



## MEMORANDUM

**To:** CMAP Board

**From:** Michael Brown, Interim Deputy of Planning

**Date:** October 24, 2024

**Subject:** Authorization to enter into contract C25-0073 with 3x3 Design US LLC as a result of RFP 327, for the Council on Universal Design and Accessibility for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$117,700

**Action Requested:** Approval

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### Purpose

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to assist in establishing and facilitating a regional coalition that will serve as an advisory committee as it relates to the agency's accessibility work.

### 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).

To better inform the work of the Accessible Communities Program, CMAP seeks to form an advisory committee responsible for assessing the Agency's work as it relates to accessibility. The Council on Universal Design and Accessibility (CUDA) will employ the 7 Principles of Universal Design to evaluate the various facets of CMAP's work throughout the region and serve as an advisory body for regional awareness and implementation of ADA compliance, accessibility, and universal design.

The regional coalition will be a staff-led project with consultant assistance. The consultant will be responsible for assisting with the selection of organizations throughout the region that will make up the regional coalition, which will engage the disability community as municipal

transition plans and accessibility initiatives are developed throughout the region. The consultant will facilitate coalition meetings as well as manage the distribution of stipends to coalition members. The consultant and CMAP staff will be responsible for convening the Council to discuss the progress of the CMAP Accessible Communities Program and its elements.

### **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	September 11, 2024
Pre-bid Meeting (optional)	September 18, 2024
Deadline for Questions (extended)	September 2, 2024
Deadline (extended)	October 9, 2024
Award Recommendation	November 13, 2024

There were two attendees that joined the pre-bid meeting, potentially representing two unique consulting firms (one participant dialed in), 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

The submission from this proposer demonstrated experience with inclusivity and marginalized populations. Their approach included grounding the project using CMAP's Core Values, Universal Design values, and 3x3's values, as well as reviewing ON TO 2050 and including regional priorities. While the approach was only evaluated based on the first two-pages based on the submittal requirements, their project examples and positive references demonstrated proficiency and experience that aligns with the scope of work.

#### Imagine Delivered

The submission from this proposer demonstrated their high level of capability to perform the scope of work through various clients and engagement activities that would align with CUDA. The firm's values aligned with CMAP's core values and the 7 Principals of Universal Design. The proposer was thoughtful about the entire meeting experience as demonstrated in their inclusion of meeting supplies and food in the price proposal; however, they overemphasized the role of transition plans, which indicates they may not have a clear understanding of the scope of work.

### Journey Mobility, LLC

The submission from this proposer provided some record of experience, including a similar project completed with the Los Angeles Accessible Parking Policy Advisory Committee. While the proposer demonstrated a good understanding of the project and provided helpful suggestions to enhance the scope of work, submission received a lower score since CMAP's core values were not integrated into the proposal.

### **Recommendation for contractor selection**

Following consideration of the proposals, the evaluation panel determined that 3x3 Design US, LLC represented the strongest overall submittal based on the evaluation criteria.

The evaluation panel recommends entering into a contract with 3x3 Design US, LLC for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$107,000 being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$117,700.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores