



MEMORANDUM

To: CMAP Board

From: Stephane Phifer
Interim Deputy, Finance and Administration

Date: February 14, 2024

Subject: Authorization to amend contract C-22-0036 with Oates Associates, Inc. for ADA Transition Plan and Self-evaluation Training for a total of \$45,603.10, resulting in a total not-to-exceed amount of \$283,370.

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) in partnership with Oates Associates, Inc. (the “consultant”) seeks to document and provide interactive elements to the training programs designed for municipal staff and elected officials, which were developed and facilitated pursuant to contract C-22-0036.

CMAP was authorized by this Board to enter into contract C-22-0036 between consultant and CMAP on May 11, 2022 for a total, not-to-exceed cost of \$157,396, for a period of two years, with the option of a one-year renewal to commence on June 1, 2024, if exercised.

The Request for Proposals used to solicit bids for the contract made express reference to the fact that an additional, optional training module (“Module 5”) might be required under the contract to meet the evolving educational needs of the region. CMAP determined that the additional training module was needed and, on September 14, 2022, the CMAP Board authorized an increase to the contract resulting in a revised not-to-exceed amount of \$212,006. This increase allowed CMAP to exercise the optional Module 5 Program tasks reflected in both the RFP and amended contract.

Since the contract’s increase in 2022, the federal government issued technical specifications related to the subject of the Module 5 Program. More specifically, the Public Right-of-Way Accessibility Guidelines (PROWAG) became effective September 7, 2023, and added technical specifications to the minimum guidelines for the accessibility of pedestrian facilities in the public right-of-way. These new federal

specifications increased the complexity of the Module 5 trainings and will require additional work by the consultant to develop and deliver the work anticipated in the scope of the 2022 amendment.

In light of this recent federal guidance, CMAP seeks authorization to amend the contract with Oates Associates, Inc. by \$45,603.10 to support the deliverables described above. This authorization is therefore a total not-to-exceed amount of \$283,370. Support for this increase will be provided by the SPR grant from IDOT specifically for this purpose.

Action Requested: Approval