



## MEMORANDUM

**To:** CMAP Board

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

**Date:** April 3, 2019

**Re:** Approval for Contract Amendment of Scope and Time for Project  
Management Services with Cresa

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CMAP is requesting approval to amend the current contract with Cresa for Representation Services Pertaining to Commercial Office Space Rental and exercise the option to include project management services.

As part of its response to CMAP's RFQ No. 157, Cresa proposed providing project management services to CMAP as an optional service. With the move scheduled for August 2020, CMAP would like to amend its current contract with Cresa to exercise this option and include project management services. Cresa was instrumental in assisting CMAP in the identification of a new location, the development of a space optimization plan, the negotiation of the lease, and worked with CMAP's architect in developing preliminary space designs. Their knowledge of the project and CMAP's business requirements, and their experience in managing similar projects will allow CMAP to meet its targeted move date.

In their proposal, Cresa agreed to allocate 30% of the total broker fee to offset CMAP's project costs. It is recommended that the Board approve an amendment to the existing contract exercising the option to include project management services to the agreement. Further, it is recommended that the Board approve a portion of the broker fee credit, in the amount of \$82,274.45, to fund this option.

**ACTION REQUESTED:** Approval



**MEMORANDUM**

**To:** CMAP Board  
**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration  
**Date:** April 3, 2019  
**Re:** Contract Approval to Purchase Information Technology Hardware,  
Software and Related Services – Dell VxRail

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For FY2019, CMAP Information Technology (IT) would like to procure new Dell VxRail server equipment, which will consist of seven hyper-converged infrastructure (HCI) appliances running industry-standard VMware software, which is owned by Dell/EMC. The VxRail system will host the agency’s virtualized servers and the storage associated with them. As a hyper-converged, turn-key solution, this system will reduce infrastructure management overhead, enhance redundancy, and unify all software and hardware support under Dell/EMC. The VxRail equipment will replace aging equipment at CMAP and will allow the agency to add additional appliances for future growth.

The Midwest Higher Education Compact (MHEC) contract #99AGZ through Dell/EMC will be used for this procurement. CMAP feels that the MHEC contract, which is based on a competitive-bid process, provides competitive pricing for this equipment. Note: All purchased equipment will be modular, allowing CMAP to add and move equipment from the existing data center and relocate to the new data center in the future.

Equipment	Total Estimated Cost	Type of Procurement
<b>Hardware</b>		
Dell/EMC VxRail server equipment, including hardware, software, licenses, support, and warranty	\$520,000	Midwest Higher Education Compact, Contract #99AGZ
<b>Total Estimated Cost</b>	\$520,000	

It is recommended that the Board approve the purchase of the above listed hardware, software, licensing, support, and warranty for a total cost not to exceed \$520,000. Funds have been budgeted and approved in the FY2019 UWP operating budget.

**ACTION REQUESTED:** Approval



**MEMORANDUM**

**To:** CMAP Board  
**From:** Angela Manning-Hardimon  
Deputy Executive Director, Finance and Administration  
**Date:** April 3, 2019  
**Re:** Approval to Purchase Information Technology Hardware

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For FY2019, CMAP Information Technology (IT) would like to procure 40 new Lenovo PCs using the Midwest Higher Education Compact (MHEC) contract #MHEC-10272015 through Lenovo Government. These PCs will replace 40 PCs that are over six years old and out of warranty as of March, 2019.

Equipment	Total Estimated Cost	Type of Procurement
<b>Hardware</b>		
40 Lenovo PCs, including keyboard, mouse, and warranty	\$28,800.00	Government contract
<b>Total Estimated Cost</b>	\$28,800.00	

It is recommended that the Board approve the purchase of the above listed hardware for a total cost not to exceed \$28,800.00. Funds have been budgeted and approved in the FY2019 UWP operating budget.

**ACTION REQUESTED:** Approval



## MEMORANDUM

**To:** CMAP Board

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

**Date:** April 3, 2019

**Re:** Contract Approval for the Illinois International Port District Master Plan

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The CMAP Local Technical Assistance (LTA) program advances the implementation of ON TO 2050 by providing planning resources to local governments and organizations. Most projects are led by CMAP staff, but some require external assistance to augment internal expertise.

The Illinois International Port District (IIPD) is located near the southwest shore of Lake Michigan in Chicago, Illinois. The IIPD is an independent municipal corporation created through the Illinois International Port District Act (70 ILCS 1810/) that is tasked with maintaining the multimodal shipment of cargoes through its facilities, which provide waterway, rail, and truck freight connections. The IIPD is committed to developing and maintaining a world-class port that operates as a modern, economically competitive and sustainable facility, focused on generating and expanding economic activity, promoting freight movement, and creating employment opportunities for residents of the City of Chicago and the State of Illinois.

In the 2017 LTA Call for Projects, IIPD applied to CMAP for support in achieving these goals and was awarded assistance in identifying its planning priorities. Staff subsequently conducted planning priorities research in partnership with the IIPD throughout 2018. The main finding of this pre-planning work was that IIPD has an urgent need for a master plan to help inform its strategic direction and near, medium, and long-term investments in its facilities. To assist with meeting this need, CMAP applied for and was awarded Statewide Planning and Research funds from the Illinois Department of Transportation (IDOT) on behalf of the IIPD to hire a consultant team with appropriate technical expertise to perform a port master plan.

### **Review Process**

A Request for Proposals (RFP) was circulated to a targeted audience of port planning and engineering firms and posted on the CMAP website on January 14, 2019. Staff held a well-

attended, non-mandatory pre-bid information session for consultants on January 23, 2019, CMAP received proposal from eight firms. CMAP received proposals from Cambridge Systematics, JLL, Quetica, SCB, Stantec, Vickerman & Associates, WSP, and WXY Architecture + Urban Design.

Proposals were reviewed by CMAP Staff, and representatives from the IIPD, IDOT, and the Illinois Department of Natural Resources. The proposals were scored independently by February 20, 2019. The criteria for selection included the following:

1. The demonstrated record of experience of the firms as well as identified staff in providing professional port and related planning services as referenced in the project background, project description, and scope of services.
2. The consultant's approach to the topical issues outlined in the in the project background, project description, and scope of services.
3. The consultant's approach to the proposed planning process, including the suitability of the outreach and engagement process, timeline, approach to project prioritization, and the quality and clarity of identified deliverables.
4. Integration of the priorities of ON TO 2050, IDOT's Long Range Transportation Plan, and IIPD's "E.R.I.C." initiative 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	SCB	Cambridge	WSP	Quetica	WXY	Stantec	JLL	Vickerman
Demonstrated expertise in port and related planning	20	15	15	15	14	13	13	14	11
Approach to topical issues	25	20	16	15	16	16	13	13	10
Approach to planning process	25	21	18	16	16	16	17	14	9
Consistency with priorities	10	7	5	6	6	5	5	4	5
Cost to CMAP	20	19 \$299,865	19 \$292,933	19 \$299,355	19 \$299,686	19 \$300,000	20 \$279,315	19 \$299,120	19 \$295,900
Total	100	82	73	71	70	68	68	64	54

### **Recommendation for Contractor Selection**

After interviews, the Selection Committee reached a consensus to recommend Cambridge Systematics as the contractor for the Illinois International Port District Master Plan. The Selection Committee decided that the Cambridge Systematics team presented a stronger technical approach and team member experience and expertise to perform the port master planning tasks outlined in the RFP. SCB scored better overall, and delivered a high quality proposal that should be commended for its clarity and depth. During the interviews, however, Cambridge Systematics presented a stronger team and approach for the technical port master planning components of the project. Based on the funding timeline of this project and the interest of time, the Selection Committee opted not to revise scores post interviews to reflect the higher scoring and selection of Cambridge Systematics.

It is recommended that the Board approve a contract for the IIPD Master Plan with Cambridge Systematics for the not-to-exceed amount of \$300,000.00. This amount reflects an increase of \$7,067, which will allow staff to negotiate minor adjustments to the submitted proposal prior to entering into a contract agreement. Support for this project will be paid for with SPR funds awarded by IDOT.

ACTION REQUESTED: Approval

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