



EXECUTIVE COMMITTEE

AGENDA - FINAL

Wednesday, June 12, 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, 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

CMAF 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 CMAF'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 CMAF 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 10, 2024** [24-243](#)

PURPOSE & ACTION: Review and approval of meeting minutes.

ACTION REQUESTED: Approval

Attachments: [Executive Committee 04.10.24 Minutes](#)

3.02 Executive Session minutes from April 10, 2024 [24-244](#)

PURPOSE & ACTION: Review and approval of closed session meeting minutes.

ACTION REQUESTED: Approval

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](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to provide pavement management plans for municipalities in northeastern Illinois.

ACTION REQUESTED: Approval

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

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](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) seeks to consolidate several engagement services provided by Granicus into one contract. These services include GovDelivery, EngagementHQ, Legistar, and Project Finder.

ACTION REQUESTED: Approval

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

4.03 Authorization to enter into a contract with Dun & Bradstreet, Inc. as a result of RFP 289, 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](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to procure an online database subscription service for business intelligence data specific to the Greater Chicago region, including (but not limited to) location, number of employees per location, NAICS/SIC codes, street address, corporate linkage information, bankruptcy indicators, small business indicator and other elements important to community development and employment monitoring activities.

ACTION REQUESTED: Approval

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

- 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](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to develop future year scenarios using CMAP's freight model and create a data visualizer reporting key metrics of modeled freight scenarios.

ACTION REQUESTED: Approval

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

- 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](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a vendor from which to license online web-based software and associated high-resolution aerial photography to support urban planning initiatives.

ACTION REQUESTED: Approval

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

- 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](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with a consultant to provide translation and interpretation services into and from languages most commonly spoken by residents of northeastern Illinois.

ACTION REQUESTED: Approval

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

- 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](#)

PURPOSE & ACTION: The Chicago Metropolitan Agency for Planning (CMAP) is seeking to contract with an accounting firm to provide daily finance services to the agency. The firm would provide a team of personnel to conduct the accounting and finance activities of the agency and to assist in other finance issues as they arise.

ACTION REQUESTED: Approval

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

- 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](#)

PURPOSE & ACTION: Chicago Metropolitan Agency for Planning is seeking an to amend the contract with Arctic Information Technology, Inc. to facilitate the implementation of post go-live system functionalities for the agency's D365 Enterprise Resource Planning (ERP) System.

ACTION REQUESTED: Approval

Attachments: [Arctic - Justification Memo](#)

- 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](#)

PURPOSE & ACTION: Chicago Metropolitan Agency for Planning is seeking an to amend the sole source contract with DuPaul University with an extended term to facilitate the completion of the project as scoped.

ACTION REQUESTED: Approval

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

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

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

ACTION REQUESTED: Information

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

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

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

ACTION REQUESTED: Information

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

5.0 Financials

- 5.01 February revenue and expenditure report for FY 2024** [24-161](#)

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

ACTION REQUESTED: Approval

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

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

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

ACTION REQUESTED: Approval

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

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

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

ACTION REQUESTED: Approval

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

6.0 Information Items**6.01 Executive director expenses for the month of May, 2024**[24-276](#)

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

ACTION REQUESTED: Information

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

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 September 11, 2024.

10.0 Adjournment