



**CMAP BOARD**

**AGENDA - FINAL**

Wednesday, February 14, 2024

9:30 AM

**Cook County Conference Room**  
**433 West Van Buren Street, Suite 450**  
**Chicago, IL 60607**

**Members of the public who attend in-person can pre-register for a visitor's pass at [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) until Tuesday, February 13 at 4:00 p.m. or should plan to arrive early to check-in with the building's information desk for access.**

**You can also join from your computer, tablet or smartphone.**

**<https://us06web.zoom.us/j/88121200726?pwd=OIFcnbDvF0rsbpzwKpB4CvRXBvKy2i.1>**

**CMAP provides the opportunity for public comment. Individuals are encouraged to submit comment by email to [info@cmap.illinois.gov](mailto:info@cmap.illinois.gov) at least 24 hours before the meeting. A record of all written public comments will be maintained and made publicly available.**

**The total cumulative time for public comment is limited to 15 minutes, unless determined otherwise by the Chair. Public comment is limited to three minutes per person unless the Chair designates a longer or shorter time period. Public comments will be invited in this order: Comments from in person attendees submitted ahead of time; comments from in-person attendees not previously submitted; comments from virtual attendees submitted ahead of time; and comments from virtual attendees not previously submitted.**

**To review CMAP's public participation policy, please visit <https://www.cmap.illinois.gov/committees>.**

**If you require a reasonable accommodation or language interpretation services to attend or join the meeting, please contact CMAP at least five days before the meeting by email ([info@cmap.illinois.gov](mailto:info@cmap.illinois.gov)) or phone (312-454-0400).**

**1.0 Call to Order and Introductions****2.0 Agenda Changes and Announcements****3.0 Approval of Minutes****3.01 Minutes from January 10, 2024** [24-041](#)

ACTION REQUESTED: Approval

**Attachments:** [CMAP Board 01.10.24 Minutes](#)**4.0 CMAP Announcements****4.01 Executive Director's report** [24-061](#)

ACTION REQUESTED: Information

**5.0 Procurements and Contract Approvals****5.01 Authorization to enter into 12 contracts with 11 firms resulting from RFQ 289** [24-055](#)**Project Consulting Services for a period of two years with three, one-year renewal options for an amount not to exceed \$3,750,000**

PURPOSE & ACTION: CMAP seeks consulting services related to a wide variety of planning tasks and projects. These services will provide assistance for various CMAP planning and programming projects and initiatives, which may include planning and implementation of completed plans. On May 10, 2023, the CMAP Board authorized contracts with multiple recommended consultants to perform LTA Project Consulting Services for 11 service areas in an amount not-to-exceed \$3,075,000. On December 13, 2023, CMAP readvertised two of those service areas. It is recommended that the Board approve 12 contracts with Antero Group, LLC, Baxter & Woodman, Inc., DAMA Consultants, Inc., Gewalt Hamilton Associates, Inc., Jacobs Engineering Group, Inc., Strand Associates, Inc., Civiltech Engineering, Inc., Kimley-Horn and Associates, Inc., LCM Architects, LLC., Oates Associates, Inc., and Vitruvian Planning, LLC. to perform Project Consulting Services. These projects will be supported by UWP IDOT grant funds.

ACTION REQUESTED: Approval

**Attachments:** [RFQ 289 Project Consulting Services](#)**5.02 Authorization to enter into a contract with Plante Moran for RFP 292, Organizational Change Management and Training for the new D365 Enterprise Resource Planning (ERP) and other systems for a 12-month period with two, six-month renewal options, for a total not-to-exceed amount of \$300,000** [24-056](#)

PURPOSE & ACTION: On June 8, 2023, the CMAP Board approved a contract with Arctic Information Technology, Inc. for the project management and implementation of a new Enterprise Resource Planning (ERP) system to manage all financial and project management functions. The ERP will have a significant impact on agency staff and the agency therefore desires to execute a robust change management and training initiative, in conjunction with the ERP implementation. To achieve this result, CMAP seeks to embark on a change management initiative that will prepare CMAP staff for the impending changes associated with the new ERP Solution. It is recommended that the Board approve a contract with Plante Moran to perform the Organizational Change Management and training for the

ERP system in an amount that is not to exceed \$300,000 for a period of 12 months with two, six-months options to renew. This project will be supported by FY24 and FY25 UWP grants.

ACTION REQUESTED: Approval

**Attachments:** [RFP 292 ERP Organizational Change Management](#)

**5.03 Authorization to enter into a contract with Matrix Management Institute (MMI) for RFP 293, Matrix Management Consultancy and Training for a period of 18 months with one 12-month option to renew for a total not-to-exceed amount of \$210,000** [24-057](#)

PURPOSE & ACTION: The CMAP Program Management Office (PMO) was tasked with aligning the organizational structure and workflow to deliver the new priorities. In 2022, the PMO introduced matrix management philosophy with a series of implementation strategy sessions with senior management. After 18 months, the CMAP team found it necessary to solicit assistance in assessing CMAP's current state as a matrix organization, provide training and change management to improve CMAP's matrix management practices, and measure progress toward successful implementation. It is recommended that the Board approve a contract with Matrix Management Institute (MMI) to perform the Matrix Management consultancy and training for the organization for a period of 18 months with one 12-month option to renew in an amount not to exceed \$210,000.00. This project will be supported by FY24 and FY25 UWP grants.

ACTION REQUESTED: Approval

**Attachments:** [RFP 293 Matrix Management Consultancy and Training](#)

**5.04 Authorization to amend a contract with Oates Associates, Inc. for RFP 266, ADA Transition Plan and Self-evaluation Training for a cost increase of \$45,603.10, resulting in a total not-to-exceed amount of \$283,370** [24-058](#)

PURPOSE & ACTION: On May 11, 2022, CMAP Board authorized staff to enter into a contract with Oates Associates, Inc. for ADA transition plan and self-evaluation training for a total not-to-exceed cost of \$157,396, for a period of two years, with the option of a one-year renewal. On September 14, 2022, CMAP Board authorized an increase to the contract to add Module 5 Pilot Program to the scope of work, resulting in a revised not-to-exceed amount of \$212,006. The Chicago Metropolitan Agency for Planning (CMAP) is developing an interactive program to help communities in northeastern Illinois improve accessibility and comply with Title II of the Americans with Disabilities Act (ADA). Authorization is being requested to amend the contract with Oates Associates, Inc. by \$45,603.10, and a total not-to-exceed amount of \$283,370, to facilitate costs associated with the interactive program to be performed in the Spring of 2024. Support for this increase will be provided by the SPR grant from IDOT specifically for this purpose.

ACTION REQUESTED: Approval

**Attachments:** [Oates Associates, Inc. Amendment](#)

**5.05 Resolution authorizing the appointment of Megan Fulara, Human Resources Director, as the Chicago Metropolitan Agency for Planning's (CMAP) Illinois Municipal Retirement Fund (IMRF) authorized agent** [24-040](#)

PURPOSE & ACTION: IMRF requires the Board designate an authorized agent for the administration of CMAP's pension plan. It is recommended that Megan Fulara, Human Resources Director be appointed as the authorized agent for CMAP's pension plan.

ACTION REQUESTED: Approval

**Attachments:** [IMRF authorization resolution](#)

## 6.0 Other Items for Approval

### 6.01 Proposed FY 2025 comprehensive budget and work plan

[24-051](#)

PURPOSE & ACTION: The proposed FY 2025 budget and work plan advances the goals and objectives identified in the region's long-range plan (ONTO 2050) and CMAP's FY 2023 - FY 2027 Strategic Direction for fiscal year July 1, 2024, to June 30, 2025.

ACTION REQUESTED: Approval

**Attachments:** [2.14.24 Memo FY2025 Proposed Budget and Work Plan](#)  
[CMAP proposed budget and regional work plan](#)

## 7.0 Information Items

### 7.01 Community Outreach to Engage and Empower

[24-059](#)

PURPOSE & ACTION: Presentation on the innovative outreach and engagement approaches in local planning projects to reach and involve communities and leave them empowered to evoke change. Innovations to include "zine" as an alternative to lengthy technical documents, youth engagement, steering committee member selections, community office hours, and porch interviews to meet residents in their communities.

ACTION REQUESTED: Information

### 7.02 Regional Climate Action Plan

[24-052](#)

PURPOSE & ACTION: Presentation on ongoing and anticipated climate action planning activities pursuant to the USEPA Carbon Pollution Reduction Grant Program, including priority mitigation strategies identified through the development of the Priority Climate Action Plan. Also, look ahead to the region's role in the Comprehensive Climate Action Plan due to be completed in 2025.

ACTION REQUESTED: Information

## 8.0 Other Business

### 9.0 Public Comment

This is an opportunity for comments from members of the audience.

### 10.0 Next Meeting

The next meeting is scheduled for March 13, 2024.

### 11.0 Adjournment