



# Chicago Metropolitan Agency for Planning

## Agenda Item 5.01

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### MEMORANDUM

**To:** CMAP Board

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

**Date:** March 1, 2024

**Re:** Authorization to enter into a contract with Civiltech Engineering, Inc. as a result of RFP 291 for project management and oversight (PMO) services for Americans with Disabilities Act (ADA) public right-of-way (PROW) transition plans in Northeastern Illinois, for a period of fifteen months ending June 30, 2025, with an optional one-year renewal in an amount not to exceed \$317,000

**Action requested:** Approval

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The Chicago Metropolitan Agency for Planning (CMAP) is implementing a program to help communities in northeastern Illinois improve accessibility and comply with Title II of the Americans with Disabilities Act (ADA). The program advances the implementation of ON TO 2050 to help the region by ensuring that people with disabilities are included in government services. This program supports accessibility improvements throughout the region that advance equity and build a transportation system that works better for everyone.

A key component of the Accessibility Program is support for communities to create self-evaluations and ADA transition plans. Based on CMAP research, only 40 communities within the region have a transition plan, which is a requirement of the ADA. In particular, the program will provide technical assistance to a minimum of 14, but up to 20, municipalities in our region to develop public right-of-way (PROW) ADA transition plans. CMAP is seeking a consultant to provide project management and oversight (PMO) of the development, delivery processes, and quality control of activities related to developing PROW self-evaluations and transition plans. This will include the oversight of multiple consultants that will develop up to 20 transition plans ("PAO Consultants") and one (1) region-wide engagement and awareness campaign consultant.

## Review Process

A Request for Proposals (RFP) was circulated and posted on the CMAP website on January 3, 2024. On January 24, CMAP received proposals from Bureau Veritas, Civiltech Engineering, and Senga Architects.

Proposals were reviewed by CMAP staff, who scored each proposal independently. The criteria for selection included the following:

1. The demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services as described in the scope of services.
2. Demonstrated understanding of the scope of services the Consultant firm(s) described in the submitted project approach.
3. The Consultant's approach to integrating CMAP's [Core Values](#) into the project. Including the Consultant's overall philosophy and experience working with diverse and/or marginalized communities to achieve equitable outcomes.
4. Demonstrated experience with the same (or similar) projects based on the submitted project examples.
5. Prior performance of previous planning and engineering contracts 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. CMAP will award 1-bonus point overall to those qualified 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.
7. Cost to CMAP. The costs shown below includes the PMO work associated with fourteen (14) ADA PROW transition plans and an engagement and awareness campaign (base cost), combined with the cost per ADA PROW transition plan basis (cost per plan) for an additional six (6) ADA PROW transition plans. For the score, the base cost was weighted at 70% and the cost per plan at 30% of the maximum possible score.

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

*Table 1 Average team scores for all proposals*

<i>Criteria</i>	<i>Max Score</i>	<i>Bureau Veritas</i>	<i>Civiltech Engineering</i>	<i>Senga Architects</i>
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1. Project Team and Firm Capability	25	18.6	18.6	0
2. Project Approach and Understanding	20	11.9	16.8	0
3. Integration of Core Values	10	0	5.6	3
4. Project Examples	15	10	12.5	1.3
5. Past Performance	PASS / FAIL (ineligible)	PASS	PASS	PASS
DBE, WBE, MBE, and/or VBE	YES (1) / NO (0)	0	0	0
Cost to CMAP	30	13 Base cost: \$437,380.00 Cost per plan: \$30,580.71 Total: \$620,864.26	30 Base cost: \$226,545.00 Cost per plan: \$14,926.00 Total: \$316,101.00	21 Base cost: \$292,750.00 Cost per plan: \$290,500.00 Total: \$2,035,750.00
Total	101	53.5	83.5	25.3

### Recommendation for Contractor Selection

Following consideration of the three proposals, the Selection Committee determined that Civiltech Engineering presented the strongest approach, experience, similar work examples, and specialized skills required to execute the work.

Civiltech Engineering demonstrated highly relevant experience in the oversight of multiple large-scale projects, as well as the development of ADA Transition Plans. The submission showed a very strong example of PMO experience by proposal team, specifically through the C\*NEXT project, and the approach showed a clear understanding of this type of project with a well-developed timeline for each deliverable. Civiltech also demonstrated CMAP's Core Values, which were woven throughout their proposal.

Bureau Veritas demonstrated excellent experience with ADA Transition Plans, but less evidence of the PMO side. They provided a strong approach rooted in quality control of ADA transition plans; however, their proposal did not highlight relevant PMO experience. CMAP's Core Values were not addressed in the proposal and their base cost is nearly 50% more expensive than the next highest cost.

Senga Architects demonstrated experience in ADA work, however, their projects were limited to building facilities and did not show experience working the public right-of-way. They had good basic coverage of CMAP's core values, not much on marginalized communities and equity. Their cost proposal to provide PMO services for each additional transition plan was priced significantly higher than the proposals from Bureau Veritas and Civiltech; but ultimately, Senga Architects lacks the relevant PMO and ADA transition plan experience to be successful in this project.

The Selection Committee recommends initiating contract negotiations with Civiltech Engineering, Inc. Support for this project will be provided by ADA grant funds.

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