



**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**



433 West Van Buren Street  
Suite 450  
Chicago, IL 60607

312-454-0400  
cmap.illinois.gov

## EXECUTIVE COMMITTEE

### MEETING MINUTES - DRAFT

Wednesday, September 11, 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](mailto:info@cmap.illinois.gov) until September 10, 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](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.

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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

Chair Bennett called the meeting to order at 11:10 a.m.

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

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

## 2.0 Agenda Changes and Announcements

There were no changes to the agenda.

## 3.0 Approval of Minutes

### 3.01 Minutes from June 12, 2024

[24-360](#)

**Attachments:** [Executive Committee 06.12.24 Minutes](#)

*A motion was made by Member Richard Reinbold, seconded by Member John Noak that the June 12, 2024 minutes be approved. The motion carried by the following vote:*

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

## 4.0 Procurement and Contract Approvals

*A motion was made by Member John Roberson, seconded by Member Anne Sheahan, to withdraw agenda items 4.01 and 4.02 from the agenda. The motion carried by the following vote:*

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

### 4.01 Authorization to enter into a contract with CDM Smith as a result of RFP 306 for a Corridor Development Office for the I-290 Blue Line Corridor Program for a term up to 36 months, with two, one-year renewal options in an amount not to exceed \$11,000,000

[24-333](#)

**Attachments:** [Memo - RFP 306 justification](#)  
[Attachment 1 Evaluation Criteria - RFP 306](#)  
[Attachment 2 Evaluation Ranking- RFP 306](#)

*Agenda items 4.01 and 4.02 were withdrawn.*

### 4.02 Intergovernmental agreement for Cook County Assessor Data - Tax Year 2023

[24-350](#)

**Attachments:** [Memo - CCAO justification](#)  
[Intergovernmental Agreement with Cook County](#)  
[Resolution with Cook County Assessors Office for GIS data](#)  
[Exhibit A - Statement of Purpose](#)

*Agenda item 4.01 and 4.02 were withdrawn.*

## 5.0 Financials

### Approval of the Group Vote

*A motion was made by Member John Noak, seconded by Member Anne Sheahan, to approve agenda items 5.01 and 5.02 under one vote. The motion carried by the following vote:*

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

### 5.01 May revenue and expenditure report for FY 2024

[24-165](#)

**Attachments:** [Memo - Financials FY24 - May 2024](#)  
[Financials FY24 - May 2024](#)

*Agenda items 5.01 and 5.02 were approved under one vote.*

### 5.02 June and end of year revenue and expenditure reports for FY 2024

[24-166](#)

**Attachments:** [Memo - Financials FY24 - June 2024](#)  
[Financials FY24 - June 2024](#)  
[Financials FY24 - year-end](#)

*Agenda items 5.01 and 5.02 were approved under one vote.*

### 5.03 July and August, 2024 Executive Committee report on grants and procurements

[24-374](#)

**Attachments:** [July and August 2024 Grants and Procurements Report](#)

Chair Bennett noted that this item is for informational purposes only.

*The July and August, 2024 Executive Committee report on grants and procurements was received and filed.*

## 6.0 Executive Session

*A motion was made by Member Richard Reinbold, seconded by Member John Roberson, to withdraw the request to enter into Executive Session to discuss closed session minutes. The motion carried by the following vote:*

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

### 6.01 Executive session to review closed session minutes pursuant to 5 ILCS 120/2 (c)(21)

[24-363](#)

*The Committee did not enter into Executive Session.*

### 6.02 Action on the recommendation by counsel and staff regarding closed session minutes and the destruction of closed session recordings older than 18 months

[24-364](#)

*A motion was made by Member John Noak, seconded by Member Anne Sheahan, to release the closed session minutes from March 4, 2006, October 31, 2006, April 11, 2007, December 8, 2010, March 12, 2014, and April 10, 2019, and the destruction of the June 8, 2022 Executive Session recording. The motion carried by the following vote:*

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

## 7.0 Information Items

### 7.01 Executive director expenses for the month of June, 2024

[24-376](#)

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

Chair Bennett noted that this item is for informational purposes only.

*The agenda item was received and filed.*

## 8.0 Other Business

There was no other business before the Committee.

## 9.0 Public Comment

There were no comments from the public.

## 10.0 Next Meeting

The next meeting is scheduled for October 9, 2024.

## 11.0 Adjournment

*A motion was made by Member Richard Reinbold, seconded by Member John Roberson, 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 11:13 a.m.

Minutes prepared by Blanca Vela-Schneider





## MEMORANDUM

**To:** CMAP Board

**From:** Michael Brown, Interim Deputy of Planning

**Date:** October 24, 2024

**Subject:** Authorization to enter into contract C25-0073 with 3x3 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

**Action Requested:** Approval

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### Purpose

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 as it relates to the agency's accessibility work.

### Background

CMAP developed its Accessible Communities Program to improve municipal compliance with the Americans with Disabilities Act (ADA) in northeastern Illinois through a comprehensive program of outreach, training and education, and technical assistance. The program aims to raise awareness of the benefits of improving accessibility and educate target audiences on legal obligations related to compliance with the ADA, with a particular focus on improving accessibility in the public right-of-way (PROW).

To better inform the work of the Accessible Communities Program, CMAP seeks to form an advisory committee responsible for assessing the Agency's work as it relates to accessibility. The Council on Universal Design and Accessibility (CUDA) will employ the 7 Principles of Universal Design to evaluate the various facets of CMAP's work throughout the region and serve as an advisory body for regional awareness and implementation of ADA compliance, accessibility, and universal design.

The regional coalition will be a staff-led project with consultant assistance. The consultant will be responsible for assisting with the selection of organizations throughout the region that will make up the regional coalition, which will engage the disability community as municipal

transition plans and accessibility initiatives are developed throughout the region. The consultant will facilitate coalition meetings as well as manage the distribution of stipends to coalition members. The consultant and CMAP staff will be responsible for convening the Council to discuss the progress of the CMAP Accessible Communities Program and its elements.

### **Procurement process**

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

|                                   |                    |
|-----------------------------------|--------------------|
| RFP Advertisement/Release         | September 11, 2024 |
| Pre-bid Meeting (optional)        | September 18, 2024 |
| Deadline for Questions (extended) | September 2, 2024  |
| Deadline (extended)               | October 9, 2024    |
| Award Recommendation              | November 13, 2024  |

There were two attendees that joined the pre-bid meeting, potentially representing two unique consulting firms (one participant dialed in), and CMAP received three proposals.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

### **Evaluation**

The evaluation panel used the information from the process above to assess and score the submittals. The evaluation scores are included in **Attachment 2** and the assessment of the proposers was as follows:

#### 3x3

The submission from this proposer demonstrated experience with inclusivity and marginalized populations. Their approach included grounding the project using CMAP's Core Values, Universal Design values, and 3x3's values, as well as reviewing ON TO 2050 and including regional priorities. While the approach was only evaluated based on the first two-pages based on the submittal requirements, their project examples and positive references demonstrated proficiency and experience that aligns with the scope of work.

#### Imagine Delivered

The submission from this proposer demonstrated their high level of capability to perform the scope of work through various clients and engagement activities that would align with CUDA. The firm's values aligned with CMAP's core values and the 7 Principals of Universal Design. The proposer was thoughtful about the entire meeting experience as demonstrated in their inclusion of meeting supplies and food in the price proposal; however, they overemphasized the role of transition plans, which indicates they may not have a clear understanding of the scope of work.

### Journey Mobility, LLC

The submission from this proposer provided some record of experience, including a similar project completed with the Los Angeles Accessible Parking Policy Advisory Committee. While the proposer demonstrated a good understanding of the project and provided helpful suggestions to enhance the scope of work, submission received a lower score since CMAP's core values were not integrated into the proposal.

### **Recommendation for contractor selection**

Following consideration of the proposals, the evaluation panel determined that 3x3 Design US, LLC represented the strongest overall submittal based on the evaluation criteria.

The evaluation panel recommends entering into a contract with 3x3 Design US, LLC for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$107,000 being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$117,700.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



## Chicago Metropolitan Agency for Planning

### ATTACHMENT 3: EVALUATION CRITERIA - CONSULTANT SERVICES

CMAP will evaluate all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria shall include:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services.
  - 2) **Project approach and understanding.** Demonstrated understanding of the scope of services through the project approach; any recommended modifications to the scope are reasonable; and the project schedule is reasonable and meets the project goals.
  - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP's [Core Values](#) through the project approach, alignment with the consultant's core values, and/or through the project examples.
  - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
  - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** CMAP will award one (1) bonus point overall to those qualified prime consultant respondents who have been certified as a DBE by the Illinois Unified Certification Program (IL-UCP); as a Minority Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) by the City of Chicago; or as an MBE, WBE, or Veteran-Owned Business Enterprise (VBE) by Cook County.

Selection will be weighted and based on the following criteria:

| Evaluation Criteria                   | Maximum Points                 |
|---------------------------------------|--------------------------------|
| 1) Project team and firm capability   | 20                             |
| 2) Project approach and understanding | 25                             |
| 3) Integration of Core Values         | 25                             |
| 4) Project examples                   | 30                             |
| 5) Past performance                   | Responsible or non-responsible |
| Bonus) DBE/MBE/WBE/VBE Participation  | 1                              |
| Cost                                  |                                |



**ATTACHEMENT 2: EVALUATION SCORES**

RFP 327: CUDA

| <b>Vendor Name (alphabetical):</b> | <b>Ranking</b> | <b>Price Proposal Amount</b> |
|------------------------------------|----------------|------------------------------|
| 3x3                                | 1              | \$ 106,800.00                |
| Imagine Deliver                    | 3              | \$ 549,450.00                |
| Journey Mobility, LLC              | 2              | \$ 148,320.00                |



## MEMORANDUM

**To:** CMAP Board

**From:** CMAP Staff

**Date:** November 3, 2024

**Subject:** Authorization to enter into contract C-25-0074 with CCS Learning Academy as a result of RFP 302, for 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

**Action Requested:** Approval

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### Purpose

Through this solicitation, CMAP is seeking one consultant (firm or team) with strong expertise in belonging, diversity, equity and inclusion strategies for public sector agencies to lead the update to CMAP's internal DEI Roadmap. The selected consultant will provide subject matter expertise to the agency, conduct a review of current Roadmap and associated activities such as: engage staff, managers, and agency executives in the process; share relevant best practices; develop key performance indicators; monitoring tools; and ultimately deliver an update to the agency's Roadmap to serve the agency for the next three years.

### Background

CMAP's commitment to diversity, equity, and inclusion is guided by the agency's DEI Roadmap: a framework for implementing equity-informed policies and programs, tracking our progress, and achieving measurable results. Built on ongoing staff activities and formalized in 2021-2022, the current Roadmap identifies three strategic focus areas — Workforce, Workplace, and Community — that guide the agency's DEI initiatives. Through this Roadmap, CMAP aims to create and maintain fair and equitable hiring practices, foster an inclusive and welcoming workplace, and empower employees to effectively communicate with diverse, underrepresented, and historically marginalized communities.

### Procurement process

A Request for Proposal (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

|                            |   |
|----------------------------|---|
| RFP Advertisement/Release  | September 11, 2024                          |
| Pre-bid Meeting (optional) | September 25, 2024, at 2:30 PM Central Time |
| Deadline for Questions     | October 7, 2024, at 3:00 PM Central Time    |
| Submittal deadline         | October 11, 2024, at 3:00 PM Central Time   |

There were 26 attendees that joined the pre-bid meeting, representing 22 unique consulting firms and CMAP received 19 proposals. CMAP reviewed and scored 12 responsive proposals.

Proposals were reviewed by an evaluation panel who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Following consideration of the proposals, the evaluation panel determined the two highest scoring proposers be interviewed out of the 12 proposers whose responses were scored. CMAP declined to extend an interview to LeRoy Thompson & Associates because its proposal exceeded the anticipated term for project delivery (11/24-12/25). Interviews were conducted virtually on November 1, 2024, with the two-finalist presenting their team and approach and responding to CMAP questions.

### **Evaluation**

The evaluation panel used the information from the process above to assess and score the submittals. The results of the evaluation are included in **Attachment 2** and the assessment of the successful proposer is as follows:

CMAP evaluated all responsive proposals based upon the evaluation criteria in **Attachment 1**. Based upon the scoring, and the results of the proposer interviews, the CMAP evaluation committee selected CCS Learning Academy (CCSLA) as the successful respondent for this contract. CCSLA’s proposal successfully provided an approach, experienced team and project examples that aligned with the goals for the project. Additionally, the CCS Learning Academy proposal presented a strong understanding of CMAP’s core values. Upon interviewing CCS Learning Academy team, the evaluation committee concluded that CCS Learning Academy understood the agency’s needs as presented in the RFP and was able to articulate an approach aligned with CMAP’s goals and expected future outcomes.

### **Recommendation for contractor selection**

CCS Learning Academy represented the strongest overall submittal based on the evaluation criteria. The evaluation panel recommends entering into a contract with CCS Learning Academy for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$137,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% contingency for a total authorization of \$150,700.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



Chicago Metropolitan  
Agency for Planning

### ATTACHMENT 3: EVALUATION CRITERIA - PROFESSIONAL SERVICES

CMAP will evaluate all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria shall include:

1. **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services.
2. **Approach and understanding.** Demonstrated understanding of the scope of services through the project approach; any recommended modifications to the scope are reasonable; and the project schedule is reasonable and meets the project goals.
3. **Integration of CMAP's Core Values.** Demonstrated understanding and commitment to CMAP's Core Values through the project approach, alignment with the consultant's core values, and/or through project examples.
4. **Client examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
5. **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
6. **Bonus.** DBE/MBE/WBE/VBE Participation. CMAP will award one (1) bonus point overall to those qualified prime consultant respondents who have been certified as a DBE by the Illinois Unified Certification Program (IL-UCP); as a Minority Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) by the City of Chicago; or as an MBE, WBE, or Veteran-Owned Business Enterprise (VBE) by Cook County.
7. **Cost.**

**Selection will be weighted and based on the following criteria:**

| Evaluation Criteria                 | Maximum Points               |
|-------------------------------------|------------------------------|
| 1. Project team and firm capability | 35                           |
| 2. Approach and understanding       | 45                           |
| 3. Inclusion of CMAP's Core Values  | 10                           |
| 4. Client examples                  | 10                           |
| 5. Past performance                 | Responsive or non-responsive |



|  |     |
|--|-----|
| 6. Bonus DBE/MBE/WBE/VBE Participation | 1   |
| Total Possible Points                  | 101 |
| 7. Cost                                |     |



**ATTACHEMENT 2: EVALUATION SCORES**

RFP 302: DEI Roadmap Update

| <b>Vendor Name (alphabetical):</b> | <b>Ranking</b> | <b>Price Proposal Amount</b> |
|------------------------------------|----------------|------------------------------|
| CCSLA                              | 1              | \$ 136,780.00                |
| Prime PMO                          | 2              | \$ 305,400.00                |
| LeRoy Thompson & Associates        | 3              | \$ 78,875.00                 |
| Raben                              | 4              | \$ 294,300.00                |
| Nova Collective LLC                | 5              | \$ 245,550.00                |
| Working IDEAL                      | 6              | \$ 216,875.00                |
| The Justice Collective - TJC       | 7              | \$ 269,078.00                |
| Team Tangible                      | 8              | \$ 106,075.00                |
| Empress Rules Equity Consulting    | 9              | \$ 144,800.00                |
| Social Current                     | 10             | \$ 148,590.00                |
| CultureAlly                        | 11             | \$ 42,120.00                 |
| Vibe Consulting LLC                | 12             | \$ 322,500.00                |



## MEMORANDUM

**To:** CMAP Board

**From:** Michael Brown, Interim Deputy Director of Planning

**Date:** October 28, 2024

**Subject:** 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

**Action Requested:** Approval

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### Purpose

CMAP is seeking an engagement consultant to support engagement efforts for municipal public right-of-way for Americans with Disabilities Act (PROW ADA) transition plan technical assistance projects and to develop and execute a regional engagement campaign.

### Background

CMAP developed its [Accessible Communities program](#) to improve municipal compliance with the Americans with Disabilities Act (ADA) in northeastern Illinois through a comprehensive program of outreach, training and education, and technical assistance. The program aims to raise awareness of the benefits of improving accessibility and educate target audiences on legal obligations related to compliance with the ADA, with a particular focus on improving accessibility in the public right-of-way (PROW).

The engagement support is for municipal PROW ADA transition plan [technical assistance](#) projects, seven of which are already in progress with five more expected to begin in the near future, and approximately two to eight more anticipated over the length of the contract. The Consultant will develop appropriate strategies and tactics that can be replicated across all PROW ADA transition plan projects to maximize efficiency, with some individual tailoring as appropriate.

The regional engagement campaign has a goal of educating and empowering municipal decision makers and staff about the importance of ADA compliance, with a focus on the PROW and Title II requirements, and connecting municipalities with CMAP resources. The campaign will be

strategically developed by the consultant using current survey data and existing CMAP resources, tailored to actionable items and resources for change at the municipal level.

Note: The Consultant will be managed by a PMO consultant (Civiltech) acting as a representative of CMAP.

### **Procurement process**

A Request for Proposals (RFP) was circulated and posted on the CMAP website. CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

|                                |  |
|--------------------------------|--|
| RFP Advertisement/Release      | October 11, 2024                           |
| Pre-bid Meeting (optional)     | October 16, 2024, at 11:00 AM Central Time |
| Deadline for Questions         | October 17, 2024 at 3:00 PM Central Time   |
| Submission deadline            | October 23, 2024 at 3:00 PM Central Time   |
| Estimated award recommendation | November 13, 2024                          |

There were five attendees that joined the pre-bid meeting, representing three unique consulting firms and CMAP received three proposals.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

### **Evaluation**

The evaluation panel used the information from the process above to assess and score the submittals. The evaluation scores are included in **Attachment 2** and the assessment of the proposers was as follows:

3x3 Design US, LLC. The submission from this proposer demonstrated their firm had a record of successfully completing similar projects, but did not have a strong grasp of CMAP's core values and the correct project approach for this opportunity.

Images, Inc. The submission from this proposer included a strong project approach and firm capability, but did not integrate CMAP's core values or provide strong project examples.

Muse Community + Design. The submission from this proposer included an outstanding project approach and understanding, strong firm capability, positive references, and a strong inclusion of CMAP's core values. They also included satisfactory project examples.

### **Recommendation for contractor selection**

Following consideration of the proposals, the evaluation panel determined that Muse Community + Design represented the strongest overall submittal based on the evaluation criteria.

The evaluation panel recommends entering into a contract with Muse Community + Design for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$151,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$166,100.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



## Chicago Metropolitan Agency for Planning

### ATTACHMENT 1: EVALUATION CRITERIA - CONSUTANT SERVICES

CMAP will evaluate all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria shall include:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services.
  - 2) **Project approach and understanding.** Demonstrated understanding of the scope of services through the project approach; any recommended modifications to the scope are reasonable; and the project schedule is reasonable and meets the project goals.
  - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP's [Core Values](#) through the project approach, alignment with the consultant's core values, and/or through the project examples.
  - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
  - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** CMAP will award one (1) bonus point overall to those qualified prime consultant respondents who have been certified as a DBE by the Illinois Unified Certification Program (IL-UCP); as a Minority Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) by the City of Chicago; or as an MBE, WBE, or Veteran-Owned Business Enterprise (VBE) by Cook County.

Selection will be weighted and based on the following criteria:

| Evaluation Criteria                   | Maximum Points                 |
|---------------------------------------|--------------------------------|
| 1) Project team and firm capability   | 20                             |
| 2) Project approach and understanding | 25                             |
| 3) Integration of Core Values         | 25                             |
| 4) Project examples                   | 30                             |
| 5) Past performance                   | Responsible or non-responsible |
| Bonus) DBE/MBE/WBE/VBE Participation  | 1                              |
| Cost                                  |                                |



**ATTACHEMENT 2: EVALUATION SCORES**

RFP 318: Regional and Municipal Accessibility Engagement

| <b>Vendor Name (alphabetical):</b> | <b>Ranking</b> | <b>Price Proposal Amount</b> |            |
|------------------------------------|----------------|------------------------------|------------|
| MUSE                               | 1              | \$                           | 150,825.00 |
| Images Inc.                        | 2              | \$                           | 154,258.00 |
| 3x3                                | 3              | \$                           | 245,900.00 |



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Chicago, IL 60607  
cmap.illinois.gov | 312-454-0400

## MEMORANDUM

**To:** CMAP Board

**From:** Bill Barnes, Deputy of Regional Plan Implementation

**Date:** November 1, 2024

**Subject:** 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

**Action Requested:** Approval

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### Purpose

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to enter into a contract with a consultant to support the scenario planning activities of an innovative Regional Vision.

### Background

CMAP is pursuing a new approach to its federal and state planning responsibilities that will influence regional action. The focal point will be a more nimble, macro-level Regional Vision that guides policy change and implementation over the next 8 to 10 years — with future activities tailored to issues in transportation, climate, and the regional economy. It will mark a significant departure from existing planning-as-usual models. Doing so offers a chance to think differently about how CMAP works with stakeholders on multi-year strategic initiatives. The “big picture” Regional Vision will set the policy guidance to inspire and unify efforts on issues of regional concern. Its focus will be clear, unequivocal statements of “what” we must do together and “why” it matters to our residents.

To support development of this new Regional Vision, CMAP is seeking to enter a contract with a highly qualified, creative vendor to shape and advance scenario planning activities that will prepare the region for future uncertainty.

These activities are critical to the execution of a new approach that CMAP is pursuing to inspire and organize widespread action on issues of regional significance. They will also mark an evolution in CMAP’s practice of analyzing multiple, alternative futures and preparing the region to seize opportunities and avert challenges in the face of uncertainty. The scenario planning activities will help the agency produce a consensus-based, visionary plan to achieve



northeastern Illinois’ macro-level goals and aspirations as the region moves toward the year 2060.

In partnership with CMAP, the successful consultant will develop a limited number of plausible futures based on today’s best understanding of the most important trends, opportunities, and threats anticipated to shape the future of the Chicago metropolitan region. These plausible futures will inform key components of the Regional Vision, including the development of “Grand Challenges,” the evaluation and refinement of robust regional strategies, and public engagement on the region’s values and priorities. The consultant will provide subject matter expertise and augment existing CMAP staff capacity to execute key scenario planning tasks, including the development of an appropriate methodology, the development and deployment of a related stakeholder engagement strategy (including with CMAP boards and committees), and quantitative analytical support for priority trends.

### Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of the RFP and answer consultant questions.

The key dates were as follows:

|                            |   |
|----------------------------|---|
| RFP Advertisement/Release  | Wednesday, September 18, 2024                         |
| Pre-bid Meeting (optional) | Wednesday, September 26, 2024, at 1:00pm Central Time |
| Deadline for Questions     | Wednesday, October 2, 2024, by 3:00pm Central Time    |
| Submission deadline        | Wednesday, October 16, 2024, by 3:00pm Central Time   |

There were 34 attendees that joined the pre-bid meeting, representing 25 unique consulting firms and CMAP received 11 submissions. Of these submissions, CMAP deemed 10 proposals to be valid and complete for review.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**.

Following consideration of the proposals, the evaluation panel determined that five proposers should be interviewed. Interviews were conducted on October 22, 2024, with proposers making a presentation of their proposal and responding to previously determined questions posed by the evaluation panel. The evaluation panel used the information from the interview to finalize their scoresheets.

### Evaluation

The evaluation scores for each proposal are included in **Attachment 2**.

Following consideration of the proposals, the evaluation panel determined that KerrSmith Design represented the strongest overall submittal based on the evaluation criteria. The approach proposed by KerrSmith reflected a high level of project understanding, with an emphasis on using foresight methodologies, systems mapping, and plausible futures to investigate a broad range of regional issues in the face of uncertainty. KerrSmith also

demonstrated strong qualifications and significant experience in designing and executing scenario planning activities to support regional planning activities. KerrSmith's innovative and creative uses of engagement and planning tools to align stakeholders, leaders, and other partners in shared understandings of the future was also a strength.

Besides KerrSmith, the evaluation panel interviewed four additional proposal teams:

- ICF Incorporated, LLC (with Blue Door Strategy & Research)
- Cambridge Systematics (with Cascadia Partners LLC and Lauten Consulting)
- High Street Consulting Group (with EBP US, Inc., Morreale Communications and Cempel ITC)
- SB Friedman Development Advisors LLC (with All Together, Parametrix and Skidmore, Owings and Merrill LLP)

Each of these proposal teams demonstrated a considerable level of project understanding and thoughtful approaches to address the tasks identified in the RFP. However, the evaluation panel ultimately determined KerrSmith's expertise and experience with foresight methodologies most closely aligned with the needs of the project.

Five firms were not selected for an interview with the evaluation panel:

- SCB (with Arcadis US, Inc., HR&A Advisors, Inc., Center for Neighborhood Technology and MUSE Community + Design)
- AECOM
- Future iQ (with MKSK and RSG)
- Fourth Economy Consulting, Inc. (with Estolano Advisors)
- Lamar Johnson Collaborative

The proposed activities identified in the bids submitted by those firms not selected for interviews generally did not demonstrate a satisfactory level of project understanding. Additionally, evidence of firm expertise and project experience did not clearly demonstrate familiarity and capability with the visionary scenario planning activities anticipated for the project.

### **Recommendation for contractor selection**

The evaluation panel recommends entering into a contract with KerrSmith Design for a term of up to 24-months, with three one-year renewal options in an amount not to exceed \$300,000, being the price proposal rounded to the nearest thousand. The board authorization request includes an additional 10% increase for a total authorization of \$330,000.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



**ATTACHMENT 1: EVALUATION CRITERIA – RFP 333**

CMAP evaluated all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria included:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services. Qualifications, experience, and availability of committed personnel and team member firms.
  - 2) **Project approach and understanding.** Demonstrated understanding of the scope of services through the project approach to deliverables described; any reasonable recommended modifications to the scope; and a reasonable project schedule that meets the project goals. This includes evaluation of the strength and innovativeness of the approach.
  - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP’s [Core Values](#) through the project approach, alignment with the consultant’s core values, and/or through the project examples.
  - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
  - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** CMAP will award one (1) bonus point overall to those qualified prime consultant respondents who have been certified as a DBE by the Illinois Unified Certification Program (IL-UCP); as a Minority Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) by the City of Chicago; or as an MBE, WBE, or Veteran-Owned Business Enterprise (VBE) by Cook County.

Selection was weighted and based on the following criteria:

| Evaluation Criteria   | Maximum Points                 |
|---|--------------------------------|
| 1) Project team and firm capability                                   | 35                             |
| 2) Project approach and understanding of core activities in Tasks 0-4 | 35                             |
| 3) Integration of Core Values   | 15                             |
| 4) Project examples   | 15                             |
| 5) Past performance   | Responsible or non-responsible |
| Bonus) DBE/MBE/WBE/VBE Participation                                  | 1                              |
| Cost  |                                |

**ATTACHEMENT 2: EVALUATION SCORES**

RFP 333: Regional Vision - Scenario Planning

| <b>Vendor Name (alphabetical):</b>   | <b>Ranking</b> | <b>Price Proposal Amount</b> |
|--------------------------------------|----------------|------------------------------|
| KerrSmith Design                     | 1              | \$ 299,250.00                |
| ICF Incorporated, LLC                | 2              | \$ 299,810.06                |
| Cambridge Systematics                | 3              | \$ 300,000.00                |
| High Street Consulting Group         | 4              | \$ 299,916.08                |
| SB Friedman Development Advisors LLC | 5              | \$ 299,942.50                |
| SCB                                  | 6              | \$ 299,910.00                |
| AECOM                                | 7              | \$ 299,998.00                |
| Future iQ                            | 8              | \$ 300,000.00                |
| Fourth Economy Consulting, Inc.      | 9              | \$ 299,845.00                |
| Lamar Johnson Collaborative          | 10             | \$ 298,675.00                |
| Partner@WeUsThem*                    |                | \$ -                         |

\* CMAP also received what was assumed to be a submission from Partner@WeUsThem, in the form of an 'Outlook Item' attached to an email. The body of the email contained no identifying information, or direction to receive as a submission. CMAP advised Partner@WeUsThem that they would need to send the individual items as attachments for their response to be considered valid. Partner@WeUsThem was unresponsive to this direction and replied with no details in the body of their email and an 'Outlook Item' attachment. CMAP's IT department determined that the body of the email was problematic and flagged it as a possible phishing attack. With no response from Partner@WeUsThem to CMAP inquiries, CMAP determined that opening the response posed too great a risk to CMAP's internal servers and rejected the submission without review.



## MEMORANDUM

**To:** CMAP Board

**From:** Bill Barnes, Deputy of Regional Plan Implementation

**Date:** November 1, 2024

**Subject:** 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

**Action Requested:** Approval

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### Purpose

The Chicago Metropolitan Agency for Planning (CMAP) is seeking to enter into a contract with a consultant to support pre-planning activities for the communications and engagement elements of an innovative Regional Vision.

### Background

The purpose of this project, together with other aspects of the Regional Vision, is to develop a trailblazing, multi-year campaign that changes the trajectory of public policy in northeastern Illinois. These pre-planning activities are critical to CMAP's execution of a new, untried approach to inspire and organize widespread action on issues of regional significance. Together, they should help the agency produce a consensus-based, visionary plan to achieve northeastern Illinois' macro-level goals and aspirations as the region moves toward the year 2060.

Externally, it should drive strategic awareness and engagement that mobilizes stakeholders for action around difficult-but-important policy priorities, while meeting the highest standards of equitable outreach and engagement. Internally, it should support a clear understanding about the regional planning process, CMAP's new approach, and the opportunities for greater alignment and leadership.

CMAP seeks to enter a contract with a consultant qualified and experienced in leading strategic communications and engagement on public issues of regional concern. This includes a combination of content and strategic key messaging, in-person workshop facilitation (with key stakeholders including CMAP boards and committees), visual design and branding integration, special event planning, and the development of multiple, coordinated deliverables like a

communications and engagement strategy, stakeholder management process, and operations of an extensive regionwide public engagement campaign in summer 2026.

### Procurement process

A Request for Proposals (RFP) was circulated and posted on the CMAP website, CMAP hosted a non-mandatory virtual pre-bid meeting to provide an overview of and answer consultant questions.

The key dates were as follows:

|                            |   |
|----------------------------|---|
| RFP Advertisement/Release  | Wednesday, September 18, 2024                         |
| Pre-bid Meeting (optional) | Wednesday, September 25, 2024, at 1:30pm Central Time |
| Deadline for Questions     | Wednesday, October 2, 2024, by 3:00pm Central Time    |
| Submission deadline        | Wednesday, October 16, 2024, by 3:00pm Central Time   |

There were 21 attendees that joined the pre-bid meeting, representing 17 unique consulting firms and CMAP received thirteen 13 submissions. Of these submissions, CMAP deemed 12 proposals to be valid and complete for review.

Proposals were reviewed by CMAP staff, who scored each proposal independently based on the evaluation criteria included in **Attachment 1**. Following consideration of the proposals, the evaluation panel determined that five proposers should both be interviewed. Interviews were conducted on October 25, 2024 with proposers making a presentation of their proposal and responded to previously provided questions submitted by the evaluation panel. The evaluation panel used the information from the interview to finalize their scoresheets.

### Evaluation

The evaluation scores for each proposal are included in **Attachment 2**. RFP 334 set forth certain core activities (Tasks 0-4) expected of the selected consultant as part of the Regional Vision process. To support a cohesive approach, this scope of services also identified additional optional tasks (Options A-C) on which the respondents could bid. Respondents to this RFP were strongly encouraged to consider and respond to all aspects of the project scope. The listed price proposal amounts reflect only the proposed activities included in each bid.

Following consideration of the proposals, the evaluation panel determined that M. Harris & Co. represented the strongest overall submittal based on the evaluation criteria. The approach proposed by M. Harris & Co. (in partnership with MSB Policy Consulting) reflected a high level of project understanding, with an emphasis on bringing design-thinking techniques and strategic messaging to give the Regional Vision a creative, clear, different, and unforgettable voice. M. Harris & Co. also demonstrated strong qualifications and significant experience in facilitating strategic planning as well as stakeholder management to support regional public issues campaigns. M. Harris & Co.'s proposal includes a highly qualified team with a proven ability to create and execute innovative ideas to promote the regional planning process with the public, stakeholders, leaders, and other partners.

Besides M. Harris & Co., the evaluation panel interviewed four additional proposal teams:

- a5 Branding & Digital (in partnership with COLLABO)
- Avoq (in partnership with Stanhope Consulting)
- Rudd Resources (in partnership with All Together, Herrera Strategy, Span Studio)
- WSP

Each of these proposal teams demonstrated a considerable level of project understanding and thoughtful approaches to address the tasks identified in the RFP. However, the evaluation panel ultimately determined M. Harris & Co. has the particular expertise and experience with strategic planning, engagement integration, and large public issue campaigns most closely aligned with the needs of the project.

Five firms were not selected for an interview with the evaluation panel:

- Finlay House Global
- Images, Inc. (in partnership with Underthink)
- Resolute Public Affairs
- Jasculca Terman Strategic Communications
- Morreale Communications (in partnership with High Street Consulting Group, LLC and CDM Smith)
- CS-Effect (in partnership with Bionic Content and Nexxos)
- EcoHealth Strategies (in partnership with Meadows Eastside Community Resource Organization)

The proposed activities provided by these firms generally did not demonstrate a satisfactory level of project understanding. Additionally, evidence of firm expertise and project experience did not clearly demonstrate familiarity and capability with the activities anticipated for the project.

### **Recommendation for contractor selection**

The evaluation panel recommends entering into a contract with M. Harris & Co. for a term of up to 36-months, with two one-year renewal options in an amount not to exceed \$2,420,000, being the price proposal rounded to the nearest thousand. This includes \$1,490,000 in total fees to M. Harris & Co. (in partnership with MSB Policy Consulting) as well as \$710,000 in related expenses (printing, swag, advertising) for a large-scale public engagement campaign in spring/summer 2026. The latter may be excluded from the contract with M. Harris & Co. and procured separately pending final negotiations. The board authorization request includes an additional 10% increase for a total authorization of \$2,420,000.

Attachment 1: Evaluation criteria

Attachment 2: Evaluation scores



**ATTACHMENT 1: EVALUATION CRITERIA – RFP 334**

CMAP evaluated all responses to this proposal request for completeness and cost-effectiveness. The evaluation criteria included:

- 1) **Project team and firm capability.** Demonstrated record of experience of the Consultant firm(s) and identified staff, verified by references, in providing the professional services described in the scope of services. Qualifications, experience, and availability of committed personnel and team member firms.
  - 2) **Project approach and understanding of core activities in Tasks 0-4.** Demonstrated understanding of the scope of services through the project approach to deliverables described in Task 0-4; any reasonable recommended modifications to the scope; and a reasonable project schedule that meets the project goals. Respondents — including proposed teams of consultants — will be assessed on their qualifications to perform the core, pre-planning activities in Tasks 0-4. Failure to address each of the core, pre-planning activities in Tasks 0-4 will render a response incomplete. This includes evaluation of the strength and innovativeness of the approach and any optional or additional enhancements.
  - 3) **Integration of Core Values.** Demonstrated understanding and commitment to CMAP’s [Core Values](#) through the project approach, alignment with the consultant’s core values, and/or through the project examples.
  - 4) **Project examples.** Verifiable examples of the Consultant firm(s) completing the same or similar deliverables through project examples.
  - 5) **Past performance.** Prior performance on previous CMAP contracts. Vendors who are or have been seriously deficient in current or recent contract performance, in the absence of evidence to the contrary or circumstances properly beyond the control of the Vendor, shall be presumed to be unable to meet these requirements. Past unsatisfactory performance is sufficient to justify a finding of non-responsibility.
- (Bonus) **DBE/MBE/WBE/VBE Participation.** CMAP will award one (1) bonus point overall to those qualified prime consultant respondents who have been certified as a DBE by the Illinois Unified Certification Program (IL-UCP); as a Minority Business Enterprise (MBE), or Women-Owned Business Enterprise (WBE) by the City of Chicago; or as an MBE, WBE, or Veteran-Owned Business Enterprise (VBE) by Cook County.

Selection was weighted and based on the following criteria:

| <b>Evaluation Criteria</b>  | <b>Maximum Points</b>          |
|---|--------------------------------|
| 1) Project team and firm capability                                   | 35                             |
| 2) Project approach and understanding of core activities in Tasks 0-4 | 35                             |
| 3) Integration of Core Values   | 15                             |
| 4) Project examples   | 15                             |
| 5) Past performance   | Responsible or non-responsible |
| (Bonus) DBE/MBE/WBE/VBE Participation                                 | 1                              |
| Cost  |                                |



## ATTACHEMENT 2: EVALUATION SCORES

RFP 334: Regional Vision - Strategic Communication

| Vendor Name (alphabetical):              | Ranking | Price Proposal Amount** |
|--|---------|-------------------------|
| M. Harris & Co.                          | 1       | \$ 2,200,000.00         |
| a5 Branding & Digital                    | 2       | \$ 1,683,000.00         |
| Findlay House Global                     | 3       | \$ 1,935,792.06         |
| Avoq                                     | 4       | \$ 1,950,000.00         |
| Images Inc                               | 5       | \$ 1,613,121.00         |
| Rudd Resources                           | 6       | \$ 2,223,403.00         |
| WSP                                      | 7       | \$ 2,248,313.00         |
| Jasculca Terman Strategic Communications | 8       | \$ 2,229,400.00         |
| Resolute Public Affairs                  | 9       | \$ 2,248,640.97         |
| Morreale                                 | 10      | \$ 2,235,774.00         |
| CS-Effect                                | 11      | \$ 1,599,625.00         |
| EcoHealth                                | 12      | \$ 580,750.00           |
| Partner@WeUsThem***                      |         | \$ -                    |

\*\* RFP 334 set forth certain core activities (Tasks 0-4) expected of the selected consultant as part of the Regional Vision process. To support a cohesive approach, this scope of services also identified additional optional tasks (Options A-C) on which the respondents could bid. Respondents to this RFP were strongly encouraged to consider and respond to all aspects of the project scope. The listed price proposal amounts reflect only the proposed activities included in each bid.

\*\*\* CMAP also received what was assumed to be a submission from Partner@WeUsThem, in the form of an 'Outlook Item' attached to an email. The body of the email contained no identifying information, or direction to receive as a submission. CMAP advised Partner@WeUsThem that they would need to send the individual items as attachments for their response to be considered valid. Partner@WeUsThem was unresponsive to this direction and replied with no details in the body of their email and an 'Outlook Item' attachment. CMAP's IT department determined that the body of the email was problematic and flagged as a possible phishing attack. With no response from Partner@WeUsThem to CMAP inquiries, CMAP determined that opening the response posed too great a risk to CMAP's internal servers and rejected the submission without review.



## MEMORANDUM

**To:** Executive Committee

**From:** CMAP Staff

**Date:** November 4, 2024

**Subject:** 2025 CMAP Executive Committee Meeting Schedule

**Action Requested:** Approval

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### Recommendation

The Executive Committee traditionally meets immediately following the CMAP Board meeting, on the second Wednesday of the month. The proposed schedule for 2025 is as follows:

January 13 (Monday)

February 12

March 12

April 9

May 14

June 11

July 9 – (only if necessary)

August 13 – (only if necessary)

September 10

October 8

November 12

December 10 – (only if necessary)

## MEMORANDUM

**To:** CMAP Executive Committee

**From:** Stephane Phifer, Interim Finance Deputy

**Date:** October 14, 2024

**Subject:** July, August, and September revenue and expenditure report for FY 2025

**Action Requested:** Approval

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### Purpose

A monthly report of financial activity will be made to the Executive Committee for its review and approval.

FY2025

**CMAP**

**monthly**

**financial**

**report**

July 2024



Chicago Metropolitan  
Agency for Planning

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## Monthly Revenue and Expenditure Report

### As of July 31, 2024

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. Therefore, the following items for the month are being presented to the Executive Committee:

- Monthly cash overview.
- Fiscal year-to-date revenue and expenditure overview.

## Monthly Cash Overview, July 2024

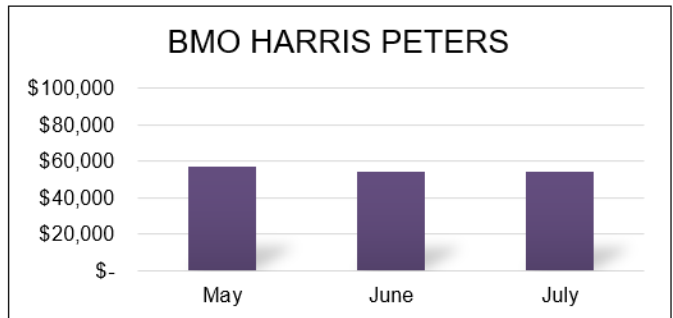
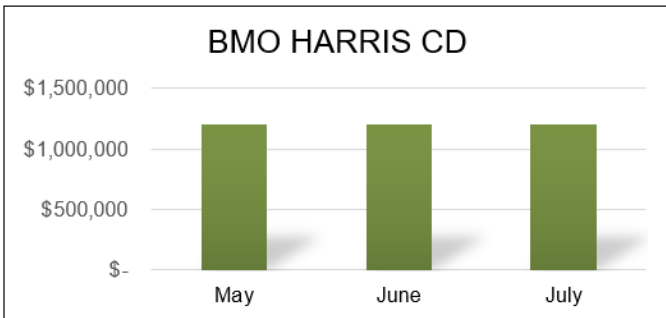
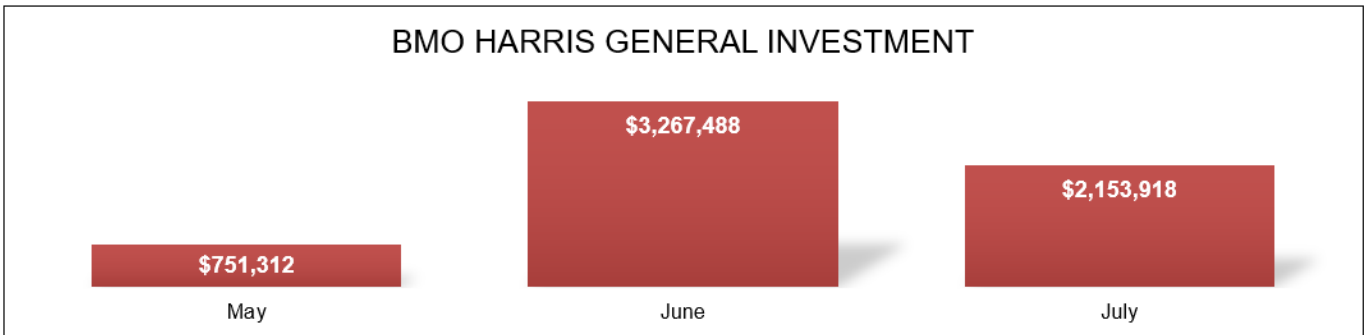
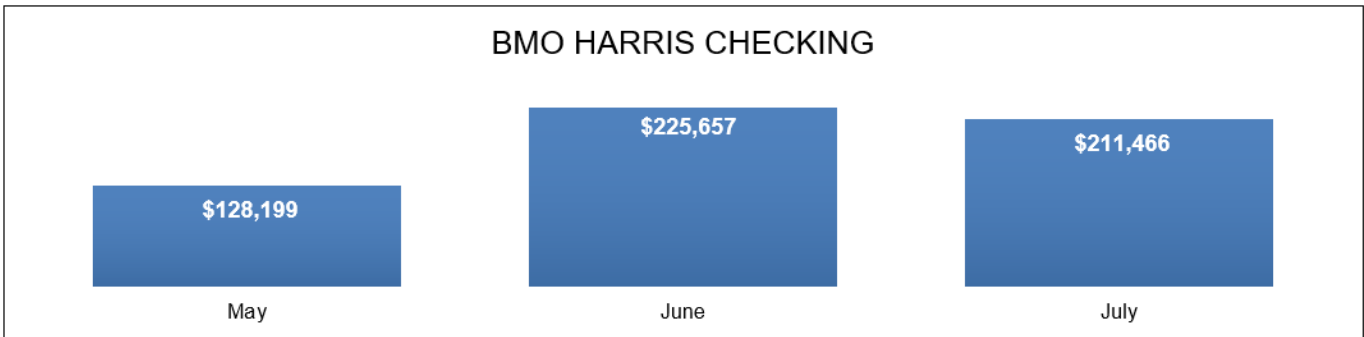
What caused the change in balance for each of the cash accounts?

**BMO Harris Checking Account:** Wire transfers of \$3.8 million from the General Investment account funded operating activities for the month. Operating activities were comprised of \$909 thousand in personnel related costs, and \$2.9 million in payables.

**BMO Harris General Investment Account:** Wire transfers received in the amount of \$2.7 million resulting from monthly revenue activity, partially funded \$3.8 million in transfers to the Checking account for the month..

**BMO Harris CD:** No activity has occurred in this account during FY2024.

**BMO Harris Peters Fellowship:** Monthly interest was the only activity in this account during FY2024.



## Transaction Register, July 2024

| Number | Date      | Vendor Name  | Transaction Description        | Amount       |
|--------|-----------|--|--------------------------------|--------------|
| 14351  | 7/1/2024  | BMO Harris Bank Master Card                        | Registration - ASABE Conf FY25 | \$ 11,986.52 |
| 14341  | 7/2/2024  | US Bank HSA  | Employer Contribution 6/28/24  | \$ 31,900.00 |
| 14342  | 7/3/2024  | SEMA ABULHAB                                       | ADA Nat'l Symposium            | \$ 1,403.67  |
| 14343  | 7/3/2024  | ASHA BARNES  | Travel - Community Engagement  | \$ 32.71     |
| 14344  | 7/3/2024  | JULIE BURROS                                       | Travel - Engagement Event      | \$ 18.56     |
| 14345  | 7/3/2024  | JONATHAN HAADSMA                                   | 09/11 travel to Summit- CTA    | \$ 105.79    |
| 14346  | 7/3/2024  | LaSalle Network                                    | Temp Services - Keshia 6/2024  | \$ 842.63    |
| 14347  | 7/3/2024  | KATHLEEN REIGSTAD                                  | Travel - CIP Projects 6/2024   | \$ 131.59    |
| 14348  | 7/3/2024  | BLANCA VELA-SCHNEIDER                              | Travel - Multiple Events Exp   | \$ 135.56    |
| 14349  | 7/3/2024  | JULIA VOIGT  | Travel - CATAG Conference      | \$ 1,312.51  |
| 14350  | 7/3/2024  | Warehouse Direct                                   | Black, Blue & Red Gel ink pens | \$ 645.31    |
| 14352  | 7/5/2024  | Comcast  | TV Service Fee 6/11-7/10/24    | \$ 100.51    |
| 14353  | 7/8/2024  | Comcast  | Internet 6/2024                | \$ 1,005.00  |
| 14356  | 7/11/2024 | 911 Interpreters Inc                               | Translation services 5/2024    | \$ 1,036.95  |
| 14357  | 7/11/2024 | A Epstein and Sons International Inc               | Alsip Bike Ped 5/2024          | \$ 55,297.63 |
| 14358  | 7/11/2024 | ADO Professional Solutions Inc                     | Temp Services - Arielle 6/2024 | \$ 11,191.54 |
| 14359  | 7/11/2024 | AECOM Technical Services Inc                       | Project #: 2020.083 5/2024     | \$ 30,543.46 |
| 14360  | 7/11/2024 | Aflac  | Aflac PR WH 6/2024             | \$ 1,505.10  |
| 14361  | 7/11/2024 | ERIN L ALEMAN                                      | Travel - Various Mtgs FY24     | \$ 660.76    |
| 14362  | 7/11/2024 | Astriata LLC                                       | Website development 5-6/2024   | \$ 14,985.00 |
| 14363  | 7/11/2024 | MARY VICTORIA BARRETT                              | Travel - PRJ# 2024.023 FY24    | \$ 23.85     |
| 14364  | 7/11/2024 | Bentley Systems Inc                                | On-line Emme software training | \$ 1,200.00  |
| 14365  | 7/11/2024 | BerryDunn  | ERP Assessment project 5/2024  | \$ 16,920.50 |
| 14366  | 7/11/2024 | Chicago Office Technology Group                    | Copier Maint 5/22-6/21/24      | \$ 848.53    |
| 14367  | 7/11/2024 | Creative Financial Staffing LLC                    | Temp Services - SP, MW 6/2024  | \$ 10,740.95 |
| 14368  | 7/11/2024 | EcoInteractive Inc                                 | Integrated TIP database 6/2024 | \$ 36,569.41 |
| 14369  | 7/11/2024 | Executive Information Systems                      | Annual SAS software renewal    | \$ 35,425.00 |
| 14370  | 7/11/2024 | First Communications LLC                           | Telephone 6/2024               | \$ 2,292.30  |
| 14371  | 7/11/2024 | MEGAN FULARA                                       | Travel - SHRM Conference 2024  | \$ 54.00     |
| 14372  | 7/11/2024 | GRM Information Management Services of Chicago LLC | Offsite Storage 6/2024         | \$ 325.59    |
| 14373  | 7/11/2024 | JANE GROVER  | Travel - Various Events FY24   | \$ 182.73    |
| 14374  | 7/11/2024 | HDR Engineering Inc                                | Lake County SAP 5/5-6/1/24     | \$ 24,530.60 |
| 14375  | 7/11/2024 | Health Care Cost Management Inc                    | FSA Admin Fees 5/2024          | \$ 2,959.38  |
| 14376  | 7/11/2024 | Holland and Knight LLP                             | Legal Services 6/2024          | \$ 513.50    |
| 14377  | 7/11/2024 | Houseal Lavigne Associates LLC                     | Harvey Comp Plan 4/1-5/31/24   | \$ 29,974.70 |
| 14378  | 7/11/2024 | HOLLY L HUDSON                                     | Travel - Network Meetings FY24 | \$ 85.09     |
| 14379  | 7/11/2024 | HW Lochner Inc                                     | SS4A Kane SAP 5/2024           | \$ 55,764.78 |
| 14380  | 7/11/2024 | ICF Incorporated LLC                               | Resilience Improvement 5/2024  | \$ 32,968.91 |
| 14381  | 7/11/2024 | Iron Mountain                                      | Shredding Services 6/2024      | \$ 11.95     |
| 14382  | 7/11/2024 | Inc. Jacobs Engineering Group                      | Dixmoor CIP 5/2024             | \$ 39,510.44 |
| 14383  | 7/11/2024 | Koa Hills Consulting LLC                           | OS Data Migration 6/2024       | \$ 1,260.00  |

|       |           |  |                                |    |            |
|-------|-----------|--|--------------------------------|----|------------|
| 14384 | 7/11/2024 | LaSalle Network                              | Temp Services - Keshia 6/2024  | \$ | 1,685.26   |
| 14385 | 7/11/2024 | Latent Design Corporation                    | Waukegan UDO 5/2024            | \$ | 13,390.00  |
| 14386 | 7/11/2024 | Lyndon Valicenti                             | SS4A Engagement 6/2024         | \$ | 36,462.25  |
| 14387 | 7/11/2024 | MATTHEW J MARTH                              | Travel -Scenario Planning Conf | \$ | 1,084.93   |
| 14388 | 7/11/2024 | McHenry County Division of Transportation    | UWP McHenry COM 5/2024         | \$ | 4,705.36   |
| 14389 | 7/11/2024 | Metra  | UWP Sustainability Plan 5/2024 | \$ | 28,000.00  |
| 14390 | 7/11/2024 | MAKALA MORALES                               | Travel - Fairmont Community    | \$ | 21.10      |
| 14391 | 7/11/2024 | Muse Community Design LLC                    | Comp Streets 6/2024            | \$ | 19,705.50  |
| 14392 | 7/11/2024 | Mutual of Omaha                              | Life Insurance EE 7/2024       | \$ | 5,743.43   |
| 14393 | 7/11/2024 | Northwest Municipal Conference               | UWP N Shore & NW COM 4/2024    | \$ | 18,706.66  |
| 14394 | 7/11/2024 | Oates Associates Inc                         | ADA Training 6/2024            | \$ | 6,639.80   |
| 14395 | 7/11/2024 | P&M Holding Group LLP                        | Change Management - S830       | \$ | 111,320.95 |
| 14396 | 7/11/2024 | PDQ Corporation                              | Software Maint 6/2024-6/2025   | \$ | 1,275.00   |
| 14397 | 7/11/2024 | Praxis Group LLC                             | DEI Workshop Trainings         | \$ | 9,999.00   |
| 14398 | 7/11/2024 | Resource Systems Group Inc                   | Household Travel Survey 5/2024 | \$ | 60,032.11  |
| 14399 | 7/11/2024 | REX Electric and Technologies LLC            | Door System Service            | \$ | 296.00     |
| 14400 | 7/11/2024 | JOSE RODRIGUEZ                               | Travel - Field Data Collection | \$ | 257.20     |
| 14401 | 7/11/2024 | Sam Schwartz Engineering                     | Cicero SAP 2022.049 5/2024     | \$ | 84,542.24  |
| 14402 | 7/11/2024 | The Silver Line                              | MacArthur Grant Eval 5/2024    | \$ | 5,075.00   |
| 14403 | 7/11/2024 | LLC SK Global Software                       | Project Mgmt BankFabric 6/2024 | \$ | 56.25      |
| 14404 | 7/11/2024 | SLG Innovation Inc                           | IT consulting 6/2024           | \$ | 75,553.55  |
| 14405 | 7/11/2024 | StreetLight Data Inc                         | Speed data project SPR Grant   | \$ | 31,036.25  |
| 14406 | 7/11/2024 | TierPoint LLC                                | Bandwidth; power 5-6/2024      | \$ | 1,591.66   |
| 14407 | 7/11/2024 | US Bank HSA                                  | HSA Deductions EE 7/12/24      | \$ | 3,083.25   |
| 14408 | 7/11/2024 | WSP USA INC.                                 | SS4A Will SAP 5-6/2024         | \$ | 50,338.62  |
| 70219 | 7/11/2024 | Hertz Corporation                            | Travel - Tony M. rental 6/2024 | \$ | 68.35      |
| 70220 | 7/11/2024 | State Employee Retirement System of Illinois | Employees WH 6/2024            | \$ | 7,306.47   |
| 70221 | 7/11/2024 | University of Illinois                       | Property Tax Analysis 5/2024   | \$ | 30,410.18  |
| 14409 | 7/12/2024 | US Bank HSA                                  | HSA Deductions EE 7/12/24      | \$ | 550.00     |
| 14458 | 7/18/2024 | A Epstein and Sons International Inc         | SS4A McHenry SAP 5/2024        | \$ | 27,740.07  |
| 14459 | 7/18/2024 | SEMA ABULHAB                                 | 11/9 NEXT IIPD gas             | \$ | 160.59     |
| 14460 | 7/18/2024 | Arctic Information Technology Inc            | ERP Professional Services      | \$ | 194,537.00 |
| 14461 | 7/18/2024 | Baker Tilly Virchow Krause & Company LLP     | Ongoing Compensation 4/2024    | \$ | 25,618.00  |
| 14462 | 7/18/2024 | MARY VICTORIA BARRETT                        | Membership - WTS Dues FY25     | \$ | 125.00     |
| 14463 | 7/18/2024 | LINDSAY A BAYLEY                             | Safe Travel for All Book       | \$ | 32.59      |
| 14464 | 7/18/2024 | BerryDunn                                    | ERP Assessment project 6/2024  | \$ | 10,513.50  |
| 14465 | 7/18/2024 | CDW Government Inc                           | Adobe Creative Cloud FY25      | \$ | 61,714.86  |
| 14466 | 7/18/2024 | Center for Neighborhood Technology           | Equitable Engagement 6/2024    | \$ | 2,067.50   |
| 14467 | 7/18/2024 | Central Square Technologies                  | Software Maintenance: OS FY25  | \$ | 50,868.97  |
| 14468 | 7/18/2024 | KAITLIN CERNAK                               | DEI Training FY24              | \$ | 35.00      |
| 14469 | 7/18/2024 | City of Chicago Department of Transportation | UWP Transp Plan 1/16-7/1/24    | \$ | 198,959.49 |
| 14470 | 7/18/2024 | Chicago Transit Authority                    | Transportation Plan 5-6/2024   | \$ | 6,260.67   |



|       |           |  |                                |    |           |
|-------|-----------|--|--------------------------------|----|-----------|
| 14471 | 7/18/2024 | Clarity Partners LLC                         | Website development 2/2024     | \$ | 9,030.37  |
| 14472 | 7/18/2024 | Creative Financial Staffing LLC              | Temp Services - SP, MW 7/2024  | \$ | 6,254.86  |
| 14473 | 7/18/2024 | Curators of the University of Missouri       | Registration - ADA Conf. FY24  | \$ | 850.00    |
| 14474 | 7/18/2024 | Deloitte & Touche LLP                        | RIA Mgmt consulting 5-6/2024   | \$ | 66,428.16 |
| 14475 | 7/18/2024 | DePaul University                            | Housing Data Snapshots 4/2024  | \$ | 42,352.82 |
| 14476 | 7/18/2024 | DuPage Mayors & Managers Conference          | UWP DuPage COM 5/2024          | \$ | 25,409.49 |
| 14477 | 7/18/2024 | EBSCO  | Multidisciplinary data FY25    | \$ | 20,499.00 |
| 14478 | 7/18/2024 | Elrod Friedman LLP                           | Legal Fees 6/2024              | \$ | 76.00     |
| 14479 | 7/18/2024 | The Hartford                                 | Workers' Comp 7/2024-7/2025    | \$ | 28,173.00 |
| 14480 | 7/18/2024 | HOLLY L HUDSON                               | Field Equipment Storage Unit   | \$ | 2,092.52  |
| 14481 | 7/18/2024 | ICF Incorporated LLC                         | Resilience Improvement 6/2024  | \$ | 66,898.85 |
| 14482 | 7/18/2024 | Insight Public Sector Inc.                   | Software license FY24          | \$ | 5,310.42  |
| 14483 | 7/18/2024 | Kane County Division of Transportation       | UWP Kane/Kendall COM 4/2024    | \$ | 14,674.14 |
| 14484 | 7/18/2024 | LaSalle Network                              | Temp Services - Keshia 7/2024  | \$ | 842.63    |
| 14485 | 7/18/2024 | McHenry County Division of Transportation    | McHenry COM 6/2024             | \$ | 5,458.92  |
| 14486 | 7/18/2024 | ROSEMARIE TERESE NILSON                      | Travel - SHRM Conference 2024  | \$ | 525.84    |
| 14487 | 7/18/2024 | Northwest Municipal Conference               | UWP N Shore & NW COM 5/2024    | \$ | 41,125.14 |
| 14488 | 7/18/2024 | Omegabit LLC                                 | Website hosting 5/2024         | \$ | 9,314.90  |
| 14489 | 7/18/2024 | GEORGE PERKINS ANENE                         | Travel - COMTO 7/2024          | \$ | 1,767.72  |
| 14490 | 7/18/2024 | STEPHANE PHIFER                              | Phifer - APA Membership Dues   | \$ | 350.00    |
| 14491 | 7/18/2024 | KATHLEEN REIGSTAD                            | Travel - Dixmoor CIP FY25      | \$ | 34.97     |
| 14492 | 7/18/2024 | Resource Systems Group Inc                   | Household Travel Survey 6/2024 | \$ | 27,654.44 |
| 14493 | 7/18/2024 | LLC Resultant                                | UWP Data Governance 6/2024     | \$ | 17,335.43 |
| 14494 | 7/18/2024 | S2Verify LLC                                 | FY23 Employee Background Check | \$ | 551.58    |
| 14495 | 7/18/2024 | Sam Schwartz Engineering                     | Cicero SPR LP 2022 6/2024      | \$ | 8,202.50  |
| 14496 | 7/18/2024 | Sikich LLP                                   | ANNUAL AUDIT FY23 (PD IN FY24) | \$ | 6,670.00  |
| 14497 | 7/18/2024 | The Silver Line                              | MacArthur Grant Eval 6/2024    | \$ | 1,517.25  |
| 14498 | 7/18/2024 | South Suburban Mayors & Managers Association | SSMMA 6/21/2024                | \$ | 54,636.84 |
| 14499 | 7/18/2024 | SRF Consulting Group Inc                     | NW Cook Transit Study 6/2024   | \$ | 12,274.85 |
| 14500 | 7/18/2024 | StreetLight Data Inc                         | Speed data project SPR 6/2024  | \$ | 6,347.25  |
| 14501 | 7/18/2024 | BLANCA VELA-SCHNEIDER                        | WelMap Supplies 6/2024         | \$ | 84.80     |
| 14502 | 7/18/2024 | West Central Municipal Conference            | UWP North Central COM 6/2024   | \$ | 320.00    |
| 14503 | 7/18/2024 | ALONZO JOSUE ZAMARRON                        | Travel - CreativePro Conf FY25 | \$ | 1,224.85  |
| 14504 | 7/18/2024 | Zoom Video Communications Inc                | Annual Zoom License Renewal    | \$ | 8,488.00  |
| 14505 | 7/18/2024 | ComEd  | Electricity 6/2024             | \$ | 1,204.23  |
| 14506 | 7/18/2024 | Vision Service Plan (IL)                     | Vision Retiree 7/2024          | \$ | 1,285.42  |
| 70225 | 7/18/2024 | JOSH ISAAC BLUSTEIN                          | Travel - Franklin Park 6/2024  | \$ | 37.50     |
| 70226 | 7/18/2024 | LILY RENEE STANKEVICIUS                      | Travel -Franklin Pk Tasks FY24 | \$ | 444.40    |
| 70227 | 7/18/2024 | University of Illinois                       | Property Tax Analysis 6/2024   | \$ | 29,477.10 |
| 14507 | 7/25/2024 | ADO Professional Solutions Inc               | Temp Serv - BK, AM, AW 7/2024  | \$ | 7,293.74  |
| 14508 | 7/25/2024 | ADP Screening & Selection Services Inc       | Background screening 6/2024    | \$ | 315.00    |
| 14509 | 7/25/2024 | Advanced Digital Media Inc                   | Subscription - BlueRoom FY25   | \$ | 3,000.00  |

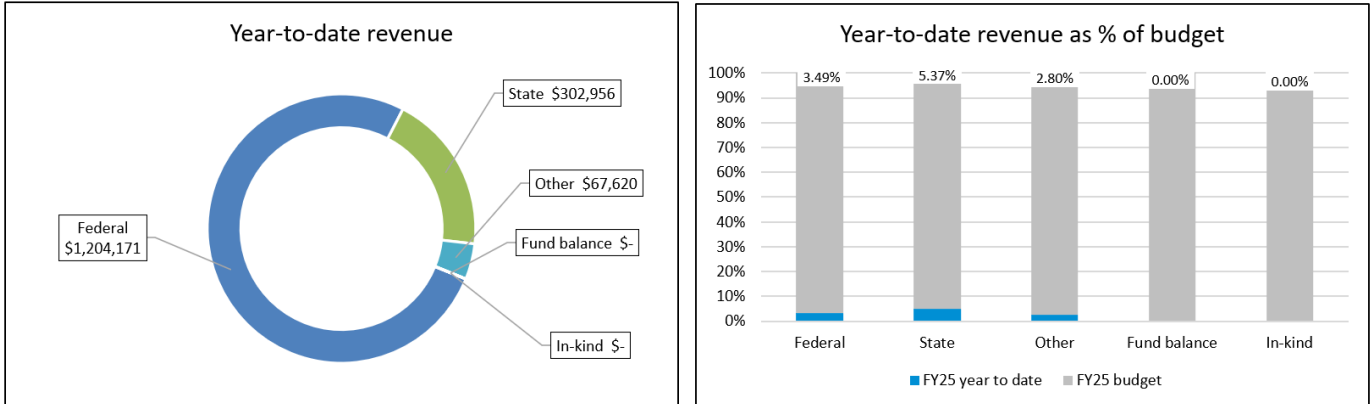
|       |           |                                     |                                |    |             |
|-------|-----------|-------------------------------------|--------------------------------|----|-------------|
| 14510 | 7/25/2024 | MEGAN FULARA                        | Travel - SHRM Conf Parking     | \$ | 21.00       |
| 14511 | 7/25/2024 | Northwestern University             | Northwestern University Fellow | \$ | 1,500.00    |
| 14512 | 7/25/2024 | RICHARD NORWOOD                     | Council of Mayors Meeting      | \$ | 87.10       |
| 14513 | 7/25/2024 | SendSafely Inc                      | SendSafely business licenses   | \$ | 2,430.00    |
| 14514 | 7/25/2024 | SHI International Corporation       | Software Renewal: KnowBe4 Sec  | \$ | 4,001.80    |
| 14515 | 7/25/2024 | Traffic Logix Corporation           | Cloud Access Subscription      | \$ | 1,400.00    |
| 14516 | 7/25/2024 | JENNIE KHOEN VANA                   | Travel - 3CMA Conference FY24  | \$ | 370.57      |
| 14517 | 7/25/2024 | JULIA VOIGT                         | CARE Meeting expenses 7/16/24  | \$ | 45.98       |
| 14518 | 7/24/2024 | The Hartford                        | Workers' Comp 7/2024-7/2025    | \$ | 28,165.00   |
| 70228 | 7/25/2024 | Orla Castanien                      | FY24 E. Aleman Professional Co | \$ | 3,000.00    |
| 14519 | 7/29/2024 | 601W Companies Chicago MT LLC       | Office Maintenance 8/2024      | \$ | 192,623.70  |
| 14520 | 7/29/2024 | ADO Professional Solutions Inc      | Temp Serv - BK, AM, AW 7/2024  | \$ | 10,264.01   |
| 14521 | 7/29/2024 | Bentley Systems Inc                 | Software Renewal: EMME Legacy  | \$ | 26,520.00   |
| 14522 | 7/29/2024 | Blue Cross Blue Shield of Illinois  | Retiree Health 8/2024          | \$ | 127,354.29  |
| 14523 | 7/29/2024 | Budget Rent A Car System Inc        | Travel - Makala rental 6/2024  | \$ | 197.89      |
| 14524 | 7/29/2024 | CBIZ Risk and Advisory Services LLC | CyberSecurity Service 3-6/2024 | \$ | 92,675.00   |
| 14525 | 7/29/2024 | Creative Financial Staffing LLC     | Temp Services - SP, MW 7/2024  | \$ | 6,101.31    |
| 14526 | 7/29/2024 | Delta Dental - Risk                 | Dental PPO 8/2024              | \$ | 7,315.71    |
| 14527 | 7/29/2024 | Economic Modeling Specialists Inc   | Web-based labor market and job | \$ | 30,000.00   |
| 14528 | 7/29/2024 | Health Care Cost Management Inc     | FSA Admin Fees 6/2024          | \$ | 3,186.88    |
| 14529 | 7/29/2024 | Mutual of Omaha                     | Life Insurance EE 8/2024       | \$ | 5,444.19    |
| 14530 | 7/29/2024 | Nearmap US Inc.                     | Aerial photography, FY25       | \$ | 141,218.58  |
| 14531 | 7/29/2024 | Sam Schwartz Engineering            | PAO D Round Lake Beach 6/2024  | \$ | 13,435.84   |
| 14532 | 7/29/2024 | TierPoint LLC                       | Colocation Services 8/2024     | \$ | 8,124.96    |
| 14533 | 7/29/2024 | US Bank HSA                         | Statement Fee 6/2024           | \$ | 12.00       |
| 14534 | 7/29/2024 | West Central Municipal Conference   | UWP Central COM 5/2024         | \$ | 10,433.08   |
| 14535 | 7/29/2024 | Will County Governmental League     | UWP Will COM 6/2024            | \$ | 2,656.78    |
| 14536 | 7/29/2024 | BMO Harris Bank Master Card         | Aquifer Replacement Filter     | \$ | 10,633.97   |
| 70229 | 7/29/2024 | LILY RENEE STANKEVICIUS             | Field Data Collection 7/2024   | \$ | 104.71      |
| 14584 | 7/31/2024 | Optum Bank                          | HSA Contributions EE 7/26/24   | \$ | 3,333.25    |
| WT    | 7/1/2024  | BMO Harris Bank Master Card         | bank vs cc statement rv entry  | \$ | 1,042.39    |
| WT    | 7/2/2024  | IMRF                                | IMRF credit                    | \$ | (2,195.81)  |
| WT    | 7/3/2024  | LaSalle Network                     | VOID                           | \$ | (842.63)    |
| WT    | 7/10/2024 | BMO Harris Bank                     | Fee- Standby letter of credit  | \$ | 4,600.00    |
| WT    | 7/11/2024 | EMPOWER                             | Insurance payment              | \$ | 13,701.52   |
| WT    | 7/12/2024 | ADP                                 | PAYROLL TAX                    | \$ | 120,098.51  |
| WT    | 7/12/2024 | IMRF                                | IMRF pmt                       | \$ | 71,224.96   |
| WT    | 7/12/2024 | ADP                                 | PAYROLL                        | \$ | 277,943.63  |
| WT    | 7/12/2024 | ADP                                 | tax correction for payroll     | \$ | 24.25       |
| WT    | 7/16/2024 | RTA                                 | 7/24 RTA card pmt              | \$ | 998.50      |
| WT    | 7/18/2024 | The Hartford                        | VOID                           | \$ | (28,173.00) |
| WT    | 7/19/2024 | ADP                                 | ADP payroll fees               | \$ | 7,132.35    |
| WT    | 7/22/2024 | BMO Harris Bank                     | BMOH acct analysis fee         | \$ | 851.80      |
| WT    | 7/24/2024 | VENTRA                              | Ventra card loads-6/22-7/21/24 | \$ | 3,251.00    |
| WT    | 7/25/2024 | EMPOWER                             | Insurance payment              | \$ | 13,701.52   |

|              |           |                             |                 |           |                     |
|--------------|-----------|-----------------------------|-----------------|-----------|---------------------|
| WT           | 7/26/2024 | ADP                         | PAYROLL         | \$        | 276,827.41          |
| WT           | 7/26/2024 | ADP                         | PAYROLL TAX     | \$        | 120,970.23          |
| WT           | 7/29/2024 | BMO Harris Bank Master Card | potbelly rebate | \$        | (31.50)             |
| <b>Total</b> |           |                             |                 | <b>\$</b> | <b>3,794,190.28</b> |

## Fiscal Year-to-date Revenue and Expenditure Overview, July 2024

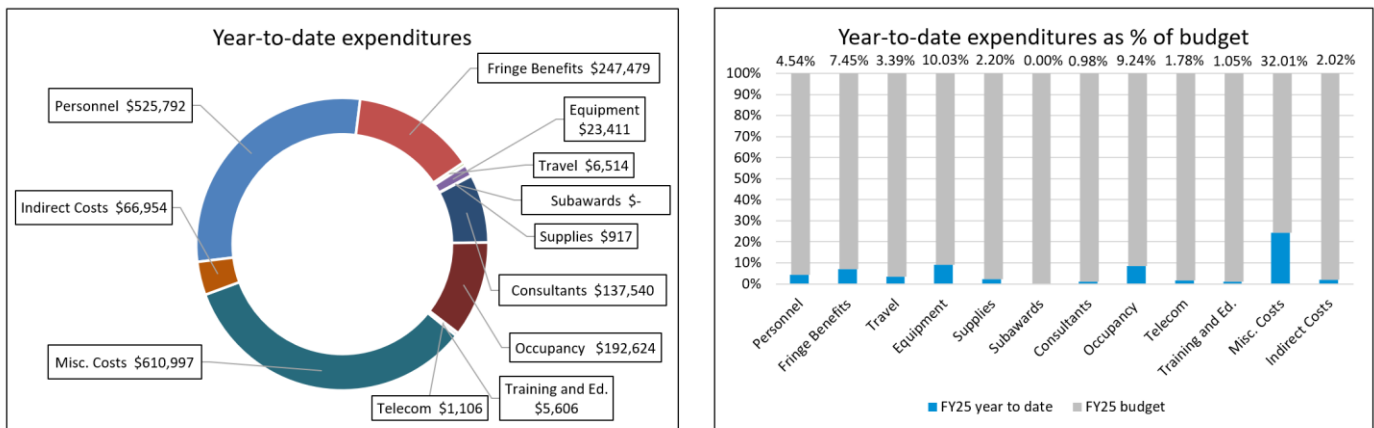
**Revenue highlights.** Revenue received as of this month for FY2025 is comprised of 77% Federal, 19% State and In-kind, 0% General funding such as Local contributions, and 4% Other Public, Foundation, Non-Public and Miscellaneous Funding.

Year-to-date, CMAP has collected 4% of its budgeted revenue from the sources identified in the tables below (excludes non-operational). Many of these revenue sources are reimbursable grants, therefore, revenues trail expenses.



**Expenditure highlights.** Expenditures are divided into twelve expenditure categories based on the agency's annual budget. Year-to-date, the agency has expended 4% of the budget in these categories. The three highest dollar categories of expenditures fiscal year-to-date are personnel at \$526,000, fringe benefits at \$248,000, and miscellaneous costs at \$611,000.

The high expenditure at the beginning of the fiscal year in the miscellaneous cost category is due to annual renewal of certain software licenses.



## Budget to Actual Tables, July 2024

| Revenue, fund balance and in-kind services |                     |                    |                     |
|--|---------------------|--------------------|---------------------|
|  | FY25 budget         | FY25 year to date  | FY25 balance        |
| Federal revenue total                      | \$ 34,535,363       | \$ 1,204,171       | \$ 33,331,192       |
| State revenue total                        | \$ 5,643,387        | \$ 302,956         | \$ 5,340,431        |
| Other revenue total                        | \$ 2,417,259        | \$ 67,620          | \$ 2,349,639        |
| Use of fund balance total                  | \$ 619,070          | \$ -               | \$ 619,070          |
| In-kind services total                     | \$ 1,212,585        | \$ -               | \$ 1,212,585        |
| <b>Total</b>                               | <b>\$44,427,664</b> | <b>\$1,574,746</b> | <b>\$42,852,917</b> |

Note: As our revenue sources are primarily based on reimbursement grants, revenues will always trail expenses.

| Expenses                          |                      |                     |                      |
|-----------------------------------|----------------------|---------------------|----------------------|
|                                   | FY25 budget          | FY25 year to date   | FY25 balance         |
| Personnel (Salary and Wages)      | \$ 11,575,714        | \$ 525,792          | \$ 11,049,922        |
| Fringe Benefits                   | \$ 3,320,747         | \$ 247,479          | \$ 3,073,268         |
| Travel                            | \$ 192,184           | \$ 6,514            | \$ 185,670           |
| Equipment                         | \$ 233,510           | \$ 23,411           | \$ 210,099           |
| Supplies                          | \$ 41,700            | \$ 917              | \$ 40,783            |
| Contractual Subawards*            | \$ 6,062,924         | \$ -                | \$ 6,062,924         |
| Consultant (Professional Service) | \$ 14,053,015        | \$ 137,540          | \$ 13,915,475        |
| Occupancy (Rent and Utilities)    | \$ 2,084,217         | \$ 192,624          | \$ 1,891,593         |
| Telecommunications                | \$ 61,991            | \$ 1,106            | \$ 60,885            |
| Training and Education            | \$ 535,369           | \$ 5,606            | \$ 529,763           |
| Miscellaneous Costs               | \$ 1,908,697         | \$ 610,997          | \$ 1,297,700         |
| Indirect Costs                    | \$ 3,317,070         | \$ 66,954           | \$ 3,250,116         |
| <b>Total</b>                      | <b>\$ 43,387,138</b> | <b>\$ 1,818,938</b> | <b>\$ 41,568,200</b> |

\*Core and Competitive subawards to UWP Partner Agencies (Chicago Department of Transportation, Council of Mayors Planning Liaisons Program, Counties, CTA, Metra, and Pace)

End report

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FY2025

**CMAP**

**monthly**

**financial**

**report**

August 2024



Chicago Metropolitan  
Agency for Planning

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## Monthly Revenue and Expenditure Report

### As of August 31, 2024

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. Therefore, the following items for the month are being presented to the Executive Committee:

- Monthly cash overview.
- Fiscal year-to-date revenue and expenditure overview.

## Monthly Cash Overview, August 2024

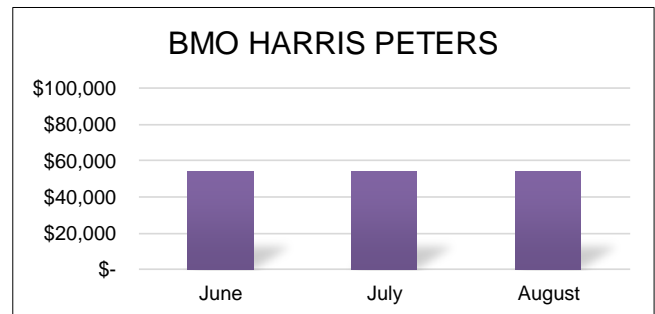
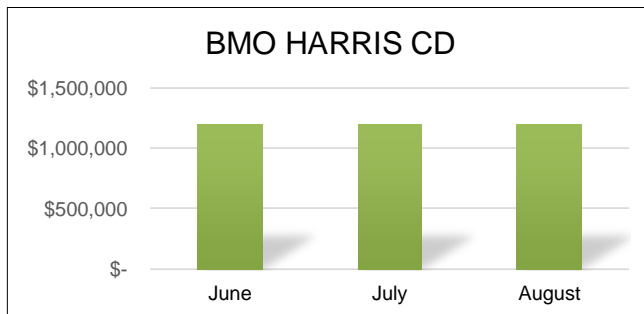
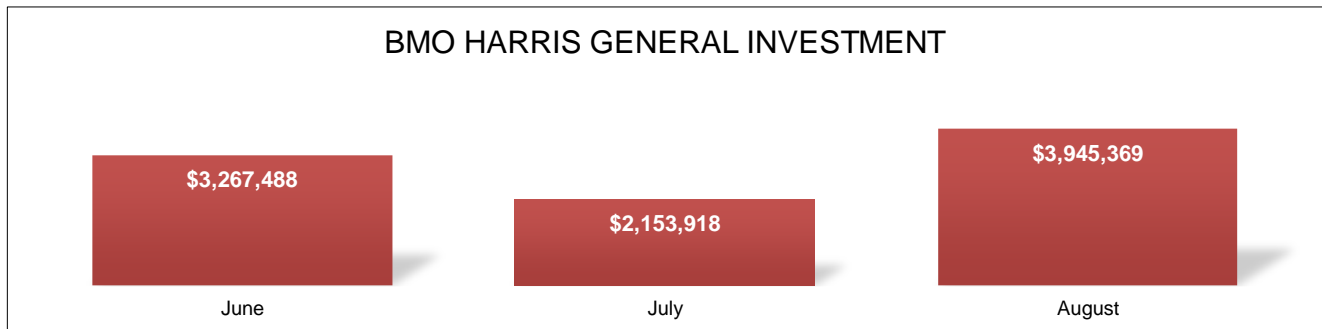
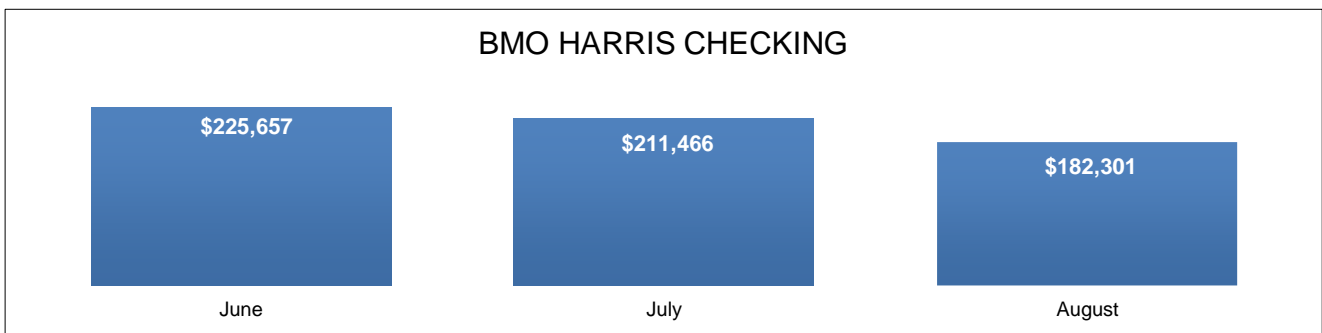
What caused the change in balance for each of the cash accounts?

**BMO Harris Checking Account:** Wire transfers of \$2.6 million from the General Investment account funded operating activities for the month. Operating activities were comprised of \$954 thousand in personnel related costs, and \$1.8 million in payables.

**BMO Harris General Investment Account:** Wire transfers received in the amount of \$4.5 million resulting from monthly revenue activity, partially funded \$2.7 million in transfers to the Checking account for the month.

**BMO Harris CD:** No activity has occurred in this account during FY2024.

**BMO Harris Peters Fellowship:** Monthly interest was the only activity in this account during FY2024.





## Transaction Register, August 2024

| Number | Date      | Vendor Name                            | Transaction Description        | Amount        |
|--------|-----------|--|--------------------------------|---------------|
| 14537  | 8/1/2024  | ADO Professional Solutions Inc         | Temp Serv - BK, AW, AM 7/2024  | \$ 8,388.08   |
| 14538  | 8/1/2024  | Creative Financial Staffing LLC        | Temp Services - SP, MW 7/2024  | \$ 6,190.05   |
| 14539  | 8/1/2024  | Granicus LLC                           | Project Finder add-on          | \$ 2,500.00   |
| 14540  | 8/1/2024  | Inc. Jacobs Engineering Group          | Dixmoor CIP 6/2024             | \$ 6,720.66   |
| 14541  | 8/1/2024  | Lake County Division of Transportation | UWP Lake COM 3/2024            | \$ 54,564.96  |
| 14542  | 8/1/2024  | TELUS Health (US) LTD                  | EAP Services 7-9/2024          | \$ 601.02     |
| 14543  | 8/5/2024  | Comcast                                | Internet 7/2024                | \$ 1,105.52   |
| 14544  | 8/8/2024  | ADO Professional Solutions Inc         | Temp Serv - BK, AW, AW 7/2024  | \$ 9,642.45   |
| 14545  | 8/8/2024  | Aflac                                  | Aflac PR WH 7/2024             | \$ 1,505.10   |
| 14546  | 8/8/2024  | LAURENT M AHIABLAME                    | Travel - ASABE conference 2024 | \$ 2,437.27   |
| 14547  | 8/8/2024  | Chicago Office Technology Group        | Copier Maint 6/22-6/30/24      | \$ 372.09     |
| 14548  | 8/8/2024  | Creative Financial Staffing LLC        | Temp Services - SP, MW 7/2024  | \$ 6,237.21   |
| 14549  | 8/8/2024  | Dell Marketing LP                      | Professional Services: Deploy  | \$ 10,112.10  |
| 14550  | 8/8/2024  | NICHOLAS FERGUSON                      | Esri User Conference travel    | \$ 2,434.68   |
| 14551  | 8/8/2024  | First Communications LLC               | Telephone 7/2024               | \$ 2,312.69   |
| 14552  | 8/8/2024  | Health Care Cost Management Inc        | Health FSA PR WH 8/9/24        | \$ 2,692.88   |
| 14553  | 8/8/2024  | Henricksen and Company INC             | Sit/Stand Desk                 | \$ 1,142.93   |
| 14554  | 8/8/2024  | LaSalle Network                        | Admin Temp services 7/2024     | \$ 3,932.26   |
| 14555  | 8/8/2024  | Mileage Based User Fee Alliance        | MBUFA 2024 Dues                | \$ 5,000.00   |
| 14556  | 8/8/2024  | TIMOTHY KYLE O'LEARY                   | 2024 Esri UC Conference Travel | \$ 2,738.06   |
| 14557  | 8/8/2024  | JOSE RODRIGUEZ                         | Travel - Field Data Collection | \$ 275.98     |
| 14558  | 8/8/2024  | DuPage County                          | DuPage Trails Plan             | \$ 15,590.34  |
| 14559  | 8/8/2024  | SHI International Corporation          | Software Maintenance: Version  | \$ 4,878.95   |
| 14560  | 8/8/2024  | LP TVG-MGT Holdings                    | FY24 Temp Services Cheryl Mosq | \$ 16,100.00  |
| 14561  | 8/8/2024  | Dell Marketing LP                      | Microsoft O365 Extra File Stor | \$ 91,734.19  |
| 70230  | 8/8/2024  | MIOVISION Technologies Incorporated    | Ground Shipping of Coiled Cabl | \$ 295.00     |
| 14562  | 8/15/2024 | ADO Professional Solutions Inc         | Temp Serv - BK, AW, AM 7/2024  | \$ 9,729.89   |
| 14563  | 8/15/2024 | LAURENT M AHIABLAME                    | Summer Tuition Reimb - Laurent | \$ 1,328.00   |
| 14564  | 8/15/2024 | Clarity Partners LLC                   | Website development 6/2024     | \$ 1,400.18   |
| 14565  | 8/15/2024 | Creative Financial Staffing LLC        | Temp Services - SP, MW 8/2024  | \$ 6,688.56   |
| 14566  | 8/15/2024 | Cubic ITS Inc                          | Software Maint Renewal FY24    | \$ 475.00     |
| 14567  | 8/15/2024 | Dell Marketing LP                      | Annual Microsoft Maintenance R | \$ 200,779.01 |
| 14568  | 8/15/2024 | Holland and Knight LLP                 | Legal Services                 | \$ 2,291.00   |
| 14569  | 8/15/2024 | Optum Bank                             | HSA Contributions EE 8/9/24    | \$ 3,941.25   |
| 14570  | 8/15/2024 | STEPHEN C OSTRANDER                    | Travel - 2024 ESRI Conference  | \$ 2,653.96   |
| 14571  | 8/15/2024 | Riverside Graphics Corporation         | PART Action agenda -150 copies | \$ 669.00     |
| 14572  | 8/15/2024 | JOSE RODRIGUEZ                         | Travel - ESRI User Conf 7/2024 | \$ 3,668.17   |
| 14573  | 8/15/2024 | LP TVG-MGT Holdings                    | Temp Serv- Cheryl M. 7/2024    | \$ 9,059.40   |
| 14574  | 8/15/2024 | Warehouse Direct                       | 80# Cardstock paper            | \$ 271.32     |
| 70231  | 8/15/2024 | Hertz Corporation                      | Travel -Gilton Rental 7/2024   | \$ 294.32     |

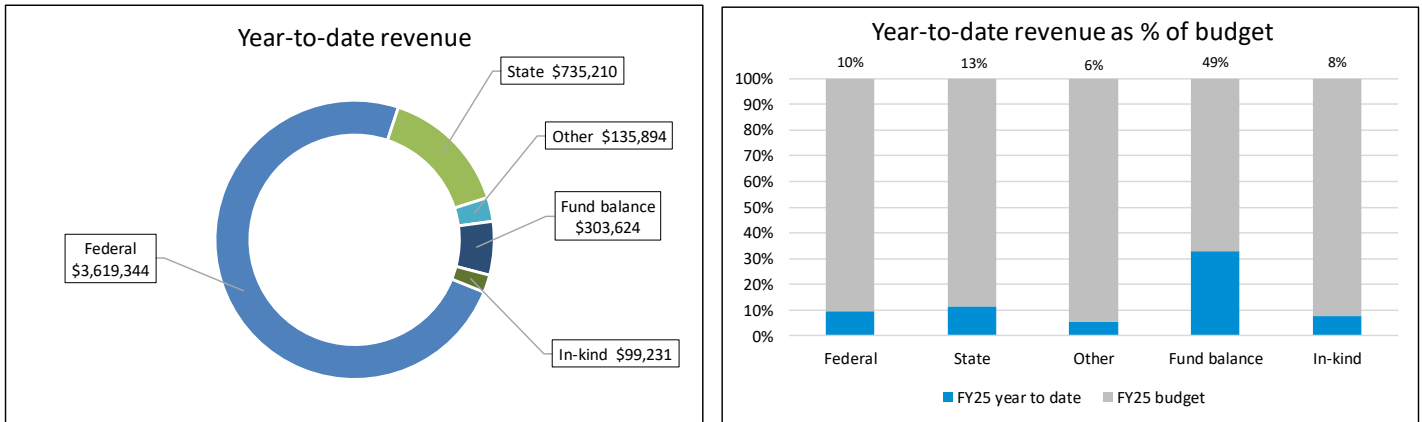
|       |           |  |                                |    |            |
|-------|-----------|--|--------------------------------|----|------------|
| 70232 | 8/15/2024 | Illinois Department of Transportation        | IDOT indirect refund           | \$ | 300,458.00 |
| 70233 | 8/15/2024 | State Employee Retirement System of Illinois | Employees WH 7/2024            | \$ | 6,211.44   |
| 14575 | 8/19/2024 | ComEd  | Electricity 7/2024             | \$ | 1,330.53   |
| 14576 | 8/19/2024 | UPS  | UPS WorldShip 8/6/24           | \$ | 93.57      |
| 14577 | 8/19/2024 | Vision Service Plan (IL)                     | Vision COBRA 6/2024            | \$ | 1,276.26   |
| 14578 | 8/22/2024 | JESSE MITCHELL ALTMAN                        | Travel - Kane CAIP Meeting     | \$ | 52.26      |
| 14579 | 8/22/2024 | ENRIQUE CASTILLO                             | APA Membership FY25            | \$ | 350.00     |
| 14580 | 8/22/2024 | Cogent Communications Inc                    | FY25 ISP agreement 7/2024      | \$ | 2,268.03   |
| 14581 | 8/22/2024 | Granicus LLC                                 | FY25 Software Subscription     | \$ | 85,880.95  |
| 14582 | 8/22/2024 | Health Care Cost Management Inc              | Health FSA PR WH 8/23/24       | \$ | 2,692.89   |
| 14583 | 8/22/2024 | MAKALA MORALES                               | APA Dues FY25                  | \$ | 121.75     |
| 14629 | 8/23/2024 | Optum Bank                                   | HSA Contributions EE 8/23/24   | \$ | 3,433.25   |
| 14585 | 8/30/2024 | 601W Companies Chicago MT LLC                | Office Maintenance 9/2024      | \$ | 2,272.21   |
| 14586 | 8/30/2024 | 911 Interpreters Inc                         | Translation services 6/2024    | \$ | 3,419.87   |
| 14587 | 8/30/2024 | ADO Professional Solutions Inc               | FY25 Accounting Temp Services  | \$ | 19,842.56  |
| 14588 | 8/30/2024 | ADP Screening & Selection Services Inc       | Background screening 7/2024    | \$ | 9.58       |
| 14589 | 8/30/2024 | Arctic Information Technology Inc            | ERP Professional Services      | \$ | 33,140.65  |
| 14590 | 8/30/2024 | Baker Tilly Virchow Krause & Company LLP     | Compensation Consulting        | \$ | 36,351.00  |
| 14591 | 8/30/2024 | Blue Cross Blue Shield of Illinois           | Cobra Health/Dental 9/2024     | \$ | 124,690.52 |
| 14592 | 8/30/2024 | LILY ROSE BRACK                              | Lbrack - APA & AICP dues       | \$ | 350.00     |
| 14593 | 8/30/2024 | JULIE BURROS                                 | Peters Fellows Lunch 8/16/24   | \$ | 246.58     |
| 14594 | 8/30/2024 | CBRE Inc                                     | Commercial Office Leasing      | \$ | 28,950.00  |
| 14595 | 8/30/2024 | CDW Government Inc                           | Computer Hardware: Dell CTO P  | \$ | 27,424.50  |
| 14596 | 8/30/2024 | Center for Neighborhood Technology           | Equitable Engagement           | \$ | 35,944.00  |
| 14597 | 8/30/2024 | Creative Financial Staffing LLC              | Temp Services - SP, MW 8/2024  | \$ | 12,608.94  |
| 14598 | 8/30/2024 | Dell Marketing LP                            | Microsoft Unified Support      | \$ | 94,419.68  |
| 14599 | 8/30/2024 | Delta Dental - Risk                          | Dental PPO 9/2024              | \$ | 7,661.82   |
| 14600 | 8/30/2024 | Dun and Bradstreet                           | Data Purchase FY25             | \$ | 126,020.00 |
| 14601 | 8/30/2024 | EcoInteractive Inc                           | Integrated TIP database 7/2024 | \$ | 36,569.41  |
| 14602 | 8/30/2024 | Elrod Friedman LLP                           | Legal Services 7/2024          | \$ | 190.00     |
| 14603 | 8/30/2024 | Equiticity                                   | Equitable engagement facilitat | \$ | 42,000.00  |
| 14604 | 8/30/2024 | ESRI   | Software Maintenance: ArcGIS   | \$ | 19,386.00  |
| 14605 | 8/30/2024 | Houseal Lavigne Associates LLC               | Harvey Comp Plan 6/2024        | \$ | 16,839.32  |
| 14606 | 8/30/2024 | Iron Mountain                                | Shredding Services 7/1-7/23/24 | \$ | 11.95      |
| 14607 | 8/30/2024 | LaSalle Network                              | Admin Temp services FY25       | \$ | 2,892.39   |
| 14608 | 8/30/2024 | THOMAS J. MURTHA                             | Travel - Nat'l Energy Lab Mtg  | \$ | 841.99     |
| 14609 | 8/30/2024 | Optum Bank                                   | HSA Monthly Acct Fee 4-6/2024  | \$ | 344.50     |
| 14610 | 8/30/2024 | SLG Innovation Inc                           | IT Consulting 7/2024           | \$ | 75,553.55  |
| 14611 | 8/30/2024 | TierPoint LLC                                | Colocation Services 9/2024     | \$ | 6,447.06   |
| 14612 | 8/30/2024 | LP TVG-MGT Holdings                          | Temp Serv- Cheryl M. 5-6/2024  | \$ | 10,038.70  |
| 14613 | 8/30/2024 | West Central Municipal Conference            | UWP Central COM 6/2024         | \$ | 7,842.23   |

|              |           |                            |                                |    |            |                     |
|--------------|-----------|----------------------------|--------------------------------|----|------------|---------------------|
| 14643        | 8/29/2024 | BMO Harris Bank Mastercard | Credit card payment            | \$ | 21,570.50  |                     |
| WT           | 8/2/2024  | IMRF                       | IMRF pmt                       | \$ | (2,195.81) |                     |
| WT           | 8/8/2024  | EMPOWER                    | Insurance                      | \$ | 13,503.60  |                     |
| WT           | 8/9/2024  | ADP                        | Payroll                        | \$ | 276,351.06 |                     |
| WT           | 8/9/2024  | ADP                        | Payroll Tax                    | \$ | 120,505.14 |                     |
| WT           | 8/12/2024 | IMRF                       | IMRF pmt                       | \$ | 61,908.18  |                     |
| WT           | 8/16/2024 | RTA                        | 8/24 RTA card pmt              | \$ | 1,256.00   |                     |
| WT           | 8/16/2024 | ADP                        | 8/24 ADP payroll fees          | \$ | 7,592.19   |                     |
| JE           | 8/19/2024 | VSP                        | Void VSP credit                | \$ | 29.46      |                     |
| WT           | 8/22/2024 | BMO Harris Bank            | 7/24 BMOH acct analysis fee    | \$ | 893.55     |                     |
| WT           | 8/23/2024 | EMPOWER                    | Insurance                      | \$ | 14,667.88  |                     |
| WT           | 8/23/2024 | ADP                        | Payroll                        | \$ | 312,361.54 |                     |
| WT           | 8/23/2024 | ADP                        | Payroll Tax                    | \$ | 144,472.05 |                     |
| WT           | 8/26/2024 | VENTRA                     | Ventra card loads-7/22-8/21/24 | \$ | 3,046.00   |                     |
| WT           | 8/31/2024 | BMO Harris Bank Mastercard | potbelly reverse entry         | \$ | 31.50      |                     |
| <b>Total</b> |           |                            |                                |    | <b>\$</b>  | <b>2,655,224.31</b> |

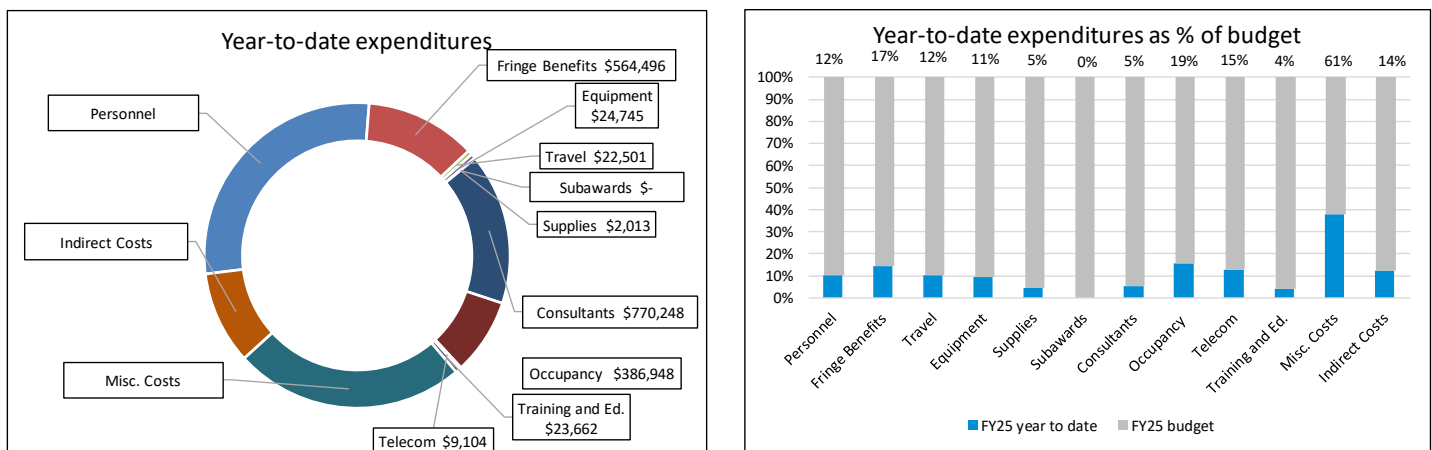
## Fiscal Year-to-date Revenue and Expenditure Overview, August 2024

**Revenue highlights.** Revenue received as of this month for FY2025 is comprised of 74% Federal, 17% State and In-kind, 6% General funding such as Local contributions, and 3% Other Public, Foundation, Non-Public and Miscellaneous Funding.

Year-to-date, CMAP has collected 11% of its budgeted revenue from the sources identified in the tables below (excludes non-operational). Many of these revenue sources are reimbursable grants, therefore, revenues trail expenses.



**Expenditure highlights.** Expenditures are divided into twelve expenditure categories based on the agency's annual budget. Year-to-date, the agency has expended 11% of the budget in these categories. The three highest dollar categories of expenditures fiscal year-to-date are personnel at \$526,000, fringe benefits at \$248,000, and miscellaneous costs at \$1.17M. The high expenditure at the beginning of the fiscal year in the miscellaneous cost category is due to annual renewal of certain software licenses.



## Budget to Actual Tables, August 2024

| Revenue, fund balance and in-kind services |                     |                    |                     |
|--|---------------------|--------------------|---------------------|
|  | FY25 budget         | FY25 year to date  | FY25 balance        |
| Federal revenue total                      | \$ 34,535,363       | \$ 3,619,344       | \$ 30,916,019       |
| State revenue total                        | \$ 5,643,387        | \$ 735,210         | \$ 4,908,177        |
| Other revenue total                        | \$ 2,417,259        | \$ 135,894         | \$ 2,281,364        |
| Use of fund balance total                  | \$ 619,070          | \$ 303,624         | \$ 315,446          |
| In-kind services total                     | \$ 1,212,585        | \$ 99,231          | \$ 1,113,354        |
| <b>Total</b>                               | <b>\$44,427,664</b> | <b>\$4,893,303</b> | <b>\$39,534,360</b> |

Note: As our revenue sources are primarily based on reimbursement grants, revenues will always trail expenses.

| Expenses                          |                      |                     |                      |
|-----------------------------------|----------------------|---------------------|----------------------|
|                                   | FY25 budget          | FY25 year to date   | FY25 balance         |
| Personnel (Salary and Wages)      | \$ 11,575,714        | \$ 1,354,660        | \$ 10,221,054        |
| Fringe Benefits                   | \$ 3,320,747         | \$ 564,496          | \$ 2,756,251         |
| Travel                            | \$ 192,184           | \$ 22,501           | \$ 169,683           |
| Equipment                         | \$ 233,510           | \$ 24,745           | \$ 208,765           |
| Supplies                          | \$ 41,700            | \$ 2,013            | \$ 39,687            |
| Contractual Subawards*            | \$ 6,062,924         | \$ -                | \$ 6,062,924         |
| Consultant (Professional Service) | \$ 14,053,015        | \$ 770,248          | \$ 13,282,767        |
| Occupancy (Rent and Utilities)    | \$ 2,084,217         | \$ 386,948          | \$ 1,697,269         |
| Telecommunications                | \$ 61,991            | \$ 9,104            | \$ 52,887            |
| Training and Education            | \$ 535,369           | \$ 23,662           | \$ 511,707           |
| Miscellaneous Costs               | \$ 1,908,697         | \$ 1,173,503        | \$ 735,194           |
| Indirect Costs                    | \$ 3,317,070         | \$ 471,424          | \$ 2,845,646         |
| <b>Total</b>                      | <b>\$ 43,387,138</b> | <b>\$ 4,803,307</b> | <b>\$ 38,583,831</b> |

\*Core and Competitive subawards to UWP Partner Agencies (Chicago Department of Transportation, Council of Mayors Planning Liaisons Program, Counties, CTA, Metra, and Pace)

End report  
###

FY2025

**CMAP**

**monthly**

**financial**

**report**

September 2024



Chicago Metropolitan  
Agency for Planning

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## Monthly Revenue and Expenditure Report

### As of September 30, 2024

The overall purpose of monthly financial reports is to provide key information on performance of revenues as well as expenses. Therefore, the following items for the month are being presented to the Executive Committee:

- Monthly cash overview.
- Fiscal year-to-date revenue and expenditure overview.

## Monthly Cash Overview, September 2024

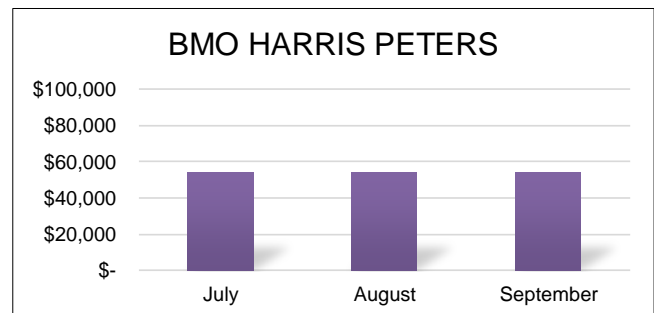
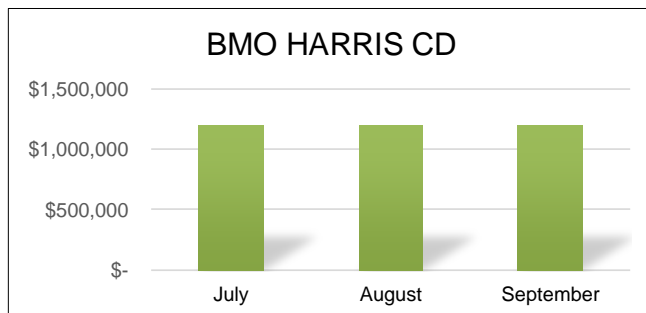
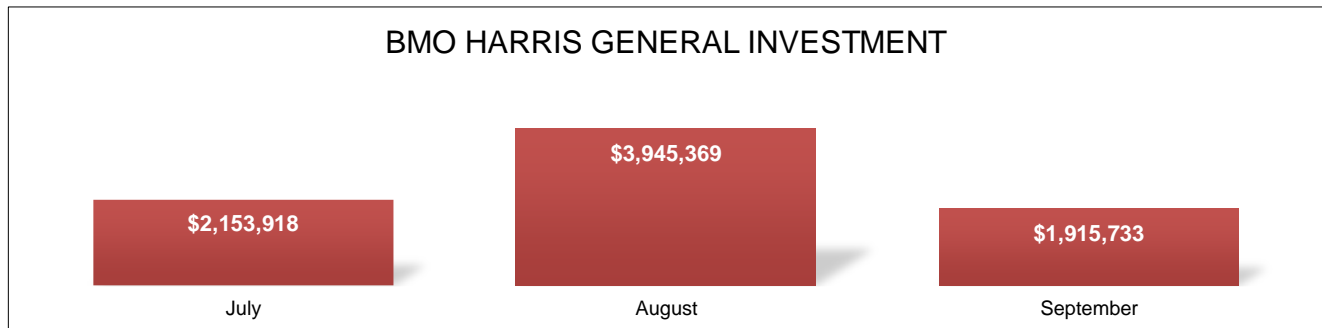
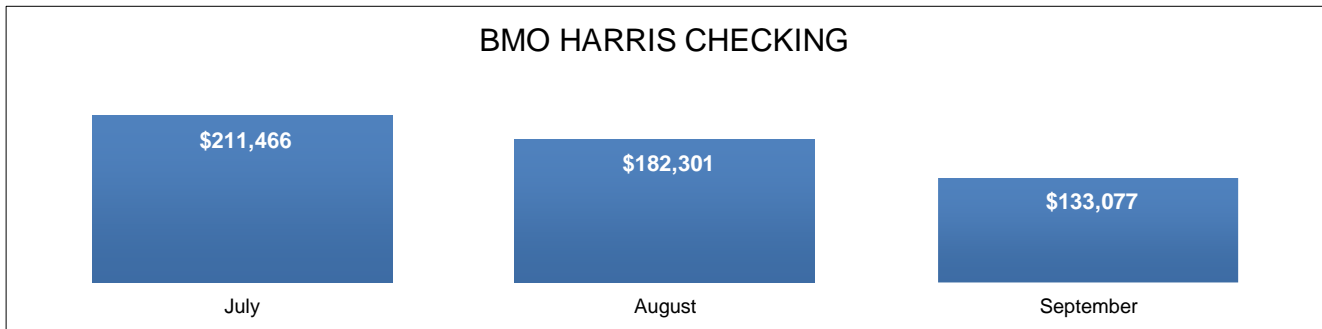
What caused the change in balance for each of the cash accounts?

**BMO Harris Checking Account:** Wire transfers of \$2.2 million from the General Investment account funded operating activities for the month. Operating activities were comprised of \$924 thousand in personnel related costs, and \$1.4 million in payables.

**BMO Harris General Investment Account:** Wire transfers received in the amount of \$300 thousand resulting from monthly revenue activity, partially funded \$2.3 million in transfers to the Checking account for the month.

**BMO Harris CD:** No activity has occurred in this account during FY2024.

**BMO Harris Peters Fellowship:** Monthly interest was the only activity in this account during FY2024.





## Transaction Register, September 2024

| Number | Date      | Vendor Name  | Transaction Description        | Amount        |
|--------|-----------|--|--------------------------------|---------------|
| 14614  | 9/3/2024  | Comcast  | Internet 8/2024                | \$ 1,005.00   |
| 14615  | 9/4/2024  | The Hartford                                       | FY25 Workers Comp Insurance    | \$ 13,822.00  |
| 14630  | 9/5/2024  | Comcast  | TV Service Fee 8/11-9/10/24    | \$ 100.52     |
| 14616  | 9/6/2024  | ADO Professional Solutions Inc                     | FY25 Accounting Temp Services  | \$ 10,089.13  |
| 14617  | 9/6/2024  | JESSE MITCHELL ALTMAN                              | Travel - C2C Summit            | \$ 968.66     |
| 14618  | 9/6/2024  | JULIE BURROS                                       | In regional travel expenses    | \$ 103.67     |
| 14619  | 9/6/2024  | Creative Financial Staffing LLC                    | FY25 Temp Services - SP, MW    | \$ 6,389.50   |
| 14620  | 9/6/2024  | DIG IN Inc   | Training - Exec Coaching (MB)  | \$ 1,800.00   |
| 14621  | 9/6/2024  | First Communications LLC                           | Telephone 8/2024               | \$ 2,312.69   |
| 14622  | 9/6/2024  | GRM Information Management Services of Chicago LLC | Offsite Storage 7/2024         | \$ 350.93     |
| 14623  | 9/6/2024  | Health Care Cost Management Inc                    | Health FSA PR WH 9/6/24        | \$ 2,692.90   |
| 14624  | 9/6/2024  | LaSalle Network                                    | Admin Temp services FY25       | \$ 1,488.01   |
| 14625  | 9/6/2024  | P&M Holding Group LLP                              | Change Mgmt - 7/2024           | \$ 31,525.00  |
| 14626  | 9/6/2024  | JULIANA RESCHKE                                    | Membership-WTS Greater Chicago | \$ 125.00     |
| 14627  | 9/6/2024  | Riverside Graphics Corporation                     | Annual business cards          | \$ 318.00     |
| 14628  | 9/6/2024  | Transportation Research Board                      | Annual agency membership -TRB  | \$ 5,000.00   |
| 14631  | 9/6/2024  | Optum Bank   | HSA Contributions EE 9/6/24    | \$ 3,433.25   |
| 14632  | 9/12/2024 | ADO Professional Solutions Inc                     | Accounting Temp Serv 8/2024    | \$ 11,582.62  |
| 14633  | 9/12/2024 | Aflac  | Aflac PR WH 8/2024             | \$ 1,593.72   |
| 14634  | 9/12/2024 | Budget Rent A Car System Inc                       | FY25 Car Rentals - G. Anene    | \$ 186.18     |
| 14635  | 9/12/2024 | City of Chicago Department of Transportation       | UWP Transp Plan 2/1-5/31/24    | \$ 359,280.14 |
| 14636  | 9/12/2024 | Chicago Office Technology Group                    | FY25 Copier Maintenance        | \$ 525.78     |
| 14637  | 9/12/2024 | LLC Creative Planning HoldCo                       | Retirement Services            | \$ 5,171.65   |
| 14638  | 9/12/2024 | JAEMI JACKSON                                      | in region travel FY25          | \$ 50.42      |
| 14639  | 9/12/2024 | LaSalle Network                                    | Admin Temp services FY25       | \$ 1,488.01   |
| 14640  | 9/12/2024 | GEORGE PERKINS ANENE                               | in region travel FY25          | \$ 22.66      |
| 14641  | 9/12/2024 | Race Forward                                       | Membership FY24 portion        | \$ 2,500.00   |
| 14642  | 9/12/2024 | BLANCA VELA-SCHNEIDER                              | Travel to Fast Signs 8/1       | \$ 75.99      |
| 70234  | 9/12/2024 | American Planning Association                      | 2025 APA-IL State Conference   | \$ 2,365.00   |
| 70235  | 9/12/2024 | Hertz Corporation                                  | Tony Manno Car Rental FY25     | \$ 174.94     |
| 70236  | 9/12/2024 | Illinois Association of Regional Councils          | CMAP annual ILARC member dues  | \$ 2,500.00   |
| 70237  | 9/12/2024 | State Employee Retirement System of Illinois       | CMAP WH August 2024            | \$ 11,993.05  |
| 14646  | 9/16/2024 | Vision Service Plan (IL)                           | Vision Retiree 9/2024          | \$ 1,373.81   |
| 14644  | 9/17/2024 | UPS  | UPS WorldShip - C. Lopez       | \$ 116.83     |
| 14645  | 9/18/2024 | ComEd  | Electricity 8/2024             | \$ 1,303.06   |
| 14647  | 9/19/2024 | 601W Companies Chicago MT LLC                      | Use of Marquee room for 10.09. | \$ 2,700.00   |
| 14648  | 9/19/2024 | 911 Interpreters Inc                               | Translation Services 7/2024    | \$ 4,117.41   |
| 14649  | 9/19/2024 | A Epstein and Sons International Inc               | SS4A Federal 80% Grant         | \$ 21,095.57  |

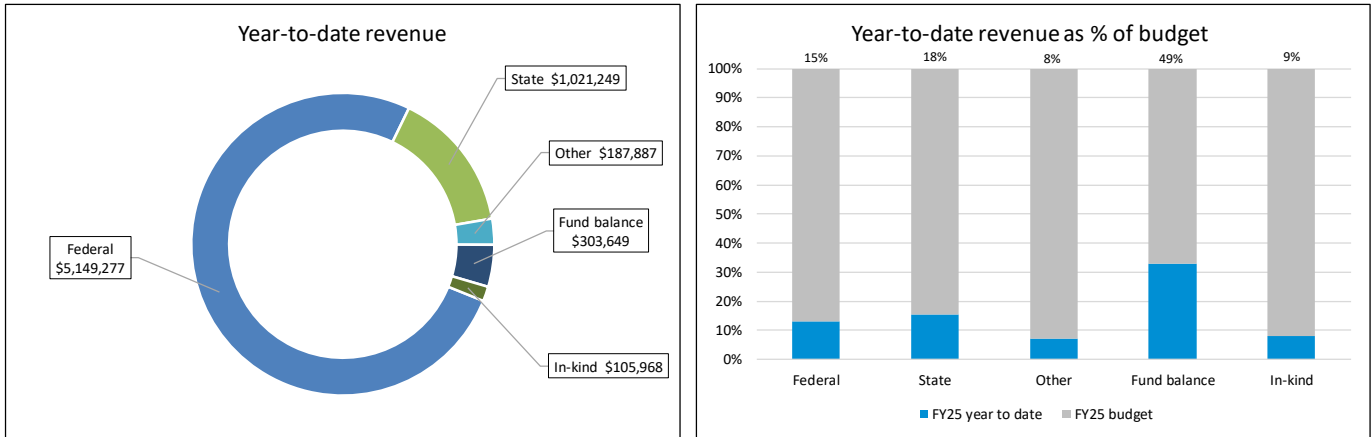
|       |           |  |                                |    |            |
|-------|-----------|--|--------------------------------|----|------------|
| 14650 | 9/19/2024 | ADO Professional Solutions Inc                     | Accounting Temp Serv 9/2024    | \$ | 3,909.03   |
| 14651 | 9/19/2024 | Arctic Information Technology Inc                  | CR11 - D365 enhancements       | \$ | 102,100.00 |
| 14652 | 9/19/2024 | Baker Tilly Virchow Krause & Company LLP           | ERP services 8/2i024           | \$ | 29,434.20  |
| 14653 | 9/19/2024 | LILY ROSE BRACK                                    | in-region travel - Franklin Pk | \$ | 81.40      |
| 14654 | 9/19/2024 | MICHAEL BROWN                                      | travel - leadership conf in CO | \$ | 549.88     |
| 14655 | 9/19/2024 | JULIE BURROS                                       | Annual APA Dues 10/2024-9/2025 | \$ | 350.00     |
| 14656 | 9/19/2024 | Cogent Communications Inc                          | FY25 ISP agreement 9/2024      | \$ | 774.82     |
| 14657 | 9/19/2024 | Creative Financial Staffing LLC                    | FY25 Temp Services - SP, MW    | \$ | 11,184.40  |
| 14658 | 9/19/2024 | Deloitte & Touche LLP                              | RIA program mgmt -match 7/2024 | \$ | 36,136.68  |
| 14659 | 9/19/2024 | ESRI   | Software Maintenance: Annual   | \$ | 55,050.66  |
| 14660 | 9/19/2024 | Health Care Cost Management Inc                    | Health FSA PR WH 9/20/24       | \$ | 2,838.02   |
| 14661 | 9/19/2024 | Holland and Knight LLP                             | FY25 Legal Services            | \$ | 632.00     |
| 14662 | 9/19/2024 | JENNIFER R MADDUX                                  | Registration - SRTS Conference | \$ | 595.00     |
| 14663 | 9/19/2024 | MARTIN R MENNINGER                                 | Travel - C2C Event Golden CO   | \$ | 1,301.89   |
| 14664 | 9/19/2024 | Sound Investment AV Dept                           | Sound/Audio for Joint Board/MP | \$ | 14,170.38  |
| 14665 | 9/19/2024 | Optum Bank   | HSA Contributions EE 9/20/24   | \$ | 3,433.32   |
| 70238 | 9/19/2024 | Optiv Security Inc                                 | IT Equipment Maintenance       | \$ | 6,593.41   |
| 14666 | 9/26/2024 | 601W Companies Chicago MT LLC                      | FY25 Rent 10/2024              | \$ | 196,122.67 |
| 14667 | 9/26/2024 | ADO Professional Solutions Inc                     | FY25 Accounting Temp Services  | \$ | 14,442.67  |
| 14668 | 9/26/2024 | ADP Screening & Selection Services Inc             | Background screening 8/2024    | \$ | 1,079.58   |
| 14669 | 9/26/2024 | Blue Cross Blue Shield of Illinois                 | Cobra Health/Dental 10/2024    | \$ | 123,234.69 |
| 14670 | 9/26/2024 | Center for Neighborhood Technology                 | Equitable Engagement 8/2024    | \$ | 500.00     |
| 14671 | 9/26/2024 | Civiltech Engineering Inc                          | ADA Transition Plan PMO 7/2024 | \$ | 912.50     |
| 14672 | 9/26/2024 | Deloitte & Touche LLP                              | RIA program mgmt 3/2024        | \$ | 39,348.89  |
| 14673 | 9/26/2024 | Delta Dental - Risk                                | Dental PPO 10/2024             | \$ | 7,659.57   |
| 14674 | 9/26/2024 | EcolInteractive Inc                                | Integrated TIP database 8/2024 | \$ | 36,569.41  |
| 14675 | 9/26/2024 | Elrod Friedman LLP                                 | Legal Services 8/2024          | \$ | 736.00     |
| 14676 | 9/26/2024 | GRM Information Management Services of Chicago LLC | Offsite Storage 8/2024         | \$ | 347.18     |
| 14677 | 9/26/2024 | Health Care Cost Management Inc                    | FSA Admin Fees 8/2024          | \$ | 247.00     |
| 14678 | 9/26/2024 | HOLLY L HUDSON                                     | In-region travel for IEPA      | \$ | 105.05     |
| 14679 | 9/26/2024 | Iron Mountain                                      | Shredding Serv 7/24-8/27/24    | \$ | 11.95      |
| 14680 | 9/26/2024 | ELIZABETH MILLER                                   | APA dues for Elizabeth Miller  | \$ | 123.42     |
| 14681 | 9/26/2024 | Mutual of Omaha                                    | Life Insurance EE 9/2024       | \$ | 10,564.64  |
| 14682 | 9/26/2024 | JARED M. PATTON                                    | FY2025 In-region Travel        | \$ | 29.95      |
| 14683 | 9/26/2024 | Pitney Bowes Inc                                   | E-Z Seal Solution              | \$ | 207.48     |
| 14684 | 9/26/2024 | SLG Innovation Inc                                 | IT Consulting 8/2024           | \$ | 75,553.55  |
| 14685 | 9/26/2024 | TierPoint LLC                                      | Colocation Services 10/2024    | \$ | 6,447.06   |
| 14686 | 9/26/2024 | Warehouse Direct                                   | FLIP Badge pin holder          | \$ | 35.85      |
| 14687 | 9/26/2024 | Zones Inc  | Software Maintenance: VMware   | \$ | 57,872.48  |
| 70239 | 9/26/2024 | Will County Supervisor of Assessments              | Will County Assessor Data      | \$ | 100.00     |
| 14737 | 9/30/2024 | BMO Harris Bank Master Card                        | credit card payment            | \$ | 6,528.37   |
| WT    | 9/4/2024  | IMRF   | IMRF pmt                       | \$ | (2,195.81) |

|              |           |                 |                                |    |            |                     |
|--------------|-----------|-----------------|--------------------------------|----|------------|---------------------|
| WT           | 9/6/2024  | EMPOWER         | Insurance                      | \$ | 14,338.75  |                     |
| WT           | 9/6/2024  | ADP             | Payroll                        | \$ | 282,898.40 |                     |
| WT           | 9/6/2024  | ADP             | Payroll taxes                  | \$ | 126,436.97 |                     |
| WT           | 9/6/2024  | ADP             | Payroll adjustment             | \$ | (29.30)    |                     |
| WT           | 9/17/2024 | RTA             | 9/24 RTA card pmt              | \$ | 1,559.00   |                     |
| WT           | 9/19/2024 | EMPOWER         | Insurance                      | \$ | 14,153.28  |                     |
| WT           | 9/20/2024 | ADP             | 9/24 ADP payroll fees          | \$ | 7,584.59   |                     |
| WT           | 9/20/2024 | ADP             | Payroll                        | \$ | 284,256.60 |                     |
| WT           | 9/20/2024 | ADP             | Payroll taxes                  | \$ | 126,863.88 |                     |
| WT           | 9/20/2024 | ADP             | account for void               | \$ | (2,932.89) |                     |
| WT           | 9/20/2024 | IDES            | unemployment tax payment       | \$ | 1,259.58   |                     |
| WT           | 9/23/2024 | BMO Harris Bank | 8/24 BMOH acct analysis fee    | \$ | 962.88     |                     |
| WT           | 9/24/2024 | IMRF            | IMRF pmt                       | \$ | 66,560.61  |                     |
| WT           | 9/24/2024 | VENTRA          | Ventra card loads-8/22-9/21/24 | \$ | 2,851.00   |                     |
| <b>Total</b> |           |                 |                                |    | <b>\$</b>  | <b>2,284,223.69</b> |

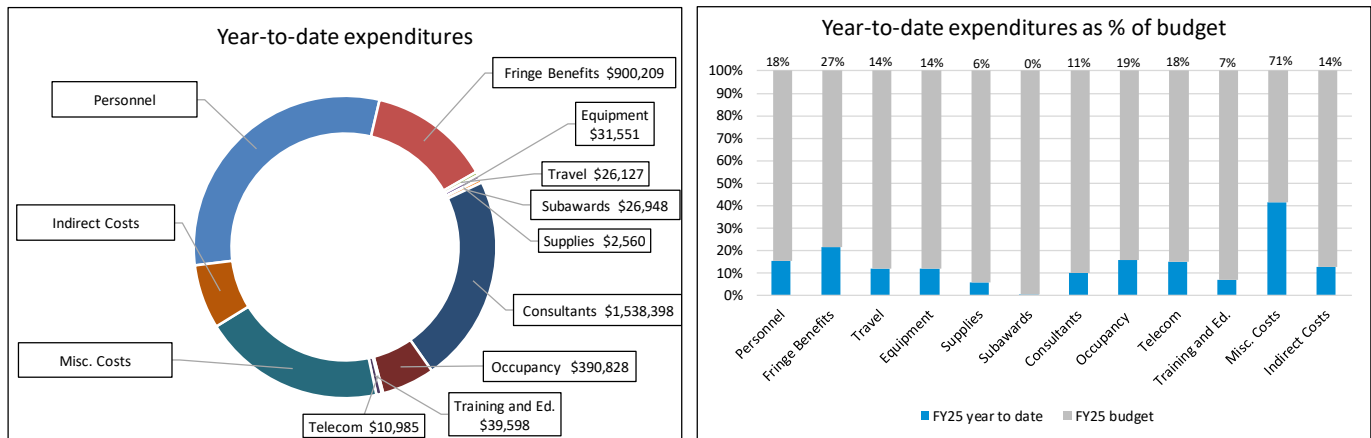
## Fiscal Year-to-date Revenue and Expenditure Overview, September 2024

**Revenue highlights.** Revenue received as of this month for FY2025 is comprised of 76% Federal, 17% State and In-kind, 4% General funding such as Local contributions, and 3% Other Public, Foundation, Non-Public and Miscellaneous Funding.

Year-to-date, CMAP has collected 15% of its budgeted revenue from the sources identified in the tables below (excludes non-operational). Many of these revenue sources are reimbursable grants, therefore, revenues trail expenses.



**Expenditure highlights.** Expenditures are divided into twelve expenditure categories based on the agency's annual budget. Year-to-date, the agency has expended 16% of the budget in these categories. The three highest dollar categories of expenditures fiscal year-to-date are personnel at \$2.1M, fringe benefits at \$900,000, and consultant costs at \$1.5M.



## Budget to Actual Tables, September 2024

| Revenue, fund balance and in-kind services |                     |                    |                     |
|--|---------------------|--------------------|---------------------|
|  | FY25 budget         | FY25 year to date  | FY25 balance        |
| Federal revenue total                      | \$ 34,535,363       | \$ 5,149,277       | \$ 29,386,086       |
| State revenue total                        | \$ 5,643,387        | \$ 1,021,249       | \$ 4,622,138        |
| Other revenue total                        | \$ 2,417,259        | \$ 187,887         | \$ 2,229,371        |
| Use of fund balance total                  | \$ 619,070          | \$ 303,649         | \$ 315,421          |
| In-kind services total                     | \$ 1,212,585        | \$ 105,968         | \$ 1,106,617        |
| <b>Total</b>                               | <b>\$44,427,664</b> | <b>\$6,768,031</b> | <b>\$37,659,633</b> |

Note: As our revenue sources are primarily based on reimbursement grants, revenues will always trail expenses.

| Expenses                          |                      |                     |                      |
|-----------------------------------|----------------------|---------------------|----------------------|
|                                   | FY25 budget          | FY25 year to date   | FY25 balance         |
| Personnel (Salary and Wages)      | \$ 11,575,714        | \$ 2,112,333        | \$ 9,463,381         |
| Fringe Benefits                   | \$ 3,320,747         | \$ 900,209          | \$ 2,420,538         |
| Travel                            | \$ 192,184           | \$ 26,127           | \$ 166,057           |
| Equipment                         | \$ 233,510           | \$ 31,551           | \$ 201,959           |
| Supplies                          | \$ 41,700            | \$ 2,560            | \$ 39,140            |
| Contractual Subawards*            | \$ 6,062,924         | \$ 26,948           | \$ 6,035,976         |
| Consultant (Professional Service) | \$ 14,053,015        | \$ 1,538,398        | \$ 12,514,618        |
| Occupancy (Rent and Utilities)    | \$ 2,084,217         | \$ 390,828          | \$ 1,693,389         |
| Telecommunications                | \$ 61,991            | \$ 10,985           | \$ 51,006            |
| Training and Education            | \$ 535,369           | \$ 39,598           | \$ 495,771           |
| Miscellaneous Costs               | \$ 1,908,697         | \$ 1,347,052        | \$ 561,645           |
| Indirect Costs                    | \$ 3,317,070         | \$ 473,466          | \$ 2,843,604         |
| <b>Total</b>                      | <b>\$ 43,387,138</b> | <b>\$ 6,900,054</b> | <b>\$ 36,487,084</b> |

\*Core and Competitive subawards to UWP Partner Agencies (Chicago Department of Transportation, Council of Mayors Planning Liaisons Program, Counties, CTA, Metra, and Pace)

End report  
###



Chicago Metropolitan Agency for Planning

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**MEMORANDUM**

**TO:** Executive Committee

**Date:** October 24, 2024

**Subject:** FY2024 end-of-year contract, agreement, and software subscription report

**Action Requested:** Information

An end of year audit of activity relating to contracts, agreements, and software subscriptions.

Grant Agreements

The following is a list of grant agreements for the fiscal year funding sources.

| Agreement No         | Purpose   | Grantor   | Funding Exp   |
|----------------------|---|---|---------------|
| A19-0806-GA_UWP-C    | FY19 UPW, Competitive grant agreement                                   | Illinois Department of Transportation (IDOT)    | June 2023     |
| A19-0807-GA_SPR      | Truck route and community study activities, grant agreement             | Illinois Department of Transportation (IDOT)    | June 2021     |
| A19-0807-GA_SPR_A01  | Truck route and community study activities, grant agreement amendment 1 | Illinois Department of Transportation (IDOT)    | June 2023     |
| A19-0807-GA_SPR_A02  | Truck route and community study activities, grant agreement amendment 2 | Illinois Department of Transportation (IDOT)    | June 2023     |
| A19-0812-GA_IEPA     | IEPA Indian Creek Watershed-based Plan, grant agreement                 | Illinois Environmental Protection Agency (IEPA) | December 2021 |
| A19-0812-GA_IEPA_A01 | IEPA Indian Creek Watershed-based Plan, grant agreement amendment 1     | Illinois Environmental Protection Agency (IEPA) | June 2022     |
| A19-0812-GA_IEPA_A02 | IEPA Indian Creek Watershed-based Plan, grant agreement amendment 2     | Illinois Environmental Protection Agency (IEPA) | December 2022 |

| <b>Agreement No</b>               | <b>Purpose</b>   | <b>Grantor</b>   | <b>Funding Exp</b> |
|-----------------------------------|--|--|--------------------|
| A19-0830-GA_UWP                   | UPW, Carry Over of S795, S785, S775, grant agreement                           | Illinois Department of Transportation (IDOT)           | June 2023          |
| A19-0830-GA_UWP_A01               | UPW, Carry Over of S795, S785, S775, grant agreement amendment 1               | Illinois Department of Transportation (IDOT)           | June 2024          |
| A20-0816-GA_UWP-C                 | FY20 UPW, Competitive grant agreement  | Illinois Department of Transportation (IDOT)           | June 2024          |
| A21-0813-GA_SPR                   | Technical Assistance activities, FY21 grant agreement                          | Illinois Department of Transportation (IDOT)           | November 2023      |
| A21-0826-GA_UWP-C                 | FY21 UPW, Competitive grant agreement  | Illinois Department of Transportation (IDOT)           | December 2025      |
| A22-0814-GA_SPR                   | Technical Assistance activities, FY22 grant agreement                          | Illinois Department of Transportation (IDOT)           | December 2024      |
| A22-0822-GA_SPR                   | Regional Safety Data Program, grant agreement                                  | Illinois Department of Transportation (IDOT)           | June 2024          |
| A22-0822-GA_SPR_A02               | Regional Safety Data Program, grant agreement amendment 2                      | Illinois Department of Transportation (IDOT)           | December 2024      |
| A22-0843-GA_SPR                   | ECOPIA / VX Rail Node / NOAA, grant agreement                                  | Illinois Department of Transportation (IDOT)           | June 2026          |
| A22-0847-GA_CCT                   | Chicago Community Trust, 2022 Local Technical Assistance (LTA) Program funding | Chicago Community Trust (CCT)                          | October 2023       |
| A22-0899-GA_UWP_A01               | RHI Program oversight activities, grant agreement                              | DuPage Housing Authority (DHA)                         | December 2022      |
| A22-0903-GA_PL                    | Equitable Engagement Program, grant agreement                                  | Illinois Department of Transportation (IDOT)           | June 2025          |
| A22-9797-GA_MAC / A22-0503-GA_MAC | 2022 MacArthur Foundation, grant agreement                                     | John D. and Caterine T. MacArthur Foundation           | August 2024        |
| A23-0840-GA_UWP-O                 | FY23 UPW, Operating grant agreement  | Illinois Department of Transportation (IDOT)           | December 2023      |
| A23-0842-GA_IEPA                  | Water Quality Management Planning (S604b funding)                              | Illinois Environmental Protection Agency (IEPA)        | August 2024        |
| A23-0842-GA_IEPA_A01              | Water Quality Management Planning (S604b funding), grant agreement amendment 1 | Illinois Environmental Protection Agency (IEPA)        | April 2025         |
| A23-0844-GA                       | NOAA Flood Equity Project Grant  | National Oceanic and Atmospheric Administration (NOAA) | June 2026          |
| A23-0846-GA_UWP-C                 | FY23 UPW, Competitive grant agreement  | Illinois Department of Transportation (IDOT)           | June 2025          |

| Agreement No         | Purpose  | Grantor   | Funding Exp   |
|----------------------|--|---|---------------|
| A23-0849-GA          | Cook County Property Tax Analysis, grant agreement                                   | Cook County Office of the President                   | November 2023 |
| A23-0849-GA_A01      | Cook County Property Tax Analysis, grant agreement amendment 1                       | Cook County Office of the President                   | November 2024 |
| A23-0850-GA          | Build Up Cook ARPA   | Cook County Bureau of Asset Management                | December 2026 |
| A23-0901-GA_FHWA     | Build America Bureau/FHWA/Regional Infrastructure Accelerator (RIA)                  | Federal Highway Administration (FHWA)                 | February 2024 |
| A23-0901-GA_FHWA_A01 | Build America Bureau/FHWA/Regional Infrastructure Accelerator (RIA), grant agreement | Federal Highway Administration (FHWA)                 | February 2025 |
| A23-0902-GA_PL       | Americans with Disabilities Act (ADA) Program, grant agreement                       | Illinois Department of Transportation (IDOT)          | June 2025     |
| A23-0904a-GA_FHWA    | FHWA Safe Streets for All (SS4A), grant agreement                                    | Federal Highway Administration (FHWA)                 | June 2025     |
| A23-0904b-GA_IDOT    | IDOT Safe Streets for All (SS4A), grant agreement                                    | Illinois Department of Transportation (IDOT)          | June 2025     |
| A23-0905-GA_MMC      | Metropolitan Mayors Caucus (MMC) Regional Climate Action Planning, grant agreement   | Metropolitan Mayors Caucus (MMC)                      | June 2027     |
| A23-0907-GA          | Freshwater, grant agreement  | Joyce Foundation                                      | May 2025      |
| A23-0908-GA          | Cook County IGA: Berwyn-Riverside Railroad Grade Crossing Study (C23-0032)           | Cook County Department of Transportation and Highways | November 2026 |
| A23-300001-GA_IDNR   | Water Supply Planning NE IL  | Illinois Department of Natural Resources (IDNR)       | December 2024 |
| A24-0855-GA_UWP-O    | IDOT FY24 UWP, operating grant agreement   | Illinois Department of Transportation (IDOT)          | December 2024 |
| A24-0906-GA          | Clean Energy to Communities (C2C) / NREL, grant agreement                            | US Department of Energy (USDOE)                       | February 2027 |

### Other Agreements

The following is a list of intergovernmental and other agreements executed during the fiscal year.

| Month Year    | Agreement No     | Purpose   |
|---------------|------------------|---|
| February 2024 | A22-0051-IGA_A01 | DuPage County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan, intergovernmental agreement, amendment 1 |



| <b>Month Year</b> | <b>Agreement No</b> | <b>Purpose</b>   |
|-------------------|---------------------|--|
| February 2024     | A22-0052-IGA_A01    | Kane County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan, intergovernmental agreement, amendment 1    |
| February 2024     | A22-0054-IGA_A01    | McHenry County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan, intergovernmental agreement, amendment 1 |
| March 2024        | A22-0822-GA_SPR_A01 | IDOT Regional Safety Data Program, grant agreement amendment 1   |
| August 2023       | A23-0043-TA         | City of Chicago Heights ADA Transition Plan, memorandum of understanding   |
| August 2023       | A23-0044-TA         | Village of LaGrange Park ADA Transition Plan, memorandum of understanding  |
| July 2023         | A23-0045-TA         | Village of Lemont ADA Transition Plan, memorandum of understanding   |
| July 2023         | A23-0046-TA         | Village of Lincolnwood ADA Transition Plan, memorandum of understanding  |
| August 2023       | A23-0047-TA         | Village of Alsip Bicycle and Pedestrian Plan, intergovernmental agreement  |
| September 2023    | A23-0048-TA         | Village of Richmond Bicycle and Pedestrian Plan, intergovernmental agreement   |
| August 2023       | A23-0051-TA         | Village of Franklin Park corridor plan, intergovernmental agreement  |
| July 2023         | A23-0053-TA         | Village of Ford Heights Grant Readiness, memorandum of understanding   |
| September 2023    | A23-0055-TA         | Village of Midlothian Grant Readiness, intergovernmental agreement   |
| August 2023       | A23-0057-TA         | City of Hickory Hills Pavement Management Plan, intergovernmental agreement  |
| August 2023       | A23-0058-TA         | Village of Diamond Pavement Management Plan, intergovernmental agreement   |
| August 2023       | A23-0059-TA         | Village of Lake Villa Pavement Management Plan, intergovernmental agreement  |
| August 2023       | A23-0061-TA         | Village of Newark Pavement Management Plan, intergovernmental agreement  |
| August 2023       | A23-0062-TA         | Village of South Holland Pavement Management Plan, intergovernmental agreement   |
| August 2023       | A23-0063-TA         | City of Wilmington Pavement Management Plan, intergovernmental agreement   |
| July 2023         | A23-0064-TA         | Village of Summit Grant Readiness, memorandum of understanding   |
| September 2023    | A23-0071-TA         | Chinatown NEXT Implementation Assistance, partner agreement  |

| Month Year    | Agreement No         | Purpose  |
|---------------|----------------------|--|
| October 2023  | A23-0073-TA          | City of Berwyn ADA Transition Plan, memorandum of understanding                      |
| June 2024     | A23-0842-GA_IEPA_A01 | IEPA Water Quality Management Planning (S604b funding), grant agreement amendment 1  |
| December 2023 | A23-0849-GA_A01      | Cook County Property Tax Analysis, grant agreement amendment 1                       |
| January 2024  | A23-0901-GA_FHWA_A01 | Build America Bureau/FHWA/Regional Infrastructure Accelerator (RIA), grant agreement |
| July 2023     | A23-0904b-GA_IDOT    | IDOT Safe Streets for All (SS4A), grant agreement                                    |
| October 2023  | A23-0905-GA_MMC      | Metropolitan Mayors Caucus (MMC) Regional Climate Action Planning, grant agreement   |
| February 2024 | A24-0090-LEASE       | 5th Floor, sub-lease agreement   |
| April 2024    | A24-0092-TA          | Agreement with Kane County for Housing Readiness Plan                                |
| August 2023   | A24-0855-GA_UWP-O    | IDOT FY24 UWP, operating grant agreement   |
| February 2024 | A24-0906-GA          | Clean Energy to Communities (C2C) / NREL, grant agreement                            |

#### UWP Subaward Agreements

The following is a list of UWP subaward agreements executed during the fiscal year.

| Month Year     | Agreement No  | Purpose   |
|----------------|---------------|---|
| August 2023    | A23-0011-SUBO | Chicago Transit Authority (CTA), UWP subaward agreement, PL Program operations                                      |
| August 2023    | A23-0012-SUBO | Pace Suburban Bus (PACE), UWP subaward agreement, PL Program operations   |
| August 2023    | A23-0013-SUBO | Northeastern Illinois Regional Commuter Railroad Corporation (Metra), UWP subaward agreement, PL Program operations |
| August 2023    | A23-0016-SUBC | Chicago Transit Authority (CTA) Loop Rail Capacity Modeling   |
| August 2023    | A23-0010-SUBO | Kane County (Kane-Kendal), UWP subaward agreement, PL Program operations  |
| September 2023 | A24-0010-SUBO | Kane County (Kane-Kendal), UWP subaward agreement, PL Program operations  |
| September 2023 | A24-0009-SUBO | Northwest Municipal Conference (NWMC), UWP subaward agreement, PL Program operations                                |
| September 2023 | A24-0001-SUBO | West Central Municipal Conference (North Central), UWP subaward agreement, PL Program operations                    |
| September 2023 | A24-0004-SUBO | Southwest Conference of Mayors (Village of Bedford Park), UWP subaward agreement, PL Program operations             |
| October 2023   | A24-0008-SUBO | Lake County, UWP subaward agreement, PL Program operations  |

| Month Year    | Agreement No  | Purpose   |
|---------------|---------------|---|
| October 2023  | A24-0006-SUBO | DuPage Mayors and Managers Conference, UWP subaward agreement, PL Program operations                                |
| October 2023  | A24-0011-SUBO | Chicago Transit Authority (CTA), UWP subaward agreement, PL Program operations                                      |
| October 2023  | A24-0012-SUBO | Pace Suburban Bus (PACE), UWP subaward agreement, PL Program operations   |
| October 2023  | A24-0013-SUBO | Northeastern Illinois Regional Commuter Railroad Corporation (Metra), UWP subaward agreement, PL Program operations |
| November 2023 | A24-0014-SUBO | City of Chicago Department of Transportation (CDOT), UWP subaward agreement, PL Program operations                  |
| November 2023 | A23-0017-SUBC | Kane County Bicycle and Pedestrian Plan Update  |
| February 2024 | A24-0005-SUBO | South Suburban Mayors and Managers Association (SSMMA), UWP subaward agreement, PL Program operations               |
| February 2024 | A24-0018-SUBO | Will County 2050 Long Range Transportation Plan   |

### Contracts

The following is a list of contracts, contract amendments, and other purchase agreements executed during the fiscal year.

| Month Year | Contract No        | Purpose  | Vendor  |
|------------|--------------------|--|---|
| July 2023  | C23-0041           | Project Management and Oversight (PMO) for: SS4A Countywide Safety Action Plans in Northeastern Illinois | AECOM Technical Services, Inc.                                  |
| July 2023  | C20-0078_A06_PAO_C | Glendale Heights Bicycle and Pedestrian Plan, PAO C amendment  | Sam Schwartz Consulting, LLC                                    |
| July 2023  | C20-0092_A02-PAO_A | IIJA Regional Project Coordination, PAO A  | Morreale Public Affairs Group, Inc. DBA Morreale Communications |
| July 2023  | C22-0028_A02       | Professional Services Related to Financial Audits, amendment 2   | Sikich LLP  |
| July 2023  | C24-0024           | Project Consulting Service Area 4: Planning renderings, illustrations, drawings, and graphic design      | Design Workshop, Inc.   |
| July 2023  | C23-0028_A01       | General Contractor GC Services for Office and Meeting Space Phase II                                     | Power Construction Company, LLC                                 |
| July 2023  | C24-0047           | Northwest Cook Transit Coordination Study  | SRF Consulting Group, Inc.                                      |
| July 2023  | C24-0049           | Project Management and Development of Program Evaluation of Capacity Building Activities                 | The Silver Line   |

| Month Year     | Contract No        | Purpose  | Vendor                                  |
|----------------|--------------------|--|---|
| August 2023    | C20-0078_A08_PAO_D | Round Lake Beach Bicycle and Pedestrian Plan, PAO D  | Sam Schwartz Consulting, LLC            |
| August 2023    | C20-0086_A02_PAO_A | Advisory Planning Services - Sales Tax Analysis, PAO A   | SB Friedman & Company                   |
| August 2023    | C24-0046_A01-PAO_A | Braidwood Market Analysis, PAO A   | Valerie S. Kretchmer Associates, Inc.   |
| August 2023    | C24-0042           | Project Consulting Service Area 11: Water quality  | Strand Associates, Inc.                 |
| August 2023    | C20-0019_A03       | Online Public Engagement Tool for Regional and Local Planning, amendment 3   | Bang The Table USA, LLC                 |
| August 2023    | C20-0065_A04-PAO_B | Country Club Hills Comprehensive Plan, PAO B   | Design Workshop, Inc.                   |
| August 2023    | C23-0026_A02       | Transportation Project Analysis Toolset Development, amendment 2   | High Street Consulting Group, LLC       |
| September 2023 | C24-0033           | Project Consulting Service Area 7: Transportation plans  | Kimley-Horn and Associates, Inc.        |
| October 2023   | C24-0046_A02-PAO_A | Braidwood Market Analysis, PAO A amendment   | Valerie S. Kretchmer Associates, Inc.   |
| November 2023  | C24-0046_A03-PAO_B | River Grove Market Analysis, PAO B amendment   | Valerie S. Kretchmer Associates, Inc.   |
| December 2023  | C24-0034_A01-PAO_A | Waukegan Uniform Development Ordinance (UDO), PAO A  | Latent Design Corporation               |
| December 2023  | C24-0019           | Project Consulting Service Area 7: Transportation plans and Service Area 10: Regional planning and policy analysis | Jacobs Engineering Group, Inc.          |
| December 2023  | C23-0020           | Cook County property tax analysis, amendment 1   | University of Illinois Chicago UIC      |
| December 2023  | C24-0052           | Household Travel Survey  | Resource Systems Group, Inc. RSG        |
| December 2023  | C23-0034_A01       | Migration of legacy data to new ERP, amendment 1   | KOAHills Consulting LLC                 |
| December 2023  | C24-0027_A02-PAO_E | Village of Richmond Bicycle and Pedestrian Plan  | A. Epstein and Sons International, Inc. |
| December 2023  | C24-0056           | McHenry County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan                                 | A. Epstein and Sons International, Inc. |
| December 2023  | C24-0027_A01-PAO_D | Alsip Bicycle and pedestrian-focused transportation plans  | A. Epstein and Sons International, Inc. |
| December 2023  | C24-0039_A02-PAO_B | West Cook Bicycle and Pedestrian Plan, PAO B   | Sam Schwartz Consulting, LLC            |

| Month Year    | Contract No        | Purpose   | Vendor                                |
|---------------|--------------------|---|---------------------------------------|
| December 2023 | C24-0039_A01-PAO_A | Cicero Safety Action Plan, PAO A  | Sam Schwartz Consulting, LLC          |
| December 2023 | C20-0086_A03_PAO_A | Advisory Planning Services - Sales Tax Analysis, PAO A                            | SB Friedman & Company                 |
| December 2023 | C24-0054           | Kane County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan   | HW Lochner, Inc.                      |
| December 2023 | C24-0055           | DuPage County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan | Sam Schwartz Consulting, LLC.         |
| January 2024  | C20-0065_A05-PAO_B | Country Club Hills Comprehensive Plan, PAO B                                      | Design Workshop, Inc.                 |
| January 2024  | C21-0039_A02       | Equitable Engagement Program, amendment 2   | Center for Neighborhood Technology    |
| January 2024  | C24-0046_A04-PAO_B | River Grove Market Analysis, PAO B amendment                                      | Valerie S. Kretchmer Associates, Inc. |
| January 2024  | C20-0053-A01       | eTIP SAAS   | EcoInteractive, LLC                   |
| February 2024 | C20-0054_A01       | Off site data storage and service agreement, amendment 1                          | GRM Information Management Services   |
| February 2024 | C24-0057           | Will County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan   | WSP USA, Inc.                         |
| February 2024 | C24-0061           | Safe Streets and Roads for All (SS4A) Regionwide Engagement and Equity Campaign   | Daylight L3C                          |
| February 2024 | C24-0050           | Housing data snapshots  | DePaul University                     |
| February 2024 | C23-0031_A01       | Complete Streets Economic Impact Analysis, amendment 1                            | MUSE Community Design                 |
| March 2024    | C24-0059           | Cook County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan   | Jacobs Engineering Group, Inc.        |
| March 2024    | C24-0051           | Commercial Office Leasing Services  | CBRE, Inc.                            |
| March 2024    | C23-0034_A02       | Migration of legacy data to new ERP, amendment 2                                  | KOAHills Consulting LLC               |
| March 2024    | C24-0062           | Organizational Change Management and Training for ERP System                      | Plante & Moran, PLLC                  |
| March 2024    | C24-0060           | Lake County Safe Streets and Roads for All (SS4A) Countywide Safety Action Plan   | HDR Engineering Inc                   |
| April 2024    | C24-0034_A02-PAO_A | Waukegan Uniform Development Ordinance (UDO), PAO A                               | Latent Design Corporation             |

| Month Year | Contract No      | Purpose   | Vendor                                      |
|------------|------------------|---|---|
| April 2024 | C24-0067         | Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning  | The Antero Group, LLC                       |
| April 2024 | C24-0069         | Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning  | DAMA Consultants, Inc.                      |
| April 2024 | C24-0073         | Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans   | Civiltech Engineering, Inc.                 |
| April 2024 | C24-0077         | Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans   | Vitruvian Planning, LLC                     |
| April 2024 | C24-0064         | Congestion Management Strategy  | ICF Incorporated, LLC                       |
| April 2024 | C24-0070         | Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning  | Gewalt Hamilton Associates, Inc.            |
| April 2024 | C22-0028_A03     | Professional Services Related to Financial Audits, amendment 3  | Sikich LLP                                  |
| April 2024 | C24-0075         | Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans   | LMC Architects, LLC                         |
| April 2024 | C24-0076         | Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans   | Oates & Associates                          |
| April 2024 | C24-0063         | Matrix Management Consulting  | Matrix Management Institute, Inc.           |
| April 2024 | C24-0065         | 2026 Regional Transportation Plan Consulting Services   | High Street Consulting Group, LLC           |
| April 2024 | C24-0066_P117473 | Comprehensive Climate Action Plan Technical Assistance  | Energy + Environmental Economics, Inc. (E3) |
| April 2024 | C24-0068         | Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning  | Baxter & Woodman                            |
| May 2024   | C24-0062_A01     | Organizational Change Management and Training for ERP System, amendment 1   | Plante & Moran, PLLC                        |
| May 2024   | C24-0078         | Data Governance   | Resultant, LLC                              |
| May 2024   | C24-0072         | Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning and Service Area 8: ADA Self-Evaluation and Transition Plans | Strand Associates, Inc.                     |

| Month Year | Contract No        | Purpose  | Vendor                              |
|------------|--------------------|--|-------------------------------------|
| May 2024   | C24-0071           | Project Consulting Service Area 6: Capital Assessment and Capital Improvement Planning                               | Jacobs Engineering Group, Inc.      |
| May 2024   | C22-0036_A03       | ADA Transition Plan and Self-evaluation Training, amendment 3  | Oates & Associates                  |
| May 2024   | C24-0079           | Project management and oversight services for Americans with Disabilities Act public right-of-way transition plans   | Civiltech Engineering, Inc.         |
| May 2024   | C24-0074           | Project Consulting Service Area 8: ADA Self-Evaluation and Transition Plans  | Kimley-Horn and Associates, Inc.    |
| May 2024   | C22-0044_A02       | Regional Infrastructure Accelerator / P3 Program Management Consultant, amendment 2                                  | Deloitte & Touche LLC               |
| June 2024  | C22-0046_A04       | Software and Implementation Services for a Financial Management System, amendment 4                                  | Arctic Information Technology, Inc. |
| June 2024  | C20-0078_A09_PAO_D | Round Lake Beach Bicycle and Pedestrian Plan, PAO D amendment  | Sam Schwartz Consulting, LLC        |
| June 2024  | C23-0034_A03       | Migration of legacy data to new ERP, amendment 3   | KOAHills Consulting LLC             |
| June 2024  | C22-0042_A01       | Website Migration, Design and Development, Content Strategy, Hosing, and Support Services, amendment 1               | Astriata, LLC                       |
| June 2024  | C23-0040_A01       | Project Management and Development of Municipal Pavement Management Plans, Technical Assistance Program, amendment 1 | AECOM Technical Services, Inc.      |
| June 2024  | C22-0026_A01       | Annual Indirect Cost Rate Proposal (ICRP), amendment 1   | MAXIMUS Consulting Services, Inc.   |
| June 2024  | C24-0081           | Freight Model Scenario Development   | Resource Systems Group, Inc. RSG    |
| June 2024  | C24-0085           | Augmented Planner  | Egret and Ox Planning, LLC          |
| June 2024  | C24-0080           | Public Employment Data for Forecasting   | Dun & Bradstreet                    |
| June 2024  | C24-0082           | Aerial Imagery   | Nearmap US Inc.                     |

Software subscriptions

The following list of software and software maintenance subscriptions purchased or renewed during the fiscal year.



| Vendor                              | Purpose  | Procurement ID       |
|-------------------------------------|--|----------------------|
| Agilant Solutions Inc (ASI)         | Barracuda Email annual software subscription for cloud email archiving                         | S24-0099-SOF_P116866 |
| Carahsoft Technology Corp           | LinkedIn Learning annual subscription for training software                                    | S24-0105-SOF         |
| Carahsoft Technology Corp           | LinkedIn Learning annual subscription for training software                                    | S24-0105-SOF         |
| Carahsoft Technology Corp           | SketchUp annual software subscription for free form mapping and design                         | S24-0105-SOF         |
| CDW Governmental Inc.               | Adobe annual subscription for Creative Cloud and Acrobat Pro                                   | S24-0094-SOF_P116874 |
| CDW Governmental Inc.               | Adobe annual subscription for Creative Cloud and Acrobat Pro                                   | S24-0094-SOF_P116951 |
| CDW Governmental Inc.               | FortiClient annual software subscription for VPN software                                      | S24-0094-SOF_P116888 |
| CDW Governmental Inc.               | NVIDIA RTX annual software subscription for Virtual workstations for VX-Rail Expansion         | S24-0094-SOF_P117084 |
| CDW Governmental Inc.               | Veeam annual software subscription for backup file storage                                     | S24-0094-SOF_P117197 |
| Central Square Technologies         | MicroFocus COBOL and COGNOS add on annual software subscription for OneSolution                | S24-0096-SOF_P116863 |
| Central Square Technologies         | OneSolution annual software subscription for legacy ERP  | S24-0096-SOF_P116860 |
| Corporation for Digital Scholarship | Zetero Lab annual software subscription to collect, organize, cite, and share research sources | S24-0112-SOF_P116943 |
| Cubic ITS Inc                       | Synchro 11 annual software subscription for microsimulation                                    | S24-0102-SOF_P117475 |
| Dell Marketing LP                   | Microsoft Azure annual software subscription for cloud services                                | S24-0100-SOF_P116882 |
| Dell Marketing LP                   | Microsoft Azure annual software subscription for cloud services                                | S24-0100-SOF_P117115 |
| Dell Marketing LP                   | Microsoft Azure annual software subscription for cloud services                                | S24-0100-SOF_P117466 |
| Dell Marketing LP                   | Microsoft O365 annual software and storage subscription  | S24-0100-SOF_P117257 |
| Dell Marketing LP                   | Microsoft O365 annual software and storage subscription  | S24-0100-SOF_P117424 |
| Dell Marketing LP                   | Microsoft Unified Support annual software subscription   | S24-0100-SOF_P117427 |
| Dell Marketing LP                   | Microsoft Visio annual software subscription for flowcharting                                  | S24-0100-SOF_P117415 |



| Vendor                        | Purpose   | Procurement ID       |
|-------------------------------|---|----------------------|
| DLT Solutions                 | AlienVault annual software subscription for cyber security management           | S24-0103-SOF_P116880 |
| Doodle                        | Doodle annual software subscription for scheduling                              | S24-0113-SOF_P117229 |
| ESRI                          | ArcGIS annual software subscription for ArcGIS Online                           | S24-0095-SOF_P116881 |
| ESRI                          | ArcGIS annual software subscription for ArcGIS user licenses                    | S24-0095-SOF_P116876 |
| Four LLC                      | Authentic8 annual license subscription for secure browser isolation             | S24-0110-SOF_P117148 |
| GoTo Technologies USA Inc     | GoTo Webinar and GoTo Meeting annual software subscription for virtual meetings | S24-0098-SOF_P117373 |
| Granicus, LLC                 | Granicus annual software subscription for Gov Delivery and Legistar             | S24-0015-SOF_P116911 |
| Granicus, LLC                 | Granicus Project Finder one time software subscription                          | S24-0015-SOF_P117470 |
| Granicus, LLC                 | Granicus software suite   | S24-0086-SOF_P117569 |
| Insight Public Sector Inc     | Proofpoint ET annual software subscription for cyber security                   | S24-0111-SOF_P117420 |
| Mentimeter AB                 | Mentimeter annual software subscription for virtual polling for engagement      | S24-0114-SOF_P117121 |
| Moz                           | Moz annual subscription for website SEO software                                | S24-0115-SOF_P116971 |
| PDQ Corporation               | PDQ annual software subscription for deploying and inventorying hardware        | S24-0108-SOF_P117438 |
| PlumSail                      | PlumSail annual software subscription for SharePoint forms                      | S24-0116-SOF_P117449 |
| Realtimboard Inc              | Miro annual software subscription for whiteboarding                             | S24-0106-SOF_P117245 |
| SHI International Corporation | Kernel annual software subscription for searching Outlook offboarded user data  | S24-0104-SOF_P117295 |
| SHI International Corporation | KnowBe4 Security annual software subscription for cyber security training       | S24-0104-SOF_P116875 |
| SHI International Corporation | ManageEngine Endpoint for remote software deployments                           | S24-0104-SOF_P117137 |
| SHI International Corporation | SHI International Corporation software vendor agreement                         | S24-0104-SOF         |
| SurveyMonkeycom LLC           | SurveyMonkey annual software subscription for external surveys                  | S24-0097-SOF_P117416 |
| Traffic Logix Corporation     | Traffic Logix annual software subscription for accessing speed sensor devices   | S24-0109-SOF_P116903 |

| Vendor                     | Purpose  | Procurement ID       |
|----------------------------|--|----------------------|
| Zones Inc                  | Vmware vSphere annual subscription for server virtualization platform software | S24-0101-SOF_P117511 |
| Zoom<br>Communications Inc | Video<br>Zoom annual software subscription for virtual meeting and webinars    | S24-0107-SOF_P117417 |

###  
End Report



Chicago Metropolitan Agency for Planning

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**MEMORANDUM**

**TO:** Executive Committee

**FROM:** Stephane Phifer, Interim Finance Deputy

**Date:** November 1, 2024

**Subject:** October 2024 contract, agreement, and software subscription report (FY2025)

**Action Requested:** Information

A monthly update of activity relating to grants, contracts and procurements to the Executive Committee for its review and information.

Grant Applications

The following is a running list of grant applications filed during fiscal year to date and pending grant applications from prior fiscal year.

| Applied      | Grantor   | Purpose                          | Amount      | Fiscal Year(s)  | Status  |
|--------------|---|----------------------------------|-------------|-----------------|---------|
| October 2024 | Illinois Department of Transportation (IDOT)      | I-290 Blue Line Corridor Program | \$6,250,000 | FY2025 – FY2028 | Pending |
| August 2024  | Illinois Department of Natural Resources (IDNR)   | Regional Water Supply Planning   | \$250,000   | FY2025 – FY2026 | Pending |
| July 2024    | The John D. and Catherine T. MacArthur Foundation | General operations support       | \$300,000   | FY2025 – FY2028 | Awarded |

Grant Agreements

The following is a list of grant agreements for the fiscal year funding sources.

| Grant Agreement No   | Purpose  | Grantor   | Funding Exp   |
|----------------------|--|---|---------------|
| A23-0842-GA_IEPA     | Water Quality Management Planning (S604b funding)                                    | Illinois Environmental Protection Agency (IEPA) | August 2024   |
| A22-9797-GA_MAC      | 2022 MacArthur Foundation, grant agreement   | John D. and Caterine T. MacArthur Foundation    | August 2024   |
| A23-0849-GA_A01      | Cook County Property Tax Analysis, grant agreement amendment 1                       | Cook County Office of the President             | November 2024 |
| A22-0822-GA_SPR_A02  | Regional Safety Data Program, grant agreement amendment 2                            | Illinois Department of Transportation (IDOT)    | December 2024 |
| A23-300001-GA_IDNR   | Water Supply Planning NE IL  | Illinois Department of Natural Resources (IDNR) | December 2024 |
| A22-0814-GA_SPR      | Technical Assistance activities, FY22 grant agreement                                | Illinois Department of Transportation (IDOT)    | December 2024 |
| A24-0855-GA_UWP-O    | IDOT FY24 UWP, operating grant agreement   | Illinois Department of Transportation (IDOT)    | December 2024 |
| A23-0901-GA_FHWA_A01 | Build America Bureau/FHWA/Regional Infrastructure Accelerator (RIA), grant agreement | Federal Highway Administration (FHWA)           | February 2025 |
| A23-0842-GA_IEPA_A01 | Water Quality Management Planning (S604b funding), grant agreement amendment 1       | Illinois Environmental Protection Agency (IEPA) | April 2025    |
| A23-0907-GA          | Freshwater, grant agreement  | Joyce Foundation                                | May 2025      |
| A23-0904b-GA_IDOT    | IDOT Safe Streets for All (SS4A), grant agreement                                    | Illinois Department of Transportation (IDOT)    | June 2025     |
| A23-0904a-GA_FHWA    | FHWA Safe Streets for All (SS4A), grant agreement                                    | Federal Highway Administration (FHWA)           | June 2025     |

Other Agreements

The following is a running list of intergovernmental and other agreements executed during the fiscal year to date.

| Month Year   | Agreement No | Partner                                    | Purpose  |
|--------------|--------------|--|--|
| October 2024 | C25-0058-DA  | Illinois Department of Employment Security | Shared Data Agreement (24-SDA-96) Illinois Department of Employment Security |
| October 2024 | A25-0027-TA  | City of Harvard                            | Intergovernmental agreement City of Harvard Bicycle and Pedestrian Plan      |
| October 2024 | A25-0028-TA  | Village of Oswego                          | Intergovernmental agreement Village of Oswego Bicycle and Pedestrian Plan    |

| Month Year     | Agreement No | Partner                | Purpose  |
|----------------|--------------|------------------------|--|
| October 2024   | A25-0041-TA  | City of Godley         | Intergovernmental agreement City of Godley Pavement Management Plan        |
| October 2024   | A25-0043-TA  | City of Palos Heights  | Intergovernmental agreement City of Palos Heights Pavement Management Plan |
| September 2024 | A25-0038-TA  | Village of Addison     | Intergovernmental agreement City of Addison Pavement Management Plan       |
| September 2024 | A25-0040-TA  | Village of Fox Lake    | Intergovernmental agreement City of Fox Lake Pavement Management Plan      |
| September 2024 | A25-0039-TA  | Village of Bannockburn | Intergovernmental agreement City of Bannockburn Pavement Management Plan   |
| September 2024 | A25-0044-TA  | City of Richton Park   | Intergovernmental agreement City of Richton Park Pavement Management Plan  |
| September 2024 | A25-0046-TA  | City of Wood Dale      | Intergovernmental agreement City of Wood Dale Pavement Management Plan     |
| July 2024      | A23-0072-TA  | Village of Roselle     | Memorandum of understanding Village of Roselle ADA Transition Plan         |
| July 2024      | A24-0093-TA  | Village of Hillside    | Memorandum of understanding Village of Hillside ADA Transition Plan        |

UWP Subaward Agreements

The following is a list of UWP subaward agreements executed during the fiscal year to date.

| Month Year     | Agreement No  | Partner                                    | Purpose   |
|----------------|---------------|--|---|
| September 2024 | A25-0009-SUBO | Lake County Division of Transportation     | Lake County Council of Mayors (LCCOM) UWP Unified Work Program - MPO Activities                                 |
| September 2024 | A25-0010-SUBO | McHenry County Division of Transportation  | McHenry County Council of Mayors (MCCOM) UWP Unified Work Program - MPO Activities                              |
| July 2024      | A25-0007-SUBO | DuPage Mayors and Managers Conference DMMC | DuPage Council of Mayors/DuPage Mayors and Managers Conference (DMMC) UWP Unified Work Program - MPO Activities |
| July 2024      | A25-0012-SUBO | Chicago Transit Authority CTA              | CTA Chicago Transit Authority UWP Unified Work Program - MPO Activities   |

| <b>Month Year</b> | <b>Agreement No</b> | <b>Partner</b>   | <b>Purpose</b>  |
|-------------------|---------------------|--|---|
| July 2024         | A25-0006-SUBO       | Southwest Conference of Mayors (Village of Bedford Park) | Cook Southwest Council of Mayors / Southwest Conference of Mayors (SCM) UWP Unified Work Program - MPO Activities             |
| July 2024         | A25-0008-SUBO       | Kane-Kendall County                                      | Kane/Kendall Council of Mayors (KKCOM) UWP Unified Work Program - MPO Activities  |
| July 2024         | A25-0003-SUBO       | Northwest Municipal Conference NWMC                      | Cook North Shore Council of Mayors/Northwest Municipal Conference (NWMC) UWP Unified Work Program - MPO Activities            |
| July 2024         | A25-0004-SUBO       | Northwest Municipal Conference NWMC                      | Cook Northwest Council of Mayors/Northwest Municipal Conference (NWMC) UWP Unified Work Program - MPO Activities              |
| July 2024         | A25-0005-SUBO       | South Suburban Mayors and Managers Association SSMMA     | Cook South Council of Mayors/South Suburban Mayors and Managers Association (SSMMA) UWP Unified Work Program - MPO Activities |
| July 2024         | A25-0001-SUBO       | West Central Municipal Conference WCMC (North Central)   | Cook Central Council of Mayors/West Central Municipal Conference (WCMC) UWP Unified Work Program - MPO Activities             |
| July 2024         | A25-0002-SUBO       | West Central Municipal Conference WCMC (Central)         | Cook North Central Council of Mayors/West Central Municipal Conference (WCMC) UWP Unified Work Program - MPO Activities       |
| July 2024         | A25-0014-SUBO       | Pace   | Pace UWP Unified Work Program - MPO Activities  |
| July 2024         | A25-0015-SUBO       | City of Chicago Department of Transportation (CDOT)      | City of Chicago UWP Unified Work Program, MPO Activities  |
| July 2024         | A25-0013-SUBO       | Metra  | Metra UWP Unified Work Program - MPO Activities   |
| July 2024         | A25-0011-SUBO       | Will County Governmental League WCGL                     | Will Council of Mayors/Will County Governmental League (WCGL) UWP Unified Work Program - MPO Activities                       |

Contracts and other agreements

The following is a list of contracts, contract amendments, and other purchase agreements during the fiscal year to date.

| Month Year     | Action            | Contract No        | Purpose  | Vendor  | Approval           |
|----------------|-------------------|--------------------|--|---|--------------------|
| October 2024   | Purchase contract | C22-0026_A02       | Annual Indirect Cost Rate Proposal (ICRP)  | MAXIMUS Consulting Services, Inc.   | Executive Director |
| October 2024   | Amendment         | C23-0029_A01       | Resilience Improvement Program, amendment 1 (RFP 268)                                  | ICF Incorporated, LLC   | Board 24-428       |
| October 2024   | PAO task order    | C24-0040_A01_PAO-A | Regional Vision project - Existing Conditions - Economy and Land Use (PAO 277.05-05)   | SB Friedman & Company   | Executive Director |
| October 2024   | PAO task order    | C24-0040_A02_PAO-B | PART Implementation - Sales Tax (PAO 277.05-06)  | SB Friedman & Company   | Executive Director |
| September 2024 | Amendment         | C23-0036_A01       | Speed Data Project: Processing Connected Vehicle Data and Crash Characteristics        | StreetLight Data, Inc.  | Executive Director |
| September 2024 | PAO task order    | C24-0037_A01-PAO_A | Accessible Engagement Training (PAO 289.08-09)   | MUSE Community Design   | Executive Director |
| September 2024 | Purchase contract | C24-0083           | Interpretation and Translation Services (RFP 301)                                      | Multilingual Connections  | Board L24-259      |
| September 2024 | Purchase contract | C24-0089           | Berwyn-Riverside Railroad Grade Crossing Study (RFQ 290)                               | Jacobs Engineering Group, Inc.  | Board L24-138      |
| September 2024 | Purchase contract | C25-0020           | PMO and Corridor Development Office for the I-290-Blue Line Corridor Program (RFP 306) | CDM Smith Inc.  | Board L24-333      |
| September 2024 | Purchase contract | C25-0021           | ActivitySim Consortium (RFP 331)   | AMPORF - Association of Metropolitan Planning Organizations Research Foundation | Executive Director |

| Month Year     | Action             | Contract No        | Purpose   | Vendor   | Approval           |
|----------------|--------------------|--------------------|---|--|--------------------|
| September 2024 | Purchase contract  | C25-0054           | Fire Alarm Proposal   | Convergent   | Executive Director |
| September 2024 | Purchase contract  | C25-0055           | Data License Agreement (License) for use of Natural Heritage Database Data provided by the Illinois Department of Natural Resources | State of Illinois Department of Natural Resources - IDNR | Executive Director |
| September 2024 | Purchase contract  | C25-0056           | Thermflo Yearly Subscription  | Therm Flo, Inc.  | Executive Director |
| August 2024    | Amendment          | C24-0066_A01       | Comprehensive Climate Action Plan Technical Assistance  | Energy + Environmental Economics, Inc. (E3)              | Executive Director |
| July 2024      | Purchase contract  | C24-0088           | Pavement Management Plans for Local Agencies (RFP 307)  | AECOM Technical Services, Inc.                           | Board L24-262      |
| July 2024      | Purchase agreement | A24-0091-PA        | Community Engagement for the Bronzeville GoHub (ITB 308)  | Equiticity   | Executive Director |
| July 2024      | Purchase contract  | C24-0084           | Accounting services (RFP 303)   | CliftonLarsonAllen LLP                                   | Board L24-260      |
| July 2024      | PAO task order     | C24-0076-A01-PAO_A | Berwyn PROW ADA Transition Plan (PAO 289.08-01)   | Oates & Associates                                       | Executive Director |
| July 2024      | PAO task order     | C24-0076-A02-PAO_B | La Grange Park PROW ADA Transition Plan (PAO 289.08-04)   | Oates & Associates                                       | Executive Director |
| July 2024      | PAO task order     | C24-0076-A03-PAO_C | Lemont PROW ADA Transition Plan (PAO 289.08-05)   | Oates & Associates                                       | Executive Director |
| July 2024      | PAO task order     | C24-0039_A03-PAO_C | Greater Ashburn Safety Action Plan, PAO C (PAO 277.03-02)   | Sam Schwartz Consulting, LLC                             | Board L23-256      |
| July 2024      | PAO task order     | C24-0074_A01-PAO_A | Chicago Heights PROW ADA Transition Plan (PAO 289.08-02)  | Kimley-Horn and Associates, Inc.                         | Executive Director |



| Month Year | Action         | Contract No        | Purpose  | Vendor                  | Approval      |
|------------|----------------|--------------------|--|-------------------------|---------------|
| July 2024  | PAO task order | C24-0077-A01-PAO_A | Hillside PROW ADA Transition Plan (PAO 289.08-03)    | Vitruvian Planning, LLC | Board L24-055 |
| July 2024  | PAO task order | C24-0077-A02-PAO_B | Lincolnwood PROW ADA Transition Plan (PAO 289.08-06) | Vitruvian Planning, LLC | Board L24-055 |
| July 2024  | PAO task order | C24-0077-A03-PAO_C | Roselle PROW ADA Transition Plan (PAO 289.08-07)     | Vitruvian Planning, LLC | Board L24-055 |

*Note: The CMAP bylaws provide authority to the executive director to enter contractual commitments where compensation does not exceed \$100,000 and execute amendments as authorized by the Board.*

#### Software subscriptions

The following list of software and software maintenance subscriptions purchased or renewed during the fiscal year to date.

| Procurement ID       | Vendor                      | Purpose   |
|----------------------|-----------------------------|---|
| S25-0067-SOF_P117491 | Bentley Systems Inc.        | Bentley annual subscription for EMME modeling software                |
| S25-0067-SOF_P117454 | Bentley Systems Inc.        | Bentley annual subscription for EMME modeling software                |
| S25-0070-SOF_P117690 | Bitly, Inc                  | Bitly annual subscription for communication software                  |
| S25-0065-SOF_P117512 | Carahsoft Technology Corp   | LinkedIn Learning annual subscription for training software           |
| S25-0059-SOF_P117428 | CDW Governmental Inc.       | Adobe annual software subscription for Creative Cloud and Acrobat Pro |
| S25-0059-SOF_P117520 | CDW Governmental Inc.       | FortiClient annual subscription for VPN software                      |
| S25-0061-SOF_P117436 | Central Square Technologies | OneSolution annual software subscription for legacy ERP               |
| S25-0060-SOF_P117434 | ESRI                        | ArcGIS annual software subscription for ArcGIS user licenses          |
| S25-0060-SOF_P117435 | ESRI                        | ArcGIS annual software subscription for ArcGIS Online                 |
| S25-0060-SOF_P117513 | ESRI                        | ArcGIS annual subscription for ArcGIS Desktop                         |
| S25-0068-SOF_P117660 | Four LLC                    | Authentic8 annual license subscription for secure browser isolation   |

| <b>Procurement ID</b> | <b>Vendor</b>                              | <b>Purpose</b>  |
|-----------------------|--|---|
| S25-0071-SOF_P117692  | Moz  | Moz annual subscription for website SEO software                              |
| S25-0072-SOF_P117691  | Noun Project                               | Icon Pro annual subscription for graphic design software                      |
| S25-0064-SOF_P117474  | SHI International Corporation              | Synchro Light and SimTraffic annual software subscription for microsimulation |
| S25-0069-SOF_P117694  | Strategic Systems & Technology Corporation | RedBeam annual subscription for asset tracking software                       |
| S25-0066-SOF_P117366  | Traffic Logix Corporation                  | Traffic Logix annual software subscription for accessing speed sensor devices |

End Report



Chicago Metropolitan Agency for Planning

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**MEMORANDUM**

**To:** CMAP Executive Committee

**From:** Blanca Vela-Schneider, Executive Operations Manager

**Date:** November 13, 2024

**Subject:** Executive Director Erin Aleman  
 Out-of-region travel summary for the month of September, 2024

**Action Requested:** Information

Below is a list of expenses related to Executive Director Aleman’s out-of-region travel during the month of September 2024. Expenses listed below are from the Association of Metropolitan Planning Organizations.

**Association of Metropolitan Planning Organizations  
 Salt Lake City, Utah  
 09/22/24 – 09/25/24**

| Description   | Date Expense Incurred   | Expense Amount    |
|---|-------------------------|-------------------|
| Flight –<br>United Airlines                             | 07/29/24                | \$590.60          |
| Ground Transportation                                   | 09/22/2024 – 09/25/2024 | \$85.09           |
| Lodging<br>Marriott SLC Downtown at<br>City Creek Hotel | 09/22/2024 – 09/25/2024 | \$691.44          |
| Per Diem  | 09/22/2024 – 09/25/2024 | \$108.00          |
|   | <b>Total:</b>           | <b>\$1,475.13</b> |

**Request:** This report is provided for informational purposes.