



EXECUTIVE COMMITTEE

AGENDA - FINAL

Wednesday, May 14, 2025

10:30 AM

(or immediately following the conclusion of the CMAP Board meeting)

**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, May 13, 2025 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/84162712826?pwd=3NyCzJUh3JYFjBfaUogGnC9CUJpEBW.1>

Conference Call number: 312 626 6799 US (Chicago)

Meeting ID: 841 6271 2826 Passcode: 436031

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 April 9, 2025**[25-127](#)

PURPOSE & ACTION: Review and approval of meeting minutes.

ACTION REQUESTED: Approval

4.0 Procurements and Contract Approvals**4.01 Authorization to enter into a sole source contract with TierPoint for IT Data Center Colocation for a term of up to 24 months with three, one-year options to renew in the amount of \$889,000**[25-110](#)

PURPOSE & ACTION: CMAP is seeking to continue the colocation services with TierPoint for a term of up to 24 months with three, one-year optional renewals. TierPoint provides CMAP with a secure colocation facility within three blocks of CMAP's office that supports the majority of CMAP's server and storage infrastructure with redundant network connectivity to CMAP's office and the cloud as well as redundant power sources.

ACTION REQUESTED: Approval

Attachments: [Memo - Sole Source Justification-TIERPOINT](#)

4.02 Authorization to amend contract C-24-0063 with Matrix Management Institute, Inc. (MMI) for RFP 293 matrix management consultancy and training for an additional amount of \$197,750 for a total not to exceed amount of \$385,750 and to exercise its one-year renewal option[25-113](#)

PURPOSE & ACTION: CMAP entered into a contract with MMI on April 25, 2024 for matrix management consultancy and training for the organization. CMAP wishes to continue these services for the implementation of a sustainable matrix management roll-out at CMAP.

ACTION REQUESTED: Approval

Attachments: [Memo - Amendment Justification - MMI](#)

4.03 Authorization to amend contract C-22-0042 with Astriata for RFP 258 Website Migration, Design and Development, Content Strategy, Hosting, and Support Services in the amount of \$54,280 and exercise a one-year renewal option[25-114](#)

CMAP entered into a contract with Astriata on June 3, 2022 for website hosting services and technical support/website development. CMAP is seeking to exercise a one-year renewal for continued hosting, support, and website development services in the amount of \$54,280, rounded to the nearest thousand dollars.

ACTION REQUESTED: Approval

Attachments: [Memo - Amendment Justification - Astriata](#)

4.04 Authorization to purchase compensation study services from Crowe, LLC under the TXShare Master Interlocal Purchasing Agreement in the amount of \$160,000 for a term of up to 12 months with a one-year renewal option [25-115](#)

CMAP periodically conducts compensation studies to ensure it is offering competitive compensation packages to recruit and retain skilled staff and to ensure job descriptions accurately reflect qualifications, responsibilities, and education commensurate with the work performed. The contract was competitively bid and procured through TXshare.

ACTION REQUESTED: Approval

Attachments: [Memo - ILA Justification- Crowe LLC](#)

5.0 Financials

***No reports as we transition to the agency's new Enterprise Resource Planning (ERP) system.**

6.0 Executive Session

6.01 Executive Session to review personnel matters pursuant to 5 ILCS 120/2 (c)(1) [25-128](#)

ACTION REQUESTED: Discussion

6.02 Action to forward recommendations of the executive director's performance evaluation to the CMAP Board for their consideration [25-130](#)

ACTION REQUESTED: Approval

7.0 Other Business

8.0 Public Comment

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

9.0 Next Meeting

The next meeting is scheduled for June 11, 2025

10.0 Adjournment



MEMORANDUM

To: CMAP Board

From: Claire Williams, Deputy Executive Director

Date: April 14, 2025

Subject: Authorization to enter into contract C25-0913 with TierPoint for Data Center Colocation Services for a term of up to 24-months with three one-year optional renewals, in an amount not to exceed \$889,000.00.

Action Requested: Approval

Purpose

CMAP is seeking to continue the colocation services with TierPoint for a term of up to 24 months with three one-year optional renewals. TierPoint provides CMAP with a secure colocation facility within three blocks of CMAP's office that supports the majority of CMAP's server and storage infrastructure with redundant network connectivity to CMAP's office and the cloud as well as redundant power sources.

With the contract expiring June 30, 2025, renewal is essential to maintain continuity and avoid disruptions to services.

Background

During the planning phase (2019 -2020) of relocating CMAP's office to the Old Post Office, the agency decided to locate its IT data center at a colocation facility. CMAP chose the TierPoint data center facility at 601 W. Polk St. in Chicago, three blocks from the Old Post Office. CMAP has invested significant time and funding into finding, moving to, setting up, and maintaining (contract C-20-0058, June 17, 2020 – June 30, 2025) the agency's primary data center at TierPoint's Polk St. facility in Chicago. A change of colocation data center would require CMAP to physically move all infrastructure hardware and connectivity, which is made up of five standard full-size server cabinets, containing servers, storage devices, and networking equipment. Any move would create an undue burden that would result in additional costs of time and money as well as risk the possibility of damaging CMAP IT hardware.

Procurement process

The TierPoint facility's location and data center services are vital to the continued stability of CMAP IT infrastructure and the resources it provides for staff. A change to this location would require CMAP to physically move all infrastructure hardware and connectivity, which would create an undue burden that would result in additional costs and risk the possibility of damaging CMAP IT hardware. Therefore, a sole source procurement is requested for data center colocation services from TierPoint.



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MEMORANDUM

To: CMAP Board

From: William Barnes, Deputy of Regional Policy and Implementation

Date: April 28, 2025

Subject: Authorization to amend contract C-24-0063 with Matrix Management Institute, Inc., for RFP 293 Matrix Management Consultancy and Training for an additional amount of \$197,750 for a total not to exceed the amount of \$385,750 and extend

Action Requested: Approval

Purpose

Chicago Metropolitan Agency for Planning is seeking to amend its existing contract with Matrix Management Institute, Inc. to facilitate CMAP's transition to a matrix management organization.

Background

On April 25, 2024, Chicago Metropolitan Agency for Planning entered to a contract with Matrix Management Institute, Inc. (hereinafter "Contractor") identified as contract number C-24-0063. The authorized term for said contract is up to 18-months with one, one-year optional renewal for an amount not to exceed \$180,000.

CMAP competitively procured the contractor's services for the purpose of exploring whether matrix management was an appropriate fit with agency operations. In this fashion, MMI has brought its proprietary matrix management approach, tools and trainings to assist CMAP's effort to introduce matrix management to its operations. Since executing the contract, CMAP's management, executive and project teams have taken several trainings on MMI's approach to project pipeline management and project scoping/management.

Work is now underway at CMAP to apply MMI's proprietary approach to assess and prioritize the agency's current workload (projects, initiatives and programs). Work is also underway to apply their proprietary project management approach and tools to existing CMAP projects. Two pilot project teams have been trained in the approach with the expectation that the projects will be scoped using Contractor's tools and philosophy. A third mission-critical and agency-wide project will undergo similar training and scoping beginning in May 2025. The agency has committed to applying the philosophy to its existing and future work. To do so, CMAP seeks to

amend the existing contract to allow for additional scope beyond the initial “trial” scope, increase the do not exceed amount and exercise the contract’s sole one year extension. Doing so will allow for the implementation of a sustainable matrix management roll-out at CMAP.

Request

Authorization to amend contract C24-0063 with Matrix Management Institute, Inc. for Matrix Management Consultancy and Training for the additional amount of \$197,750 for a total not to exceed amount of \$385,750 and exercise the one-year renewal option.



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MEMORANDUM

To: CMAP Board

From: Jennie Vana, Deputy of Communications & Engagement

Date: April 21, 2025

Subject: Authorization to amend contract C-22-0042 with Astriata for RFP258 Website Migration, Design and Development, Content Strategy, Hosting, and Support Services in the amount of \$54,2800 and exercise a one-year renewal option

Action Requested: Approval

Purpose

The Chicago Metropolitan Agency for Planning is seeking to amend its existing contract with Astriata to add \$54,280, and exercise one of the contract's one-year renewal options to facilitate website hosting services and technical support for FY2026.

Background

On June 3, 2022, the Chicago Metropolitan Agency for Planning entered into a contract with Astriata identified as contract number C-22-0042. The authorized term for said contract was 24-months with three, one-year optional renewals for an amount not to exceed \$189,540.

CMAP pays for its website hosting services through Astriata, as well as any technical support/website development as needed throughout the year. We are exercising our option for an additional one-year renewal on July 1, 2026 for hosting and development. Hosting is a necessary cost for CMAP's work as a public agency, sharing content, data, and analysis through our public facing website cmap.illinois.gov. The support/development costs are for any required updates, technical difficulties, and/or additional design architecture that will be required in the coming year due to major projects like the Regional Transportation Plan and the Vision. An additional 12 months and additional funding in the amount of \$54,280 (\$17,280 for support/development and \$37,000 for website hosting services) is required to achieve this.

Request

Authorization to amend contract C-22-0042 with Astriata for Website Migration, Design and Development, Content Strategy, Hosting, and Support Services for a term of 12 months and the amount of \$54,280, rounded to the nearest thousand dollars.



MEMORANDUM

To: CMAP Board

From: Megan Fulara, HR Director

Date: April 29, 2025

Subject: Authorization to purchase compensation study services from Crowe, LLC under the TXShare Master Interlocal Purchasing Agreement in the amount of \$160,000 for a term of up to 12 months with a one-year renewal option

Action Requested: Approval

Purpose

CMAP is seeking authorization to execute a statement of work for the purchase of compensation study services with Crowe, LLC under the TXShare Master Interlocal Purchasing Agreement in the amount of \$160,000 for a term of up to 12 months with a one-year renewal option.

Background

CMAP aims to offer competitive compensation packages to recruit and retain skilled staff to carry out our mission as a metropolitan planning organization. Additionally, CMAP aims to ensure job descriptions accurately reflect the qualifications, responsibilities, and education commensurate with the work performed. CMAP last performed a compensation study in 2022.

CMAP has entered into a MASTER INTERLOCAL AGREEMENT (“ILA”) made and entered into pursuant to the Texas Interlocal Cooperation Act, Chapter 791, Texas Government Code (the “Act”), with the North Central Texas Council of Governments permitting CMAP to execute a statement of work against already competitively procured contracts. After requesting and reviewing bids from the selected and approved vendors through this purchasing cooperative, CMAP wishes to execute a statement of work against this existing contract with Crowe LLP for the purposes of conducting a classification and compensation study

Request

Approval to execute a statement of work for compensation study services with Crowe, LLC, with a not to exceed amount of \$160,000, for a term of 12 months, and a one-year renewal option. The contract was competitively bid and procured through TXshare.