



## MEMORANDUM

**To:** CMAP Board

**From:** Piotr Wietrzak  
Director, Finance and Administration

**Date:** September 14, 2022

**Re:** Additional Services and Cost Increase Approval for Oates Associates, Inc. for the ADA Transition Plan Training Project, not to exceed \$212,006

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### Background

CMAP is undertaking this project as part of its ADA Title II Compliance Program. The program will help communities in northeast Illinois improve accessibility and comply with Title II of the Americans with Disabilities Act (ADA). This project seeks to build local municipal capacity to develop and implement ADA transition plans and self-evaluations in compliance with Title II requirements, specifically focused on public rights-of-way.

Following the execution of the contract, approved by the CMAP Board on May 11, 2022, the project team determined that a pilot training module and two additional module offerings per year, would benefit the project. Approval is requested for additional services to include:

- Develop pilot program based on modules 1-4 of RFP #266
- Submit draft presentation to CMAP and finalize pilot program
- Present one (1) in-person presentation
- Address commentary and feedback from CMAP and community partners based on pilot Program
- The addition of two training modules, twice per year. This will increase the number of training modules offered to six per year

The cost for these additional services will not exceed \$54,610.

CMAP staff is seeking Board approval for the additional of a pilot training module and two additional training module deliveries by **Oates Associates, Inc.** for the not-to-exceed cost of \$212,006, this represents a cost increase of \$54,610 over the three-year life of the contract. Support for this contract will be provided from the FY23 and FY24 Operating Grants.

ACTION REQUESTED: Approval