



**EXECUTIVE COMMITTEE**

**AGENDA - FINAL**

Monday, November 25, 2024

9:30 AM

**Special Meeting**

**Cook 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](mailto:info@cmap.illinois.gov) until Friday, November 22, 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](mailto: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](mailto:info@cmap.illinois.gov)) or phone (312-454-0400).

**1.0 Call to Order and Introductions****2.0 Agenda Changes and Announcements****CONSENT AGENDA****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 Procurement 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**