



MEMORANDUM

To: CMAP Board

From: Michael Brown, Interim Deputy Director of Planning

Date: October 28, 2024

Subject: Authorization to enter into contract C25-0075 with MUSE Community + Design as a result of RFP 318, for Regional and Municipal Accessibility Engagement for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$166,100

Action Requested: Approval

Purpose

CMAP is seeking an engagement consultant to support engagement efforts for municipal public right-of-way for Americans with Disabilities Act (PROW ADA) transition plan technical assistance projects and to develop and execute a regional engagement campaign.

Background

CMAP developed its [Accessible Communities program](#) to improve municipal compliance with the Americans with Disabilities Act (ADA) in northeastern Illinois through a comprehensive program of outreach, training and education, and technical assistance. The program aims to raise awareness of the benefits of improving accessibility and educate target audiences on legal obligations related to compliance with the ADA, with a particular focus on improving accessibility in the public right-of-way (PROW).

The engagement support is for municipal PROW ADA transition plan [technical assistance](#) projects, seven of which are already in progress with five more expected to begin in the near future, and approximately two to eight more anticipated over the length of the contract. The Consultant will develop appropriate strategies and tactics that can be replicated across all PROW ADA transition plan projects to maximize efficiency, with some individual tailoring as appropriate.

The regional engagement campaign has a goal of educating and empowering municipal decision makers and staff about the importance of ADA compliance, with a focus on the PROW and Title II requirements, and connecting municipalities with CMAP resources. The campaign will be

strategically developed by the consultant using current survey data and existing CMAP resources, tailored to actionable items and resources for change at the municipal level.

Note: The Consultant will be managed by a PMO consultant (Civiltech) acting as a representative of CMAP.

Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website. CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

RFP Advertisement/Release	October 11, 2024
Pre-bid Meeting (optional)	October 16, 2024, at 11:00 AM Central Time
Deadline for Questions	October 17, 2024 at 3:00 PM Central Time
Submission deadline	October 23, 2024 at 3:00 PM Central Time
Estimated award recommendation	November 13, 2024

There were five attendees that joined the pre-bid meeting, representing three unique consulting firms and CMAP received three proposals.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Evaluation

The evaluation panel used the information from the process above to assess and score the submittals. The evaluation scores are included in **Attachment 2** and the assessment of the proposers was as follows:

3x3 Design US, LLC. The submission from this proposer demonstrated their firm had a record of successfully completing similar projects, but did not have a strong grasp of CMAP's core values and the correct project approach for this opportunity.

Images, Inc. The submission from this proposer included a strong project approach and firm capability, but did not integrate CMAP's core values or provide strong project examples.

Muse Community + Design. The submission from this proposer included an outstanding project approach and understanding, strong firm capability, positive references, and a strong inclusion of CMAP's core values. They also included satisfactory project examples.

Recommendation for contractor selection

Following consideration of the proposals, the evaluation panel determined that Muse Community + Design represented the strongest overall submittal based on the evaluation criteria.

The evaluation panel recommends entering into a contract with Muse Community + Design for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$151,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$166,100.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores