



EXECUTIVE COMMITTEE

AGENDA - FINAL

Wednesday, November 13, 2024

10:30 AM

(or immediately following Board)

**DuPage 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 until Tuesday, November 12, 2024 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/88610440366?pwd=f9PQYOjNNLZYBvArCBnbiUTGNgFtiz.1>

Conference Call number: 312 626 6799 US (Chicago)

Meeting ID: 886 1044 0366

Passcode: fC7d8e

CMAP provides the opportunity for public comment. Individuals are encouraged to submit comment by email to 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) 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 September 11, 2024**[24-426](#)

PURPOSE & ACTION: Review and approval of the meeting minutes.

ACTION REQUESTED: Approval

Attachments: [Exec Committee 09.11.24 Minutes](#)

4.0 Procurements and Contract Approvals**4.01 Authorization to enter into contract C25-0073 with x3 Design US LLC as a result of RFP 327, for the Council on Universal Design and Accessibility for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$117,700**[24-334](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to assist in establishing and facilitating a regional coalition that will serve as an advisory committee responsible for assessing the agency's work as in accessibility

ACTION REQUESTED: Approval

Attachments: [Memo - RFP 327 CUDA justification](#)
[Attachment 1 - RFP 327 Evaluation Criteria](#)
[Attachment 2 - RFP 327 Evaluation Scores](#)

4.02 Authorization to enter into contract C25-0074 with CCS Learning Academy a result of RFP 302, for a Diversity, Equity, and Inclusion (DEI) Framework, for a term up to 24-months, with three, one-year optional renewals, in an amount not to exceed \$150,700[24-440](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to lead the update of CMAP's internal DEI Roadmap.

ACTION REQUESTED: Approval

Attachments: [Memo - RFP 302 CCS Learning Academy justification](#)
[Attachment 1 - RFP 302 Evaluation Criteria](#)
[Attachment 2 - RFP 302 Evaluation Scores](#)

4.03 Authorization to enter into contract C25-0075 with MUSE Community + Design as a result of RFP 318, for Regional and Municipal Accessibility Engagement for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$166,100[24-441](#)

PURPOSE & ACTION: CMAP is seeking an engagement consultant to support engagement efforts for municipal public right-of-way for Americans with Disabilities (PROW ADA) transition plan technical assistance projects and to develop and execute a regional engagement campaign.

ACTION REQUESTED: Approval

Attachments: [Memo - RFP 318 MUSE Community + Design justification](#)
[Attachment 1 - RFP 318 Evaluation Criteria](#)
[Attachment 2 - RFP 318 Evaluation scores](#)

4.04 Authorization to enter into contract C25-0076 with KerrSmith Design as a result of RFP 333, for Regional Vision: Scenario planning, for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$300,000 [24-442](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to support the scenario planning activities of an innovative Regional Vision.

ACTION REQUESTED: Approval

Attachments: [Memo - RFP 333 KerrSmith justification](#)
[Attachment 1 - Evaluation Criteria - RFP 333](#)
[Attachment 2 - Evaluation Scores - RFP 333 rev](#)

4.05 Authorization to enter into contract C25-0077 with M. Harris & Co. as a result of RFP 334 for strategic planning and engagement integration for a term up to 36-months with two, one-year optional renewals, in an amount not to exceed \$2,420,000 [24-443](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to support pre-planning activities for the communications and engagement elements of an innovative Regional Vision

ACTION REQUESTED: Approval

Attachments: [Memo - RFP 334 M. Harris & Co. justification](#)
[Attachment 1 - Evaluation Criteria - RFP 334](#)
[Attachment 2 - Evaluation Scores - RFP 334 rev \(1\)](#)

5.0 Items for Approval

5.01 2025 Executive Committee meeting schedule [24-464](#)

PURPOSE & ACTION: The Executive Committee typically meets the second week of each month immediately after the CMAP Board, except July, August, and December. The proposed schedule for the 2025 calendar year is attached for the Committee's consideration.

ACTION REQUESTED: Approval

Attachments: [5.01 Memo - 2025 Exec Committee Meeting Schedule](#)

6.0 Financials

6.01 July, August, and September revenue and expenditure reports for FY 2025 [24-418](#)

PURPOSE & ACTION: A monthly report of financial activity for the committee's review and approval.

ACTION REQUESTED: Approval

Attachments: [Memo - Financials FY25 - Jul/Aug/Sep 2024](#)
[Financials FY25 - July 2024](#)
[Financials FY25 - August 2024](#)
[Financials FY25 - September 2024](#)

6.02 FY2024 end-of-year contract, agreement, and software subscription report [24-445](#)

PURPOSE & ACTION: A year-end audit of activity relating to contracts, agreements, and software subscriptions.

ACTION REQUESTED: Information

Attachments: [Memo - FY2024 Contract and Agreement Year End Report](#)

6.03 October 2024 Executive Committee contract, agreement, and software subscription report [24-444](#)

PURPOSE & ACTION: A monthly update of activity relating to grants, contracts, agreements, and software subscriptions.

ACTION REQUESTED: Information

Attachments: [Memo - October contract, agreement, and software subscription report](#)

7.0 Information Items**7.01 Executive director expenses for the month of September, 2024 [24-432](#)**

PURPOSE & ACTION: Submittal of the executive director's out-of-region travel expenses for the month of September, 2024 for informational purposes.

ACTION REQUESTED: Information

Attachments: [Executive Director Travel Summary for month of September 2024](#)

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 Monday, January 13, 2025

11.0 Adjournment



433 West Van Buren Street
Suite 450
Chicago, IL 60607

312-454-0400
cmap.illinois.gov

EXECUTIVE COMMITTEE

MEETING MINUTES - DRAFT

Wednesday, September 11, 2024

10:30 AM

DuPage 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 until September 10, 2024 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/88610440366>

Conference Call number: 312 626 6799 US (Chicago)

Meeting ID: 886 1044 0366

CMAP provides the opportunity for public comment. Individuals are encouraged to submit comment by email to 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.

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1.0 Call to Order and Introductions

Chair Bennett called the meeting to order at 11:10 a.m.

Present: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

Staff present: Erin Aleman, Stephane Phifer, Jennie Vana, Blanca Vela-Schneider, Laura Wilkison, Claire Williams

2.0 Agenda Changes and Announcements

There were no changes to the agenda.

3.0 Approval of Minutes

3.01 Minutes from June 12, 2024

[24-360](#)

Attachments: [Executive Committee 06.12.24 Minutes](#)

A motion was made by Member Richard Reinbold, seconded by Member John Noak that the June 12, 2024 minutes be approved. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

4.0 Procurement and Contract Approvals

A motion was made by Member John Roberson, seconded by Member Anne Sheahan, to withdraw agenda items 4.01 and 4.02 from the agenda. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

4.01 Authorization to enter into a contract with CDM Smith as a result of RFP 306 for a Corridor Development Office for the I-290 Blue Line Corridor Program for a term up to 36 months, with two, one-year renewal options in an amount not to exceed \$11,000,000

[24-333](#)

Attachments: [Memo - RFP 306 justification](#)
[Attachment 1 Evaluation Criteria - RFP 306](#)
[Attachment 2 Evaluation Ranking- RFP 306](#)

Agenda items 4.01 and 4.02 were withdrawn.

4.02 Intergovernmental agreement for Cook County Assessor Data - Tax Year 2023

[24-350](#)

Attachments: [Memo - CCAO justification](#)
[Intergovernmental Agreement with Cook County](#)
[Resolution with Cook County Assessors Office for GIS data](#)
[Exhibit A - Statement of Purpose](#)

Agenda item 4.01 and 4.02 were withdrawn.

5.0 Financials

Approval of the Group Vote

A motion was made by Member John Noak, seconded by Member Anne Sheahan, to approve agenda items 5.01 and 5.02 under one vote. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

5.01 May revenue and expenditure report for FY 2024

[24-165](#)

Attachments: [Memo - Financials FY24 - May 2024](#)
[Financials FY24 - May 2024](#)

Agenda items 5.01 and 5.02 were approved under one vote.

5.02 June and end of year revenue and expenditure reports for FY 2024

[24-166](#)

Attachments: [Memo - Financials FY24 - June 2024](#)
[Financials FY24 - June 2024](#)
[Financials FY24 - year-end](#)

Agenda items 5.01 and 5.02 were approved under one vote.

5.03 July and August, 2024 Executive Committee report on grants and procurements

[24-374](#)

Attachments: [July and August 2024 Grants and Procurements Report](#)

Chair Bennett noted that this item is for informational purposes only.

The July and August, 2024 Executive Committee report on grants and procurements was received and filed.

6.0 Executive Session

A motion was made by Member Richard Reinbold, seconded by Member John Roberson, to withdraw the request to enter into Executive Session to discuss closed session minutes. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

6.01 Executive session to review closed session minutes pursuant to 5 ILCS 120/2 (c)(21)

[24-363](#)

The Committee did not enter into Executive Session.

6.02 Action on the recommendation by counsel and staff regarding closed session minutes and the destruction of closed session recordings older than 18 months

[24-364](#)

A motion was made by Member John Noak, seconded by Member Anne Sheahan, to release the closed session minutes from March 4, 2006, October 31, 2006, April 11, 2007, December 8, 2010, March 12, 2014, and April 10, 2019, and the destruction of the June 8, 2022 Executive Session recording. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

7.0 Information Items

7.01 Executive director expenses for the month of June, 2024

[24-376](#)

Attachments: [Executive Director Travel Summary for month of June 2024](#)

Chair Bennett noted that this item is for informational purposes only.

The agenda item was received and filed.

8.0 Other Business

There was no other business before the Committee.

9.0 Public Comment

There were no comments from the public.

10.0 Next Meeting

The next meeting is scheduled for October 9, 2024.

11.0 Adjournment

A motion was made by Member Richard Reinbold, seconded by Member John Roberson, to adjourn the meeting. The motion carried by the following vote:

Aye: Gerald Bennett, John Noak, Carolyn Schofield, Anne Sheahan, John Roberson and Richard Reinbold

The meeting was adjourned at 11:13 a.m.

Minutes prepared by Blanca Vela-Schneider



MEMORANDUM

To: CMAP Board

From: Michael Brown, Interim Deputy of Planning

Date: October 24, 2024

Subject: Authorization to enter into contract C25-0073 with 3x3 Design US LLC as a result of RFP 327, for the Council on Universal Design and Accessibility for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$117,700

Action Requested: Approval

Purpose

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to assist in establishing and facilitating a regional coalition that will serve as an advisory committee as it relates to the agency's accessibility work.

Background

CMAP developed its Accessible Communities Program to improve municipal compliance with the Americans with Disabilities Act (ADA) in northeastern Illinois through a comprehensive program of outreach, training and education, and technical assistance. The program aims to raise awareness of the benefits of improving accessibility and educate target audiences on legal obligations related to compliance with the ADA, with a particular focus on improving accessibility in the public right-of-way (PROW).

To better inform the work of the Accessible Communities Program, CMAP seeks to form an advisory committee responsible for assessing the Agency's work as it relates to accessibility. The Council on Universal Design and Accessibility (CUDA) will employ the 7 Principles of Universal Design to evaluate the various facets of CMAP's work throughout the region and serve as an advisory body for regional awareness and implementation of ADA compliance, accessibility, and universal design.

The regional coalition will be a staff-led project with consultant assistance. The consultant will be responsible for assisting with the selection of organizations throughout the region that will make up the regional coalition, which will engage the disability community as municipal

transition plans and accessibility initiatives are developed throughout the region. The consultant will facilitate coalition meetings as well as manage the distribution of stipends to coalition members. The consultant and CMAP staff will be responsible for convening the Council to discuss the progress of the CMAP Accessible Communities Program and its elements.

Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

RFP Advertisement/Release	September 11, 2024
Pre-bid Meeting (optional)	September 18, 2024
Deadline for Questions (extended)	September 2, 2024
Deadline (extended)	October 9, 2024
Award Recommendation	November 13, 2024

There were two attendees that joined the pre-bid meeting, potentially representing two unique consulting firms (one participant dialed in), and CMAP received three proposals.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Evaluation

The evaluation panel used the information from the process above to assess and score the submittals. The evaluation scores are included in **Attachment 2** and the assessment of the proposers was as follows:

3x3

The submission from this proposer demonstrated experience with inclusivity and marginalized populations. Their approach included grounding the project using CMAP's Core Values, Universal Design values, and 3x3's values, as well as reviewing ON TO 2050 and including regional priorities. While the approach was only evaluated based on the first two-pages based on the submittal requirements, their project examples and positive references demonstrated proficiency and experience that aligns with the scope of work.

Imagine Delivered

The submission from this proposer demonstrated their high level of capability to perform the scope of work through various clients and engagement activities that would align with CUDA. The firm's values aligned with CMAP's core values and the 7 Principals of Universal Design. The proposer was thoughtful about the entire meeting experience as demonstrated in their inclusion of meeting supplies and food in the price proposal; however, they overemphasized the role of transition plans, which indicates they may not have a clear understanding of the scope of work.

Journey Mobility, LLC

The submission from this proposer provided some record of experience, including a similar project completed with the Los Angeles Accessible Parking Policy Advisory Committee. While the proposer demonstrated a good understanding of the project and provided helpful suggestions to enhance the scope of work, submission received a lower score since CMAP's core values were not integrated into the proposal.

Recommendation for contractor selection

Following consideration of the proposals, the evaluation panel determined that 3x3 Design US, LLC represented the strongest overall submittal based on the evaluation criteria.

The evaluation panel recommends entering into a contract with 3x3 Design US, LLC for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$107,000 being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$117,700.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



ATTACHMENT 3: EVALUATION CRITERIA - CONSULTANT SERVICES

CMAP will evaluate all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria shall include:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services.
 - 2) **Project approach and understanding.** Demonstrated understanding of the scope of services through the project approach; any recommended modifications to the scope are reasonable; and the project schedule is reasonable and meets the project goals.
 - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP's [Core Values](#) through the project approach, alignment with the consultant's core values, and/or through the project examples.
 - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
 - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** 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.

Selection will be weighted and based on the following criteria:

Evaluation Criteria	Maximum Points
1) Project team and firm capability	20
2) Project approach and understanding	25
3) Integration of Core Values	25
4) Project examples	30
5) Past performance	Responsible or non-responsible
Bonus) DBE/MBE/WBE/VBE Participation	1
Cost	



ATTACHEMENT 2: EVALUATION SCORES

RFP 327: CUDA

Vendor Name (alphabetical):	Ranking	Price Proposal Amount
3x3	1	\$ 106,800.00
Imagine Deliver	3	\$ 549,450.00
Journey Mobility, LLC	2	\$ 148,320.00



MEMORANDUM

To: CMAP Board

From: CMAP Staff

Date: November 3, 2024

Subject: Authorization to enter into contract C-25-0074 with CCS Learning Academy as a result of RFP 302, for Diversity, equity, and inclusion (DEI) Framework for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$150,700

Action Requested: Approval

Purpose

Through this solicitation, CMAP is seeking one consultant (firm or team) with strong expertise in belonging, diversity, equity and inclusion strategies for public sector agencies to lead the update to CMAP's internal DEI Roadmap. The selected consultant will provide subject matter expertise to the agency, conduct a review of current Roadmap and associated activities such as: engage staff, managers, and agency executives in the process; share relevant best practices; develop key performance indicators; monitoring tools; and ultimately deliver an update to the agency's Roadmap to serve the agency for the next three years.

Background

CMAP's commitment to diversity, equity, and inclusion is guided by the agency's DEI Roadmap: a framework for implementing equity-informed policies and programs, tracking our progress, and achieving measurable results. Built on ongoing staff activities and formalized in 2021-2022, the current Roadmap identifies three strategic focus areas — Workforce, Workplace, and Community — that guide the agency's DEI initiatives. Through this Roadmap, CMAP aims to create and maintain fair and equitable hiring practices, foster an inclusive and welcoming workplace, and empower employees to effectively communicate with diverse, underrepresented, and historically marginalized communities.

Procurement process

A Request for Proposal (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

RFP Advertisement/Release	September 11, 2024
Pre-bid Meeting (optional)	September 25, 2024, at 2:30 PM Central Time
Deadline for Questions	October 7, 2024, at 3:00 PM Central Time
Submittal deadline	October 11, 2024, at 3:00 PM Central Time

There were 26 attendees that joined the pre-bid meeting, representing 22 unique consulting firms and CMAP received 19 proposals. CMAP reviewed and scored 12 responsive proposals.

Proposals were reviewed by an evaluation panel who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Following consideration of the proposals, the evaluation panel determined the two highest scoring proposers be interviewed out of the 12 proposers whose responses were scored. CMAP declined to extend an interview to LeRoy Thompson & Associates because its proposal exceeded the anticipated term for project delivery (11/24-12/25). Interviews were conducted virtually on November 1, 2024, with the two-finalist presenting their team and approach and responding to CMAP questions.

Evaluation

The evaluation panel used the information from the process above to assess and score the submittals. The results of the evaluation are included in **Attachment 2** and the assessment of the successful proposer is as follows:

CMAP evaluated all responsive proposals based upon the evaluation criteria in **Attachment 1**. Based upon the scoring, and the results of the proposer interviews, the CMAP evaluation committee selected CCS Learning Academy (CCSLA) as the successful respondent for this contract. CCSLA’s proposal successfully provided an approach, experienced team and project examples that aligned with the goals for the project. Additionally, the CCS Learning Academy proposal presented a strong understanding of CMAP’s core values. Upon interviewing CCS Learning Academy team, the evaluation committee concluded that CCS Learning Academy understood the agency’s needs as presented in the RFP and was able to articulate an approach aligned with CMAP’s goals and expected future outcomes.

Recommendation for contractor selection

CCS Learning Academy represented the strongest overall submittal based on the evaluation criteria. The evaluation panel recommends entering into a contract with CCS Learning Academy for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$137,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% contingency for a total authorization of \$150,700.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



Chicago Metropolitan
Agency for Planning

ATTACHMENT 3: EVALUATION CRITERIA - PROFESSIONAL SERVICES

CMAP will evaluate all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria shall include:

1. **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services.
2. **Approach and understanding.** Demonstrated understanding of the scope of services through the project approach; any recommended modifications to the scope are reasonable; and the project schedule is reasonable and meets the project goals.
3. **Integration of CMAP's Core Values.** Demonstrated understanding and commitment to CMAP's Core Values through the project approach, alignment with the consultant's core values, and/or through project examples.
4. **Client examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
5. **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
6. **Bonus.** DBE/MBE/WBE/VBE Participation. 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.
7. **Cost.**

Selection will be weighted and based on the following criteria:

Evaluation Criteria	Maximum Points
1. Project team and firm capability	35
2. Approach and understanding	45
3. Inclusion of CMAP's Core Values	10
4. Client examples	10
5. Past performance	Responsive or non-responsive

6. Bonus DBE/MBE/WBE/VBE Participation	1
Total Possible Points	101
7. Cost	



ATTACHEMENT 2: EVALUATION SCORES

RFP 302: DEI Roadmap Update

Vendor Name (alphabetical):	Ranking	Price Proposal Amount
CCSLA	1	\$ 136,780.00
Prime PMO	2	\$ 305,400.00
LeRoy Thompson & Associates	3	\$ 78,875.00
Raben	4	\$ 294,300.00
Nova Collective LLC	5	\$ 245,550.00
Working IDEAL	6	\$ 216,875.00
The Justice Collective - TJC	7	\$ 269,078.00
Team Tangible	8	\$ 106,075.00
Empress Rules Equity Consulting	9	\$ 144,800.00
Social Current	10	\$ 148,590.00
CultureAlly	11	\$ 42,120.00
Vibe Consulting LLC	12	\$ 322,500.00



MEMORANDUM

To: CMAP Board

From: Michael Brown, Interim Deputy Director of Planning

Date: October 28, 2024

Subject: Authorization to enter into contract C25-0075 with MUSE Community + Design as a result of RFP 318, for Regional and Municipal Accessibility Engagement for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$166,100

Action Requested: Approval

Purpose

CMAP is seeking an engagement consultant to support engagement efforts for municipal public right-of-way for Americans with Disabilities Act (PROW ADA) transition plan technical assistance projects and to develop and execute a regional engagement campaign.

Background

CMAP developed its [Accessible Communities program](#) to improve municipal compliance with the Americans with Disabilities Act (ADA) in northeastern Illinois through a comprehensive program of outreach, training and education, and technical assistance. The program aims to raise awareness of the benefits of improving accessibility and educate target audiences on legal obligations related to compliance with the ADA, with a particular focus on improving accessibility in the public right-of-way (PROW).

The engagement support is for municipal PROW ADA transition plan [technical assistance](#) projects, seven of which are already in progress with five more expected to begin in the near future, and approximately two to eight more anticipated over the length of the contract. The Consultant will develop appropriate strategies and tactics that can be replicated across all PROW ADA transition plan projects to maximize efficiency, with some individual tailoring as appropriate.

The regional engagement campaign has a goal of educating and empowering municipal decision makers and staff about the importance of ADA compliance, with a focus on the PROW and Title II requirements, and connecting municipalities with CMAP resources. The campaign will be

strategically developed by the consultant using current survey data and existing CMAP resources, tailored to actionable items and resources for change at the municipal level.

Note: The Consultant will be managed by a PMO consultant (Civiltech) acting as a representative of CMAP.

Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website. CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

RFP Advertisement/Release	October 11, 2024
Pre-bid Meeting (optional)	October 16, 2024, at 11:00 AM Central Time
Deadline for Questions	October 17, 2024 at 3:00 PM Central Time
Submission deadline	October 23, 2024 at 3:00 PM Central Time
Estimated award recommendation	November 13, 2024

There were five attendees that joined the pre-bid meeting, representing three unique consulting firms and CMAP received three proposals.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Evaluation

The evaluation panel used the information from the process above to assess and score the submittals. The evaluation scores are included in **Attachment 2** and the assessment of the proposers was as follows:

3x3 Design US, LLC. The submission from this proposer demonstrated their firm had a record of successfully completing similar projects, but did not have a strong grasp of CMAP's core values and the correct project approach for this opportunity.

Images, Inc. The submission from this proposer included a strong project approach and firm capability, but did not integrate CMAP's core values or provide strong project examples.

Muse Community + Design. The submission from this proposer included an outstanding project approach and understanding, strong firm capability, positive references, and a strong inclusion of CMAP's core values. They also included satisfactory project examples.

Recommendation for contractor selection

Following consideration of the proposals, the evaluation panel determined that Muse Community + Design represented the strongest overall submittal based on the evaluation criteria.

The evaluation panel recommends entering into a contract with Muse Community + Design for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$151,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$166,100.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



Chicago Metropolitan Agency for Planning

ATTACHMENT 1: EVALUATION CRITERIA - CONSUTANT SERVICES

CMAP will evaluate all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria shall include:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services.
 - 2) **Project approach and understanding.** Demonstrated understanding of the scope of services through the project approach; any recommended modifications to the scope are reasonable; and the project schedule is reasonable and meets the project goals.
 - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP's [Core Values](#) through the project approach, alignment with the consultant's core values, and/or through the project examples.
 - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
 - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** 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.

Selection will be weighted and based on the following criteria:

Evaluation Criteria	Maximum Points
1) Project team and firm capability	20
2) Project approach and understanding	25
3) Integration of Core Values	25
4) Project examples	30
5) Past performance	Responsible or non-responsible
Bonus) DBE/MBE/WBE/VBE Participation	1
Cost	



ATTACHEMENT 2: EVALUATION SCORES

RFP 318: Regional and Municipal Accessibility Engagement

Vendor Name (alphabetical):	Ranking	Price Proposal Amount	
MUSE	1	\$	150,825.00
Images Inc.	2	\$	154,258.00
3x3	3	\$	245,900.00



433 West Van Buren Street, Suite 450
Chicago, IL 60607
cmap.illinois.gov | 312-454-0400

MEMORANDUM

To: CMAP Board

From: Bill Barnes, Deputy of Regional Plan Implementation

Date: November 1, 2024

Subject: Authorization to enter into contract C25-0076 with KerrSmith Design as a result of RFP 333 for Regional Vision: Scenario Planning for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$300,000

Action Requested: Approval

Purpose

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to enter into a contract with a consultant to support the scenario planning activities of an innovative Regional Vision.

Background

CMAP is pursuing a new approach to its federal and state planning responsibilities that will influence regional action. The focal point will be a more nimble, macro-level Regional Vision that guides policy change and implementation over the next 8 to 10 years — with future activities tailored to issues in transportation, climate, and the regional economy. It will mark a significant departure from existing planning-as-usual models. Doing so offers a chance to think differently about how CMAP works with stakeholders on multi-year strategic initiatives. The “big picture” Regional Vision will set the policy guidance to inspire and unify efforts on issues of regional concern. Its focus will be clear, unequivocal statements of “what” we must do together and “why” it matters to our residents.

To support development of this new Regional Vision, CMAP is seeking to enter a contract with a highly qualified, creative vendor to shape and advance scenario planning activities that will prepare the region for future uncertainty.

These activities are critical to the execution of a new approach that CMAP is pursuing to inspire and organize widespread action on issues of regional significance. They will also 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. The scenario planning activities will help the agency produce a consensus-based, visionary plan to achieve

northeastern Illinois’ macro-level goals and aspirations as the region moves toward the year 2060.

In partnership with CMAP, the successful consultant will develop a limited number of plausible futures based on today’s best understanding of the most important trends, opportunities, and threats anticipated to shape the future of the Chicago metropolitan region. These plausible futures will inform key components of the Regional Vision, including the development of “Grand Challenges,” the evaluation and refinement of robust regional strategies, and public engagement on the region’s values and priorities. The consultant will provide subject matter expertise and augment existing CMAP staff capacity to execute key scenario planning tasks, including the development of an appropriate methodology, the development and deployment of a related stakeholder engagement strategy (including with CMAP boards and committees), and quantitative analytical support for priority trends.

Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of the RFP and answer consultant questions.

The key dates were as follows:

RFP Advertisement/Release	Wednesday, September 18, 2024
Pre-bid Meeting (optional)	Wednesday, September 26, 2024, at 1:00pm Central Time
Deadline for Questions	Wednesday, October 2, 2024, by 3:00pm Central Time
Submission deadline	Wednesday, October 16, 2024, by 3:00pm Central Time

There were 34 attendees that joined the pre-bid meeting, representing 25 unique consulting firms and CMAP received 11 submissions. Of these submissions, CMAP deemed 10 proposals to be valid and complete for review.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Following consideration of the proposals, the evaluation panel determined that five proposers should be interviewed. Interviews were conducted on October 22, 2024, with proposers making a presentation of their proposal and responding to previously determined questions posed by the evaluation panel. The evaluation panel used the information from the interview to finalize their scoresheets.

Evaluation

The evaluation scores for each proposal are included in **Attachment 2**.

Following consideration of the proposals, the evaluation panel determined that KerrSmith Design represented the strongest overall submittal based on the evaluation criteria. The approach proposed by KerrSmith reflected a high level of project understanding, with an emphasis on using foresight methodologies, systems mapping, and plausible futures to investigate a broad range of regional issues in the face of uncertainty. KerrSmith also

demonstrated strong qualifications and significant experience in designing and executing scenario planning activities to support regional planning activities. KerrSmith's innovative and creative uses of engagement and planning tools to align stakeholders, leaders, and other partners in shared understandings of the future was also a strength.

Besides KerrSmith, the evaluation panel interviewed four additional proposal teams:

- ICF Incorporated, LLC (with Blue Door Strategy & Research)
- Cambridge Systematics (with Cascadia Partners LLC and Lauten Consulting)
- High Street Consulting Group (with EBP US, Inc., Morreale Communications and Cempel ITC)
- SB Friedman Development Advisors LLC (with All Together, Parametrix and Skidmore, Owings and Merrill LLP)

Each of these proposal teams demonstrated a considerable level of project understanding and thoughtful approaches to address the tasks identified in the RFP. However, the evaluation panel ultimately determined KerrSmith's expertise and experience with foresight methodologies most closely aligned with the needs of the project.

Five firms were not selected for an interview with the evaluation panel:

- SCB (with Arcadis US, Inc., HR&A Advisors, Inc., Center for Neighborhood Technology and MUSE Community + Design)
- AECOM
- Future iQ (with MKSK and RSG)
- Fourth Economy Consulting, Inc. (with Estolano Advisors)
- Lamar Johnson Collaborative

The proposed activities identified in the bids submitted by those firms not selected for interviews generally did not demonstrate a satisfactory level of project understanding. Additionally, evidence of firm expertise and project experience did not clearly demonstrate familiarity and capability with the visionary scenario planning activities anticipated for the project.

Recommendation for contractor selection

The evaluation panel recommends entering into a contract with KerrSmith Design for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$300,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$330,000.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



ATTACHMENT 1: EVALUATION CRITERIA – RFP 333

CMAP evaluated all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria included:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services. Qualifications, experience, and availability of committed personnel and team member firms.
 - 2) **Project approach and understanding.** Demonstrated understanding of the scope of services through the project approach to deliverables described; any reasonable recommended modifications to the scope; and a reasonable project schedule that meets the project goals. This includes evaluation of the strength and innovativeness of the approach.
 - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP’s [Core Values](#) through the project approach, alignment with the consultant’s core values, and/or through the project examples.
 - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
 - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** 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.

Selection was weighted and based on the following criteria:

Evaluation Criteria	Maximum Points
1) Project team and firm capability	35
2) Project approach and understanding of core activities in Tasks 0-4	35
3) Integration of Core Values	15
4) Project examples	15
5) Past performance	Responsible or non-responsible
Bonus) DBE/MBE/WBE/VBE Participation	1
Cost	

ATTACHEMENT 2: EVALUATION SCORES

RFP 333: Regional Vision - Scenario Planning

Vendor Name (alphabetical):	Ranking	Price Proposal Amount
KerrSmith Design	1	\$ 299,250.00
ICF Incorporated, LLC	2	\$ 299,810.06
Cambridge Systematics	3	\$ 300,000.00
High Street Consulting Group	4	\$ 299,916.08
SB Friedman Development Advisors LLC	5	\$ 299,942.50
SCB	6	\$ 299,910.00
AECOM	7	\$ 299,998.00
Future iQ	8	\$ 300,000.00
Fourth Economy Consulting, Inc.	9	\$ 299,845.00
Lamar Johnson Collaborative	10	\$ 298,675.00
Partner@WeUsThem*		\$ -

* CMAP also received what was assumed to be a submission from Partner@WeUsThem, in the form of an 'Outlook Item' attached to an email. The body of the email contained no identifying information, or direction to receive as a submission. CMAP advised Partner@WeUsThem that they would need to send the individual items as attachments for their response to be considered valid. Partner@WeUsThem was unresponsive to this direction and replied with no details in the body of their email and an 'Outlook Item' attachment. CMAP's IT department determined that the body of the email was problematic and flagged it as a possible phishing attack. With no response from Partner@WeUsThem to CMAP inquiries, CMAP determined that opening the response posed too great a risk to CMAP's internal servers and rejected the submission without review.



MEMORANDUM

To: CMAP Board

From: Bill Barnes, Deputy of Regional Plan Implementation

Date: November 1, 2024

Subject: Authorization to enter into contract C25-0077 with M. Harris & Co. as a result of RFP 334 for strategic planning and engagement integration for a term up to 36-months with two, one-year optional renewals, in an amount not to exceed \$2,420,000

Action Requested: Approval

Purpose

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to enter into a contract with a consultant to support pre-planning activities for the communications and engagement elements of an innovative Regional Vision.

Background

The purpose of this project, together with other aspects of the Regional Vision, is to develop a trailblazing, multi-year campaign that changes the trajectory of public policy in northeastern Illinois. These pre-planning activities are critical to CMAP's execution of a new, untried approach to inspire and organize widespread action on issues of regional significance. Together, they should help the agency produce a consensus-based, visionary plan to achieve northeastern Illinois' macro-level goals and aspirations as the region moves toward the year 2060.

Externally, it should drive strategic awareness and engagement that mobilizes stakeholders for action around difficult-but-important policy priorities, while meeting the highest standards of equitable outreach and engagement. Internally, it should support a clear understanding about the regional planning process, CMAP's new approach, and the opportunities for greater alignment and leadership.

CMAP seeks to enter a contract with a consultant qualified and experienced in leading strategic communications and engagement on public issues of regional concern. This includes a combination of content and strategic key messaging, in-person workshop facilitation (with key stakeholders including CMAP boards and committees), visual design and branding integration, special event planning, and the development of multiple, coordinated deliverables like a

communications and engagement strategy, stakeholder management process, and operations of an extensive regionwide public engagement campaign in summer 2026.

Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

RFP Advertisement/Release	Wednesday, September 18, 2024
Pre-bid Meeting (optional)	Wednesday, September 25, 2024, at 1:30pm Central Time
Deadline for Questions	Wednesday, October 2, 2024, by 3:00pm Central Time
Submission deadline	Wednesday, October 16, 2024, by 3:00pm Central Time

There were 21 attendees that joined the pre-bid meeting, representing 17 unique consulting firms and CMAP received thirteen 13 submissions. Of these submissions, CMAP deemed 12 proposals to be valid and complete for review.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**. Following consideration of the proposals, the evaluation panel determined that five proposers should both be interviewed. Interviews were conducted on October 25, 2024 with proposers making a presentation of their proposal and responded to previously provided questions submitted by the evaluation panel. The evaluation panel used the information from the interview to finalize their scoresheets.

Evaluation

The evaluation scores for each proposal are included in **Attachment 2**. RFP 334 set forth certain core activities (Tasks 0-4) expected of the selected consultant as part of the Regional Vision process. To support a cohesive approach, this scope of services also identified additional optional tasks (Options A-C) on which the respondents could bid. Respondents to this RFP were strongly encouraged to consider and respond to all aspects of the project scope. The listed price proposal amounts reflect only the proposed activities included in each bid.

Following consideration of the proposals, the evaluation panel determined that M. Harris & Co. represented the strongest overall submittal based on the evaluation criteria. The approach proposed by M. Harris & Co. (in partnership with MSB Policy Consulting) reflected a high level of project understanding, with an emphasis on bringing design-thinking techniques and strategic messaging to give the Regional Vision a creative, clear, different, and unforgettable voice. M. Harris & Co. also demonstrated strong qualifications and significant experience in facilitating strategic planning as well as stakeholder management to support regional public issues campaigns. M. Harris & Co.'s proposal includes a highly qualified team with a proven ability to create and execute innovative ideas to promote the regional planning process with the public, stakeholders, leaders, and other partners.

Besides M. Harris & Co., the evaluation panel interviewed four additional proposal teams:

- a5 Branding & Digital (in partnership with COLLABO)
- Avoq (in partnership with Stanhope Consulting)
- Rudd Resources (in partnership with All Together, Herrera Strategy, Span Studio)
- WSP

Each of these proposal teams demonstrated a considerable level of project understanding and thoughtful approaches to address the tasks identified in the RFP. However, the evaluation panel ultimately determined M. Harris & Co. has the particular expertise and experience with strategic planning, engagement integration, and large public issue campaigns most closely aligned with the needs of the project.

Five firms were not selected for an interview with the evaluation panel:

- Finlay House Global
- Images, Inc. (in partnership with Underthink)
- Resolute Public Affairs
- Jasculca Terman Strategic Communications
- Morreale Communications (in partnership with High Street Consulting Group, LLC and CDM Smith)
- CS-Effect (in partnership with Bionic Content and Nexxos)
- EcoHealth Strategies (in partnership with Meadows Eastside Community Resource Organization)

The proposed activities provided by these firms generally did not demonstrate a satisfactory level of project understanding. Additionally, evidence of firm expertise and project experience did not clearly demonstrate familiarity and capability with the activities anticipated for the project.

Recommendation for contractor selection

The evaluation panel recommends entering into a contract with M. Harris & Co. for a term of up to 36-months, with two one-year renewal options in an amount not to exceed \$2,420,000, being the price proposal rounded to the nearest thousand. This includes \$1,490,000 in total fees to M. Harris & Co. (in partnership with MSB Policy Consulting) as well as \$710,000 in related expenses (printing, swag, advertising) for a large-scale public engagement campaign in spring/summer 2026. The latter may be excluded from the contract with M. Harris & Co. and procured separately pending final negotiations. The board authorization request includes an additional 10% increase for a total authorization of \$2,420,000.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



ATTACHMENT 1: EVALUATION CRITERIA – RFP 334

CMAP evaluated all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria included:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services. Qualifications, experience, and availability of committed personnel and team member firms.
 - 2) **Project approach and understanding of core activities in Tasks 0-4.** Demonstrated understanding of the scope of services through the project approach to deliverables described in Task 0-4; any reasonable recommended modifications to the scope; and a reasonable project schedule that meets the project goals. Respondents — including proposed teams of consultants — will be assessed on their qualifications to perform the core, pre-planning activities in Tasks 0-4. Failure to address each of the core, pre-planning activities in Tasks 0-4 will render a response incomplete. This includes evaluation of the strength and innovativeness of the approach and any optional or additional enhancements.
 - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP’s [Core Values](#) through the project approach, alignment with the consultant’s core values, and/or through the project examples.
 - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
 - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** 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.

Selection was weighted and based on the following criteria:

Evaluation Criteria	Maximum Points
1) Project team and firm capability	35
2) Project approach and understanding of core activities in Tasks 0-4	35
3) Integration of Core Values	15
4) Project examples	15
5) Past performance	Responsible or non-responsible
(Bonus) DBE/MBE/WBE/VBE Participation	1
Cost	

ATTACHEMENT 2: EVALUATION SCORES

RFP 334: Regional Vision - Strategic Communication

Vendor Name (alphabetical):	Ranking	Price Proposal Amount**
M. Harris & Co.	1	\$ 2,200,000.00
a5 Branding & Digital	2	\$ 1,683,000.00
Findlay House Global	3	\$ 1,935,792.06
Avoq	4	\$ 1,950,000.00
Images Inc	5	\$ 1,613,121.00
Rudd Resources	6	\$ 2,223,403.00
WSP	7	\$ 2,248,313.00
Jasculca Terman Strategic Communications	8	\$ 2,229,400.00
Resolute Public Affairs	9	\$ 2,248,640.97
Morreale	10	\$ 2,235,774.00
CS-Effect	11	\$ 1,599,625.00
EcoHealth	12	\$ 580,750.00
Partner@WeUsThem***		\$ -

** RFP 334 set forth certain core activities (Tasks 0-4) expected of the selected consultant as part of the Regional Vision process. To support a cohesive approach, this scope of services also identified additional optional tasks (Options A-C) on which the respondents could bid. Respondents to this RFP were strongly encouraged to consider and respond to all aspects of the project scope. The listed price proposal amounts reflect only the proposed activities included in each bid.

*** CMAP also received what was assumed to be a submission from Partner@WeUsThem, in the form of an 'Outlook Item' attached to an email. The body of the email contained no identifying information, or direction to receive as a submission. CMAP advised Partner@WeUsThem that they would need to send the individual items as attachments for their response to be considered valid. Partner@WeUsThem was unresponsive to this direction and replied with no details in the body of their email and an 'Outlook Item' attachment. CMAP's IT department determined that the body of the email was problematic and flagged as a possible phishing attack. With no response from Partner@WeUsThem to CMAP inquiries, CMAP determined that opening the response posed too great a risk to CMAP's internal servers and rejected the submission without review.



MEMORANDUM

To: Executive Committee

From: CMAP Staff

Date: November 4, 2024

Subject: 2025 CMAP Executive Committee Meeting Schedule

Action Requested: Approval

Recommendation

The Executive Committee traditionally meets immediately following the CMAP Board meeting, on the second Wednesday of the month. The proposed schedule for 2025 is as follows:

January 13 (Monday)

February 12

March 12

April 9

May 14

June 11

July 9 – (only if necessary)

August 13 – (only if necessary)

September 10

October 8

November 12

December 10 – (only if necessary)



MEMORANDUM

To: CMAP Executive Committee

From: Stephane Phifer, Interim Finance Deputy

Date: October 14, 2024

Subject: July, August, and September revenue and expenditure report for FY 2025

Action Requested: Approval

Purpose

A monthly report of financial activity will be made to the Executive Committee for its review and approval.

FY2025

CMAP

monthly

financial

report

July 2024



Chicago Metropolitan
Agency for Planning

Monthly Revenue and Expenditure Report

As of July 31, 2024

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. Therefore, the following items for the month are being presented to the Executive Committee:

- Monthly cash overview.
- Fiscal year-to-date revenue and expenditure overview.

Monthly Cash Overview, July 2024

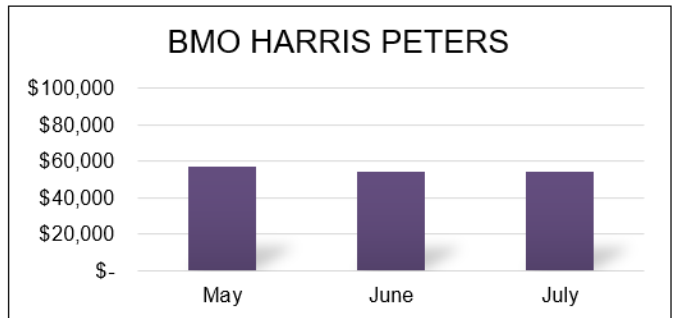
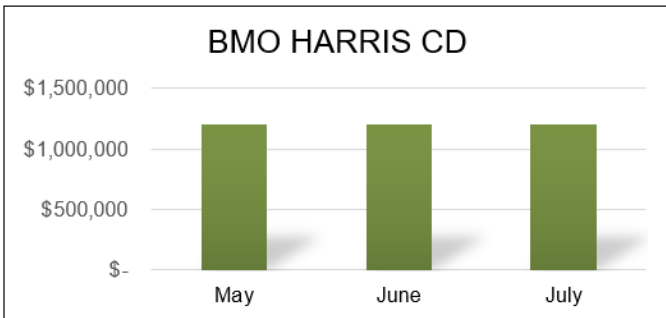
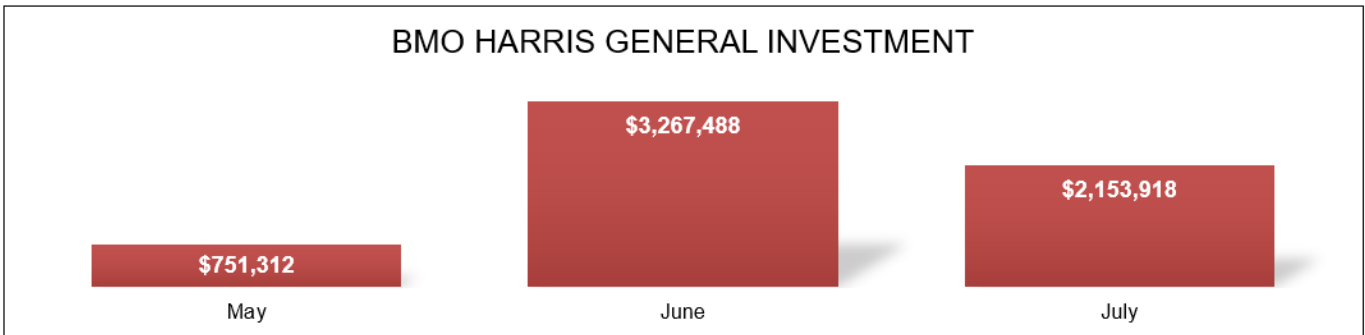
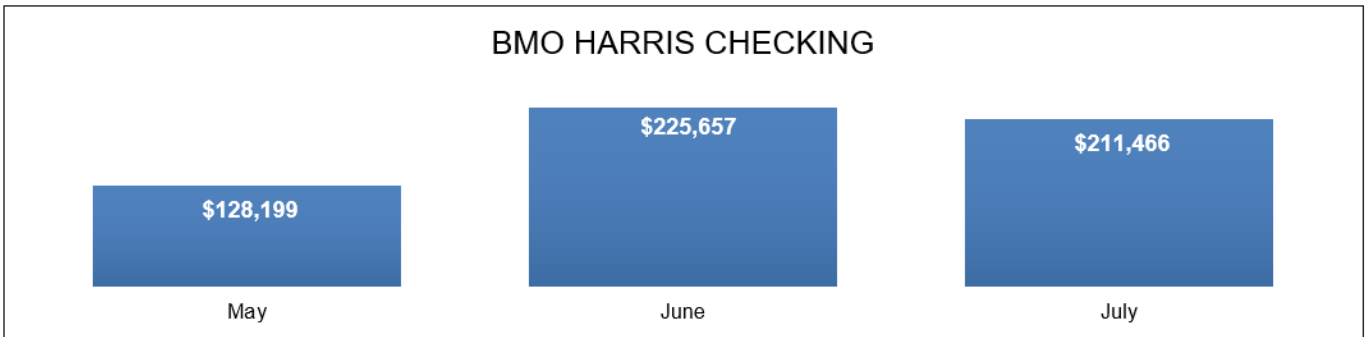
What caused the change in balance for each of the cash accounts?

BMO Harris Checking Account: Wire transfers of \$3.8 million from the General Investment account funded operating activities for the month. Operating activities were comprised of \$909 thousand in personnel related costs, and \$2.9 million in payables.

BMO Harris General Investment Account: Wire transfers received in the amount of \$2.7 million resulting from monthly revenue activity, partially funded \$3.8 million in transfers to the Checking account for the month..

BMO Harris CD: No activity has occurred in this account during FY2024.

BMO Harris Peters Fellowship: Monthly interest was the only activity in this account during FY2024.



Transaction Register, July 2024

Number	Date	Vendor Name	Transaction Description	Amount
14351	7/1/2024	BMO Harris Bank Master Card	Registration - ASABE Conf FY25	\$ 11,986.52
14341	7/2/2024	US Bank HSA	Employer Contribution 6/28/24	\$ 31,900.00
14342	7/3/2024	SEMA ABULHAB	ADA Nat'l Symposium	\$ 1,403.67
14343	7/3/2024	ASHA BARNES	Travel - Community Engagement	\$ 32.71
14344	7/3/2024	JULIE BURROS	Travel - Engagement Event	\$ 18.56
14345	7/3/2024	JONATHAN HAADSMA	09/11 travel to Summit- CTA	\$ 105.79
14346	7/3/2024	LaSalle Network	Temp Services - Keshia 6/2024	\$ 842.63
14347	7/3/2024	KATHLEEN REIGSTAD	Travel - CIP Projects 6/2024	\$ 131.59
14348	7/3/2024	BLANCA VELA-SCHNEIDER	Travel - Multiple Events Exp	\$ 135.56
14349	7/3/2024	JULIA VOIGT	Travel - CATAG Conference	\$ 1,312.51
14350	7/3/2024	Warehouse Direct	Black, Blue & Red Gel ink pens	\$ 645.31
14352	7/5/2024	Comcast	TV Service Fee 6/11-7/10/24	\$ 100.51
14353	7/8/2024	Comcast	Internet 6/2024	\$ 1,005.00
14356	7/11/2024	911 Interpreters Inc	Translation services 5/2024	\$ 1,036.95
14357	7/11/2024	A Epstein and Sons International Inc	Alsip Bike Ped 5/2024	\$ 55,297.63
14358	7/11/2024	ADO Professional Solutions Inc	Temp Services - Arielle 6/2024	\$ 11,191.54
14359	7/11/2024	AECOM Technical Services Inc	Project #: 2020.083 5/2024	\$ 30,543.46
14360	7/11/2024	Aflac	Aflac PR WH 6/2024	\$ 1,505.10
14361	7/11/2024	ERIN L ALEMAN	Travel - Various Mtgs FY24	\$ 660.76
14362	7/11/2024	Astriata LLC	Website development 5-6/2024	\$ 14,985.00
14363	7/11/2024	MARY VICTORIA BARRETT	Travel - PRJ# 2024.023 FY24	\$ 23.85
14364	7/11/2024	Bentley Systems Inc	On-line Emme software training	\$ 1,200.00
14365	7/11/2024	BerryDunn	ERP Assessment project 5/2024	\$ 16,920.50
14366	7/11/2024	Chicago Office Technology Group	Copier Maint 5/22-6/21/24	\$ 848.53
14367	7/11/2024	Creative Financial Staffing LLC	Temp Services - SP, MW 6/2024	\$ 10,740.95
14368	7/11/2024	EcoInteractive Inc	Integrated TIP database 6/2024	\$ 36,569.41
14369	7/11/2024	Executive Information Systems	Annual SAS software renewal	\$ 35,425.00
14370	7/11/2024	First Communications LLC	Telephone 6/2024	\$ 2,292.30
14371	7/11/2024	MEGAN FULARA	Travel - SHRM Conference 2024	\$ 54.00
14372	7/11/2024	GRM Information Management Services of Chicago LLC	Offsite Storage 6/2024	\$ 325.59
14373	7/11/2024	JANE GROVER	Travel - Various Events FY24	\$ 182.73
14374	7/11/2024	HDR Engineering Inc	Lake County SAP 5/5-6/1/24	\$ 24,530.60
14375	7/11/2024	Health Care Cost Management Inc	FSA Admin Fees 5/2024	\$ 2,959.38
14376	7/11/2024	Holland and Knight LLP	Legal Services 6/2024	\$ 513.50
14377	7/11/2024	Houseal Lavigne Associates LLC	Harvey Comp Plan 4/1-5/31/24	\$ 29,974.70
14378	7/11/2024	HOLLY L HUDSON	Travel - Network Meetings FY24	\$ 85.09
14379	7/11/2024	HW Lochner Inc	SS4A Kane SAP 5/2024	\$ 55,764.78
14380	7/11/2024	ICF Incorporated LLC	Resilience Improvement 5/2024	\$ 32,968.91
14381	7/11/2024	Iron Mountain	Shredding Services 6/2024	\$ 11.95
14382	7/11/2024	Inc. Jacobs Engineering Group	Dixmoor CIP 5/2024	\$ 39,510.44
14383	7/11/2024	Koa Hills Consulting LLC	OS Data Migration 6/2024	\$ 1,260.00

14384	7/11/2024	LaSalle Network	Temp Services - Keshia 6/2024	\$	1,685.26
14385	7/11/2024	Latent Design Corporation	Waukegan UDO 5/2024	\$	13,390.00
14386	7/11/2024	Lyndon Valicenti	SS4A Engagement 6/2024	\$	36,462.25
14387	7/11/2024	MATTHEW J MARTH	Travel -Scenario Planning Conf	\$	1,084.93
14388	7/11/2024	McHenry County Division of Transportation	UWP McHenry COM 5/2024	\$	4,705.36
14389	7/11/2024	Metra	UWP Sustainability Plan 5/2024	\$	28,000.00
14390	7/11/2024	MAKALA MORALES	Travel - Fairmont Community	\$	21.10
14391	7/11/2024	Muse Community Design LLC	Comp Streets 6/2024	\$	19,705.50
14392	7/11/2024	Mutual of Omaha	Life Insurance EE 7/2024	\$	5,743.43
14393	7/11/2024	Northwest Municipal Conference	UWP N Shore & NW COM 4/2024	\$	18,706.66
14394	7/11/2024	Oates Associates Inc	ADA Training 6/2024	\$	6,639.80
14395	7/11/2024	P&M Holding Group LLP	Change Management - S830	\$	111,320.95
14396	7/11/2024	PDQ Corporation	Software Maint 6/2024-6/2025	\$	1,275.00
14397	7/11/2024	Praxis Group LLC	DEI Workshop Trainings	\$	9,999.00
14398	7/11/2024	Resource Systems Group Inc	Household Travel Survey 5/2024	\$	60,032.11
14399	7/11/2024	REX Electric and Technologies LLC	Door System Service	\$	296.00
14400	7/11/2024	JOSE RODRIGUEZ	Travel - Field Data Collection	\$	257.20
14401	7/11/2024	Sam Schwartz Engineering	Cicero SAP 2022.049 5/2024	\$	84,542.24
14402	7/11/2024	The Silver Line	MacArthur Grant Eval 5/2024	\$	5,075.00
14403	7/11/2024	LLC SK Global Software	Project Mgmt BankFabric 6/2024	\$	56.25
14404	7/11/2024	SLG Innovation Inc	IT consulting 6/2024	\$	75,553.55
14405	7/11/2024	StreetLight Data Inc	Speed data project SPR Grant	\$	31,036.25
14406	7/11/2024	TierPoint LLC	Bandwidth; power 5-6/2024	\$	1,591.66
14407	7/11/2024	US Bank HSA	HSA Deductions EE 7/12/24	\$	3,083.25
14408	7/11/2024	WSP USA INC.	SS4A Will SAP 5-6/2024	\$	50,338.62
70219	7/11/2024	Hertz Corporation	Travel - Tony M. rental 6/2024	\$	68.35
70220	7/11/2024	State Employee Retirement System of Illinois	Employees WH 6/2024	\$	7,306.47
70221	7/11/2024	University of Illinois	Property Tax Analysis 5/2024	\$	30,410.18
14409	7/12/2024	US Bank HSA	HSA Deductions EE 7/12/24	\$	550.00
14458	7/18/2024	A Epstein and Sons International Inc	SS4A McHenry SAP 5/2024	\$	27,740.07
14459	7/18/2024	SEMA ABULHAB	11/9 NEXT IIPD gas	\$	160.59
14460	7/18/2024	Arctic Information Technology Inc	ERP Professional Services	\$	194,537.00
14461	7/18/2024	Baker Tilly Virchow Krause & Company LLP	Ongoing Compensation 4/2024	\$	25,618.00
14462	7/18/2024	MARY VICTORIA BARRETT	Membership - WTS Dues FY25	\$	125.00
14463	7/18/2024	LINDSAY A BAYLEY	Safe Travel for All Book	\$	32.59
14464	7/18/2024	BerryDunn	ERP Assessment project 6/2024	\$	10,513.50
14465	7/18/2024	CDW Government Inc	Adobe Creative Cloud FY25	\$	61,714.86
14466	7/18/2024	Center for Neighborhood Technology	Equitable Engagement 6/2024	\$	2,067.50
14467	7/18/2024	Central Square Technologies	Software Maintenance: OS FY25	\$	50,868.97
14468	7/18/2024	KAITLIN CERNAK	DEI Training FY24	\$	35.00
14469	7/18/2024	City of Chicago Department of Transportation	UWP Transp Plan 1/16-7/1/24	\$	198,959.49
14470	7/18/2024	Chicago Transit Authority	Transportation Plan 5-6/2024	\$	6,260.67

14471	7/18/2024	Clarity Partners LLC	Website development 2/2024	\$	9,030.37
14472	7/18/2024	Creative Financial Staffing LLC	Temp Services - SP, MW 7/2024	\$	6,254.86
14473	7/18/2024	Curators of the University of Missouri	Registration - ADA Conf. FY24	\$	850.00
14474	7/18/2024	Deloitte & Touche LLP	RIA Mgmt consulting 5-6/2024	\$	66,428.16
14475	7/18/2024	DePaul University	Housing Data Snapshots 4/2024	\$	42,352.82
14476	7/18/2024	DuPage Mayors & Managers Conference	UWP DuPage COM 5/2024	\$	25,409.49
14477	7/18/2024	EBSCO	Multidisciplinary data FY25	\$	20,499.00
14478	7/18/2024	Elrod Friedman LLP	Legal Fees 6/2024	\$	76.00
14479	7/18/2024	The Hartford	Workers' Comp 7/2024-7/2025	\$	28,173.00
14480	7/18/2024	HOLLY L HUDSON	Field Equipment Storage Unit	\$	2,092.52
14481	7/18/2024	ICF Incorporated LLC	Resilience Improvement 6/2024	\$	66,898.85
14482	7/18/2024	Insight Public Sector Inc.	Software license FY24	\$	5,310.42
14483	7/18/2024	Kane County Division of Transportation	UWP Kane/Kendall COM 4/2024	\$	14,674.14
14484	7/18/2024	LaSalle Network	Temp Services - Keshia 7/2024	\$	842.63
14485	7/18/2024	McHenry County Division of Transportation	McHenry COM 6/2024	\$	5,458.92
14486	7/18/2024	ROSEMARIE TERESE NILSON	Travel - SHRM Conference 2024	\$	525.84
14487	7/18/2024	Northwest Municipal Conference	UWP N Shore & NW COM 5/2024	\$	41,125.14
14488	7/18/2024	Omegabit LLC	Website hosting 5/2024	\$	9,314.90
14489	7/18/2024	GEORGE PERKINS ANENE	Travel - COMTO 7/2024	\$	1,767.72
14490	7/18/2024	STEPHANE PHIFER	Phifer - APA Membership Dues	\$	350.00
14491	7/18/2024	KATHLEEN REIGSTAD	Travel - Dixmoor CIP FY25	\$	34.97
14492	7/18/2024	Resource Systems Group Inc	Household Travel Survey 6/2024	\$	27,654.44
14493	7/18/2024	LLC Resultant	UWP Data Governance 6/2024	\$	17,335.43
14494	7/18/2024	S2Verify LLC	FY23 Employee Background Check	\$	551.58
14495	7/18/2024	Sam Schwartz Engineering	Cicero SPR LP 2022 6/2024	\$	8,202.50
14496	7/18/2024	Sikich LLP	ANNUAL AUDIT FY23 (PD IN FY24)	\$	6,670.00
14497	7/18/2024	The Silver Line	MacArthur Grant Eval 6/2024	\$	1,517.25
14498	7/18/2024	South Suburban Mayors & Managers Association	SSMMA 6/21/2024	\$	54,636.84
14499	7/18/2024	SRF Consulting Group Inc	NW Cook Transit Study 6/2024	\$	12,274.85
14500	7/18/2024	StreetLight Data Inc	Speed data project SPR 6/2024	\$	6,347.25
14501	7/18/2024	BLANCA VELA-SCHNEIDER	WelMap Supplies 6/2024	\$	84.80
14502	7/18/2024	West Central Municipal Conference	UWP North Central COM 6/2024	\$	320.00
14503	7/18/2024	ALONZO JOSUE ZAMARRON	Travel - CreativePro Conf FY25	\$	1,224.85
14504	7/18/2024	Zoom Video Communications Inc	Annual Zoom License Renewal	\$	8,488.00
14505	7/18/2024	ComEd	Electricity 6/2024	\$	1,204.23
14506	7/18/2024	Vision Service Plan (IL)	Vision Retiree 7/2024	\$	1,285.42
70225	7/18/2024	JOSH ISAAC BLUSTEIN	Travel - Franklin Park 6/2024	\$	37.50
70226	7/18/2024	LILY RENEE STANKEVICIUS	Travel -Franklin Pk Tasks FY24	\$	444.40
70227	7/18/2024	University of Illinois	Property Tax Analysis 6/2024	\$	29,477.10
14507	7/25/2024	ADO Professional Solutions Inc	Temp Serv - BK, AM, AW 7/2024	\$	7,293.74
14508	7/25/2024	ADP Screening & Selection Services Inc	Background screening 6/2024	\$	315.00
14509	7/25/2024	Advanced Digital Media Inc	Subscription - BlueRoom FY25	\$	3,000.00

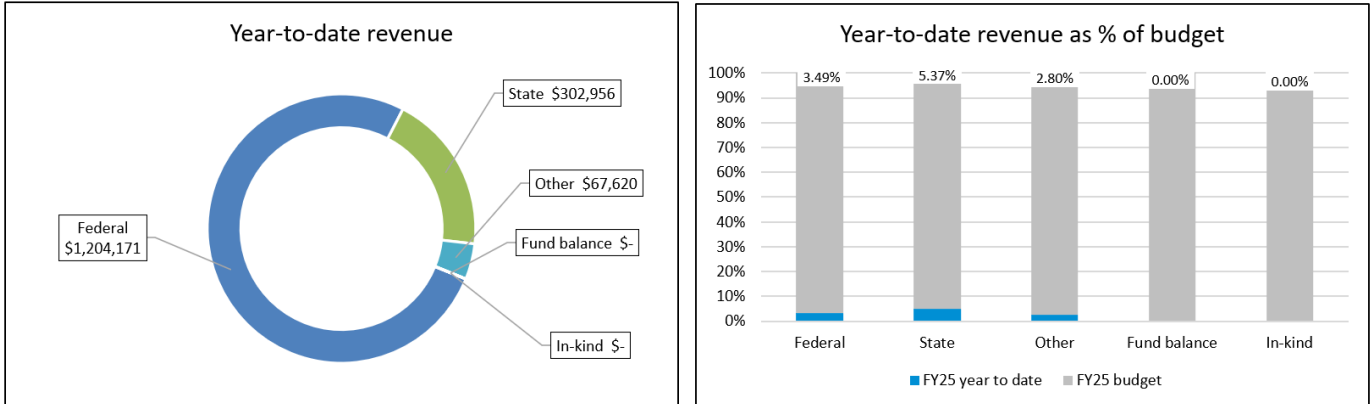
14510	7/25/2024	MEGAN FULARA	Travel - SHRM Conf Parking	\$	21.00
14511	7/25/2024	Northwestern University	Northwestern University Fellow	\$	1,500.00
14512	7/25/2024	RICHARD NORWOOD	Council of Mayors Meeting	\$	87.10
14513	7/25/2024	SendSafely Inc	SendSafely business licenses	\$	2,430.00
14514	7/25/2024	SHI International Corporation	Software Renewal: KnowBe4 Sec	\$	4,001.80
14515	7/25/2024	Traffic Logix Corporation	Cloud Access Subscription	\$	1,400.00
14516	7/25/2024	JENNIE KHOEN VANA	Travel - 3CMA Conference FY24	\$	370.57
14517	7/25/2024	JULIA VOIGT	CARE Meeting expenses 7/16/24	\$	45.98
14518	7/24/2024	The Hartford	Workers' Comp 7/2024-7/2025	\$	28,165.00
70228	7/25/2024	Orla Castanien	FY24 E. Aleman Professional Co	\$	3,000.00
14519	7/29/2024	601W Companies Chicago MT LLC	Office Maintenance 8/2024	\$	192,623.70
14520	7/29/2024	ADO Professional Solutions Inc	Temp Serv - BK, AM, AW 7/2024	\$	10,264.01
14521	7/29/2024	Bentley Systems Inc	Software Renewal: EMME Legacy	\$	26,520.00
14522	7/29/2024	Blue Cross Blue Shield of Illinois	Retiree Health 8/2024	\$	127,354.29
14523	7/29/2024	Budget Rent A Car System Inc	Travel - Makala rental 6/2024	\$	197.89
14524	7/29/2024	CBIZ Risk and Advisory Services LLC	CyberSecurity Service 3-6/2024	\$	92,675.00
14525	7/29/2024	Creative Financial Staffing LLC	Temp Services - SP, MW 7/2024	\$	6,101.31
14526	7/29/2024	Delta Dental - Risk	Dental PPO 8/2024	\$	7,315.71
14527	7/29/2024	Economic Modeling Specialists Inc	Web-based labor market and job	\$	30,000.00
14528	7/29/2024	Health Care Cost Management Inc	FSA Admin Fees 6/2024	\$	3,186.88
14529	7/29/2024	Mutual of Omaha	Life Insurance EE 8/2024	\$	5,444.19
14530	7/29/2024	Nearmap US Inc.	Aerial photography, FY25	\$	141,218.58
14531	7/29/2024	Sam Schwartz Engineering	PAO D Round Lake Beach 6/2024	\$	13,435.84
14532	7/29/2024	TierPoint LLC	Colocation Services 8/2024	\$	8,124.96
14533	7/29/2024	US Bank HSA	Statement Fee 6/2024	\$	12.00
14534	7/29/2024	West Central Municipal Conference	UWP Central COM 5/2024	\$	10,433.08
14535	7/29/2024	Will County Governmental League	UWP Will COM 6/2024	\$	2,656.78
14536	7/29/2024	BMO Harris Bank Master Card	Aquifer Replacement Filter	\$	10,633.97
70229	7/29/2024	LILY RENEE STANKEVICIUS	Field Data Collection 7/2024	\$	104.71
14584	7/31/2024	Optum Bank	HSA Contributions EE 7/26/24	\$	3,333.25
WT	7/1/2024	BMO Harris Bank Master Card	bank vs cc statement rv entry	\$	1,042.39
WT	7/2/2024	IMRF	IMRF credit	\$	(2,195.81)
WT	7/3/2024	LaSalle Network	VOID	\$	(842.63)
WT	7/10/2024	BMO Harris Bank	Fee- Standby letter of credit	\$	4,600.00
WT	7/11/2024	EMPOWER	Insurance payment	\$	13,701.52
WT	7/12/2024	ADP	PAYROLL TAX	\$	120,098.51
WT	7/12/2024	IMRF	IMRF pmt	\$	71,224.96
WT	7/12/2024	ADP	PAYROLL	\$	277,943.63
WT	7/12/2024	ADP	tax correction for payroll	\$	24.25
WT	7/16/2024	RTA	7/24 RTA card pmt	\$	998.50
WT	7/18/2024	The Hartford	VOID	\$	(28,173.00)
WT	7/19/2024	ADP	ADP payroll fees	\$	7,132.35
WT	7/22/2024	BMO Harris Bank	BMOH acct analysis fee	\$	851.80
WT	7/24/2024	VENTRA	Ventra card loads-6/22-7/21/24	\$	3,251.00
WT	7/25/2024	EMPOWER	Insurance payment	\$	13,701.52

WT	7/26/2024	ADP	PAYROLL	\$	276,827.41
WT	7/26/2024	ADP	PAYROLL TAX	\$	120,970.23
WT	7/29/2024	BMO Harris Bank Master Card	potbelly rebate	\$	(31.50)
Total				\$	3,794,190.28

Fiscal Year-to-date Revenue and Expenditure Overview, July 2024

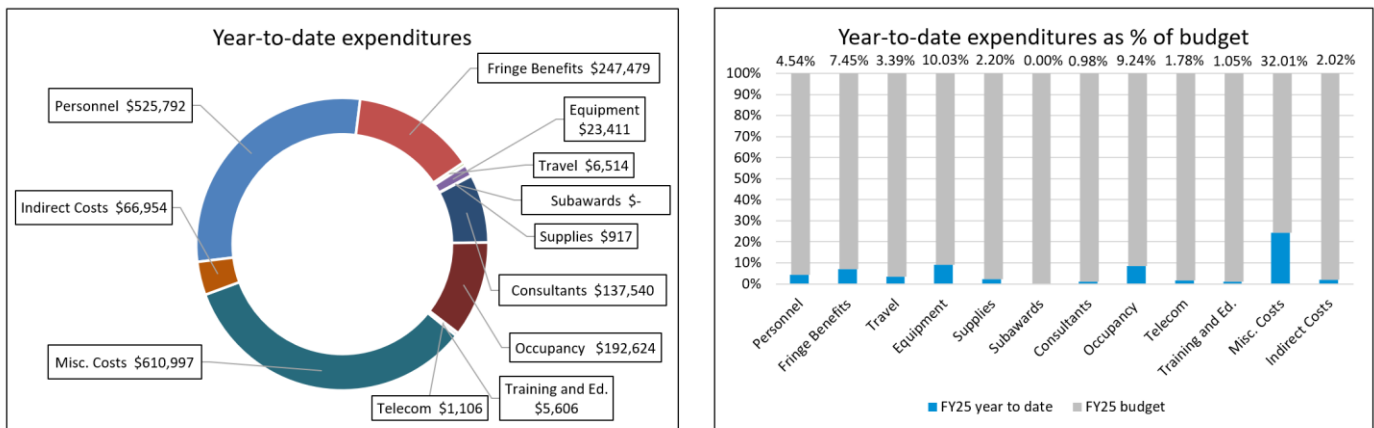
Revenue highlights. Revenue received as of this month for FY2025 is comprised of 77% Federal, 19% State and In-kind, 0% General funding such as Local contributions, and 4% Other Public, Foundation, Non-Public and Miscellaneous Funding.

Year-to-date, CMAP has collected 4% of its budgeted revenue from the sources identified in the tables below (excludes non-operational). Many of these revenue sources are reimbursable grants, therefore, revenues trail expenses.



Expenditure highlights. Expenditures are divided into twelve expenditure categories based on the agency's annual budget. Year-to-date, the agency has expended 4% of the budget in these categories. The three highest dollar categories of expenditures fiscal year-to-date are personnel at \$526,000, fringe benefits at \$248,000, and miscellaneous costs at \$611,000.

The high expenditure at the beginning of the fiscal year in the miscellaneous cost category is due to annual renewal of certain software licenses.



Budget to Actual Tables, July 2024

Revenue, fund balance and in-kind services			
	FY25 budget	FY25 year to date	FY25 balance
Federal revenue total	\$ 34,535,363	\$ 1,204,171	\$ 33,331,192
State revenue total	\$ 5,643,387	\$ 302,956	\$ 5,340,431
Other revenue total	\$ 2,417,259	\$ 67,620	\$ 2,349,639
Use of fund balance total	\$ 619,070	\$ -	\$ 619,070
In-kind services total	\$ 1,212,585	\$ -	\$ 1,212,585
Total	\$44,427,664	\$1,574,746	\$42,852,917

Note: As our revenue sources are primarily based on reimbursement grants, revenues will always trail expenses.

Expenses			
	FY25 budget	FY25 year to date	FY25 balance
Personnel (Salary and Wages)	\$ 11,575,714	\$ 525,792	\$ 11,049,922
Fringe Benefits	\$ 3,320,747	\$ 247,479	\$ 3,073,268
Travel	\$ 192,184	\$ 6,514	\$ 185,670
Equipment	\$ 233,510	\$ 23,411	\$ 210,099
Supplies	\$ 41,700	\$ 917	\$ 40,783
Contractual Subawards*	\$ 6,062,924	\$ -	\$ 6,062,924
Consultant (Professional Service)	\$ 14,053,015	\$ 137,540	\$ 13,915,475
Occupancy (Rent and Utilities)	\$ 2,084,217	\$ 192,624	\$ 1,891,593
Telecommunications	\$ 61,991	\$ 1,106	\$ 60,885
Training and Education	\$ 535,369	\$ 5,606	\$ 529,763
Miscellaneous Costs	\$ 1,908,697	\$ 610,997	\$ 1,297,700
Indirect Costs	\$ 3,317,070	\$ 66,954	\$ 3,250,116
Total	\$ 43,387,138	\$ 1,818,938	\$ 41,568,200

*Core and Competitive subawards to UWP Partner Agencies (Chicago Department of Transportation, Council of Mayors Planning Liaisons Program, Counties, CTA, Metra, and Pace)

End report

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FY2025

CMAP

monthly

financial

report

August 2024



Chicago Metropolitan
Agency for Planning

Monthly Revenue and Expenditure Report

As of August 31, 2024

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. Therefore, the following items for the month are being presented to the Executive Committee:

- Monthly cash overview.
- Fiscal year-to-date revenue and expenditure overview.

Monthly Cash Overview, August 2024

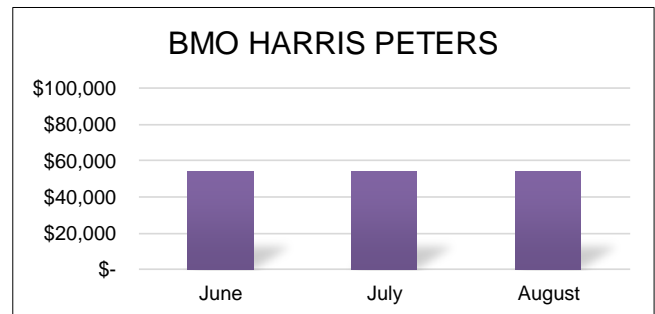
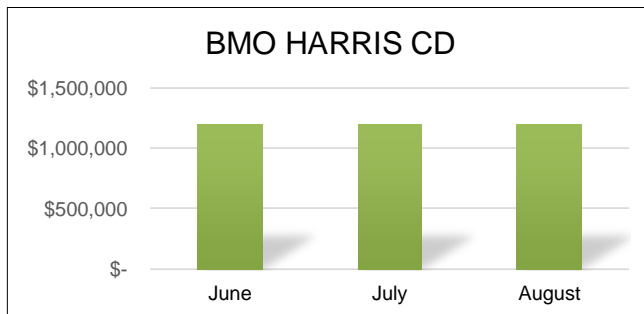
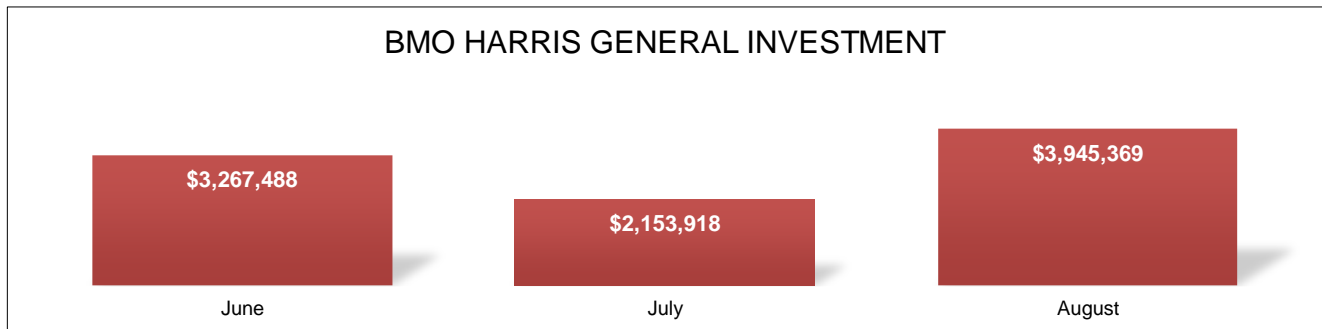
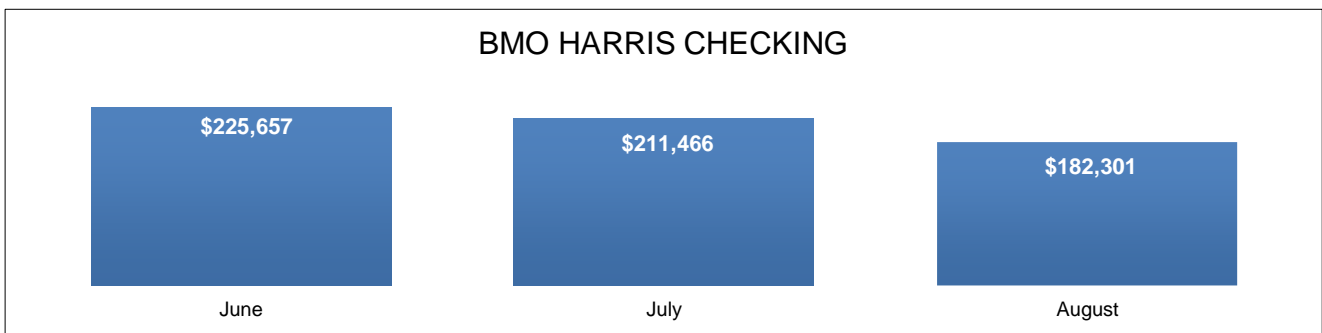
What caused the change in balance for each of the cash accounts?

BMO Harris Checking Account: Wire transfers of \$2.6 million from the General Investment account funded operating activities for the month. Operating activities were comprised of \$954 thousand in personnel related costs, and \$1.8 million in payables.

BMO Harris General Investment Account: Wire transfers received in the amount of \$4.5 million resulting from monthly revenue activity, partially funded \$2.7 million in transfers to the Checking account for the month.

BMO Harris CD: No activity has occurred in this account during FY2024.

BMO Harris Peters Fellowship: Monthly interest was the only activity in this account during FY2024.



Transaction Register, August 2024

Number	Date	Vendor Name	Transaction Description	Amount
14537	8/1/2024	ADO Professional Solutions Inc	Temp Serv - BK, AW, AM 7/2024	\$ 8,388.08
14538	8/1/2024	Creative Financial Staffing LLC	Temp Services - SP, MW 7/2024	\$ 6,190.05
14539	8/1/2024	Granicus LLC	Project Finder add-on	\$ 2,500.00
14540	8/1/2024	Inc. Jacobs Engineering Group	Dixmoor CIP 6/2024	\$ 6,720.66
14541	8/1/2024	Lake County Division of Transportation	UWP Lake COM 3/2024	\$ 54,564.96
14542	8/1/2024	TELUS Health (US) LTD	EAP Services 7-9/2024	\$ 601.02
14543	8/5/2024	Comcast	Internet 7/2024	\$ 1,105.52
14544	8/8/2024	ADO Professional Solutions Inc	Temp Serv - BK, AW, AW 7/2024	\$ 9,642.45
14545	8/8/2024	Aflac	Aflac PR WH 7/2024	\$ 1,505.10
14546	8/8/2024	LAURENT M AHIABLAME	Travel - ASABE conference 2024	\$ 2,437.27
14547	8/8/2024	Chicago Office Technology Group	Copier Maint 6/22-6/30/24	\$ 372.09
14548	8/8/2024	Creative Financial Staffing LLC	Temp Services - SP, MW 7/2024	\$ 6,237.21
14549	8/8/2024	Dell Marketing LP	Professional Services: Deploy	\$ 10,112.10
14550	8/8/2024	NICHOLAS FERGUSON	Esri User Conference travel	\$ 2,434.68
14551	8/8/2024	First Communications LLC	Telephone 7/2024	\$ 2,312.69
14552	8/8/2024	Health Care Cost Management Inc	Health FSA PR WH 8/9/24	\$ 2,692.88
14553	8/8/2024	Henricksen and Company INC	Sit/Stand Desk	\$ 1,142.93
14554	8/8/2024	LaSalle Network	Admin Temp services 7/2024	\$ 3,932.26
14555	8/8/2024	Mileage Based User Fee Alliance	MBUFA 2024 Dues	\$ 5,000.00
14556	8/8/2024	TIMOTHY KYLE O'LEARY	2024 Esri UC Conference Travel	\$ 2,738.06
14557	8/8/2024	JOSE RODRIGUEZ	Travel - Field Data Collection	\$ 275.98
14558	8/8/2024	DuPage County	DuPage Trails Plan	\$ 15,590.34
14559	8/8/2024	SHI International Corporation	Software Maintenance: Version	\$ 4,878.95
14560	8/8/2024	LP TVG-MGT Holdings	FY24 Temp Services Cheryl Mosq	\$ 16,100.00
14561	8/8/2024	Dell Marketing LP	Microsoft O365 Extra File Stor	\$ 91,734.19
70230	8/8/2024	MIOVISION Technologies Incorporated	Ground Shipping of Coiled Cabl	\$ 295.00
14562	8/15/2024	ADO Professional Solutions Inc	Temp Serv - BK, AW, AM 7/2024	\$ 9,729.89
14563	8/15/2024	LAURENT M AHIABLAME	Summer Tuition Reimb - Laurent	\$ 1,328.00
14564	8/15/2024	Clarity Partners LLC	Website development 6/2024	\$ 1,400.18
14565	8/15/2024	Creative Financial Staffing LLC	Temp Services - SP, MW 8/2024	\$ 6,688.56
14566	8/15/2024	Cubic ITS Inc	Software Maint Renewal FY24	\$ 475.00
14567	8/15/2024	Dell Marketing LP	Annual Microsoft Maintenance R	\$ 200,779.01
14568	8/15/2024	Holland and Knight LLP	Legal Services	\$ 2,291.00
14569	8/15/2024	Optum Bank	HSA Contributions EE 8/9/24	\$ 3,941.25
14570	8/15/2024	STEPHEN C OSTRANDER	Travel - 2024 ESRI Conference	\$ 2,653.96
14571	8/15/2024	Riverside Graphics Corporation	PART Action agenda -150 copies	\$ 669.00
14572	8/15/2024	JOSE RODRIGUEZ	Travel - ESRI User Conf 7/2024	\$ 3,668.17
14573	8/15/2024	LP TVG-MGT Holdings	Temp Serv- Cheryl M. 7/2024	\$ 9,059.40
14574	8/15/2024	Warehouse Direct	80# Cardstock paper	\$ 271.32
70231	8/15/2024	Hertz Corporation	Travel -Gilton Rental 7/2024	\$ 294.32

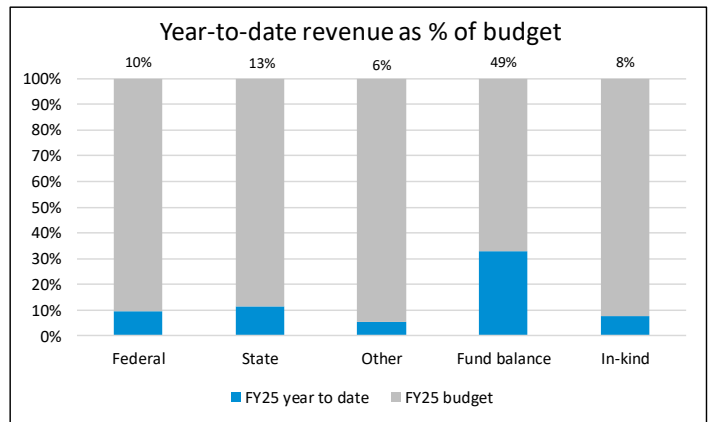
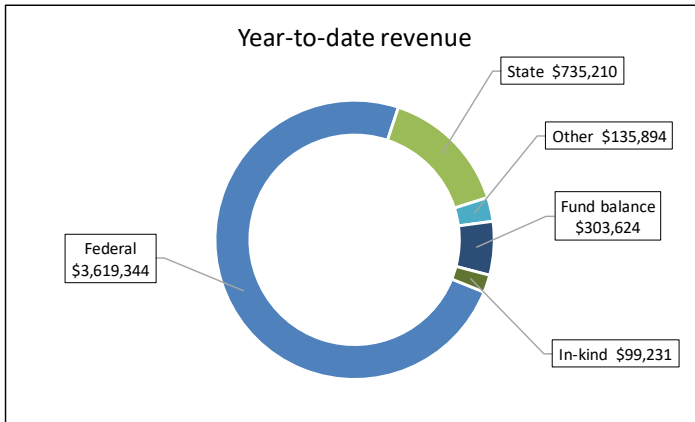
70232	8/15/2024	Illinois Department of Transportation	IDOT indirect refund	\$	300,458.00
70233	8/15/2024	State Employee Retirement System of Illinois	Employees WH 7/2024	\$	6,211.44
14575	8/19/2024	ComEd	Electricity 7/2024	\$	1,330.53
14576	8/19/2024	UPS	UPS WorldShip 8/6/24	\$	93.57
14577	8/19/2024	Vision Service Plan (IL)	Vision COBRA 6/2024	\$	1,276.26
14578	8/22/2024	JESSE MITCHELL ALTMAN	Travel - Kane CAIP Meeting	\$	52.26
14579	8/22/2024	ENRIQUE CASTILLO	APA Membership FY25	\$	350.00
14580	8/22/2024	Cogent Communications Inc	FY25 ISP agreement 7/2024	\$	2,268.03
14581	8/22/2024	Granicus LLC	FY25 Software Subscription	\$	85,880.95
14582	8/22/2024	Health Care Cost Management Inc	Health FSA PR WH 8/23/24	\$	2,692.89
14583	8/22/2024	MAKALA MORALES	APA Dues FY25	\$	121.75
14629	8/23/2024	Optum Bank	HSA Contributions EE 8/23/24	\$	3,433.25
14585	8/30/2024	601W Companies Chicago MT LLC	Office Maintenance 9/2024	\$	2,272.21
14586	8/30/2024	911 Interpreters Inc	Translation services 6/2024	\$	3,419.87
14587	8/30/2024	ADO Professional Solutions Inc	FY25 Accounting Temp Services	\$	19,842.56
14588	8/30/2024	ADP Screening & Selection Services Inc	Background screening 7/2024	\$	9.58
14589	8/30/2024	Arctic Information Technology Inc	ERP Professional Services	\$	33,140.65
14590	8/30/2024	Baker Tilly Virchow Krause & Company LLP	Compensation Consulting	\$	36,351.00
14591	8/30/2024	Blue Cross Blue Shield of Illinois	Cobra Health/Dental 9/2024	\$	124,690.52
14592	8/30/2024	LILY ROSE BRACK	Lbrack - APA & AICP dues	\$	350.00
14593	8/30/2024	JULIE BURROS	Peters Fellows Lunch 8/16/24	\$	246.58
14594	8/30/2024	CBRE Inc	Commercial Office Leasing	\$	28,950.00
14595	8/30/2024	CDW Government Inc	Computer Hardware: Dell CTO P	\$	27,424.50
14596	8/30/2024	Center for Neighborhood Technology	Equitable Engagement	\$	35,944.00
14597	8/30/2024	Creative Financial Staffing LLC	Temp Services - SP, MW 8/2024	\$	12,608.94
14598	8/30/2024	Dell Marketing LP	Microsoft Unified Support	\$	94,419.68
14599	8/30/2024	Delta Dental - Risk	Dental PPO 9/2024	\$	7,661.82
14600	8/30/2024	Dun and Bradstreet	Data Purchase FY25	\$	126,020.00
14601	8/30/2024	EcoInteractive Inc	Integrated TIP database 7/2024	\$	36,569.41
14602	8/30/2024	Elrod Friedman LLP	Legal Services 7/2024	\$	190.00
14603	8/30/2024	Equiticity	Equitable engagement facilitat	\$	42,000.00
14604	8/30/2024	ESRI	Software Maintenance: ArcGIS	\$	19,386.00
14605	8/30/2024	Houseal Lavigne Associates LLC	Harvey Comp Plan 6/2024	\$	16,839.32
14606	8/30/2024	Iron Mountain	Shredding Services 7/1-7/23/24	\$	11.95
14607	8/30/2024	LaSalle Network	Admin Temp services FY25	\$	2,892.39
14608	8/30/2024	THOMAS J. MURTHA	Travel - Nat'l Energy Lab Mtg	\$	841.99
14609	8/30/2024	Optum Bank	HSA Monthly Acct Fee 4-6/2024	\$	344.50
14610	8/30/2024	SLG Innovation Inc	IT Consulting 7/2024	\$	75,553.55
14611	8/30/2024	TierPoint LLC	Colocation Services 9/2024	\$	6,447.06
14612	8/30/2024	LP TVG-MGT Holdings	Temp Serv- Cheryl M. 5-6/2024	\$	10,038.70
14613	8/30/2024	West Central Municipal Conference	UWP Central COM 6/2024	\$	7,842.23

14643	8/29/2024	BMO Harris Bank Mastercard	Credit card payment	\$	21,570.50	
WT	8/2/2024	IMRF	IMRF pmt	\$	(2,195.81)	
WT	8/8/2024	EMPOWER	Insurance	\$	13,503.60	
WT	8/9/2024	ADP	Payroll	\$	276,351.06	
WT	8/9/2024	ADP	Payroll Tax	\$	120,505.14	
WT	8/12/2024	IMRF	IMRF pmt	\$	61,908.18	
WT	8/16/2024	RTA	8/24 RTA card pmt	\$	1,256.00	
WT	8/16/2024	ADP	8/24 ADP payroll fees	\$	7,592.19	
JE	8/19/2024	VSP	Void VSP credit	\$	29.46	
WT	8/22/2024	BMO Harris Bank	7/24 BMOH acct analysis fee	\$	893.55	
WT	8/23/2024	EMPOWER	Insurance	\$	14,667.88	
WT	8/23/2024	ADP	Payroll	\$	312,361.54	
WT	8/23/2024	ADP	Payroll Tax	\$	144,472.05	
WT	8/26/2024	VENTRA	Ventra card loads-7/22-8/21/24	\$	3,046.00	
WT	8/31/2024	BMO Harris Bank Mastercard	potbelly reverse entry	\$	31.50	
Total					\$	2,655,224.31

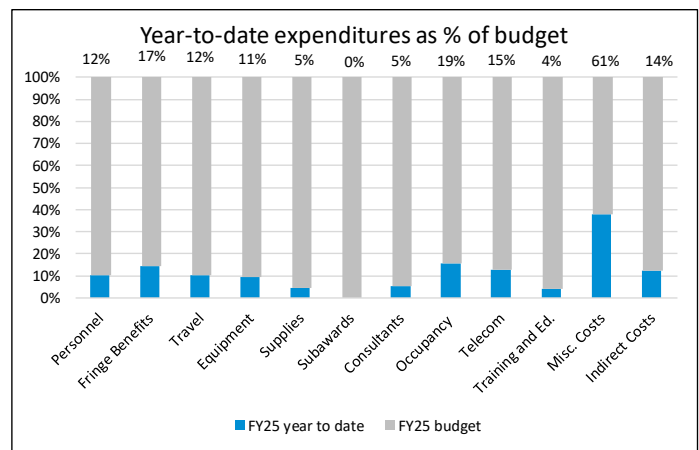
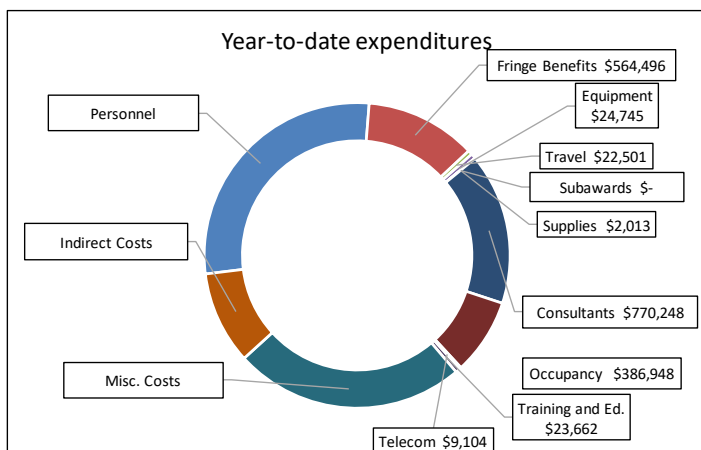
Fiscal Year-to-date Revenue and Expenditure Overview, August 2024

Revenue highlights. Revenue received as of this month for FY2025 is comprised of 74% Federal, 17% State and In-kind, 6% General funding such as Local contributions, and 3% Other Public, Foundation, Non-Public and Miscellaneous Funding.

Year-to-date, CMAP has collected 11% of its budgeted revenue from the sources identified in the tables below (excludes non-operational). Many of these revenue sources are reimbursable grants, therefore, revenues trail expenses.



Expenditure highlights. Expenditures are divided into twelve expenditure categories based on the agency's annual budget. Year-to-date, the agency has expended 11% of the budget in these categories. The three highest dollar categories of expenditures fiscal year-to-date are personnel at \$526,000, fringe benefits at \$248,000, and miscellaneous costs at \$1.17M. The high expenditure at the beginning of the fiscal year in the miscellaneous cost category is due to annual renewal of certain software licenses.



Budget to Actual Tables, August 2024

Revenue, fund balance and in-kind services			
	FY25 budget	FY25 year to date	FY25 balance
Federal revenue total	\$ 34,535,363	\$ 3,619,344	\$ 30,916,019
State revenue total	\$ 5,643,387	\$ 735,210	\$ 4,908,177
Other revenue total	\$ 2,417,259	\$ 135,894	\$ 2,281,364
Use of fund balance total	\$ 619,070	\$ 303,624	\$ 315,446
In-kind services total	\$ 1,212,585	\$ 99,231	\$ 1,113,354
Total	\$44,427,664	\$4,893,303	\$39,534,360

Note: As our revenue sources are primarily based on reimbursement grants, revenues will always trail expenses.

Expenses			
	FY25 budget	FY25 year to date	FY25 balance
Personnel (Salary and Wages)	\$ 11,575,714	\$ 1,354,660	\$ 10,221,054
Fringe Benefits	\$ 3,320,747	\$ 564,496	\$ 2,756,251
Travel	\$ 192,184	\$ 22,501	\$ 169,683
Equipment	\$ 233,510	\$ 24,745	\$ 208,765
Supplies	\$ 41,700	\$ 2,013	\$ 39,687
Contractual Subawards*	\$ 6,062,924	\$ -	\$ 6,062,924
Consultant (Professional Service)	\$ 14,053,015	\$ 770,248	\$ 13,282,767
Occupancy (Rent and Utilities)	\$ 2,084,217	\$ 386,948	\$ 1,697,269
Telecommunications	\$ 61,991	\$ 9,104	\$ 52,887
Training and Education	\$ 535,369	\$ 23,662	\$ 511,707
Miscellaneous Costs	\$ 1,908,697	\$ 1,173,503	\$ 735,194
Indirect Costs	\$ 3,317,070	\$ 471,424	\$ 2,845,646
Total	\$ 43,387,138	\$ 4,803,307	\$ 38,583,831

*Core and Competitive subawards to UWP Partner Agencies (Chicago Department of Transportation, Council of Mayors Planning Liaisons Program, Counties, CTA, Metra, and Pace)

End report
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FY2025

CMAP

monthly

financial

report

September 2024



Chicago Metropolitan
Agency for Planning

Monthly Revenue and Expenditure Report

As of September 30, 2024

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. Therefore, the following items for the month are being presented to the Executive Committee:

- Monthly cash overview.
- Fiscal year-to-date revenue and expenditure overview.

Monthly Cash Overview, September 2024

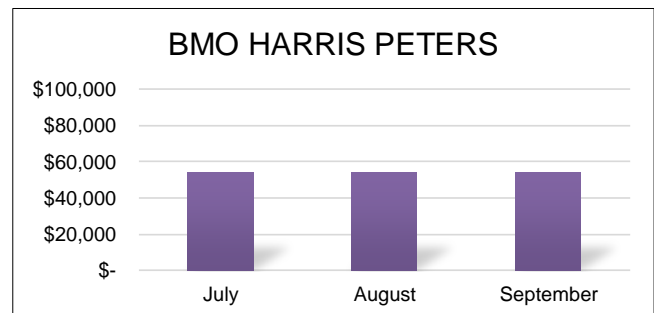
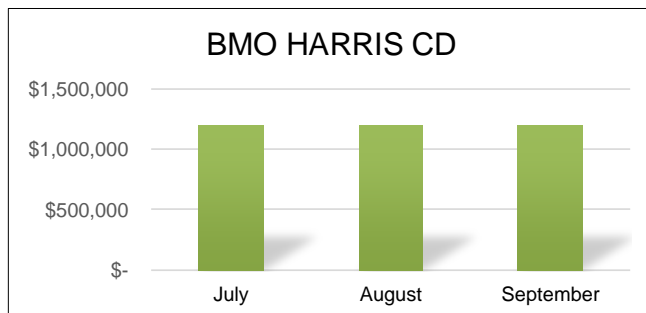
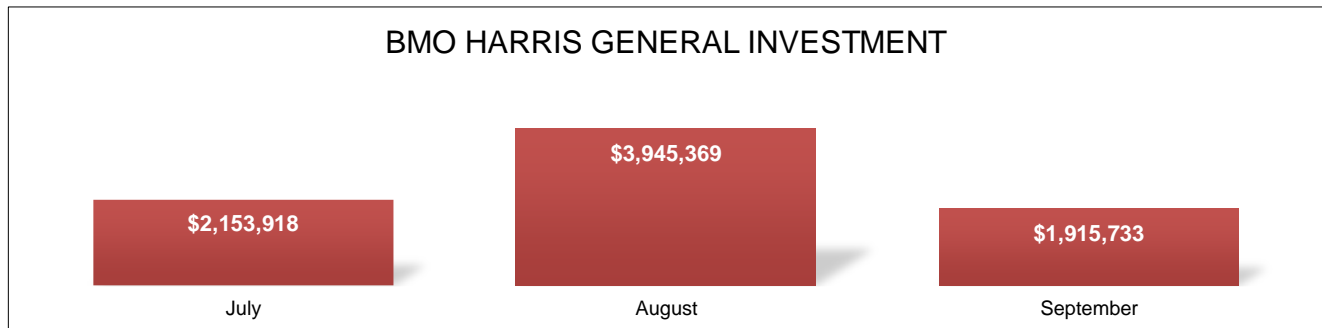
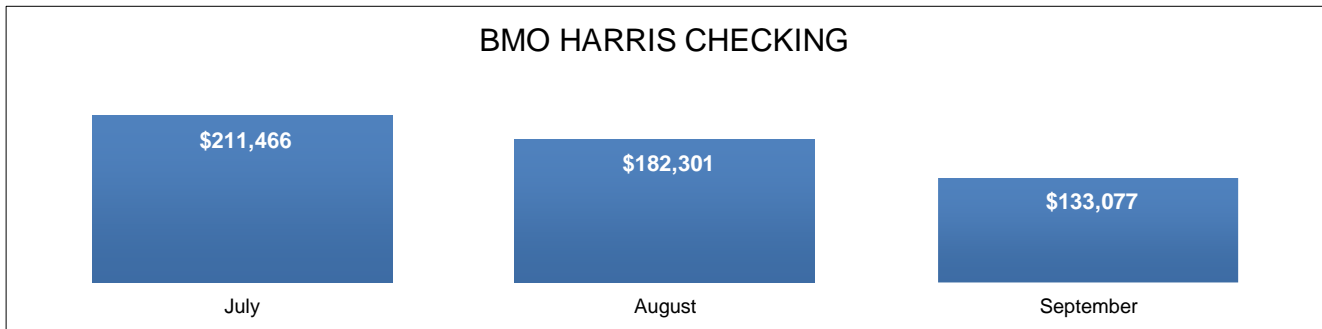
What caused the change in balance for each of the cash accounts?

BMO Harris Checking Account: Wire transfers of \$2.2 million from the General Investment account funded operating activities for the month. Operating activities were comprised of \$924 thousand in personnel related costs, and \$1.4 million in payables.

BMO Harris General Investment Account: Wire transfers received in the amount of \$300 thousand resulting from monthly revenue activity, partially funded \$2.3 million in transfers to the Checking account for the month.

BMO Harris CD: No activity has occurred in this account during FY2024.

BMO Harris Peters Fellowship: Monthly interest was the only activity in this account during FY2024.



Transaction Register, September 2024

Number	Date	Vendor Name	Transaction Description	Amount
14614	9/3/2024	Comcast	Internet 8/2024	\$ 1,005.00
14615	9/4/2024	The Hartford	FY25 Workers Comp Insurance	\$ 13,822.00
14630	9/5/2024	Comcast	TV Service Fee 8/11-9/10/24	\$ 100.52
14616	9/6/2024	ADO Professional Solutions Inc	FY25 Accounting Temp Services	\$ 10,089.13
14617	9/6/2024	JESSE MITCHELL ALTMAN	Travel - C2C Summit	\$ 968.66
14618	9/6/2024	JULIE BURROS	In regional travel expenses	\$ 103.67
14619	9/6/2024	Creative Financial Staffing LLC	FY25 Temp Services - SP, MW	\$ 6,389.50
14620	9/6/2024	DIG IN Inc	Training - Exec Coaching (MB)	\$ 1,800.00
14621	9/6/2024	First Communications LLC	Telephone 8/2024	\$ 2,312.69
14622	9/6/2024	GRM Information Management Services of Chicago LLC	Offsite Storage 7/2024	\$ 350.93
14623	9/6/2024	Health Care Cost Management Inc	Health FSA PR WH 9/6/24	\$ 2,692.90
14624	9/6/2024	LaSalle Network	Admin Temp services FY25	\$ 1,488.01
14625	9/6/2024	P&M Holding Group LLP	Change Mgmt - 7/2024	\$ 31,525.00
14626	9/6/2024	JULIANA RESCHKE	Membership-WTS Greater Chicago	\$ 125.00
14627	9/6/2024	Riverside Graphics Corporation	Annual business cards	\$ 318.00
14628	9/6/2024	Transportation Research Board	Annual agency membership -TRB	\$ 5,000.00
14631	9/6/2024	Optum Bank	HSA Contributions EE 9/6/24	\$ 3,433.25
14632	9/12/2024	ADO Professional Solutions Inc	Accounting Temp Serv 8/2024	\$ 11,582.62
14633	9/12/2024	Aflac	Aflac PR WH 8/2024	\$ 1,593.72
14634	9/12/2024	Budget Rent A Car System Inc	FY25 Car Rentals - G. Anene	\$ 186.18
14635	9/12/2024	City of Chicago Department of Transportation	UWP Transp Plan 2/1-5/31/24	\$ 359,280.14
14636	9/12/2024	Chicago Office Technology Group	FY25 Copier Maintenance	\$ 525.78
14637	9/12/2024	LLC Creative Planning HoldCo	Retirement Services	\$ 5,171.65
14638	9/12/2024	JAEMI JACKSON	in region travel FY25	\$ 50.42
14639	9/12/2024	LaSalle Network	Admin Temp services FY25	\$ 1,488.01
14640	9/12/2024	GEORGE PERKINS ANENE	in region travel FY25	\$ 22.66
14641	9/12/2024	Race Forward	Membership FY24 portion	\$ 2,500.00
14642	9/12/2024	BLANCA VELA-SCHNEIDER	Travel to Fast Signs 8/1	\$ 75.99
70234	9/12/2024	American Planning Association	2025 APA-IL State Conference	\$ 2,365.00
70235	9/12/2024	Hertz Corporation	Tony Manno Car Rental FY25	\$ 174.94
70236	9/12/2024	Illinois Association of Regional Councils	CMAP annual ILARC member dues	\$ 2,500.00
70237	9/12/2024	State Employee Retirement System of Illinois	CMAP WH August 2024	\$ 11,993.05
14646	9/16/2024	Vision Service Plan (IL)	Vision Retiree 9/2024	\$ 1,373.81
14644	9/17/2024	UPS	UPS WorldShip - C. Lopez	\$ 116.83
14645	9/18/2024	ComEd	Electricity 8/2024	\$ 1,303.06
14647	9/19/2024	601W Companies Chicago MT LLC	Use of Marquee room for 10.09.	\$ 2,700.00
14648	9/19/2024	911 Interpreters Inc	Translation Services 7/2024	\$ 4,117.41
14649	9/19/2024	A Epstein and Sons International Inc	SS4A Federal 80% Grant	\$ 21,095.57

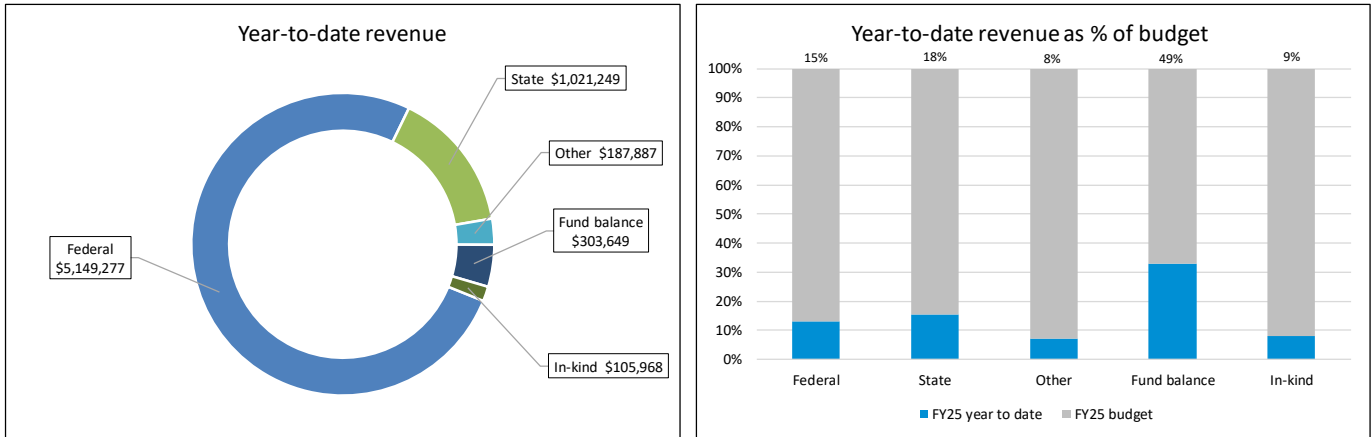
14650	9/19/2024	ADO Professional Solutions Inc	Accounting Temp Serv 9/2024	\$	3,909.03
14651	9/19/2024	Arctic Information Technology Inc	CR11 - D365 enhancements	\$	102,100.00
14652	9/19/2024	Baker Tilly Virchow Krause & Company LLP	ERP services 8/2i024	\$	29,434.20
14653	9/19/2024	LILY ROSE BRACK	in-region travel - Franklin Pk	\$	81.40
14654	9/19/2024	MICHAEL BROWN	travel - leadership conf in CO	\$	549.88
14655	9/19/2024	JULIE BURROS	Annual APA Dues 10/2024-9/2025	\$	350.00
14656	9/19/2024	Cogent Communications Inc	FY25 ISP agreement 9/2024	\$	774.82
14657	9/19/2024	Creative Financial Staffing LLC	FY25 Temp Services - SP, MW	\$	11,184.40
14658	9/19/2024	Deloitte & Touche LLP	RIA program mgmt -match 7/2024	\$	36,136.68
14659	9/19/2024	ESRI	Software Maintenance: Annual	\$	55,050.66
14660	9/19/2024	Health Care Cost Management Inc	Health FSA PR WH 9/20/24	\$	2,838.02
14661	9/19/2024	Holland and Knight LLP	FY25 Legal Services	\$	632.00
14662	9/19/2024	JENNIFER R MADDUX	Registration - SRTS Conference	\$	595.00
14663	9/19/2024	MARTIN R MENNINGER	Travel - C2C Event Golden CO	\$	1,301.89
14664	9/19/2024	Sound Investment AV Dept	Sound/Audio for Joint Board/MP	\$	14,170.38
14665	9/19/2024	Optum Bank	HSA Contributions EE 9/20/24	\$	3,433.32
70238	9/19/2024	Optiv Security Inc	IT Equipment Maintenance	\$	6,593.41
14666	9/26/2024	601W Companies Chicago MT LLC	FY25 Rent 10/2024	\$	196,122.67
14667	9/26/2024	ADO Professional Solutions Inc	FY25 Accounting Temp Services	\$	14,442.67
14668	9/26/2024	ADP Screening & Selection Services Inc	Background screening 8/2024	\$	1,079.58
14669	9/26/2024	Blue Cross Blue Shield of Illinois	Cobra Health/Dental 10/2024	\$	123,234.69
14670	9/26/2024	Center for Neighborhood Technology	Equitable Engagement 8/2024	\$	500.00
14671	9/26/2024	Civiltech Engineering Inc	ADA Transition Plan PMO 7/2024	\$	912.50
14672	9/26/2024	Deloitte & Touche LLP	RIA program mgmt 3/2024	\$	39,348.89
14673	9/26/2024	Delta Dental - Risk	Dental PPO 10/2024	\$	7,659.57
14674	9/26/2024	EcolInteractive Inc	Integrated TIP database 8/2024	\$	36,569.41
14675	9/26/2024	Elrod Friedman LLP	Legal Services 8/2024	\$	736.00
14676	9/26/2024	GRM Information Management Services of Chicago LLC	Offsite Storage 8/2024	\$	347.18
14677	9/26/2024	Health Care Cost Management Inc	FSA Admin Fees 8/2024	\$	247.00
14678	9/26/2024	HOLLY L HUDSON	In-region travel for IEPA	\$	105.05
14679	9/26/2024	Iron Mountain	Shredding Serv 7/24-8/27/24	\$	11.95
14680	9/26/2024	ELIZABETH MILLER	APA dues for Elizabeth Miller	\$	123.42
14681	9/26/2024	Mutual of Omaha	Life Insurance EE 9/2024	\$	10,564.64
14682	9/26/2024	JARED M. PATTON	FY2025 In-region Travel	\$	29.95
14683	9/26/2024	Pitney Bowes Inc	E-Z Seal Solution	\$	207.48
14684	9/26/2024	SLG Innovation Inc	IT Consulting 8/2024	\$	75,553.55
14685	9/26/2024	TierPoint LLC	Colocation Services 10/2024	\$	6,447.06
14686	9/26/2024	Warehouse Direct	FLIP Badge pin holder	\$	35.85
14687	9/26/2024	Zones Inc	Software Maintenance: VMware	\$	57,872.48
70239	9/26/2024	Will County Supervisor of Assessments	Will County Assessor Data	\$	100.00
14737	9/30/2024	BMO Harris Bank Master Card	credit card payment	\$	6,528.37
WT	9/4/2024	IMRF	IMRF pmt	\$	(2,195.81)

WT	9/6/2024	EMPOWER	Insurance	\$	14,338.75	
WT	9/6/2024	ADP	Payroll	\$	282,898.40	
WT	9/6/2024	ADP	Payroll taxes	\$	126,436.97	
WT	9/6/2024	ADP	Payroll adjustment	\$	(29.30)	
WT	9/17/2024	RTA	9/24 RTA card pmt	\$	1,559.00	
WT	9/19/2024	EMPOWER	Insurance	\$	14,153.28	
WT	9/20/2024	ADP	9/24 ADP payroll fees	\$	7,584.59	
WT	9/20/2024	ADP	Payroll	\$	284,256.60	
WT	9/20/2024	ADP	Payroll taxes	\$	126,863.88	
WT	9/20/2024	ADP	account for void	\$	(2,932.89)	
WT	9/20/2024	IDES	unemployment tax payment	\$	1,259.58	
WT	9/23/2024	BMO Harris Bank	8/24 BMOH acct analysis fee	\$	962.88	
WT	9/24/2024	IMRF	IMRF pmt	\$	66,560.61	
WT	9/24/2024	VENTRA	Ventra card loads-8/22-9/21/24	\$	2,851.00	
Total					\$	2,284,223.69

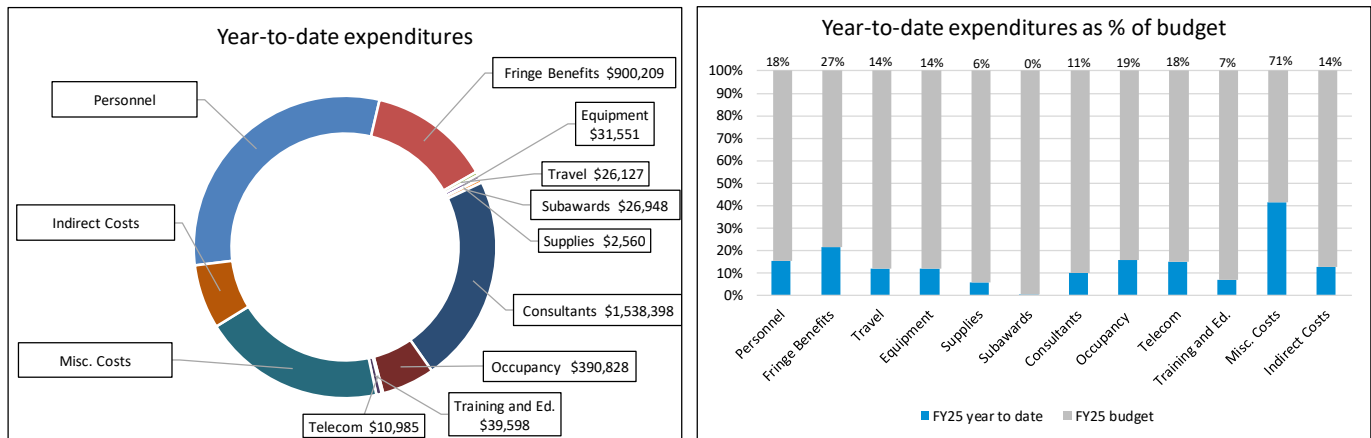
Fiscal Year-to-date Revenue and Expenditure Overview, September 2024

Revenue highlights. Revenue received as of this month for FY2025 is comprised of 76% Federal, 17% State and In-kind, 4% General funding such as Local contributions, and 3% Other Public, Foundation, Non-Public and Miscellaneous Funding.

Year-to-date, CMAP has collected 15% of its budgeted revenue from the sources identified in the tables below (excludes non-operational). Many of these revenue sources are reimbursable grants, therefore, revenues trail expenses.



Expenditure highlights. Expenditures are divided into twelve expenditure categories based on the agency's annual budget. Year-to-date, the agency has expended 16% of the budget in these categories. The three highest dollar categories of expenditures fiscal year-to-date are personnel at \$2.1M, fringe benefits at \$900,000, and consultant costs at \$1.5M.



Budget to Actual Tables, September 2024

Revenue, fund balance and in-kind services			
	FY25 budget	FY25 year to date	FY25 balance
Federal revenue total	\$ 34,535,363	\$ 5,149,277	\$ 29,386,086
State revenue total	\$ 5,643,387	\$ 1,021,249	\$ 4,622,138
Other revenue total	\$ 2,417,259	\$ 187,887	\$ 2,229,371
Use of fund balance total	\$ 619,070	\$ 303,649	\$ 315,421
In-kind services total	\$ 1,212,585	\$ 105,968	\$ 1,106,617
Total	\$44,427,664	\$6,768,031	\$37,659,633

Note: As our revenue sources are primarily based on reimbursement grants, revenues will always trail expenses.

Expenses			
	FY25 budget	FY25 year to date	FY25 balance
Personnel (Salary and Wages)	\$ 11,575,714	\$ 2,112,333	\$ 9,463,381
Fringe Benefits	\$ 3,320,747	\$ 900,209	\$ 2,420,538
Travel	\$ 192,184	\$ 26,127	\$ 166,057
Equipment	\$ 233,510	\$ 31,551	\$ 201,959
Supplies	\$ 41,700	\$ 2,560	\$ 39,140
Contractual Subawards*	\$ 6,062,924	\$ 26,948	\$ 6,035,976
Consultant (Professional Service)	\$ 14,053,015	\$ 1,538,398	\$ 12,514,618
Occupancy (Rent and Utilities)	\$ 2,084,217	\$ 390,828	\$ 1,693,389
Telecommunications	\$ 61,991	\$ 10,985	\$ 51,006
Training and Education	\$ 535,369	\$ 39,598	\$ 495,771
Miscellaneous Costs	\$ 1,908,697	\$ 1,347,052	\$ 561,645
Indirect Costs	\$ 3,317,070	\$ 473,466	\$ 2,843,604
Total	\$ 43,387,138	\$ 6,900,054	\$ 36,487,084

*Core and Competitive subawards to UWP Partner Agencies (Chicago Department of Transportation, Council of Mayors Planning Liaisons Program, Counties, CTA, Metra, and Pace)

End report
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Chicago Metropolitan Agency for Planning

433 West Van Buren Street
Suite 450
Chicago, IL 60607

312-454-0400
cmap.illinois.gov

MEMORANDUM

TO: Executive Committee

Date: October 24, 2024

Subject: FY2024 end-of-year contract, agreement, and software subscription report

Action Requested: Information

An end of year audit of activity relating to contracts, agreements, and software subscriptions.

Grant Agreements

The following is a list of grant agreements for the fiscal year funding sources.

Agreement No	Purpose	Grantor	Funding Exp
A19-0806-GA_UWP-C	FY19 UPW, Competitive grant agreement	Illinois Department of Transportation (IDOT)	June 2023
A19-0807-GA_SPR	Truck route and community study activities, grant agreement	Illinois Department of Transportation (IDOT)	June 2021
A19-0807-GA_SPR_A01	Truck route and community study activities, grant agreement amendment 1	Illinois Department of Transportation (IDOT)	June 2023
A19-0807-GA_SPR_A02	Truck route and community study activities, grant agreement amendment 2	Illinois Department of Transportation (IDOT)	June 2023
A19-0812-GA_IEPA	IEPA Indian Creek Watershed-based Plan, grant agreement	Illinois Environmental Protection Agency (IEPA)	December 2021
A19-0812-GA_IEPA_A01	IEPA Indian Creek Watershed-based Plan, grant agreement amendment 1	Illinois Environmental Protection Agency (IEPA)	June 2022
A19-0812-GA_IEPA_A02	IEPA Indian Creek Watershed-based Plan, grant agreement amendment 2	Illinois Environmental Protection Agency (IEPA)	December 2022

Agreement No	Purpose	Grantor	Funding Exp
A19-0830-GA_UWP	UPW, Carry Over of S795, S785, S775, grant agreement	Illinois Department of Transportation (IDOT)	June 2023
A19-0830-GA_UWP_A01	UPW, Carry Over of S795, S785, S775, grant agreement amendment 1	Illinois Department of Transportation (IDOT)	June 2024
A20-0816-GA_UWP-C	FY20 UPW, Competitive grant agreement	Illinois Department of Transportation (IDOT)	June 2024
A21-0813-GA_SPR	Technical Assistance activities, FY21 grant agreement	Illinois Department of Transportation (IDOT)	November 2023
A21-0826-GA_UWP-C	FY21 UPW, Competitive grant agreement	Illinois Department of Transportation (IDOT)	December 2025
A22-0814-GA_SPR	Technical Assistance activities, FY22 grant agreement	Illinois Department of Transportation (IDOT)	December 2024
A22-0822-GA_SPR	Regional Safety Data Program, grant agreement	Illinois Department of Transportation (IDOT)	June 2024
A22-0822-GA_SPR_A02	Regional Safety Data Program, grant agreement amendment 2	Illinois Department of Transportation (IDOT)	December 2024
A22-0843-GA_SPR	ECOPIA / VX Rail Node / NOAA, grant agreement	Illinois Department of Transportation (IDOT)	June 2026
A22-0847-GA_CCT	Chicago Community Trust, 2022 Local Technical Assistance (LTA) Program funding	Chicago Community Trust (CCT)	October 2023
A22-0899-GA_UWP_A01	RHI Program oversight activities, grant agreement	DuPage Housing Authority (DHA)	December 2022
A22-0903-GA_PL	Equitable Engagement Program, grant agreement	Illinois Department of Transportation (IDOT)	June 2025
A22-9797-GA_MAC / A22-0503-GA_MAC	2022 MacArthur Foundation, grant agreement	John D. and Caterine T. MacArthur Foundation	August 2024
A23-0840-GA_UWP-O	FY23 UPW, Operating grant agreement	Illinois Department of Transportation (IDOT)	December 2023
A23-0842-GA_IEPA	Water Quality Management Planning (S604b funding)	Illinois Environmental Protection Agency (IEPA)	August 2024
A23-0842-GA_IEPA_A01	Water Quality Management Planning (S604b funding), grant agreement amendment 1	Illinois Environmental Protection Agency (IEPA)	April 2025
A23-0844-GA	NOAA Flood Equity Project Grant	National Oceanic and Atmospheric Administration (NOAA)	June 2026
A23-0846-GA_UWP-C	FY23 UPW, Competitive grant agreement	Illinois Department of Transportation (IDOT)	June 2025

Agreement No	Purpose	Grantor	Funding Exp
A23-0849-GA	Cook County Property Tax Analysis, grant agreement	Cook County Office of the President	November 2023
A23-0849-GA_A01	Cook County Property Tax Analysis, grant agreement amendment 1	Cook County Office of the President	November 2024
A23-0850-GA	Build Up Cook ARPA	Cook County Bureau of Asset Management	December 2026
A23-0901-GA_FHWA	Build America Bureau/FHWA/Regional Infrastructure Accelerator (RIA)	Federal Highway Administration (FHWA)	February 2024
A23-0901-GA_FHWA_A01	Build America Bureau/FHWA/Regional Infrastructure Accelerator (RIA), grant agreement	Federal Highway Administration (FHWA)	February 2025
A23-0902-GA_PL	Americans with Disabilities Act (ADA) Program, grant agreement	Illinois Department of Transportation (IDOT)	June 2025
A23-0904a-GA_FHWA	FHWA Safe Streets for All (SS4A), grant agreement	Federal Highway Administration (FHWA)	June 2025
A23-0904b-GA_IDOT	IDOT Safe Streets for All (SS4A), grant agreement	Illinois Department of Transportation (IDOT)	June 2025
A23-0905-GA_MMC	Metropolitan Mayors Caucus (MMC) Regional Climate Action Planning, grant agreement	Metropolitan Mayors Caucus (MMC)	June 2027
A23-0907-GA	Freshwater, grant agreement	Joyce Foundation	May 2025
A23-0908-GA	Cook County IGA: Berwyn-Riverside Railroad Grade Crossing Study (C23-0032)	Cook County Department of Transportation and Highways	November 2026
A23-300001-GA_IDNR	Water Supply Planning NE IL	Illinois Department of Natural Resources (IDNR)	December 2024
A24-0855-GA_UWP-O	IDOT FY24 UWP, operating grant agreement	Illinois Department of Transportation (IDOT)	December 2024
A24-0906-GA	Clean Energy to Communities (C2C) / NREL, grant agreement	US Department of Energy (USDOE)	February 2027

Other Agreements

The following is a list of intergovernmental and other agreements executed during the fiscal year.

Month Year	Agreement No	Purpose
February 2024	A22-0051-IGA_A01	DuPage County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan, intergovernmental agreement, amendment 1

Month Year	Agreement No	Purpose
February 2024	A22-0052-IGA_A01	Kane County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan, intergovernmental agreement, amendment 1
February 2024	A22-0054-IGA_A01	McHenry County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan, intergovernmental agreement, amendment 1
March 2024	A22-0822-GA_SPR_A01	IDOT Regional Safety Data Program, grant agreement amendment 1
August 2023	A23-0043-TA	City of Chicago Heights ADA Transition Plan, memorandum of understanding
August 2023	A23-0044-TA	Village of LaGrange Park ADA Transition Plan, memorandum of understanding
July 2023	A23-0045-TA	Village of Lemont ADA Transition Plan, memorandum of understanding
July 2023	A23-0046-TA	Village of Lincolnwood ADA Transition Plan, memorandum of understanding
August 2023	A23-0047-TA	Village of Alsip Bicycle and Pedestrian Plan, intergovernmental agreement
September 2023	A23-0048-TA	Village of Richmond Bicycle and Pedestrian Plan, intergovernmental agreement
August 2023	A23-0051-TA	Village of Franklin Park corridor plan, intergovernmental agreement
July 2023	A23-0053-TA	Village of Ford Heights Grant Readiness, memorandum of understanding
September 2023	A23-0055-TA	Village of Midlothian Grant Readiness, intergovernmental agreement
August 2023	A23-0057-TA	City of Hickory Hills Pavement Management Plan, intergovernmental agreement
August 2023	A23-0058-TA	Village of Diamond Pavement Management Plan, intergovernmental agreement
August 2023	A23-0059-TA	Village of Lake Villa Pavement Management Plan, intergovernmental agreement
August 2023	A23-0061-TA	Village of Newark Pavement Management Plan, intergovernmental agreement
August 2023	A23-0062-TA	Village of South Holland Pavement Management Plan, intergovernmental agreement
August 2023	A23-0063-TA	City of Wilmington Pavement Management Plan, intergovernmental agreement
July 2023	A23-0064-TA	Village of Summit Grant Readiness, memorandum of understanding
September 2023	A23-0071-TA	Chinatown NEXT Implementation Assistance, partner agreement

Month Year	Agreement No	Purpose
October 2023	A23-0073-TA	City of Berwyn ADA Transition Plan, memorandum of understanding
June 2024	A23-0842-GA_IEPA_A01	IEPA Water Quality Management Planning (S604b funding), grant agreement amendment 1
December 2023	A23-0849-GA_A01	Cook County Property Tax Analysis, grant agreement amendment 1
January 2024	A23-0901-GA_FHWA_A01	Build America Bureau/FHWA/Regional Infrastructure Accelerator (RIA), grant agreement
July 2023	A23-0904b-GA_IDOT	IDOT Safe Streets for All (SS4A), grant agreement
October 2023	A23-0905-GA_MMC	Metropolitan Mayors Caucus (MMC) Regional Climate Action Planning, grant agreement
February 2024	A24-0090-LEASE	5th Floor, sub-lease agreement
April 2024	A24-0092-TA	Agreement with Kane County for Housing Readiness Plan
August 2023	A24-0855-GA_UWP-O	IDOT FY24 UWP, operating grant agreement
February 2024	A24-0906-GA	Clean Energy to Communities (C2C) / NREL, grant agreement

UWP Subaward Agreements

The following is a list of UWP subaward agreements executed during the fiscal year.

Month Year	Agreement No	Purpose
August 2023	A23-0011-SUBO	Chicago Transit Authority (CTA), UWP subaward agreement, PL Program operations
August 2023	A23-0012-SUBO	Pace Suburban Bus (PACE), UWP subaward agreement, PL Program operations
August 2023	A23-0013-SUBO	Northeastern Illinois Regional Commuter Railroad Corporation (Metra), UWP subaward agreement, PL Program operations
August 2023	A23-0016-SUBC	Chicago Transit Authority (CTA) Loop Rail Capacity Modeling
August 2023	A23-0010-SUBO	Kane County (Kane-Kendal), UWP subaward agreement, PL Program operations
September 2023	A24-0010-SUBO	Kane County (Kane-Kendal), UWP subaward agreement, PL Program operations
September 2023	A24-0009-SUBO	Northwest Municipal Conference (NWMC), UWP subaward agreement, PL Program operations
September 2023	A24-0001-SUBO	West Central Municipal Conference (North Central), UWP subaward agreement, PL Program operations
September 2023	A24-0004-SUBO	Southwest Conference of Mayors (Village of Bedford Park), UWP subaward agreement, PL Program operations
October 2023	A24-0008-SUBO	Lake County, UWP subaward agreement, PL Program operations

Month Year	Agreement No	Purpose
October 2023	A24-0006-SUBO	DuPage Mayors and Managers Conference, UWP subaward agreement, PL Program operations
October 2023	A24-0011-SUBO	Chicago Transit Authority (CTA), UWP subaward agreement, PL Program operations
October 2023	A24-0012-SUBO	Pace Suburban Bus (PACE), UWP subaward agreement, PL Program operations
October 2023	A24-0013-SUBO	Northeastern Illinois Regional Commuter Railroad Corporation (Metra), UWP subaward agreement, PL Program operations
November 2023	A24-0014-SUBO	City of Chicago Department of Transportation (CDOT), UWP subaward agreement, PL Program operations
November 2023	A23-0017-SUBC	Kane County Bicycle and Pedestrian Plan Update
February 2024	A24-0005-SUBO	South Suburban Mayors and Managers Association (SSMMA), UWP subaward agreement, PL Program operations
February 2024	A24-0018-SUBO	Will County 2050 Long Range Transportation Plan

Contracts

The following is a list of contracts, contract amendments, and other purchase agreements executed during the fiscal year.

Month Year	Contract No	Purpose	Vendor
July 2023	C23-0041	Project Management and Oversight (PMO) for: SS4A Countywide Safety Action Plans in Northeastern Illinois	AECOM Technical Services, Inc.
July 2023	C20-0078_A06_PAO_C	Glendale Heights Bicycle and Pedestrian Plan, PAO C amendment	Sam Schwartz Consulting, LLC
July 2023	C20-0092_A02-PAO_A	IIJA Regional Project Coordination, PAO A	Morreale Public Affairs Group, Inc. DBA Morreale Communications
July 2023	C22-0028_A02	Professional Services Related to Financial Audits, amendment 2	Sikich LLP
July 2023	C24-0024	Project Consulting Service Area 4: Planning renderings, illustrations, drawings, and graphic design	Design Workshop, Inc.
July 2023	C23-0028_A01	General Contractor GC Services for Office and Meeting Space Phase II	Power Construction Company, LLC
July 2023	C24-0047	Northwest Cook Transit Coordination Study	SRF Consulting Group, Inc.
July 2023	C24-0049	Project Management and Development of Program Evaluation of Capacity Building Activities	The Silver Line

Month Year	Contract No	Purpose	Vendor
August 2023	C20-0078_A08_PAO_D	Round Lake Beach Bicycle and Pedestrian Plan, PAO D	Sam Schwartz Consulting, LLC
August 2023	C20-0086_A02_PAO_A	Advisory Planning Services - Sales Tax Analysis, PAO A	SB Friedman & Company
August 2023	C24-0046_A01-PAO_A	Braidwood Market Analysis, PAO A	Valerie S. Kretchmer Associates, Inc.
August 2023	C24-0042	Project Consulting Service Area 11: Water quality	Strand Associates, Inc.
August 2023	C20-0019_A03	Online Public Engagement Tool for Regional and Local Planning, amendment 3	Bang The Table USA, LLC
August 2023	C20-0065_A04-PAO_B	Country Club Hills Comprehensive Plan, PAO B	Design Workshop, Inc.
August 2023	C23-0026_A02	Transportation Project Analysis Toolset Development, amendment 2	High Street Consulting Group, LLC
September 2023	C24-0033	Project Consulting Service Area 7: Transportation plans	Kimley-Horn and Associates, Inc.
October 2023	C24-0046_A02-PAO_A	Braidwood Market Analysis, PAO A amendment	Valerie S. Kretchmer Associates, Inc.
November 2023	C24-0046_A03-PAO_B	River Grove Market Analysis, PAO B amendment	Valerie S. Kretchmer Associates, Inc.
December 2023	C24-0034_A01-PAO_A	Waukegan Uniform Development Ordinance (UDO), PAO A	Latent Design Corporation
December 2023	C24-0019	Project Consulting Service Area 7: Transportation plans and Service Area 10: Regional planning and policy analysis	Jacobs Engineering Group, Inc.
December 2023	C23-0020	Cook County property tax analysis, amendment 1	University of Illinois Chicago UIC
December 2023	C24-0052	Household Travel Survey	Resource Systems Group, Inc. RSG
December 2023	C23-0034_A01	Migration of legacy data to new ERP, amendment 1	KOAHills Consulting LLC
December 2023	C24-0027_A02-PAO_E	Village of Richmond Bicycle and Pedestrian Plan	A. Epstein and Sons International, Inc.
December 2023	C24-0056	McHenry County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan	A. Epstein and Sons International, Inc.
December 2023	C24-0027_A01-PAO_D	Alsip Bicycle and pedestrian-focused transportation plans	A. Epstein and Sons International, Inc.
December 2023	C24-0039_A02-PAO_B	West Cook Bicycle and Pedestrian Plan, PAO B	Sam Schwartz Consulting, LLC

Month Year	Contract No	Purpose	Vendor
December 2023	C24-0039_A01-PAO_A	Cicero Safety Action Plan, PAO A	Sam Schwartz Consulting, LLC
December 2023	C20-0086_A03_PAO_A	Advisory Planning Services - Sales Tax Analysis, PAO A	SB Friedman & Company
December 2023	C24-0054	Kane County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan	HW Lochner, Inc.
December 2023	C24-0055	DuPage County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan	Sam Schwartz Consulting, LLC.
January 2024	C20-0065_A05-PAO_B	Country Club Hills Comprehensive Plan, PAO B	Design Workshop, Inc.
January 2024	C21-0039_A02	Equitable Engagement Program, amendment 2	Center for Neighborhood Technology
January 2024	C24-0046_A04-PAO_B	River Grove Market Analysis, PAO B amendment	Valerie S. Kretchmer Associates, Inc.
January 2024	C20-0053-A01	eTIP SAAS	EcoInteractive, LLC
February 2024	C20-0054_A01	Off site data storage and service agreement, amendment 1	GRM Information Management Services
February 2024	C24-0057	Will County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan	WSP USA, Inc.
February 2024	C24-0061	Safe Streets and Roads for All (SS4A) Regionwide Engagement and Equity Campaign	Daylight L3C
February 2024	C24-0050	Housing data snapshots	DePaul University
February 2024	C23-0031_A01	Complete Streets Economic Impact Analysis, amendment 1	MUSE Community Design
March 2024	C24-0059	Cook County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan	Jacobs Engineering Group, Inc.
March 2024	C24-0051	Commercial Office Leasing Services	CBRE, Inc.
March 2024	C23-0034_A02	Migration of legacy data to new ERP, amendment 2	KOAHills Consulting LLC
March 2024	C24-0062	Organizational Change Management and Training for ERP System	Plante & Moran, PLLC
March 2024	C24-0060	Lake County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan	HDR Engineering Inc
April 2024	C24-0034_A02-PAO_A	Waukegan Uniform Development Ordinance (UDO), PAO A	Latent Design Corporation

Month Year	Contract No	Purpose	Vendor
April 2024	C24-0067	Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning	The Antero Group, LLC
April 2024	C24-0069	Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning	DAMA Consultants, Inc.
April 2024	C24-0073	Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans	Civiltech Engineering, Inc.
April 2024	C24-0077	Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans	Vitruvian Planning, LLC
April 2024	C24-0064	Congestion Management Strategy	ICF Incorporated, LLC
April 2024	C24-0070	Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning	Gewalt Hamilton Associates, Inc.
April 2024	C22-0028_A03	Professional Services Related to Financial Audits, amendment 3	Sikich LLP
April 2024	C24-0075	Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans	LMC Architects, LLC
April 2024	C24-0076	Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans	Oates & Associates
April 2024	C24-0063	Matrix Management Consulting	Matrix Management Institute, Inc.
April 2024	C24-0065	2026 Regional Transportation Plan Consulting Services	High Street Consulting Group, LLC
April 2024	C24-0066_P117473	Comprehensive Climate Action Plan Technical Assistance	Energy + Environmental Economics, Inc. (E3)
April 2024	C24-0068	Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning	Baxter & Woodman
May 2024	C24-0062_A01	Organizational Change Management and Training for ERP System, amendment 1	Plante & Moran, PLLC
May 2024	C24-0078	Data Governance	Resultant, LLC
May 2024	C24-0072	Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning and Service Area 8: ADA Self-Evaluation and Transition Plans	Strand Associates, Inc.

Month Year	Contract No	Purpose	Vendor
May 2024	C24-0071	Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning	Jacobs Engineering Group, Inc.
May 2024	C22-0036_A03	ADA Transition Plan and Self-evaluation Training, amendment 3	Oates & Associates
May 2024	C24-0079	Project management and oversight services for Americans with Disabilities Act public right-of-way transition plans	Civiltech Engineering, Inc.
May 2024	C24-0074	Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans	Kimley-Horn and Associates, Inc.
May 2024	C22-0044_A02	Regional Infrastructure Accelerator / P3 Program Management Consultant, amendment 2	Deloitte & Touche LLC
June 2024	C22-0046_A04	Software and Implementation Services for a Financial Management System, amendment 4	Arctic Information Technology, Inc.
June 2024	C20-0078_A09_PAO_D	Round Lake Beach Bicycle and Pedestrian Plan, PAO D amendment	Sam Schwartz Consulting, LLC
June 2024	C23-0034_A03	Migration of legacy data to new ERP, amendment 3	KOAHills Consulting LLC
June 2024	C22-0042_A01	Website Migration, Design and Development, Content Strategy, Hosing, and Support Services, amendment 1	Astriata, LLC
June 2024	C23-0040_A01	Project Management and Development of Municipal Pavement Management Plans, Technical Assistance Program, amendment 1	AECOM Technical Services, Inc.
June 2024	C22-0026_A01	Annual Indirect Cost Rate Proposal (ICRP), amendment 1	MAXIMUS Consulting Services, Inc.
June 2024	C24-0081	Freight Model Scenario Development	Resource Systems Group, Inc. RSG
June 2024	C24-0085	Augmented Planner	Egret and Ox Planning, LLC
June 2024	C24-0080	Public Employment Data for Forecasting	Dun & Bradstreet
June 2024	C24-0082	Aerial Imagery	Nearmap US Inc.

Software subscriptions

The following list of software and software maintenance subscriptions purchased or renewed during the fiscal year.

Vendor	Purpose	Procurement ID
Agilant Solutions Inc (ASI)	Barracuda Email annual software subscription for cloud email archiving	S24-0099-SOF_P116866
Carahsoft Technology Corp	LinkedIn Learning annual subscription for training software	S24-0105-SOF
Carahsoft Technology Corp	LinkedIn Learning annual subscription for training software	S24-0105-SOF
Carahsoft Technology Corp	SketchUp annual software subscription for free form mapping and design	S24-0105-SOF
CDW Governmental Inc.	Adobe annual subscription for Creative Cloud and Acrobat Pro	S24-0094-SOF_P116874
CDW Governmental Inc.	Adobe annual subscription for Creative Cloud and Acrobat Pro	S24-0094-SOF_P116951
CDW Governmental Inc.	FortiClient annual software subscription for VPN software	S24-0094-SOF_P116888
CDW Governmental Inc.	NVIDIA RTX annual software subscription for Virtual workstations for VX-Rail Expansion	S24-0094-SOF_P117084
CDW Governmental Inc.	Veeam annual software subscription for backup file storage	S24-0094-SOF_P117197
Central Square Technologies	MicroFocus COBOL and COGNOS add on annual software subscription for OneSolution	S24-0096-SOF_P116863
Central Square Technologies	OneSolution annual software subscription for legacy ERP	S24-0096-SOF_P116860
Corporation for Digital Scholarship	Zetero Lab annual software subscription to collect, organize, cite, and share research sources	S24-0112-SOF_P116943
Cubic ITS Inc	Synchro 11 annual software subscription for microsimulation	S24-0102-SOF_P117475
Dell Marketing LP	Microsoft Azure annual software subscription for cloud services	S24-0100-SOF_P116882
Dell Marketing LP	Microsoft Azure annual software subscription for cloud services	S24-0100-SOF_P117115
Dell Marketing LP	Microsoft Azure annual software subscription for cloud services	S24-0100-SOF_P117466
Dell Marketing LP	Microsoft O365 annual software and storage subscription	S24-0100-SOF_P117257
Dell Marketing LP	Microsoft O365 annual software and storage subscription	S24-0100-SOF_P117424
Dell Marketing LP	Microsoft Unified Support annual software subscription	S24-0100-SOF_P117427
Dell Marketing LP	Microsoft Visio annual software subscription for flowcharting	S24-0100-SOF_P117415

Vendor	Purpose	Procurement ID
DLT Solutions	AlienVault annual software subscription for cyber security management	S24-0103-SOF_P116880
Doodle	Doodle annual software subscription for scheduling	S24-0113-SOF_P117229
ESRI	ArcGIS annual software subscription for ArcGIS Online	S24-0095-SOF_P116881
ESRI	ArcGIS annual software subscription for ArcGIS user licenses	S24-0095-SOF_P116876
Four LLC	Authentic8 annual license subscription for secure browser isolation	S24-0110-SOF_P117148
GoTo Technologies USA Inc	GoTo Webinar and GoTo Meeting annual software subscription for virtual meetings	S24-0098-SOF_P117373
Granicus, LLC	Granicus annual software subscription for Gov Delivery and Legistar	S24-0015-SOF_P116911
Granicus, LLC	Granicus Project Finder one time software subscription	S24-0015-SOF_P117470
Granicus, LLC	Granicus software suite	S24-0086-SOF_P117569
Insight Public Sector Inc	Proofpoint ET annual software subscription for cyber security	S24-0111-SOF_P117420
Mentimeter AB	Mentimeter annual software subscription for virtual polling for engagement	S24-0114-SOF_P117121
Moz	Moz annual subscription for website SEO software	S24-0115-SOF_P116971
PDQ Corporation	PDQ annual software subscription for deploying and inventorying hardware	S24-0108-SOF_P117438
PlumSail	PlumSail annual software subscription for SharePoint forms	S24-0116-SOF_P117449
Realtimboard Inc	Miro annual software subscription for whiteboarding	S24-0106-SOF_P117245
SHI International Corporation	Kernel annual software subscription for searching Outlook offboarded user data	S24-0104-SOF_P117295
SHI International Corporation	KnowBe4 Security annual software subscription for cyber security training	S24-0104-SOF_P116875
SHI International Corporation	ManageEngine Endpoint for remote software deployments	S24-0104-SOF_P117137
SHI International Corporation	SHI International Corporation software vendor agreement	S24-0104-SOF
SurveyMonkeycom LLC	SurveyMonkey annual software subscription for external surveys	S24-0097-SOF_P117416
Traffic Logix Corporation	Traffic Logix annual software subscription for accessing speed sensor devices	S24-0109-SOF_P116903

Vendor	Purpose	Procurement ID
Zones Inc	Vmware vSphere annual subscription for server virtualization platform software	S24-0101-SOF_P117511
Zoom Communications Inc	Video Zoom annual software subscription for virtual meeting and webinars	S24-0107-SOF_P117417

End Report



Chicago Metropolitan Agency for Planning

433 West Van Buren Street
Suite 450
Chicago, IL 60607

312-454-0400
cmap.illinois.gov

MEMORANDUM

TO: Executive Committee

FROM: Stephane Phifer, Interim Finance Deputy

Date: November 1, 2024

Subject: October 2024 contract, agreement, and software subscription report (FY2025)

Action Requested: Information

A monthly update of activity relating to grants, contracts and procurements to the Executive Committee for its review and information.

Grant Applications

The following is a running list of grant applications filed during fiscal year to date and pending grant applications from prior fiscal year.

Applied	Grantor	Purpose	Amount	Fiscal Year(s)	Status
October 2024	Illinois Department of Transportation (IDOT)	I-290 Blue Line Corridor Program	\$6,250,000	FY2025 – FY2028	Pending
August 2024	Illinois Department of Natural Resources (IDNR)	Regional Water Supply Planning	\$250,000	FY2025 – FY2026	Pending
July 2024	The John D. and Catherine T. MacArthur Foundation	General operations support	\$300,000	FY2025 – FY2028	Awarded

Grant Agreements

The following is a list of grant agreements for the fiscal year funding sources.

Grant Agreement No	Purpose	Grantor	Funding Exp
A23-0842-GA_IEPA	Water Quality Management Planning (S604b funding)	Illinois Environmental Protection Agency (IEPA)	August 2024
A22-9797-GA_MAC	2022 MacArthur Foundation, grant agreement	John D. and Caterine T. MacArthur Foundation	August 2024
A23-0849-GA_A01	Cook County Property Tax Analysis, grant agreement amendment 1	Cook County Office of the President	November 2024
A22-0822-GA_SPR_A02	Regional Safety Data Program, grant agreement amendment 2	Illinois Department of Transportation (IDOT)	December 2024
A23-300001-GA_IDNR	Water Supply Planning NE IL	Illinois Department of Natural Resources (IDNR)	December 2024
A22-0814-GA_SPR	Technical Assistance activities, FY22 grant agreement	Illinois Department of Transportation (IDOT)	December 2024
A24-0855-GA_UWP-O	IDOT FY24 UWP, operating grant agreement	Illinois Department of Transportation (IDOT)	December 2024
A23-0901-GA_FHWA_A01	Build America Bureau/FHWA/Regional Infrastructure Accelerator (RIA), grant agreement	Federal Highway Administration (FHWA)	February 2025
A23-0842-GA_IEPA_A01	Water Quality Management Planning (S604b funding), grant agreement amendment 1	Illinois Environmental Protection Agency (IEPA)	April 2025
A23-0907-GA	Freshwater, grant agreement	Joyce Foundation	May 2025
A23-0904b-GA_IDOT	IDOT Safe Streets for All (SS4A), grant agreement	Illinois Department of Transportation (IDOT)	June 2025
A23-0904a-GA_FHWA	FHWA Safe Streets for All (SS4A), grant agreement	Federal Highway Administration (FHWA)	June 2025

Other Agreements

The following is a running list of intergovernmental and other agreements executed during the fiscal year to date.

Month Year	Agreement No	Partner	Purpose
October 2024	C25-0058-DA	Illinois Department of Employment Security	Shared Data Agreement (24-SDA-96) Illinois Department of Employment Security
October 2024	A25-0027-TA	City of Harvard	Intergovernmental agreement City of Harvard Bicycle and Pedestrian Plan
October 2024	A25-0028-TA	Village of Oswego	Intergovernmental agreement Village of Oswego Bicycle and Pedestrian Plan

Month Year	Agreement No	Partner	Purpose
October 2024	A25-0041-TA	City of Godley	Intergovernmental agreement City of Godley Pavement Management Plan
October 2024	A25-0043-TA	City of Palos Heights	Intergovernmental agreement City of Palos Heights Pavement Management Plan
September 2024	A25-0038-TA	Village of Addison	Intergovernmental agreement City of Addison Pavement Management Plan
September 2024	A25-0040-TA	Village of Fox Lake	Intergovernmental agreement City of Fox Lake Pavement Management Plan
September 2024	A25-0039-TA	Village of Bannockburn	Intergovernmental agreement City of Bannockburn Pavement Management Plan
September 2024	A25-0044-TA	City of Richton Park	Intergovernmental agreement City of Richton Park Pavement Management Plan
September 2024	A25-0046-TA	City of Wood Dale	Intergovernmental agreement City of Wood Dale Pavement Management Plan
July 2024	A23-0072-TA	Village of Roselle	Memorandum of understanding Village of Roselle ADA Transition Plan
July 2024	A24-0093-TA	Village of Hillside	Memorandum of understanding Village of Hillside ADA Transition Plan

UWP Subaward Agreements

The following is a list of UWP subaward agreements executed during the fiscal year to date.

Month Year	Agreement No	Partner	Purpose
September 2024	A25-0009-SUBO	Lake County Division of Transportation	Lake County Council of Mayors (LCCOM) UWP Unified Work Program - MPO Activities
September 2024	A25-0010-SUBO	McHenry County Division of Transportation	McHenry County Council of Mayors (MCCOM) UWP Unified Work Program - MPO Activities
July 2024	A25-0007-SUBO	DuPage Mayors and Managers Conference DMMC	DuPage Council of Mayors/DuPage Mayors and Managers Conference (DMMC) UWP Unified Work Program - MPO Activities
July 2024	A25-0012-SUBO	Chicago Transit Authority CTA	CTA Chicago Transit Authority UWP Unified Work Program - MPO Activities

Month Year	Agreement No	Partner	Purpose
July 2024	A25-0006-SUBO	Southwest Conference of Mayors (Village of Bedford Park)	Cook Southwest Council of Mayors / Southwest Conference of Mayors (SCM) UWP Unified Work Program - MPO Activities
July 2024	A25-0008-SUBO	Kane-Kendall County	Kane/Kendall Council of Mayors (KKCOM) UWP Unified Work Program - MPO Activities
July 2024	A25-0003-SUBO	Northwest Municipal Conference NWMC	Cook North Shore Council of Mayors/Northwest Municipal Conference (NWMC) UWP Unified Work Program - MPO Activities
July 2024	A25-0004-SUBO	Northwest Municipal Conference NWMC	Cook Northwest Council of Mayors/Northwest Municipal Conference (NWMC) UWP Unified Work Program - MPO Activities
July 2024	A25-0005-SUBO	South Suburban Mayors and Managers Association SSMMA	Cook South Council of Mayors/South Suburban Mayors and Managers Association (SSMMA) UWP Unified Work Program - MPO Activities
July 2024	A25-0001-SUBO	West Central Municipal Conference WCMC (North Central)	Cook Central Council of Mayors/West Central Municipal Conference (WCMC) UWP Unified Work Program - MPO Activities
July 2024	A25-0002-SUBO	West Central Municipal Conference WCMC (Central)	Cook North Central Council of Mayors/West Central Municipal Conference (WCMC) UWP Unified Work Program - MPO Activities
July 2024	A25-0014-SUBO	Pace	Pace UWP Unified Work Program - MPO Activities
July 2024	A25-0015-SUBO	City of Chicago Department of Transportation (CDOT)	City of Chicago UWP Unified Work Program, MPO Activities
July 2024	A25-0013-SUBO	Metra	Metra UWP Unified Work Program - MPO Activities
July 2024	A25-0011-SUBO	Will County Governmental League WCGL	Will Council of Mayors/Will County Governmental League (WCGL) UWP Unified Work Program - MPO Activities

Contracts and other agreements

The following is a list of contracts, contract amendments, and other purchase agreements during the fiscal year to date.

Month Year	Action	Contract No	Purpose	Vendor	Approval
October 2024	Purchase contract	C22-0026_A02	Annual Indirect Cost Rate Proposal (ICRP)	MAXIMUS Consulting Services, Inc.	Executive Director
October 2024	Amendment	C23-0029_A01	Resilience Improvement Program, amendment 1 (RFP 268)	ICF Incorporated, LLC	Board 24-428
October 2024	PAO task order	C24-0040_A01_PAO-A	Regional Vision project - Existing Conditions - Economy and Land Use (PAO 277.05-05)	SB Friedman & Company	Executive Director
October 2024	PAO task order	C24-0040_A02_PAO-B	PART Implementation - Sales Tax (PAO 277.05-06)	SB Friedman & Company	Executive Director
September 2024	Amendment	C23-0036_A01	Speed Data Project: Processing Connected Vehicle Data and Crash Characteristics	StreetLight Data, Inc.	Executive Director
September 2024	PAO task order	C24-0037_A01-PAO_A	Accessible Engagement Training (PAO 289.08-09)	MUSE Community Design	Executive Director
September 2024	Purchase contract	C24-0083	Interpretation and Translation Services (RFP 301)	Multilingual Connections	Board L24-259
September 2024	Purchase contract	C24-0089	Berwyn-Riverside Railroad Grade Crossing Study (RFQ 290)	Jacobs Engineering Group, Inc.	Board L24-138
September 2024	Purchase contract	C25-0020	PMO and Corridor Development Office for the I-290-Blue Line Corridor Program (RFP 306)	CDM Smith Inc.	Board L24-333
September 2024	Purchase contract	C25-0021	ActivitySim Consortium (RFP 331)	AMPORF - Association of Metropolitan Planning Organizations Research Foundation	Executive Director

Month Year	Action	Contract No	Purpose	Vendor	Approval
September 2024	Purchase contract	C25-0054	Fire Alarm Proposal	Convergent	Executive Director
September 2024	Purchase contract	C25-0055	Data License Agreement (License) for use of Natural Heritage Database Data provided by the Illinois Department of Natural Resources	State of Illinois Department of Natural Resources - IDNR	Executive Director
September 2024	Purchase contract	C25-0056	Thermflo Yearly Subscription	Therm Flo, Inc.	Executive Director
August 2024	Amendment	C24-0066_A01	Comprehensive Climate Action Plan Technical Assistance	Energy + Environmental Economics, Inc. (E3)	Executive Director
July 2024	Purchase contract	C24-0088	Pavement Management Plans for Local Agencies (RFP 307)	AECOM Technical Services, Inc.	Board L24-262
July 2024	Purchase agreement	A24-0091-PA	Community Engagement for the Bronzeville GoHub (ITB 308)	Equiticity	Executive Director
July 2024	Purchase contract	C24-0084	Accounting services (RFP 303)	CliftonLarsonAllen LLP	Board L24-260
July 2024	PAO task order	C24-0076-A01-PAO_A	Berwyn PROW ADA Transition Plan (PAO 289.08-01)	Oates & Associates	Executive Director
July 2024	PAO task order	C24-0076-A02-PAO_B	La Grange Park PROW ADA Transition Plan (PAO 289.08-04)	Oates & Associates	Executive Director
July 2024	PAO task order	C24-0076-A03-PAO_C	Lemont PROW ADA Transition Plan (PAO 289.08-05)	Oates & Associates	Executive Director
July 2024	PAO task order	C24-0039_A03-PAO_C	Greater Ashburn Safety Action Plan, PAO C (PAO 277.03-02)	Sam Schwartz Consulting, LLC	Board L23-256
July 2024	PAO task order	C24-0074_A01-PAO_A	Chicago Heights PROW ADA Transition Plan (PAO 289.08-02)	Kimley-Horn and Associates, Inc.	Executive Director

Month Year	Action	Contract No	Purpose	Vendor	Approval
July 2024	PAO task order	C24-0077-A01-PAO_A	Hillside PROW ADA Transition Plan (PAO 289.08-03)	Vitruvian Planning, LLC	Board L24-055
July 2024	PAO task order	C24-0077-A02-PAO_B	Lincolnwood PROW ADA Transition Plan (PAO 289.08-06)	Vitruvian Planning, LLC	Board L24-055
July 2024	PAO task order	C24-0077-A03-PAO_C	Roselle PROW ADA Transition Plan (PAO 289.08-07)	Vitruvian Planning, LLC	Board L24-055

Note: The CMAP bylaws provide authority to the executive director to enter contractual commitments where compensation does not exceed \$100,000 and execute amendments as authorized by the Board.

Software subscriptions

The following list of software and software maintenance subscriptions purchased or renewed during the fiscal year to date.

Procurement ID	Vendor	Purpose
S25-0067-SOF_P117491	Bentley Systems Inc.	Bentley annual subscription for EMME modeling software
S25-0067-SOF_P117454	Bentley Systems Inc.	Bentley annual subscription for EMME modeling software
S25-0070-SOF_P117690	Bitly, Inc	Bitly annual subscription for communication software
S25-0065-SOF_P117512	Carahsoft Technology Corp	LinkedIn Learning annual subscription for training software
S25-0059-SOF_P117428	CDW Governmental Inc.	Adobe annual software subscription for Creative Cloud and Acrobat Pro
S25-0059-SOF_P117520	CDW Governmental Inc.	FortiClient annual subscription for VPN software
S25-0061-SOF_P117436	Central Square Technologies	OneSolution annual software subscription for legacy ERP
S25-0060-SOF_P117434	ESRI	ArcGIS annual software subscription for ArcGIS user licenses
S25-0060-SOF_P117435	ESRI	ArcGIS annual software subscription for ArcGIS Online
S25-0060-SOF_P117513	ESRI	ArcGIS annual subscription for ArcGIS Desktop
S25-0068-SOF_P117660	Four LLC	Authentic8 annual license subscription for secure browser isolation

Procurement ID	Vendor	Purpose
S25-0071-SOF_P117692	Moz	Moz annual subscription for website SEO software
S25-0072-SOF_P117691	Noun Project	Icon Pro annual subscription for graphic design software
S25-0064-SOF_P117474	SHI International Corporation	Synchro Light and SimTraffic annual software subscription for microsimulation
S25-0069-SOF_P117694	Strategic Systems & Technology Corporation	RedBeam annual subscription for asset tracking software
S25-0066-SOF_P117366	Traffic Logix Corporation	Traffic Logix annual software subscription for accessing speed sensor devices

End Report



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: CMAP Executive Committee

From: Blanca Vela-Schneider, Executive Operations Manager

Date: November 13, 2024

Subject: Executive Director Erin Aleman
 Out-of-region travel summary for the month of September, 2024

Action Requested: Information

Below is a list of expenses related to Executive Director Aleman’s out-of-region travel during the month of September 2024. Expenses listed below are from the Association of Metropolitan Planning Organizations.

**Association of Metropolitan Planning Organizations
 Salt Lake City, Utah
 09/22/24 – 09/25/24**

Description	Date Expense Incurred	Expense Amount
Flight – United Airlines	07/29/24	\$590.60
Ground Transportation	09/22/2024 – 09/25/2024	\$85.09
Lodging Marriott SLC Downtown at City Creek Hotel	09/22/2024 – 09/25/2024	\$691.44
Per Diem	09/22/2024 – 09/25/2024	\$108.00
	Total:	\$1,475.13

Request: This report is provided for informational purposes.