



**MEMORANDUM**

**To:** CMAP Board

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

**Date:** September 5, 2018

**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	COST
Aerial photography for Cook, DuPage, Kane, Kendall, Lake, McHenry and Will Counties	Nearmap	\$ 51,000
New real estate transactions, including foreclosures and tax sales	Record Information Service	1,000
New residential subdivision sites	MetroStudy Online	22,440
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.	13,260
Online access to proposed, planned and new commercial construction data	Construction Market Data formerly Reed Construction	5,100
Economic forecasts by county	Woods and Poole	3,570
Annual tax bill information	Lake County Assessor's Office	500
Annual tax bill information	Will County Assessor's Office	1,000
Residential building permit data	US Census Bureau-Building Permits	200
Regional data and analysis tools targeted to regional workforce and economic development professionals	EMSI	20,400

<b>DATA SET</b>	<b>VENDOR</b>	<b>COST</b>
Vehicles, types and location	Illinois Secretary of State-License Plates	500
Commercial real estate online database used to establish baseline market and economic conditions for municipalities	CoStar Group	35,700
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	98,992
Semi-customized version of software application to CMAP used for the economic development impact analysis of major capital projects	TREDIS	27,000
US County and Detailed Employment	Moody's	20,400
Truck Commodities Data	American Transportation Research Institute (ATRI)	50,000
Illinois Dept. of Employment Security Data	IDES	600
Natural Heritage Dataset	IDNR	500
<b>TOTAL</b>		<b>\$ 352,162</b>

It is recommended that the Board approve 1-year renewals of the itemized datasets listed above at cost of \$352,162. Support for these commercial data sets purchases are included in the FY 2019 UWP Operating budget.

ACTION REQUESTED: Approval



## MEMORANDUM

**To:** CMAP Board

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

**Date:** September 5, 2018

**Re:** Website Hosting and Support Services Cost Increase

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On May 7, 2014, the Board approved the selection of Omegabit in response to RFP 112 Website Hosting and Support Services for an annual cost of \$8,640.00 for website hosting and up to \$14,000.00 for professional services, for a not-to-exceed total contract cost of \$113,200.00 over a five-year contract term.

To accommodate the ON TO 2050 plan content and prepare for increased usage of the site, staff are working with Omegabit to reconfigure the system to include both a production server and a development server to allow effective development and deployment of the plan's voluminous content. Due to that need and in anticipation of increased usage, staff is therefore requesting an increase in its website hosting budget to \$28,016.89 for Fiscal Year 2019. The not-to-exceed annual cost for professional services will be reduced to \$11,983.11. This will increase the overall cost of the project from \$113,300 to \$118,353.83.

It is requested that the Board approve a contract cost increase for a revised not-to-exceed amount of \$118,353.83 for the new server configuration and increased website usage anticipated after adoption of the ON TO 2050 Comprehensive Regional Plan.

**ACTION REQUESTED:** Approval



**MEMORANDUM**

**To:** CMAP Board

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

**Date:** September 5, 2018

**Re:** Approval of Sole Source Contract for the Mill Creek Watershed-Based Plan

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CMAP is currently working on the Mill Creek Watershed-based Plan funded by an Illinois EPA grant. Requirements specified in the grant agreement include identification of current annual pollutant loads by source or land use type, identification of site-specific best management practice (BMP) recommendations along with associated estimated pollutant load reductions and costs, and identification of watershed-wide BMP scenarios recommended for implementation along with associated estimated pollutant load reductions and costs.

Geosyntec Consultants (Geosyntec) is currently updating the HSPF (Hydrological Simulation Program–Fortran) model for the Fox River watershed, including the tributary Mill Creek watershed, as part of the Fox River Water Quality Model Update project for the Fox River Study Group (FRSG). CMAP staff would like to leverage the work already underway for the Fox River watershed and apply this to the Mill Creek Watershed-based Plan. Geosyntec will refine and calibrate the HSPF model for Mill Creek, characterize existing conditions pollutant loads, estimate load reductions from best management practices (BMPs), provide technical guidance on BMP unit costs, and develop a BMP optimization framework. CMAP staff anticipates a significant cost savings by dovetailing onto the work already completed by Geosyntec for the FRSG, which thereby provides for a more efficient use of project funds to refine and calibrate the HSPF model for the Mill Creek watershed, and subsequently simulate local conditions to estimate pollutant loads, BMP load reductions, and help target BMP implementation scenarios.

CMAP staff is seeking Board approval of its sole source selection of Geosyntec for the Mill Creek Watershed-based Plan to provide pollutant loading and BMP load reduction modeling consulting services for a not-to-exceed amount of \$44,500.00. Support for this contract is provided by the Illinois EPA Mill Creek Watershed-based Plan grant and the Illinois EPA Water Quality Management Planning grant in addition to a project specific contribution in the amount of \$12,200.00 to be provided by the Fox River Study Group.

ACTION REQUESTED: Approval



## MEMORANDUM

**To:** CMAP Board

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

**Date:** September 5, 2018

**Re:** Contract Approval for Village of Carol Stream Zoning Code Updates

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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, zoning and subdivision ordinance updates, and similar activities. Most projects are led by CMAP staff, but some require external assistance to augment CMAP staff expertise.

The Village of Carol Stream, in partnership with CMAP, seeks to update the Village's zoning, sign, and subdivision ordinances as well as the Village's zoning map. This regulatory update will guide future development and redevelopment, help support, and implement the recommendations of the Village's Comprehensive Plan, adopted in June 2016, and other planning documents.

The Village desires a zoning ordinance, zoning map, sign ordinance, and subdivision ordinance that reflect contemporary zoning, signage and subdivision regulations within a suburban context. The existing codes and regulations served the Village well during periods of high growth and development; however, the new regulations must recognize the largely built-out nature of the Village and specifically focus on the maintenance and enhancement of the community.

### **Review Process**

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on April 27. Staff held a non-mandatory pre-bid information session for consultants on May 4. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On May 25, CMAP received proposals from three consultants: Houseal Lavigne Associates, Ancel Glink, and Duncan Associates.

Representatives from the Village of Carol Stream and CMAP staff reviewed proposals. The Village and CMAP staff scored each proposal independently by June 15. The criteria for selection included the following:

1. The consultant’s experience and key personnel.
2. The consultant’s approach to project priorities.
3. The consultant’s approach to the project processes, including public engagement, analyzing existing conditions, and drafting the ordinance.
4. The consultant’s integration of the principles of GO TO 2040 and ON TO 2050 and the quality and relevance of sample projects.
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	Houseal Lavigne	Ancel Glink, Teska	Duncan, Codametrics, Sam Schwartz
Experience of organization and key personnel	30	25.6	25.3	26.1
Approach to project priorities	15	12.5	11.3	11.5
Approach to process	15	12.5	10.8	11.0
Other (consistency with GO TO 2040/ON TO 2050 and sample projects)	20	16.6	14.3	11.6
Proposal cost	20	6.8 \$125,167	11.8 \$121,850	13.0 \$121,095
Total	100	74.0	73.5	73.2

**Recommendation for Contractor Selection**

Following the interviews, the selection committee reached a consensus to recommend **Houseal Lavigne Associates** as the contractor for Carol Stream’s update to its zoning, sign, and subdivision ordinances. Overall, the selection committee felt that the team assembled by Houseal Lavigne had the best understanding of the community and that they would provide the Village with an ordinance that would effectively implement its comprehensive plan for many years to come. During the interview, the selection committee appreciated Houseal Lavigne’s approach to vertical and horizontal mixed-use development and the flexibility of housing types that would be appropriate to a wide range of residents, from recent college graduates to senior citizens. The selection team was also impressed with Houseal Lavigne’s capabilities in the areas of graphics and illustrations that will be provided in the UDO.

It is recommended that the Board approve a contract with Houseal Lavigne Associates and their scope of work, for a total, not-to-exceed cost of \$125,166.50. Support for this project is included in the FY16 Competitive Funds and FY18 Chicago Community Trust Funds.

**ACTION REQUESTED:** Approval





## MEMORANDUM

**To:** CMAP Board

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

**Date:** September 5, 2018

**Re:** Contract Approval for ON TO 2050 Translation Services

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On July 23, CMAP issued RFP 193, Translation Services, to seek proposals to provide accurate translation of material produced by the agency in at least three languages: Spanish, Polish, and Chinese.

### Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on July 23. On August 3, CMAP received proposals from thirteen consultants: Multilingual Connection, TransGlobal Incorporated, Para-Plus Translations, Inc., LingPerfect Translations, Inc., KTL Communications, LLC, Metaphrasis Language, Cyracom International, Aceant, LLC, Indus Translation Services, and Language and Culture Worldwide, LLC. The Committee deemed two firms non-responsive and one response was received after the deadline passed and was returned un-opened.

Proposals were reviewed by CMAP staff and scored independently. The criteria for selection included the following:

1. The demonstrated record of experience of the firm in providing the professional services identified in this scope of work.
2. Prior performance on CMAP contracts.
3. The quality and accuracy of the translation examples provided.
4. Cost to CMAP, including consideration of all project costs and per-word rates.

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

**Table 1: Scoring**

Criteria	Maximum Score	Multilingual Connections	Transglobal	ParaPlus Translations	LingPerfect Translations	KTL Communications	Metaphrasis	Indus Translations	Cyracom	Accent, LLC	Language and Culture
Demonstrated Record of Experience	30	26.0	19.0	21.0	9.0	10.0	22.0	12.0	15.0	16.0	17
Prior Performance on CMAP Contracts	30	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15
Quality and Accuracy of Examples	20	16.0	10.0	10.0	6.0	6.0	14.0	6.0	10.0	11.0	15
Cost to CMAP	20	10.0	18.0	16.0	20.0	16.0	10.0	12.0	14.0	8.0	4.0
Total	100	67.0	62.0	62.0	50.0	47.0	61.0	45.0	54.0	50.0	51.0
Cost: Spanish Per Word		0.15	0.11	0.10	0.10	0.12	0.15	0.14	0.13	0.18	0.22

**Recommendation for Contractor Selection**

The Selection Committee agreed that one native Spanish speaking CMAP staff member would evaluate examples from every responder, and one native Chinese speaking CMAP staff member would evaluate Chinese examples from top vendors only. The team’s evaluation of samples found that Multilingual Connections had submitted the most accurate examples of both Spanish and Chinese. References were verified from past clients of Multilingual Connections, which reported positive experiences. Although Multilingual Connections has quoted a slightly higher cost than other firms have, the Committee believes that the greater accuracy of their submitted work and greater demonstrated experience justifies the slight increase in cost for this vendor.

It is recommended that the Board approve a contract with Multilingual Connections for a period of one-year with four one-year options for renewal. The first year’s cost will not exceed \$20,000.00, with each subsequent option year not to exceed \$6,000.00. The maximum of the five-year contract will not exceed \$44,000.00. Support for this project is included in the FY19 Operating Budget. The optional renewal years will be dependent upon performance and the level of approved funding for this purpose.

ACTION REQUESTED: Approval

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