



## MEMORANDUM

**To:** CMAP Board

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

**Date:** March 7, 2018

**Re:** Contract Amendment and Additional Funding Request Approval for  
Interactive Public Engagement Tools, Inc. (MetroQuest)

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October 2, 2015, the CMAP Board approved the selection of Envision Sustainability Tools, Inc. (MetroQuest) in response to RFP 139. The term of the agreement was for two-years with a one-year option for renewal. This contract will expire on October 31, 2018.

MetroQuest's online survey platforms are a key public engagement tool for multiple LTA projects. Many of these projects began in 2017 and will be underway when the contact expires at the end of October. These projects rely heavily on the MetroQuest tool for public engagement. CMAP Staff is requesting approval to extend the existing contract for an additional eight months, through June 30 2019, to prevent a disruption of the service to those ongoing LTA projects.

It is recommended that the Board approve the amendment of the existing agreement with Envision Sustainability Tools, Inc. (MetroQuest), through June 30, 2019. The cost for the eight month period will not exceed \$32,000. Support for this extension will be included in the FY19 Operating Budget.

**ACTION REQUESTED:** Approval





## MEMORANDUM

**To:** CMAP Board

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

**Date:** March 7, 2018

**Re:** Contract Approval for Land Use Model for the Chicago Region

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As a part of the long-range planning process, MPOs are required to develop a long-range socioeconomic forecast to ensure consistency with current and forecasted transportation and land use conditions and trends. Forecasted population and employment needs to be expressed at a highly localized scale to allow for modeling of future transportation networks and to test how policies may affect growth patterns within the region over the planning period. There is no prescribed method for allocating regional forecasts to the local level; increasingly, MPOs are using land use models to assist in the “local allocation” phase of their forecasts, which allows for a more detailed and transparent process. RFQ 179, “Land Use Model Development for the Chicago Region,” was developed so that CMAP could employ more sophisticated land use forecasting methodologies in support of long-range planning activities.

### Review Process

A Request for Qualifications (RFQ) was posted to the CMAP website on October 31, 2017. On November 13 a non-mandatory pre-bid information session was held for interested parties. On December 1, CMAP received four proposals: David Simmonds Consultancy; Manhan Group; University of Illinois; and UrbanSim, Inc.

The selection committee independently scored each firm based on the four criteria listed in the RFQ:

- demonstrated experience, of both firm and personnel assigned to this project, in the field of land use modeling including interaction with travel demand models;
- responsiveness of the proposal to the scope of work, as demonstrated through a clearly defined methodology, process, timeline, and estimate of CMAP staff resources necessary for model development and implementation;
- quality and relevance of examples; and
- references from other Metropolitan Planning Organizations.

Interviews were conducted at CMAP offices on January 17 & 18, 2018. Selection committee members were given the opportunity to adjust their scores after the interviews.

Table 1 reflects the final scores each firm received.

Table 1.

Criteria	Max. Score	Manhan Group	David Simmonds	U of I	UrbanSim
Demonstrated experience, of both firm and personnel assigned to this project, in the field of land use modeling including interaction with travel demand models	30	23	24	18	29
Responsiveness of the proposal to the scope of work, as demonstrated through a clearly defined methodology, process, timeline, and estimate of CMAP staff resources necessary for model development and implementation	30	21	18	14	29
Quality and relevance of examples	20	14	13	12	15
References from other Metropolitan Planning Organizations	20	16	12	8	20
<b>Total</b>	<b>100</b>	<b>74</b>	<b>67</b>	<b>52</b>	<b>93</b>

#### Recommendation for contractor selection

The selection committee recommends **UrbanSim** to lead the development of CMAP's land use model. UrbanSim's models have been in use for several years at a number of larger MPOs including SANDAG (San Diego), DRCOG (Denver), SEMCOG (Detroit), and MTC (Bay Area). The UrbanSim model is capable of working at a microsimulation level, meaning it models the behavior of individual households, employers, and developers at the parcel level. UrbanSim's development of a cloud-hosted service helps ensure that the sizeable amount of data-processing required for a microsimulation model happens off-site and does not become a burden to agency IT resources.

It is recommended that the Board approve the selection of **Urbansim, Inc.** for the land use model for the Chicago Region for three years with two one-year options for renewal. The Parcel Model Development cost for this project will be \$660,000, which will be paid over a 24-month period. The cost for the software subscription will be \$36,000 annually. Support for this contract will utilize FY17 and FY19 Operating funds. The option renewal years will be dependent upon performance and the level of approved funding for this purpose. The maximum of the five-year contract will not exceed \$840,000.00.

ACTION REQUESTED: Approval



## MEMORANDUM

**To:** CMAP Board

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

**Date:** March 7, 2018

**Re:** Contract Approval for Sauk Village Comprehensive Plan

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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.

Since it was first incorporated in 1957, Sauk Village has undergone considerable change and expansion. Today Sauk Village has a stable population of approximately 10,540 residents and 3,380 households. Home to a 425-acre master planned Business Logistics Park with rail spur access, Sauk Village is less than a 15-minute drive to the City of Chicago and is strategically located along Sauk Trail and Illinois Route 394. The Sauk Village Comprehensive Plan was last updated in 1999. The long-term vision and priorities stated in that 1999 plan are out of date and in need of revision.

### **Review Process**

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on January 23, 2018. Staff held a non-mandatory pre-bid information session for consultants on February 1, 2018. On February 9, 2018, CMAP received proposals from two consultants: Houseal Lavigne Associates (HLA) and Teska Associates.

Proposals were reviewed by the Project Selection Committee comprised of CMAP and Village staff, each committee member scored each proposal independently by February 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, 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 quality and relevance of the examples of similar work.
4. The consultant's integration of the principles of GO TO 2040 and ON TO 2050 into the proposal.
5. 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	HLA	Teska
Experience of organization and key personnel	24	20.3	20.3
Approach to comprehensive plan	24	19.6	20.4
Quality of similar work	20	13.8	17
Consistency with GO TO 2040/ON TO 2050)	12	10.0	10.6
Cost to CMAP	20	13.5 \$113,898	12.8 \$117,262
Total	100	77.2	81.1

**Recommendation for contractor selection**

Following the interviews, the Selection Committee reached a consensus to recommend **Teska Associates** as the contractor for the Sauk Village Comprehensive Plan. Overall, the Selection Committee felt that the team assembled by Teska had the strongest and most comprehensive project experience relevant to the unique opportunities and challenges of Sauk Village. Although higher in cost than the HLA proposal, the Team felt that in both the proposal and interview, the Teska team demonstrated a highly-nuanced understanding of Sauk Village, and an approach to the project that was impressively tailored to the needs of the Village and therefore justified the small increase in cost.

It is recommended that the Board approve the selection of **Teska Associates** for the Sauk Village Comprehensive Plan. The total cost of this project will not exceed \$117,262.00. Support for this project has been included in the FY14 and FY16 Contracts budget.

ACTION REQUESTED: Approval



## MEMORANDUM

**To:** CMAP Board

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

**Date:** March 7, 2018

**Re:** Contract Approval for IT Consulting Services

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The Chicago Metropolitan Agency for Planning is seeking a vendor to provide IT consulting services. These services will include required support services and optional services in the categories of Web and Internet System Services and Database Design and Application Services.

### **Review Process**

A Request for Proposals (RFP) was sent to potential vendors and posted to the CMAP website on January 31, 2018. Staff held a non-mandatory pre-bid information session for vendors on February 6. On February 16, CMAP received proposals from five vendors: Equilibrium IT Solutions, Inc., Prescient Solutions, SLG Innovations, The MIS Department Inc., and 22<sup>nd</sup> Century Technologies, Inc.

Proposals were reviewed by four CMAP staff members, who scored each proposal independently by February 20<sup>th</sup>, according to the following criteria:

1. The firm's demonstrated record of experience in the area(s) identified in the scope of services.
2. The qualifications and experience of the firm's personnel to be assigned to CMAP's work in the area(s) identified in the scope of services.
3. The quality and thoroughness of the example reports.
4. The firm's depth of staff and availability of resources in the area(s) identified in the scope of services.
5. Cost to CMAP, including consideration of all project costs and rates.

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

**Table 1**

Criteria	Max Score	Equilibrium IT Solutions	Prescient Solutions	SLG Innovations	The MIS Department Inc.	22 <sup>nd</sup> Century Technologies
Demonstrated record of experience in the area(s) identified in the scope of services	15	9.0	6.4	12.0	7.1	10.5
Qualifications and experience of the firm's personnel to be assigned	25	16.3	9.4	18.1	10.0	10.0
Quality and thoroughness of the example reports	20	15.0	7.0	15.0	8.0	10.5
Depth of staff and availability of resources	20	10.5	6.5	15.0	8.0	8.5
Cost to CMAP	20	12	14.0	14.0	2.0	16.0
Total	100	62.8 (\$1,152,560)	43.3 (\$1,002,420)	74.1 (\$1,035,854)	35.1 (2,397,604)	55.5 (\$745,485)

**Recommendation for contractor selection**

Following the interviews, the Project Selection Committee, reached a consensus to recommend **SLG Innovation** as the contractor for the IT Consulting Services Project. Although SLG Innovation was not the lowest cost proposal, the selection was based upon a combination of the strength of their RFP response to the scope of services and their competitive rates.

It is recommended that the Board approve a two-year contract with an option for three one-year extensions with **SLG Innovation**. The cost for the required support services will not exceed \$1,035,854.00. The total cost for the two-year agreement will not exceed \$1,150,584.00, and will include the required support services in addition to a maximum of \$115,000.00 for the optional services, for which no one PAO will exceed 50-percent of the annual PAO budget. The maximum of the five-year contract will not exceed \$2,948,777.00. Support for this contract will be included in the FY19 and FY20 Operating budget. The optional renewal years will be dependent on performance and the level of approved funding for this purpose.

ACTION REQUESTED: Approval

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