

**APPENDIX F: FEBRUARY 2022  
ENGLEWOOD LINE TRAIL  
PLANNING AND URBAN  
DESIGN FRAMEWORK FINAL  
TASK ORDER REQUEST**



# **TASK ORDER PROPOSAL REQUEST**

## **Department of Planning and Development - Planning Now SPEC # 131663**

**TO:** \_\_\_\_\_ **All vendors in the DPD, Planning Now – NON-TARGET MARKET  
Category 1: Prepare Urban Plans (VIA EMAIL)**

**FROM:** \_\_\_\_\_ **CITY OF CHICAGO  
Department of Planning and Development (DPD)**

**DATE:**                 **February 16, 2022**

**RE:**                 **ENGLEWOOD LINE TRAIL PLANNING AND URBAN DESIGN  
FRAMEWORK**

### **A. Project Context and Vision**

The City of Chicago, Department of Planning and Development (DPD) seeks a Task Order Proposal for the scope of services described herein to create a planning and urban design framework, all in accordance with the compensation schedules, terms, and conditions of the original Master Consulting Agreement. The pre-approved vendors are being solicited from the City of Chicago, Department of Planning and Development's Master Consulting Agreement, Non-Target Market, Category 1: Prepare Urban Plans, Spec. # 131663.

The City of Chicago (The City) is exploring the feasibility of a "rails to trails" greenway along an abandoned railway viaduct in the Englewood Community. The rail viaduct runs above-grade for approximately 1.75 miles through Englewood from Lowe Avenue (600W) to Hoyne Avenue (2100W), between West 58th & 59th Street.

The idea of reimagining this section of Englewood and West Englewood was proposed in the original Englewood Quality of Life Plan (2005), which identified an Urban Agriculture District between 58th and 59th Streets. Growing Home, developed an urban farm in West Englewood in 2009 to use horticulture and agriculture to train individuals facing barriers to employment. Over the next several years Growing Home developed over 1.5 acres of additional growing space on adjacent vacant land through a partnership with NeighborSpace and DPD. The organization further expanded its investment in West Englewood by purchasing a large vacant property and continues to implement its vision and provide service to the surrounding neighborhoods.

In 2013, Grow Greater Englewood (GGE) began working with NeighborSpace and the City of Chicago to identify growing spaces along or near the Englewood Line Right-of Way (ROW), and with potential organizations and farmers to operate these spaces. The partnership led to the development of two urban farms and a community gathering space at the eastern end of the line near Halsted. Recently, GGE has convened a group made up of local and citywide stakeholders to begin discussions about how urban agriculture, a new trail facility and other investments might impact future development in the area and surrounding communities.

The first planning document to reference the potential rail-to-trail conversion was the 2008 *Greater Englewood Community Plan*. Planning efforts began with the *New ERA Trail Community Vision Plan*, initiated by Openlands on behalf of several community organizations in 2009. The idea was further developed in the Green, Healthy Neighborhoods Plan adopted by the Chicago Plan Commission in 2014 and is also included in the subsequent Englewood Quality of Life Plan in 2016. Further, the Chicago Department of Public Health (CDPH) and DPD completed the Health Impact Assessment of the Proposed Englewood Line Trail in 2016. Residents and organizations that have participated or led these efforts have continue the work together to identify ways towards implementation.

The City of Chicago has now acquired the entire length of the Englewood Line, which represents a tangible, meaningful opportunity to advance the implementation of many community goals. The City seeks a Consultant to create the Englewood Trail Planning and Urban Design Framework (Framework Plan), which is intended to guide the development of the Englewood Line with beautiful, performative, and productive landscapes, in tandem with economic development and residential infill opportunities in adjacent areas.

The Framework Plan study area is generally bounded by Lowe Avenue to the East, West 60th Street to the South, Hoyne Avenue to the West, and West 57th to the North. Existing conditions throughout the study area include acres of vacant and underutilized parcels. The area between the viaduct and West 59th Street is predominantly a mix of former manufacturing sites, auto-oriented uses, some community-oriented and commercial uses, and a few scattered residences. The area north of the viaduct is mostly residential with some manufacturing and auto-oriented commercial uses generally along main intersections.

The Framework Plan seeks to provide a comprehensive vision that promotes community goals including:

- A multi-use trail with frequent access points
  - Serves as central feature of a linear park serving active and passive recreation
  - Recommendations for performative and integrated remediation strategies that support an attractive regional recreation destination
- Economic development opportunities that bring a diversity of jobs to the community
  - A district focused on urban agriculture and food manufacturing uses
  - Community wealth building through local residential and business ownership
  - Vibrant cultural spaces that support economic growth and recreation

The Framework Plan detailed in this task order request will occur in parallel with other initiatives in the area (outside the scope of this TOR):

1. The “Englewood Connect” project, which is a new culinary themed incubator and event space planned for Englewood Square, at the intersection of 63<sup>rd</sup> & Halsted. The City expects the Englewood Connect and Englewood Trail-adjacent area projects to stimulate a nascent food production and distribution economy for the Englewood community.
2. The DOH’s Housing Impact Study to assess project impacts and in-fill opportunities within the study area.
3. CDOT’s Phase I Engineering Study to determine feasibility of a “rails to trails” greenway along an abandoned railway viaduct in the Englewood Community.

## Framework Plan Study Area

The study area for this project is generally bounded by Lowe Avenue to the East, West 60th Street to the South, Hoyne Avenue to the West, and West 57th Street to the North.

### Englewood Trail | Eastern Section



### Englewood Trail | Central Section



## Englewood Trail | Western Section



### B. Project Approach

The Consultant Team is expected to develop the Framework Plan through the cooperative services and contributions of engineers, architects, urban designers, landscape architects, planners, and community partners. The Framework Plan will entail two main components:

- A vision for an accessible public trail that provides attractive open spaces for the neighborhood.
- Land use strategies that integrate recreational uses with development opportunities, with an emphasis on urban agriculture, food production, and cultural programs.

The Framework Plan will be created with the participation of, and in consultation with, the local community, grass-roots organizations, and a selected Community Partner Organization. The selected Consultant Team will create drawings, renderings and outreach materials designed to maintain community members informed of project development and generate consensus. As part of community engagement, the selected Consultant Team will provide support and key personnel for the collaborative community visioning process and design charette(s). The charette(s) will be facilitated by a Community Partner Organization.

### Scope of Work

Working with DPD, the Alderman's office, and community stakeholders, the Consultant Team will develop the Framework Plan. The Consultant Team will coordinate engineering design recommendations with ongoing and simultaneous Phase I Engineering Study lead by the Chicago Department of Transportation (CDOT).

DPD, in coordination with Aldermanic offices, will facilitate several meetings with community stakeholders. The Consultant Team will support in community engagement efforts to define the components of the proposal.

## 1. Framework Plan

Generally, the selected Consultant Team will be responsible for:

a. A report documenting the vision for the trail, preferred land use strategy, development scenarios for priority sites, and design guidelines for development adjacent to the trail. The report shall also address recommendations for stewardship and programming of the trail.

b. Summary of previous efforts

Analysis and review of existing planning documents, historical land use and built form (Sanborn maps, photos, etc.), neighborhood plans, and planned developments. This analysis should consider any existing design or development guidance and work to update these as well as resolve any conflicts that may arise as part of the design and development framework plan for the area. Existing plans provided:

- i. [LISC Quality-of-Life Plan](#) (2005)
- ii. [Greater Englewood Community Plan](#) (2008)
- iii. [New ERA Trail Community Vision Plan](#) (Fact Sheet)
- iv. [Green Healthy Neighborhoods](#)
- v. [Health Impact Assessment of the Proposed Englewood Line Trail](#)
- vi. [LISC Quality-of-Life Plan \(2016\)](#)
- vii. 59<sup>th</sup> Street Line Concept Plan

Deliverable: summarize documents to use as contextual information for proposal and community engagement sessions. Format may include digital presentations and printed materials for in-person meetings (fliers, printed boards, etc).

c. Visioning for the Englewood Line

- i. Develop a vision, illustrating how the trail will provide alternative mobility options by connecting to existing greenspace networks, bike infrastructure, boulevards, and public transportation systems. The vision shall be the result of high-level design principles grounded on the community goals for the area.
- ii. In coordination with CDOT's Phase I Engineering Study, confirm final location and designs of all points of access to the trail viaduct. The goal is to integrate the trail with its surrounding neighborhood to encourage its active and frequent use, therefore minimizing the isolating effects of the existing elevated railroad embankment.
- iii. Identify how the trail may improve the health of the surrounding neighborhood. Recommendations should include strategies for environmental remediation, physical recreation, and community programs.

- iv. In consultation with the Chicago Park District, identify long-term maintenance strategies that promote community stewardship and participation.
  - v. Deliverables:
    - (i) Annotated aerial photos, dimensioned plans and sections, and perspective views at multiple scales (neighborhood scale, study area, and at least one site specific set of drawings for each point of access along the trail.) Illustrations may be hand-drawings, computer generated, or a combination of the two. For final report, include at least six (6) high-resolution renderings.
    - (ii) A summary of recommended strategies which identify needs and resources for implementation.
- d. Development scenarios for study area
- i. Develop land use strategies analyzing development potential for urban agriculture, food manufacturing, commercial, cultural, and residential infill housing opportunities.
  - ii. Develop guidelines for the built form of future development adjacent to the trail.
  - iii. Identify opportunities to grow the existing network of urban agriculture sites, generate new businesses and create job opportunities through food manufacturing.
  - iv. Identify opportunities for housing development that supports wealth building for existing residents.
  - v. Deliverables:
    - i) At least 3 distinct strategic land use and density approaches for the study area (ie. varying degrees of agricultural, commercial, manufacturing, cultural, and residential uses).
    - ii) Development scenarios for at least thirty (30) sites, including a prioritized and phased implementation plan for potential development as well as for infrastructure and public realm improvements.
    - iii) Design guidelines for the built form of development adjacent to the trail.
    - iv) Identify five (5) catalytic sites for near-term development, including cost estimates, and potential funding sources.
    - v) Use plans, sections, 3D massings, and perspective views to represent deliverables listed above. Illustrations may be hand-drawings, computer generated, or a combination of the two. For final report, include at least five (5) high-resolution renderings.
- e. Develop and implement a branding and communication strategy in collaboration with DPD and the Community Partner (discussed below in 2. Community Engagement)
- i. Assist the Consultant Team and DPD to develop a media toolkit and branding materials
  - ii. Provide draft text for meeting materials, brochures and other printed materials. DPD Communications Bureau will determine which public facing materials should be reviewed and approved prior to use.

- iii. As part of the engagement and communication strategy, the Consultant will be expected to coordinate with the Community Partner and DPD to identify educational opportunities for students in community schools to encourage students' interest in engineering, technical and other fields associated with this project. The objective is to ensure benefits related to education and training programs in the project area communities.
- f. Communication and coordination with all associated agencies.

## 2. Community Engagement

The Consultant Team will need to select a Community Partner to design and lead the engagement activities. The Community Partner should have a proven track record of involvement with previous Englewood Line planning activities, include as part of its organization members of the Greater Englewood community, and have the capacity to manage an engagement plan. A \$200,000 stipend will be paid to the Consultant via an invoice. The Consultant will be responsible for management of and payment to the selected Community Partner. The \$200,000 stipend is included in the total project cost of this TOR. The Consultant will manage the Community Partner and collaborate on the following community engagement tasks of the Community Partner, including:

- a. **Engagement Plan.** Development and implementation of an Engagement Plan that responds to the evolving work of the Framework Plan and is responsive to the federal infrastructure funding requirements which would include, but not be limited to:
  - i. Design outreach engagement including students and youth (esp. high schools in the area) and senior organizations. Reference 1.e (above) for additional context.
  - ii. Design a series of field trips that the public can sign up for to experience the trail (per COVID and environmental regulations)
  - iii. Working with the Consultant Team and DPD, develop an engagement strategy that is responsive to the Englewood Line as a regional amenity. This should include areas immediately to the east and west of the line that are separated from the trail by active rail lines and expressways and those within a mile to the north and south.
- b. **Working Meetings.** Provide a representative to participate in bi-weekly meetings as part of the Consultant Team and with City staff and other consultant team meetings where design and implementation of the engagement plan is expected. The bi-weekly meetings will be virtual with a schedule TBD. The Community Partner is expected to have a device that allows audio and video participation.
- c. **Bilingual Communication and Outreach.** The Community Partner is required to provide outreach services in Spanish, which may require a Spanish speaker on staff for the duration of this project.



- d. Stewardship.** Assemble a Stewardship Working Group to address long-term management and maintenance issues. Chicago Park District representatives will be identified by the City to participate.
- e. Public meetings.** Host at least 10 community meetings between approximately mid-April and mid-November, 2022 that are focused on the development of the Framework Plan. The Community Partner would:
- i. Coordinate and confirm meeting dates with Consultant Team, DPD and local elected officials. Community groups and members should be consulted prior to setting dates to determine what works best for the community.
  - ii. Explore the potential of televising meetings on public channels, including social media (i.e. Facebook, Instagram, YouTube) and designing a method to receive feedback from such meetings from those not in attendance.
  - iii. Invite constituents and others to participate so that meetings are reflective of the community you serve.
  - iv. Have the capacity to conduct meetings and create outreach materials in Spanish and English, as needed.
  - v. Produce and submit meeting summaries via a post-meeting form provided by the Consultant Team that includes thorough and detailed notes regarding participant input.
  - vi. Gather contact information from attendees and submit to the Consultant Team via a provided form that includes name, email address and zip code.
  - vii. Provide an approach for minimum compensation to participants, including an estimated total dollar amount. The Community Partner can determine how (for example, as gift cards or via raffle) and when (at both meetings or just one) the compensation to individuals is distributed. The Community Partner will need to provide a list of stipend recipients (first name, last name), the stipend amount, and the form of the stipend received (ex. gift card to xyz business, check, raffle, etc.)
  - viii. Adhere to the accessibility guidelines for the project.
  - ix. Create a summary of each public meeting including time, date, location, list of attendees, how attendees were selected, methods of meeting notices, photographs of participants, highlights of input received including a methodology for your data analysis. Also create an overall summary of all of the public meetings using the materials from each individual meeting.
- f. Communications.** Publicize Framework Plan events and updates through social media, newsletters, and similar communications.

### **DPD Role**

DPD will work closely with the consultant team and:

1. Lead and coordinate community engagement, including coordination with the Community Partner Organization.
2. Provide an example of a Memo of Understanding between the Consultant and Community Partner Organization for reference purposes.

3. Provide a preliminary area context map for the consultant to evaluate and further develop.
4. Providing existing data and information related to the parcels & ROW, zoning, environmental, survey and title as needed.
5. Providing maps, data and other information about the project location and surrounding communities.
6. Assign staff from the Bureau of Planning and Design and Citywide Systems and Historic Preservation to assemble existing City data and establish contact and set up meetings with necessary partners for each of the tasks identified above.
7. Coordinate with other City departments and sister agencies to assign project liaisons as needed to participate in the framework plan process.

### C. PROJECT TIME SCHEDULE

The City intends to begin this project the week of April 18th, 2022. The expected project completion date is December 31, 2022. All aspects of the project are outlined in the below listed Project Timeline.

#### Project Timeline

<b>Task Order Proposal Request Issued:</b>	2.16.2022
<b>Questions to City, if any. *</b>	2.22.2022 (5PM CT)
<b>Answers from City Due:</b>	2.25.2022
<b>Task Order Proposal Due:</b>	3.7.2022 (5 PM CT)
<b>Proposal Review Completed:</b>	3.11.2022
<b>Task Order Approval Request to Chief Procurement Officer (CPO):</b>	3.18.2022
<b>Notice to Proceed Issued:</b>	TBD anticipated 4.18.2022
<b>Project Start Date:</b>	TBD upon Notice to Proceed
<b>Full Project Completion:</b>	December 31, 2022

Questions or requests for clarification should be sent, in writing, via e-mail to justin.petersen@cityofchicago.org. Questions asked via a phone call will not be answered unless general in nature. Please make sure all e-mails are addressed to the above name and are clearly labeled as "Questions for Project Name: ENGLEWOOD TRAIL PLANNING AND URBAN DESIGN FRAMEWORK. All questions and answers from the City will be sent via e-mail in the form of a written Addendum to all solicited consultants in the Master Consulting Agreement pool.

### D. TASK ORDER PROPOSAL SUBMITTAL - REQUIRED CONTENT

The Task Order Proposal ("Proposal") submittal shall be submitted electronically by email or by file transfer to the City Project Manager and prior to the deadline noted above. Due to Covid-19 precautions, please do not submit hard copies of the proposal. The submittal shall contain the following information at a minimum. Proposals not containing the information as requested in this section may be deemed incomplete. All attachments should be returned electronically with the files labeled with the Attachment number. Required attachments include Attachments I, II, & III, Task Order Acceptance Page and Schedules C-3 and D-3 should be completed, signed, and notarized if needed, and included in the project proposal. Please make sure that all personnel assigned to the project are noted in Attachment I and that the job titles and hourly rates are consistent with your Master Consulting Agreement. Also, please make sure that the hours and hourly rates add up to the exact total cost of labor noted on Attachment II. This should match your budget and information in the MBE/WBE documentation exactly.

**1. Cover Letter** A letter of commitment signed by an authorized representative of the company committing to provide the Services in accordance with all terms and conditions of

the Master Consulting Agreement No with your firm's PO # noted. The cover letter should be directed to: the City Project Manager and address noted above.

Acknowledge receipt of Addendum, if any, issued with clarifications and/or revisions to the Task Order Proposal Request.

## **2. Project Understanding and Scope of Work**

- a. **Project Approach and Methodology**. Include a summary or brief narrative of project objectives; understanding of the project and the approach proposed to complete the project. Each phase of the project should be described, with an emphasis on providing the required deliverables within the proposed schedule and budget for the project.
- b. **Quality Control Process** Include details of the Quality Control/Quality Assurance (QC/QA) process used for this project; listing any tools, technologies, subcontractors, etc., for QC. The process for acceptance testing each deliverable and correction procedures should be detailed.

**3. Project Management** – Describe the approach for managing project schedule, budget and phasing work. Also, proposed status meeting frequency, reports to Department of Planning and Development and the change order process (which would include changes in scope, schedule or cost due to unforeseen circumstances during the project period) should be addressed.

**4. Project Work Plan/Staffing** – Provide professional qualifications of the key personnel committed to this project, include a dedicated project manager and the time he/she is dedicated to this project, resumes or profile information. Prime and subcontractor personnel must have direct expertise in the service area proposed. Any consultants or subcontractors who will be performing work on this project as well as whether they are employed by Consultant or City of Chicago certified MBE/WBE firms must be listed in Attachment I – Proposed Staffing for Project.

- a. Indicate any requirements for space, equipment, access and other logistics at City locations. It is expected that the Consultant will observe the City's normal business hours of operation: 9 am to 5 pm. If this will not be the case, please provide an explanation. Requirements for City personnel to work outside of standard business hours must be identified.
- b. If the proposal includes personnel not included in your Master Consulting Agreement please provide a letter detailing why the firm and staff were selected to participate and what role these additional staff will play in the proposal.
- c. If the proposed project personnel are located outside of the Chicago area and therefore travel is required, reimbursement of travel costs is subject to the City of Chicago Travel Guidelines as provided in Attachment IV. Travel costs for local personnel are not reimbursed.

## **5. Cost Proposal**

Your cost proposal needs to align with the specified compensation method set forth in your Master Consulting Agreement. The failure to use an allowable compensation will be grounds for rejection of your Proposal. **The Total Project Cost is not to exceed \$750,000.00, including the \$200,000.00 stipend to be paid to the selected Community Partner.**

- LUMP SUM
- COST PLUS FIXED FEE
- TIME & MATERIAL
- OTHER:

*Attach Schedule of Compensation table, as applicable, if you seek an itemized cost breakdown for equitable comparisons.*

- a. Indicate any requirements for space, equipment, access and other logistics at City locations. It is expected that the Consultant will observe the City's normal business hours of operation. If this will not be the case, please provide an explanation. Requirements for City personnel to work outside of standard business hours must be identified.
- b. If the proposed project personnel are located outside of the Chicago area and therefore travel is required, reimbursement of travel costs is subject to the City of Chicago Travel Guidelines as provided in Attachment IV. Travel costs for local personnel are not reimbursed.

**6. Compliance Plan** [Select 6a or 6b depending upon funding source requirements.]

**a. MBE/WBE Plan** For purposes of MBE/WBE compliance for this Task Order, Consultant must utilize City of Chicago or Cook County certified MBE/WBE firms to the maximum extent possible in performance of Services and must achieve goals of ( %) Minority Business Enterprise (MBE) and ( %) Women Business Enterprise (WBE) or higher. ***(Note: Fill in appropriate MBE and WBE % goals above which match your Master Consulting Agreement)***. If specific MBE/WBE firms were identified and percentages committed as part of the original Master Consulting Agreement, the MBE/WBE firms listed in the original Agreement must match the Task Order and be utilized in some aspect of the project. Full MBE/WBE compliance should be achieved in the MBE/WBE plan for this Task Order. Proposal may be rejected if it does not have full compliance.

Consultant must submit both a Schedule D-3 and a separate Schedule C-3 completed by each proposed MBE and WBE subcontractor. With each Schedule C-3 form, Consultant should submit a current Letter of Certification issued by the City of Chicago or Cook County. The proposed MBE or WBE must be certified by the City of Chicago or Cook County at the time of Task Order Proposal submission. The City reserves the right to require Respondents to replace any proposed MBE/WBE that is not certified with the City of Chicago or Cook County.

Further, Consultant must calculate dollar participation for each MBE or WBE firm in their MBE/WBE plan (Schedule D-3) based on each MBE or WBE firm's percentage participation of the total proposal cost in Attachment II. The dollar and percentage

participation on the individual Schedule C-3s should match the dollar and percentages for each MBE or WBE firm listed on the Schedule D-3

Summarize the proposed MBE/WBE participation plan in Attachment III.

b. **DBE Plan** [For Federal Funding only and if required by Funding Source]

Nondiscrimination. Consultant or its Subcontractors must not discriminate on the basis of race, color, national origin or sex in the performance of any Task Order under the Master Consulting Agreement. Consultant must carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT assisted contracts. Failure by Consultant to carry out these requirements is a material breach of the Master Consulting Agreement, which may result in the termination of the Master Consulting Agreement or such other remedy as the recipient deems appropriate. Consultant must include the provision set forth in this paragraph in all of its subcontracts.

DBE Financial Institutions. Consultant is encouraged to utilize financial institutions owned and controlled by socially and economically disadvantaged individuals. Use of such institutions may be considered by the City as evidence of Consultant's willingness to do business with DBEs. Information about such institutions is available in the City of Chicago's DBE Program document, which is available on-line at [www.cityofchicago.org/Procurement](http://www.cityofchicago.org/Procurement); a hard copy of the DBE Program document is available at the City of Chicago, Department of Procurement Services, City Hall, 121 N. LaSalle Street, Room 806, Chicago, IL 60602.

In the performance of any Task Order under the Master Consulting Agreement, including the procurement and lease of materials or equipment, Consultant must abide by the requirements of 49 C.F.R., Part 26, the Disadvantaged Business Enterprise Commitment requirements of the City of Chicago Municipal Code, Ch-2-92, Section 2-92-420 et seq. (1990), except to the extent waived by the Chief Procurement Officer. Consultant must comply with the Special Conditions Regarding Disadvantaged Business Enterprise Commitment, as set forth in the Master Consulting Agreement, and incorporated by reference here. Subconsultant's completed Schedule C-3 and Consultant's completed Schedule D-3 evidencing compliance are included in Attachment III and will become binding upon Consultant upon acceptance by the Chief Procurement Officer. Consultant must utilize Disadvantaged Business Enterprise (DBE) at the greater of the amounts listed in the aforementioned Schedule C-3 and D-3. Full DBE compliance should be achieved in the DBE plan for this Task Order. Proposal may be rejected if it does not have full compliance. Questions regarding DBE compliance can be directed to the Department of Procurement Services.

Consultant must submit both a Schedule D-3 and a separate Schedule C-3 completed by each proposed DBE subcontractor. With each Schedule C-3 form, Consultant should submit a current Letter of Certification issued by the City of Chicago or Cook County. The proposed DBE must be certified by the City of Chicago or Cook County at the time of Task Order Proposal submission. The City reserves the right to require Respondents to replace any proposed DBE that is not certified with the City of Chicago or Cook County.

Further, Consultant must calculate dollar participation for each DBE firm in their DBE plan (Schedule D-3) based on each DBE firm's percentage participation of the total

proposal cost in Attachment II. The dollar and percentage participation on the individual Schedule C-3s should match the dollar and percentages for each DBE firm listed on the Schedule D-3

Summarize the proposed DBE participation plan in Attachment III.

#### **E. PROPOSAL SUBMITTAL**

This Task Order Request is being issued by the City of Chicago, Department of Planning and Development pursuant to Master Consulting Agreement, PLANNING NOW – NON-TARGET MARKET Category 1: Prepare Urban Plans. The responding firm's PO number should be noted in both the Cover letter and on the signed and notarized Task Order Acceptance Page, as well as on all other attachments where indicated.

Submit only an electronic copy of your proposal via email to:

Attn: Justin Petersen  
City of Chicago, Department of Planning and Development  
121 North LaSalle St, Chicago, IL 60602  
[Justin.petersen@cityofchicago.org](mailto:Justin.petersen@cityofchicago.org)

#### **F. PROPOSAL SUBMISSION DUE DATE, TIME AND PLACE**

Proposal is due no later than 5:00 p.m. Central Time, on March 8, 2022. Proposal must be delivered via email to the Project Manager noted above. Fax submittals are not acceptable.

#### **G. EVALUATION AND SELECTION**

The Task Order Proposal will be reviewed by representative(s) from the Department of Planning and Development. The City may choose to conduct interviews, oral presentations and/or seek clarification from Consultant. The Department of Planning and Development will evaluate the Proposal based on the following evaluation criterion and information provided in response to Section D and determine if it satisfactorily meets all requirements.

Evaluation Criterion:

1. Team's direct relevant experience and availability
2. Understanding of the unique services, elements and general approach
3. Qualifications of the project manager and key personnel
4. Capacity to perform the services and to accomplish the goals and objects of the project
5. Demonstrated success in past or current similar projects
6. M/WBE participation and meaningful participation by subcontractors

**Please submit a summary within your proposal (Section D.2) detailing how your proposal meets the above six criteria.**

If approved, Commissioner of the Department of Planning and Development will request concurrence and Task Order approval from the Chief Procurement Officer.

This Task Order Proposal Request does not commit the City to proceed with the project or to pay any costs incurred in preparation of a response to this request, or to procure or contract for further services. The City reserves the right to accept or reject any response received as a result of this solicitation or to cancel this solicitation in part or in its entirety.

Notwithstanding any provision in this solicitation, all provisions of the existing Master Consulting Agreement shall be in full force and effect during the performance of the contemplated services and are incorporated herein by reference.

#### **H. COMPENSATION AND PAYMENT**

Payments will be made based on invoices received for actual work completed and deliverables accepted by Department of Planning and Development in accordance with method of compensation shown in Attachment II. The source of funds for payments is from Operating funds.

Invoices must be submitted electronically to:

Attn: Justin Petersen  
City of Chicago, Department of Planning and Development  
121 North LaSalle St, Chicago, IL 60602  
[justin.petersen@cityofchicago.org](mailto:justin.petersen@cityofchicago.org)

The Consultant is responsible for timely payments to all subcontractors.



## ATTACHMENT I. PROPOSED STAFFING FOR PROJECT

Use this form to list all key personnel and staff, including Subcontractors, proposed for the project.

Name	Role? (e.g. Project Manager, Engineer, Programmer)	Hourly Rate*	Estimated Project Hours	If not employed by the Consultant, indicate the Subcontractor.

\*Hourly rates should match the rates in the Master Consulting Agreement with the City. Any variances must be explained in the proposal. Proposals with variances may be subject to rejection.

Note: Subcontractor Payments

The Consultant will be responsible for reporting payments to all Subcontractors on a monthly basis in the form of an electronic audit. Upon the first payment issued by the City of Chicago to the Consultant for services performed, on the first day of each month and every month thereafter, e-mail and/or fax audit notifications will be sent out to the Consultant with instructions to report payments that have been made in the prior month to each Subcontractor. The reporting of payments to all Subcontractors must be entered into the Certification and Compliance Monitoring System (C2), or whatever reporting system is currently in place, on or before the fifteenth (15th) day of each month.

Once the Consultant has reported payments made to each MBE and WBE, including zero dollar amount payments, the MBE and WBE will receive an e-mail and/or fax notification requesting them to log onto the system and confirm payments received. All monthly confirmations must be reported on or before the 20<sup>th</sup> day of each month. Consultant and Subcontractor reporting to the C2 system must be completed by the 25<sup>th</sup> of each month or payments may be withheld.

Access to the Certification and Compliance Monitoring System (C2), which is a web based reporting system, can be found at <https://chicago.mwdbe.com>.

## ATTACHMENT II: COST PROPOSAL METHODS

Select One (Method must be allowable under Master Consulting Agreement):

- Lump Sum;
- Time & Material; or
- Cost Plus Fixed Fee

### A. Labor Costs

#### 1) Direct Labor

<u>Staff Classification</u>	<u>Hours</u> (a)	<u>Hourly</u> <u>Rate</u> (b)	<u>Totals</u> (a) * (b)
i)			
ii)			
iii)			
iv)			
Subtotal		=	\$ _____

#### 2) Labor Multiplier X Direct Labor

= \$ \_\_\_\_\_

Subtotal Labor Cost for T.O. No. 1

= \$ \_\_\_\_\_

### B. Fixed Fee/Negotiated Fee or Percentage of Item A above

= \$ \_\_\_\_\_

### C. Reimbursable Expenses

- 1)
- 2)
- 3)
- 4)

= \$ \_\_\_\_\_

### D. Subcontractors Cost (Without any Markup)

- 1) MBE's
- 2) WBE's
- 3) Others (if any)

= \$ \_\_\_\_\_

**TASK ORDER TOTAL PROJECT COST (A + B + C + D) = \$ \_\_\_\_\_**

### NOTES:

1. Task Orders: Consultant will be compensated for its Task Order Services on direct labor times labor multiplier plus limited reimbursables and Fixed Fee basis.
2. The Fixed Fee will be negotiated together with the terms and conditions of each Task Order.



## **ATTACHMENT IV CITY OF CHICAGO TRAVEL GUIDELINES**

This attachment is optional. It primarily applies to consultants for outside travel expenses, not local travel. In the event the Master Consulting Agreement (MCA) allows reimbursable travel expense and such expenses are authorized by the Department Commissioner, travel expenses will be reimbursed only in accordance with the City of Chicago Travel Reimbursement Guidelines, which may be downloaded from the internet at: <http://www.cityofchicago.org/Forms>.

The direct link is:

[http://www.cityofchicago.org/content/dam/city/depts/dps/ContractAdministration/Forms/Cityofchicago\\_TravelGuidelines.pdf](http://www.cityofchicago.org/content/dam/city/depts/dps/ContractAdministration/Forms/Cityofchicago_TravelGuidelines.pdf).

**THIS SIGNATURE PAGE IS A REQUIRED ATTACHMENT FOR ALL TASK ORDER PROPOSAL REQUESTS.**

**TASK ORDER PROPOSAL EXECUTION ACCEPTANCE PAGE**

By signing this Task Order Proposal Execution Acceptance Page on behalf of [Consultant Company Name] ("Consultant"), the undersigned acknowledges that the Consultant is willing and able to perform all Services and to be bound by all terms and conditions of the Master Consulting Agreement with the City of Chicago PO # [\_\_\_\_\_]. In addition, Consultant agrees to be bound by the services requirements established in this Task Order Request and Proposal response accepted by the City.

**Order of Precedence:**

In the event of a conflict between the body of this Task Order and any exhibit or attachment to this Task Order, the language of the body of the Task Order will prevail. In the event of a conflict between this Task Order and the Agreement, in relation to specifically identified services approved under this Task Order, the language of the body of the Task Order will prevail. In event of a conflict between provisions in this Task Order and the provisions of the Master Consulting Agreement, the terms and conditions of the Master Consulting Agreement will prevail.

**Signature:**

[\_\_\_\_\_] Consultant Authorized Officer Signature

Date: [\_\_\_\_\_]

[\_\_\_\_\_] Print Name of Authorized Officer

[\_\_\_\_\_] Title of Authorized Officer

County of [\_\_\_\_\_] State of [\_\_\_\_\_]

This instrument was acknowledged before me this day [\_\_\_] of [\_\_\_\_], 200[\_\_\_] by [\_\_\_\_\_] as President (or other authorized officer) and [\_\_\_\_\_] as Secretary of [\_\_\_\_\_] (Corporation Name)

Seal

[\_\_\_\_\_] Notary Public Signature

My Commission expires: [\_\_\_\_\_]



FOR  
TASK ORDER  
CONTRACTS ONLY

**SCHEDULE C-3**  
MBE/WBE Letter of Intent to Perform as a  
Subcontractor, Supplier, or Consultant

Contract PO No.: \_\_\_\_\_

Task Order Project Description: \_\_\_\_\_

From: \_\_\_\_\_  
(Name of MBE/WBE Firm)

To: \_\_\_\_\_ and the City of Chicago.  
(Name of Prime Contractor)

The MBE or WBE status of the undersigned is confirmed by the attached City of Chicago or Cook County Certification Letter, effective \_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

The undersigned is prepared to perform the following services in connection with the above named Task Order. If more space is required to fully describe the MBE or WBE proposed scope of services and/or payment schedule, including a description of the commercially useful function being performed. Attach additional sheets as necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above described performance is offered for the following price and described terms of payment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUB-SUBCONTRACTING LEVELS**

A zero (0) must be shown in each blank if the MBE or WBE will not be subcontracting any of the services listed or attached to this schedule.

\_\_\_\_\_ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to non MBE/WBE contractors.

\_\_\_\_\_ % of the dollar value of the MBE or WBE subcontract that will be subcontracted to MBE or WBE contractors.

**NOTICE:** If any of the MBE or WBE scope of services will be subcontracted, list the name of the vendor and attach a brief explanation, description and pay item number of the services that will be subcontracted.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your receipt of an approved Task Order from the City of Chicago, within three (3) business days of your receipt an approved Task Order from the City of Chicago.

The undersigned has entered into a formal written mentor protégé agreement as a subcontractor/protégé with you as a Prime Contractor/mentor: ( ) Yes ( ) No

**NOTICE:** THIS SCHEDULE AND ATTACHMENTS REQUIRE ORIGINAL SIGNATURES.

\_\_\_\_\_  
(Signature of President/Owner/CEO or Authorized Agent of MBE/WBE) (Date)

\_\_\_\_\_  
(Name/Title-Please Print)

\_\_\_\_\_  
(Email & Phone Number)



**SCHEDULE D-3**  
Affidavit of Prime Contractor  
Task Order Services Contracts  
MBE/WBE Compliance Plan

**FOR  
 TASK ORDER  
 SERVICES  
 CONTRACTS ONLY**

**MUST BE SUBMITTED WITH THE BID. FAILURE TO SUBMIT THE SCHEDULE D-3 WILL CAUSE THE  
 BID TO BE REJECTED. DUPLICATE AS NEEDED.**

Contract PO No.: \_\_\_\_\_

Task Order Project Description: \_\_\_\_\_

I HEREBY DECLARE AND AFFIRM that I am the \_\_\_\_\_ and a duly authorized  
 representative of \_\_\_\_\_  
 (Title of Affiant)

\_\_\_\_\_  
 (Name of Prime Consultant/Contractor)

and that I have personally reviewed the material and facts submitted with the Schedule C-3s regarding Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) to perform as a subcontractor/sub-consultant/ or supplier. All MBE/WBE firms included in this plan have been certified as such by the City of Chicago or **Cook County** (current letter of certification attached).

**I. Complete this section for each MBE/WBE participating on this Task Order:**

1. Name of MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation: \$ \_\_\_\_\_

Percentage of Participation: % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed:<sup>1</sup> \_\_\_\_\_%

**Total Participation %** \_\_\_\_\_

If indirect participation is being used, describe in detail the services that will be performed and provide detailed project information (ie., project name, description, location, type of service and/or supplies that are being purchased. Copies of invoices, bill of sale, and cancelled checks must be submitted to the Department of Procurement Services upon project completion.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Name of MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

<sup>1</sup> The Prime Contractor may claim an additional 0.333 percent participation credit (up to a maximum of five (5) percent) for every one (1) percent of the value of the contract performed by the MBE/WBE protégé firm.

Schedule D-3: MBE/WBE Compliance Plan for Task Order Contracts

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation: \$ \_\_\_\_\_

Percentage of Participation: % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_\_%

**Total Participation %** \_\_\_\_\_

If indirect participation is being used, describe in detail the services that will be performed and provide detailed project information (ie., project name, description, location, type of service and/or supplies that are being purchased. Copies of invoices, bill of sale, and cancelled checks must be submitted to the Department of Procurement Services upon project completion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Name of MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation: \$ \_\_\_\_\_

Percentage of Participation: % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_\_%

**Total Participation %** \_\_\_\_\_

If indirect participation is being used, describe in detail the services that will be performed and provide detailed project information (ie., project name, description, location, type of service and/or supplies that are being purchased. Copies of invoices, bill of sale, and cancelled checks must be submitted to the Department of Procurement Services upon project completion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Name of MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_



Schedule D-3: MBE/WBE Compliance Plan for Task Order Contracts

Dollar Value of Participation: \$ \_\_\_\_\_

Percentage of Participation: % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_\_%

**Total Participation %** \_\_\_\_\_

If indirect participation is being used, describe in detail the services that will be performed and provide detailed project information (ie., project name, description, location, type of service and/or supplies that are being purchased. Copies of invoices, bill of sale, and cancelled checks must be submitted to the Department of Procurement Services upon project completion.

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5. Name of MBE/WBE Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dollar Value of Participation: \$ \_\_\_\_\_

Percentage of Participation: % \_\_\_\_\_

Mentor Protégé Agreement (attach executed copy): ( ) Yes ( ) No Add'l Percentage Claimed: \_\_\_\_\_%

**Total Participation %** \_\_\_\_\_

If indirect participation is being used, describe in detail the services that will be performed and provide detailed project information (ie., project name, description, location, type of service and/or supplies that are being purchased. Copies of invoices, bill of sale, and cancelled checks must be submitted to the Department of Procurement Services upon project completion.

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6. Attach Additional Sheets as Needed

Schedule D-3: MBE/WBE Compliance Plan for Task Order Contracts

II. Summary of Direct MBE/WBE Proposal

1. MBE Direct Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Direct MBE Participation</b>		

2. WBE Direct Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Direct WBE Participation</b>		

III. Summary of Indirect MBE/WBE Proposal

1. MBE Indirect Participation

MBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Indirect MBE Participation</b>		

2. WBE Indirect Participation

WBE Firm Name	Dollar Amount Participation (\$)	Percent Amount Participation (%)
<b>Total Indirect WBE Participation</b>		

Schedule D-3: MBE/WBE Compliance Plan for Task Order Contracts

The Contractor designates the following person as its MBE/WBE Liaison Officer:

\_\_\_\_\_  
(Name- Please Print or Type)

\_\_\_\_\_  
(Phone)

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER PENALTIES OF PERJURY THAT THE CONTENTS OF THE FOREGOING DOCUMENT ARE TRUE AND CORRECT, THAT NO MATERIAL FACTS HAVE BEEN OMITTED, AND THAT I AM AUTHORIZED ON BEHALF OF THE PRIME CONTRACTOR TO MAKE THIS AFFIDAVIT.**

\_\_\_\_\_  
(Name of Prime Contractor – Print or Type)

State of: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

County of: \_\_\_\_\_

\_\_\_\_\_  
(Name/Title of Affiant – Print or Type)

\_\_\_\_\_  
(Date)

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above signed officer \_\_\_\_\_  
(Name of Affiant)

personally appeared and, known by me to be the person described in the foregoing Affidavit, acknowledged that (s)he executed the same in the capacity stated therein and for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and seal.

\_\_\_\_\_  
(Notary Public Signature)

SEAL:

Commission Expires: \_\_\_\_\_