



**Regional  
Transportation  
Authority**

**To: Board of Directors**

**From: Leanne P. Redden, Executive Director**

**Date: May 7, 2019**

**Re: Ordinance authorizing Task Order Contracts, through City  
of Chicago Piggyback clause, for the Community Planning  
Program**

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### **Action Requested**

The proposed ordinance authorizes the Executive Director to execute 20 task order contracts, for the period from date of execution through February 14, 2022, to complete planning studies on behalf of municipalities and/or RTA Service Boards selected through the Community Planning program with a total RTA contribution not to exceed \$2,100,000. No funds are needed at this time to execute the task order contracts. However, the amount of each individual task order project budget will be determined when new projects are selected. A list of the 20 firms is in the attached ordinance

### **Background**

The Community Planning program provides technical assistance to local governments and the RTA Service Boards to conduct transit-focused planning studies and plan implementation activities. The goal of these studies and implementation activities is to direct future economic development to areas served by transit, improve access to the transit system and increase ridership.

While the Community Planning Program allows project partners to obtain consultant services through their own direct procurements, most elect to utilize the RTA's consolidated task order process. Doing so is viewed as extra technical assistance provided by RTA to those partners. By providing a pool of pre-qualified consulting firms, the RTA can compress the amount of time needed to select consultant assistance on individual projects.

The RTA qualified and entered into task order contracts with four consulting firms that will expire September 2021. The RTA's commitment to complete approximately 20 studies over the next 2 years requires the use of additional firms. It will be more advantageous to the RTA to piggyback off the City of Chicago's current task order contracts because it broadens the pool of qualified vendors, increases capacity to complete projects over the next few years and reduces the amount of necessary time, effort and resources to procure additional consulting firms to meet its needs over the next 2 years.

Three of the four consulting firms currently participating in the RTA task order contract are part of the City of Chicago current task order contracts and have an opportunity to participate under the piggyback task order contracts as well.

### **Consultant Selection and RTA Participation**

On September 21, 2015, the City of Chicago's Department of Planning and Development conducted a competitive Request for Qualifications (RFQ) procurement to select firms qualified to complete planning and planning-related studies. After a review of the submitted proposals, the City established task order contracts with 26 firms for a period ending February 14, 2022. Each contract included a piggy-back clause allowing participation in the contracts by other local governmental agencies. The RTA intends to enter into an agreement with 20 of the 26 firms. Of the remaining six firms, three firms are prequalified to prepare for and manage development projects, a service not needed by the RTA, two firms declined participation in the RTA's piggyback at this time due to business reasons, and one firm did not respond to the RTA's request.

The 20 firms under contract will be provided with a Task Order Request, or TOR, to include a scope of work for each project selected for the next two to three Community Planning program years and asked to submit their proposed approach, level of effort and budget. Selection committees for each project will review and rank submittals to determine the highest ranked firm. The RTA will then execute an amendment to that firm's Task Order Contract.

The 20 firms have each submitted the RTA's Vendor/Contractor Certification that discloses the names of the principals and any contracted lobbyists, certifies that entering into this contract will not create a prohibited conflict of interest, and certifies that the firm and its principals have not been debarred or suspended from participating in public contracts and have not been convicted of procurement-related offenses. All 20 firms have also agreed to update the Certifications should any of the information change during the contract period.

### **Financial Impact**

No funds are needed to execute the 20 task order contracts. Individual study budgets will be determined when projects are selected each program year. The total amount of funds for these studies will not exceed \$3,500,000 over the term of these contracts. Typical total program budgets since 2010 has been approximately \$1,000,000 per year, with 60% being comprised of RTA funds, and the remaining 40% comprised of Federal Unified Work Program funds and of local contributions. A \$1,000,000 budget has funded an average of 13 projects each year.

Prepared by: Capital Programming & Planning

LPR/JL/LN/HM/MH  
Attachment

## **ORDINANCE NO.**

**WHEREAS**, the Regional Transportation Authority (the “Authority”) established the Community Planning Program to provide funding and technical assistance to local governments and the RTA Service Boards to conduct transit-focused planning studies and plan implementation activities;

**WHEREAS**, grantees in the RTA’s Community Planning Program have an option to obtain consultant services to complete their studies through the RTA’s consolidated task order process;

**WHEREAS**, the City of Chicago’s Department of Planning and Development conducted a competitive bid process and invited proposals to provide planning and plan implementation services, and established 26 task order contracts with selected firms, each contract including a piggy-back clause allowing participation in the contracts by other local governmental agencies;

**WHEREAS**, the RTA desires to broaden the pool of task order contract vendors to obtain a greater and more varied response to vendor solicitations;

**WHEREAS**, the RTA reviewed the City of Chicago’s Department of Planning and Development’s 26 task order contracts and found 23 to be pre-qualified to conduct the type of work needed for the Community Planning program;

**WHEREAS**, the RTA contacted the qualified 23 firms with the intent to enter into a task order contract and 20 firms responded favorably:

- Adrian Smith & Gordon Gill ARC
- AECOM Technical Services
- Bauer Latoza Studio, LTD
- Camiros, LTD
- CBRE, Inc.
- Gensler Architecture, PC
- Globetrotters Engineering Corporation
- Goodman Williams Group
- Hellmuch, Obata & Kassabaum
- Houseal Lavingne Associates
- Johnson Research Group, Inc.
- Ratio Architects, Inc.
- Ross Barney Architects, Inc.
- S.B. Friedman & Company
- Site Design Group
- Skidmore Owings & Merrill

- Solomon Cordwell Buenz & Associates
- Teska Associates, Inc.
- The Lakota Group
- Valerie S. Kretchmer Associates, Inc.

**WHEREAS**, the above named firms have each submitted the Authority's Vendor/Contractor Certification that discloses the names of the principals and any contracted lobbyists, certifies that entering into this contract will not create a prohibited conflict of interest, and certifies that the firm and its principals have not been debarred or suspended from participating in public contracts and have not been convicted of procurement-related offenses. These firms have agreed to update the Certification should any of the information change during the contract period.

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF DIRECTORS OF THE REGIONAL TRANSPORTATION AUTHORITY that:**

- 1) The Executive Director of the Authority is hereby authorized to negotiate and enter into contracts with each of the above named firms for services required to complete the Community Planning studies, with a contract period up to 34 months, at a total cost not to exceed \$3,500,000. The total amount of RTA funds for these studies will not exceed \$2,100,000.
- 2) The Executive Director is hereby authorized and directed to take such actions as the Executive Director deems necessary or appropriate to implement, administer and enforce this ordinance and said contracts.