,000
Vehicles, types and location	Illinois Secretary of State-License Plates	1/26/2018	500
Commercial real estate online database used to establish baseline market and economic conditions for municipalities.	CoStar Group	3/31/2018	35,000
Online database subscription services to business intelligence data, including: Locations (HQ and franchises), number of employees per location, NAICS/SIC codes, street address, corporate linkage information, bankruptcy indicators, DUNS number, Fortune 1000 rank, small business indicator and other elements	Dun & Bradstreet	6/15/2017	161,000
Semi-customized version of software application to CMAP used for the economic development impact analysis of major capital projects	TREDIS	6/30/2017	27,000
US County and Detailed Employment	Moody's	8/24/2017	20,000
Truck Commodities Data	American Transportation Research Institute (ATRI)	TBD	50,000
TOTAL			400,000

It is recommended that the Board approve 1-year renewals of the itemized datasets listed above at cost of \$400,000.00. Support for these commercial data sets purchases are included in the FY 2018 UWP Operating funds.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: June 7, 2017

Re: Approval to Purchase Information Technology Software

In FY16, CMAP either significantly reduced or halted our spending on IT projects and contractors because of the uncertainty about our ability to access a local match for our federal grant funds. CMAP is initiating spending on projects that were previously delayed.

The CMAP Information Technology (IT) department develops an annual hardware and software plan to update and expand the IT system to meet the needs of CMAP. The plan provides for replacing the older equipment and software only as needed. CMAP IT has made a commitment and investment in virtualization technology – specifically, VMware software. The additional VMware software licenses that are being requested will allow the IT team to manage our growing virtual server environment in a uniform and cost effective manner. This expenditure will get CMAP to the industry standard for centralized and controlled management and disaster recovery for our virtual servers. This software is designed for today's virtual server environment and will allow for efficient disaster recovery of the environment.

The purchase of this software 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 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:

Equipment	Quantity	Total Est. Cost	Type of Procurement
VMware server software - vRealize Management Suite	1	\$31,000	Government contract
VMware server software – Site Recovery Manager	1	\$12,000	Government contract
Total Estimated Cost		\$43,000	

It is recommended that the Board approve the purchase of the above listed software for a total cost not to exceed \$43,000. Funds have been budgeted and approved in the FY 2017 UWP operating budget.

ACTION REQUESTED: Approval

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