

Meeting Members:
Karen Mills, Chairman
Gary Stanton, Vice Chairman
Karen Arnet, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
William McLeod, Mayor

Village of Hoffman Estates

Transportation and Road Improvement Committee Meeting Agenda

May 8, 2023

7:00 p.m.

Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

If online, insert URL.

- I. Roll Call
- II. Approval of Minutes - April 10, 2023
- III. Public Comment

NEW BUSINESS

1. Request approval of a Memorandum of Understanding with the Chicago Metropolitan Agency for Planning regarding participation in the Northwest Cook Transit Coordination Study
2. Request approval of a supplement to the Phase I engineering contract with Baxter & Woodman Inc. for the Hassell Road Bicycle and Pedestrian Enhancement ITEP project in an amount not to exceed \$11,345
3. Request authorization to:
 - a. award a contract for construction engineering services for the Beverly Road Path & Resurfacing Project to Civiltech Engineering, Inc., of Itasca, IL, at a cost not to exceed \$342,684; and
 - b. approve the IDOT Engineering Services Agreement for construction engineering services for the Beverly Road Path & Resurfacing Project.

REPORTS (INFORMATION ONLY)

1. Transportation Division Monthly Report
- IV. President's Report
 - V. Other
 - VI. Items in Review
 - VII. Adjournment

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**TRANSPORTATION & ROAD IMPROVEMENT
COMMITTEE MEETING MINUTES**

April 10, 2023

I. Roll Call

Members in Attendance:

**Karen Mills, Chair
Gary Stanton, Vice-Chair
Karen Arnet, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Mayor William D. McLeod**

Telephonic Attendance:

Michael Gaeta, Trustee

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Art Janura, Corporation Counsel
Dan O'Malley, Deputy Village Manager
Jennifer Horn, Dir. Planning and Trans
Kevin Kramer, ED Director
Patrick Seger, Director HRM
Phil Green, Trans. & Long Range Planner
Joe Nebel, Director of Public Works
Suzanne Ostrovsky, Asst. Village Mgr.
Bev Romanoff, Village Clerk
Ric Signorella, Multi Media Production Mgr.**

The Transportation & Road Improvement Committee meeting was called to order at 7:00 p.m.

II. Approval of Minutes – March 13, 2023

Motion by Trustee Stanton, seconded by Trustee Arnet, to approve the Transportation & Road Improvement Committee meeting minutes from March 13, 2023. Roll call vote taken. All ayes. Motion carried.

III. Public Comment

NEW BUSINESS

1. Update on Transportation Services for Seniors

An item summary sheet from Phil Green was presented to Committee.

Mr. Green provided background on transportation services for seniors in the community and offered suggestions on how to improve program visibility within the community.

REPORTS (INFORMATION ONLY)

1. Transportation Division Monthly Report.

The Transportation Division Monthly Report was received and filed.

Trustee Mills inquired about Barrington Road widening and related costs and if South Barrington was picking up any of the cost. Ms. Horn indicated she would review the LOI.

Trustee Gary Pilafas noted comments he had received about subpar work being done by Schroeder. Mr. Palm and staff will monitor but have so far heard no complaints.

III. President's Report – Mayor McLeod wished Trustee Mike Gaeta a happy birthday (April 13th). He provided an update on his activities the week of April 3, 2023.

IV. Other

V. Items in Review

VI. Adjournment

Motion by Trustee Arnet, seconded by Trustee Stanton, to adjourn the meeting at 7:13 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Director of Operations/
Outreach, Office of the Mayor and Board

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of a Memorandum of Understanding with the Chicago Metropolitan Agency for Planning regarding participation in the Northwest Cook Transit Coordination Study

MEETING DATE: May 8, 2023

COMMITTEE: Transportation and Road Improvement

FROM: Phil Green, AICP, Transportation & Long Range Planner
Jenny Horn, AICP, Director of Planning & Transportation

PURPOSE: Request approval of a Memorandum of Understanding with the Chicago Metropolitan Agency for Planning regarding participation in the Northwest Cook Transit Coordination Study.

BACKGROUND: A key Village goal is to improve transportation options and services for residents. At the April 10 Committee meeting, staff provided the Committee with an update on transportation services. It was noted then that the use of the Taxi Discount Program had declined significantly since 2019, a trend that communities with similar services were also experiencing. The Village has been exploring options for modernization and alternatives to the program and had intended on including it in the upcoming Multimodal Transportation Plan. However, there is now an opportunity to collaborate on a coordinated transit study for the northwest Cook County area.

DISCUSSION: The Chicago Metropolitan Agency for Planning (“CMAP”) issued a Request for Proposals (“RFP”) seeking a consultant to develop a transit coordination study for the Village of Schaumburg and the Townships of Schaumburg, Palatine, and Hanover in response to work emerging from a group convened by Harper College. Upon review of this RFP, Village staff felt there was a significant crossover between the study area and scope, and the Village’s service area specifically as it relates to the Taxi Discount Program offered.

The Village contacted CMAP staff to discuss the project history and scope, and it was agreed that the Village should be added as a project partner, and the Village’s Taxi Discount Program should be added to the scope of the study. The stated goal of the study is to provide recommendations for more effective, efficient, and coordinated transit services among and across the participating communities. To

DISCUSSION: (Continued)

partner on the study, CMAP requires that the Village execute a Memorandum of Understanding for the Northwest Cook Transit Coordination Study.

FINANCIAL IMPACT:

The study is fully funded by CMAP's operating budget, with no local match required. It is estimated to take two years and will require some staff time as part of a steering committee.

RECOMMENDATION:

Request Approval of a Memorandum of Understanding with the Chicago Metropolitan Agency for Planning regarding participation in the Northwest Cook Transit Coordination Study.

Attachments

Memorandum of Understanding for the Northwest Cook Transit Coordination Study
CMAP Scope of Services for the Northwest Cook Transit Coordination Study

Attachment:

Memorandum of Understanding
for the Northwest Cook Transit Coordination Study



MOU No.: PLN-23-0031

**Memorandum of Understanding
For**

Northwest Cook Transit Coordination Study

THIS Memorandum of Understanding (hereinafter "MOU") by and between the Chicago Metropolitan Agency for Planning, herein called CMAP, and the Village of Hoffman Estates herein called the GOVERNMENTAL BODY. The purpose of this MOU is to facilitate a transit coordination study (hereinafter "PROJECT")

Required Signatures

By signing below, the GOVERNMENTAL BODY and CMAP agree to comply with and abide by all provisions set forth in Parts 1-3 herein and any Appendices thereto.

For the GOVERNMENTAL BODY:

Signature Type or Print Name of Authorized Representative Date

Attest:

Signature Type or Print Name Date

For CMAP:

Erin Aleman _____ Date
Executive Director Attest Signature

Part 1 Scope/Term
Part 2 General Conditions
Part 3 Responsibilities
Attachement 1 Project Charter

Part 1: Scope/Term

1. Scope of Services and Responsibilities. CMAP and the GOVERNMENTAL BODY agree as specified in Part 3.

2. Term of MOU. The term of this MOU shall be three (3) years from the date of execution unless terminated earlier as provided for in Paragraph 6 "Termination" herein.

3. Amendments. All changes to this MOU must be mutually agreed upon by CMAP and the GOVERNMENTAL BODY and be incorporated by written amendment, signed by the parties.

Part 2: General Conditions

The following are general conditions of approval, procedural guidelines, and specific terms of MOU to which all projects are subject. Signatories of this MOU certify that these general conditions will be adhered to unless amended in writing.

1. Complete MOU. This MOU including all exhibits and other documents incorporated or referenced in the MOU, constitutes the complete and exclusive statement of the terms and conditions of the MOU between CMAP and the GOVERNMENTAL BODY and it supersedes all prior representations, understandings and communications regarding this PROJECT. The validity in whole or in part of any term or condition of this MOU shall not affect the validity of other terms or conditions of this MOU

- a) Either Party's failure to insist in any one or more instances upon the performance of any terms or conditions of this MOU shall not be construed as a waiver or relinquishment of said Party's right to such performance by the other Party or to future performance of such terms or conditions and the other Party's obligation in respect thereto shall continue in full force and effect. The GOVERNMENTAL BODY shall be responsible for having taken steps reasonably necessary to ascertain the nature and location of the work, and the general and local conditions that can affect the work or the cost thereof. Any failure by the GOVERNMENTAL BODY to do so will not relieve it from responsibility for successfully performing the work without additional expense to CMAP.
- b) CMAP and the GOVERNMENTAL BODY assume no responsibility for any understanding or representations made by any of its officers, employees or agents prior to the execution of this MOU, unless such understanding or representations by both parties are expressly stated in this MOU.
- c) Changes: CMAP and the GOVERNMENTAL BODY may from time to time order work suspension or make any change in the general scope of this MOU including, but not limited to changes, as applicable, in the drawings, specifications, delivery schedules or any other particular of the description, statement of work or provisions of this MOU. If any such change causes an increase or decrease in the cost or time required for performance of any part of the work under this MOU, CMAP shall promptly notify the GOVERNMENTAL BODY and a written amendment will be prepared for MOU between CMAP and the GOVERNMENTAL BODY for changes in scope, time and/or costs. No amendments are effective until there is a written MOU that has been signed by both parties.
- d) Changes to any portion of this MOU shall not be binding upon CMAP and the GOVERNMENTAL BODY except when specifically confirmed in writing by an authorized representative of CMAP and an authorized representative of the GOVERNMENTAL BODY.

- e) For its convenience, CMAP reserves the right to extend the Term of this MOU. Any changes to the Term of this MOU shall not be binding until specifically confirmed in writing by authorized representatives of both parties.

2. Compliance/Governing Law. The terms of this MOU shall be construed in accordance with the laws of the State of Illinois. Any obligations and services performed under this MOU shall be performed in compliance with all applicable state and federal laws.

3. Availability of Appropriation (30 ILCS 500/20-60). This MOU is contingent upon and subject to the availability of funds. CMAP, at its sole option, may terminate or suspend this MOU, in whole or in part, without penalty, if the Illinois General Assembly, the state funding source, or the federal funding source fails to make an appropriation sufficient to pay such obligation, or if funds needed are insufficient for any reason. The GOVERNMENTAL BODY will be notified in writing of the failure of appropriation or of a reduction or decrease in appropriation.

4. Allowable Charges. No expenditures or charges shall be included in the cost of the PROJECT that are: (i) contrary to provisions of this MOU or the latest budget approved by a duly-authorized official of CMAP and the GOVERNMENTAL BODY; (ii) not directly for carrying out the PROJECT; (iii) of a regular and continuing nature, except that of salaries and wages of appointed principal executives of CMAP who have not been appointed specifically for the purposes of directing the PROJECT, who devote official time directly to the PROJECT under specific assignments, and respecting whom adequate records of the time devoted to and services performed for the PROJECT are maintained by CMAP may be considered as proper costs of the PROJECT to the extent of the time thus devoted and recorded if they are otherwise in accordance with the provisions hereof; or (iv) incurred without the consent of CMAP after written notice of the suspension or termination of any or all of CMAP's obligations under this MOU.

5. Suspension. If the GOVERNMENTAL BODY fails to comply with the special conditions and/or the general terms and conditions of this MOU, CMAP may, after written notice to the GOVERNMENTAL BODY, suspend the MOU, pending corrective action by the GOVERNMENTAL BODY. If corrective action has not been completed within sixty (60) calendar days after service of written notice of suspension, CMAP shall notify the GOVERNMENTAL BODY in writing that the MOU has been terminated by reason of default in accordance with Paragraph 6 "Termination" herein.

6. Termination.

- a) This MOU may be terminated in whole or in part in writing by CMAP or the GOVERNMENTAL BODY for its convenience (hereinafter termed "Termination for Convenience"), provided that the terminating party provides not less than fourteen (14) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate to the respective address set forth on the signature page of this MOU.
- b) Upon notice of termination by either party, CMAP shall (i) promptly discontinue all services affected (unless the notice directs otherwise) and (ii) deliver or otherwise make available to the GOVERNMENTAL BODY all data, drawings, specifications, reports, estimates, summaries and such other information and materials as may have been accumulated by CMAP in performing this MOU, whether completed or in process.
- c) **No Further Liability.** Each party agrees that the rights of termination hereunder are absolute and it has no right to a continued relationship with the other after termination (except as expressly stated herein). Neither party shall incur any liability whatsoever for any damage, loss or expense of any kind suffered or incurred by the other (or for any compensation to the other) arising from or incident to any termination of this MOU by

such party that complies with the terms of the MOU whether or not such party is aware of any such damage, loss or expense.

7. Publication. CMAP and the GOVERNMENTAL BODY shall have royalty-free, nonexclusive and irrevocable license to reproduce, publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data or other materials specifically prepared under this Agreement, and to authorize other material to do so. The GOVERNMENTAL BODY and CMAP shall include provisions appropriate to effectuate the purpose of this clause in all contracts for work under this Agreement.

8. Confidentiality Clause. Except as required pursuant to a validly issued subpoena, lawful request by a governmental entity or any applicable laws, including without limitation any Federal or State Freedom of Information Acts, any documents, data, records, or other information given to or prepared by the GOVERNMENTAL BODY or CMAP pursuant to this Agreement shall not be made available to any individual or organization without prior written approval by CMAP or the GOVERNMENTAL BODY. All information secured in connection with the performance of services pursuant to this Agreement shall be kept confidential unless disclosure of such information is approved in writing by CMAP or the GOVERNMENTAL BODY. Nothing in these restrictions interfere with the lawful obligation to respond to FOIA requests.

9. Reporting/Consultation. The GOVERNMENTAL BODY shall consult with and keep CMAP fully informed as to the progress of all matters covered by this Agreement. CMAP shall consult with and keep the GOVERNMENTAL BODY fully informed as to the progress of all matters covered by this Agreement.

10. Identification of Documents. All reports, maps, and other documents completed as part of this Agreement, other than documents exclusively for internal use within CMAP or the GOVERNMENTAL BODY offices, shall carry the following notation on the front cover or a title page or, in the case of maps, in the same area which contains the name of the GOVERNMENTAL BODY. "This material was prepared in consultation with CMAP, the Chicago Metropolitan Agency for Planning, (<http://www.cmap.illinois.gov>)."

Part 3: Responsibilities

The GOVERNMENTAL BODY shall perform and carry out in a satisfactory and proper manner, as determined by CMAP, the following:

1. Project Charter. The PROJECT and all work performed by CMAP will be consistent with the Project Charter included herein as "ATTACHMENT 1". Changes to the project charter must be jointly agreed to by CMAP and the GOVERNMENTAL BODY.

2. Scope of Work. Following enacting this MOU, CMAP and GOVERNMENTAL BODY will jointly determine and document the PROJECT scope of work, timelines, public engagement schedules, commitment of non-staff resources by either CMAP or the GOVERNMENTAL BODY, and other elements prior to beginning the work outlined in the scope of work. CMAP may also request GOVERNMENTAL BODY assistance to establish expectations and performance goals for the PROJECT and process. Said scope of work shall be finalized and mutually agreed to by both parties prior to beginning work.

- a) CMAP and GOVERNMENTAL BODY shall jointly agree to changes to PROJECT scope or timelines; CMAP may discontinue the PROJECT if major deviations, changes, or expansions of scope or schedule occur.
- b) All work performed by LTA staff must be related to the scope of work.

3. Roles and Relationship. CMAP and the GOVERNMENTAL BODY shall perform and carry out in a satisfactory and proper manner, as determined by CMAP the following:

- a) CMAP shall assign staff to work with local governments and the community as part of the Local Technical Assistance program.
- b) GOVERNMENTAL BODY shall assign a lead person to be the main point of contact for LTA staff.
- c) CMAP staff will report on the overall scope of work and day-to-day activities to the GOVERNMENTAL BODY.
- d) Assigned staff are CMAP employees and CMAP is responsible for evaluating their performance.
- e) CMAP management, in addition to the CMAP staff assigned to the PROJECT, may periodically check-in (frequency to be determined based on need) with GOVERNMENTAL BODY.
- f) CMAP is responsible for assigning relevant LTA staff to work on the PROJECT (based on availability, skills, familiarity with the area, and subject matter expertise).
- g) GOVERNMENTAL BODY understands that CMAP assistance is provided as a means of advancing the implementation of ON TO 2050 the long-range regional comprehensive plan for the seven-county Chicago region, encompassing Cook, DuPage, Kane, Kendall, Lake, McHenry and Will counties.

4. Access to resources. LTA staff will have full access to CMAP data and other resources, including specialized CMAP staff (for advanced mapping, data, outreach, communications, or topic-specific expertise). The GOVERNMENTAL BODY will provide CMAP access to data as follows:

- a) The GOVERNMENTAL BODY 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.
- b) The GOVERNMENTAL BODY will provide access to all relevant internal data, reports, and other information necessary to successfully complete the PROJECT.
- c) The GOVERNMENTAL BODY'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, GOVERNMENTAL BODY meetings, etc.) to ensure due consideration so the PROJECT is successful.

5. Demonstration of local support. GOVERNMENTAL BODY agrees to provide an inclusive, open, safe and welcoming environment in which to conduct meetings and outreach events.

- a) The GOVERNMENTAL BODY shall be responsible for working with CMAP to identify members for a steering committee or similar oversight group.
- b) If public outreach is a component of the PROJECT, the GOVERNMENTAL BODY 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.

6. Project management and review. CMAP will have lead responsibility for project management. CMAP shall in all reasonable ways coordinate and work with the GOVERNMENTAL BODY staff as the PROJECT proceeds. The GOVERNMENTAL BODY in all reasonable ways shall cooperate with CMAP and the consultant, if any. CMAP shall require the consultant, if any, to provide the GOVERNMENTAL BODY with all of the consultants' deliverables, if any; at the same time they are delivered to CMAP. CMAP and GOVERNMENTAL BODY shall notify the other of all scheduled PROJECT related meetings with the consultant, if any, to enable the other to attend the meetings if desired.

- a) Allocation of CMAP staff to the PROJECT will vary over time based on project timeline and work needs.
- b) In order to maintain PROJECT progress and momentum, the GOVERNMENTAL BODY agrees to review and provide feedback on PROJECT deliverables in a timely manner, in accordance with the agreed upon timelines.
- c) GOVERNMENTAL BODY agrees to make best faith effort to adopt and implement the completed plan within agreed upon timelines.

ATTACHMENT 1:
Project Charter

MODULE 1: PROJECT CHARTER

WORK PLAN NO.	PROJECT TITLE	DATE
2024.047	Northwest Cook Transit Coordination Study	4-25-2023

General Information

Program area	Transit and financial planning
Strategic alignment of program area	The objective of CMAP's Transit and financial planning program is a transportation system that works better for everyone.
Project type	Consultant project with staff support
Duration	18 months
Kick-off	TBD
Completion	TBD
Project manager	TBD
Max. Annual project manager hours:	200 hours

1. Project Description

CMAP will provide technical assistance, as a consultant-led project, to Pace, Hanover, Palatine, Schaumburg, Townships as well as the Village of Schaumburg to develop a transit coordination study that addresses key issues and incorporates the ON TO 2050 principles of resilience, inclusive growth, and prioritized investment. This project will specifically endeavor to provide recommendations for a more effective, efficient, coordinated transit services among and across these participating communities. This will include:

- Maintain the existing high quality of services
- Considering how marginalized populations can have access to affordable and interconnected transit options within the subregion and with the region.
- Understand the market for transit services broadly within the study area.
- Exploring opportunities for strategic partnerships to leverage limited resources.
- Prioritize linking employment centers, educational facilities, and public services with any recommendations.
- Exploring appropriate funding sources to offset operations costs and possible transit improvements.
- Detailing the benefits and drawbacks of study recommendations and provide materials to easily convey options with local officials, including technology challenges that may impact enhanced coordinated service.

Existing services covered in this study include:

- [Schaumburg Township transportation services](#)
- [Hanover Township Dial-a-Bus program](#)
- [Hanover Township TIDE program](#)
- [Palatine Township Senior And Disabled Resident Transportation](#)
- [Palatine Township Taxi Voucher Card](#)
- [Village of Schaumburg transportation operations including the Woodfield Trolley, Dial-A-Ride Transportation, and Senior and Disabled Taxi Program](#)
- [Township Riders Initiative Program \(TRIP\)](#)
- [Hoffman Estates Taxi Discount Program](#)

2. Assumptions and responsibilities

NO.	ASSUMPTION
1	Any necessary CMAP data will be provided for inclusion in the plan and will be used to inform land use, transportation, and other infrastructure recommendations.
2	All materials produced by the Consultant shall use accessible language, being language that includes everyone and is easy to understand. Materials will be translated to the area's most spoken languages.
3	Community partners will provide any plans, maps, and other relevant documents in the development of the study.
4	Community partners have the desire to evaluate and implement recommendations that result from this transit study once proper approvals are provided by respective participating communities.
5	Public participation will include a proportional representation of communities involved in the study as well as populations within said communities, including: the marginalized, the elderly, those with disabilities, immigrant populations, as well as those that does not speak English as a first language.
6	Community partners commit to participate in the project and allocate sufficient time at meetings (program check-in meetings, board meetings, etc.) to ensure the project is successful.
7	Community Partners will work closely with each other throughout the entire duration of the study.
8	After the project is complete, Project Lead may remain involved to a limited extent to monitor and assist with implementation actions specified in the produced plan.

3. Constraints and exclusions

NO.	CONSTRAINTS
1	The project must be completed within the 18-month timeframe.
2	Community partners may have limited resources and documentation of existing conditions.
3	There will be accompanying challenges working across multiple jurisdictions.
4	Current and potential fleet, administrative, and operational limitations need to be considered across multiple jurisdictions during coordination.
5	In an effort to coordinate, crossing jurisdictional boundaries may create conflicts of interest.
6	Due to administrative and staffing constraints, additional time may be needed to review deliverables and plan meetings.
7	Remote working provides a unique challenge to this program, as relationship building is essential for effectiveness, but more difficult to establish with fewer opportunities for in-person interaction.
8	The final recommendations must maintain the current levels and quality of services experienced by riders.

4. Projected Funding

<p>Title 23 USC and UWP Regulations Citations</p>	<ul style="list-style-type: none"> • Work elements and related activities for planning for multimodal transportation access to transit facilities. This includes planning for improved pedestrian and bicycle access, including transit supportive land use plans [FTA C 8100.1D (2)(b)(5)]; Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight [USC Title 23 Section 134(3)(h)(F)] • Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight [USC Title 23 Section 134(3)(h)(F)] • Environmental justice principles apply to planning and programming activities, and early planning activities are a critical means to avoid disproportionately high and adverse effects in future programs, policies, and activities. IDOT Order 5610.2(a)(5)(1)
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	<ul style="list-style-type: none"> Steps shall be taken to provide the public, including members of minority populations and low-income populations, access to public information concerning the human health or environmental impacts of programs, policies, and activities, including information that will address the concerns of minority and low-income populations regarding the health and environmental impacts of the proposed action. IDOT Order 5610.2(a)(5)(2)
Other funding opportunities	NA

5. Local Contribution (if applicable)

AMOUNT	NA	DUE DATE	NA
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Attachment:

**CMAP Scope of Services
for the Northwest Cook Transit Coordination Study**



SCOPE STATEMENT

WORK PLAN NO.	PROJECT TITLE	DATE
2024.047	Northwest Cook Transit Coordination Study	4-25-2023

Module 1: Project Charter

Module 2: Scope Detail

MODULE 1: PROJECT CHARTER

WORK PLAN NO.	PROJECT TITLE	DATE
2024.047	Northwest Cook Transit Coordination Study	4-25-2023

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- Prioritize linking employment centers, educational facilities, and public services with any recommendations.
- Exploring appropriate funding sources to offset operations costs and possible transit improvements.
- Detailing the benefits and drawbacks of study recommendations and provide materials to easily convey options with local officials, including technology challenges that may impact enhanced coordinated service.

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- [Township Riders Initiative Program \(TRIP\)](#)
- [Hoffman Estates Taxi Discount Program](#)

2. Assumptions and responsibilities

NO.	ASSUMPTION
1	Any necessary CMAP data will be provided for inclusion in the plan and will be used to inform land use, transportation, and other infrastructure recommendations.
2	All materials produced by the Consultant shall use accessible language, being language that includes everyone and is easy to understand. Materials will be translated to the area's most spoken languages.
3	Community partners will provide any plans, maps, and other relevant documents in the development of the study.
4	Community partners have the desire to evaluate and implement recommendations that result from this transit study once proper approvals are provided by respective participating communities.
5	Public participation will include a proportional representation of communities involved in the study as well as populations within said communities, including: the marginalized, the elderly, those with disabilities, immigrant populations, as well as those that does not speak English as a first language.
6	Community partners commit to participate in the project and allocate sufficient time at meetings (program check-in meetings, board meetings, etc.) to ensure the project is successful.
7	Community Partners will work closely with each other throughout the entire duration of the study.
8	After the project is complete, Project Lead may remain involved to a limited extent to monitor and assist with implementation actions specified in the produced plan.

3. Constraints and exclusions

NO.	CONSTRAINTS
1	The project must be completed within the 18-month timeframe.
2	Community partners may have limited resources and documentation of existing conditions.
3	There will be accompanying challenges working across multiple jurisdictions.
4	Current and potential fleet, administrative, and operational limitations need to be considered across multiple jurisdictions during coordination.
5	In an effort to coordinate, crossing jurisdictional boundaries may create conflicts of interest.
6	Due to administrative and staffing constraints, additional time may be needed to review deliverables and plan meetings.
7	Remote working provides a unique challenge to this program, as relationship building is essential for effectiveness, but more difficult to establish with fewer opportunities for in-person interaction.
8	The final recommendations must maintain the current levels and quality of services experienced by riders.

4. Projected Funding

Title 23USC and UWP Regulations Citations	<ul style="list-style-type: none"> • Work elements and related activities for planning for multimodal transportation access to transit facilities. This includes planning for improved pedestrian and bicycle access, including transit supportive land use plans [FTA C 8100.1D (2)(b)(5)]; Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight [USC Title 23 Section 134(3)(h)(F)] • Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight [USC Title 23 Section 134(3)(h)(F)] • Environmental justice principles apply to planning and programming activities, and early planning activities are a critical means to avoid disproportionately high and adverse effects in future programs, policies, and activities. IDOT Order 5610.2(a)(5)(1) • Steps shall be taken to provide the public, including members of minority populations and low-income populations, access to public information concerning the human health or environmental
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	impacts of programs, policies, and activities, including information that will address the concerns of minority and low-income populations regarding the health and environmental impacts of the proposed action. IDOT Order 5610.2(a)(5)(2)
Other funding opportunities	NA

5. Local Contribution (if applicable)

AMOUNT	NA	DUE DATE	NA
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MODULE 2: SCOPE DETAIL

WORK PLAN NO.	PROJECT TITLE	DATE
2024.047	Northwest Cook Transit Coordination	4-25-2023

1. Deliverables

NO.	DELIVERABLE	DESCRIPTION
1	Interim deliverable: Project Communications and Outreach Strategy (COS)	<p>A strategy that outlines the approaches and tools to solicit and consider feedback from a wide audience of stakeholders and community partners. The strategy should address methods of incorporating the feedback into the subsequent deliverables. Focus should be given to disadvantaged/underrepresented population groups; populations that are currently not being serviced; current users; the elderly; people with disabilities; populations that are not native English speakers; and immigrant populations that may not know about transit options or are untrusting of current transit systems in place. The strategy should include different engagement methods to solicit input on problems, solutions, and recommendations. Strategy shall also include mechanisms necessary to keep the project on track and external project messaging organized and consistent.</p> <p>The strategy should stipulate that all documents will be translated into commonly used languages in the community and outreach events will be designed and organized to provide the ability to participate in one's preferred language. Deliverables will be designed to be as accessible as possible.</p> <p>This interim deliverable will provide the approach to project engagement and must be completed for the team to build the primary deliverable.</p>
2	Interim deliverable: Existing Conditions Report (ECR)	<p>A report that provides an overview of existing conditions pertaining to existing transit services and summarizes key factors influencing plan recommendations for transit service development and improvement. The report will include supporting charts, maps, and other graphics as well as a comprehensive list of questions that will collect vital information including service area, eligibility, times of operation, fares, potential fleet data and user experience pertaining to trip reservation and service accessibility. The report will also focus on administrative challenges in managing local transit services related to staffing, hiring trends and market forces, associated costs and trends, and creating sustainable staffing and management plans.</p> <p>This interim deliverable will provide valuable insight and must be completed for the team to build the primary deliverable.</p>
3	Interim deliverable: Market Analysis	<p>A report that outlines the larger market for transit services within the study area. The analysis will outline current ridership patterns, trips, generators, which markets are served by existing services, and the markets that could potentially be served in the future.</p>
4	Interim deliverable: Key Recommendations Memo (KRM)	<p>A memo that identifies draft recommendations to improve the efficiency and effectiveness of the identified transportation services in the participating jurisdictions. Recommendations should cover the range of possible strategies to improve service, including technology improvements; opportunities for multi-jurisdictional coordination; the potential for expanded transit systems; optimizing current services and any cost savings associated with it; operating and administrative efficiencies, including logistics surrounding fleet and operational procurement; and policy and programming improvements. The recommendations will also include external funding opportunities to support services and which strategies would best qualify the Community Partners to receive these funding streams. The memo will include benefits and trade-offs of each possible recommendation so that Community Partners can jointly, and individually determine a preferred approach. The report will briefly describe each policy and programming component that will likely be included in the primary deliverable and</p>

		<p>allow for feedback on the feasibility of the recommendations. The report will also outline how implementing the recommendations will impact different demographics and address equity. Every recommendation produced in the KRM will take care to ensure that there will be no disruption in quality of service experienced by current riders.</p> <p>This interim deliverable will provide valuable insight and must be completed for the team to build the primary deliverable.</p>
5	Interim deliverable: Business Plan for the Preferred Model (Business Plan)	<p>The business plan builds upon the key recommendations memo to provide a deeper analysis of the preferred set of recommendations identified by the Community Partners. It will include a financial plan, a coordinated marketing plan, and an implementation plan.</p> <p>The financial plan will include administrative and operating cost projections across all municipalities; capital projects; and funding sources as well as cost sharing strategies. Fare revenues and policies will also be evaluated. Cost savings that could be produced through service coordination and/or external funding will be highlighted.</p> <p>The coordinated marketing plan will act as a tool to help users, service providers, and other relevant stakeholders understand the new service model and to disseminate information regarding the benefits of such a system.</p> <p>The Business Plan will offer several implementation options that could be carried out. Each option within the Business Plan will then be compiled in a memorandum that will be submitted to each of the community partners and steering committee for review and comment.</p>
6	Primary Deliverable: Coordination Study	<p>The primary deliverable of this project will be a coordination study. This document will contain recommendations related to policy and programming changes to allow for efficient and effective public transportation across the involved jurisdictions. Charts, text, maps, and other graphics will be included. The document will also include language concerning implementation, including descriptions of actions that should be taken to advance the recommended transit interventions and policy recommendations.</p>

2. Data Collection and Analysis

NO.	ACTIVITY	DESCRIPTION
1	Planning documents	Consultant will conduct a comprehensive review of planning documents including Review reports, plans, and ordinances relevant to the planning process.
2	Community conditions	Consultant will conduct extensive research exploring socioeconomics and demographics, economic, environmental, land use, and transportation conditions in the community.
3	Stakeholder analysis	Consultant will work with Community Partners to identify and collect contact information for relevant community stakeholders and will also explore past participation efforts and identify priority audiences.
4	Transportation assets	Consultant will conduct extensive research exploring the transportation network, transit facilities, land use, crash data, multi-modal traffic volumes, roadway and right-of-way widths, widely used drop-off/pick-up locations, and field observations in the study area. This should include travel data that can be obtained through non-traditional sources such as from cell phone use.
5	Site visits	Consultant will take at least one (1) walking/biking/driving tour around the study area as well as visit specific locations of interest, as highlighted by stakeholders in the key person interviews. The team will also ride the existing services and/or visit operations centers to gain further insights into the existing services provided.
6	Business Plan Analysis	Consultant will identify datasets and analyses necessary to support a thorough economic assessment of the study area shown on ATTACHMENT ONE.

	<p>Consultant will conduct research exploring conditions in the area to create the Business Plan. Special emphasis will be on:</p> <ul style="list-style-type: none"> - Administrative cost projections (systems management, training, customer relations, staffing, etc.) - Comparison of the contractual elements of each of the Community Partners services (fleet ownership, consultant operations / employees, internal / external staff, etc.) - Operating cost projections (projections on volume and demand levels) - Capital projects (fleet needs, repairs, upkeep, and expansion, etc.) - Funding sources and cost sharing strategies (sustainability, reoccurrence, contribution proportions, etc.) <p>There will be special emphasis on creating context-sensitive and equity-minded recommendations for long-term, sustained growth that identifies, embraces, enhances, and leverages existing socioeconomic and socio-cultural assets.</p>
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3. Communication and Outreach Activities

The project will include public outreach to ensure a full understanding of local issues outlined in the Final Key Topics section. Steps will be taken to provide the public, including members of minority populations and low-income populations, access to public information and to develop plan recommendations. The engagement process will create a foundation and a framework for future outreach to avoid disproportionately high and adverse effects in future transportation and other programs, policies, and activities.

NO.	ACTIVITY	DESCRIPTION
1	Project coordination	Consultant will hold regular coordination meetings with Community Partners to guide the project. Said meetings shall include: A) <u>monthly project update calls</u> over the duration of the project B) one (1) <u>project kickoff meeting</u> and C) at least five (5) <u>deliverable review meetings</u> throughout the process. The consultant will develop meeting agendas and take meeting minutes.
2	Steering Committee	Consultant will form and facilitate a steering committee to help guide the project and conduct at least seven (7) steering committee meetings. The steering committee will be responsible for providing project direction, reviewing key draft deliverables, assisting with outreach, and attending project meetings. The steering committee will be comprised of representatives from all involved Community Partners.
3	In-person interviews	Consultant will conduct at least 20 key in-person interviews. Interviews shall include a mix of residents, business owners, community leaders, municipal staff, services providers, current riders, potential riders, representatives from advocacy groups, and other stakeholders will be interviewed to gain insight into the current conditions and vision for their community.
4	Public surveys	Consultant will conduct at least two (2) surveys to receive feedback from project stakeholders and the public including one (1) survey to collect information from the public for the existing conditions report and one (1) survey to gauge interest and support for various visions, strategies, and/or initiatives for the key recommendations memo.
5	Public engagement events	Consultant will conduct least three (3) public engagement events including one (1) public kick-off to provide an overview of the project to the public, highlighting specific ways for residents, riders, service providers, and others to contribute to the plan's development and stay up-to-date on its progress, and facilitate an interactive exercise designed to engage and gather existing conditions information, one (1) public visioning workshop to present an overview of key findings from the ECR, explain the next steps in the planning process, and facilitate an interactive exercise designed to engage and gather ideas from the community on their vision for the future, and one (1) public open house provide an overview of the draft plan. This will be the primary opportunity for stakeholders to provide in-person feedback on the plan's recommendations.
6	Community Partner meetings	Consultant will present at applicable meetings and public hearings of the Community Partners . This shall include a minimum of one (1) public hearing and one (1) presentation to the Community Partners .

7	Other	Consultant will participate in other conversations, meetings, and develop mechanisms necessary to keep the project on track and external project messaging organized and consistent
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4. Phases and Sequencing

ACTIVITY	DESCRIPTION
ONGOING: PROJECT MANAGEMENT AND COORDINATION	
Executed Agreement and Project Charter	Project Lead will make a brief presentation to the Community Partners summarizing project goals, outlining the project scope, and discuss expectations of the Consultant, Project Lead, and Community Partners . Community Partners will adopt resolution, and Project Lead and Community Partners will sign the IGA.
Scope Statement Development and Management	Project Lead will develop the project scope and obtain necessary approvals. Any modifications to the scope statement will require an amendment process.
Procurement	Project Lead will issue a purchase authorization order to contract with a consultant that will lead the project.
Monthly project update calls	Consultant will hold project update calls to review scope, schedule, invoicing, and any other critical path issues to the project including information on the status of project, any issues that need to be addressed and upcoming tasks.
Project and Public engagement website(s)	Consultant will create a webpage (or pages) pursuant to the Communications and Outreach Activities Section and updated pursuant to the Communications and Outreach Strategy.
PHASE 1: GETTING TO KNOW THE CHALLENGES	
Project kickoff meeting	Consultant will hold a project coordination kickoff meeting with Community Partners at the beginning of the project, including staff and other key personnel, to review the scope, gather background material, and discuss potential members for the steering committee.
Data collection and analysis	Consultant will conduct the research pursuant to the Data Collection and Analysis section. A summary of the research will be included in, and the information will inform the development of, the existing conditions report.
Preliminary Steering Committee formation	Consultant will conduct the stakeholder research pursuant to the Data Collection and Analysis section and Consultant and Community Partners will identify preliminary steering committee members based on that research.
Draft Deliverable #1 – COS	Consultant will develop a draft communications and outreach strategy as described in the Deliverables section. The draft communications and outreach strategy will incorporate one set of consensus revisions from the Community Partners prior to the presentation to the Steering Committee.
Deliverable review meeting #1 – Draft COS	Consultant will hold a project coordination meeting with the Community Partners to review the draft communications and outreach strategy and review revisions prior to the presentation to the Steering Committee.
Steering committee meeting #1 - COS	Consultant will hold a steering committee meeting to provide an opportunity for the project team and the committee members to get to know one another, get an introduction to the project, and discuss the draft communications and outreach strategy. Materials will be sent to the members of the steering committee prior to the meeting. Consultant will finalize the outreach strategy by incorporating one set of consensus revisions to the strategy from the Steering Committee and one set of consensus revisions from the Community Partners . The final outreach strategy shall incorporate said revisions prior to moving forward with public engagement activities.
Public engagement event #1 - Kickoff	Consultant will hold a public kick-off event, feedback will be anonymized and compiled into a summary report, which will be included in the ECR.
Public engagement –	Consultant will conduct in-person interviews, feedback will be anonymized and compiled into a summary report, which will be included in the ECR.

Key person interviews	
Draft Deliverable #2 - ECR	Consultant will develop a draft of existing conditions report as described in the Deliverables section. The draft existing conditions report will incorporate one set of consensus revisions from each Community Partner prior to the presentation to the Steering Committee.
Deliverable review meeting #2 - ECR	Consultant will hold a project coordination meeting with Community Partners to review the draft existing conditions report and review revisions prior to the presentation to the Steering Committee.
Steering committee meeting #2 - ECR	Consultant will hold a steering committee meeting to provide an opportunity for the committee to discuss the existing conditions report. A draft of the existing conditions report will be sent to the members of the steering committee prior to the meeting. At the meeting, Consultant will provide a brief overview of the deliverable's content and members will have the opportunity to comment, ask questions, raise concerns, and suggest edits.
<u>Final Deliverable #2</u> - ECR	Consultant will finalize the existing conditions report by incorporating one set of consensus revisions to the strategy from the Steering Committee, one set of consensus revisions and final approval from each of the Community Partners . The final existing conditions report shall incorporate said revisions prior to moving forward with drafting the coordination study.
Draft Deliverable #3 – Market Analysis	Consultant will develop a draft of market analysis as described in the Deliverables section. The draft will incorporate one set of consensus revisions from each Community Partner prior to the presentation to the Steering Committee.
Deliverable review meeting #3 - Market Analysis	Consultant will hold a project coordination meeting with Community Partners to review the draft market analysis and review revisions prior to the presentation to the Steering Committee.
Steering committee meeting #3 - Market Analysis	Consultant will hold a steering committee meeting to provide an opportunity for the committee to discuss the market analysis. A draft of the existing conditions report will be sent to the members of the steering committee prior to the meeting. At the meeting, Consultant will provide a brief overview of the deliverable's content and members will have the opportunity to comment, ask questions, raise concerns, and suggest edits.
<u>Final Deliverable #3</u> - Market Analysis	Consultant will finalize the market analysis by incorporating one set of consensus revisions to the strategy from the Steering Committee, one set of consensus revisions and final approval from each of the Community Partners . The final market analysis shall incorporate said revisions prior to moving forward with drafting the coordination study.

PHASE 2: VISIONING

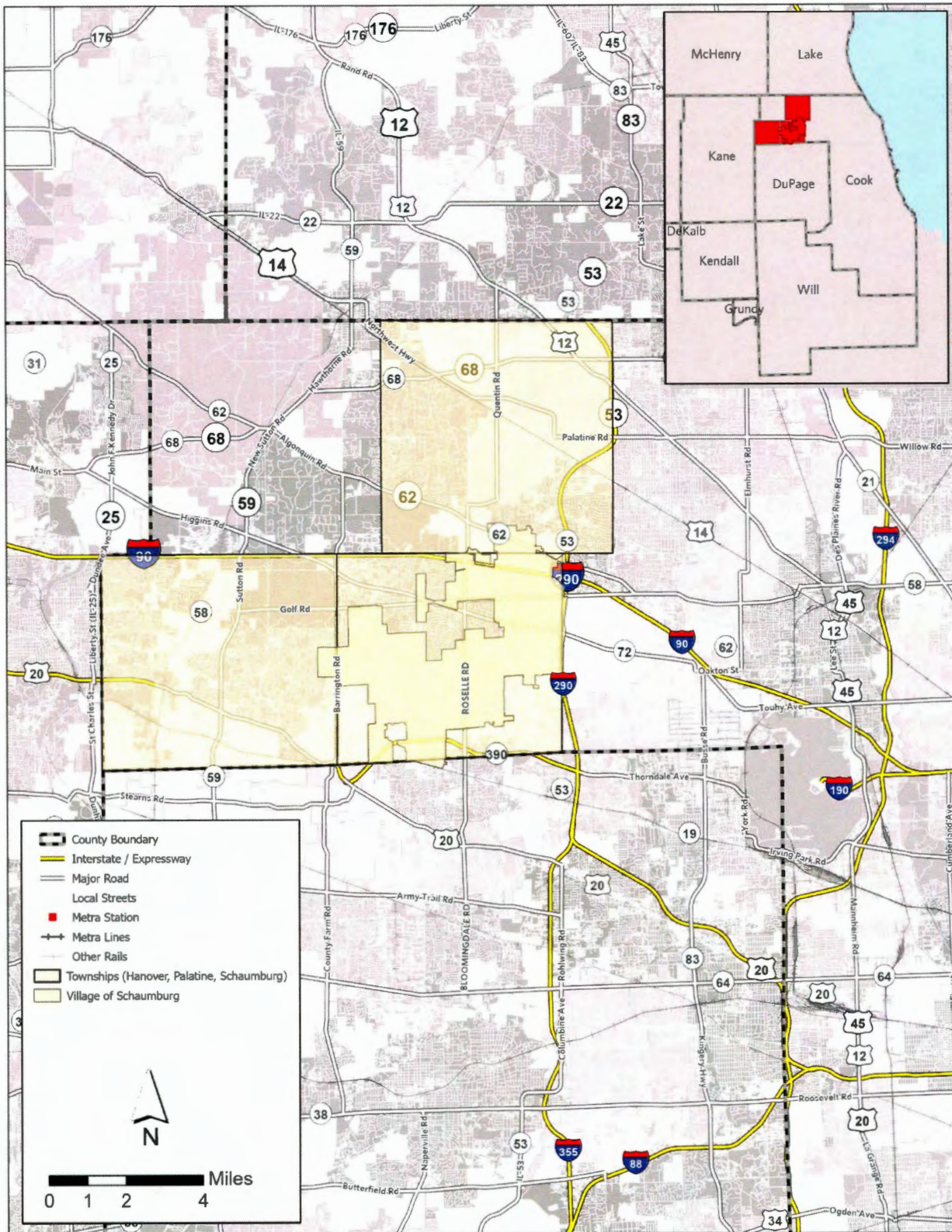
Public engagement survey #4 - KRM	Consultant will conduct key recommendations outreach, feedback will be anonymized and compiled into a summary report, which will be included in the Key Recommendations Memo.
Public engagement event #4 – Visioning workshop	Consultant will conduct public visioning workshop(s), feedback will be anonymized and compiled into a summary report, which will be included in the Key Recommendations Memo.
Draft Deliverable #4 - KRM	Consultant will develop a draft key recommendations memo as described in the Deliverables section. The draft key recommendations memo will incorporate one set of consensus revisions from every Community Partner prior to the presentation to the Steering Committee.
Deliverable review meeting #4 - KRM	Consultant will hold a project coordination meeting with every Community Partner to review the draft key recommendations memo and review revisions prior to the presentation to the Steering Committee.
Steering committee	Consultant will hold a steering committee meeting to provide an opportunity for the committee to discuss the draft key recommendations memo materials will be sent to the members of the steering committee prior to the meeting.

meeting #4 - KRM	At the meeting, the Consultant will provide a brief overview of the deliverable’s content and members will have the opportunity to comment, ask questions, raise concerns, and suggest edits.
<u>Final Deliverable #4</u> - KRM	Consultant will finalize the key recommendations memo by incorporating one set of consensus revisions to the strategy from the Steering Committee, one set of consensus revisions from each of the Community Partners . The final key recommendations memo shall incorporate said revisions prior to moving forward with drafting the plan.
Public meeting	Consultant will present at a public meeting with Community Partner and will be responsible for collecting any comments and suggestions and consolidating them into action items for revision or response.
Draft Deliverable #5 – Business Plan	Consultant will develop a draft Business Plan as described in the Deliverables section. The draft Business Plan will incorporate one set of consensus revisions from each Community Partner prior to the presentation to the Steering Committee.
Deliverable review meeting #5 – Business Plan	Consultant will hold a project coordination meeting with Community Partners to review the draft Business Plan and review revisions prior to the presentation to the Steering Committee.
Steering committee meeting #5 – Business Plan	Consultant will hold a steering committee meeting to provide an opportunity for the committee to discuss the draft key recommendations memo and Business Plan. Materials will be sent to the members of the steering committee prior to the meeting. At the meeting, the Consultant will provide a brief overview of the deliverable’s content and members will have the opportunity to comment, ask questions, raise concerns, and suggest edits.
<u>Final Deliverable #5</u> – Business Plan	Consultant will finalize the Business Plan by incorporating one set of consensus revisions to the strategy from the Steering Committee, one set of consensus revisions from each of the Community Partners . The final Business Plan shall incorporate said revisions prior to moving forward with drafting the coordination study.

PHASE 3: PLAN DEVELOPMENT AND APPROVAL

Draft Deliverable #6 – Coordination Study	Consultant will develop a draft Coordination Study as described in the Deliverables section. The draft Coordination Study will incorporate one set of consensus revisions from Project Lead and Community Partners prior to the presentation to the Steering Committee.
Deliverable review meeting #6 - Plan	Consultant will hold a project coordination meeting with Community Partners to review the draft Coordination Study and review revisions prior to the presentation to the Steering Committee.
Steering committee meeting #6 - Plan	Consultant will hold a steering committee meeting to provide an opportunity for the committee to discuss the draft Coordination Study. Materials will be sent to the members of the steering committee prior to the meeting. At the meeting, the Consultant will provide a brief overview of the deliverable’s content and members will have the opportunity to comment, ask questions, raise concerns, and suggest edits.
Public engagement event #6 – Open house	Consultant will conduct public visioning workshop pursuant to the Communications and Outreach Strategy, feedback will be anonymized and compiled into a summary report, which the Consultant will review and consolidate comments into a set of action items for consideration.
Pre-Final Coordination Study	Consultant will create a pre-final draft of the Coordination Study by incorporating comments from the open house, one set of consensus revisions to the strategy from the Steering Committee, one set of consensus revisions from Community partners and the Project Lead . The final Coordination Study shall incorporate said revisions prior to moving forward with the public hearing and posting of the document on the project website.
Community Partner meetings	Consultant will present the study at a meeting with Community Partners’ elected board and will be responsible for collecting any comments and suggestions and consolidating them into action items for revision or response.
<u>Final Deliverable #6</u> – Coordination Study	Consultant will finalize the Coordination Study by incorporating the action items for revision or response from the public hearing and the adoption meeting. The final Coordination Study shall incorporate said revisions prior to posting the document on the project website.

5. Study Area Map



Source: Chicago Metropolitan Agency for Planning, IDOT

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request approval of a supplement to the Phase I engineering contract with Baxter & Woodman Inc. for the Hassell Road Bicycle and Pedestrian Enhancement ITEP project in an amount not to exceed \$11,345

MEETING DATE: May 8, 2023

COMMITTEE: Transportation and Road Improvement

FROM: Phil Green, AICP, Transportation & Long Range Planner
Jenny Horn, AICP, Director of Planning & Transportation

PURPOSE: Request approval of a supplement to the Phase I engineering contract with Baxter & Woodman Inc. for the Hassell Road Bicycle and Pedestrian Enhancement ITEP project in an amount not to exceed \$11,345.

BACKGROUND: In 2021, the Village awarded a contract for Phase I engineering services to Baxter & Woodman Inc. in the amount of \$67,250 for the Hassell Road Bicycle and Pedestrian Enhancement ITEP project. The preliminary project scope includes pedestrian, bicycle, and other streetscape enhancements along Hassell Road, Pembroke Avenue, and Stonington Avenue as a way to improve safety and access for transit users of the Pace Barrington Road station. The project is federally and state funded through the Illinois Transportation Enhancement Program (ITEP).

DISCUSSION: Based on consultant and staff evaluation, it was decided that additional pedestrian improvements beyond the original scope should be added at the west entrance of Barrington Square Town Center and at Holbrook Lane. The change in scope requires a supplement to the original contract at a cost of \$11,345.

FINANCIAL IMPACT: The total grant award for the project is \$1,748,719, of which 80% is federal funded and the 20% is state funded. The additional \$11,345 for Phase I engineering will be the responsibility of the Village.

RECOMMENDATION: Request approval of a supplement to the Phase I engineering contract with Baxter & Woodman Inc. for the Hassell Road Bicycle and Pedestrian Enhancement ITEP project in an amount not to exceed \$11,345.



Local Public Agency Engineering Services Agreement

Using Federal Funds? [] Yes [x] No Agreement For: MFT PE Agreement Type: Supplement Number: 1

LOCAL PUBLIC AGENCY

Local Public Agency: Hoffman Estates County: Cook Section Number: 21-00109-00-BT Job Number: P-91-031-22 Project Number: U0PL(247) Contact Name: Alan Wenderski Phone Number: (847) 252-5802 Email: alan.wenderski@hoffmanestates.org

SECTION PROVISIONS

Local Street/Road Name: Hassell Road Key Route: 1100 Length: 1.09 mi Structure Number: N/A

Location Termini: Barrington Road to Huntington Blvd Add Location Remove Location

SECTION PROVISIONS

Local Street/Road Name: Pembroke Avenue Key Route: 2016 Length: 0.53 mi Structure Number: N/A

Location Termini: Hassell Road to End of Street Add Location Remove Location

SECTION PROVISIONS

Local Street/Road Name: Stonington Avenue Key Route: 2015 Length: 0.30 mi Structure Number: N/A

Location Termini: Pembroke Avenue to Hassell Road Add Location Remove Location

Project Description: The project includes completing a supplement to Phase I Engineering for additional pedestrian improvements located on Hassell Road at the west entrance of the Barrington Square Town Center and Holbrook Lane. Engineer's Project Number 211924.30.

Engineering Funding: [] MFT/TBP [] State [x] Other Local Anticipated Construction Funding: [x] Federal [] MFT/TBP [] State [] Other

AGREEMENT FOR

[x] Phase I - Preliminary Engineering [] Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name: Baxter & Woodman, Inc. Contact Name: Tom Slattery Phone Number: (815) 529-8751 Email: tslattery@baxterwoodman.com Address: 8678 Ridgfield Road City: Crystal Lake State: IL Zip Code: 60012

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514)
- EXHIBIT ___ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- _____
- _____
- _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
8. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).

10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
 - (c) For Non-Federal County Projects - (605 ILCS 5/5-409)
 - (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER. Such payments to be equal to the value of the partially completed work in all previous partial payments made to the ENGINEER.
 - (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Percent

Lump Sum

Specific Rate

Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where $FF = (0.33 + R) DL + \%SubDL$, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent

act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.

3. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for

at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
 - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Baxter & Woodman, Inc.	36-2845242	\$11,345.00
Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Subconsultant Total		
Prime Consultant Total		\$11,345.00
Total for all work		\$11,345.00

AGREEMENT SIGNATURES

Executed by the LPA:

Attest: The **Village** of **Hoffman Estates**

By (Signature & Date)
[Signature Box]

By (Signature & Date)
[Signature Box]

Local Public Agency Type
Hoffman Estates Clerk

Local Public Agency Type
Village

Title
Village President

(SEAL)

Executed by the ENGINEER:

Attest: Prime Consultant (Firm) Name
Baxter & Woodman, Inc.

By (Signature & Date)
Barbara Tobin Digitally signed by Barbara Tobin
Date: 2023.03.13 14:41:20 -05'00'

By (Signature & Date)
Dan Schug Digitally signed by Dan Schug
Date: 2023.03.13 14:49:54 -05'00'

Title
Deputy Secretary

Title
Associate Vice President

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)
[Signature Box]

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hoffman Estates	Baxter & Woodman, Inc.	Cook	21-00109-00-BT

**EXHIBIT A
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

The following summarizes our additional scope of services for the Phase I Engineering of this project:

1. **EARLY COORDINATION AND DATA COLLECTION**
 - Agency Coordination: Coordinate scope of work changes with the IDOT District and Central Offices.
 - Utility Coordination: Contact J.U.L.I.E. to identify utilities that have facilities along the project limits. Request utility atlas maps and plot locations and sizes of existing utilities in electronic drawings. Submit preliminary plans to utility companies so conflicts can be identified.

2. **TOPOGRAPHIC SURVEY**
 - Supplemental Survey: Additional topographic survey at Holbrook Lane.

3. **PRELIMINARY DESIGN**
 - Preliminary Design Development: Analyze the geometrics to establish the preferred alternative for pedestrian and vehicular improvements on Hassell Road at the west entrance of the Barrington Square Town Center and Holbrook Lane. Review right-of-way, impacts, and design constraints. Develop the preferred improvement plan. Identify design constraints including clear zone, obstructions, drainage limitations, and potential design exceptions. Include development of the following items in the preferred improvement:
 - o Existing and proposed pedestrian facilities
 - o New or replacement crosswalks with high visibility pavement markings and signage
 - o Detectable warning, sidewalk ramp installation, replacement and/or relocation to meet ADA requirements,
 - o Curb bump outs at Holbrook Lane

4. **DRAINAGE EVALUATION**
 - Drainage Evaluation: At Holbrook Lane, perform evaluation of the existing drainage system, an analysis of existing outlets, and design of proposed drainage improvements and include a summary of planned drainage improvements in the Project Development Report.

5. **ENVIRONMENTAL COORDINATION**
 - Environmental Survey: At Holbrook Lane and areas of proposed easements, prepare the Environmental Survey Request Form and related exhibits as required by IDOT. Submit to IDOT to determine potential environmental impacts. Biological, Archaeological, Historical surveys and Wetlands will be performed by the State.

6. **MEETINGS**
 - Meetings: The following meetings are anticipated for this project: IDOT (1) (Scope Change)

7. **MANAGE PROJECT**
 - Plan, schedule and control the activities that must be performed to complete the project including budget, schedule and scope. Coordinate with Village and project team to ensure the goals of the project are achieved.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hoffman Estates	Baxter & Woodman, Inc.	Cook	21-00109-00-BT

Deliverables: The following is a list of anticipated final deliverables to the Village for this project:

- o Electronic DGN, Geopak, Digital Photos, and GIS files used in project development including Plan, Survey, and Exhibits.
- o Electronic Record of Design files including agency correspondence, Project Development Report content, Environmental Reports, Estimates, Exhibits, and related electronic submittals (pdf or as appropriate). Baxter & Woodman utilizes an electronic filing system in lieu of hard copies.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hoffman Estates	Baxter & Woodman, Inc.	Cook	21-00109-00-BT

**EXHIBIT B
PROJECT SCHEDULE**

Phase I Engineering to be completed by October 31, 2023.
--

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hoffman Estates	Baxter & Woodman, Inc.	Cook	21-00109-00-BT

**Exhibit C
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)



Local Public Agency Village of Hoffman Estates	County Cook	Section Number 21-00109-00-BT
Prime Consultant (Firm) Name Baxter & Woodman, Inc.	Prepared By Tom Slattery	Date 3/10/2023
Consultant / Subconsultant Name 	Job Number P-91-031-22	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

Supplement #1

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS	OVERHEAD RATE	143.55%
START DATE	11/1/2022		COMPLEXITY FACTOR	
RAISE DATE	12/15/2022		% OF RAISE	2.00%
END DATE	10/31/2023			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	11/1/2022	12/15/2022	1	8.33%
1	12/16/2022	11/15/2023	11	93.50%

The total escalation = 1.83%

Local Public Agency

County

Section Number

Village of Hoffman Estates

Cook

21-00109-00-BT

Consultant / Subconsultant Name

Job Number

P-91-031-22

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	1.83%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Executive Vice President	\$78.00	\$79.43
Vice President	\$76.25	\$77.65
Engineer VII	\$68.68	\$69.94
Engineer VI	\$68.56	\$69.82
Engineer V	\$61.11	\$62.23
Engineer IV	\$51.45	\$52.39
Engineer III	\$42.89	\$43.68
Engineer II	\$37.57	\$38.26
Engineer I	\$32.25	\$32.84
Environ. Scientist V	\$57.88	\$58.94
Environ. Scientist II	\$36.75	\$37.42
Natural Resources Mngr.	\$52.00	\$52.95
Engineer Tech V	\$54.06	\$55.05
Engineer Tech IV	\$47.25	\$48.12
Engineer Tech III	\$38.25	\$38.95
Engineer Tech II	\$29.00	\$29.53
Engineer Tech I	\$25.15	\$25.61
Spatial Tech. Manager	\$62.00	\$63.14
Spatial Tech. Prof. III	\$45.38	\$46.21
Spatial Tech. Prof. II	\$34.50	\$35.13
Survey Manager	\$48.00	\$48.88
Surveyor, Project	\$38.00	\$38.70
Survey Tech.	\$27.00	\$27.50
CADD Technician III	\$44.75	\$45.57
Marketing Prof. IV	\$43.50	\$44.30
Marketing Prof. III	\$36.50	\$37.17
Admin. Support IV	\$40.75	\$41.50

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

Job Number

P-91-031-22

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	1	\$65.00	\$65.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$65.00

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

Job Number

P-91-031-22

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE **143.55%**

COMPLEXITY FACTOR **0**

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Early Coordination and Data Collection		8	454	652	150		1,256	11.07%
Topographic Survey	65	14	565	812	187		1,564	13.79%
Preliminary Design		48	2,112	3,031	697		5,840	51.48%
Drainage Evaluation		4	175	251	58		484	4.27%
Environmental Coordination		6	266	382	88		736	6.49%
Meetings		4	227	326	75		628	5.54%
Manage Project		4	279	401	92		772	6.80%
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Subconsultant DL							\$0.00	
Direct Costs Total ==>	\$65.00						\$65.00	0.57%
TOTALS		88	4,078	5,855	1,347	-	11,345	100.00%

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

Job Number

P-91-031-22

**AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Early Coordination and Data Collection			Topographic Survey			Preliminary Design			Drainage Evaluation			Environmental Coordination		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Executive Vice President	79.43	0.0																	
Vice President	77.65	0.0																	
Engineer VII	69.94	0.0																	
Engineer VI	69.82	10.0	11.36%	7.93	4	50.00%	34.91												
Engineer V	62.23	0.0																	
Engineer IV	52.39	0.0																	
Engineer III	43.68	56.0	63.64%	27.79	4	50.00%	21.84	2	14.29%	6.24	40	83.33%	36.40	4	100.00%	43.68	4	66.67%	29.12
Engineer II	38.26	0.0																	
Engineer I	32.84	0.0																	
Environ. Scientist V	58.94	0.0																	
Environ. Scientist II	37.42	0.0																	
Natural Resources Mngr.	52.95	0.0																	
Engineer Tech V	55.05	0.0																	
Engineer Tech IV	48.12	0.0																	
Engineer Tech III	38.95	0.0																	
Engineer Tech II	29.53	0.0																	
Engineer Tech I	25.61	0.0																	
Spatial Tech. Manager	63.14	0.0																	
Spatial Tech. Prof. III	46.21	0.0																	
Spatial Tech. Prof. II	35.13	0.0																	
Survey Manager	48.88	0.0																	
Surveyor, Project	38.70	10.0	11.36%	4.40				10	71.43%	27.64									
Survey Tech.	27.50	0.0																	
CADD Technician III	45.57	12.0	13.64%	6.21				2	14.29%	6.51	8	16.67%	7.60				2	33.33%	15.19
Marketing Prof. IV	44.30	0.0																	
Marketing Prof. III	37.17	0.0																	
Admin. Support IV	41.50	0.0																	
TOTALS		88.0	100%	\$46.34	8.0	100.00%	\$56.75	14.0	100%	\$40.39	48.0	100%	\$43.99	4.0	100%	\$43.68	6.0	100%	\$44.31

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

21-00109-00-BT

Consultant / Subconsultant Name

Job Number

P-91-031-22

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Meetings			Manage Project														
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg
Executive Vice President	79.43																		
Vice President	77.65																		
Engineer VII	69.94																		
Engineer VI	69.82	2	50.00%	34.91	4	100.00%	69.82												
Engineer V	62.23																		
Engineer IV	52.39																		
Engineer III	43.68	2	50.00%	21.84															
Engineer II	38.26																		
Engineer I	32.84																		
Environ. Scientist V	58.94																		
Environ. Scientist II	37.42																		
Natural Resources Mngr.	52.95																		
Engineer Tech V	55.05																		
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Engineer Tech III	38.95																		
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Spatial Tech. Prof. III	46.21																		
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Survey Manager	48.88																		
Surveyor, Project	38.70																		
Survey Tech.	27.50																		
CADD Technician III	45.57																		
Marketing Prof. IV	44.30																		
Marketing Prof. III	37.17																		
Admin. Support IV	41.50																		
TOTALS		4.0	100%	\$56.75	4.0	100%	\$69.82	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to:

- a. award a contract for construction engineering services for the Beverly Road Path & Resurfacing Project to Civiltech Engineering, Inc. of Itasca, IL, at a cost not to exceed \$342,684; and
- b. approve the IDOT Engineering Services Agreement for construction engineering services for the Beverly Road Path & Resurfacing Project

MEETING DATE: May 8, 2023

COMMITTEE: Transportation and Road Improvement

FROM: Alan Wenderski, Director of Engineering

PURPOSE: Request authorization to award a contract to Civiltech for construction engineering services for the Beverly Road Path and Resurfacing Project.

BACKGROUND: The project is located along Beverly Road between Beacon Pointe Drive and Prairie Stone Parkway. The project will provide an off-street bicycle facility along Beverly Road over I-90. Additionally, roadway resurfacing and bridge deck improvements will be completed.

Phase II engineering is ongoing and the project is currently scheduled for a construction letting in November 2023 with construction expected to occur between March and November of 2024.

The Village has received federal STP-L funding for a portion of the construction and construction engineering costs up to \$1,872,750.

DISCUSSION: In March 2023, a Request for Qualifications (RFQ) was released by the Village for construction engineering services. In response to the RFQ, 13 proposals were received. Due to the estimated cost of these services and the use of federal funding, the Qualifications Based Selection (QBS) process was utilized. As required by QBS, the proposals were evaluated based on their project approach and understanding of the work items, personnel assigned to the required tasks, similar experience on other projects, project schedule, and work load of the firms. Upon review, staff determined that Civiltech

DISCUSSION: (Continued)

provided the best quality proposal. The specific scope of services, staffing plan, estimated hours, salary, and direct costs were then negotiated with Civiltech in order to align with Village staff estimates, per QBS policy procedures.

The estimated cost of the construction engineering services from Civiltech is not to exceed \$342,684, which is consistent with staff estimates based on the project scope and expected duration of the construction. A copy of the proposed scope of services is attached. As federal funds are to be used for construction engineering services, IDOT approval of construction engineering services is required.

The full scope of the construction phase of the project includes installation of an off-street path, pavement resurfacing, traffic signal modernization, bridge deck modification, and bridge deck repairs. During Phase II, engineering it was discovered that additional repairs of the bridge deck and approach slabs would be required. The additional bridge work will require additional construction costs and a longer project duration. The increased construction duration was considered when estimating hours and costs for construction engineering services.

Construction will not occur until 2024 as the project is scheduled to be let by IDOT in November 2023. In order to maintain the project schedule, it is necessary to submit draft engineering services agreements to IDOT by August 2023.

FINANCIAL IMPACT:

The project (construction and construction engineering) is eligible for 75% federal funding up to a maximum reimbursable amount of \$1,872,750. The CIP identified \$330,000 for construction engineering in 2024 with \$247,500 being covered by federal STP-L funds and the remaining \$82,500 funded by the General Fund. The not to exceed amount of \$342,684 is over the amount identified in the CIP by \$12,684 making the total local share \$95,184.

The final source of funding for the total local share of \$95,184 will be identified in the 2024 budget. No funds will be expended in 2023 as all work is scheduled to be completed in 2024.

The Village is required to pay all invoices to Civiltech up front and submit a reimbursement request to IDOT for the federal STP-L share.

RECOMMENDATION:

Request authorization to:

- a. award a contract for construction engineering services for the Beverly Road Path & Resurfacing Project to Civiltech Engineering, Inc., of Itasca, IL, at a cost not to exceed \$342,684; and
- b. approve the IDOT Engineering Services Agreement for construction engineering services for the Beverly Road Path & Resurfacing Project.



Local Public Agency Engineering Services Agreement

Using Federal Funds? [X] Yes [] No Agreement For Federal CE

Agreement Type Original

LOCAL PUBLIC AGENCY

Local Public Agency Hoffman Estates County Cook Section Number 19-00106-00-RS Job Number C-91-071-23 Project Number KAFW(619) Contact Name Alan Wenderski, P.E. Phone Number (847) 252-5802 Email alan.wenderski@hoffmanestates.org

SECTION PROVISIONS

Local Street/Road Name Beverly Road Key Route FAU Route 3725 Length 0.41 Structure Number 016-2655

Location Termini Beacon Point Drive / EB I-90 On-ramp to Prairie Stone Parkway Add Location Remove Location

Project Description The work consists of earth excavation, pavement removal, construction of storm sewers, HMA binder and surface course, PCC pavement, combination concrete curb and gutter, traffic signal modification, bridge approach replacement, bridge deck modifications, landscaping, erosion control, modified urethane pavement markings, seeding, and all incidental and collateral work necessary to complete the project as shown on the plans and as described herein.

Engineering Funding [X] Federal [] MFT/TBP [] State [] Other Anticipated Construction Funding [X] Federal [] MFT/TBP [] State [] Other

AGREEMENT FOR

[X] Phase III - Construction Engineering

CONSULTANT

Prime Consultant (Firm) Name Civiltech Engineering, Inc. Contact Name James D. Ewers, PE Phone Number (630) 735-3383 Email jewers@civiltechinc.com

Address Two Pierce Pl, Suite 1400 City Itasca State IL Zip Code 60143

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge A full time LPA employee authorized to administer inherently governmental PROJECT activities

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514)
- BC 775
- BC 776
- _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of US Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Construction Engineering Contracts:
 - (a) The ENGINEER shall be prequalified with the STATE in Construction Inspection. All employees of the ENGINEER serving as the onsite resident construction supervisor or providing construction inspection shall have a valid Documentation of Contract Quantities certification.
 - (b) For all projects where testing is required, the ENGINEER shall obtain samples according to the STATE Bureau of Materials. "Manual of Test Procedures for Materials," submit STATE Bureau of Materials inspection reports; and verify compliance with contract specifications.
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
 - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. For Construction Engineering Contracts:
 - (a) To furnish a full time LPA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
 - (b) To submit approved forms BC 775 and BC 776 to the DEPARTMENT when federal funds are utilized.
4. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final Payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by LPA and DEPARTMENT, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
5. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Lump Sum

Specific Rate

Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where FF = (0.33 + R) DL + %SubDL, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

Field Office Overhead Rates: Field rates must be used for construction engineering projects expected to exceed one year in duration or if the construction engineering contract exceeds \$1,000,000 for any project duration.

6. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT, the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error

or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.

4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.
10. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy to maintain a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 12. For Construction Engineering Contracts:
 - (a) That all services are to be furnished as required by construction progress and as determined by the LPA employee In Responsible Charge. The ENGINEER shall complete all services herein within a time considered reasonable to the LPA, after the CONTRACTOR has completed the construction contract.
 - (b) That all field notes, test records and reports shall be turned over to and become the property of the LPA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
 - (c) That any difference between the ENGINEER and the LPA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LPA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
 - (d) That in the event that engineering and inspection services to be furnished and performed by the LPA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent employed on such work at the expense of the LPA.
 - (e) Inspection of all materials when inspection is not provided by the sources by the STATE Central Bureau of Materials, and submit inspection reports to the LPA and STATE in accordance with the STATE Central Bureau of Materials "Project Procedures Guide" and the policies of the STATE.

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Civiltech Engineering, Inc.	36-3606666	\$311,684.00
Subconsultants		
Rubino Engineering, Inc.	80-0450719	\$31,000.00
Subconsultant Total		\$31,000.00
Prime Consultant Total		\$311,684.00
Total for all work		\$342,684.00

AGREEMENT SIGNATURES

Attest: The of

By (Signature & Date)

By (Signature & Date)

Local Public Agency

Local Public Agency Type

Clerk

Title

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

By (Signature & Date)

Title

By (Signature & Date)

Title

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hoffman Estates	Civiltech Engineering, Inc.	Cook	19-00106-00-RS

EXHIBIT A
SCOPE OF SERVICES

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

See attached Exhibit A

Exhibit A

Beverly Road Resurfacing, Bike Path, traffic Signals

Village of Hoffman Estates

Route: Beverly Road Resurfacing
Local Agency: Village of Hoffman Estates
Section No.: 19-00106-00-RS
Proj. No.: KAFW (619)
Job No.: C-91-071-23
County: Cook
Contract No.:

SCOPE OF SERVICES

Civiltech will provide the following Scope of Services in conformance with the Illinois Department of Transportation's Standard Construction Engineering Agreement.

- Provide contract management including but not limited to contractor communications, utility coordination, and preparation / processing of pay requests and change orders.
- Act as resident construction supervisor and coordinate with the Village of Hoffman Estates, Cook County, and IDOT.
- Provide construction inspection service to ensure that the project is being constructed according to specifications.
- Provide material testing for the project to ensure compliance with the contract specifications in accordance with the STATE BMPR "Project Procedures Guide" and the STATE BMPR "Manual of Test Procedures for Materials". STATE BMPR Inspection reports can include:
 - Concrete
 - Hot-Mix Asphalt
 - Soils
 - Aggregates
- Provide Quality Assurance services required by IDOT. Personnel shall have completed the appropriate STATE BMPR QC/QA trained technician classes.
- Provide verification of construction layout (to be completed by the contractor).
- Prepare daily and weekly work reports per IDOT Standards.
- Keep construction documentation per IDOT requirements.
- Provide measurement and computation of pay items.
- Inspect and document the adequacy of the establishment and maintenance of the traffic control.
- Complete all necessary shop drawing reviews.
- Provide plan revisions to reflect as built conditions.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hoffman Estates	Civiltech Engineering, Inc.	Cook	19-00106-00-RS

**EXHIBIT B
PROJECT SCHEDULE**

See attached Exhibit B

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hoffman Estates	Civiltech Engineering, Inc.	Cook	19-00106-00-RS

**Exhibit C
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
Project Understanding	25%
Technical Approach	25%
Firm Experience / Past Performance	20%
Staff Capabilities	20%
Specialized experience - Federal aid construction projects	10%

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Selection committee (titles) for this project

Top three consultants ranked for this project in order	
1	Civiltech Engineering, Inc.
2	V3
3	Thomas Engineering

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Hoffman Estates	Civiltech Engineering, Inc.	Cook	19-00106-00-RS
16 LPA is a home rule community (Exempt from QBS).			<input checked="" type="checkbox"/> <input type="checkbox"/>



Local Public Agency Hoffman Estates	County Cook	Section Number 19-00106-00-RS
Prime Consultant (Firm) Name Civiltech Engineering, Inc.	Prepared By James D. Ewers, P.E.	Date 4/24/2023
Consultant / Subconsultant Name Civiltech Engineering, Inc.	Job Number C-91-071-23	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	9	MONTHS	OVERHEAD RATE	120.55%
START DATE	4/1/2024		COMPLEXITY FACTOR	0
RAISE DATE	4/1/2024		% OF RAISE	2.00%
END DATE	12/31/2024			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	4/1/2024	4/1/2024	0	0.00%
1	4/2/2024	1/1/2025	9	102.00%

The total escalation = 2.00%

Local Public Agency	County	Section Number
Hoffman Estates	Cook	19-00106-00-RS
Consultant / Subconsultant Name		Job Number
Civiltech Engineering, Inc.		C-91-071-23

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total	Contribution to Prime Consultant
Rubino Engineering, Inc.	7,800.00	780.00
Total	7,800.00	780.00

NOTE: Only subconsultants who fill out a cost estimate that splits out direct labor may be listed on this sheet.

Local Public Agency

Hoffman Estates

County

Cook

Section Number

19-00106-00-RS

Consultant / Subconsultant Name

Civiltech Engineering, Inc.

Job Number

C-91-071-23

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	280	\$65.00	\$18,200.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)	486	\$0.86	\$417.96
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost	10	\$10.00	\$100.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00

TOTAL DIRECT COSTS: \$18,717.96

DLR 05514 (Rev. 02/09/23) DIRECT COSTS

Local Public Agency

Hoffman Estates

County

Cook

Section Number

19-00106-00-RS

Consultant / Subconsultant Name

Civiltech Engineering, Inc.

Job Number

C-91-071-23

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 120.55%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Construction Inspection		1854	86,959	104,829	28,697		220,485	64.34%
Construction Documentation		569	28,549	34,416	9,421		72,386	21.12%
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Rubino (Mat's Inspect)			-	-	-	31,000	31,000	9.05%
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Subconsultant DL							\$95.07	0.03%
Direct Costs Total ==>	\$0.00						\$18,717.96	5.46%
TOTALS		2423	115,508	139,245	38,118	31,000	342,684	100.00%

254,753

BLR 05514 (Rev. 02/09/23)

Local Public Agency

Hoffman Estates

County

Cook

Section Number

19-00106-00-RS

Consultant / Subconsultant Name

Civiltech Engineering, Inc.

Job Number

C-91-071-23

**AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Construction Inspection			Construction Documentation											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Res. Engr. V	62.15	804.0	33.18%	20.62	562	30.31%	18.84	242	42.53%	26.43									
Res. Engr. II	39.78	1,531.0	63.19%	25.14	1224	66.02%	26.26	307	53.95%	21.46									
Field Technician I	33.92	0.0																	
Chief Layout Specialist	42.59	64.0	2.64%	1.12	56	3.02%	1.29	8	1.41%	0.60									
Structural Engr. IV	47.35	0.0																	
Senior Proj Mngr (QA Rep)	79.69	24.0	0.99%	0.79	12	0.65%	0.52	12	2.11%	1.68									
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TOTALS		2423.0	100%	\$47.67	1854.0	100.00%	\$46.90	569.0	100%	\$50.17	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF DEVELOPMENT SERVICES
TRANSPORTATION DIVISION MONTHLY REPORT

SUBMITTED TO: TRANSPORTATION & ROAD IMPROVEMENT COMMITTEE
BY: Jennifer Horn, Director of Planning & Transportation *Jennifer Horn*

May 2023

GENERAL UPDATES

- ◆ Staff held a series of meetings with CMAP and Harper College to discuss an upcoming regional transit study, specifically focused on paratransit needs. As a result of these conversations, the Village will enter as a partner in the study which is being fully funded by CMAP. Specifically, the study will now look at recommendations for the Village's Taxi Discount Program. The committee will consider a Memorandum of Understanding with CMAP on May 8.
- ◆ Staff presented at the Senior Citizen Commission Luncheon on available transportation programs including bus services from the Townships and the Village's Taxi Discount Program. The presentation was well received and over 100 flyers were distributed.

TRANSPORTATION PROJECT UPDATES

Bike/Pedestrian Projects in Design

PROJECT	STATUS
Beverly Road Bicycle Facility and Resurfacing (Invest in Cook, STP-L) <i>Lead Agency: VOHE</i> <i>Scope: Resurfacing from Prairie Stone Pkwy to Beacon Pointe Dr. and construction of a barrier separated off-street path on the west side of Beverly Rd.</i>	Phase II Engineering in progress (Civiltech). STP-L funding for construction and construction engineering included in FY 2024 (75%). RFQ issued for construction engineering and under review.
Central Road Off-Street Bike Facility (Access to Transit / CMAQ) <i>Lead Agency: Cook County</i> <i>Scope: Off-street path along the north side of Central Road from the Paul Douglas Forest Preserve path on to the Pace Park-n-Ride at Barrington Rd.</i>	Phase II Engineering underway (Ciorba Group) with Cook County as lead. Project check-in held on May 2.
Gannon Drive Bicycle and Roadway Resurfacing Project (Invest in Cook) <i>Lead Agency: VOHE</i> <i>Scope: Resurfacing Gannon Drive and incorporating bicycle accommodations between Higgins Rd. and Golf Rd.</i>	Phase I Engineering in progress (TranSystems). Kick-off meeting with IDOT held April 7. Completion of Phase 1 expected May 2024.
Hassell Road Ped/Bike Enhancement Project (ITEP) <i>Lead Agency: VOHE</i> <i>Scope: Ped/bike streetscape and safety enhancements along Hassell Rd., Pembroke and Stonington Aves. leading to Pace Barrington Rd. transit station.</i>	Phase I Engineering in progress (Baxter & Woodman). Public meeting to be scheduled. Phase I design approval expected in October 2023.
Shoe Factory Road Reconstruction and Off-Street Path <i>Lead Agency: Cook County</i> <i>Scope: Widen and reconstruct Shoe Factory Road from east of Beverly Road to Essex Drive with off-road path north of Shoe Factory Road, west of Beverly.</i>	Phase II Engineering in progress (Civiltech), ROW and utility relocations in progress. Awaiting IGA from Cook County. Construction expected in 2024.

Roadway Projects in Design

PROJECT	STATUS
Barrington Road Widening - Algonquin to Central Road <i>Lead Agency: IDOT</i>	IDOT MYP for 2024-2028. VOHE to cost share for Opticom and pedestrian signal improvements per 2018 LOI.
Golf Road / Barrington Road Intersection Improvement Study <i>Lead Agency: IDOT</i>	Phase I Engineering in progress. Pending LOI with IDOT.
Higgins Road / Huntington Blvd. Intersection Study <i>Lead Agency: IDOT</i> <i>Scope: Westbound right-turn lane, pedestrian crossing on the east leg, traffic signal replacement, ADA ramp improvements, and bicyclist activated push button at the southeast corner of intersection.</i>	Phase I Engineering completed. Village notified that the project is not included in IDOT FY2023-2028 proposed Highway Improvement Program.

Roadway Projects – Under Construction

PROJECT	STATUS
2023 Village Street Revitalization Project <i>Lead Agency: VOHE</i>	Street project underway as of April 17. Regular communications being sent.
2022 Village Street Revitalization Project <i>Lead Agency: VOHE</i>	Work on Dixon Dr and Dixon Ct complete. Overall project punch list work ongoing.
Barrington Road Resurfacing Project <i>Lead Agency: IDOT</i> <i>Scope: Resurface Barrington Road between Dundee Road (IL Route 68) and Algonquin Road (IL Route 62).</i>	Work is expected to begin no later than May 15 and be completed by the end of July. Note this is outside of VOHE boundaries but close enough to potentially impact residents.
Bode Road Resurfacing - Barrington Road to Schaumburg Road <i>Lead Agency: Village of Schaumburg</i>	Under construction.

TRANSIT UPDATES

Taxi Discount Program

Program registration is ongoing with identification cards and coupons sent to residents. Since its inception, 790 residents have registered for the program, with 333 current eligible registrants. The graph below shows historical, year-to-date use, and an estimate of the 2023 usage. The most recent coupons turned in covered through the end of March.

TAXI DISCOUNT PROGRAM: RIDES PER YEAR

