

**JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**

**COMPLETE THIS SECTION IF NEW CONTRACT**

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with McCann Capitol Advocates for the product and/or services described herein.  
(Name of Person or Firm)

This is a request for X (One-Time Contractor Requisition # \_\_\_\_\_, copy attached) or \_\_\_\_\_ Term Agreement or  
\_\_\_\_\_ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the  
\_\_\_\_\_ (Attach List) Pre-Assigned Specification No. \_\_\_\_\_  
(Program Name) Pre-Assigned Contract No. \_\_\_\_\_

**COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT**

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: \_\_\_\_\_ Company or Agency Name: \_\_\_\_\_  
Specification #: \_\_\_\_\_ Contract or Program Description: \_\_\_\_\_  
Mod. #: \_\_\_\_\_ (Attach List, if multiple)

Michael D. Boland  
Originator Name

773-243-8551  
Telephone

M. Boland  
Signature

OMP  
Department

6/14/04  
Date

Indicate SEE ATTACHED in each box below if additional space needed:

<input type="checkbox"/> <b>PROCUREMENT HISTORY</b>  SEE ATTACHED
<input type="checkbox"/> <b>ESTIMATED COST</b>  SEE ATTACHED
<input type="checkbox"/> <b>SCHEDULE REQUIREMENTS</b>  SEE ATTACHED
<input type="checkbox"/> <b>EXCLUSIVE OR UNIQUE CAPABILITY</b>  SEE ATTACHED
<input type="checkbox"/> <b>OTHER</b>

APPROVED BY: \_\_\_\_\_

DEPARTMENT HEAD  
OR DESIGNEE

DATE

BOARD CHAIRPERSON

DATE

## **PROCUREMENT HISTORY**

In June of 2001, Mayor Richard M. Daley announced the O'Hare Modernization Program (OMP), a plan to solve O'Hare International Airport's (O'Hare) delay and congestion problems. The OMP will reconfigure O'Hare International Airport's intersecting runways into a more modern, parallel layout.

O'Hare is the busiest and also one of the most delayed airports in the world. The OMP will improve the efficiency of the airport, especially during bad weather conditions, where delays will be reduced by 95 percent. Overall delays are expected to drop by 79 percent. The OMP will allow O'Hare to meet the region's aviation needs well into the future.

O'Hare provides enormous economic benefits to Chicago, the region and the State of Illinois, generating more than 450,000 jobs and \$38 billion in annual economic activity. Modernizing O'Hare will create an additional 195,000 new jobs and an additional \$18 billion in annual economic activity.

To implement the OMP it is necessary to receive regulatory approval from the Federal Aviation Administration (FAA). Among other things, this approval will come in the form of a Record of Decision (ROD) on an Environmental Impact Statement (EIS) and approval of an Airport Layout Plan (ALP). FAA funding for the project, in the form of a Letter of Intent (LOI), will be sought.

Given O'Hare's importance to the national aviation system, the Department of Transportation (USDOT), FAA and many members of Congress are interested in seeing the delay and capacity problems at O'Hare addressed. Effective advocacy of the OMP in Washington, D.C. is critical to keep the USDOT, FAA and Congress informed and supportive, and to ensure timely completion of the EIS and approval of LOI funding. The multi-pronged effort requires close coordination of OMP progress with these agencies, members of Congress and Congressional staff. McCann Capitol Advocates, because of its special expertise and experience, is uniquely qualified to perform these functions.

## **ESTIMATED COST**

The estimated cost for this requirement is \$20,000 per month. The funds for this requirement will be General Airport Revenue Bonds (GARBs). As is true for all OMP related expenses, no City Corporate funds or local taxpayer dollars will be required. On an annual basis, this requirement will cost approximately \$120,000. The services of McCann Capitol Associates will be required for approximately two years; therefore the total anticipated cost of this requirement is \$240,000.

The costs associated with this requirement are based on the services of two individuals working monthly for two years. This type of arrangement and its cost are consistent with the City's agreements for comparable services.

## **SCHEDULE REQUIREMENTS**

The FAA has indicated that it intends to finish the OMP regulatory process in September of 2005-- more than four years after Mayor Daley publicly announced the OMP. The regulatory process for the OMP can only be performed and completed by the FAA. The FAA has developed the schedule for its completion and the subsequent issuance of the ROD on the EIS.

The availability of LOI funding is dependent on FAA's schedule for the issuance of the ROD on the EIS. It is critical that the ROD/EIS and LOI activities be completed concurrently by September of 2005 as estimated by the FAA. Any delay in this schedule results in subsequent implementation delays for the OMP. Delaying completion of the OMP will in turn delay the numerous benefits (delay reduction, capacity enhancement, job creation, economic activity) associated with modernizing O'Hare. Effective advocacy and coordination in Washington, D.C. is essential to ensure timely completion of the federal regulatory process and receipt of LOI funds.

## **EXCLUSIVE OR UNIQUE CAPABILITY**

McCann Capitol Advocates is a government relations firm with unique experience and expertise effectively working with Congressional and Executive Branch officials. This experience and expertise makes McCann Capitol Advocates especially well suited to work on behalf of the OMP for the successful completion of the FAA's EIS process as well as to obtain FAA funding.

McCann Capitol Advocates is uniquely qualified for this project because of its employees' vast experience working inside the federal government. It has established solid working relationships with decision-makers of both parties in Congress, the Office of Management and Budget, Executive Branch departments, and independent regulatory agencies. These working relationships coupled with the specific transportation/aviation expertise possessed by McCann Capitol Advocates create a unique combination.

McCann Capitol Advocates has two employees who will work on the OMP, Patrick McCann and Suzanne Sullivan.

Mr. McCann, having served as the Staff Director for the Transportation Appropriations Subcommittee for eight years, is regarded as one of Washington's leading authorities on appropriations and transportation matters. He specialized in policies and programs that encompassed the full range of transportation modes including aviation.

Mr. McCann has the rare distinction of having spent his entire 13 years of service on the Appropriations committee as a majority staffer. He began his appropriations career on the Republican majority side in 1983, was asked to stay on as majority staff for the Democrats in 1986, and once again in 1994, resumed his role on the Republican majority staff. In this capacity he directly responsible for overseeing the enactment of annual spending bills, totaling over \$40 billion for transportation-related activities.

During his Senate service Mr. McCann received numerous citations including: the Award of Gratitude from the National Air Traffic Controllers Association; the Extraordinary Leadership Award from the Intelligent Transportation Society of America; the Distinguished Public Service Award from the United States Coast Guard; and, the Award for Extraordinary Service from the Federal Aviation Administration. Mr. McCann has been repeatedly recognized as one of the top transportation lobbyists in Washington, D.C.

Ms. Sullivan was most recently the Senior Advisor to the Federal Aviation Administrator, working closely with the Administrator on Congressional relations and legislative issues. She also served as the Assistant Administrator for Government and Industry Affairs, managing the Agency's legislative agenda and serving as the FAA chief liaison with Congress and industry.

Prior to working at the FAA, Ms. Sullivan served as the Deputy Chief of Staff at the U.S. Department of Transportation and as Special Assistant to the Deputy Secretary of Transportation. In both capacities, she held broad responsibilities for policy formation and legislative strategy.

Ms. Sullivan also worked in Congress, serving in several senior positions on the U.S. House of Representatives Committee on Public Works and Transportation. Ms. Sullivan also served as the Assistant to the Chairman of the House Subcommittee on Surface Transportation, where she was instrumental in developing the landmark *Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)*.

Until 1990, Ms. Sullivan was Legislative Director for U.S. DOT Secretary Norman Y. Mineta while he was a Congressman from California.

## McCann Capitol Advocates - - Scope of Services

Assist the City with a wide variety of activities that will promote the City's positions regarding O'Hare International Airport (O'Hare) and the O'Hare Modernization Program (OMP), including: (a) development of City's priorities and strategies to achieve them; (b) monitor and analyze federal legislation, programs and proposals that are aviation related, (c) analyze fiscal and policy impact of aviation-related legislation; (d) identify and obtain federal funds for O'Hare and the OMP; and (e) identify other actions that will position the City to achieve its priorities concerning the implementation of the OMP.

Work with the Administration, federal agencies, Congress and Congressional staff concerning legislation, policies, programs and statutes affecting aviation. Work to ensure aviation legislation, policies, programs and statutes reflect the needs and concerns of the City.

Help coordinate project requests and grant applications, including Airport Improvement Program Letter of Intent (LOI) applications, when needed or requested. These activities will include helping to obtain annual appropriations of discretionary funds, federal grants, demonstration grant funds, and identifying opportunities to obtain new sources of federal funds.

Assist in the formulation and execution of strategies that maximize the City's use of available federal aviation funds. This should include (a) identifying opportunities to more effectively utilize federal programs and (b) developing strategies that annually position the City to receive maximum federal funding.

Identify and establish contacts and working relationships with Members of Congress, Congressional staff, and Congressional Committee staff who either represent the City or are directly concerned with aviation-related matters. When requested, identify and establish contacts with other members of Congress and Congressional staff who are in a position to affect programs of concern to the City.

Identify and establish contacts and working relationships with individuals, officers and agencies that are responsible for making federal policy, regulatory and funding decisions that may affect the City. Identify and establish contacts and working relationships with other agencies and organizations influencing aviation related legislation, policies and programs.

With the prior approval or direction of the City, meet with representatives of appropriate federal agencies to provide or acquire information that will assist the City in the receipt of funds, or other financial or technical assistance for development of the City's aviation and aviation related system.

As is necessary, draft correspondence to individuals and organizations; draft legislation and report language; prepare charts, graphs, memoranda, and other materials for briefings and presentations (collectively, "Deliverables"). Drafts of Deliverables must be submitted to the City for review prior to distribution.

On an ongoing basis advise the City of other aviation-related legislation and administrative actions that may impact the City. This will include (a) tracking, analyzing and summarizing legislation and administrative actions, and (b) identifying actions and opportunities to better ensure that legislation and programs reflect the needs and concerns of the City.

At the direction of the City, arrange meetings and prepare City officials for meetings with Members of Congress, Congressional staff, federal officials, and other organizations in Washington, D.C.



# CPAC PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____

**IMPORTANT:** PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

**PROJECT**  
 Date: June 11, 2004  
 ID No (Spec, RX, Project): \_\_\_\_\_  
 Department: Aviation  
 Bureau: OMP  
 Contract No (if known): \_\_\_\_\_  
 Project Title/Description: Lobbyist Services

Contact Person: Paul Spieles  
 Tel: 243-8353 Fax: 243-8397 E-mail: pspieles@cityofchicago.org  
 Project Manager: Michael Boland  
 Tel: 243-8351 Fax: \_\_\_\_\_ E-mail: mboland@cityofchicago.org  
 Estimated Value \$ 480,000

**SCOPE STATEMENT**

attached is a detailed scope of services and/or specification

**IMPORTANT:** THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR A TEAM TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE ALL TEAM SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT TEAM.

The following is a general description of what would be included in a Scope of Services or Specification:  
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

**TYPE OF PROCUREMENT REQUESTED (check all that apply)**

Competitive Bid     RFQ/RFP/RFS/RFI     Sole Source\*\*     Term Agreement     One Shot  
 Mod/Amendment     Time Extension     Additional Funding     Small Order     S/O Emergency

**FORMS**  
 F-25\* (add line item)     F-10\* (special approvals)     SSRB\*\* (sole source approval)  
 F-26\* (new term agreement)     RX (one-shot requisition)     OBM Authorization  
 F-27\* (time extension)     APRF (all purpose request form)  
 F-29\* (change vendor limit)

\*\* Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

**FUNDING**

City:  Corporate     Bond     Enterprise     Grant\*     Other OMP Bonds  
 State:  IDOT/Transit     IDOT/Highway     Grant\*     Other \_\_\_\_\_  
 Federal:  FHWA     FTA     FAA     Grant\*     Other \_\_\_\_\_

Funding Strip(s): \_\_\_\_\_

\* Attach copy of any applicable grant agreement terms and conditions

**TIME FRAME**

Date Needed: 2004/01/01    Requested Contract Term (y/m/d): 2004/01/01 - 2005/12/31

**PRE BID/SUBMITTAL REQUIREMENTS**

Requesting Pre Bid/Submittal Conference?  Yes     No    Requesting Conference be Mandatory?  Yes     No  
 Requesting Site Visit?  Yes     No    Requesting Site Visit be Mandatory?  Yes     No



# CPAC PROJECT CHECKLIST

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## ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

**Required Attachments:** Scope of Services, including location, description of project, services required, deliverables, and other information as required

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

**Pre-Qualification** Category No. \_\_\_\_\_ Category Description: \_\_\_\_\_

For Pre-Qualification Program, attach list of suggested firms to be solicited

**Other Agency Concurrence Required:**  None  State  Federal  Other (fill in) \_\_\_\_\_

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## AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents:  Yes  No

### Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications.

### Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes  No

Will work be performed within 50 feet of CTA or ATS structure or property? Yes  No

Will work be performed airside? Yes  No

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## CAPITAL EQUIPMENT (VEHICLES) SUPPLEMENTAL CHECKLIST

### Required Attachments:

Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.

Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)

Delivery Location(s)

Technical Literature

Drawings, if any

Part Number List (  Manufacturer; or  Dealer;  or Other Source: \_\_\_\_\_ )

Copy of current Price List(s)/Catalog(s)

Form F-10 or other authorization document

Any other exhibits and attachments

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## COMMODITIES SUPPLEMENTAL CHECKLIST

### Required attachments:

Copies of price lists, catalogs, drawings, variations of part numbers

Any other exhibits or attachments

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## CONSTRUCTION SUPPLEMENTAL CHECKLIST (LARGE & SMALL)

### Required attachments: Copy of Draft (80% Completion)

Copy of Draft (80% Completion) Contract Documents and Detailed Specifications

### Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No

Will services be performed on or near a waterway?  Yes  No

# CPAC PROJECT CHECKLIST

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## DELEGATE AGENCY SUPPLEMENTAL CHECKLIST

### Required attachments:

Attach Scope of Services that includes the following information 1) Program background & objectives; 2) Type of services for which proposals are sought; 3) Location and time line for delivery of services; 4) Qualifications, skills, and/or experience necessary; 5) Special licenses or certifications required; 6) Evaluation process (if known).

### Other Attachments (please submit all that apply)

1. Copy of grant application and/or grant agreement
2. Evidence of award authority (DAAC agenda with agency name highlighted; City Council ordinance with agency name highlighted; or OBM letter)
3. Modification information (Copy of Form F-8A; screen print of EPS AWDS table)

Does program require Executive Order 91-1 clearance?  Yes  No  
Is boilerplate from Law available or in production?  Yes  No  
Would your department benefit from technical assistance?  Yes  No

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## HARDWARE/SOFTWARE SUPPLEMENTAL CHECKLIST

ITSC (approved by BIS)

OBM (approved by Budget form/memo)

Attach any documentation indicating any previous purchase activity to assist in the procurement process

Grant document attached

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## PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed scope of services as described on page 1.
- The Schedule of Compensation *\$20,000 U.S. per month*
- Deliverables
- Request for individual contract services (if applicable)
- The appropriate EPS form

\* If this is a Telecommunications/Utilities project, please also address the following:

Has the project been reviewed by DGS?  Yes  No  
Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.  
Does the project include software?  Yes  No  
If yes, is signed ITSC form attached?  Yes  No  
Does the location involve:  
A public way?  Yes  No  
Any concession in the City's facilities?  Yes  No  
Is it anticipated City Council approval of the project or contract will be required?  Yes  No



# CPAC PROJECT CHECKLIST

## SMALL ORDERS SUPPLEMENTAL CHECKLIST

Yes No

- 1. Special Approval Form/Justification Letter.  
e.g. (Emergency Contract, Telecommunication Back-up documents, Proposals , EPS Form F-10, etc.,).
- 2. Suggested Vendor.
- 3. Commodity Code, Manufacturer, Catalog Information, Model No., Quantity, Unit Cost/Measure, Color etc.,
- 4. Detailed Specification or Scope of Work.

## ATTACHMENT REQUIRED FOR EACH SMALL ORDERS PROCUREMENT TYPE

(Check Appropriate Group)

### 1. ONE SHOT (PN)

- YES ( ) NO ( ) Detailed Specifications
- YES ( ) NO ( ) Suggested Vendor
- YES ( ) NO ( ) Support Documentation

### 3. EMERGENCY CONTRACT

- YES ( ) NO ( ) Justification Letter
- YES ( ) NO ( ) Vendor Proposal
- YES ( ) NO ( ) Pre-assigned Requisition (RX)

### 4. TELEPHONE/FAX BIDS

- YES ( ) NO ( ) Justification Letter

### 2. SOLE SOURCE REQUIREMENTS

- YES () NO ( ) Vendor Proposal
- YES () NO ( ) Disclosure Affidavit
- YES () NO ( ) Letter of Exclusive or Unique Capability
- YES ( ) NO ( ) Support Documentation from Vendor/Manufacturer.
- YES () NO ( ) Signature(s) of Originator or Departmental Head/Designee.

## WORK SERVICES & FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, contract term and extension options, contractor qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and price lists, catalogs, technical drawings and other exhibits and attachments as appropriate.

### **Risk Management**

- Will services be performed within 50 feet of CTA train or other railroad property?  Yes  No
- Will services be performed on or near a waterway?  Yes  No
- Will services require the handling of hazardous/biowaste material?  Yes  No
- Will services require the blocking of streets or sidewalks in any way?  
Which may affect public safety?  Yes  No