



MEMORANDUM

To: CMAP Board

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

Date: January 3, 2019

Re: Contract Approval for ITS Architecture Update

Every region that implements Intelligent Transportation System (ITS) technology using Federal funds is required to maintain a regional ITS architecture. The Architecture is a plan to support development of the regional ITS system over the next 10-15 years.

CMAP, formerly CATS, developed and maintained the Northeastern Illinois ITS Architecture since the first version was approved in 2003. Since that time the Northeastern Illinois ITS Architecture was updated in 2008 and 2015. The 2008 update was completed by consultants under contract, and the 2015 update was completed in-house by CMAP staff.

Since 2015, the ITS environment has changed significantly, including new technologies, a new National ITS Architecture, new ITS Architecture software, and new policy directions and agency projects. Therefore it is important to update the Northeastern Illinois Architecture to reflect these changes.

The communications scan component of the architecture update is meant to provide strategic direction for developing the region's ITS-supportive communication system based on a review of the region's existing ITS communications infrastructure, a scan of emerging communications technology, and a discussion of what the region should be doing to position itself better for the communications needs of the future.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on October 30, 2018, with responses required by November 28, 2018. A non-mandatory pre-bid webinar was held on November 5, 2018. Two proposals were received: 1) Jacobs and 2) TranSmart EJM.

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

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

Table 1: Scoring

	Criteria	Maximum Score	Jacobs	TranSmart EJM
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.	15	12.0	13.5
2	The consultant's approach to preparing a regional ITS Architecture that addresses the priorities identified in the Project Background and Project Description sections.	15	7.0	10.9
3	The proposal's completeness in describing how the consultant will address each work element.	20	12.5	15.0
4	The consultant's local knowledge and access to national expertise.	15	12.7	10.9
5	The quality of other similar work examples developed by the consultant. Please provide links.	15	8.6	7.5
6	Cost to CMAP, including consideration of all project costs and per-hour costs.	20	19.9 \$149,999	20.0 \$149,963
Total		100	72.7	77.8

Recommendation for Contractor Selection

The Selection Committee reached a consensus to recommend TranSmart EJM for the ITS Architecture Update Project. All staff are very experienced in ITS Architecture development. Some local staff are considered national experts. In addition, a primary project staff person has significant background in public transportation ITS projects. The proposal suggested additional stakeholders in the area of automated vehicles.

It is recommended that the Board approve a contract with TranSmart EJM and their scope of work, for a total, not-to-exceed cost of \$149,963.00. Support for this project is included in the FY19 Operating budget and will be included in the FY20 Operating Budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: January 3, 2019

Re: Contract Approval for Northwest Municipal Conference (NWMC)
Multimodal Transportation Plan

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 185 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 Municipal Conference (NWMC) applied to the CMAP Local Technical Assistance Program to update and expand their 2010 Bicycle Plan, to include considerations for key pedestrian connections, bicycle and pedestrian access to transit service and facilities, and better integration of and connection between various modes of active transportation. The plan will review and update priority regional corridors identified in the 2010 plan, make planning-level recommendations for improving bicycle and pedestrian travel and access to transit, provide a guide to existing best practices, and offer guidance on how to measure the progress and impact of implementation of recommendations.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on October 26, 2018. Staff held a non-mandatory pre-bid information session for consultants on November 2, 2018. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On November 16, 2018, CMAP received proposals from three consultants: Civiltech Engineering, Inc., A. Epstein and Sons International, Inc., and Sam Schwartz Transportation Consultants.

Proposals were reviewed by two NWMC staff and two CMAP staff. The price proposal from Civiltech significantly exceeded available funding for the project and was therefore removed

from further consideration. NWMC and CMAP staff scored the proposals from Sam Schwartz and Epstein independently by December 6, 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, including addressing the topical issues identified in the Project Background and Project Description sections.
2. Prior performance of previous CMAP contracts (where applicable).
3. The consultant's approach to preparing a multijurisdictional multimodal transportation plan that addresses the priorities identified in the Project Background and Project Description sections.
4. The quality and relevance of the examples of similar work.
5. The consultant's integration of the principles of ON TO 2050 into the proposal.
6. 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	Epstein	Sam Schwartz
Experience of organization and key personnel	25	19.6	21.3
Approach to topical issues	27	19.6	25.4
Approach to process	16	11.7	13.9
Quality of similar work and consistency with ON TO 2050	12	9.6	10.8
Cost to CMAP	20	20.0 \$121,463	15.3 \$158,435
Total	100	80.5	86.7

Recommendation for Contractor Selection

Following the interviews, the selection committee reached a consensus to recommend **Sam Schwartz Engineering** as the contractor for the NWMC Multimodal Transportation Plan. Overall, the selection committee felt that the team assembled by Sam Schwartz presented the strongest approach to the project, even going beyond the deliverables requirements in some areas. Although more costly than the Epstein proposal, the Committee felt convinced that the Sam Schwartz team had a broader overall project understanding and offered deliverables better suited to the needs of the project, justifying the increase in cost.

It is recommended that the Board approve a contract with Sam Schwartz Transportation Consultants and their scope of work, for a total, not-to-exceed cost of \$158,435. Support for this project is included in the FY16 and FY17 UWP Competitive funds budget.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: January 3, 2019

Re: Contract Approval for Village of Matteson Streetscape
Improvement Plan

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 185 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 in south suburban Cook County, the Village of Matteson has an estimated population of 19,000 residents. Matteson is approximately 36 miles southwest of downtown Chicago and is bordered by Olympia Fields to the east, Richton Park to the south, Frankfort Square to the west, and the Forest Preserves of Cook County to the north. The Village's prime location offers residents and visitors convenient access to public transit, interstates, and major routes such as US Route 30 and Cicero Avenue. While the Village is well served by major roads and transit, and most streets include sidewalks, few residents walk to local destinations.

Following recommendations from the Village's 2014 Economic Development and Land Use Master Plan, the Village of Matteson, in partnership with CMAP, wishes to pursue the development of a Streetscape Improvement Plan for US Route 30 and Cicero Avenue. The plan will help improve safety for pedestrians and bicyclists, and increase connectivity between Matteson's neighborhoods and its commercial areas. The Streetscape Improvement 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 November 16, 2018. Staff held a non-mandatory pre-bid information session for

consultants on November 27, 2018. On December 7, 2018, CMAP received proposals from four consultants: Kimley-Horn, Lakota Group, Planning Resources, and Ratio Architects.

Proposals were reviewed by two representatives from the Village of Matteson and two staff members from CMAP. Matteson and CMAP staff scored each proposal independently. 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 RFP’s Project Background and Project Description sections.
2. Prior performance of previous CMAP contracts.
3. The consultant’s approach to preparing a Streetscape Improvement 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.
5. The consultant’s integration of the principles of ON TO 2050 into the proposal.
6. 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	Kimley-Horn	Lakota Group	Planning Resources	RATIO
Experience of organization and key personnel	25	19.0	19.7	11.0	22.7
Approach to topical issues	27	19.3	18.6	7.6	21.2
Approach to process	16	10.7	10.1	6.7	12.9
Quality of similar work and consistency with ON TO 2050)	12	9.6	7.6	5.9	9.2
Proposal cost	20	18.7 \$74,915	18.6 \$75,071	20.0 \$70,000	13.1 \$106,908
Total	100	77.3	74.6	51.2	79.1

Recommendation for Contractor Selection

Following the interviews, the Selection Committee reached a consensus to recommend **RATIO Architects** as the contractor for the Village of Matteson Streetscape Improvement Plan. The Selection Committee felt that the team assembled by RATIO possessed the most experience relevant to the issues that the Streetscape Improvement Plan will address. In both the proposal and interview, the RATIO team demonstrated an impressive understanding of multiple disciplines—and of Matteson itself, offering an approach that was ideally suited to the needs of the Village. Although their proposal was the highest in cost, RATIO detailed a strong approach to corridor redevelopment, multimodal transportation, and implementation, as well as an innovative outreach and community engagement strategy. The selection committee felt that these vital strengths justify the higher cost of RATIO’s proposal.

Recommendation for Contractor Selection

It is recommended that the Board approve a contract with RATIO Architects and their scope of work, for a total, not-to-exceed cost of \$106,908.00. Support for this project is included in the FY15, FY16 and FY19 Competitive budgets.

ACTION REQUESTED: Approval



MEMORANDUM

To: CMAP Board

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

Date: January 3, 2019

Re: Contract Cost Increase for Outsourced 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.

On June 13, 2018, the CMAP Board approved a contract with The Data Entry Company (TDEC) in the amount of \$240,720.00 for completion of the IDOT backlog of Illinois Crash Reports. Work on the project is progressing, but has experienced numerous technical issues that have delayed the project and increased the overall cost. The Crash Report complexity for commercial and multi-vehicle accidents was greater than initially anticipated, which requires additional data entry time to complete each report. In addition, IDOT overestimated its system capacity and communications bandwidth. As a result, the project will require additional funding.

The initial grant from IDOT was for \$512,788.66. This amount exceeded the amount requested from the Board for the TDEC contract. Therefore, an amendment or additional funds from IDOT are not required. Staff is seeking Board approval to increase the not-to-exceed contract amount to the grant amount of \$512,778.66, which reflects an increase of \$272,058.66. IDOT has informally provided concurrence for this cost increase. Support for this cost increase will be provided by the original grant issued to CMAP for this purpose.

ACTION REQUESTED: Approval

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