



EXECUTIVE COMMITTEE

MEETING MINUTES - DRAFT

Wednesday, June 12, 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 Tuesday, June 11, 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.

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

Chair Bennett called the meeting to order at 11:12 a.m.

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

Noting a physical quorum of the committee, Chair Bennett reported that a request was received from Member John Noak to attend the Executive Committee virtually in compliance with the Open Meetings Act. A vote is needed to approve his virtual attendance.

A motion was made by Member John Roberson, seconded by Member Carolyn Schofield, to allow Member John NOak to attend virtually . The motion carried by the following vote:

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

Not Present: John Noak

Chair Bennett reported that Member Noak is present and able to participate in the meeting.

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

Others present: Samantha F.

2.0 Agenda Changes and Announcements

Executive Director Aleman noted that agenda items 4.01 through 4.09 were approved at the Board meeting and are being withdrawn from the Executive Committee's agenda.

3.0 Approval of Minutes

Approval of the Group Vote

A motion was made by Member Anne Sheahan, seconded by Member Carolyn Schofield, to approve agenda items 3.01 and 3.02 under one vote. The motion carried by the following vote:

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

3.01 Minutes from April 10, 2024

[24-243](#)

Attachments: [Executive Committee 04.10.24 Minutes](#)

Agenda items 3.01 and 3.02 were taken under one vote.

3.02 Executive Session minutes from April 10, 2024

[24-244](#)

Agenda items 3.01 and 3.02 were taken under one vote.

4.0 Grants, Contracts and Procurements

4.01 Authorization to enter into a contract with a vendor to be determined as a result of and RFP for project management and development of municipal pavement management plans (PMPs) for a term of up to 24 months, with three, one-year options, in an amount not to exceed \$1,000,000

[24-262](#)

Attachments: [Pavement Management - Justification Memo](#)

Agenda items 4.01 through 4.09 were withdrawn.

- 4.02 Authorization to enter into a sole source contract with Granicus, LLC, for a package of public engagement services for a term of 24 months with three, one-year optional renewals, for an amount not to exceed \$461,000** [24-261](#)

Attachments: [Granicus Services - Justification Memo](#)

Agenda items 4.01 through 4.09 were withdrawn.

- 4.03 Authorization to enter into a contract with Dun & Bradstreet, Inc. as a result of RFP 298, for Public Employment Data for Forecasting for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$139,700** [24-256](#)

Attachments: [RFP 298 - Justification Memo](#)
[Attachment 1 Evaluation Criteria - data purchase or subscription](#)
[Attachment 2 RFP 298 - Evaluation Scores](#)

Agenda items 4.01 through 4.09 were withdrawn.

- 4.04 Authorization to enter into a contract with Resource Systems Group, Inc. (RSG) as a result of RFP 299, for Freight Model Scenario Development for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$209,000** [24-257](#)

Attachments: [RFP 299 - Justification Memo](#)
[Attachment 1 Evaluation Criteria - consultant services](#)
[Attachment 2 RFP 299 - Evaluation Scores](#)

Agenda items 4.01 through 4.09 were withdrawn.

- 4.05 Authorization to enter into a contract with Nearmap US, Inc. as a result of RFP 300, for Aerial Imagery for a term up to 24-months with three, one-year optional renewals, in an amount not to exceed \$223,300** [24-258](#)

Attachments: [RFP 300 - Justification Memo](#)
[Attachment 1 Evaluation Criteria - data purchase or subscription](#)
[Attachment 2 RFP 300 - Evaluation Scores](#)

Agenda items 4.01 through 4.09 were withdrawn.

- 4.06 Authorization to enter into a contract with a vendor to be determined a result of RFP 301 for language translation and interpretation services for a term of up to 24 months, with three, one-year options, in an amount not to exceed \$300,000** [24-259](#)

Attachments: [RFP 301 - Justification Memo](#)
[Attachment 1 Evaluation Criteria - consultant services](#)

Agenda items 4.01 through 4.09 were withdrawn.

- 4.07 Authorization to enter into a contract with an accounting firm to be determined as a result of RFP 303, for Accounting Services for a term up to 24-months with three, one-year optional renewals, in an annual amount not to exceed \$950,000** [24-260](#)

Attachments: [RFP 303 - Justification Memo](#)
[Attachment 1 Evaluation Criteria - professional services](#)

Agenda items 4.01 through 4.09 were withdrawn.

- 4.08 Authorization to amend contract C-22-0046 with Arctic Information Technology, Inc. for implementation of the D365 Enterprise Resource Planning (ERP) System for additional term of six months and the additional amount of \$300,000 for a total not to exceed amount of \$2,934,000** [24-263](#)

Attachments: [Arctic - Justification Memo](#)

Agenda items 4.01 through 4.09 were withdrawn.

- 4.09 Authorization to amend sole source contract C-24-0050 with DePaul University for Housing Data Snapshots, with three, one-year optional term renewals** [24-285](#)

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

Agenda items 4.01 through 4.09 were withdrawn.

- 4.10 May, 2024 Executive Committee report** [24-236](#)

Attachments: [Grants and Procurements May 2024](#)

Chair Bennett noted that items 4.10 and 4.11 are the grants, contracts, and procurement summaries for May and June, 2024. These are informational items.

The May, 2024 Executive Committee report was received and filed.

- 4.11 June, 2024 Executive Committee report** [24-286](#)

Attachments: [Grants and Procurements June 2024](#)

Chair Bennett noted that items 4.10 and 4.11 are the grants, contracts, and procurement summaries for May and June, 2024. These are informational items.

The June, 2024 Executive Committee report was received and filed.

5.0 Financials

Approval of the Group Vote

A motion was made by Member Anne Sheahan, seconded by Member Richard Reinbold, to approve agenda items 5.01 through 5.03 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 February revenue and expenditure report for FY 2024** [24-161](#)

Attachments: [Financials February Memo FY24](#)
[Financials February FY24](#)

Agenda items 5.01 through 5.03 were taken under one vote.

- 5.02 March revenue and expenditure report for FY 2024** [24-162](#)

Attachments: [Financial March Memo FY 24](#)
[Financials March FY24](#)

Agenda items 5.01 through 5.03 were taken under one vote.

- 5.03 April revenue and expenditure report for FY 2024** [24-164](#)

Attachments: [Financials April Memo FY24](#)
[Financials April FY24](#)

Agenda items 5.01 through 5.03 were taken under one vote.

6.0 Information Items

6.01 Executive director expenses for the month of May, 2024

[24-276](#)

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

Chair Bennett noted that the Executive Committee packet included the executive director expenses for the month of May, 2024. This is an informational item.

The executive director's expenses for the month of May, 2024 were received and filed.

7.0 Other Business

There was no other business before the committee.

8.0 Public Comment

There were no comments from the public.

9.0 Next Meeting

The next meeting is scheduled for September 11, 2024.

10.0 Adjournment

A motion was made by Member John Roberson, seconded by Member Richard Reinbold, 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 11:16 a.m.

Minutes prepared by Blanca Vela-Schneider