



## MEMORANDUM

**To:** CMAP Board

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

**Date:** November 7, 2018

**Re:** Contract Approval for Village of Calumet Park Comprehensive Plan

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The CMAP Local Technical Assistance (LTA) program is meant to advance the implementation of ON TO 2050 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.

Located along the north bank of the Cal-Sag Channel, the Village of Calumet Park is a community of approximately 8,000 residents. The Village is located just south of the City of Chicago, east of the City of Blue Island, and north of the Village of Riverdale. It features strong transportation assets, including two I-57 interchanges and the Ashland Station of the Metra Electric Blue Island branch. Largely made up of single-family, residential development, Calumet Park features well-preserved bungalows along walkable, gridded streets. The Village's main commercial corridors are Ashland Avenue and 127th Street, and industrial land uses are concentrated either east of I-57 or along the Cal-Sag Channel.

The Village of Calumet Park, in partnership with CMAP, wishes to pursue the development of a Comprehensive Plan. The Village last adopted a comprehensive plan in 1989, which is no longer current. The new Comprehensive Plan will build on the Village's recent planning projects, partnerships, and past implementation successes.

### **Review Process**

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on August 10, 2018. Staff held a non-mandatory pre-bid information session for consultants on August 15, 2018. On August 31, 2018, CMAP received proposals from three consultants: Antero Group, Muse Community and Design, and RATIO.

Proposals were reviewed by three representatives from the Village of Calumet Park and two staff members from CMAP. Calumet Park and CMAP staff scored each proposal independently by September 17, 2018. The criteria for selection included the following:

1. The demonstrated record of experience of the consultant, as well as identified staff, in providing the professional services identified in this scope of work.
2. The consultant’s approach to topical issues identified in the RFP’s Project Background and Project Description sections.
3. The consultant’s approach to preparing a Comprehensive Plan that addresses the priorities identified in the RFP’s Project Background and Project Description sections.
4. The quality and relevance of the examples of similar work and 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	Antero	Muse	Ratio
Experience of organization and key personnel	28	20.2	21.2	23.0
Approach to topical issues	28	20.3	18.4	22.8
Approach to process	12	9.0	9.8	9.4
Other (sample projects and consistency with GO TO 2040/ON TO 2050)	12	9.6	8.2	10.4
Proposal cost (base without options)	20	16.4 \$119,120	17.8 \$110,035	20.0 \$97,990
<b>Total</b>	<b>100</b>	<b>75.5</b>	<b>75.4</b>	<b>85.6</b>

**Recommendation for Contractor Selection**

Following the interviews, the Selection Committee reached a consensus to recommend **RATIO** as the contractor for the Village of Calumet Park Comprehensive Plan. Overall, the Selection Committee felt that the team assembled by RATIO possessed an exceptional amount of experience relevant to the issues that the Calumet Park Comprehensive Plan will address. In both the proposal and interview, the RATIO team demonstrated a nuanced understanding of multiple disciplines—and of Calumet Park itself, offering an approach that was especially well-tailored to the needs of the Village. RATIO detailed a strong approach to market analysis and multimodal transportation analysis, as well as a thoughtful approach to collaborating with the pre-qualified consultant selected separately by CMAP to conduct a supplementary stormwater engineering analysis.

**Consideration of Options**

Firms were permitted to submit options which were not part of the base cost but that could be included at the discretion of CMAP and the Village. In addition to the core project tasks

outlined in the scope of work, RATIO proposed two additional options: Option 1, design guidelines for subareas, is priced at \$5,270; the Selection Committee agreed that Option 1 should be included, because it adds important value to the Comprehensive Plan process by developing more detailed development guidance for key locations in the Village. Option 2, a Village-wide bike plan, is priced at \$6,640; the Selection Committee agreed that Option 2 should also be included, because it is an important next step in the bike/ped efforts the Village has undertaken through its complete streets planning and can bolster efforts to increase use of the Ashland Metra station. It is recommended that the Board approve a contract with RATIO, including both Option 1 and Option 2, for a not-to-exceed cost of \$109,900.00. Support for this project is included in the FY18 Contracts Budget.

ACTION REQUESTED: Approval

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## MEMORANDUM

**To:** CMAP Board

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

**Date:** November 7, 2018

**Re:** Contract Approval for Market Analysis and Development Advisory Services

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The CMAP Local Technical Assistance (LTA) program is meant to advance the implementation of ON TO 2050 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. One common type of assistance that is required involves market analysis, which helps to determine the economic feasibility of recommendations included in LTA plans. While CMAP has internal capacity to address many areas of market analysis, specialized professional experience is often necessary to reach a high level of confidence that LTA plan recommendations are implementable. In addition, CMAP is interested in not just producing LTA plans, but in helping communities to implement their recommendations. This requires experience in a number of areas, such as working with communities to advance development of key sites.

Therefore, CMAP is seeking assistance in market analysis and development advisory services for LTA projects that are underway or planned to begin in the near future. The assistance sought includes four different types of activities. While these are discreet, stand-alone activities, one or more of these activities may be required for a single LTA project:

1. High-level market analysis of a community or subarea (during project's assessment of existing conditions).
2. Market analysis to inform specific plan recommendations.
3. Development of detailed implementation steps to advance plan recommendations.

4. Implementation assistance to municipalities (following completion of plan).

### Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on September 21, 2018. Staff held a non-mandatory pre-bid information session for consultants on September 26, 2018. On October 12, 2018, CMAP received proposals from three consultants: Applied Real Estate Analysis (AREA), SB Friedman Development Advisors (SB Friedman), and Valerie S. Kretchmer Associates (VSKA).

Proposals were reviewed by two staff members from CMAP. The criteria for selection included the following:

1. The demonstrated record of experience of the contractor as well as identified staff in providing the professional services identified in the Scope of Services section.
2. The contractor's approach to preparing the types of market analysis described in the Scope of Services sections, and there process.
3. The quality and relevance of the examples of similar work.
4. The contractor's integration of the principles of GO TO 2040 and ON TO 2050 into the proposal.
5. The reputation of the contractor based on references.
6. Cost to CMAP, including consideration of per-hour costs.

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

**Table 1: Scoring**

Criteria	Maximum Score	AREA	SB Friedman	VSKA
Experience of organization and key personnel	30	17.3	24.0	23.6
Approach to issues described in scope of services	30	18.0	22.5	23.3
Approach to process of preparing analysis	7.5	4.3	5.0	5.5
Other (quality of sample projects, consistency with GO TO 2040/ON TO 2050, reputation based on references)	12.5	5.3	9.3	9.5
Cost to CMAP	20	6.2	9.2	15.4
<b>Total</b>	<b>100</b>	<b>51.1</b>	<b>70.0</b>	<b>77.3</b>

### Recommendation for Contractor Selection

Following interviews with all three teams, CMAP reviewers reached a consensus to recommend **Valerie S. Kretchmer Associates (VSKA)** as the contractor to provide market analysis and development advisory services. The team of VSKA and sub-consultant Kane, McKenna and Associates (KM) submitted a very good proposal and had a very strong interview. Although a

smaller firm, VSKA has deep experience addressing diverse issues and challenges in a very wide variety of communities throughout our region. Also, while VSKA has less experience relevant to implementation assistance, the team's capacity in this area is strong due to the knowledge and experience possessed by sub-consultant KM.

It is recommended that the Board approve a contract with Valerie S. Kretchmer Associates to provide market analysis and development advisory services for two years with a one-year option for renewal. The option renewal year will be dependent upon performance and the level of approved funding for this purpose. The annual level of funding for each year will not exceed \$75,000. The maximum of the three-year contract will not exceed \$225,000.

ACTION REQUESTED: Approval

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## MEMORANDUM

**To:** CMAP Board

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

**Date:** November 7, 2018

**Re:** Contract Approval for Village of Summit Zoning Ordinance Update

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The CMAP local technical assistance (LTA) program is meant to advance the implementation of ON TO 2050 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 Summit, in partnership with CMAP, seeks to update the Village's zoning ordinance as well as the Village's zoning map. This regulatory update will guide future development and redevelopment and help support and implement the recommendations of the Village's Comprehensive Plan, adopted in April 2015, and other planning documents.

The Village desires a zoning ordinance that reflects contemporary zoning regulations within the context of a suburb adjacent to the City of Chicago. The existing regulations served the Village well in the past; however, the new regulations must recognize the 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 September 11, 2018. Staff held a non-mandatory pre-bid information session for consultants on September 13, 2018. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On September 28, 2018, CMAP received proposals from three consultants: Duncan Associates with Codametrics, Houseal Lavigne Associates, and Manhard Consulting (Rolf Campbell Associates).

Proposals were reviewed by the Village of Summit and CMAP staff. The Village and CMAP staff scored each proposal independently by October 3, 2018. 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	Duncan, Codametrics	Houseal Lavigne	Manhard Consulting
Experience of organization and key personnel	30	26.3	24.3	22.0
Approach to project priorities	15	11.2	12.7	12.0
Approach to process	15	11.0	12.3	10.8
Other (consistency with GO TO 2040/ON TO 2050 and sample projects)	20	12.3	15.0	13.3
Proposal cost	20	20.0 \$74,465	17.6 \$84,650	19.8 \$75,250
<b>Total</b>	<b>100</b>	<b>80.8</b>	<b>81.9</b>	<b>78.0</b>

**Recommendation for Contractor Selection**

Following the interviews, the selection committee reached a consensus to recommend **Duncan Associates with Codametrics** as the contractor for Summit’s update to its zoning ordinance. Although Duncan Associates did not score highest overall, Duncan’s team has decades of experience specific to preparing zoning ordinances in the Chicago region and throughout the country. Houseal Lavigne and Manhard Consulting have a wider breadth of experience in planning consulting, but less experience specifically linked to zoning ordinance updates. Duncan provides the greatest level of resources for the community at the lowest cost, which provides the greatest value for CMAP and the Village of Summit.

It is recommended that the Board approve a contract for a not-to-exceed cost of \$74,465.00 with Duncan Associates with Codametrics, as the contractor for the Village of Summit Zoning Ordinance Update project. Support for this project is included in the FY16 Contracts budget and the General Fund.

ACTION REQUESTED: Approval

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