Chicago Metropolitan
Agency for Planning

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CMAP Pavement Management Program – Round 4
Memorandum of Understanding between CMAP and the Village of Oak Park
February 8, 2021

1. CMAP / applicant relationship
   - CMAP shall assign staff and consultant to work with local governments as part of the pavement management program.
   - Applicant shall assign a lead person to be the main point of contact for consultant and CMAP staff.
   - CMAP management, in addition to the CMAP staff assigned to the project, will check-in (frequency to be determined based on need) with applicant.
2. Access to resources
   - The applicant will provide access to relevant staff who will need to be involved in the project, and will ensure that they allocate sufficient time to the project.
   - The applicant will provide access to all relevant internal data, reports, and other information necessary to successfully complete the project.
   - The applicant's leadership (key staff, planning commissioners, board members, other elected officials, other decision-makers) commits to participate in the project and allocate sufficient time at meetings (Plan Commission meetings, council meetings, etc.) to ensure due consideration so the project is successful.

3. Demonstration of local support
   - Applicant's Village/City Administrator, Mayor, or President should demonstrate support of the pavement management plan by signing this MOU.
   - If applicable, the applicant shall be responsible for working with CMAP to identify members for a project steering committee or similar oversight group.
   - If public outreach is a component of the project, the applicant agrees to participate in public outreach and engagement efforts; including assisting in dissemination of project and meeting information, attending and assisting at public meetings, and providing key stakeholder contact information.
   - Applicant agrees to provide an inclusive, open, safe and welcoming environment in which to conduct meetings and outreach events.
   - Applicant agrees to facilitate and host a presentation to the Village Board/City Council/Council of the Whole or Public Works Committee (or its equivalent) by the consultant on the data collection, analysis, and recommendations concerning the local street network summarized in the final version of the pavement management plan.

- The applicant shall use the pavement management plan to guide future pavement maintenance and rehabilitation projects

4. Project management and review
    - Following execution of this MOU, CMAP staff, applicant, and consultant will jointly determine and document what information will be required to complete a pavement management plan for the applicant, timelines, commitment of non-staff resources by either CMAP or the applicant, and other elements prior to beginning work. CMAP may also request applicant assistance to establish expectations and performance goals for the project and process.
    - If major deviations or changes in scope or schedule occur or if applicant requests them, CMAP may discontinue the project.
    - All work performed by consultant, on behalf of CMAP, and work performed by CMAP staff must be related to the scope of work, attached to this MOU as Attachment 1. The work should be directly referenced in the work plan, but some indirectly related activities may be permitted.
    - Allocation of consultant and CMAP staff to each project will vary over time based on project timeline and work needs.
    - CMAP will not be responsible for any costs for services in excess of those described in Attachment 1. Any work performed by the consultant, of behalf of the applicant, outside of the scope of services in Attachment 1, will require a separate agreement entered into between the consultant and the applicant, with the costs to be paid by the applicant.
    - In order to maintain project progress and momentum, the applicant agrees to review and provide feedback on project deliverables in a timely manner, in accordance with the agreed upon timelines.
    - Applicant agrees to make best faith effort to adopt and implement the completed plan within agreed upon timelines.

The undersigned parties agree to the terms listed above.

CMAP Representative:

Amy McEwan, Chief of Staff   Date

Village of Oak Park

NAME AND TITLE   Date

<u>**Attachment 1: Standard scope of plans**</u>

Each pavement management plan is expected to include the following elements:

Pavement data collection. The consultant(s) will document pavement condition for all roads under the local agency's jurisdiction following the ASTM D6433 standards with a 100% sample rate. The primary metric used to report pavement condition will be the Pavement Condition Index (PCI). All pavement condition data collected for a local agency will be provided to the local agency and CMAP.

Local agency outreach. The consultants(s) will formally meet with local agency staff at least three times during the course of the project to develop the municipal pavement management plan. The consultant(s) must utilize local information to inform plan development, including pavement preservation activities the local agency currently implements or plans to implement, the cost associated with past pavement improvements, and history of pavement improvements. The consultant will be responsible for obtaining from the local agency this background information.

- **Software.** The consultant(s) will use MicroPaver to assess pavement deterioration and evaluate potential treatments.

- **Budget scenarios.** The consultant(s) will include at a minimum four budget scenarios in the pavement management plans. Examples of scenarios include: (1) keep funding level current, (2) add moderate funding relative to current levels, (3) invest sufficient funds to meet potential performance targets, and (4) minimize total lifecycle cost. The budget scenarios to be included will be finalized in consultation with local agency staff, and a recommended scenario selected.

- **Improvement program.** The consultant will develop a recommended five-year pavement improvement program. The consultant(s) will include a variety of pavement maintenance and rehabilitation activities in the pavement management plan, with a strong emphasis on preservation and introducing local agency staff to new techniques where promising and appropriate. The final list of pavement preservation activities to be included in the plan will be determined in consultation with local agency staff.

Deliverables. The consultant(s) will produce the following deliverables as part of the pavement management plans.

- A draft local pavement management plan will be provided to CMAP and municipal staff to review and comment before the submission of the final version of the municipal pavement management plan. The pavement management plan will provide an introduction to pavement management, characterize current pavement condition, describe current local agency pavement maintenance practices, describe the importance and types of pavement preservation, describe potential scenarios evaluating the cost to meet different network-

level pavement conditions, and a recommended improvement program based on the selected pavement condition/spending scenario. It will include summary tables, charts, graphics, and maps depicting current pavement condition and forecasted pavement conditions under different scenarios.

- A digital and printed copy of the final pavement management plan will be provided to CMAP and the local agency.

- Consultant(s) will integrate all pavement condition data into the most current Illinois Highway Information System (IHIS) GIS shapefile.

- Consultant will load all pavement data collected as part of this project into the latest version of MicroPaver for both the local agency and CMAP.

- Local agency's elected officials or specially designated committee for public works activities shall host and facilitate a final presentation of the pavement management plan by the consultant. Consultant shall make presentation at mutually agreed upon time and venue and provide alternate electronic versions of this final presentation.