

**Meeting Members:**  
Karen Arnet, Chairperson  
Patrick Kinnane, Vice-Chairperson  
Gary Stanton, Trustee  
Karen Mills, Trustee  
Anna Newell, Trustee  
Gary Pilafas, Trustee  
William McLeod, Mayor

## Village of Hoffman Estates

### Transportation and Road Improvement Committee Meeting Agenda

October 9, 2023

Immediately following General Administration & Personnel  
Village Hall, 1900 Hassell Road, Hoffman Estates, IL 60169

*If online, insert URL.*

- I. Roll Call
- II. Approval of Minutes - September 11, 2023
- III. Public Comment

#### NEW BUSINESS

1. Review of a request to modify parking restrictions on East Thacker Street between Aberdeen Street and the west side of James B. Conant High School.
2. Review of a request to modify parking restrictions on Grand Canyon Parkway at the intersection with Higgins Road.
3. Request authorization to award contract for Phase II engineering services for the 2025 STP Hassell Road Resurfacing Project to Civiltech Engineering, Inc., of Itasca, IL, in an amount not to exceed \$94,696.

#### REPORTS (INFORMATION ONLY)

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

**TRANSPORTATION & ROAD IMPROVEMENT  
COMMITTEE MEETING MINUTES**

September 11, 2023

**I. Roll Call**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Eric Palm, Village Manager  
Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Patrick Seger, Director HRM  
Alan Wenderski, Dir. Engineering  
Kevin Kramer, Economic Dev. Dir.  
Joe Weesner, Senior Trans. Engineer  
Ric Signorella, Multimedia Manager**

The Transportation & Road Improvement Committee meeting was called to order at 6:38 p.m.

**II. Approval of Minutes**

Motion by Trustee Stanton, seconded by Trustee Kinnane, to approve the Transportation & Road Improvement Committee meeting minutes from August 7, 2023. Voice vote taken. All ayes (Abstain: Mills). Motion carried.

**III. Public Comment**

**NEW BUSINESS**

**1. Review of request for handicapped parking on Chelmsford Place.**

An item summary sheet from Joe Weesner was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Stanton, to approve request for handicapped parking space with a sign on the west side of Chelmsford Place, in close proximity to 1971 Chelmsford Place. Voice vote taken. All ayes. Motion carried.

**2. Request approval of Change Order #1 to the contract with TranSystems of Schaumburg, IL, for Phase 1 engineering services for the Gannon Drive Resurfacing and Bicycle Facility project in the amount of \$44,646 for a total not to exceed cost of \$158,883.**

An item summary sheet from Al Wenderski was presented to Committee.

Al Wenderski addressed the Committee and reported that IDOT is requiring additional services, including a capacity analysis at Gannon Drive/Golf Road and at Gannon Drive/Higgins Road and an intersection design study at Gannon Drive/Golf Road.

Motion by Trustee Kinnane, seconded by Mayor McLeod, to approve Change Order #1 to the contract with TranSystems of Schaumburg, IL for Phase 1 engineering services for the Gannon Drive Resurfacing and Bicycle Facility project in the amount of \$44,646 for a total not to exceed cost of \$158,883. Voice vote taken. All ayes. Motion carried.

### **REPORTS (INFORMATION ONLY)**

#### **1. Transportation Division Monthly Report.**

The Transportation Division Monthly Report was received and filed.

#### **IV. President's Report**

#### **V. Other**

#### **VI. Items in Review**

#### **VII. Adjournment**

Motion by Trustee Stanton, seconded by Trustee Mills, to adjourn the meeting at 6:44 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

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Debbie Schoop, Executive Assistant

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Date

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Review of a request to modify parking restrictions on East Thacker Street between Aberdeen Street and the west side of James B. Conant High School

**MEETING DATE:** October 9, 2023

**COMMITTEE:** Transportation and Road Improvement

**FROM:** Joseph Weesner, Senior Transportation Engineer

**PURPOSE:** To review a request to modify parking restrictions on East Thacker Street between Aberdeen Street and the west side of James B. Conant High School.

**BACKGROUND:** James B. Conant High School is located in Township High School District 211 on Cougar Trail between Plum Grove Road and East Thacker Street. The western access to the school is provided by East Thacker Street, which continues to the east as Cougar Trail.

East Thacker Street is a minor collector street with a width of 37 feet, measured from the back of curb, and a speed limit of 20 mph. Parking is allowed on both sides of the street. A resident permit is required to park on the street on school days from August 20 to June 20 between the hours of 8:00 AM and 4:00 PM.

Cougar Trail is a minor collector street on the campus of Conant High School with a width that varies from 27 feet to 39 feet. The street is under the jurisdiction of Township High School District 211 and is posted as a school zone with a speed limit of 15 mph.

Aberdeen Street is a local street with a width of 27 feet, measured from back of curb, and a speed limit of 20 mph. Parking is allowed on the east side of the street. A resident permit is required to park on the street on school days from August 20 to June 20 between the hours of 8:00 AM and 4:00 PM.

**DISCUSSION:** The Hoffman Estates Police Department (HEPD) had contacted staff to discuss the traffic conditions observed on East Thacker Street during school days when parents are arriving to drop off and pick up their children and buses are entering and departing school grounds. Police staff have observed significant recurring congestion on Cougar

**DISCUSSION: (Continued)**

Trail and East Thacker Street. The presence of standing vehicles impedes two-way traffic on East Thacker Street, particularly when cars are standing on both sides of the street and one of the moving vehicles is a bus or a large truck.

The impact of the proposed parking restriction is expected to be minimal. The proposed restriction will affect two houses that have access to East Thacker Street, with approximately 120 feet of available parking on each side of the street. Residents at these houses have contacted HEPD with complaints of standing vehicles across their driveways and obstructing the street.

Parking will continue to be allowed on the street from 4:00 PM to 8:00 AM on school days, and at all other times. Parking on adjacent streets is not proposed to be changed and will continue to be available subject to the existing permit requirements on school days. A map of East Thacker Street in the vicinity of Aberdeen Street is attached, with the existing and proposed parking restrictions highlighted.

Staff recommends a parking prohibition along both sides of East Thacker Street between Aberdeen Street and Cougar Trail, which begins at the western boundary of James B. Conant High School. The prohibition is recommended to be in effect on school days between 8:00 AM and 4:00 PM, which is consistent with the time period that a resident parking permit is required for on-street parking in the vicinity of the high school.

**RECOMMENDATION:**

Prohibit parking on the north and south side of East Thacker Street between Aberdeen Street and Cougar Trail. This restriction will be in effect only on school days from 8:00 AM to 4:00 PM.

A draft ordinance is attached.

Attachments



**Legend**

- Existing parking prohibition
- Existing permit parking restriction
- ⋯ Proposed time parking restriction

Proposed Parking Restriction Changes on East Thacker Street

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AMENDING SECTION 6-2-1-HE-11-1302-A AND SECTION 6-2-1-HE-11-1313-A OF THE HOFFMAN ESTATES MUNICIPAL CODE**

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, as follows:

Section 1: That Section 6-2-1-HE-11-1302-A, ADDITIONAL NO PARKING STREETS AND AREAS, of the Hoffman Estates Municipal Code be amended by adding sub-sections 322 and 323, to read as follows:

322. On both sides of East Thacker Street from Aberdeen Street to the western property line of James B. Conant High School, between the hours of 8:00 AM and 4:00 PM on school days.

323. On the east side of Grand Canyon Parkway from the stop bar at Higgins Road to a point approximately 325 feet southwest of the stop bar, measured along the east edge of pavement.

Section 2: That Section 6-2-1-HE-11-1313-A, PERMIT PARKING, of the Hoffman Estates Municipal Code be amended by amending sub-section 18 to read as follows:

18. East Thacker Street from its western terminus to Aberdeen Street.

Section 3: That the Village Clerk is hereby authorized to publish this Ordinance in pamphlet form.

Section 4: That this Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2023

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Review of a request to modify parking restrictions on Grand Canyon Parkway at the intersection with Higgins Road

**MEETING DATE:** October 9, 2023

**COMMITTEE:** Transportation and Road Improvement

**FROM:** Joseph Weesner, Senior Transportation Engineer

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**PURPOSE:** To review a request to modify parking restrictions on the east side of Grand Canyon Parkway at Higgins Road.

**BACKGROUND:** Grand Canyon Parkway is a minor collector street with a width of 37 feet, measured from the back of curb, and a speed limit of 30 mph. It extends from Higgins Road to Bode Road. At the intersection with Higgins Road, a northbound right turn lane, a northbound shared through and left turn lane, and a southbound lane are marked and designated. There are no other lane markings except a centerline marking near the intersection with Bode Road. Parking is allowed on the east side of the street.

Higgins Road is a major arterial street with a width of approximately 136 feet in the vicinity of Grand Canyon Parkway, measured from edge of pavement to edge of pavement. At the signalized intersection with Grand Canyon Parkway, there is a left turn lane, three through lanes, and a right turn lane on the west leg of Higgins Road. On the east leg, there is a left turn lane, two through lanes, and a shared through and right turn lane. The north leg is a two-lane drive serving several businesses. Higgins Road is under the jurisdiction of the Illinois Department of Transportation and is posted with a speed limit of 45 mph.

South of the intersection with Higgins Road, there is an apartment community on the east side of Grand Canyon Parkway and an office development with two multi-story buildings on the west side.

**DISCUSSION:** The Hoffman Estates Police Department (HEPD) had contacted staff to discuss the traffic conditions observed on Grand Canyon Parkway immediately south of its signalized intersection with Higgins Road. Officers had observed vehicles parked on the east side of Grand Canyon Parkway near the south end of the northbound lane markings.



**DISCUSSION: (Continued)**

The parked vehicles caused northbound vehicles to encroach on and cross over the centerline markings.

The impact of the proposed parking restriction is expected to be minimal. There are currently no parking restrictions posted on the east side of Grand Canyon Parkway near Higgins Road. The proposed restriction will begin approximately 300 feet south of the northbound stop bar and 75 feet south of the beginning of the northbound lane markings. The proposed restrictions will remove space for three cars on the street outside the marked right turn lane. An aerial image of Grand Canyon Parkway in the vicinity of Higgins Road is attached, with the existing and proposed parking restrictions highlighted.

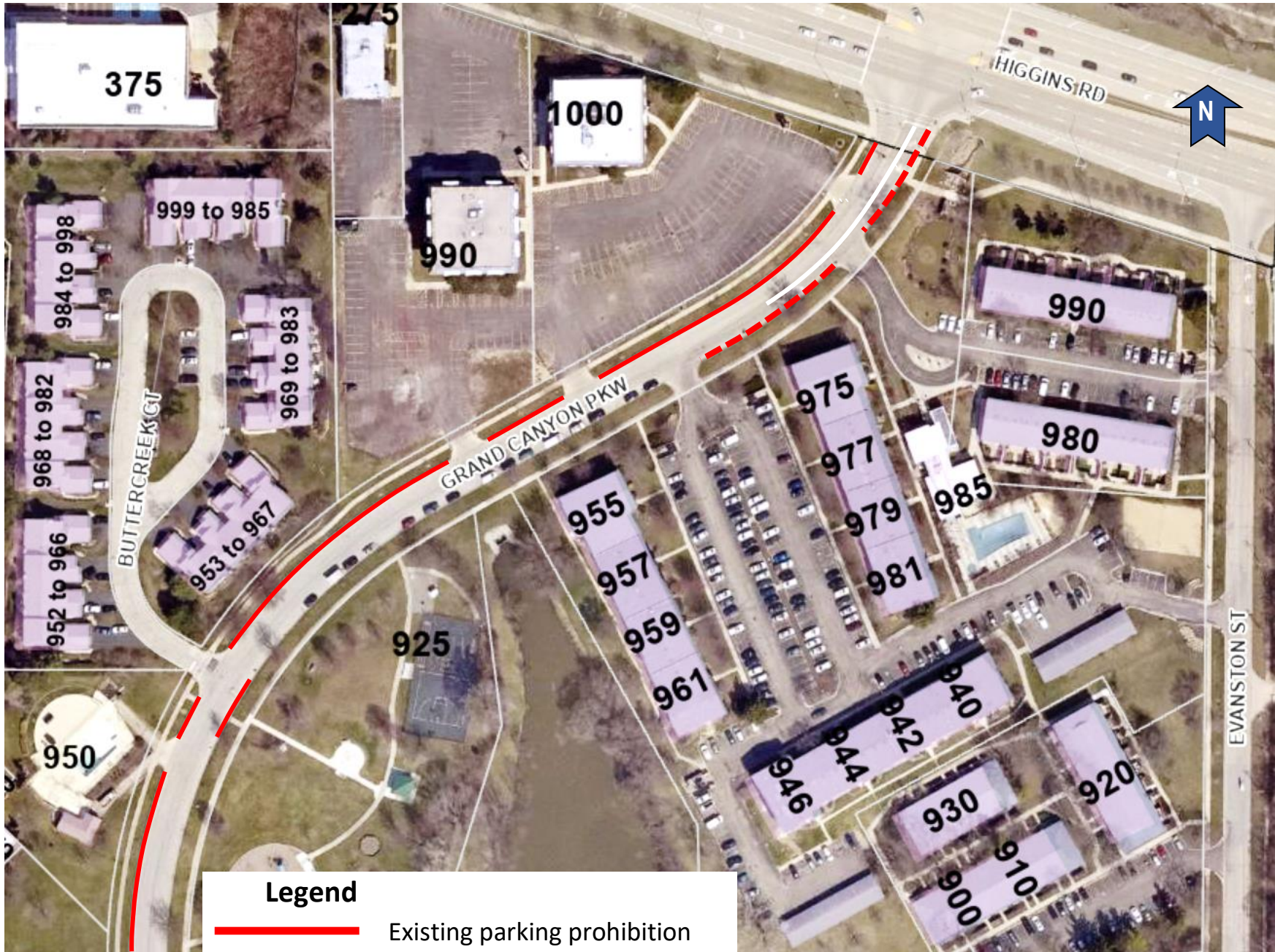
Staff recommends a parking prohibition on the east side of Grand Canyon Parkway from Higgins Road south for approximately 300 feet, to the north side of the second apartment driveway.

**RECOMMENDATION:**

Prohibit parking on the east side of Grand Canyon Parkway from Higgins Road to a point 300 feet south of Higgins Road.

A draft ordinance is attached.

Attachments



Proposed Parking Restriction Changes on Grand Canyon Parkway

VILLAGE OF HOFFMAN ESTATES

**AN ORDINANCE AMENDING SECTION 6-2-1-HE-11-1302-A AND SECTION 6-2-1-HE-11-1313-A OF THE HOFFMAN ESTATES MUNICIPAL CODE**

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PASSED THIS \_\_\_\_\_ day of \_\_\_\_\_, 2023

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Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2023

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

Published in pamphlet form this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**COMMITTEE AGENDA ITEM  
VILLAGE OF HOFFMAN ESTATES**

**SUBJECT:** Request authorization to award contract for Phase II engineering services for the 2025 STP Hassell Road Resurfacing Project to Civiltech Engineering, Inc., of Itasca, IL, in an amount not to exceed \$94,696.

**MEETING DATE:** October 9, 2023

**COMMITTEE:** Transportation and Road Improvement

**FROM:** Alan Wenderski, Director of Engineering

**PURPOSE:** Recommend approval of award of contract for Phase II design engineering services for the 2025 STP Hassell Road Resurfacing project.

**BACKGROUND:** The project is located on Hassell Road between Fairway Court and Rosedale Lane. The project scope includes pavement resurfacing along with curb & gutter and sidewalk repairs. Design approval (Phase I engineering) was granted by IDOT in March 2022. A Surface Transportation Program – Local (STP-L) application for funding was submitted and approved in late 2022. The STP-L funding was granted for fiscal year 2025 and provides 75% funding for construction and construction engineering costs up to \$726,000.

Since STP-L funding is being utilized, Phase II engineering and subsequent project letting for construction must be coordinated with IDOT. It is necessary to begin Phase II engineering by the start of 2024 to meet IDOT’s submittal deadlines for a scheduled March 2025 letting.

**DISCUSSION:** Utilizing the prequalified engineering services short list, an RFP was sent to six firms (Ciorba, Civiltech, HR Green, Robinson, TranSystems, and V3). Four proposals were received (Civiltech, Ciorba, Robinson, and V3) and reviewed by staff. The proposals were evaluated based on project approach and understanding, personnel assigned to the project, experience on comparable projects, and project schedule.<sup>1</sup>

<sup>1</sup> As a reminder, under the Qualified Based Selection (QBS) system utilized by the Village, the initial responses do not include cost proposals. Once the most qualified proposal is selected based on the scope of services, the Village asks for proposed scope, hours and fee which are negotiated by Staff before being presented to the Committee/Board for approval.

**DISCUSSION: (Continued)**

Upon review, it was determined that Civiltech provided the best overall proposal based on the evaluation criteria above. Upon staff request, Civiltech submitted proposed scope, hours, and fees which were then reviewed and revised per staff comment. The full scope, hours, and fees are attached as part of the agreement.

The general scope of services includes:

1. Review of existing conditions
2. Spot field survey
3. IDOT Coordination
4. Preliminary (65%) and Pre-Final (90%) plans
5. Final Plans (100%)

As STP-L funding will be utilized for the construction phase, coordination with IDOT throughout Phase II design and project letting is required. IDOT coordination, including responding to multiple plan reviews, adds a significant amount of effort to the Phase II scope of services. The full scope of services and not to exceed cost take into account the additional efforts required. There is potential that some cost savings can be realized when further direction on submittal requirements is provided by IDOT at the Phase II kick-off meeting.

**FINANCIAL IMPACT:**

No funds were budgeted in 2023 as expenses were not planned until the 2024 budget year. While a small amount of work effort and costs are now expected to occur this year, most costs will occur in 2024.

Road Improvement Fund balance is available for the portion of costs expected in 2023. The proposed 2024 CIP/Budget will identify funding for the balance.

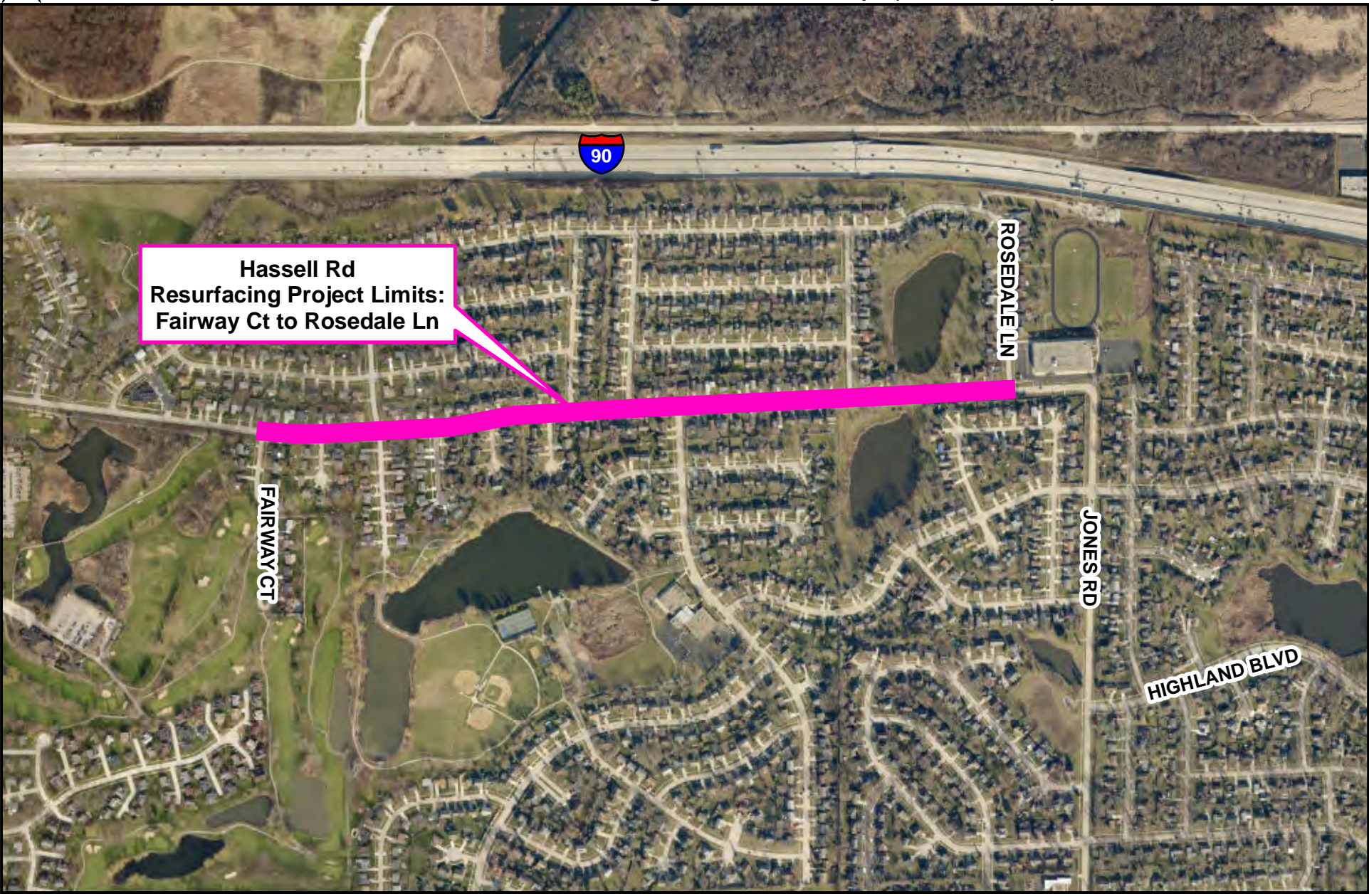
**RECOMMENDATION:**

Request authorization to award contract for Phase II engineering services for the 2025 STP Hassell Road Resurfacing Project to Civiltech Engineering, Inc., of Itasca, IL, in an amount not to exceed \$94,696.

Attachments



# Hassell Rd Resurfacing Location Map (FAU 1100)



**Hassell Rd  
Resurfacing Project Limits:  
Fairway Ct to Rosedale Ln**



**FAIRWAY CT**

**ROSEDALE LN**

**JONES RD**

**HIGHLAND BLVD**

1 inch = 750 feet

Engineering Division  
Village of Hoffman Estates

# VILLAGE OF HOFFMAN ESTATES

## Design Engineering Services Agreement

This Professional Services Agreement (the “Agreement”) is made and entered into this \_\_\_\_\_ day of October, 2023, by and between the VILLAGE OF HOFFMAN ESTATES, ILLINOIS, a municipal corporation located at 1900 Hassell Road, Hoffman Estates, IL (“Village”) and Civiltech Engineering, Inc., with a principal place of business at Two Pierce Place in Itasca, Illinois (“Contractor”) and sets forth the terms and conditions under which Contractor agrees to perform certain land surveying services as set forth below.

This Agreement is made pursuant to Hoffman Estates RFP dated August 23, 2023 and Contractor’s Proposal attached hereto as Exhibit A and incorporated herein by reference.

### 1. SERVICES

Contractor shall perform engineering services detailed in scope of services, attached hereto as Exhibit A and incorporated herein by reference, at various locations within the Village of Hoffman Estates, Illinois.

Other than what is provided in Paragraph 3 below, Village shall not be responsible for the cost of materials and equipment necessary for the performance of the Services.

No claim for services furnished by Contractor, not specifically provided for in this Agreement, shall be allowed by the Village nor shall Contractor perform any services or furnish any material not covered by this Agreement without prior written approval by Village. Such approval shall be considered a modification of this Agreement.

### 2. TERM AND TERMINATION

This Agreement shall be effective and binding upon execution. The parties agree that the time for completion of the services outlined in Exhibit A is April 30, 2025. Failure to complete the services outlined in Exhibit A by April 30, 2025 shall be considered a breach of this Agreement unless an extension is agreed to in writing by both parties.

### 3. FEES AND PAYMENT TERMS

The total cost for services shall not exceed \$94,696.

Costs include all mobilization, equipment and labor charges incurred throughout the duration of the services. Traffic control, heavy clearing, root cutting, waste hauling and disposal, structure location, municipal water usage license, fees, permits, and or deposits are not considered part of the fee.

Any fee for additional services must be agreed to in writing by the Village.

Contractor shall not incur any expenses or costs on behalf of the Village or in performing the Services, other than what is provided for above, unless Village specifically authorizes in advance such expenses or costs in writing. Such additional expenses may include, but are not limited to, travel and lodging expenses.

#### 4. RELATIONSHIP OF THE PARTIES

In performing Services hereunder, Contractor shall at all times act as an independent contractor and not as an agent or employee of Village. The Services shall be completed to the satisfaction of Village; however the actual details of the Services shall be under Contractor's control. Contractor agrees to comply with all applicable state and federal statutes and the Municipal Code of the Village. Contractor further agrees to indemnify and hold Village harmless for any and all claims made arising out of Contractor's breach of the obligations contained in this paragraph.

Contractor is in no way authorized to make any agreement, warranty or representation on behalf of Village or to incur any expenses or implied obligation on behalf of Village without first obtaining Village's prior written consent.

#### 5. INSURANCE

At Contractor's sole expense, Contractor shall be required to maintain at all times insurance of such types and such amounts, as are necessary to cover responsibilities and liabilities on a project of the character contemplated under this proposal. The Consultant shall meet all insurance requirements as stated in Article 107.27 of the "Standard Specifications for Road and Bridge Construction" adopted January 1, 2022. All insurance policies obtained for the project shall include the Village of Hoffman Estates and its duly authorized representatives as an additional insured.

Village shall be named as an additional insured and the address for certificate holder must read exactly as:

Village of Hoffman Estates  
1900 Hassell Rd.  
Hoffman Estates, IL

#### 6. THIRD PARTY MATERIALS

Contractor will not prepare any deliverables or other material for Village that contains any limitations by third parties on its use without first securing either (i) Village's prior written approval of such limitations, or (ii) the third party's prior written waiver of such limitations. Contractor will not use any materials produced or provided by any third party ("Third Party Materials") having said limitations without having secured the appropriate licenses or prior written approval of each said third party. In addition, Contractor will not, without Village's prior written approval, use any Third Party Materials pursuant to licenses or agreements that limit or prohibit the assignment of Contractor's rights in and to such Third Party Materials to Village or





10. GOVERNING LAW AND VENUE

The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court in Cook Village, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

11. COMPLIANCE WITH LAWS

Each party hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations.

12. SEVERABILITY

The invalidity or unenforceability of any particular word, phrase, sentence, paragraph or provision of this Agreement shall not affect the other words, phrases, sentences, paragraphs or provisions hereof. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted and the remainder construed so as to give them meaningful and valid effect. It is the intention of the parties that if any particular provision of this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, the provision shall have the meaning which renders it valid.

13. WAIVER

Either Party's failure to insist upon strict compliance with any provision hereof or its failure to enforce any rights or remedy in any instance shall not constitute or be deemed to be a waiver of any provision, right or remedy.

14. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with regard to the subject matter contained herein and supersedes all prior agreements and understandings between the parties dealing with such subject matter, whether written or oral. No agreement hereafter made between the parties shall be binding on either party unless reduced in writing and signed by the party sought to be bound thereby.

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

**The Village of Hoffman Estates**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Civiltech Engineering, Inc.**

By:  \_\_\_\_\_

Printed Name: Jonathan R. Vana

Title: President

Date: 10/03/2023

# **EXHIBIT A**

**PROJECT UNDERSTANDING**

**SCOPE OF SERVICES**

**COST ESTIMATE OF CONSULTANT  
SERVICES**

**SCHEDULE**



## I. PROJECT UNDERSTANDING

Hoffman Estates (Village) is proposing to resurface Hassell Road from Fairway Court to Rosedale Lane. The Village has secured Federal STP funds for construction and construction engineering, and plans to use local funds for the Phase 2 design.

The improvements are anticipated to consist of:

- Milling and resurfacing of the existing HMA pavement
- Patching of the existing pavement and curb and gutter
- ADA ramp upgrades at all intersections
- Replacement of striping and installation of new signing

All work will be within the Village's right-of-way, therefore no land acquisition services will be required.

## SCOPE OF SERVICES – DESIGN ENGINEERING PHASE

### 1. Data Collection and Early Coordination

**A. Initial Meeting with Village** - Prior to our initial meeting with the Village, the Phase II staff will review the Request for Proposals and Phase I document to familiarize ourselves with the project. We will come to the meeting prepared to discuss the project and schedule, discuss permitting submittals and agency coordination, and request any outstanding or updated information from the Village.

**B. Obtain/Update and Review Record Data** - We will obtain and review available Village data including, but not limited to, subdivision plans and plats, record plans, geotechnical reports, right-of-way data, sewer videos, aerial photography and contour mapping, other existing plans, and municipal utility atlases.

**C. Preliminary Utility Company Coordination** - We will call in a Design-Stage J.U.L.I.E. locate request and send letters and project location maps to the utility companies within the project limits requesting copies of their utility atlases.

**D. Topographic Survey** - Limited topographic survey of the existing sidewalk ramps will be performed at each intersection

**E. Drone Survey** - A full topographic design survey of the project limits is not anticipated to be needed for this project. We will obtain current aerial photography using Civiltech's in-house drone capabilities. The aerial photograph will be used as the basis for preparation of the plan drawings.



**F. Field Review of Survey** – Civiltech will develop base sheets for the project using the drone aerial photo and the topographic survey at the curb ramps. Base sheets will be prepared at a scale of 1"=20' and 1"=50'. . Once prepared, we will perform a "plan-in-hand" field check during which we will:

- Verify the completeness and accuracy of the design survey while familiarizing ourselves with the project area and any special conditions in the field.
- Obtain additional field measurements to supplement the base drawing development and include the necessary information for the bidding plans.
- Review the project area for any problematic drainage conditions that could be remedied as part of this project.
- Prepare a detailed inventory of existing signage and any other topographic features which may affect or be affected by the proposed design.
- Establish as accurately as possible, the locations of existing private utilities in the field using a combination of the atlases obtained and visual observation in the field.
- Photo-document the project area for use during design.

**G. Structure Inventory** – The Village will perform an initial review of the existing structures throughout the project and make recommendations for any repairs or replacement. Civiltech will field review the structures to confirm the pay items and information to include in the contract documents. This work will be performed by one of Civiltech's Resident Engineers experienced in determination of structure condition.

**H. Patching Survey** – The Village will perform an initial survey of the curb and gutter to provide recommendations for replacement in accordance with the Village's standards for resurfacing projects. Civiltech will review these recommendations and include the results in the contract plans. Civiltech will also prepare a pavement patching survey of the existing pavement. This work will be performed by one of Civiltech's Resident Engineers experienced in overseeing patching projects.

**I. Special Waste Investigations (Coordination Only)** – Based on the nature of the surrounding area (residential), a full PESA or PSI is not anticipated. Preparation of the necessary IEPA forms will be completed by the Village's consultant. Their work will be contracted directly with the Village, outside the scope of this agreement. We have included hours for coordination with the Village's consultant.

**J. Obtain and Review Geotechnical Data** – Record plans made available by the Village will be used to review the existing pavement section when finalizing the design of the resurfacing. We will include contingency quantities for any removal and disposal of unsuitable material beneath full depth patches should it be necessary during construction.

**K. IDOT Project Kick-off Meeting** - We will conduct a joint meeting with the Illinois Department of Transportation to discuss the project and gain everyone's acceptance of the project schedule and commitment to timely reviews. We will invite NWMC to participate in this meeting.



## 2. Preliminary (65%) and Pre-Final Plans, Special Provisions and Estimates

**A. Pavement Design** – We will complete the design of the pavement resurfacing in accordance with the Bureau of Local Roads and Streets Manual (3R Guidelines) and any Village requirements.

**B. Sidewalk Layout Design** – There are 11 intersections within the limits of the project, all of which have existing sidewalk curb ramps on at least some of the corners. Based on recent changes to PROWAG, a receiving ramp is required at all curb ramps. Since some of the intersections do not have receiving ramps, Civiltech will prepare preliminary sidewalk layout exhibits for review and approval by the Village. The detailed design of the approved ramp layout is included in the Pre-Final Plans work item.

**C. Pre-Final Plans** – We will prepare pre-final contract plans in accordance with the approved Phase I information, the applicable sections of the BLRS manual, applicable IDOT Standards and in accordance with current Village standards and practices. We will communicate with the Village throughout the design process to resolve any current design issues. We anticipate that the contract plans will contain the following drawings:

- Cover Sheet (1 sheet)
- General Notes, Index of Sheets, and List of State and Local Standards (2 sheets)
- Summary of Quantities (4 sheets)
- Typical Sections (1 sheet)
- Alignment and Benchmarks (1"=100') (1 sheet)
- Maintenance of Traffic General Notes (1 sheet)
- Resurfacing Plan Sheets (1"=20'; dual view) (4 sheets)
- Pavement Marking and Signing Sheets (1"=50') (2 sheets)
- Landscaping Plan (1"=50') (2 sheets)
- Curb Ramp Details 1"=5' (30 corners) (11 sheets)
- Construction Details (7 sheets)

The landscaping plans will be limited to restoration with topsoil and seed/sod at locations impacted by the curb and gutter and sidewalk construction. It is anticipated that maintenance of traffic will be accomplished through the use of daily lane closures in accordance with IDOT's Highway Standards. Therefore, detailed Maintenance of Traffic plans will not be required.

The pre-final contract documents will be submitted to the Village and IDOT for review. We will also submit the contract plans to the various utility companies. There are no significant utility conflicts anticipated as part of this project.

**D. Pre-Final Special Provisions** - We will prepare special provisions that supplement or amend the specifications contained in the latest edition of the Standard Specifications for Road and Bridge Construction adopted by the Illinois Department of Transportation and the latest edition of the Standard Specifications for Sewer and Watermain Construction in Illinois. Applicable Village special provisions will be utilized to supplement the Standard Specifications. In addition, we will include the latest IDOT Recurring Special Provisions Check Sheet. The most recent set of IDOT's Bureau of Design and Environment (BDE) Special Provisions and District 1 Special Provisions will be reviewed and included in the special provisions where applicable.



**E. Pre-Final Quantity Calculations** - We will perform detailed quantity calculations at the pre-final stage of the plan development. Two sets of calculations will be performed by separate engineers in order to ensure the accuracy of the calculations.

**F. Pre-Final Estimate of Cost and Construction Time** - We will use the quantities of work in order to calculate an Engineer's Estimate of Cost and Time. The unit prices for the various items of work will be developed based on review and analysis of recent bid tabulations for projects of similar scope and magnitude.

**G. Pre-Final QC/QA Review** - Prior to submission of the pre-final plans for review, we will perform an internal Quality Control / Quality Assurance review of the work completed. The review will be performed by a professional engineer independent of the design team. The Construction Engineer will also complete a full contract document review at this time. The review will consider constructability issues as well as identification of missing pay items, quantities of work, and special provisions required.

**H. Pre-Final Project Review Meeting** - A project review meeting will be held with the Village, and IDOT if required, to address design issues and plan comments generated from the pre-final contract document review.

### **3. Final (100%) Plans, Special Provisions & Estimates**

**A. Final Plans** - After completion of all agency reviews and resolution of any other agency, property owner, or utility company concerns, the contract plans will be finalized. In order to assist the Resident Engineer (RE) we will furnish the Village, as part of our deliverables, detailed information including all design and quantity calculations. We will also prepare a technical memorandum to the RE highlighting any key issues, commitments, or special concerns that arose during the design stage of the project.

Since this is a Federal-aid project, IDOT will be responsible for letting the project. Therefore, we will provide IDOT with pdf's of the plans, as well as the number of reduced size copies that they request. We will also furnish the Village the requested type and number of copies of the final documents.

**B. Final Special Provisions** - All comments received pertaining to the pre-final special provisions and bid documents will be addressed and a disposition will be submitted with the final bid documents. The status and schedule of all utility relocations, as of the date of the final plans, will be included in the bid documents.

**C. Final Quantity Calculations** - The quantities will be updated based on changes made to the plans after the pre-final stage.

**D. Final Estimate of Cost and Construction Time** - The estimates will be updated based on the revised quantities.

**E. Final QC/QA Review** - Prior to the final submittal, a second QC/QA review of the plans and special provisions will be performed.





#### **4. Project Administration, Coordination and Permits**

**A. Project Administration** - This item includes project setup, monthly invoicing, and preparation of status reports. In addition, this item includes coordinating meetings with the Village as well as internal project team coordination.

**B. Project Submittals** - As noted above, we will make the necessary document submittals, and follow through with each agency in regards to their review comments or arrange a review meeting to discuss plan changes necessary to resolve conflicts if possible.

**C. Design Review Meeting** - We will meet with the Village to discuss any review comments and design issues. The meeting will be scheduled such that all parties will have had an opportunity to review the submittals and provide comments. We have assumed one meeting will be required.

**D. Utility Company Coordination** - As noted above, we will analyze the project for potential impacts to existing utilities. If encountered, we will provide the utility companies with a list of areas of potential conflict so that additional information, such as horizontal locates or depth borings, can be obtained where necessary to further define the extent of conflicts. We will first attempt to address utility conflicts through design modifications while considering the impact those changes will have on the overall improvement.

**E. IDOT BLRS/NWMC Coordination and Joint Agreement Preparation** - We have included a nominal amount of time to work with the Village, IDOT, and Councils of Mayors in the preparation of quarterly project update forms, the Project Program Information Form, and the joint agreements for construction.

**F. MWRD Permitting** - We do not anticipate a permit being required from MWRD based on the scope of the project. We will confirm this early in the project by submitting a permit applicability letter.

**G. Bid Phase Assistance** - Since this project involves federal funds, IDOT will be responsible for letting the project. We will be available to respond to questions submitted to IDOT by contractors. We will also review the total bid numbers received by IDOT and make a recommendation to the Village regarding accepting the bids.

**H. Pre-Construction Meeting Attendance** - We will attend the pre-construction meeting at IDOT, Bureau of Construction to answer any questions regarding the design and contract documents.



Proposal for Phase II Engineering  
**Hassell Road Resurfacing - Section Number 22-00112-00-RS**

Village of Hoffman Estates

## COST ESTIMATE OF CONSULTANT SERVICES

Task	Personnel & Hours							Total Hours	% of Hours	Labor Cost
	Director of Design Services	Senior Project Manager	Engineer III	Engineer I	CAD Technician	Surveyor	Resident Engineer V			
	\$86.00	\$72.00	\$43.00	\$36.00	\$42.00	\$41.75	\$66.00			
<b>1 Data Collection and Early Coordination</b>										
	2	11	21	15	32	40	8	129	16.3%	\$ 5,949.00
<b>2 Preliminary (65%) and Pre-Final (90%) Engineering</b>										
	4	71	168	260	0	0	4	507	64.2%	\$ 22,304.00
<b>3 Final (100%) Plans, Special Provisions and Estimates</b>										
	4	21	34	40	0	0	2	101	12.8%	\$ 4,890.00
<b>4 Project Administration, Coordination and Permits</b>										
	3	27	21	2	0	0	0	53	6.7%	\$ 3,177.00
<b>Total</b>	<b>13</b>	<b>130</b>	<b>244</b>	<b>317</b>	<b>32</b>	<b>40</b>	<b>14</b>	<b>790</b>		
Total Labor										\$ 36,320.00
Overhead (1.2588 x Labor)										\$ 45,719.62
Fixed Fee (0.15 x (Labor + Overhead))										\$ 12,305.94
Direct Costs and Subconsultants										\$ 350.00
<b>Total Engineering Cost:</b>										<b>\$94,695.56</b>



Proposal for Phase II Engineering  
**Hassell Road Resurfacing - Section Number 22-00112-00-RS**

Village of Hoffman Estates

## WORKHOURS

Item No.	Task	Personnel & Hours							Total Hours	% of Hours
		Director of Design Services	Senior Project Manager	Engineer III	Engineer I	CAD Technician	Surveyor	Resident Engineer V		
<b>1</b>	<b>Data Collection and Early Coordination</b>									
A.	Initial Meeting with Village	1	1	2					4	3.1%
B.	Obtain/Update and Review Record Data		1	1	1				3	2.3%
C.	Preliminary Utility Company Coordination			4					4	3.1%
D.	Topographic Survey			2		16	40		58	45.0%
E.	Drone Survey			2		16			18	14.0%
F.	Field Review of Survey		6	6	6				18	14.0%
G.	Structure Inventory				4			4	8	6.2%
H.	Patching Survey				4			4	8	6.2%
I.	Special Waste Investigations (Coordination Only)		1	1					2	1.6%
J.	Obtain and Review Geotechnical Data		1	1					2	1.6%
K.	IDOT Project Kick-off Meeting	1	1	2					4	3.1%
<b>Sub-total Item 1</b>		<b>2</b>	<b>11</b>	<b>21</b>	<b>15</b>	<b>32</b>	<b>40</b>	<b>8</b>	<b>129</b>	<b>100.00%</b>
<b>2</b>	<b>Preliminary (65%) and Pre-Final (90%) Engineering</b>									
A.	Pavement Design		1	4					5	1.0%
B.	Sidewalk Layout Design		4	8	12				24	4.7%
C.	Pre-Final (90%) Plans									
	Cover Sheet	1	1	2	4				7	1.4%
	General Notes, Index of Sheets, and List of State and Local Standards	2	1	2	2				5	1.0%
	Summary of Quantities	4	1	2	2				5	1.0%
	Typical Sections	2	1	4	12				17	3.4%
	Alignment and Benchmarks (1"=100')	1	2	4	8				14	2.8%
	Maintenance of Traffic General Notes	1	1	2	4				7	1.4%
	Resurfacing Plan Sheets (1"-20'; dual view)	4	24	48	64				136	26.8%
	Pavement Marking and Signing Sheets (1"=50')	2	4	16	32				52	10.3%
	Landscaping Plan (1"=50')	2	2	4	12				18	3.6%
	Curb Ramp Details (1"=5') (30 corners)	11	16	40	80				136	26.8%
	Construction Details	7	2	2	4				8	1.6%
D.	Pre-Final Special Provisions		8	4					12	2.4%
E.	Pre-Final Quantity Calculations			24	24				48	9.5%
F.	Pre-Final Estimate of Cost and Construction Time		2						2	0.4%
G.	Pre-Final QC/QA Review	4						4	8	1.6%
H.	Project Review Meetings		1	2					3	0.6%
<b>Sub-total Item 2</b>		<b>4</b>	<b>71</b>	<b>168</b>	<b>260</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>507</b>	<b>100.00%</b>



Proposal for Phase II Engineering  
**Hassell Road Resurfacing - Section Number 22-00112-00-RS**

Village of Hoffman Estates

## WORKHOURS (CONTINUED)

Item No.	Task	Personnel & Hours							Total Hours	% of Hours
		Director of Design Services	Senior Project Manager	Engineer III	Engineer I	CAD Technician	Surveyor	Resident Engineer V		
<b>3</b>	<b>Final (100%) Plans, Special Provisions and Estimates</b>									
A.	Final Plans	2	16	24	32				<b>74</b>	73.3%
B.	Final Special Provisions		4	2					<b>6</b>	5.9%
C.	Final Quantity Calculations			8	8				<b>16</b>	15.8%
D.	Final Estimate of Cost and Construction Time		1						<b>1</b>	1.0%
E.	Final QC/QA Review	2						2	<b>4</b>	4.0%
<b>Sub-total Item 3</b>		<b>4</b>	<b>21</b>	<b>34</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>101</b>	<b>100.00%</b>
<b>4</b>	<b>Project Administration, Coordination and Permits</b>									
A.	Project Administration	2	6						<b>8</b>	15.1%
B.	Project Submittals			2	2				<b>4</b>	7.5%
C.	Design Review Meeting	1	1	2					<b>4</b>	7.5%
D.	Utility Company Coordination		4	12					<b>16</b>	30.2%
E.	IDOT BLRS/NWMC Coordination and Joint Agreement Preparation		12						<b>12</b>	22.6%
F.	MWRD Permitting		1	2					<b>3</b>	5.7%
G.	Bid Phase Assistance		2	2					<b>4</b>	7.5%
H.	Pre-Construction Meeting Attendance		1	1					<b>2</b>	3.8%
<b>Sub-total Item 4</b>		<b>3</b>	<b>27</b>	<b>21</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>53</b>	<b>100.00%</b>
<b>Total Hours:</b>		<b>13</b>	<b>130</b>	<b>244</b>	<b>317</b>	<b>32</b>	<b>40</b>	<b>14</b>	<b>790</b>	
<b>% of Hours:</b>		<b>1.6%</b>	<b>16.5%</b>	<b>30.9%</b>	<b>40.1%</b>	<b>4.1%</b>	<b>5.1%</b>	<b>1.8%</b>	<b>100.0%</b>	



## DIRECT AND SUBCONSULTANT COSTS

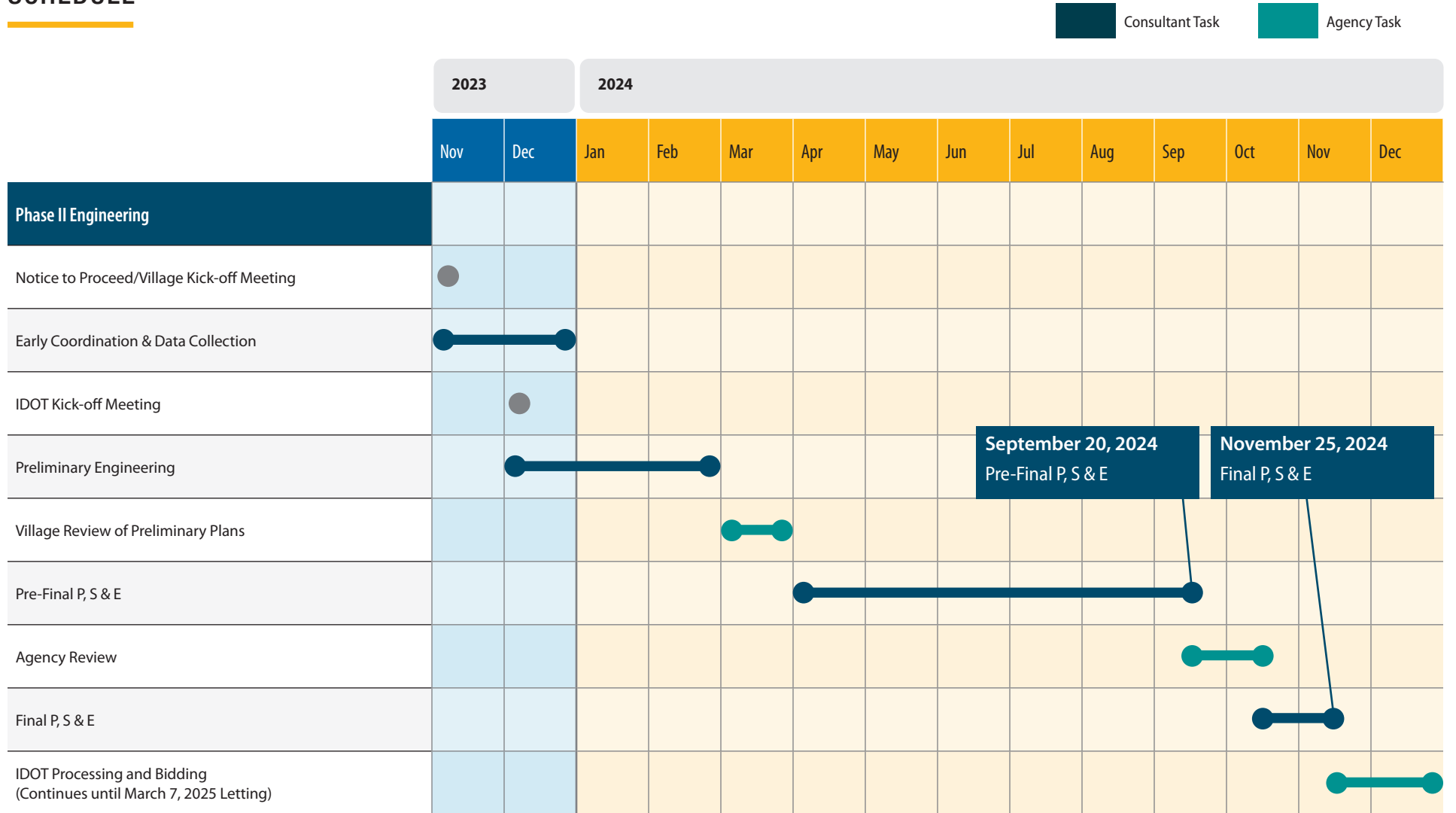
	Direct Costs	Subconsultant Fees
ITEM 1 - Shipping Allowance	\$100.00	
<b>Total Item 1</b>	<b>\$100.00</b>	
ITEM 2 - Printing Allowance	\$250.00	
<b>Total Item 2</b>	<b>\$250.00</b>	
<b>TOTAL DIRECT EXPENSES:</b>	<b>\$350.00</b>	



Proposal for Phase II Engineering  
**Hassell Road Resurfacing - Section Number 22-00112-00-RS**

Village of Hoffman Estates

## SCHEDULE



Note - Schedule assumes a PDR Addendum or ESR is not required for changes to curb extensions.



**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*

**October 2023**

**GENERAL UPDATES**

- ◆ Staff attended the 2023 APA Illinois conference in Naperville. Transportation sessions attended included Cook County bike paths, EV chargers, and preparing for e-commerce.
- ◆ Transportation staff attended a GIS sidewalk replacement program meeting to discuss process improvements as part of the upcoming multimodal plan project.

**TRANSPORTATION PROJECT UPDATES**

**Transportation Planning Projects**

PROJECT	STATUS
<p><b>Comprehensive Multimodal Transportation Plan (SPR)</b>  <i>Lead Agency: VOHE</i>  <i>Scope: Consolidate and update the Village's 2010 Bicycle Plan into a multimodal transportation plan and provide an asset management system that allows for strategic decision-making on bicycle, pedestrian, and transportation infrastructure.</i></p>	<p><b>RFP for consultant services</b> released September 22, questions due October 6, responses due October 20. Targeting contract recommendation at November committee meeting.</p>
<p><b>Northwest Cook County Transit Plan</b>  <i>Lead Agency: CMAP</i>  <i>Partnering Agencies: VOHE, VOS, Pace, Townships of Hanover, Palatine &amp; Schaumburg</i>  <i>Scope: Provide recommendations for more effective, efficient, coordinated transit services among and across these participating communities.</i></p>	<p><b>Kickoff meeting</b> held September 7.</p>

**Bike/Pedestrian Projects in Design**

PROJECT	STATUS
<p><b>Beverly Road Bicycle Facility and Resurfacing (Invest in Cook, STP-L)</b>  <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></p>	<p><b>Phase II Engineering</b> in progress (Civiltech). Project scheduled for November 2023 IDOT letting.</p>
<p><b>Central Road Off-Street Bike Facility (Access to Transit / CMAQ)</b>  <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 onto the Pace Park-n-Ride at Barrington Rd.</i></p>	<p><b>Phase II Engineering</b> in progress (Ciorba Group) with Cook County as lead. ROW and easements process underway.</p>

<p><b>Gannon Drive Bicycle and Roadway Resurfacing Project (Invest in Cook)</b>  <i>Lead Agency: VOHE</i>  <i>Scope: Resurfacing Gannon Drive and incorporating bicycle accommodations between Higgins Rd. and Golf Rd.</i></p>	<p><b>Phase I Engineering</b> in progress (TranSystems). Completion of Phase 1 and design approval expected in May 2024.</p>
<p><b>Hassell Road Ped/Bike Enhancement Project (ITEP)</b>  <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></p>	<p><b>Phase I Engineering</b> in progress (Baxter &amp; Woodman). Draft PDR under review ahead of public meeting. Phase I design approval is expected in 2023.</p>
<p><b>Shoe Factory Road Reconstruction and Off-Street Path</b>  <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></p>	<p><b>Phase II Engineering</b> in progress (Civiltech). ROW and utility relocations in progress. Awaiting IGA from Cook County. Construction expected in 2024.</p>

**Roadway Projects in Design**

PROJECT	STATUS
<p><b>Barrington Road Widening - Algonquin to Central Road</b>  <i>Lead Agency: IDOT</i></p>	<p><b>IDOT MYP for 2024-2028.</b> VOHE to cost share for Opticom and ped signal improvements per 2018 LOI.</p>
<p><b>Golf Road / Barrington Road Intersection Improvement Study</b>  <i>Lead Agency: IDOT</i></p>	<p><b>Phase I Engineering</b> in progress. Pending LOI with IDOT.</p>
<p><b>Higgins Road / Huntington Blvd. Intersection Study</b>  <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></p>	<p><b>Phase I Engineering</b> completed. Village notified that the project is not included in IDOT FY2023-2028 proposed Highway Improvement Program.</p>
<p><b>Batavia Lane (Rebuild Illinois Funds)</b>  <i>Scope: Storm sewer replacement, water main replacement, and street reconstruction on Batavia Lane.</i></p>	<p><b>Design</b> underway (Ciorba Group). Application under review by DCEO. Design is scheduled to be completed in January 2024.</p>

**Roadway Projects – Under Construction**

PROJECT	STATUS
<p><b>2023 Village Street Revitalization Project</b>  <i>Lead Agency: VOHE</i></p>	<p>Street project is underway as of April 17. Regular communications being sent.</p>

**TRANSIT UPDATES**

**Taxi Discount Program**

Program registration is ongoing with identification cards and coupons sent to residents. Since its inception, 808 residents have registered for the program, with 331 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 middle of August.



