



MEMORANDUM

To: CMAP Board

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

Date: February 7, 2018

Re: Contract Approval for Village of Channahon Comprehensive Plan

The CMAP local technical assistance (LTA) program is meant to advance the implementation of GO TO 2040 (and ON TO 2050 once adopted) by providing resources to local governments. Since the initiation of this program in 2011, CMAP has completed over 150 local planning projects, with over 30 more currently 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.

With an estimated population of 12,845 residents, the Village of Channahon is a vibrant community covering 16.4 square miles situated at the confluence of the Des Plaines, DuPage, and Kankakee Rivers in northern Will County and eastern Grundy County. The Village of Channahon desires to undertake an update of its Comprehensive Plan. The Village's previous Comprehensive Plan was completed at the onset of the Great Recession, and a new plan is needed that reflects current market realities.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on December 13, 2017. Staff held a non-mandatory pre-bid information session for consultants on December 18, 2017. On January 5, 2018, CMAP received proposals from three consultants: Houseal Lavigne Associates (HLA), The Lakota Group, and Solomon Cordwell Buenz (SCB).

Proposals were reviewed by three representatives from the Village of Channahon and CMAP staff. Each RFP response was scored independently by January 16. 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 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/ON TO 2050 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	HLA	Lakota	SCB
Experience of organization and key personnel	25	19	19	19
Approach to topical issues	25	18	19	19
Approach to process	20	13	12	15
Other (sample projects and consistency with GO TO 2040/ON TO 2050)	10	7	7	8
Proposal cost (base without options)	20	14 \$105,656	13 \$113,805	10 \$126,110
Total	100	71	70	71

Following the interviews, the Project Selection Committee reached a consensus to recommend **Houseal Lavigne Associates** as the contractor for the Channahon Comprehensive Plan. Overall, the interview team felt that HLA had strong project experience, the best working knowledge of Channahon, and was able to demonstrate how planning best practices could be tailored specifically to the Village. HLA’s inclusion of ESRI GeoPlanner (a scenario planning tool) and CityEngine (a 3D modeling tool) was also viewed as an innovation that would enhance the overall plan and enable a more seamless handoff of plan related data at the end of the project. In addition to having in-house market analysis and economic development expertise, the HLA team featured Gewalt Hamilton Associates, a professional engineering and transportation planning firm that will analyze and provide transportation and infrastructure strategies for the project.

Consideration of Options

Firms were permitted to submit options which were not part of the base cost but that could be included at the discretion of CMAP and the Village. Option 1 proposed by Houseal Lavigne Associates included preparation of detailed subarea plans, including renderings/visualizations for future development. This option is priced at \$14,860 for each subarea plan.

The Project Selection Committee agreed that Option 1 should be included, because it adds important value to the Comprehensive Plan process by developing more detailed planning for two key locations in the Village.

Recommendation for Contractor Selection

It is recommended that the Board approve a contract with Houseal Lavigne Associates, for the Village of Channahon Comprehensive Plan, including two, optional subarea plans, for a total, not-to-exceed cost of \$135,376. Support for this project is included in the FY18 Competitive budget.

ACTION REQUESTED: Approval

**MEMORANDUM**

To: CMAP Board

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

Date: February 7, 2018

Re: Contract Approval for Justice I&M Canal Trail Feasibility Study

The CMAP local technical assistance (LTA) program is meant to advance the implementation of GO TO 2040 (and ON TO 2050 once adopted) by providing resources to local governments. Since the initiation of this program in 2011, CMAP has completed over 150 local planning projects, with over 30 more currently 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 purpose of this project submitted by the Village of Justice is to examine the feasibility of extending the Centennial / I&M Canal Trail from its current terminus in Willow Springs, north through the Villages of Justice, Bedford Park, and Summit, to connect to the Chicago Portage National Historic Site and the Salt Creek Greenway. The study will result in the recommendation of a preferred alignment, which can be carried forward for further development. The preferred route should be safe, feasible, cost-effective, and consistent with stakeholder and community input and preferences.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on December 13, 2017. Staff held a non-mandatory pre-bid information session for consultants on December 19, 2017. On January 5, 2018, CMAP received proposals from five consultants: Mott MacDonald, Patrick Engineering Inc., Primera Engineers Ltd., Sam Schwartz Engineering, and Terra Engineering Ltd.

Proposals were reviewed and scored independently, by one representative from the Village of Justice, two representatives from the Village of Bedford Park, and two staff members from CMAP. 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. The consultant's approach to preparing a Feasibility Study that addresses the priorities identified in the Project Description section.
3. The consultant's approach to the Feasibility Study development process.
4. The quality and relevance of the examples of similar work.
5. The quality of any option(s) submitted.
6. The consultant's integration of the principles of GO TO 2040 and ON TO 2050 into the proposal.
7. Cost to CMAP, 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	Mott MacDonald	Patrick	Primera	Sam Schwartz	Terra
Experience of organization and key personnel	30	18.4	23.6	25.0	22.7	26.0
Approach to topical issues	25	15.9	18.9	19.9	17.6	18.7
Approach to process	12.5	6.6	9.4	9.5	7.8	9.8
Other (sample projects and consistency with GO TO 2040/ON TO 2050)	12.5	4.0	5.3	6.4	4.6	5.7
Proposal cost (base without options)	20	12.0 \$116,444	6.8 \$196,961	10.8 \$131,000	16.2 \$77,752	13.6 \$99,921
Total	100	56.9	64.0	71.6	68.9	73.8

Recommendation for contractor selection

Following the interviews, the Project Selection Committee, reached a consensus to recommend **Terra Engineering** as the contractor for the Justice I&M Canal Trail Extension Feasibility Study. Overall, the selection committee felt that Terra had the strongest relevant project experience, was ideally suited to the challenges and opportunities of the project. In addition to the broad expertise demonstrated by the entire team, the assigned Project Manager brings exceptional experience with regional trail planning, engineering, and funding/implementation.

It is recommended that the Board approve the selection of Terra Engineering for the Justice I&M Canal Trail Feasibility Study. The total cost of this project will not exceed \$99,921.00. Support for this project has been included in the FY18 Competitive budget.

ACTION REQUESTED: Approval

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