



Chicago Metropolitan
Agency for Planning

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312-454-0400
cmap.illinois.gov

REQUEST FOR QUOTES (RFQ) NO. 395

Policy Support Services
Thursday, April 9th, 2026

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The Chicago Metropolitan Agency for Planning (CMAP) invites vendors or consultants to submit Quotes for this RFQ as described in this scope of services. Please read each section carefully for information regarding the proposal and submittal instructions.

SECTION 1 - BACKGROUND AND GENERAL INFORMATION

1.1 Chicago Metropolitan Agency for Planning

The Chicago Metropolitan Agency for Planning (CMAP) is the region’s metropolitan planning organization. The agency and its partners have developed ON TO 2050, a comprehensive plan that builds upon its predecessor GO TO 2040, to help the seven counties and 284 communities of northeastern Illinois implement strategies that address community, prosperity, the environment, governance, transportation, and mobility. See www.cmap.illinois.gov for more information.

1.2 Schedule

CMAP will conduct a Pre-Bid Meeting on **April 14th at 1:00 PM Central Time.**

Participation in the Pre-Bid Meeting is non-mandatory. It is offered as a way to best understand the scope of work we are trying to accomplish. All questions submitted prior to the questions deadline will be compiled into a single document, answered, and sent to vendors.

Please use the information provided below to attend.

[Meeting on Microsoft Teams](#)

Meeting ID: 244 630 474 652 59

Passcode: SU7EX2Yu

Key Dates:

RFQ Release	April 9 th , 2026
Pre-Bid Meeting (optional)	April 14 th , 2026, at 1:00 PM Central Time
Deadline for Questions	April 17 th at 1:00 PM Central Time
Proposer Interviews	May 18 th 2026
Submission deadline	May 11 th at 3:00 PM Central Time
Estimated award recommendation	May 19 th

CMAP reserves the right to make any adjustments necessary to the above solicitation schedule. Please visit <https://cmap.illinois.gov/procurement> to register to receive procurement announcement from the Chicago Metropolitan Agency for planning by visiting

1.3 Purpose

CMAP has conducted applied public policy and planning studies for more than 20 years, advancing the agency’s dual mandate as federally designated metropolitan planning organization and state-designated regional planning agency for northeastern Illinois. Through this work, CMAP has provided timely, thorough, and data-driven analyses in support of a broad range of public- and private-sector stakeholders. Deliverables have included a variety of formats, such as technical reports, memoranda, briefing books, web-based products, and committee presentation materials. This body of work is currently managed by CMAP’s Regional Policy and Implementation (RPI) division.



CMAP is currently advancing an ambitious portfolio of planning and policy initiatives, including the implementation of the Plan of Action for Regional Transit, pursuit of next steps from regional safety action plans, and ongoing efforts related to transportation capital investment prioritization, greenhouse gas reduction, infrastructure resilience, and congestion mitigation, among others. These initiatives collectively support CMAP’s mission to promote an inclusive, sustainable, and economically competitive region.

To sustain this momentum and enhance organizational capacity, CMAP seeks a qualified consulting partner to provide as-needed planning, policy, and advisory services on task order basis. The selected firm will serve as an extension of staff, supporting CMAP with timely research analysis, and strategic input across a range of transportation and regional policy topics as needs arise.

Individual assignments will be authorized through task orders defining the specific scope, schedule, deliverables, and budget for each effort. Task orders may vary in size—from short-term analytical requests to multi-month studies or technical memos—and will be initiated and managed by CMAP staff in coordination with the consultant team

1.4 Communication

CMAP conducts all procurements activity in a fair, transparent, and competitive manner and evaluates responses based on criteria appropriate to the solicitation. From the issuance of this Request for Quotes, through the final award, respondents shall not communicate regarding this solicitation with CMAP staff or CMAP-retained consultants except through the designated Point of Contact, as expressly permitted by the RFQ, or as required under existing contractual relationships. Any other communication related to this solicitation is prohibited, and CMAP reserves the right to reject any response for noncompliance.

RFQ Point of Contact: procurements@cmapp.illinois.gov. All questions must be submitted via email to the Point of Contact email address provided.

1.5 RFQ Amendments

In accordance with applicable local and federal requirements, CMAP reserves the right at its discretion; to make any adjustments it deems necessary to this solicitation, including any technical requirements or scheduled deliverables.

SECTION 2 – SCOPE OF SERVICES

2.1 Scope of Work

The Policy Support Services will complement ongoing CMAP staff work by conducting analyses across a variety of planning and policy topics relevant to the northeast Illinois region. CMAP anticipates that tasks will include, but not be limited to, 1) transportation policy analysis and 2) transportation technical analysis.

1. Transportation policy analysis - Support analyses related to transportation policy and funding topics, including but not limited to:
 - **Transit policy**, including fare policy, service planning options, capital planning, governance approaches, supportive land use strategies, and alternative revenue strategies.
 - **Tolling policy**, including toll rate structures, federal and state regulatory environment, tolling technologies, customer service approaches, and road usage charging.



- **Project delivery mechanisms** include planning services related to alternative finance, ownership, maintenance, and operational mechanisms, as well as public-sector organizational and governance structures.
 - **Transportation system asset management**, including approaches to optimize conditions for both highway and transit facilities.
 - **Transportation system funding**, including identification of revenue options, evaluation of the suitability of revenue options across generally accepted tax policy principles, exploration of regulatory constraints and opportunities, and commentary on implementation considerations.
 - **Planning-level financial forecasting and modeling**, including spreadsheet-based analyses for various potential transportation funding options across various implementation scenarios.
 - **Transportation emissions reduction**, including opportunities to accelerate the adoption of low- or zero-emission vehicles in the region.
 - **Legislative reviews**, including analyses of existing or proposed legislation at the federal, state, or local levels and evaluation of potential impacts for northeastern Illinois.
2. Transportation technical analysis – Provide technical support across a variety of transportation research and analysis methodologies and familiarity with relevant datasets for northeastern Illinois, including but not limited to:
- **Transportation modeling** – the Consultant team may be asked to provide independent review and interpretation of modeling results, anticipated to primarily include regional travel demand modeling. In addition, the Consultant team may be asked to provide specialized modeling services, including traffic microsimulation and transit ridership modeling, and/or independent review and interpretation of those modeling results.
 - **Data visualization** – the Consultant team may be requested to collect, analyze, and visualize datasets across a variety of regional planning topic areas. These datasets are anticipated to include but not be limited to publicly available demographic, transportation system performance, and land use topics. Potential formats for this work may include web-based products, such as curated, immersive GIS-based experiences and interactive data dashboards.

2.2 Tasks and deliverables

All work conducted under this contract will be initiated through written task orders that define the scope, schedule, deliverables, and budget for each assignment. The Consultant team will be expected to collaborate closely with CMAP staff throughout each task, including participation in project kickoff meetings, regular check-ins, and review sessions as needed.

Deliverables must be complete, professional, and suitable for use in CMAP’s internal and external communications. Unless otherwise specified in the task order, all products must:

- Be provided in native/editable electronic formats compatible with CMAP systems
- Reflect CMAP’s editorial and visual identity standards
- Include clear documentation of data sources and analytical methods
- Be accompanied (if appropriate) by concise executive-level summaries or briefing materials.

In conducting this work, the Consultant team must comply with CMAP’s data governance, confidentiality, and artificial intelligence (AI) use requirements. Any information provided by CMAP



or developed under this contract may not be disclosed, reused, or shared outside the scope of this agreement, including as an input for any generative AI tools, without CMAP's written approval. CMAP-provided datasets and materials may not be entered into AI tools or platforms that lack enterprise-grade data-protection assurances or that use customer inputs to train or improve public models.

Use of AI-assisted tools to support analyses or deliverables is permitted at the sole discretion of CMAP, and only if such tools do not train on or retransmit CMAP data without authorization and the Consultant documents and notifies CMAP of the role of AI in generating any outputs that influence or are reflected in deliverables. The Consultant is responsible for ensuring secure handling of all CMAP-provided datasets, maintaining appropriate data protections, and documenting all data sources and analytical methods used in its work. All analyses, including any AI-assisted components, must rely on transparent, reproducible methodologies and clearly identify assumptions, limitations, and data provenance.

Respondents may, at their discretion, describe any optional or supplemental deliverables that are not included in the Scope of Work but that the respondent could reasonably provide if requested. These optional items are for informational purposes only, will not be evaluated or scored, and shall not be included in the proposed price or schedule. CMAP is under no obligation to request or accept any optional deliverables, and any such services, if pursued, would be subject to separate discussion and written authorization.

Pricing/Invoicing

Prices proposed shall reflect only the required project deliverables resulting from above-described Scope of Work. Any optional or supplemental services described elsewhere in the proposal shall not be included in the proposed pricing and shall not be used as a basis for future price adjustments.

All labor, roles, rates and every other associated cost for project completion must be provided by Respondent and are to be included in pricing. Appropriate licensing and insurance are required. Invoices are to be submitted at the completion of each milestone.

All invoices are to be mailed to accounting@cmap.illinois.gov.

2.3 Work Performance

As a result of responses to this RFQ, CMAP plans to review submissions and potentially conduct interviews with selected submitters it determines can best meet the requirements outlined below. Negotiations will be held on both the scope and the cost to select the submitter that CMAP believes can best satisfy its requirements at rates it perceives are reasonable for the services provided. Subject to "Reservation of Rights" herein, it is anticipated that a contract will be awarded for the work described. The contract may be awarded for a term of up to 24 months with three one-year renewal options, and a total budget not-to-exceed \$350,000.00. The contract period begins on the date of full execution.

The selected submitter is expected to complete the work tasks outlined in the **Scope of Work described above**. This scope statement will be included in the final contract for services therefore any requested modifications or exceptions to the scope must be clearly stated in the Proposal Submittal



Form. The granting of requested exceptions to the scope statement shall be at the sole discretion of CMAP.

2.5 Project Approach

Respondent is to provide a narrative statement in .pdf format describing their approach to completing the scope of work described in this solicitation. The statement should include:

- i. The Consultant team will be involved in this project. CMAP requires both an organizational chart and a corresponding narrative describing the team's combined qualifications and strengths. If applicable, identify proposed subconsultants, the work they will perform and share of overall effort, and any pre-qualifications. Describe the team's structure for leadership with a brief statement of how this structure will support execution of this scope of services.
- ii. The submittal should clearly identify the (1) overall Project Manager and (2) Subject Matter Lead for each of the core scope of work areas in this RFQ [i.e., Transportation Policy Analysis and Transportation Technical Analysis] along with (3) any other personnel proposed by the Consultant team. For each of the key roles, the submittal should also include resumes, which must include a description of qualifications, listing of professional license(s)/certification(s) and academic degrees, and highlight at least three relevant projects from the last ten years of their experience.
- iii. Approach to managing a task order-based contract to execute the types of work identified in this RFQ. The response must include a clear and concise approach to execute the general areas of work, including illustrative interim and final deliverables, and efficiently manage multiple task orders that may be underway simultaneously. The narrative should describe any other management approaches and/or reporting tools intended to be used by the Consultant team.
- iv. Provide a list of examples that demonstrate related experience completed in the last five years of similar scope and scale to the work identified in this RFQ. The Consultant team is required to provide at least five examples, each of which must include the following information:
 - a. Client name
 - b. Date complete
 - c. Project cost
 - d. Description of the role of the firm
- v. Approach to communicating with the designated CMAP project manager,
- vi. Approach to address any technical or service issues that may arise during the course of project completion,
- vii. Quality Assurance/Quality Control (QA/QC) methods used for error and risk mitigation, and
- viii. If applicable, any cost savings opportunities are associated with completion of work.

SECTION 3 - SUBMITTAL REQUIREMENTS

3.1 Submission Instructions

All respondents to this request for quotes must submit **all** required documents by the submission deadline provided above in **Section 1** to be considered for solicitation. All responses shall be typed. Quotes are to include all expenses related to the completion of the project. Respondents whose quote is missing required documentation or are submitted after the deadline will be deemed non-responsive and will be rejected.



All required documents are to be submitted via email to procurements@cmap.illinois.gov.

3.2 Proposal Submittal Form

Submit the Proposal submittal form in the format provided along with all required executed sub-forms and certifications. Among other information, this form is to be used to identify the consultant team(s) and key staff that will be involved in this project including their qualifications and defined role. Provide resumes and short biographies (optional for all team members with time on the project). The sub-forms and certifications include:

- i. Client Examples - provide five (5) examples of the Consultant team's relevant experience in producing similar work or other projects that the Consultant deems to be relevant to this solicitation.
- ii. Bidder Information - basic information for both the primary firm and any subcontractors
- iii. Price Proposal Detail - with **all** proposed pricing for this project. Please also include separate attachment containing vendor pricing structure. Please see Project Requirements.
- iv. Certifications - including Certification for Federally Funded Agreements and Specific Provisions Certifications Regarding Workers' Compensation Insurance; Bidder Information; and FTA Certification Regarding Lobbying.

3.3 References

Please enter contact information in the bottom portion of the reference form provided in attachment 3. Please duplicate form to provide a total of three (3) references that CMAP staff may contact regarding the consultant's qualifications to undertake this project. Reference information shall include organization name, contact name, title, phone number, email, and nature of relationship to reference.

3.3 Code Report

A copy of the firm's SAMS.gov CAGE Code Report must be included in your submission as CMAP cannot legally enter into a contractual relationship without a valid, active CAGE code. All contracted vendors MUST have a valid and ACTIVE System for Award Management (SAM) CAGE Code. If your firm does not have a CAGE Code, please begin the process now at www.sam.gov and register your entity. There is no fee for this registration.

- i. Submissions without all signed and dated required documents will be deemed unresponsive and will not be evaluated.
- ii. Submissions without Unique Entity Identifier (UEI) will be deemed unresponsive and will not be evaluated.

3.4 Addition Documents and Information

Insurance Requirement

If selected for award, the respondent shall provide proof of insurance prior to execution of the contract and shall name CMAP as an additional certificate holder. Insurance coverage must comply with Illinois requirements for professional services, including professional liability/errors and omissions insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, unless otherwise specified in the solicitation. All insurers must be licensed to do business in the State of Illinois. The respondent is responsible for maintaining coverage throughout the duration of the contract and for providing updated certificates of insurance to CMAP as needed.

Certificate Holder: Chicago Metropolitan Agency for Planning
433 West Van Buren Street, Suite 450
Chicago, Illinois 60607

Additional Documentation

Upon award, Respondent will be asked to provide the following addition documentation to CMAP:

- i. Illinois Certificate of Good Standing,
- ii. Contractor Affidavit (Provided by CMAP),
- iii. Economic Disclosure Statement (Provided by CMAP), and
- iv. Certificate of Insurance (COI).

Insurance Contractor’s Affidavit and Economic Disclosure Statement will be part of awarded contract.

SECTION 4 – EVALUATION OF QUOTES

4.1 Evaluation Process

Responses are evaluated individually, and without discussion, by an internal CMAP committee assigned to make project selection decision. All timely responses received to this solicitation will be reviewed for completeness and cost effectiveness. CMAP anticipates conducting interviews for this solicitation and reserves the right to interview the selected submitters CMAP determines can best meet the above requirements, if needed. Cost will not be the sole decision factor for award decision.

4.2 Evaluation Factors

Evaluation factor	Weight
Project understanding and proposed approach	35%
Professional credentials, experience, and availability of key personnel	30%
Experience of firm with required work	25%
Cost	10%

4.3 Analysis and Verification

CMAP will award contracts only to respondents determined to be responsible, in accordance with FAR Subpart 9.1, 2 C.F.R. §200.318(h), and the Illinois Procurement Code (30 ILCS 500/20-15). In evaluating responsibility, CMAP may consider a respondent’s integrity, compliance with applicable laws and policies, past performance, and technical and financial ability to successfully complete the work. Contracts will not be awarded to respondents who are debarred, suspended, or otherwise ineligible under federal or state law. If a respondent is found non-responsible, CMAP will document the reasons and provide written notice to the respondent.

SECTION 5 – CONTRACTUAL AGREEMENT AND RIGHTS

5.1 General Terms and Conditions

The contract CMAP anticipates awarding as a result of this RFQ and subsequent rate submissions and negotiations, if any, will indicate the service requirements and deliverables, time periods involved and applicable hourly rates. In addition, it will include the General Provisions.



Said General Terms and Conditions included herein as **ATTACHMENT 2** apply to the solicitation to which this section describes and to any contract that results from the solicitation.

Once a contract is executed, change requests made to personnel, titles, personnel hours, hourly rates or subcontractors, including subcontractor personnel, personnel hours or hourly rates must receive prior written approval from the CMAP project manager.

5.2 Reservation of Rights

CMAP reserves the following rights if using them will be more advantageous to CMAP:

- i. Withdraw this solicitation at any time without prior notice,
- ii. Accept or reject any and all submissions, or any item or part thereof,
- iii. Postpone qualifications due date,
- iv. Not awarding a contract to any submitter responding to this solicitation, or
- v. Award a contract without negotiations or discussions.

List of Attachments:

Attachment 1: Price Proposal Form (Separate Excel Doc)

Attachment 2: A) General Terms and Conditions and B) Certifications

Attachment 3: References Form



Chicago Metropolitan Agency for Planning

ATTACHMENT 2B: CONTRACTOR CERTIFICATION OF SPECIFIC PROVISIONS Certification One: Certificate

Regarding Workers' Compensation Insurance

The State of Illinois Worker's Compensation Code requires the securing of workers' compensation by all non-state employers. The Submitter shall attest to understanding and complying with the State of Illinois Workers' Compensation Code requirement.

In conformance with current statutory requirements of Section 820 ILCS 305/1 et. seq., of the Illinois Labor Code, the undersigned certifies as follows:

"I am aware of the provisions of Section 820 ILCS 305/1 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with such provisions before commencing the performance of the work of this contract."

Certification Two: Certificate Regarding Professional Liability Insurance

The CONTRACTOR agrees to purchase and maintain throughout the term of this Agreement professional liability/errors and omissions (if legal, accounting, consulting IT or similar professional services are provided). The limit of such coverage shall be no less than one million dollar (\$1,000,000) per claim/occurrence.

Certification Three: Certificate Regarding Disadvantaged Business Enterprise (DBE)

Bidder hereby certifies that it (check one): IS IS NOT an eligible Disadvantaged Business Enterprise (DBE) as defined in 49 CFR 23. **If "IS" is checked, attach copy of document that certifies Bidder's status as a DBE.**

Certification Four: Certificate Regarding Contract Amendment and Concurrence Policy

This Applies to All Primary and Subcontractors

1. A Request for Concurrence will be required for the following:
 - a. A change in a key person specified by the CMAP Project Manager when justifying the selection of the contracted vendor.
 - b. If the Vendor Project Manager disengages from the project for more than 3-months, or reduced the number of hours working on the project by 20% or greater.
2. An Amendment and revised Price Proposal Form will be needed for the following:
 - a. Any scope change – justification will be also be required

- b. A staff title is added to the project – justification will also be required
- c. The transfer of cost from any line item that exceeds 10% of that line item cost of \$1,000, whichever is greater.
- d. The addition of any subcontractor not originally listed on the Price Proposal Form. Note: CMAP will need to seek concurrence from any third-party grantors prior to executing the amendment.

Certification Five: FTA Certification Regarding Lobbying

The Federal Transportation Authority (FTA) a source of funds for this project requires the Certification for Contracts, Grants, Loans, and Cooperative Agreements to be submitted with each bid or offer exceeding \$100,000. The Submitter shall attest to understanding and complying with the FTA Certification Regarding Lobbying (49 CRF PART 20) requirement and submit a completed "FTA Certification Regarding Lobbying" for any proposals which may or will exceed \$100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et seq.)]
- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than

\$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, et seq., apply to this certification and disclosure, if any.

Acknowledged:

Authorized Signature: _____ Date: _____

Name/Title: _____

Company Name: _____



PROPOSAL REFERENCE QUESTIONNAIRE

PURPOSE:

The below proposing company has provided your contact information to serve as a reference for the solicitation title listed below. Please answer the proceeding questions regarding your experience with the company's performance. Please return by the response due date listed above.

Proposing Company Name:
Solicitation Title:

Reference Company Name:
Contact Person's Title and Name:
Contact Phone:
Contact Email:
Response Due Date:

Signature

Date