



REQUEST FOR PROPOSALS (RFP) NO. 333 - Regional Vision: Scenario planning

Pre-Bid Questions and Answers

Deadline for Proposal Submissions: Wednesday, October 16, 2024, at 3:00pm CT

Questions and answers received by CMAP are provided below.

Submittal questions

1. What file format does the final submission need to be in (Excel vs. PDF)?

Are we allowed to recreate the Submissions Form as long as we include all required information or does a bidder need to strictly use the form provided?

Is there a page size requirement for the submittal (project approach, project examples)?

We ask that you use the Proposal Submittal Form template provided on the [Procurements Hub](https://cmap.illinois.gov/procurement) (<https://cmap.illinois.gov/procurement>).

The Proposal Submittal Form should be in Excel, using the template provided on the [Procurements Hub](https://cmap.illinois.gov/procurement) (<https://cmap.illinois.gov/procurement>). The Project Approach and Project Example supporting materials (optional) can be submitted as PDFs.

NO PAPER submittals will be accepted, a standard 8.5x11 page size in your PDFs is preferred but not required.

2. Page limits are provided for the approach (5 pages) and project examples (2 pages) but no page limits for the other sections or overall page limit. Can you clarify?

There is not an overall page limit per se but the remaining submittal elements (references, price proposal detail, etc.) should be captured through the Proposal Submittal Form in Excel.



3. How should team member resumes/bios provided?

Since there is not a specific tab in the Submittal Form for staff qualifications, would it make sense to provide hyperlinks to key staff resumes in the 5-page project approach, and/ or to attach a separate PDF file of key staff resumes with the submittal?

For team member resumes/bios, are we only allowed to include a link for each or are we allowed to provide all resumes as a single PDF attachment in the final submission email?

Team member resumes/bios are ONLY to be submitted as a link as part of the Proposal submittal form excel document.

4. The Proposal Submittal Form excel sheet contains a "Project Examples" and "Client Examples." Tab, which should be used?

The Proposal Submittal Form excel sheet contains two tabs for project qualifications: "Project Examples" and "Client Examples." Should both tabs be filled out, or is one sufficient?

The RFP indicates the following Proposal Submittal Form Excel sheet tabs must be completed: Project Examples, Bidder Information, References, Price Proposal Detail, and Certifications. The sheet has an additional tab titled "Client Examples." Are we expected to populate this tab? If so, would it contain additional examples different from the ones we cite in the Project Examples and References tabs?

Vendors that will be providing a professional service towards a project are required to fill out the "Project Examples" tab, vendors that will be providing products (data, software) or general services or completing tasks as assigned (maintenance, augmented staff, audit services etc.) are required to fill out "Client Examples".

For this particular procurement the Project Examples tab is required.

5. What is the purpose of the request for "Client List of Services Rendered Currently and/or in the recent past"?

On the Bidder Information tab of the Submittal Form Excel sheet, there is a section titled "Client List of Services Rendered Currently and/or in the recent past" with columns for Type of Service/ Product; Name & Address of Client; and Contact Name and Telephone. Can you clarify what you are looking for from this list, and how it relates to the project examples and client references?

This is a requirement of our federal funding to ensure that there are no conflicts of interest. The Project Examples are intended to show experience with work similar to that of the scope of work. For this particular procurement the Client Examples are not required and should not be submitted.

6. Will you accept proposals from outside the USA?



Is RFP 333, Regional Vision: Scenario Planning, open to consultants in Canada?

CMAP cannot legally enter a contractual relationship with a vendor who does not have a valid and active System for Award Management (SAM) CAGE code. Firms can begin the process to register at www.sam.gov. We do not accept NATO CAGE/NCAGE codes from foreign entities. Per Sam.gov: every entity in the US needs to be registered to receive Federal/Non-Profit funds.

CMAP also requires a Form W-9 to enable payment, which needs a federal Taxpayer Identification Number, be it a Social Security Number or Employer Identification Number.

While a vendor need not physically reside in the USA to submit a response, CMAP may consider the response incomplete if the vendor does not have the required CAGE code and Taxpayer Identification Number. Vendors can detail any concerns in the “Exceptions” section of the Proposal Submittal Form.

7. What are the various identification numbers that are required?

SAM.gov has discontinued DUNS Numbers and transitioned to Unique Entity ID. Should we provide our Unique Entity ID instead of DUNS?

Could you clarify what is expected for a CAGE Code Report? We have an active CAGE Code with SAM.gov and a downloaded confirmation page but cannot find a full report option. Should this report/form go in the combined PDF with the Project Approach and Project Examples?

As part of the “Bidder Information” tab in the Proposal Submittal Excel document the following identification numbers are required: Business License Number and state of issuance, Unique Entity ID or DUNS number, and a SAM CAGE Code. A Cage Code report documentation which provides proof of registration and should be included with the other PDFs. More information on these identification numbers can be found here:

Unique Entity ID or DUNS number: A Unique Entity Identifier (UEI) is the official identifier for doing business with the U.S. government. It replaced the Data Universal Numbering System (DUNS) number on April 4, 2022. If you have not yet been issued a UEI you can alternatively provide your DUNS number. <https://www.gsa.gov/about-us/organization/federal-acquisition-service/integrated-award-environment-iae/iae-systems-information-kit/unique-entity-id-is-here>

A CAGE code, or Commercial and Government Entity code, is a unique five-character identifier used by the U.S. federal government to identify vendors, government agencies, and other organizations. <https://www.dla.mil/Working-With-DLA/Applications/Details/Article/2920893/>

8. Regarding Submittal Requirements>>Proposal Submittal Form>>Certifications - Can you confirm this only includes two certification forms: “Submitter certification for federally funded agreements” and “Submitter certification of specific provisions”?



We understand that the Excel spreadsheet “Proposal Submittal Form” is in addition to these two certification forms.?

Yes, all the certifications required of respondents are included in the two forms provided on the [Procurement Hub](https://cmap.illinois.gov/procurement) website (<https://cmap.illinois.gov/procurement>): the *Federally funded certification* and the *Specific provisions certification*. The latter PDF combines multiple certifications into one file, including:

- i. Certificate Regarding Workers’ Compensation Insurance
- ii. Certificate Regarding Professional Liability Insurance
- iii. Certificate Regarding Disadvantaged Business Enterprise (DBE)
- iv. Certificate Regarding Contract Amendment and Concurrence Policy
- v. FTA Certification Regarding Lobbying

9. Is CMAP open to negotiating any of the contract terms?

CMAP will consider proposed exceptions or amendments to the scope, or general terms and conditions, outlined in the RFP and depending on their reasonableness and applicability to the project at hand, may include them as amendments in the executed contract. Proposers **must** use the available space in the Proposal Submission Form to detail any requested exceptions to the scope and/or general terms and conditions in order to be considered. Exceptions will not necessarily affect final evaluation scores, but they need to be taken into consideration by the evaluation committee to accurately review all submissions.

Evaluation questions

10. How does the bonus point for DBE/MBE/WBE/VBE participation work?

If the prime firm is not DBE but the team includes a DBE firm, would the bonus point be earned?

Those submissions that include a PRIME consultant with the proper paperwork to qualify as a certified DBE/MBE/WBE/VBE vendor will receive a bonus point. This bonus point is given regardless of other scoring. See posting materials for paperwork requirements.

Page 11 of the RFP states that “CMAP will award one (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.” During the pre-proposal meeting, it was clarified verbally that this bonus point would be awarded to prime firms that did not have the DBE/MBE/WBE/VBE certification, but who included DBE/MBE/WBE/VBE in their team. Can this be clarified via an amendment to the RFP, for anyone that did not attend the pre-proposal meeting, and to affirm this direction?

No, staff misspoke in the September 26 pre-bid webinar.



11. If we are a well-qualified Los Angeles-based firm (DBE), can we assume having a local partner would be preferred for our proposal?

Proposers are not required, nor are the proposals evaluated based on geographic location. Proposers are however required to meet the other registration requirements outlined in the RFP.

12. Do you expect the finalist interviews to be in person?

Interviews will be held virtually.

Scope questions

13. Can you please provide clarity around the how the selected consultant would work collaboratively with the CMAP staff and other consultants?

Beyond regularly scheduled bi-weekly meetings, regular budget evaluations, monthly progress reports, meeting summaries, can you talk a little more about CMAP's expectations for working collaboratively with the consultant? Can you give any examples of what has worked well in the past?

CMAP seeks to establish a collaborative relationship with consultants, with frequent email communication, calls, and joint deliverables. The activities and deliverables provided in the RFP — such as regular check-in meetings and meeting summaries — provide a baseline to ensure work is proceeding as needed.

In the past, CMAP has found it helpful to grant consultants some access to project file(s) via SharePoint, which allow for collaborative development of work materials and deliverables. Other arrangements can be made based on what best supports the project team.

Could you please provide more details on the reference to "other expected vendors involved in this project" and how the responsibilities might be divided among us, CMAP staff, and the other vendors?

Does CMAP expect there to be any overlap or coordination of efforts with the project for "Strategic Communications" and this project?

This effort is part of a larger project to develop the Regional Vision. In addition to the scenario planning contemplated by this procurement, CMAP has put out procurements for other components of the project, including existing conditions analysis (to assess and summarize the state of the region today) and strategic communications (for engagement and public relations activities).

The successful scenario planning consultant will not be expected to directly interface with either of these other vendors, but there will likely be opportunities for coordination across these efforts to leverage the expertise and skills available. Additionally, the existing conditions work will inform various aspects of the scenario planning activities, which will in turn produce products that will be key to the plan's stakeholder and public engagement; coordination will therefore ensure project success.



CMAP will be responsible for managing each consultant team independently, as well as any coordination efforts that might occur.

14. Can you please provide some clarity around the project schedule?

Can you tell us more about the anticipated schedule? The RFP mentions targeting adoption by the CMAP board by October 2027?

The Regional Vision plan development process is scheduled to take three years. The scenario planning activities identified in this RFP scope are just one component of this larger effort and will need to take place in the near-term (over 2025 and into 2026) to support the development of the Vision.

15. Can you please provide some clarity around the external resource group?

Is the external resource group already established and members identified?

Does CMAP anticipate engagement beyond the resource group (i.e., to the general public)?

Would part of the work include a process to crowdsource scenario ideas or to publicly prioritize scenarios for development?

Given CMAP has issued a separate PR-oriented RFP for “Strategic Communications,” could you clarify the consultant scope for the “out-ward facing deliverables” and “draft materials to support stakeholder engagement” mentioned under Task 4? In other words, how is the stakeholder engagement and communications scope for this RFP different from the other?

The resource group has not yet been established. CMAP has a deep bench of partners and stakeholders to draw from and will be thoughtful about the best structure for this effort before identifying any members. The successful consultant will inform these engagement efforts, including membership, meeting cadence, meeting materials, etc.

CMAP staff expect that engagement efforts directly related to the scenario planning contemplated by this RFP (for trend identification, trend prioritization, and scenario development) will be focused primarily within the resource group. The themes, logics, materials, etc. developed through the scenario planning activities will then be used to support wider public engagement efforts that fall under a separate but related RFP 334 to support strategic communications. The scenario planning consultant will not be expected to organize or manage these communications and engagement activities with the general public.

At the same time, the consultant selected through this solicitation will co-develop the project’s overall scenario planning approach and scope, which may include alternatives for crowdsourcing ideas or feedback to enhance the project’s deliverables. CMAP staff will coordinate internally and with any external consultants to take advantage of such opportunities and the capacities available.



16. Can you please provide some clarity around the on-site workshop sessions?

Can you provide a sense of the number of on-site workshops sessions that CMAP will hold and want consultant support for?

CMAP has not yet determined the exact number of on-site workshops that might be needed and hopes to develop the resource group engagement plan in partnership with the successful consultant. CMAP estimates 6-8 workshops could be appropriate to work through identifying trends and constructing future scenarios with the resource group but invites respondents to propose an alternative strategy/number of sessions.

17. Can you please provide some clarity around the approach of the scenario planning?

Can you speak to the balance of the scenario planning effort that falls on the transportation-side versus the land-use side of things?

Can you please elaborate on the other elements beyond land use and transportation that would be involved in defining plausible futures?

What areas of expertise are most important for your ideal consultant team?

Do you have a number of scenarios in mind (more or less than the five policy briefs)?

Do you distinguish between the scenarios and Grand Challenges?

Could you elaborate on the format for final deliverables you're expecting? Are these intended as data-driven narrative reports/papers or is there interest in spatial visualization/graphic design? Specifically, what is envisioned as the documentation for "Plausible Futures" and the "Grand Challenges?"

Can you talk a little bit more about the desired outcomes of this process? The RFP seems to suggest "plausible futures." Would this eventually lead you to create normative spatial growth scenarios, selecting a preferred scenario, etc., and if so, is that expected as part of this process or a subsequent one?

This RFP is intended to identify the consultant (or consultant team) with the experience and expertise that can best support the Regional Vision project, as well as CMAP's evolving scenario planning practice. Subject matter expertise beyond scenario planning methodologies is valuable, and the successful consultant will need to demonstrate aptitude for policy research and quantitative analysis to effectively conduct the activities outlined in Task 3 of the RFP. But vendors are not required to demonstrate prior subject matter expertise in any particular topic of regional planning and policy.

Given the comprehensive nature of the Regional Vision plan, the scenario planning activities will need to address a variety of planning areas, notable trends, and future impacts. This includes transportation and land use, as well as demographic change, housing trends, climate change, industry shifts, technological advances, etc. Once a consultant is on board, the project team will go through the process of identifying and prioritizing trends that should be considered.



To understand the topics that CMAP has explored in past planning efforts, visit the ON TO 2050 webpage: <https://cmap.illinois.gov/regional-plan>

There is not a pre-determined number of scenarios (or plausible futures). The successful consultant will co-develop the project's overall approach and scope, as well as the division of labor with CMAP staff, early in the project effort. The project is expected to first identify and prioritize existing and emerging trends, then conduct analysis and develop policy briefs for priority trends (up to five of which will be the responsibility of the successful consultant), and finally, use the priority trends to develop plausible futures for deepening exploration. We expect to end up with roughly 4-6 plausible futures to support the development of the Regional Vision. Vendors are encouraged to propose an approach that best meets the objectives of the project.

The scenarios (or plausible futures) are an interim product or activity in the Regional Vision's development expected to help CMAP staff and stakeholders explore future uncertainty, identify robust logics and themes related to regional planning, and shape regional goals and values through the Vision.

An output of the plausible futures activity will be a set of Grand Challenges — difficult but important regional problems that will require a range of initiatives and strategies to solve. These are intended to 'flip the script' and invite CMAP's partners, stakeholders, and the public to contribute their own innovations to addressing regional issues.

The primary deliverable envisioned for this part of the project effort — described in the RFP as a narrative briefing document — will incorporate both data-driven narrative and data visualization, where appropriate, to tell the story of the priority trends and their relationship to the region's plausible futures and Grand Challenges. Experience and fluency in graphic design and knowledge of data visualization best practices are valuable. However, CMAP anticipates external-facing documents will need to adhere to the branding established for the Regional Vision plan, which will be managed in a separate workstream.

CMAP expects this scenario planning process to be more exploratory than normative. Rather than use this process to select a preferred spatial growth pattern, the exploratory process and the plausible futures that are developed will be used to identify key components of the Regional Vision plan: the complex, regional issues that will face the region between now and 2060 (referred to in the RFP as "Grand Challenges"), as well as the strategies and policies that can help to address these challenges.

Anticipated deliverables include interim outcomes of the exploratory scenario planning process (i.e., the narrative-based plausible futures that can help tell a story about the region and its potential paths), as well as more definitive components of the Regional Vision plan, like the Grand Challenges. These outcomes will be further developed in partnership with the successful consultant.

18. Can you please provide some clarify around the technical expectations?



There is no mention of GIS applications in the RFP, like map products that might support analysis, or even in the vein of presenting scenarios to stakeholders in engagement activities. Can you speak to whether you expect consultants to either be leveraging CMAP's GIS or their own geospatial capabilities as a part of this scope of work?

To clarify the general scope for this project, should the consultant expect to focus on providing CMAP with quantitative analytical support in this process, or is it more to lead an overall strategic process with CMAP's data and technical analysis as resources?

On page 6, the RFP mentions working collaboratively with CMAP to design the process of scenario planning and that the consultant is expected to “augment staff capacity.” To ensure our team complements your needs, can you expand on what staff capacity may look like for this project, both in terms of technical skills and staff availability / dedication to this project?

Existing capabilities and expertise with geospatial analysis is preferred but not required on this procurement. CMAP has extensive GIS resources available and can help to perform mapping and data analysis efforts in-house, as needed. CMAP and the successful consultant will coordinate to divvy up research and analysis activities; to make best use of the resources each has available; and to ensure that the level of analysis conducted meets the needs and resources of the Regional Vision plan effort.

The consultant should expect to be a partner with CMAP in developing and executing scenario planning activities as a part of a larger regional visioning process. This includes providing expertise and strategic direction to refine the scope and methodologies for the scenario planning process, as well as executing and owning substantial quantitative and geospatial analytical tasks that will be central to assessing how current trends might (or might not) shape the future. The successful consultant will therefore need the experience and expertise to independently assess current trends and identify important takeaways or implications for plausible futures. As appropriate and available, CMAP may be able to provide data and other technical capabilities to the consultant to support these activities.

The CMAP team includes the project manager for the Regional Vision plan, a task lead for the scenario planning activities, and additional team members from CMAP's Regional Policy & Implementation and Research & Analysis divisions. Collectively, the CMAP team members have a range of subject matter expertise across many topics, including but not limited to long-range planning, transportation policy and programming, land use and housing, community and economic development, municipal finance, resilience and climate adaption, and socioeconomic and demographic change. The CMAP team also boasts a range of technical skills, including policy research and writing, data analysis and forecasting, coding and scripting, and partner and stakeholder engagement.

The project will mark an evolution in CMAP's practice of analyzing multiple, alternative futures and preparing the region to seize opportunities and avert challenges in the face of uncertainty. This RFP is intended to identify a consultant partner that can provide expertise on — and assistance with — strategizing, structuring, and executing a scenario planning



process to inform a long-range, regional vision planning process within the timeline available. The ideal consultant will also be able to assist with the quantitative and qualitative tasks required to understand priority trends and their potential impacts.

19. Can you please provide some clarify around the anticipated budget for this work?

On the bottom of page 9, the RFP states “The budget for this work shall not exceed \$300,000.” Is this the budget limit for the entire duration of this project? Or is this for the first 24 months?

The anticipated budget for the scope of work outlined in the RFP is \$300,000.

RECORDING AND ATTENDANCE SHEET FOR PRE-BID INFORMATIONAL MEETING. A pre-bid informational meeting was held on September 26, 2024. A recording can be found by using this link: [RFP 333 Pre-Bid Meeting Recording](#). Please note that this link will expire after 90 days.

NAME	AFFILIATION
Kelly McBride	AECOM
Sean Tapia	AECOM
Maren Outwater	Blue Door Strategy and Research
Leah Mooney	Cambridge Systematics
Alex Steinberger	Cascadia Partners
Rae Perez	Daylight
Naomi Stein	EBP
Beau Ryck	Esri
Jose A. Alvarez	Estolano Advisors
Abigail Koshollek	Estolano Advisors
Peter Merry	Estolano Advisors
Heather Branigin	Future iQ
Jason Biernat	High Street
Nik Davis	Houseal Lavigne
Robert Kain	Houseal Lavigne
Cody Ferguson	Houseal Lavigne
Mark Kubaczyk	HR&A
Medora Benson	ICF
Hannah Twaddell	ICF
Janet Henderson	Images Inc.
Dan Berez	Journey (WBE/DBE)
Andrew Parish	MIG Inc.
Kyle May	MKSK
Marla Hamman	Parametrix
Athreya Sreenivasan	Parametrix
Allison Koll	PORT



Anastasia Osorio	PORT
Kathleen Aman	RSG Inc.
Nicholas Fisher	RSG Inc.
Ranadip Bose	SB Friedman Development Advisors
Nicholas Pryor	SCB
Oliver Kiley	SmithGroup
Matt Reback	StreetLight Data
Gaël Boels	Sweco

