



## MEMORANDUM

**To:** CMAP Board

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

**Date:** June 6, 2018

**Re:** Contract Approval for RFQ 181 Task #2: Pilot Pavement Management Program for Northeastern Illinois

---

---

As part of the new [local Surface Transportation Program agreement](#) approved October 2017, the region is to collect pavement condition data on the local jurisdiction, Federal aid system, to be used as a factor in the new STP funding distribution formula. Additionally, CMAP would like to encourage its partners to implement and use pavement management systems to assist in making the best investment decisions to maintain their roadway network.

The purpose of this project is to (1) collect or assemble existing pavement condition data for all federal-aid local jurisdiction roads in the CMAP region and (2) complete pavement management plans for a select number of local agencies.

### REVIEW PROCESS

A Request for Qualifications (RFQ) 181 was sent to potential consultants and posted to the CMAP website on January 19, 2018. Staff held a non-mandatory pre-bid information session for consultants on January 24, 2018. On February 16, 2018, CMAP received responses from twelve consultants of which ten specified to be considered for task 2 of the RFQ. The consultants that specified to be considered for task 2: Chastain & Associates LLC., ERI, DLZ, Applied Research Associates, AECOM, Baxter & Woodman, Applied Pavement Technology, Gorrondona & Associates, Stantec, and IMS.

Consultant qualifications were reviewed by three staff members from CMAP, who scored each proposal independently by March 12. The criteria for selection included the following:

1. Demonstrated experience of the firm in the field of pavement condition data collection and process, developing pavement management plans, experience working with different pavement management software systems, and familiarity with combining pavement condition data from multiple sources.
2. Responsiveness of the proposal to the scope of work, as demonstrated by providing thorough responses to the tasks associated with the scope and clearly

identifying parts of the project where CMAP could potentially have a cost savings by adjusting the project scope or identifying items CMAP staff can assist with to reduce costs.

3. The contractor(s) experience and approach to developing a data quality management plan.
4. The contractor(s) capability to collect pavement condition data and produce municipal pavement management plans in a timely manner.
5. The quality and relevance of examples of similar work, or work that includes similar elements.

Table 1 shows the score of each firm that submitted a response to the RFQ for task 2.

**Table 1: Task 2 Scoring**

Evaluation Criteria	Max. Value	Chastain & Associates	ERI	DLZ	Applied Research	AECOM	Baxter & Woodman	Applied Pavement	Gorrondona & Associates	Stantec	IMS Infrastructure
1. Demonstrated experience of the firm in the field of pavement condition data, processing, management plans	30	23	23	12	28	21	21	25	25	22	25
2. Responsiveness to the proposal	20	16	12	11	15	15	14	13	18	14	15
3. Contractor's approach to developing a data quality management plan	15	11	13	5	14	12	11	14	14	12	14
4. Contractor's capability to collect pavement data and produce municipal pavement management plans	20	16	15	15	17	16	16	17	19	17	18
5. Quality and relevance of similar work	15	9	11	11	11	11	11	12	12	11	12
<b>Total</b>	<b>100</b>	<b>74</b>	<b>74</b>	<b>53</b>	<b>85</b>	<b>75</b>	<b>73</b>	<b>81</b>	<b>88</b>	<b>76</b>	<b>84</b>

The four highest scoring firms for Task 2 were selected for interview (Applied Research Associates, Gorrondona & Associates, Applied Pavement Technology, and IMS). The firms selected for interview for Task 2 had strong responses to all elements related to the task.

Following the interviews, the interview team scored each firm and the three highest ranked firms are recommended for CMAP to initiate negotiations to complete Task 2. Overall, the interview team selected the teams led by **Gorrondona & Associates, Applied Research Associates (ARA), and (IMS)** because they felt that these firms had the strongest Task 2 response to the RFQ and interview.

It is recommended that the Board approve a contracts with **Gorrondona & Associates, Applied Research Associates (ARA), and (IMS)**, for Task 2 of this project, for a total not-to-exceed cost

of \$2,204,000.00. Support for this project is included in the FY 2017 budget and anticipated IDOT FY 2019 State Planning and Research (SPR) fund.

**ACTION REQUESTED:** Approval



**MEMORANDUM**

**To:** CMAP Board

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

**Date:** June 6, 2018

**Re:** Contract Amendment Approval for Regional Transportation Data Archive

---

---

In 2006, CMAP released a document describing the mission and vision of the agency, [Chicago Metropolitan Agency for Planning Strategic Report on Visioning, Governance and Funding](#). The first mission listed in the document was to “Be the authoritative source for regional data collection, exchange, dissemination, analysis, evaluation, and modeling.”, as a result, 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 was consistent with CMAP’s mission, and CMAP embraced the task. The archive has benefited CMAP research, member agencies and academic activities.

On May 26, 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.

On June 14, 2017, the Board approved an additional \$15,000 for the Regional Transportation Data Archive Project for FY 2018 due the unanticipated growth and complexity of the database. This approval increased the not to exceed cost of this contract to \$191,000.00.

The current vendor contract is scheduled to expire at the end of June, 2018. IDOT is currently in the process of developing an application that will replace CMAP’s. IDOT has requested CMAP maintain its application until its application is in production. As a result, CMAP is requesting the Board approve an additional 1-year amendment to the existing agreement. The total not to exceed cost of this contract amend will be \$35,000.00, increasing the total cost of this contract to \$226,000.00.

**ACTION REQUESTED:** Approval



**MEMORANDUM**

**To:** CMAP Board

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

**Date:** May 2, 2018

**Re:** Approval of Intergovernmental Agreement with Chicago Housing Authority and Contract with BRicK Partners to Support the Regional Housing Initiative

---

---

For the past three years, CMAP has assisted the region's public housing authorities in supporting the Regional Housing Initiative (RHI), which allocates project-based vouchers to affordable housing projects, providing a financing source for affordable housing developers. Public housing authorities are each allocated project-based vouchers by the U.S. Department of Housing and Urban Development (HUD), and use most of these internally, but also contribute to a regional pool that can be used anywhere across the metropolitan area. CMAP's role is to evaluate proposed developments for their consistency with local plans, proximity to transit service, and similar factors, and provide advice to the public housing authorities.

In FY 2017, RHI was funded by the Chicago Housing Authority (CHA), with CMAP acting as the fiscal agent. This funding was split between CMAP and BRicK Partners, an organization which conducts other administrative activities to support RHI and the public housing authorities that participate in it. In FY18, CHA will again fund the initiative.

The total FY 2018 cost of the RHI program is \$140,000. Half of this supports CMAP's activities, and the other half supports BRicK Partners. The CHA will be providing a grant to CMAP for the full \$140,000, and CMAP will pass through half of this funding to BRicK Partners.

The Board is asked to approve two actions related to this item:

- Approval of a resolution authorizing CMAP to enter into an Intergovernmental Agreement with the CHA to receive funding to support the RHI program.
- Approval of a sole source contract with BRicK Partners to conduct their portion of the RHI program.

**ACTION REQUESTED:** Approval



**CHICAGO METROPOLITAN AGENCY FOR PLANNING**

**RESOLUTION NO. 2018-03**

**WHEREAS**, the Chicago Metropolitan Agency for Planning (“**CMAP**”), pursuant to the Regional Planning Act of, 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**, CHA, the Housing Authority of Cook County, the Lake County Housing Authority, and the Metropolitan Planning Council (collectively, “Participating Parties”) are signatories to the Intergovernmental Agreement (“IGA”) dated August 22, 2002 establishing the Regional Housing Initiative (“**RHI**”).

**WHEREAS**, The RHI was established to address the region’s current housing shortage and promote a more equitable distribution of affordable housing opportunities and to encourage the development, rehabilitation and preservation of quality rental housing throughout the Chicago metropolitan region;

**WHEREAS**, the Participating Parties acknowledge that funding for the administrative oversight of the RHI program is needed; and

**WHEREAS**, the Chicago Housing Authority (“**CHA**”) desires to provide funding and CMAP desires to provide the administrative oversight of the RHI program for a one-year term; and

**WHEREAS**, CMAP and the CHA have negotiated an Intergovernmental Agreement for the purpose of providing funding for the administrative oversight of the RHI program, including an update to the intergovernmental structure for the Participating Parties, subcontractors, procedures, selection criteria, metrics and an annual plan, for a one-year term.

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

The Executive Director is authorized to finalize an Intergovernmental Agreement between the Chicago Metropolitan Agency for Planning and the Chicago Housing Authority in substantially the form of the agreement attached to this Resolution, and the Executive Director is authorized to execute said Intergovernmental Agreement.

Approved: \_\_\_\_\_  
Board Chair

Date: June 13, 2018



**INTERGOVERNMENTAL AGREEMENT BETWEEN  
THE CHICAGO HOUSING AUTHORITY AND  
THE CHICAGO METROPOLITAN AGENCY FOR PLANNING**

This Intergovernmental Agreement (“**IGA**”) is made as of June 13, 2018, by and between the **CHICAGO HOUSING AUTHORITY** (“**CHA**”), an Illinois municipal corporation and the **CHICAGO METROPOLITAN AGENCY FOR PLANNING** (“**CMAP**”), a body politic and corporate created by the State of Illinois (collectively referred to herein as the “**Parties**”).

**RECITALS**

**WHEREAS**, CHA, HACC, and LCHA, among others, entered into that certain Intergovernmental Agreement in August 22, 2002 (the “Original IGA”) establishing the RHI program to promote a more equitable distribution of affordable housing opportunities and encourage the development, rehabilitation, and preservation of quality rental housing throughout the Chicago metropolitan region;

**WHEREAS**, HAJ, HAPF, KCHA, MCHA, NCHA, OPHA, and WHA subsequently became parties to the Original IGA, as such Original IGA has been revised from time to time;

**WHEREAS**, The RHI was established to address the region’s current housing shortage and promote a more equitable distribution of affordable housing opportunities and to encourage the development, rehabilitation and preservation of quality rental housing throughout the Chicago metropolitan region;

**WHEREAS**, the Participating Parties acknowledge that funding for the administrative oversight of the RHI program is needed; and

**WHEREAS**, CHA desires to provide funding and CMAP desires to provide the administrative oversight of the RHI program for a one-year term; and

**NOW, THEREFORE**, the Parties hereto, in consideration of the mutual covenants hereinafter contained, agree as follows:

1. **INCORPORATION OF RECITALS.**

The recitals set forth above are incorporated by reference as if fully set forth herein and made a part hereof.

2. **PURPOSE OF THE AGREEMENT.**

The purpose of this Agreement is to provide funding for the administrative oversight of the RHI program, including an update to the intergovernmental structure for the Participating Parties, procedures, selection criteria, metrics and an annual plan, for a one-year term.

3. **TERM.**

The term of this IGA shall commence June 13, 2018, and shall terminate upon the earlier of 1) June 30, 2019 or 2) according to the terms of Section 6 herein.

#### 4. **FUNDING AMOUNT**

CMAP shall collect RHI fees in accordance with the fee structure published in the Regional Housing Initiative Application, attached hereto as Exhibit B. CMAP shall utilize these fees to fund staff and indirect costs associated with the performance of the services set forth in Section 5.1 below.

CHA shall provide funding to CMAP for the duties and responsibilities set forth in Section 5.1 below, in an amount not to exceed One Hundred Forty Thousand Dollars and No/100 (\$140,000.00).

CMAP shall report to CHA, all RHI fees collected prior to each quarterly payment made to CMAP. The RHI fees collected will be deducted from each quarterly scheduled payment due CMAP.

#### 5. **DUTIES AND RESPONSIBILITIES**

Section 5.1 CMAP's Services to be Performed and Responsibilities. CMAP will perform the following services:

- (a) CMAP shall work with BRick Partners, LLC (the "**Subcontractor**") and the Participating Parties to:
  - (1) Update the RHI intergovernmental structure;
  - (2) Establish selection criteria for property developers seeking project-based vouchers;
  - (3) Develop RHI metrics, annual timelines and procedures for waitlist administration and applicant selection process;
  - (4) Seek a sustainable funding source and adopt a supplemental administration plan; and
  - (5) Support RHI's alignment with the latest Affirmative Furthering Fair Housing, Moving To Work and other regional, state and federal priorities.
- (b) CMAP shall work with Subcontractor to execute an outreach and marketing strategy in compliance with U.S. Department of Housing and Urban Development ("**HUD**") regulations in coordination with local industry groups and policymakers, with an increased focus on non-Low Income Housing Tax Credit ("**LIHTC**") opportunity area preservation. CMAP shall lead the implementation of the outreach and marketing strategy, with support from Subcontractor as needed.
- (c) CMAP shall work with Subcontractor to arrange and attend all pre-meetings with prospective developers, review preliminary information submitted, help determine eligibility for a conditional commitment letter for LIHTC applicants, and draft and send conditional commitment letters to the Illinois Housing Development Authority ("**IHDA**"). CMAP shall coordinate information and timeliness of conditional commitment letters with the Participating Parties to solicit feedback on proposed rents, Developers and IHDA.
- (d) CMAP shall process and review developer applications, focusing on market and site location, regional and local policy priorities, and plan implementation. CMAP shall prepare relevant parts of the application summary submitted to the Participating Parties and present findings at a Participating Parties meeting.

- (e) CMAP shall assist Participating Parties with completing evaluation forms for each developer application presented for consideration, tabulate scores, and help determine which proposals will receive commitment letters. CMAP will draft and send these commitment letters to IHDA or other relevant funders.
- (f) CMAP will monitor the housing unit development process prior to the execution of a Housing Assistance Payment Contract (“**HAP Contract**”).
- (g) CMAP shall work with Subcontractor to evaluate the outcomes of the funded activities, focusing specifically on the effectiveness of:
  - (1) Activities intended to promote the development of housing units in opportunity areas;
  - (2) The Administration of the regional waiting list; and
  - (3) The strategies intended to encourage families on the regional waiting list to move to opportunity areas.
- (h) CMAP shall work with Subcontractor and the Participating Parties to establish waitlist placement goals and create a data sharing agreement between the Participating Parties and Subcontractor.
- (i) CMAP shall include a provision in Subcontractor's agreement that Subcontractor shall develop a plan to ensure that, with respect to new leases entered into after the date of this agreement, no less than fifty percent (50%) of all individuals leasing a unit are from the donor housing authority. The provision will further encourage Subcontractor to maximize all leasing with applicants from the CHA waitlist until such time that fifty percent (50%) of all CHA vouchers are utilized.
- (j) CMAP shall provide reports of services performed as outlined in Section 5.1 in accordance with the following timeline:
  - 1) August 31, 2018
  - 2) November 30, 2018
  - 3) February 28, 2019
  - 4) May 30, 2019

Section 5.2 CHA's Duties and Responsibilities. CHA shall be responsible for making payments to CMAP in the amounts and on the dates set forth in the Payment Schedule attached hereto and incorporated herein as Exhibit C. Payments during the term set forth in Article Three shall not exceed the amount of One Hundred Forty Thousand Dollars and No/100 (\$140,000.00).

## 6. TERMINATION

6.1 CHA may terminate this agreement if CMAP fails to comply with any of its obligations under Section 5.1 of this agreement. Prior to issuing a notice of termination under this provision, CHA shall provide CMAP with written notice that specifically details CMAP's failure to comply with its obligations under Section 5.1. If, within thirty (30) days of receipt of said written notice, CMAP fails to take corrective action to comply with said obligations, CHA shall provide CMAP with thirty (30) days written notice of its termination of this agreement pursuant to this Section 6.1.

6.2 CHA and CMAP may terminate this agreement at any time, without cause, upon giving ninety (90) days written notice to the other party.

## 7. GENERAL TERMS AND CONDITIONS

### 7.1 Warranties and Representations

In connection with the execution of this Agreement, the CHA and CMAP each warrant and represent that it is legally authorized to execute and perform or cause to be performed this Agreement under the terms and conditions stated herein.

### 7.2 Non-liability of Public Officials

No official, employee or agent of the CHA or CMAP shall be charged personally by the other party with any liability or expense of defense or be held personally liable under any term or provision of this Agreement or because of any breach hereof.

### 7.3 Entire Agreement

This agreement, and the exhibits attached and incorporated hereby, shall constitute the entire agreement between the parties. There are no representations, warranties, conditions or other agreements, whether direct or collateral, or express or implied, that form part of or affect this agreement, or that induced any party to enter into this agreement or on which reliance is placed by any party, except as specifically set forth in this agreement.

### 7.4 Counterparts

This agreement is comprised of several identical counterparts, each of which may be fully executed by the parties and, as executed, will be deemed an original having identical legal effect.

### 7.5 Amendments

No changes, amendments, modifications or discharge of this agreement, or any part hereof, shall be valid unless in writing and signed by the authorized officer(s) of CHA and by the authorized officer(s) of CMAP or their respective successors and/or assigns.

### 7.6 Severability

If any provisions of this agreement shall be held or deemed to be or shall in fact be inoperative or unenforceable as applied in any particular case in any jurisdiction or in all cases because it conflicts with any other provision or provisions hereof or of any constitution, statute, ordinance, rule of law or public policy, or for any other reason, such circumstances shall not have the effect of

rendering any other provision or provisions herein contained invalid, inoperative, or unenforceable to any extent whatever. The invalidity of any one or more phrases, sentence clauses or sections contained in this agreement shall not affect the remaining portions of this Agreement or any part thereof.

7.7 Interpretation

Any headings of this agreement are for convenience of reference only and do not define or limit the provisions thereof. Words of any gender shall be deemed and construed to include correlative words of the other genders. Words importing the singular number shall include the plural number and vice versa, unless the context shall otherwise indicate. All references to any exhibit or document shall be deemed to include all supplements and/or amendments to any such exhibits or documents entered into in accordance with the terms and conditions thereof. All references to any person or entity shall be deemed to include any person or entity succeeding to the rights, duties and obligations of such persons or entities in accordance with the terms and conditions of this agreement.

7.8 Cooperation

CHA and CMAP agree at all times to cooperate fully with one another in the implementation of this agreement.

7.9 Assignment

Neither CHA nor CMAP shall assign, delegate or otherwise transfer all or any part of their rights or obligations under this agreement, or any part hereof, unless as approved in writing by the other party. The absence of written consent shall void the attempted assignment, delegation or transfer and shall render it of no effect.

7.10 Governing Law

The parties agree that any disputes that arise, as a result of this agreement shall be heard in an Illinois court of competent jurisdiction located in Chicago, Illinois.

7.11 Time of Essence

Time is of the essence in this agreement.

7.12 Waiver

The failure by either party to enforce any provisions of this agreement shall not be construed as a waiver or limitation on that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

8. **NOTICES**

All notices and communications concerning this Agreement shall be sent by first-class prepaid mail as follows:

If to the CHA: Chicago Housing Authority  
60 East Van Buren Street, 12<sup>th</sup> Floor  
Chicago, Illinois 60605  
Attn: Chief Executive Officer

With a copy to: Chicago Housing Authority  
60 East Van Buren Street, 10<sup>th</sup> Floor  
Chicago, Illinois 60605

With a copy to: Chicago Housing Authority  
Office of the General Counsel  
60 East Van Buren Street, 12<sup>th</sup> Floor  
Chicago, Illinois 60605  
Attn: Chief Legal Officer

If to the CMAP: Chicago Metropolitan Agency for Planning  
233 South Wacker Drive, Room 800  
Chicago, Illinois 60606  
Attn: Jonathan Burch, Principal Planner

With a copy to: Chicago Metropolitan Agency for Planning  
233 S. Wacker Drive, Suite 800  
Chicago, Illinois 60606  
Attn: Penny DuBernat, Procurement Officer

Unless otherwise specified, any notice, demand or request required hereunder shall be given in writing at the addresses set forth above and shall be effective five days after writing.

9. **AUTHORITY**

9.1. **CHA Authority**

Resolution No. 2018-CHA-33 passed by the CHA Board of Commissioners on May 15, 2018 has authorized execution of this Agreement by the CHA.

9.2. **CMAP Authority**

Resolution No. \_\_\_\_\_ passed by the CMAP Board on \_\_\_\_\_ has authorized execution of this Agreement by CMAP.

**[SIGNATURE PAGES FOLLOW]**

IN WITNESS WHEREOF, CHA and CMAP have executed this IGA as of the date set forth above.

**CHICAGO HOUSING AUTHORITY**  
an Illinois municipal corporation

By: \_\_\_\_\_  
Eugene E. Jones, Jr.  
Chief Executive Officer

**CHICAGO METROPOLITAN AGENCY FOR PLANNING**  
a body politic and corporate created by the State of Illinois

By: \_\_\_\_\_  
Joseph C. Szabo  
Executive Director

**ACKNOWLEDGED BY:**

The McHenry County Housing Authority,  
an Illinois municipal corporation

By:  
Its: Executive Director

The Housing Authority of Cook County,  
an Illinois \_\_\_\_\_

By:  
Its: Executive Director

The Lake County Housing Authority,  
an Illinois \_\_\_\_\_

By:  
Its: Executive Director

The Joliet Housing Authority,  
an Illinois \_\_\_\_\_

By:  
Its: Executive Director

The DuPage County Housing Authority  
An Illinois \_\_\_\_\_

By: \_\_\_\_\_  
Its: Executive Director

The Oak Park Housing Authority,  
an Illinois: \_\_\_\_\_

By: \_\_\_\_\_

Its: Executive Director

The Waukegan Housing Authority,  
an Illinois: \_\_\_\_\_

By: \_\_\_\_\_  
Its; Executive Director

The North Chicago Housing Authority,  
an Illinois: \_\_\_\_\_

By: \_\_\_\_\_  
Its: Executive Director

The Park Forest Housing Authority,  
an Illinois: \_\_\_\_\_

By: \_\_\_\_\_  
Its Executive Director

**EXHIBIT A**

**RHI INTERGOVERNMENTAL AGREEMENT**

**(see attached)**

## **EXHIBIT B**

### **RHI FEE STRUCTURE**

The following fees are due prior to each of the corresponding steps in the process. Checks should be made payable to the Chicago Metropolitan Agency for Planning.

1. Pre-application interview: \$500
2. Application fee: \$2,000
3. Re-application fee for previously supported projects within the last two years:  
\$1,000

## EXHIBIT C

### PAYMENT SCHEDULE

<b>Partial payment Number</b>	<b>Contractor Deliverables</b>	<b>Delivery Date</b>	<b>Payment Amount</b>
1	Quarterly Report	August 31, 2018	\$35,000 minus any collected developer fees
2	Quarterly Report	November 30, 2018	\$35,000 minus any collected developer fees
2	Quarterly Report	February 28, 2019	\$35,000 minus any collected developer fees
4	Quarterly Report	May 30, 2019	\$35,000 minus any collected developer fees



**MEMORANDUM**

**To:** CMAP Board

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

**Date:** June 6, 2018

**Re:** Contract Approval for Crash Data Entry Project

---

---

The State of Illinois requires the submission of all Illinois Traffic Crash Reports (Form SR 1050) to the Illinois Department of Transportation (IDOT) for inclusion in a statewide database, the Crash Information System (CIS). IDOT has a backlog of approximately 170,000 records that require entry into the statewide database. IDOT has requested that CMAP assist them in resolving the backlog.

**REVIEW PROCESS**

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on May 9, 2018. In cooperation with IDOT staff, CMAP Staff held a non-mandatory pre-bid information session for consultants on May 15, 2018. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On May 22, 2018, CMAP received proposals from four consultants: Canete Medina Consulting Group, Inc., Cambridge Partners and Associates, Exela Technologies, Inc and The Data Entry Company (TDEC).

Proposals were reviewed by representatives of both IDOT and CMAP staff and scored independently by May 24, 2018. The criteria for selection included the following:

1. The demonstrated record of experience of the vendor.
2. The vendor's capacity to complete the scope of work by January 31, 2019.
3. Cost to CMAP.

Table 1 reflects the results of that scoring.

**Table 1: Scoring**

<b>Criteria</b>	<b>Maximum Score</b>	<b>Canete Medina</b>	<b>Excela</b>	<b>TDEC</b>	<b>Cambridge</b>
1. The demonstrated record of experience of the vendor	40	16	35	36	31
2. The vendor's capacity to complete the scope of work by January 31, 2019	40	19	31	33	27
3. Cost to CMAP	20	16 (\$141,010)	14 (\$257,400)	14 (\$240,720)	12 (\$289,000)
Total	100	51	80	83	70

**RECOMMENDATION FOR CONTRACTOR SELECTION**

Following the interviews, the selection committee reached a consensus to recommend **The Data Entry Company (TDEC)** as the contractor for the Crash Data Entry Project. Overall, the selection committee felt that each of the vendors were capable of completing the project, although the team assembled by **TDEC** had more experience processing large volumes of complex records more quickly than the other vendors.

The committee recommends the selection of TDEC and their scope of work for the Crash Data Entry Project for a not to exceed cost of \$240,720.00. Funding is anticipated from the IDOT FY 2019 State Planning and Research (SPR) fund.

ACTION REQUESTED: Approval



## MEMORANDUM

**To:** CMAP Board

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

**Date:** June 6, 2018

**Re:** Contract Increase and Term Extension for Stormwater Engineering

---

---

The CMAP Local Technical Assistance (LTA) program is meant to advance the implementation of GO TO 2040 by providing resources to local governments. Over 140 projects have been completed through the LTA program, with 46 more underway. Most projects are led by CMAP staff, but some require external assistance to augment CMAP staff expertise.

In September 2015, the CMAP Board approved a contract with four engineering firms to assist with stormwater planning: Conservation Design Forum/Geosyntec; Hey and Associates/Michael Baker; Strand Associates; and Christopher B. Burke Engineering. The contracts were approved for one year with three one-year option years for a maximum of \$75,000 per year, for a contract value not to exceed \$150,000 combined. Funding support for these contracts is from Cook County Community Development Block Grants-Disaster Resilience (CDBG-DR), in addition to philanthropic funding from the MacArthur Foundation and the Chicago Community Trust, and UWP funds for those projects that directly impact transportation.

On March 8, 2017, the CMAP Board approved a funding increase of \$250,000.00, which reflected an increase of CDBG-DR funding for stormwater related components of LTA projects.

CMAP has again received additional funding through the CDBG-DR program in the amount of \$250,000.00, and seeks Board approval to increase the combined vendor limit to \$650,000.00. In addition, CMAP seeks approval to amend the existing vendor contracts for an additional 1-year term. Support for this project will continue to be from the funding sources listed above (primarily CDBG-DR, with some contributions from MacArthur, the Chicago Community Trust, and UWP), and expenditures will be contingent on the continuation of these grants.

Staff recommends that the Board approve an increase the contract limit for stormwater engineering support to \$650,000.00 and grant CMAP authority to extend the existing term of the four engineering contracts for an additional 1-year term.

ACTION REQUESTED: Approval

**MEMORANDUM**

**To:** CMAP Board

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

**Date:** June 6, 2018

**Re:** Contract Approval for Belmont Cragin Commercial Corridor 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.

The Northwest Side Housing Center (NWSHC) seeks to develop a Commercial Corridors Plan for the Belmont Cragin neighborhood in Chicago, including the following corridors: Diversey Avenue, Fullerton Avenue, and Grand Avenue. The recommendations from the requested corridors plan will help to guide NWSHC staff, local elected officials, business owners, and community members with strategies aimed at leveraging their transportation system to promote the local business community. This plan will build-off the neighborhood's recently completed Quality-of-Life Plan, which recommends pursuing opportunities to improve their commercial corridors in a manner that complements local business growth and job creation.

The NWSHC is seeking a plan that includes market analysis and commercial area assessments, multimodal transportation improvements, and clear implementation steps.

**REVIEW PROCESS**

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on April 30, 2018. 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 NWSHC. Staff held a non-mandatory pre-bid information session for consultants on May 03, 2018. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On May 16 2018, CMAP received proposals from four consultants: Canete

Medina Consulting Group, Inc., Design Workshop, Houseal Lavigne Associates (HLA), and Juan Gabriel Moreno Architects (JGMA).

Proposals were reviewed by CMAP staff and a representative from the Northwest Side Housing Center, who scored each submittal independently by May 18. 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 Corridor 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	Canete Medina	HLA	JGMA	Design Workshop
1. Experience of Organization and Key Personnel	28	18.8	23.2	25.4	18.6
2. Approach to Preparing Corridor Plan	28	14	22.2	25.6	12.9
3. Quality and Relevance of Similar Work	12	8.7	9.3	10.9	4.8
4. Other (Consistency with GO TO 2040/ON TO 2050)	12	8	9.3	11.3	6.9
5. Proposal cost (base without options)	20	18 \$73,794	20 \$70,240	17 \$79,470	14 \$84,354
Total	100	67.5	84	90.2	57.2

**RECOMMENDATION FOR CONTRACTOR SELECTION**

Following the interviews, the selection committee reached a consensus to recommend **JGMA** as the contractor for the Belmont Cragin Commercial Corridors Plan. Overall, the selection committee felt that the team assembled by JGMA had the best understanding of the neighborhood, demonstrated a multifaceted approach to its transportation and economic development challenges, and incorporated unique community-driven design strategies to address the needs of the project.

**CONSIDERATION OF OPTIONS**

Firms were also invited to submit options which were not part of the base cost but that could be included at the discretion of CMAP and the NWSHC.

In addition to the core project tasks outlined in the scope of work, JGMA proposed one option with four parts: to conduct a Development Feasibility for two sites: including development alternatives, design alternatives, financial feasibility, and marketing packages. This option is priced at \$8,930. The selection committee agreed that JGMA's option should be included, because it adds important value to NHSHC in an area in which they have less capacity, and would help them and local aldermen identify, assess, and market key sites in Belmont Cragin's commercial corridors.

It is recommended that the Board approve a contract with JGMA for its core proposal and optional task, for a total, not-to-exceed cost of \$88,400. Support for this project is included in the FY14, FY15 and FY17 Contracts budget.

**ACTION REQUESTED:** Approval





# Chicago Metropolitan Agency for Planning

## Agenda Item No. 5.7

233 South Wacker Drive  
Suite 800  
Chicago, Illinois 60606

312 454 0400  
[www.cmap.illinois.gov](http://www.cmap.illinois.gov)

### MEMORANDUM

**To:** CMAP Board

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

**Date:** June 6, 2018

**Re:** Contract Increase for ON TO 2050 Photography

---

---

On November 9, 2016, the CMAP Board approved the selection of Dave Burk Photography for the ON TO 2050 Photographic and Videographic Services for a not-to-exceed cost of \$108,300.00.

CMAP staff is requesting Board approval to increase the not-to-exceed cost of this contract to \$128,300.00, which reflects a \$20,000.00 increase in funding. The Communications Team seeks to amend the original scope of services to include footage that will be used in four videos to promote the ON TO 2050 plan overall and each of the three principals: Inclusive Growth, Resilience, and Prioritized Investment. Support for this amendment has been included in the FY 2019 Operating Budget.

**ACTION REQUESTED:** Approval





## MEMORANDUM

**To:** CMAP Board

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

**Date:** June 6, 2018

**Re:** Contract Approval for Printing ON TO 2050 Plan Materials

---

---

CMAP is seeking a vendor to print the short version or executive summary of ON TO 2050 and one regional poster, both of which will be distributed at the ON TO 2050 launch event on October 10, 2018. In addition, the agency is seeking a vendor to print a series of three posters related to implementation of ON TO 2050 during FY 2019.

### REVIEW PROCESS

On April 16, 2018, CMAP issued an RFP for Printing of ON TO 2050 Plan Materials. The RFP was posted on the CMAP website and sent to six printing companies, in addition to being circulated to the general RFP list. On April 19, 2018, CMAP conducted a non-mandatory pre-bid meeting session for potential vendors. The presentation and notes pertaining to the meeting were sent to all attendees and were posted on the CMAP website. On May 4, 2018, CMAP received responses from six firms, however several were deemed non-responsive and not scored. The three acceptable firm submission included: Lake County Press, Graphic Arts Studio and Motr Grfx.

Proposals were reviewed by representatives of CMAP staff according to the following selection criteria:

1. The firm's demonstrated record of experience and responsiveness in providing print services in the areas identified in the Scope of Services.
2. The quality, model, and reliability of equipment to be used.
3. 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 print materials.
4. Responsiveness to the specific needs expressed in the Scope of Services.
5. Paper and print samples to demonstrate capabilities.

6. Cost to CMAP.

Table 1 reflects the scores for the accepted RFP responses.

**Table 1: Scoring**

Criteria	Maximum Score	Lake County Press	Graphic Arts Studio	Motr Grafx
1. Overall experience and responsiveness	20	19.5	17	9.5
2. Qualifications regarding equipment to be used	20	18	17	12.5
3. Qualifications and experience of firm's personnel	20	9.5	9	6
4. Responsiveness to specific needs expressed in scope of services	10	9.75	7.8	5.75
5. Samples of paper and print to demonstrate capabilities	10	20	18	16.5
6. Cost to CMAP	20	16 (\$78,070)	16 (\$70,528)	13 (\$60,762)
Total	100	92.75	83	63.25

**RECOMMENDATION FOR CONTRACTOR SELECTION**

Following interviews, the Committee scored each vendor independently and reached a consensus to recommend the selection of **Lake County Press** for the ON TO 2050 Plan materials printing project. The Committee based their selection of 15,000 copies of 72-pages each of the executive summary, in addition to 6,000 copies of the launch poster, UV coated, and 3,000 copies of the ON TO 2050 poster series.

The Committee felt that Lake County Press demonstrated a better understanding of Scope of Services and exceptional experience and quality control processes that the Committee felt would ensure a flawless and timely final product. The cost proposal from Lake County Press was higher overall than the other vendors, but the Committee felt that the increased cost was negligible.

It is recommended that the Board approve a contract with Lake County Press for a not to exceed cost of \$84,470.00. The additional cost above the quoted amount will allow for additional printing proofs if required. Support for this project is included in the FY 2019 Operating budget.

**ACTION REQUESTED:** Approval



**MEMORANDUM**

**To:** CMAP Board

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

**Date:** June 6, 2018

**Re:** Approval to Purchase Information Technology Hardware, Software and related services

For FY 2018, CMAP Information Technology (IT) would like to procure a new backup system, which includes new Hewlett Packard Enterprise (HPE) servers, storage, Veeam backup software, training and installation services using the State of Illinois Master Contract CMS694748A through Novanis. The new backup infrastructure will replace aging equipment at the CMAP offices in Chicago and at our remote data center and will allow CMAP to expand its backup coverage for future growth. All purchased equipment will be modular allowing CMAP to add or move equipment from existing data center or relocate to new data center in the future if the need should arise.

<b>Equipment</b>	<b>Total Estimated Cost</b>	<b>Type of Procurement</b>
<b>Hardware</b>		
HPE servers, storage, Veeam backup software, training and installation services, including licenses and warranty	\$290,000	State of Illinois Master Contract CMS694748A
<b>Total Estimated Cost</b>	\$290,000	

It is recommended that the Board approve the purchase of the above listed hardware, software, licensing, training and support for a total cost not to exceed \$290,000. Funds have been budgeted and approved in the FY 2018 UWP operating budget.

ACTION REQUESTED: Approval

###