



Chicago Metropolitan Agency for Planning

Agenda Item 5.04

433 West Van Buren Street
Suite 450
Chicago, IL 60607

312-454-0400
cmap.illinois.gov

MEMORANDUM

To: CMAP Board

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

Date: May 11, 2022

Re: Contract Approval for Selection of Vendor to Conduct Local Community ADA Self-Evaluation and Transition Plan Training

The Chicago Metropolitan Agency for Planning (CMAP) is developing 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 by ensuring people with disabilities are included in government services. This program will allow the region to make accessibility improvements that advance equity and build a transportation system that works better for everyone.

CMAP is undertaking this project as part of its ADA Title II Compliance Program. The program will help communities in northeast Illinois improve accessibility and comply with Title II of the Americans with Disabilities Act (ADA). A key component of the program will be support for communities to create self-evaluations and ADA transition plans. According to the Metropolitan Planning Council, only 22 municipalities — 11 percent of the region — have a transition plan.

Review Process

A Request for Proposals (RFP) was sent to potential contractors and posted to the CMAP website on February 16, 2022. Staff held a non-mandatory pre-bid information session for consultants on February 22, 2022. Notes pertaining to the discussion were released shortly thereafter and posted on the CMAP website. On March 9, 2022 CMAP received proposals from three (3) consultant teams: Vitruvian, Oates, and Benesch.

Proposals were reviewed by CMAP Staff: and scored independently by March 14, 2022. 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 services, including addressing the topical issues identified in the scope of services.
2. Prior performance on previous CMAP contracts will be considered as part of the evaluation process
3. The consultant's approach to a training program that addresses the learning objectives and workshop format identified in the scope of services.
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 average score of each firm that submitted a response to the RFP.

Table 1: Scoring

Criteria	Maximum Score	Vitruvian	Oates	Benesch
Experience of consultant team and key personnel	25	22.0	20.6	20.1
Approach to the training program	30	22.9	24.0	23.3
Quality and relevance of similar work	15	12.5	12.8	12.8
Integration of On TO 2050	10	2.0	6.5	1.5
Proposal cost (base without options)	20	20 (\$78,521)	15.2 (\$157,400)	7.4 (\$325,895)
Total	100	79.4	79.1	65.1

Recommendation for Contractor Selection

Following the interviews, the interview team reached a consensus to recommend **Oates Associates, Inc.** as the contractor for the CMAP ADA Transition Plan and Self-evaluation Training project. The team assembled by Oates Associates offered an excellent combination of breadth and depth in terms of experience, skills, and familiarity with the subject area and training. This includes the pairing of Oates training experience with the ADA Great Lakes Center's local and up-to date knowledge of regional challenges facing people with disabilities.

CMAP staff is seeking Board approval for the award of a two-year contract, with a one-year options for renewal, with **Oates Associates** for a two-year cost \$157,400. The maximum cost of the three-year agreement will-not-exceed \$236,100. Support for this contract will be provided by a pending SPR grant from IDOT specifically for this purpose. The optional renewal year will be dependent on performance and the level of approved funding for this purpose.

ACTION REQUESTED: Approval

