



MEMORANDUM

**To:** CMAP Board

**From:** Stephane Phifer  
Interim Deputy, Finance and Administration

**Date:** February 14, 2024

**Subject:** Authorization to enter into 12 contracts with 11 firms resulting from Request for Qualifications (RFQ) 289 Project Consulting Services for a period of two years with three, one-year renewal options for an amount not to exceed \$3,750,000.

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**PURPOSE & ACTION:** The Chicago Metropolitan Agency for Planning (CMAP) seeks consulting services related to a wide variety of planning tasks and projects. These services will provide assistance for various CMAP planning and programming projects and initiatives, which may include planning and implementation of completed plans.

On May 10, 2023, the CMAP Board authorized contracts with multiple recommended consultants to perform LTA Project Consulting Services for 11 service areas in an amount not-to-exceed \$3,075,000. The 11 service areas are as follows:

1. Land use plans
2. Bicycle and pedestrian-focused transportation plans
3. Local road safety plans/ Safety action plans
4. Planning renderings, illustrations, drawings, and graphic design
5. Market and demographic analysis
6. Capital asset assessment and capital improvement planning
7. Transportation plans
8. ADA self-evaluations and transition plans
9. Consensus-based stakeholder engagement strategy development and management
10. Regional and subregional planning and policy analysis
11. Water quality

On December 13, 2023, CMAP readvertised two (2) of those service areas:

Service Area 6 - Capital asset assessment and capital improvement planning, and  
Service Area 8 - ADA self-evaluations and transition plans.

CMAP reissued Service Area 6 because contractor submissions in this service area did not meet the scoring threshold to be recommended for selection under the RFQ. CMAP reissued Service Area 8 due to an unintentional technical error in the collection and distribution of the proposals for that service area.

## Review Process

A Request for Qualifications (RFQ) 289 was posted to the CMAP website on December 13, 2023. On January 5, 2024, CMAP received proposals from the following 15 firms (\*indicates DBE, WBE, or MBE certification):

1. The Antero Group, LLC
2. Baxter & Woodman, Inc.
3. Civiltech Engineering, Inc.
4. DAMA Consultants, Inc.\*
5. A. Epstein and Sons International, Inc. (Epstein)
6. Gewalt Hamilton Associates, Inc.
7. Jacobs Engineering Group, Inc. (Jacobs)
8. Kimley-Horn and Associates, Inc.
9. LCM Architects, LLC
10. Moreno Architects Ltd. (JGMA)\*
11. Oates Associates, Inc.
12. Studio AH, LLC (HPZS)\*
13. Strand Associates, Inc.
14. Terracon Consultants, Inc.
15. Vitruvian Planning, LLC

CMAP selected firms for each category based on qualifications and the anticipated volume of work in that focus area over the contract period. CMAP staff from various divisions in the agency reviewed the submissions using the following evaluation criteria:

1. **Project Team and Firm Capability.** The demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services as described in Attachment 5: Checklist of Services.
2. **Equitable Engagement.** The contractor's overall philosophy working with diverse and/or marginalized communities to achieve equitable outcomes.
3. **Integration of Core Values.** The Consultant's approach to integrating CMAP's Core Values into their projects and communities in which they work.
4. **Project Examples.** Demonstrated experience with the same (or similar) projects based on the submitted project examples. Service Area-specific evaluation criteria:
  - a. Capital asset assessment and capital improvement planning. Demonstrated experience developing CIPs that use public engagement, particularly with marginalized and hard-to-reach populations, and produce deliverables that are implementable and provide guidance for municipal staff on how to update and revise the information.
  - b. ADA self-evaluation and transition plans. Demonstrated experience and knowledge of ADA requirements, specifically Title II and PROWAG, and the implementation of a planning process that advances and amplifies the voices of people with disabilities.
5. **Past performance.** Prior performance of previous planning and engineering contracts with CMAP will be considered. Consultants who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Consultant, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance will ordinarily be sufficient to justify a finding of non-responsibility.
6. **DBE/MBE/WBE/VBE Participation.** CMAP's procurement policy allow for a one bonus point for prime consultant respondents who have been certified as a DBE by the Illinois Unified Certification Program (IL-UCP); as a Minority Business Enterprise (MBE) or Women-Owned

Business Enterprise (WBE) by the City of Chicago; or as an MBE, WBE, or Veteran-Owned Business Enterprise (VBE) by Cook County.

Each service area below includes a description of the proposed project work within that service area and a table of average scores for each consultant within each evaluation criteria. Consultant names noted with an (\*) are recommended for contract approval.

#### **Service Area 6. Capital asset assessment and capital improvement planning**

This service area includes assisting communities with infrastructure capital asset inventory, condition assessment (condition, age, service history, design life, useful life, level of redundancy), prioritization of future capital improvements based on importance and condition, and asset management planning. This service area may include community engagement and outreach to identify service and infrastructure gaps and prioritize improvements. Contractor may also assist with capital program planning, including financial analysis, asset rehabilitation and replacement costs, revenue projections, potential efficiencies, and related tasks. Work under this service area may include assistance with a single asset system (such as water supply, stormwater, or transportation), specific elements of a single asset system (such as lead service lines or water loss control), or may address multiple community assets and infrastructure systems, such as the production of a complete Capital Improvement Plan for a community.

<b>Consultant</b>	<b>Total average score</b>
<b>Antero Group*</b>	<b>84.8</b>
<b>Baxter &amp; Woodman*</b>	<b>77.9</b>
<b>DAMA Consultants*</b>	<b>78.0</b>
Epstein	42.9
<b>GHA*</b>	<b>79.6</b>
HPZS	21.6
<b>Jacobs*</b>	<b>95.1</b>
<b>Strand Associates*</b>	<b>72.6</b>
Terracon	26.9
<b>Maximum Score</b>	<b>101</b>

#### **Service Area 8. ADA self-evaluation and transition plans**

These projects seek to assist local municipalities develop and implement ADA transition plans and self-evaluations in compliance with Title II requirements, specifically focused on public rights-of-way. Projects may require measuring, inventorying, analyzing, and prioritizing public ROW components and their compliance status; development of grievance procedures; public outreach, with an emphasis on amplifying the voices of people with disabilities; policy development and analysis; and integration of recommended ADA infrastructure improvements into existing capital improvement plans and municipal budgeting processes. Project work may be performed as part of a larger, accessibility project and/or managed through a Project Management and Oversight (PMO) program wherein a consultant will manage and oversee the work of the consultants hired to provide the services as described herein.

<b>Consultant</b>	<b>Total average score</b>
<b>Civiltech*</b>	<b>86.5</b>
Epstein	54.8
Gewalt Hamilton	53.4

JGMA	51.4
<b>Kimley-Horn*</b>	<b>84.6</b>
<b>LCM*</b>	<b>92.9</b>
<b>Oates*</b>	<b>86.1</b>
<b>Strand*</b>	<b>84.6</b>
Terracon	35.4
<b>Vitruvian*</b>	<b>94.8</b>
<b>Maximum Score</b>	<b>101</b>

### Recommendation for Contractor Selection

Based on evaluation by CMAP staff and a review of references, staff recommendations are provided below in Table 1.

**Table 1. Recommended Consultants**

Service Area	Recommended	Not recommended
<b>6: Capital asset assessment and CIPs</b>	Antero Group, LLC Baxter & Woodman, Inc. DAMA Consultants, Inc. Gewalt Hamilton Associates, Inc. Jacobs Engineering Group, Inc. Strand Associates, Inc.	A. Epstein and Sons International, Inc. (Epstein) Studio AH, LLC (HPZS) Terracon Consultants, Inc.
<b>8: ADA self-evaluations and transition plans</b>	Civiltech Engineering, Inc. Kimley-Horn and Associates, Inc. LCM Architects, LLC Oates Associates, Inc. Strand Associates, Inc. Vitruvian Planning, LLC	A. Epstein and Sons International, Inc. (Epstein) Gewalt Hamilton Associates, Inc. Moreno Architects Ltd. (JGMA) Terracon Consultants, Inc.

It is recommended that the Board approve 12 contracts with **Antero Group, LLC, Baxter & Woodman, Inc., DAMA Consultants, Inc., Gewalt Hamilton Associates, Inc., Jacobs Engineering Group, Inc., Strand Associates, Inc., Civiltech Engineering, Inc., Kimley-Horn and Associates, Inc., LCM Architects, LLC, Oates Associates, Inc., and Vitruvian Planning, LLC.** to perform Project Consulting Services. Each contract will be reimbursed on a project authorization order (PAO) basis. PAOs come from a variety of sources, including the annual Call for Projects and CMAP's annual work plan. CMAP anticipates that 15 or more PAOs will be issued during the contract period, though the number issued will vary across the two service areas. This is a significant increase to the anticipated work for these service areas than previously anticipated. CMAP staff is requesting an amount not to exceed \$3,750,000 for a period of two years with three, one-year renewal options. These projects will be supported by UWP IDOT grant funds.

**Action Requested:** Approval