



MEMORANDUM

To: CMAP Board

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

Date: April 4, 2018

Re: Approval to Purchase Information Technology Hardware and Software

CMAP's Information Technology (IT) department would like to procure new switches for the back-end server infrastructure and the phone system using the competitively bid State of Illinois Master Contract CMS7891190 through CDWG. These switches are coming to their end of life (EOL) for security support in November 2018. This procurement will also include switch software licensing and support.

	Estimated Cost	Type of Procurement
Network Data & Phone Switches, including licenses and support	\$87,800	Government Contract
Total Estimated Cost	\$87,800	

It is recommended that the Board approve the purchase of the above listed hardware, licensing and support for a total cost not to exceed \$87,800. Support for this project has been included in the FY 2018 UWP operating budget.

ACTION REQUESTED: Approval

**MEMORANDUM**

To: CMAP Board

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

Date: April 4, 2018

Re: Contract Approval for Website Support, Development, and Administration

CMAP seeks consulting assistance in managing the CMAP website and all related web content. This is a vitally important activity due to the agency's daily operations and responsiveness to our stakeholders, especially during the completion of our ON TO 2050 comprehensive regional plan, which is highly web-centric.

Review Process

On February 9, 2018, CMAP issued a Request for Proposals (RFP), which was sent to 48 potential vendors in addition to the vendors in our general RFP Distribution List and was posted to the CMAP website. Staff held a non-mandatory, Pre-bid information session on February 21, 2018. On March 2, 2018, CMAP received proposals from three firms: Workstate, Dunn Solutions Group and Clarity Partners, LLC.

Proposals were reviewed by CMAP staff and were analyzed for completeness and cost effectiveness. The following criteria were used in evaluating proposals:

1. The firm's demonstrated record of experience and responsiveness in providing consulting services in the areas 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 areas identified in the Scope of Services and their training and experience with Liferay
3. The firm's depth of staff and availability of resources in the areas identified in the Scope of Services
4. Responsiveness to the specific needs expressed in the Scope of Services
5. Cost to CMAP, which compared hourly rates for service

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

Table 1: Scoring

Criteria	Maximum Score	Workstate	Dunn Solutions Group	Clarity Partners, LLC
Demonstrated record of experience and responsiveness in providing consulting services in the areas identified in the Scope of Services	20	13	11	15
Qualifications and experience of the firm's personnel	20	13	14	14
The firm's depth of staff and availability of resources	20	12	11	15
Responsiveness to the specific needs expressed in the Scope of Services	20	12	11	14
Cost to CMAP	20	14	10	11
Total	100	64	57	69

Recommendation for Contractor Selection

Following interviews, the Project Selection Committee, reached consensus to recommend **Clarity Partners, LLC** in response to their excellent record of experience in web development, administration and support, their staff qualifications specific to Liferay, the depth of their understanding of services required, and their overall responsiveness to the scope of the RFP.

It is recommended that the Board approve the selection of **Clarity Partners, LLC** for Website Support, Development and Administration for a period of two-years with an option for three one-year extensions. The total cost of the two-year agreement will not exceed \$440,000.00. The maximum of the five-year contract will not exceed \$1,100,000.00. Support for this project will be included in the FY19 and FY20 Operating Budgets. The optional renewal years will be dependent on performance and the level of approved funding for this purpose.

ACTION REQUESTED: Approval

CHICAGO METROPOLITAN AGENCY FOR PLANNING

RESOLUTION NO. 2018-002

WHEREAS, the Chicago Metropolitan Agency for Planning (“CMAP”), pursuant to the Regional Planning Act, 70 ILCS 1707/1 *et seq.*, is granted all powers necessary to carry out its legislative purposes in order to plan for the most effective public and private investments in the northeastern Illinois region and to better integrate plans for land use and transportation; and

WHEREAS, CMAP is constantly evaluating and accessing the land use information/attributes in the region; and

WHEREAS, the Cook County Assessor’s Office has a geographic information (“GIS”) database that it is willing to make available to CMAP at no cost; and

WHEREAS, GIS data sharing with the Cook County Assessor’s Office will allow CMAP to access GIS data from the Assessor that will facilitate CMAP’s decision making process with respect to planning for the region; and

WHEREAS, cooperation between and among governmental agencies and entities through intergovernmental agreements is authorized and encouraged by Article VII, Section 10 of the Illinois Constitution of 1970 and by the “Intergovernmental Cooperation Act” (5 ILCS 220/1 *et seq.*); and

WHEREAS, CMAP and the Cook County Assessor have negotiated an Intergovernmental Agreement, dated September 14, 2016, in substantially the form attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the Chicago Metropolitan Agency for Planning Board as follows:

The Executive Director is authorized to finalize an Intergovernmental Agreement between the Chicago Metropolitan Agency for Planning and the Cook County Assessor’s Office in substantially the form of the agreement attached to this Resolution, and the Executive Director is authorized to execute said Intergovernmental Agreement.

Approved _____ Date _____
Chair

**AGREEMENT
FOR ACCESS TO GEOGRAPHIC INFORMATION SYSTEM**

This AGREEMENT is entered into as of the 27 day of March, 2018, by and between Chicago Metropolitan Agency for Planning _____ (the "Agency") and the Cook County Assessor's Office (the "CCAO").

WITNESSETH:

WHEREAS, the CCAO has developed a Geographic Information System (the "GIS") consisting of cadastral data, planimetric data, assessment data, property images, digital orthophotography (aerial photos) and other data (collectively, such images, photos and data, "Assessor Data");

WHEREAS, portions of the GIS, and the related data dictionary, are copyrighted materials of the CCAO and/or Cook County of the State of Illinois ("Cook County");

WHEREAS, some of the Assessor Data in the GIS is only available to the public and to commercial users for a fee, as permitted by law;

WHEREAS, Agency has requested access to and license to use the GIS for use in performing its official functions (as set forth below);

WHEREAS, the CCAO in the spirit of cooperation desires to make the GIS available, efficiently and without charge, to Agency for use in performing its official functions; and

WHEREAS, Agency acknowledges and agrees that access to the GIS and/or Assessor Data is conditioned upon the agreement that access is provided as set forth in this Agreement solely for use in performing the official functions of the Agency, and that any other use, alteration, sale, dissemination, lease or transfer of the GIS and/or Assessor Data by Agency, or by any employee or agent of same, without written consent of the CCAO is strictly prohibited, and shall be deemed to warrant immediate termination of this Agreement, as well as entitle the CCAO to pursue any other remedies to which it is entitled.

NOW, THEREFORE, in consideration of the mutual promises and covenants and the terms and conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

SECTION 1. INCORPORATION OF RECITALS.

The foregoing recitals are incorporated into and made a part of this Agreement as if fully set forth herein.

SECTION 2. STATEMENT OF OFFICIAL PURPOSES; RESTRICTIONS ON USE.

For purposes of this Agreement, Agency represents and warrants as its official purpose for access to the GIS and Assessor Data as stated in Exhibit A and incorporated herein. Agency agrees that access to the

GIS and/or Assessor Data is conditioned upon and provided as set forth in this Agreement solely for its use in performing its official purposes (as described in Exhibit A). Any other use of the GIS or Assessor Data, without express written consent of the CCAO, is strictly prohibited, including the display, sale, transfer, lease, dissemination or lease of the GIS or Assessor Data in any location or manner in its current form, derivative or altered form, or otherwise. Any such prohibited use shall be deemed to be a breach which warrants immediate termination of this Agreement. This Section shall survive the termination of this Agreement.

SECTION 3. INFORMATION PROVIDED.

The CCAO agrees to provide Agency access to the GIS and Assessor Data only upon the conditions and based upon the representations and warranties set forth in this Agreement. In order to obtain specific Assessor Data, Agency must request Assessor Data by filing the attached exhibits with the Department of Automation of the CCAO (each such request, an Information Request). Each Information Request is subject to approval of the CCAO.

SECTION 4. LIMITED LICENSE TO USE.

Subject to the provisions of this Agreement, the CCAO hereby grants to Agency a non-exclusive, non-transferable license to use the Assessor Data only as specifically provided for in this Agreement. Agency acknowledges that the title, copyright and all other rights to the GIS and Assessor Data remain with the CCAO and/or Cook County. Neither Agency nor any other authorized user shall have any right, title or interest in the GIS or Assessor Data except as expressly described herein. The CCAO reserves the right to withdraw from the GIS and/or Assessor Data any item or part of an item for which it no longer retains ownership rights or which it has reasonable grounds to believe infringes copyright or is unlawful or otherwise objectionable.

SECTION 5. TERM AND EXTENSION.

This Agreement is for one year, effective from the date of execution. It will be extended annually for terms of one year each, unless, at least 30 days prior to the expiration of any term, either party notifies the other in writing of its intent not to renew the Agreement.

SECTION 6. DISCLAIMER OF WARRANTIES.

The GIS and the Assessor Data is provided as is without any warranty or representation whatsoever, including any representation as to accuracy, timeliness, completeness, infringement of rights of privacy, copyright or trademark rights or disclosure of confidential information. All burdens, including any burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use, rests solely on Agency and/or the requester. The CCAO and Cook County make no warranties, express or implied, as to the use of the GIS. There are no implied warranties of merchantability or fitness for a particular purpose. There is no warranty to update any of the information provided hereunder. **THE CCAO AND COOK COUNTY EXPRESSLY DISCLAIMS ANY AND ALL REPRESENTATIONS OR WARRANTIES (EXPRESS OR IMPLIED, ORAL OR WRITTEN) RELATING TO THE GIS AND/OR ASSESSOR DATA, INCLUDING BUT NOT LIMITED TO ANY AND ALL IMPLIED WARRANTIES OF QUALITY, PERFORMANCE, ACCURACY, COMPLETENESS, MERCHANTABILITY OR FITNESS FOR A PARTICULAR**

PURPOSE. Agency acknowledges and accepts the limitations of the GIS and the Assessor Data, including the fact that the GIS and Assessor Data are dynamic and are in a constant state of maintenance, correction and update.

SECTION 7. LIMITATION OF LIABILITY.

AGENCY EXPRESSLY AGREES THAT NO MEMBER, OFFICIAL, EMPLOYEE, REPRESENTATIVE OR AGENT OF THE CCAO OR COOK COUNTY, OR THEIR RESPECTIVE SUCCESSORS, HEIRS OR ASSIGNS, SHALL BE LIABLE, WHETHER INDIVIDUALLY OR PERSONALLY OR OTHERWISE, TO AGENCY OR ANY OTHER PERSON OR ENTITY, OR THEIR RESPECTIVE SUCCESSORS, HEIRS OR ASSIGNS, FOR ANY LOSS OR CLAIM, INCLUDING BUT NOT LIMITED TO ANY SPECIAL, INDIRECT, INCIDENTAL, EXEMPLARY OR CONSEQUENTIAL DAMAGES OR LOSS OF GOODWILL DATA OR IN THE EVENT OF ANY DEFAULT OR BREACH BY THE CCAO UNDER THIS AGREEMENT OR ANY INACCURACY OF THE GIS OR ASSESSOR DATA, IN ANY WAY ARISING FROM OR RELATING TO THIS AGREEMENT OR RESULTING FROM THE USE OR INABILITY TO USE THE GIS AND/OR ANY ASSESSOR DATA.

SECTION 8. AGENCY INDEMNIFICATION.

Agency agrees to hold harmless and indemnify the CCAO and Cook County, its commissioners, officers, agents, employees, representatives and affiliates, and their respective heirs, successors and assigns, from and against, and defend, at its own expense (including reasonable attorneys' accountants' and consultants' fees), any suit, claim, action or proceeding brought by any third party against the CCAO, Cook County or any commissioner, officer, agent, employee, representative or affiliate of the CCAO or Cook County arising out of or incident to the performance or nonperformance of this Agreement by CCAO, Cook County, Agency or any other entity. To the extent that the CCAO or Cook County incurs administrative expenses including attorneys' fees during Agency's defense of any claim, Agency shall reimburse the CCAO or Cook County, as appropriate, for all such expenses. The provisions of this Section shall survive the termination of this Agreement.

SECTION 9. APPLICABLE LAW.

This Agreement shall be interpreted and construed in accordance with, and governed by, the laws of the State of Illinois, excluding any such laws that might direct the application of the laws of another jurisdiction. Venue shall be in a court of competent jurisdiction located within the County of Cook, Illinois. The CCAO and Agency each acknowledge the existence of state and other applicable law defining the duties and responsibilities of each party regarding real estate taxation and other governmental functions. No part of this Agreement has the effect of or is intended to impact any applicable legal duty of either party under existing law, especially the Illinois Property Tax Code, 35 ILCS 200/1 et seq. Both parties remain responsible under applicable law for performing all stated duties and responsibilities.

SECTION 10. CONFIDENTIALITY.

Agency acknowledges and agrees that information regarding this Agreement, and portions of the GIS and Assessor Data and other information disclosed hereunder, is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Agency in any way, whether during the term of this Agreement or any time thereafter, except solely in accordance with the official purposes set forth above. All such Assessor Data and the GIS shall be treated in confidential manner, except as otherwise expressly stated in a written document.

SECTION 11. MISCELLANEOUS.

- (a) This Agreement constitutes the entire agreement between the parties and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, in relation to the matters dealt with herein. There are no representations, warranties, collateral agreements or conditions to this Agreement, except as expressly stated in this Agreement.
- (b) The section headings are for reference and information purposes only, and shall not affect in any way the meaning or interpretation of this Agreement. References to singular shall include the plural and to plural shall include the singular. References to a person shall include a corporate or government body. Words such as "including" and similar expressions shall not be read as words of limitation.

* * * * *

IN WITNESS WHEREOF, the parties have executed this Agreement by their respective authorized representatives as of the date first written above.

**COOK COUNTY
ASSESSOR'S OFFICE**

Chief Deputy Assessor
Cook County Assessor's Office

Signature:

Joseph C. Szabo

Print Name
Title: _____ Executive Director
Agency Name: _____ CMAP

Telephone Number: 312.386.8600

Exhibit A: Statement of Official Purpose

Exhibit B: Assessment Data

Chicago Metropolitan Agency for Planning (Agency) hereby requests access to **assessment data** in accordance with the Agreement, dated Mar. 27, 2018, between Agency and the Cook County Assessor's Office (the CCAO).

The CCAO has developed a file of assessment data, which is maintained on the Cook County Mainframe. The CCAO will make the file of assessment data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agreement. A data dictionary is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Tax Codes: _____

Municipality: _____

Permanent Index Number range: Attach additional sheet if necessary

Township: ALL _____

Requested by

Name: _____

Signature: _____

Date: March 27, 2018

Exhibit C: Property Images

_____ (the "Agency") hereby requests access to **property images** in accordance with the Agreement, dated _____, between Agency and the Cook County Assessor's Office (the "CCAO").

The CCAO has developed a computerized database of property images. The CCAO will make this computerized database of property images available to Agency in JPEG format, subject to the terms and restrictions and limitations as set forth in the Agreement. In addition to the property images, the CCAO will provide a file containing Permanent Index Number(s), property image capture date, and a list of Permanent Index Number(s) that have no property image assigned. A data dictionary is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

- Permanent Index Number range: Attach additional sheet if necessary

- Municipality: _____
- Year 1998 Photos
- Year 2007 Photos

Requested by

Name: _____

Signature: _____

Date: _____

Exhibit D: Digital Orthophotography (Aerial Photos)

_____ (Agency) hereby requests access to **digital orthophotography (aerial photos)** in accordance with the Agreement, dated _____, between Agency and the Cook County Assessor's Office (the CCAO).

The CCAO has developed a computerized database of digital orthophotography (aerial photos). The computerized database of digital orthophotography for Cook County contains 4,486 tiles. The CCAO will make the computerized database of digital orthophotography available to Agency, subject to the terms and restrictions and limitations as set forth in the Agreement. The digital orthophotography will be provided in .tif or .sid format. In addition to the digital orthophotography, the CCAO will provide a shapefile containing an index of all the tiles for Cook County. Metadata is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Municipality: _____

Township: _____

Year 1998 Photos

Year 2003 Photos

Requested by

Name: _____

Signature: _____

Date: _____

Exhibit E: Planimetric data

_____ (the Agency) hereby requests access to **planimetric data** in accordance with the Agreement, dated _____, between Agency and the Cook County Assessor's Office (the CCAO).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database consists of both planimetric data and cadastral data. The CCAO will make the computerized database of planimetric data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agreement. The planimetric data is maintained using ESRI's ArcGIS software and is in a geodatabase format specific to ESRI's product line. Metadata is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Permanent Index Number range: Attach additional sheet if necessary

Municipality: _____

Township: _____

Requested by

Name: _____

Signature: _____

Date: _____

Exhibit F: Cadastral data

_____ (Agency) hereby requests access to **cadastral data** in accordance with the Agreement, dated _____, between Agency and the Cook County Assessor's Office (the CCAO).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database consists of both planimetric data and cadastral data. The CCAO will make the computerized database of cadastral data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agency Agreement. The cadastral data is maintained using ESRI's ArcGIS software and is in a geodatabase format specific to ESRI's product line. Metadata is available upon request.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

- Permanent Index Number range: Attach additional sheet if necessary

- Municipality: _____

- Township: _____

Requested by

Name: _____

Signature: _____

Date: _____

Exhibit G: Digital Terrain data

_____ (the Agency) hereby requests access to **digital terrain data** in accordance with the Agreement, dated _____, between Agency and the Cook County Assessor's Office (the CCAO).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database includes digital terrain data. The CCAO will make the computerized database of digital terrain data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agency Agreement.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Municipality: _____

Township: _____

Requested by

Name: _____

Signature: _____

Date: _____

Exhibit H: Lidar data

_____ (the Agency) hereby requests access to **lidar data** in accordance with the Agreement, dated _____, between Agency and the Cook County Assessor's Office (the CCAO).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database includes lidar data. The CCAO will make the computerized database of digital terrain data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agency Agreement.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Municipality: _____

Township: _____

Requested by

Name: _____

Signature: _____

Date: _____

Exhibit I: Oblique Aerial Imagery

_____ (Agency) hereby requests access to **oblique aerial imagery** in accordance with the Agreement, dated _____, between Agency and the Cook County Assessor's Office (the CCAO).

The CCAO has developed a computerized database of geographic information system (GIS). This computerized database includes Oblique Aerial Imagery data. The CCAO will make the computerized database of Oblique Aerial Imagery data available to Agency, subject to the terms and restrictions and limitations as set forth in the Agency Agreement.

Agency requests assessment data based on the following geographic area (select area by completing one of the blanks below):

Municipality: _____

Township: _____

Requested by

Name: _____

Signature: _____

Date: _____