

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

December 11, 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 - November 13, 2023
- November 27, 2023 (Special)
 - III. Public Comment

NEW BUSINESS

1. Request authorization to award contract for the Comprehensive Multimodal Transportation Plan to A. Epstein and Sons International, Inc. (Epstein), of Chicago, IL, in an amount not to exceed \$305,978.

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**

November 13, 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**

Via Electronic Attendance:

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
Kasia Cawley, Police Chief
Jennifer Horn, Dir. Planning and
Transportation
Suzanne Ostrovsky, Assistant Village Manager
Ric Signorella, Multimedia Manager**

The Transportation & Road Improvement Committee meeting was called to order at 6:30 p.m.

II. Approval of Minutes – October 9, 2023

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve the Transportation & Road Improvement Committee meeting minutes from October 9, 2023. Roll call vote taken. All ayes. Motion carried.

III. Public Comment - NONE

NEW BUSINESS

- 1. Request authorization to award contract for preliminary engineering services for the Village Hall Parking Lot Improvements Project to Hey & Associates, Inc., of Chicago, IL, in an amount not to exceed \$40,000.**

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

Motion by Mayor McLeod, seconded by Trustee Stanton, to award contract for preliminary engineering services for the Village Hall Parking Lot Improvements Project to Hey & Associates, Inc., of Chicago, IL, in an amount not to exceed \$40,000. Roll call 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 Kinnane, seconded by Trustee Stanton, to adjourn the meeting at 6:36 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

**SP TRANSPORTATION & ROAD IMPROVEMENT
COMMITTEE MEETING MINUTES**

November 27, 2023

I. Roll Call

Members in Attendance:

**Karen Arnet, Chair
Patrick Kinnane, Vice-Chair
Gary Stanton, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee**

Members Absent:

Karen Mills, Trustee

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Dan O'Malley, Deputy Village Manager
Art Janura, Corporation Counsel
Kasia Cawley, Police Chief
Alan Wax, Fire Chief
Monica Saavedra, Director of HHS
Darek Raszka, IT Director
Alan Wenderski, Dir. Engineering
Bev Romanoff, Village Clerk
Ric Signorella, Multimedia Manager**

The Special Transportation & Road Improvement Committee meeting was called to order at 7:45 p.m.

II. Public Comment - NONE

NEW BUSINESS

- 1. Request approval of an Intergovernmental Agreement to recertify a Quiet Zone at the Canadian National rail crossing on Shoe Factory Road.**

An item summary sheet from Eric Palm was presented to Committee.

Motion by Trustee Stanton, seconded by Mayor McLeod, recertify a Quiet Zone at the Canadian National rail crossing on Shoe Factory Road. All ayes. Motion carried.

III. Adjournment

Motion by Trustee Stanton, seconded by Trustee Pilafas, to adjourn the meeting at 6:36 p.m. Roll call vote taken. All ayes. Motion carried.

Minutes submitted by:

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

Date

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award a contract for the Comprehensive Multimodal Transportation Plan to A. Epstein and Sons International, Inc. (Epstein) of Chicago, IL in an amount not to exceed \$305,978

MEETING DATE: December 11, 2023

COMMITTEE: Transportation and Road Improvement

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

PURPOSE: Request authorization to award a contract for the Comprehensive Multimodal Transportation Plan to A. Epstein and Sons International, Inc. (Epstein) of Chicago, IL in an amount not to exceed \$305,978.

BACKGROUND: In January 2023, the Village entered into an agreement with IDOT approving Statewide Planning and Research (SPR) program funding for the Village's Comprehensive Multimodal Transportation Plan. The goal of this effort is to update the Village's 2010 Comprehensive Bicycle Plan and create a multimodal focused plan for all modes of travel (biking, walking, and transit), identify priority projects and funding sources, and establish a framework for a new GIS-based asset management system. This system will link and measure all Village transportation assets in one, easy-to-use tool that will allow for strategic maintenance and funding decision making. Per the grant agreement, the project must be completed by July 2025.

A Request for Proposals (RFP) was published on September 22, 2023. Eight proposals were received, of which seven were judged to be qualified (Civiltech, Epstein, Kimley-Horn, Sam Schwartz, SRF, Toole Design, and TranSystems). The staff review team individually reviewed and scored each proposal based on project understanding and approach, personnel assigned to the project, experience on comparable projects, and innovation. Interviews were conducted with the top three ranked project teams to further evaluate the planned approaches.

DISCUSSION: After extensive consideration, staff recommends the selection of the Epstein team, working with HNTB and All Together. Staff felt that, both in their proposal and during the interview, the Epstein team laid

DISCUSSION: (Continued)

out a clear vision that would establish Hoffman Estates as a leader in multimodal transportation.

The multidisciplinary team has a strong technical background with extensive experience in active transportation planning and project management and has collaborated on several recent successful projects. Staff believes the Epstein team will provide a thoughtful and comprehensive approach to the project with a robust public engagement effort customized to fit the needs of the Village.

Epstein proposes the following team structure:

1. **Epstein** to serve as project manager, as well as leading on mobility recommendations, vision, goals, metrics, and objectives.
2. **HNTB** to lead asset management and transit recommendations.
3. **All Together** to lead public engagement and communications.

The attached professional services agreement includes the full scope of services. The following summarizes Epstein's project approach:

1. Initiation of project and development of Public Engagement Plan, including identification of opportunities to host "pop-ups" at existing Village events.
2. An existing conditions analysis, examining existing GIS, transit, and community data, existing various transportation plans, and a deliverable existing conditions report.
3. Establishment of the community's vision, goals, metrics, and objectives, allowing the plan to be measurable and success easy to communicate to the public.
4. Drafting of the Multimodal Plan, including a clear action plan of projects the Village can begin to implement.
5. A final version of the report, designed for readability. This will be more than a traditional static document, as the plan will also be hosted on an interactive website that will be continually updated as the plan is implemented by the Village.
6. A new approach to asset management within the Village, moving to a fully GIS-integrated system that will allow all Village departments to see where and when maintenance is required. A dashboard will be created to allow the public easy access to data as projects are undertaken throughout the Village.

FINANCIAL IMPACT:

Epstein's scope includes a fee proposal of \$305,978. As outlined in the grant agreement, SPR grant funds will cover 80% of the project costs (\$244,782), with a required local match of 20% (\$61,196). The Village's local match funds are budgeted in FY24.

RECOMMENDATION:

Request authorization to award a contract for the Comprehensive Multimodal Transportation Plan to A. Epstein and Sons International, Inc. (Epstein) of Chicago, IL in an amount not to exceed \$305,978.

Attachments

VILLAGE OF HOFFMAN ESTATES

This Professional Services Agreement (the “Agreement”) is made and entered into this 11th day of December 2023, by and between the VILLAGE OF HOFFMAN ESTATES, ILLINOIS, a municipal corporation located at 1900 Hassell Road, Hoffman Estates, IL (“Village”) and A. Epstein and Sons International, Inc., with a principal place of business at 600 W. Fulton Street, Suite 900, Chicago, 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 Sept 22, 2023 and Contractor’s Proposal dated October 20, 2023, attached hereto as Exhibit A and incorporated herein by reference.

1. SERVICES

Contractor will complete services as outlined in Exhibits A.

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 no later than July 2025. Failure to complete the services outlined in Exhibit A by Epstein. 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 be \$305,978.

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.

Invoices shall be provided to the Village's Project Manager on a monthly basis. Invoices shall be provided in PDF format via email.

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. STANDARD OF PERFORMANCE AND ACCEPTANCE

All deliverables shall be submitted in a format consistent with that provided for in Exhibit A, and in a manner acceptable to the Village and the Illinois Department of Transportation (IDOT).

6. 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 Contractor shall meet all insurance requirements. 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

7. INDEMNIFICATION

Contractor shall indemnify and hold harmless the Village, and all of its officers, directors, partners, officers, agents, representatives and employees of the foregoing from and against any and all losses, claims, liabilities, damages, costs, and expenses (including, without limitation, reasonable attorneys' fees and court costs) arising out of, in connection with or resulting from: (i) the failure to comply with any applicable law or regulation or breach of this Agreement by Contractor or any of its employees, agents or contractors; (ii) performance of Services by

Contractor or any of its employees, agents or contractors; (iii) the acts or omissions, including negligence or willful misconduct, of Irwin or any of its employees, agents or contractors. Nothing in this Section shall be construed as a waiver of Village's rights to choose its own counsel to defend any claim arising under this Agreement. This Section shall survive the expiration or earlier termination of this Agreement.

8. ASSIGNMENT AND SUBCONTRACTING

This Agreement shall not be assigned by Contractor without prior written approval of the Village, subject to such conditions and provisions as the Village may deem necessary in its sole and absolute discretion. No such approval by the Village of any assignment shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Village in addition to the total agreed upon price. Approval by the Village of an assignment shall not be deemed a waiver of any right accrued or accruing against Contractor. No assignee of Contractor shall assign this Agreement without prior written approval of the Village. This Agreement shall be binding upon the parties and their respective heirs, successors, and assigns. Furthermore, Contractor shall not enter into any subcontract with any agency or individual with respect to the performance of Services under this Agreement without the written consent of the Village. Such consent Village may grant, condition or withhold in Village's sole discretion.

9. NOTICE

All notices and other communications required to be given under the Agreement shall be in writing and shall be deemed to have been given (i) when personally delivered; (ii) three (3) business days after sending certified mail, or (iii) sending via email to the addresses below.

If to Village: Village of Hoffman Estates
Eric Palm, Village Manager
1900 Hassell Rd.
Hoffman Estates, IL 60169

If to Contractor: A. Epstein and Sons International, Inc.
Greg Osborne, PE, Vice President, Director of Civil Engineering
600 W. Fulton Street, Suite 900
Chicago, IL, 60661

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 County, 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. Additionally, the Parties acknowledge that this project is a covered public works project under the Illinois Prevailing Wage Act 820 ILCS 130/ and agree to comply with all applicable requirements of said Act.

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

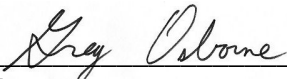
This Agreement constitutes the entire agreement and understanding of the parties with regard to the subject matter contained herein and supersedes all prior agreements and understandings between the parties dealing with such subject matter, whether written or oral. No agreement hereafter made between 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

A. Epstein and Sons International, Inc.

By: _____
Printed Name: _____
Title: _____
Date: _____

By: 
Printed Name: Greg Osborne
Title: Vice President, Director of Civil Engineering
Date: 12/05/2023



December 1, 2023

Mr. Phil Green, AICP
Transportation & Long Range Planner
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, IL, 60169

Architecture
Interiors
Engineering
Construction

Dear Mr. Green,

Please find enclosed the contract documents for the Hoffman Estates Mobility Plan, for which A. Epstein and Sons International, Inc. (Epstein) and our partners will provide comprehensive planning services. The financial breakdown is as follows:

Epstein	\$	127,921
HNTB	\$	90,337
All Together	\$	87,720
Project Total	\$	305,978

If you have any questions or require additional information, please do not hesitate to contact me at 312-429-8216 or rpeterson@epsteinglobal.com.

Sincerely,

A handwritten signature in blue ink that reads 'Ryan Peterson'.

Ryan Peterson
Senior Planner, Project Manager
Epstein

600 W. Fulton Street
Chicago, Illinois
60661-1199

+1 312 454 9100

epsteinglobal.com

TASK 1: VILLAGE LIAISON AND COORDINATION

OVERALL PROJECT SCOPE

TASK 1.1 PROJECT KICKOFF

Epstein and subconsultants will attend an in-person kick-off meeting at the Village to discuss Village expectations, team structure, lines of communication, work plan, schedule, deliverables, stakeholder group and committees, next steps, and schedule.

TASK 1.2 PUBLIC ENGAGEMENT PLAN

The Public Engagement Plan for the Village of Hoffman Estates Multimodal Transportation Plan, curated by All Together, is a comprehensive strategy designed to ensure active community involvement throughout the project. Following the Project Kick-Off, the plan will be presented and refined with further guidance from Village staff.

Each promotional or marketing item related to the project will be designed by the project team and will require subsequent approval from the Village before being utilized in engagement events. The costs associated with the creation and production of these promotional materials will be borne by the project team.

TASK 1.3 ENGAGEMENT AND INVOLVEMENT

The engagement strategy for the Multimodal Transportation Plan comprises a range of activities designed to facilitate comprehensive community involvement and gather diverse perspectives. The following summarizes these activities:

Regular Coordination and Reporting

- *Monthly Project Engagement Reports:* Monthly reports sent to the Village.
- *Hoffman Estates Coordination Meetings:* Bi-weekly virtual project coordination meetings with Village representatives.

Committee and Board Meetings

- *Steering Committee Meetings:* Up to 4 meetings with the Steering Committee members, to be selected by Village staff.
- *Village Board/Transportation Committee Meetings:* 2 presentations to the Village Board.
- *Board Brainstorming/Marketing Session:* The consulting team will meet with the Village Board once at the beginning of the project to educate them about the plan, highlighting its benefits for residents and the community. The Board will receive key talking points and marketing materials to help them promote the plan and encourage community engagement in related events.

Transit Authority and Agency Coordination

- *Regional Transit Authority Meetings:* Up to 2 meetings with regional transit authorities (e.g., Pace & Metra).
- *IDOT & Cook County Meetings:* 1 meeting each with IDOT and Cook County representatives.
- *Village Taxi Discount Program:* 1 meeting with the Village staff coordinating the program and consultants involved in the ongoing CMAP study.
- *Municipal Coordination:* Up to 3 meetings with municipal and park district representatives.
- *NWMC Coordination Meeting:* A meeting with the Northwest Municipal Conference (NWMC).

Project Marketing

- *Project Aesthetic & Messaging:* Create an identifiable project graphic and aesthetic (including colors, typefaces, and illustrations) for use throughout the planning process.
- *Project Website:* Create an interactive project website to host information about the process, upcoming engagement opportunities, plan documents, and online surveys. Maintain and update throughout the course of the project.
- *Communications Materials:* Design communications materials to promote the project and upcoming engagement opportunities. Coordinate with local partners to share this information through various communications channels.

- *Bilingual Support*: Provide key engagement materials in Spanish and English.
- *Community Partner Coordination*: Identify local partners with relationships with “hard-to-reach” demographics in Hoffman Estates. Coordinate with them throughout the process to help spread the word about the project and encourage engagement.
- *Interactive Map*: Throughout the entirety of the project, a dynamic, map-based engagement tool will be on the project website, facilitating ongoing interactive community feedback.

Surveys

- *Survey #1*: This survey will be conducted during the initial phases of the project to gather initial community input. It aims to capture the community’s perspective on current transportation infrastructure and areas for improvement.
- *Survey #2*: A subsequent survey will be conducted later in the project to gather additional community input based on initial findings and developments. This will help assess changes in community perception and refine the plan.

Community Engagement Events **(One of the below events, must be hosted in each of the three distinct areas of the Village – north, central, and west).**

- *Public Workshops/Open Houses*: Organize up to 2 workshops or open houses to actively engage the community.
- *Community Workshops*: The following interactive and in-depth involvement activities may be included, up to 3 of which will be determined during the Project Kick-Off:
 - *Walking or Biking Tour*: Guided tours of key areas in Hoffman Estates to provide stakeholders with a firsthand experience of the current transportation infrastructure.
 - *Focus Groups*: Host focus groups with key constituent groups. These may be facilitated by identified Community Partners.
- *Pop-Up Engagement Booths*: Setting up temporary booths at popular community events to reach a wider audience, up to 3 times during the project timeline. Event recommendations will be provided by Village staff.

TASK 2: EXISTING CONDITIONS

TASK 2.1 CURRENT DATA REVIEW

Our data review process for the Hoffman Estates Multimodal Transportation Plan is grounded in equity, mobility, and community engagement. By employing statistical analysis and GIS mapping, we will conduct a thorough examination of demographic, land use, transportation, and infrastructure data. This approach will integrate various factors such as income, race, and age, providing insights that not only assess current conditions but also inform future economic growth strategies.

Please note that for the analyses outlined below, all data not directly provided by the Village will be sourced from verified open data sources, data portals provided by the Illinois Department of Transportation (IDOT), the Chicago Metropolitan Agency for Planning (CMAP) data hub, or through field visits. Furthermore, all data, irrespective of its source, will be rigorously verified by the Village prior to the finalization of the Existing Conditions Report (ECR).

1. **Comprehensive Safety and Crash Analysis**: This analysis will integrate the High Injury Network Analysis and Crash Data Analysis to provide a detailed understanding of road safety in the community. It will identify areas with high frequencies of injuries or fatalities, and utilize IDOT crash data to examine patterns in road accidents, focusing on variables like vehicle types, crash severity, involvement of bicyclists/pedestrians, causes of crashes, driver age, and the time of day. To determine crash rates throughout the network and local roadways, the Federal Highway Administration's (FHWA) Safe Streets for All crash rate formula will be employed, with a comparative analysis of these rates against neighboring municipalities.
2. **Transportation Equity Analysis**: Examining transportation data alongside demographic variables to address disparities and foster equitable transportation access. The Transportation Equity Analysis will incorporate a diverse range of data sources, including Household Transportation Costs from the H+T® Index by the Center for Neighborhood Technology (CNT), the Transportation Disadvantaged Community (TDC) index, demographic data from the Village's Chicago Metropolitan Agency for Planning (CMAP) snapshot, car ownership rates, and data from the US Department of Transportation's Equitable Transportation Community (ETC) initiative.
3. **Bicycle Level of Traffic Stress (LTS)**: This component of the plan will involve a thorough assessment of the existing

roadways from a cyclist's perspective. The LTS analysis will categorize road segments based on the level of stress they impose on cyclists, taking into account factors such as traffic speed and volume, roadway width, presence and type of bicycle facilities (like bike lanes or shared paths), and intersection design and signalization. This analysis aims to identify high-stress areas that deter bicycle usage and propose infrastructure improvements to reduce stress levels. The Bicycle Level of Traffic Stress (BLTS) is favored over Bicycle Level of Service (BLOS) as it provides a more nuanced and user-focused assessment of roadway conditions for cyclists, considering factors such as traffic speed and volume, roadway width, and intersection design, which are critical in determining the actual stress experienced by cyclists in various traffic environments.

4. **Intersection Level of Stress:** An analytical approach used to evaluate the safety and accessibility of intersections for cyclists and pedestrians. This method assesses factors such as crosswalk design, signal timings, and the complexity of traffic movements to determine the level of stress that users experience at these intersections. The goal of Intersection LTS is to identify high-stress areas and recommend targeted improvements to enhance safety and encourage more active modes of transportation, like walking and cycling. The ranking system will classify these segments into distinct categories, typically ranging from LTS 1 (most comfortable for a majority of cyclists) to LTS 4 (suitable only for the most experienced cyclists).
5. **Bicycle Facility Inventory Analysis:** This will involve a thorough inventory of all existing bicycle facilities within the Village, including dedicated bike lanes, shared paths, bike parking facilities, and signage. The analysis will assess the condition, connectivity, and distribution of these facilities, identifying areas lacking sufficient infrastructure and suggesting improvements to enhance safety and usability for cyclists.
6. **Pedestrian Facility Inventory Analysis:** This assessment will catalog and evaluate the existing pedestrian infrastructure, such as sidewalks, pedestrian crossings, signals, and signage. It will focus on the condition, continuity, and safety of these facilities, identifying areas where upgrades are needed to improve accessibility, especially for those with mobility challenges.
7. **Transit Route Coverage Analysis:** This component will analyze the current public transit routes to assess their effectiveness in terms of coverage, frequency, reliability, and accessibility. The analysis will identify underserved areas and recommend enhancements to existing routes or the creation of new routes to ensure comprehensive transit coverage.
8. **Sidewalk Gap Analysis:** This will involve identifying and mapping areas where sidewalks are absent or discontinuous. The analysis will prioritize these gaps based on factors like pedestrian traffic volumes, proximity to key destinations (schools, parks, transit stops), and community feedback, providing a roadmap for closing these gaps to create a more walkable environment.
9. **Bicycle Facility Gap Analysis:** Similar to the sidewalk gap analysis, this will identify missing links in the existing bicycle network, such as gaps in bike lanes or trails.
10. **First-Mile Last-Mile Connectivity Analysis:** This analysis will focus on the connectivity between major transit stops and final destinations, identifying barriers that prevent easy access to public transportation. The study will propose solutions to bridge these gaps, such as improved pedestrian pathways, bicycle facilities, or on-demand transit services.

TASK 2.2 POLICY & PLAN REVIEW

The team will review the existing plans and policies listed below (*agency listed in parentheses if plan approved by agency other than Hoffman Estates*):

- Complete Streets Policy
- 2010 Comprehensive Bicycle Plan
- Flexible Transit Service Operations Plan
- Barrington I-90 Sub Area Plan
- Western Area Plan
- Sustainability Plan
- NWMC Multimodal Plan (NWMC)
- Plan of Action for Regional Transit (CMAP)
- My Metra Our Future (Metra)
- Transit is the Answer (RTA)
- Driving Innovation (Pace Suburban Bus)

TASK 2.3 REGIONAL TRANSIT SERVICE REVIEW

The team will conduct a review of existing transit options, assessing coverage, service frequency, and access methods. HNTB will analyze ridership, fare data, and Replica data to understand travel patterns, origin-destination trends, and the

extent to which current demands are met. These findings will inform the existing conditions report, providing a foundation for recommendations on how the Village can enhance existing or proposed transit services through Village actions, partnerships with transit service providers, or other roadway agencies (e.g., Cook County, IDOT).

TASK 2.4 EXISTING CONDITIONS REPORT

Epstein will compile materials into an existing conditions report and prepare findings and statements of need that will guide development of recommendations. After providing a draft to the Village for review and comment, and making revisions as directed in writing by the Village, Epstein will deliver a revised draft and disposition of written comments to the Village. Prior to posting the existing conditions report on the project website, an appendix will be included that critiques the Village's existing data against best practices, assesses the data structure, and outlines strategies for integration into a common format, detailing who will implement these changes and how.

TASK 3: VISION, GOALS, METRICS AND OBJECTIVES

Epstein will lead a collaborative process to develop the Vision, Goals, Metrics, and Objectives, beginning with an in-depth analysis of the existing transportation landscape, enriched by initial community survey feedback. This process aims to align the plan with the community's present needs and future aspirations. A multifaceted vision for Hoffman Estates' transportation future will be formulated, accompanied by specific, achievable goals. These goals will be bolstered by clear, measurable metrics, encompassing both physical and operational aspects, to monitor progress and ensure the plan's adaptability to the evolving needs of the community. The defined objectives will lay out practical steps, creating a roadmap for implementing a transportation plan that is both reflective of and responsive to the unique dynamics of Hoffman Estates.

TASK 4: DRAFT MMP DEVELOPMENT

TASK 4.1 ACTION PLAN

Epstein and HNTB will develop a comprehensive Action Plan for the Hoffman Estates transportation plan, detailing a phased implementation approach with projects categorized into short-term, mid-term, and long-term phases. This plan will integrate elements of the Multimodal Network and Mobility Projects, with each stage of the plan including a detailed analysis of capital, operating, and maintenance costs for each component. The plan will identify and address barriers and opportunities for implementation.

Recommendations will cover pedestrian facilities, bicycle facilities, intersection improvements, traffic calming, streetscape enhancements, public transit coverage, on-demand services, local taxi programs, paratransit, micromobility options, and connectivity improvements. Each recommendation will be cataloged with a unique identification number, facilitating easy tracking and reference throughout the planning process. Alongside this, every project will be given a descriptive name that reflects its nature, location, or primary objective. The physical boundaries or extents of each project will be precisely defined, detailing the starting and ending points and including any significant geographical markers. Furthermore, the type of facility or infrastructure element involved in each recommendation will be clearly specified. Finally, a comprehensive cost estimation will be provided for each project.

For both the Multimodal and Mobility recommendations, the consulting team will undertake a detailed analysis to ascertain the existing coverage of the total population by the current infrastructure. This analysis will be further extended to determine the potential increase in coverage and accessibility that would result from the implementation of the recommended infrastructure enhancements, providing a clear picture of the impact these improvements would have on the community.

Multimodal Network:

1. **Sidewalk Enhancements:** Recommendations will include the expansion of sidewalks, pedestrian lanes, pedestrian bridges, closed streets, shared use paths, wayfinding signage, and/or shared use paths to improve pedestrian accessibility and safety. This may involve capital costs for new construction, as well as maintenance costs for existing infrastructure.
2. **Bicycle Route and Path Enhancements:** : The recommendations will focus on a broad expansion and improvement of

cycling infrastructure, which may include on-street facilities, including neighborhood greenways, bike lanes, buffered bike lanes, and dedicated cycle tracks. Additionally, enhancements could involve the development of shared use paths that accommodate both cyclists and pedestrians, the installation of specialized bike signals for safer cycling through intersections, and the construction of regional trails for long-distance cycling. Other considerations include the placement of clear bike signage to guide cyclists and improve route visibility.

3. **Intersection and Traffic Signal Improvements:** Recommendations will aim at optimizing traffic flow and enhancing safety at intersections. These improvements may encompass upgrading traffic signals with intelligent systems, installing pedestrian-centric features such as high-visibility crosswalks, Pedestrian Hybrid Beacons (PHB), and Rectangular Rapid-Flashing Beacons (RRFBs).
4. **Traffic Calming and Road Right-Sizing Initiatives:** The proposals will encompass a diverse array of traffic calming measures aimed at creating safer and more livable streets. This includes traditional options like speed bumps, roundabouts, and road diets, as well as additional strategies such as chicanes, speed cushions, gateway treatments, raised intersections, and textured pavements.
5. **Streetscape Enhancements:** Recommendations will include improvements to the aesthetic and functional quality of street environments, like landscaping, street furniture, and pedestrian-friendly amenities. This will involve both capital costs for initial setup and ongoing maintenance costs.

Mobility Projects:

1. **Enhancing Pace Routes:** Proposals to improve public transit coverage, potentially involving route optimization, increased frequency, and expanded service hours. This will involve operational costs and possible capital investment for new vehicles or infrastructure.
2. **Implementing On-Demand Service Options:** Development of flexible transit solutions such as demand-responsive transit services. This will involve operational costs for service provision and potentially capital costs for technology and vehicle acquisition.
3. **Enhancing Local and Township Taxi Programs:** Initiatives to increase the accessibility of taxi services at a local and township level. This might involve operational costs for service management and coordination.
4. **Expanding Paratransit Options:** Proposals to enhance transportation services for individuals with disabilities, potentially involving the acquisition of specialized vehicles and training, resulting in capital and operational costs.
5. **Introducing Micromobility Options:** The plan aims to broaden the scope of micromobility services, potentially including not only shared bikes and scooters but also options like mopeds, shared car programs, and corporate car-sharing initiatives. In addition to these physical modes, the introduction of Transportation Management Associations (TMAs), digital benefits programs, and subscription services are considered to enhance user accessibility and convenience.
6. **Improving Connectivity Among Different Modes of Transportation:** Recommendations for integrated transportation solutions, facilitating seamless transfers between different modes, possibly involving infrastructure upgrades and coordination mechanisms, leading to capital and operational expenses.

TASK 4.2 FUNDING

The objective of this task is to assign one or more potential funding sources to capital projects. Funding sources and implementation methods will be documented to cover projects involving resurfacing, reconstruction, or other improvements. HNTB will recommend federal, state, local revenue, and identify public-private partnerships. These will be based on the Village's current financial capacity and draw upon funding liaisons like the NWMC.

TASK 4.3 MONITORING

The Epstein team, in partnership with the Village, will develop a robust framework for future monitoring of the transportation plan, focusing on methods that can be conducted internally by the Village, while clearly indicating which methods will require external or consultant assistance. This framework will set key performance targets and objectives for capital investments and program-related outcomes, including forms, strategies, and best practices for data collection and analysis. Essential performance indicators, such as Average Annual Daily Traffic (AADT), transit ridership, impacts on private development, commercial activity metrics, vehicle speeds, and crash data, will be included. Epstein will provide guidance on effective data collection techniques and technologies, specifying which can be handled by Village staff and which will need external support. This approach will encompass a wide array of utilization statistics, like pedestrian and bicycle volumes, route ridership, and productivity, alongside physical measures of system completion. To support this extensive monitoring

and measurement, a GIS-based system will be developed, tailored to facilitate the Village's capabilities in data collection and maintenance, while identifying areas necessitating specialized external expertise.

TASK 5: FINAL REPORT AND WEBPAGE

TASK 5.1 FINAL REPORT

Epstein, supported by HNTB and All Together, will lead the creation of the Final Report for the Hoffman Estates transportation plan, ensuring universal accessibility and ADA compliance. The process will begin with Epstein expanding the Existing Conditions Report (ECR) into a comprehensive draft, which will then be reviewed by the Village of Hoffman Estates. Upon receiving feedback, a revised draft will be prepared, encompassing the Village's suggestions and any written comments received.

This draft will be published on the project website for a 30-day public comment period, providing an opportunity for community members to offer their input. To advertise this public comment period, newspapers will be contacted, utilize social media channels, local advocates, and Board members will be actively involved in spreading the word. Epstein will carefully review and respond to all public comments, integrating them into the final version of the report as deemed appropriate by the Village.

TASK 5.2 WEBPAGE DEVELOPMENT

Alongside the Final Report, our team will develop an interactive online portal featuring Smart Maps and essential elements of the plan. This digital platform will be designed for easy administrative control by Hoffman Estates staff and will function as a comprehensive hub. It will include overviews of the plan, summaries of public engagement events, updates on community initiatives, and facilities for two-way communication with stakeholders.

TASK 6: ASSET MANAGEMENT

TASK 6.1 DATA ASSESSMENT AND RESTRUCTURING

HNTB will lead the review and restructuring of the Village's existing data sets for inclusion in an internally hosted ArcGIS geodatabase and/or ArcGIS online platform. This transition is designed to enhance interdepartmental coordination and ease of use for Village staff. HNTB will assemble this for review and comment by the Village to confirm it contains data necessary for the Village to generate reports or quantitative outputs about projects or infrastructure maintained by the Village.. HNTB will meet with the Village and document the types of analysis or reporting that it deems necessary to produce and will conduct a test query on a total of three (3) datasets (e.g. roadway surface condition, curb ramp compliance) that Village staff anticipate will be reviewed as part of its asset management program.

TASK 6.2 ASSET MANAGEMENT GEODATABASE

HNTB will develop an interactive asset management application for the Village to include on a public-facing section of the Village's webpage or similar web-based interface. HNTB will work with the Village to document the types of reports that they want a typical user to be able to see. The database will integrate the Village's asset data on a map of the Village, with data available for viewing based on Village staff requirements. The development process will be based on an iterative testing and refinement process in collaboration with the Village.

HNTB will visit the Village offices to assist in internally linking reference files to integrate the database into the Village's workflow. HNTB will prepare a memo detailing how files are linked, as will document guidance for updating the database to align with capital improvement programming cycles.

TASK 6.3 ADDITIONAL DATA NEEDS AND PLAN FOR COLLECTION

If the labor estimate for entering data into the Village geodatabase exceeds the budget, HNTB and Epstein will prepare a work plan for the Village and/or the consultant team to collect additional data and estimate the labor involved.

DELIVERABLES:

1. **Final Work Plan** with detailed tasks and objectives.
2. **Comprehensive Public Engagement Plan** and monthly engagement reports.
3. **Comprehensive Existing Conditions Report.**
4. **Vision Statements, Goals, and Objectives** with defined metrics and policies.
5. **Draft and Final MMP Reports** in print, electronic, and interactive online formats.
6. **Action Plan** with short-term, mid-term, and long-term project proposals.
7. **Funding Strategy Report** for MMP implementation.
8. **Monitoring Strategy Framework** for multimodal facilities.
9. **Design Guidelines Document** for multimodal transportation facilities.
10. **GIS Packages** of all analyzed and proposed infrastructure.
11. **Asset Management Database and Data Assessment Summary.**

Local Public Agency Village of Hoffman Estates	County Cook	Section Number
Prime Consultant (Firm) Name A. Epstein and Sons International, Inc.	Prepared By G. Osborne	Date 12/1/2023
Consultant / Subconsultant Name A. Epstein and Sons International, Inc.	Job Number 	

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

Remarks

Prepare a Multi-Modal Transportation Plan

PAYROLL ESCALATION TABLE

CONTRACT TERM	16	MONTHS	OVERHEAD RATE	128.17%
START DATE	12/18/2023		COMPLEXITY FACTOR	0
RAISE DATE	1/1/2024		% OF RAISE	2.00%
END DATE	4/17/2025			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	12/18/2023	1/1/2024	0	0.00%
1	1/2/2024	1/1/2025	12	76.50%
2	1/2/2025	5/1/2025	4	26.01%

The total escalation = 2.51%

Local Public Agency

County

Section Number

Village of Hoffman Estates

Cook

Consultant / Subconsultant Name

Job Number

A. Epstein and Sons International, Inc.

PAYROLL RATES

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

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	2.51%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Project Principal	\$77.71	\$79.66
Project Manager	\$60.27	\$61.78
Senior Planner	\$50.97	\$52.25
Senior Design Engineer	\$43.66	\$44.76
Planner	\$39.88	\$40.88
Design Engineer	\$36.91	\$37.84
Intern	\$19.00	\$19.48

Local Public Agency	County	Section Number
Village of Hoffman Estates	Cook	
Consultant / Subconsultant Name		Job Number
A. Epstein and Sons International, Inc.		

SUBCONSULTANTS
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total	Contribution to Prime Consultant
HNTB	32,967.00	3,296.70
All Together		
Total	32,967.00	3,296.70

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

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

Job Number

Consultant / Subconsultant Name

A. Epstein and Sons International, Inc.

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	480	\$0.66	\$314.40
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)	20	\$55.00	\$1,100.00
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)	1520	\$1.50	\$2,280.00
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
				\$0.00
TOTAL DIRECT COSTS:				\$3,694.40

FLR 05514 (Rev. 02/09/23)

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

Consultant / Subconsultant Name

A. Epstein and Sons International, Inc.

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE **128.17%**

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
Village Liaison and Coordination	2,944	298	13,059	16,738	4,309		34,106	11.15%
Existing Conditions		297	12,418	15,916	4,098		32,432	10.60%
Vision, Goals, Metrics and Objectives		27	1,316	1,687	434		3,437	1.12%
Draft MMP Development		209	8,736	11,197	2,883		22,816	7.46%
Final Report and Webpage	750	206	9,135	11,708	3,014		23,857	7.80%
Asset Management		60	2,680	3,435	884		6,999	2.29%
HNTB						90,337	90,337	29.52%
All Together						87,720	87,720	28.67%
Subconsultant DL							\$580.15	0.19%
Direct Costs Total ==>	\$3,694.40						\$3,694.40	1.21%
TOTALS		1097	47,344	60,681	15,622	178,057	305,978	100.00%

Local Public Agency
 Village of Hoffman Estates

Consultant / Subconsultant Name
 A. Epstein and Sons International, Inc.

County
 Cook

Section Number

Job Number

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			Village Liaison and Coordination			Existing Conditions			Vision, Goals, Metrics and Objectives			Draft MMP Development			Final Report and Webpage		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Project Principal	79.66	10.0	0.91%	0.73	6	2.01%	1.60							2	0.96%	0.76	2	0.97%	0.77
Project Manager	61.78	66.0	6.02%	3.72	30	10.07%	6.22	10	3.37%	2.08	2	7.41%	4.58	8	3.83%	2.36	16	7.77%	4.80
Senior Planner	52.25	291.0	26.53%	13.86	80	26.85%	14.03	72	24.24%	12.67	15	55.56%	29.03	56	26.79%	14.00	48	23.30%	12.17
Senior Design Engineer	44.76	78.0	7.11%	3.18				35	11.78%	5.27				43	20.57%	9.21			
Planner	40.88	490.0	44.67%	18.26	130	43.62%	17.83	130	43.77%	17.89	10	37.04%	15.14	60	28.71%	11.74	120	58.25%	23.81
Design Engineer	37.84	32.0	2.92%	1.10	12	4.03%	1.52	10	3.37%	1.27							10	4.85%	1.84
Intern	19.48	130.0	11.85%	2.31	40	13.42%	2.61	40	13.47%	2.62				40	19.14%	3.73	10	4.85%	0.95
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TOTALS		1097.0	100%	\$43.16	298.0	100.00%	\$43.82	297.0	100%	\$41.81	27.0	100%	\$48.75	209.0	100%	\$41.80	206.0	100%	\$44.34

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

Consultant / Subconsultant Name

A. Epstein and Sons International, Inc.

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Asset Management						HNTB			All Together								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Project Principal	79.66																		
Project Manager	61.78																		
Senior Planner	52.25	20	33.33%	17.42															
Senior Design Engineer	44.76																		
Planner	40.88	40	66.67%	27.25															
Design Engineer	37.84																		
Intern	19.48																		
TOTALS		60.0	100%	\$44.67	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

Key Personnel

Name	Organization	Job Description
Greg Osborne	Epstein	Principal in Charge
Ryan Peterson	Epstein	Project Manager/Senior Planner
Athena Erbs	Epstein	Senior Design Engineer
Eric Mueller	Epstein	Planner
John Karlovitz	Epstein	Senior Project Engineer
Beth Norton	Epstein	Project Manager
Christian Crespo	Epstein	Engineer
Tim Gustafson	HNTB	Deputy Project Manager/Senior Project Manager
Jane Wilberding	HNTB	Senior Mobility Manager
Adam Barnum	HNTB	Project Manager
Kaci Crowley	HNTB	Transportation Planner
Summer Maison	HNTB	Senior Technical Advisor
Kellen Gorman	HNTB	Asset Management Database Support
Ashton Drake	HNTB	Planner (Existing Conditions)
Lucy Chen	HNTB	Transit and Ridership Analysis
Saul Ontiveros	HNTB	Senior Project Analyst
Rachael Aziz	All Together	Principal
Abigail Rose	All Together	Designer
Tina Figueroa	All Together	Engagement Coordinator

TASK 1: VILLAGE LIAISON AND COORDINATION

TASK 1.1 PROJECT KICKOFF

HNTB will attend an in-person kick-off meeting at the Village to review the work plan, schedule, deliverables, stakeholder group and committees.

TASK 1.2 PUBLIC ENGAGEMENT PLAN

No HNTB involvement.

TASK 1.3 ENGAGEMENT AND INVOLVEMENT

At least one (1) member from HNTB will participate in each of the following activities:

- *Hoffman Estates Coordination Meetings*: Bi-weekly virtual project coordination meetings with Village representatives.
- *Regional Transit Authority Meetings*: Up to 2 meetings with regional transit authorities (e.g., Pace & Metra).
- *IDOT & Cook County Meetings*: 1 meeting each with IDOT and Cook County representatives.
- *Municipal Coordination*: Up to 3 meetings with municipal and park district representatives.
- *NWMC Coordination Meeting*: A meeting with the Northwest Municipal Conference (NWMC).
- *Public Workshops/Open Houses*: Organize up to 2 workshops or open houses to actively engage the community.

TASK 2: EXISTING CONDITIONS

TASK 2.1 CURRENT DATA REVIEW

HNTB will complete the following tasks.

1. **Comprehensive Safety and Crash Analysis**: HNTB will review material prepared by Epstein.
2. **Transportation Equity Analysis**: HNTB will review material prepared by Epstein.
3. **Bicycle Level of Traffic Stress (LTS)**: HNTB will review material prepared by Epstein.
4. **Bicycle Facility Inventory Analysis**: HNTB will review material prepared by Epstein.
5. **Pedestrian Facility Inventory Analysis**: HNTB will review material prepared by Epstein.
6. **Transit Route Coverage Analysis**: HNTB will review existing transit route coverage, frequency, and accessibility. HNTB will identify underserved areas and recommend improvements to existing routes or the creation of new routes.
7. **Sidewalk Gap Analysis**: HNTB will review material prepared by Epstein.
8. **Bicycle Facility Gap Analysis**: HNTB will review material prepared by Epstein.
9. **First-Mile Last-Mile Connectivity Analysis**: HNTB will review material prepared by Epstein.

TASK 2.2 POLICY & PLAN REVIEW

HNTB will review plans and policies listed below:

- *Complete Streets Policy*
- *2010 Comprehensive Bicycle Plan*
- *Flexible Transit Service Operations Plan*
- *Barrington I-90 Sub Area Plan*
- *Western Area Plan*
- *Sustainability Plan*
- *NWMC Multimodal Plan (NWMC)*
- *Plan of Action for Regional Transit (CMAP)*
- *My Metra Our Future (Metra)*
- *Transit is the Answer (RTA)*
- *Driving Innovation (Pace Suburban Bus)*

TASK 2.3 REGIONAL TRANSIT SERVICE REVIEW

HNTB will analyze ridership, fare data, and Replica data to understand travel patterns, origin-destination trends.

TASK 2.4 EXISTING CONDITIONS REPORT

HNTB will provide draft materials prepared in Task 2 to Epstein for incorporation into an existing conditions report.

TASK 3: VISION, GOALS, METRICS AND OBJECTIVES

HNTB will participate in a meeting to develop a draft vision, goals, and objectives.

TASK 4: DRAFT MMP DEVELOPMENT

TASK 4.1 ACTION PLAN

HNTB will participate in up to four (4) working meetings with Epstein to develop a draft Action Plan.

TASK 4.2 FUNDING

HNTB will recommend federal, state, local revenue, and identify public-private partnerships. These will be based on the Village's current financial capacity and draw upon funding liaisons like the Northwest Municipal Conference's (NWMC).

TASK 4.3 MONITORING

HNTB will recommend the performance indicators, such as Average Annual Daily Traffic (AADT), transit ridership, vehicle speeds, and crash data to track the implementation of the multimodal plan.

TASK 5: FINAL REPORT AND WEBPAGE

TASK 5.1 FINAL REPORT

HNTB will support Epstein in assembly of the Final Report for the Hoffman Estates transportation plan based on items prepared by HNTB in Tasks 1-4. HNTB will provide one (1) round of revisions based on a non-conflicting, consolidated set of comments provided by Epstein.

TASK 5.2 WEBPAGE DEVELOPMENT

No HNTB involvement.

TASK 6: ASSET MANAGEMENT

TASK 6.1 DATA ASSESSMENT AND RESTRUCTURING

HNTB will lead the review and restructuring of the Village's existing data sets for inclusion in an internally hosted ArcGIS geodatabase and/or ArcGIS online platform. This transition is designed to enhance interdepartmental coordination and ease of use for Village staff. HNTB will assemble this for review and comment by the Village to confirm it contains data necessary for the Village to generate reports or quantitative outputs about projects or infrastructure maintained by the Village. HNTB will meet with the Village and document the types of analysis or reporting that it deems necessary to produce and will conduct a test query on a total of three (3) datasets (e.g., roadway surface condition, curb ramp compliance) that Village staff anticipate will be reviewed as part of its asset management program.

TASK 6.2 ASSET MANAGEMENT GEODATABASE

HNTB will develop an interactive asset management application for the Village to include on a public-facing section of the Village's webpage or similar web-based interface. HNTB will work with the Village to document the types of reports that they want a typical user to be able to see. The database will integrate the Village's asset data on a map of the Village, with data available for viewing based on Village staff requirements. The development process will be based on an iterative testing and refinement process in collaboration with the Village.

HNTB will visit the Village offices to assist in internally linking reference files to integrate the database into the Village's workflow. HNTB will prepare a memo detailing how files are linked, as will document guidance for updating the database to align with capital improvement programming cycles.

TASK 6.3 ADDITIONAL DATA NEEDS AND PLAN FOR COLLECTION

HNTB and Epstein will prepare a work plan for the Village and/or the consultant team to collect additional data and estimate the labor involved.

Local Public Agency Village of Hoffman Estates	County Cook	Section Number
Prime Consultant (Firm) Name A. Epstein and Sons International, Inc.	Prepared By Consultant	Date 11/17/2023
Consultant / Subconsultant Name HNTB Corporation	Job Number 	

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	16	MONTHS			
START DATE	12/18/2023			OVERHEAD RATE	139.44%
RAISE DATE	5/1/2024			COMPLEXITY FACTOR	0
				% OF RAISE	2.00%
END DATE	4/17/2025				

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	12/18/2023	5/1/2024	5	31.25%
1	5/2/2024	4/1/2025	11	70.13%

The total escalation = 1.37%

Local Public Agency Village of Hoffman Estates	County Cook	Section Number
Consultant / Subconsultant Name HNTB Corporation		Job Number

PAYROLL RATES

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

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	1.37%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Principal Team Lead - Planning	\$86.00	\$86.00
Project Manager II	\$76.96	\$78.02
Project Manager I	\$69.73	\$70.69
Sr. Project Analyst	\$54.05	\$54.79
Planner IV	\$52.36	\$53.08
Project Engineer, Team Lead	\$54.32	\$55.07
Geospatial System Developer II	\$45.69	\$46.32
Planner I	\$32.44	\$32.89
Engineer I	\$38.66	\$39.19
Landscape/Urban Designer I	\$35.12	\$35.60

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

Job Number

Consultant / Subconsultant Name

HNTB Corporation

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	8	\$65.00	\$520.00
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
Utlility 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:				\$520.00

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

Consultant / Subconsultant Name

HNTB Corporation

Job Number

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			1. Village Coordination			2. Existing Conditions			3. Vision Goals Metrics Objectives			4. Draft MMP Development			5. Final Report and Website		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal Team Lead - Plan	86.00	6.0	0.94%	0.81	2	2.22%	1.91							2	1.35%	1.16	2	5.26%	4.53
Project Manager II	78.02	156.0	24.38%	19.02	40	44.44%	34.67	12	11.11%	8.67	16	100.00%	78.02	24	16.22%	12.65	16	42.11%	32.85
Project Manager I	70.69	0.0																	
Sr. Project Analyst	54.79	48.0	7.50%	4.11	48	53.33%	29.22												
Planner IV	53.08	120.0	18.75%	9.95				24	22.22%	11.80				48	32.43%	17.22			
Project Engineer, Team Lead	55.07	0.0																	
Geospatial System Developer	46.32	72.0	11.25%	5.21															
Planner I	32.89	194.0	30.31%	9.97				48	44.44%	14.62				54	36.49%	12.00	20	52.63%	17.31
Engineer I	39.19	0.0																	
Landscape/Urban Designer	35.60	44.0	6.88%	2.45				24	22.22%	7.91				20	13.51%	4.81			
		0.0																	
		0.0																	
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TOTALS		640.0	100%	\$51.51	90.0	100.00%	\$65.81	108.0	100%	\$42.99	16.0	100%	\$78.02	148.0	100%	\$47.84	38.0	100%	\$54.68

Local Public Agency

Village of Hoffman Estates

County

Cook

Section Number

Consultant / Subconsultant Name

HNTB Corporation

Job Number

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

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6. Asset Management																	
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Principal Team Lead - Plannin	86.00																		
Project Manager II	78.02	48	20.00%	15.60															
Project Manager I	70.69																		
Sr. Project Analyst	54.79																		
Planner IV	53.08	48	20.00%	10.62															
Project Engineer, Team Lead	55.07																		
Geospatial System Developer	46.32	72	30.00%	13.90															
Planner I	32.89	72	30.00%	9.87															
Engineer I	39.19																		
Landscape/Urban Designer I	35.60																		
TOTALS		240.0	100%	\$49.98	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

HOFFMAN ESTATES MULTI MOBILITY: ALL TOGETHER SCOPE

TASK 1: VILLAGE LIAISON AND COORDINATION

TASK 1.1 PROJECT KICKOFF

All Together will attend an in-person kick-off meeting at the Village to discuss Village expectations, team structure, lines of communication, work plan, schedule, deliverables, stakeholder group and committees, next steps, and schedule.

TASK 1.2 PUBLIC ENGAGEMENT PLAN

The Public Engagement Plan for the Village of Hoffman Estates Multimodal Transportation Plan, curated by All Together, is a comprehensive strategy designed to ensure active community involvement throughout the project. Following the Project Kick-Off, the plan will be presented and refined with further guidance from Village staff.

Each promotional or marketing item related to the project will be designed by the project team and will require subsequent approval from the Village before being utilized in engagement events. The costs associated with the creation and production of these promotional materials will be borne by the project team. All Together will lead all project marketing efforts.

Project Marketing

- *Project Aesthetic & Messaging:* Create an identifiable project graphic and aesthetic (including colors, typefaces, and illustrations) for use throughout the planning process.
- *Project Website:* Create an interactive project website to host information about the process, upcoming engagement opportunities, plan documents, and online surveys. Maintain and update throughout the course of the project.
- *Communications Materials:* Design communications materials to promote the project and upcoming engagement opportunities throughout the process. Coordinate with local partners to share this information through various communication channels.
- *Bilingual Support:* Provide key engagement materials in Spanish and English.

TASK 1.3 ENGAGEMENT AND INVOLVEMENT

The engagement strategy for the Multimodal Transportation Plan comprises a range of activities designed to facilitate comprehensive community involvement and gather diverse perspectives. The following summarizes these activities:

Regular Coordination and Reporting

- *Monthly Project Engagement Reports:* Monthly reports sent to the Village.
- *Hoffman Estates Coordination Meetings:* Bi-weekly virtual project coordination meetings with Village representatives. All Together will attend on an as-necessary basis.

Committee and Board Meetings

- *Steering Committee Meetings:* Up to 4 meetings with the Steering Committee members, to be selected by Village staff. All Together will attend these meetings with Epstein leading agenda and material development and preparation.
- *Village Board/Transportation Committee Meetings:* 2 presentations to the Village Board. All Together will attend these meetings with Epstein leading agenda and material development and preparation.
- *Board Brainstorming/Marketing Session:* All Together will meet with the Village Board once at the beginning of the project to educate them about the plan, highlighting its benefits for residents and the community. The Board will receive key talking points and marketing materials to help them promote the plan and encourage community engagement in related events. All Together will lead the marketing element of this meeting, prepare the communication materials to share with Board Members, and refine them based on feedback received.

Community Partners

- *Community Partner Coordination:* All Together will work with Village Staff and Board Members to identify local partners with relationships with “hard-to-reach” demographics in Hoffman Estates. Our team will coordinate with them throughout the process to help spread the word about the project and encourage engagement.

Surveys

- *Survey #1:* This survey will be conducted during the initial phases of the project to gather initial community input. It aims to capture the community's perspective on current transportation infrastructure and areas for improvement. All Together will rely on Epstein and HNTB to craft questions for the surveys. All Together will refine questions and host the survey via Survey Monkey and post it to the project website.
- *Interactive Map:* Throughout the entirety of the project, a dynamic, map-based engagement tool will be on the project website, facilitating ongoing interactive community feedback. Epstein will develop the map and All Together will provide feedback on embed it on the project website.
- *Survey #2:* A subsequent survey will be conducted later in the project to gather additional community input based on initial findings and developments. This will help assess changes in community perception and refine the plan. All Together will rely on Epstein and HNTB to craft questions for the surveys. All Together will refine questions and host the survey via Survey Monkey and post it to the project website.

Community Engagement Events:

Events will be planned in each of the three distinct areas of the Village – north, central, and west.

- *Public Workshops/Open Houses:* Organize up to 2 workshops or open houses to actively engage the community. These can take the role of in-person or virtual workshops. All Together will lead the planning, design, and facilitation of the events, and will rely on Epstein and HNTB to provide relevant materials for the community to respond to. We will work together to design engagement activities that are interactive and understandable.
- *Focus Groups:* Host 2-3 focus groups with key constituent groups. These may be facilitated by identified Community Partners. All Together will lead scheduling focus groups, and work with the team to develop questions for the groups. All Together will lead the facilitation of the meetings. These may be in-person or virtual.
- *Pop-Up Engagement Booths:* Set up temporary booths at popular community events to reach a wider audience, up to 3 times during the project timeline. Event recommendations will be provided by Village staff. All Together will lead the planning, design, and facilitation of the events, and will rely on Epstein and HNTB to provide relevant materials for the community to respond to. We will work together to design engagement activities that are interactive and understandable.

Engagement Summaries

- *Two Engagement Summaries:* The engagement plan will outline how engagement events tie into the project tasks. Based on that outline, we will summarize input from surveys, open houses, community conversations, and workshops in two different documents. These will highlight the most important themes we heard, communicate the demographic reach of our participants, and provide recommendations for how this feedback should be incorporated into plan materials. All Together will lead the development of these summaries, with review and feedback from the project team. As appropriate, these summaries will be incorporated into plan documents.

TASK 3: VISION, GOALS, METRICS AND OBJECTIVES

All Together will support Epstein and HNTB in the development and refinement of Vision, Goals, Metrics and Objectives to reflect the community input received throughout the process.

TASK 4: DRAFT MMP DEVELOPMENT

All Together will support Epstein and HNTB in the development of the MPP to reflect the community input received throughout the process.

TASK 5: FINAL REPORT AND WEBPAGE

TASK 5.1 FINAL REPORT

Epstein, supported by HNTB and All Together, will lead the creation of the Final Report for the Hoffman Estates transportation plan, ensuring universal accessibility and ADA compliance. The process will begin with Epstein expanding the Existing Conditions Report (ECR) into a comprehensive draft, which will then be reviewed by the Village of Hoffman Estates. Upon receiving feedback, a revised draft will be prepared, encompassing the Village's suggestions and any written comments received. All Together will create the initial design templates for the report and will support in graphics development.

This draft will be published on the project website for a 30-day public comment period, providing an opportunity for community members to offer their input. To advertise this public comment period, newspapers will be contacted, utilize social media channels, local advocates, and Board members will be actively involved in spreading the word. Epstein will carefully review and respond to all public comments, integrating them into the final version of the report as deemed appropriate by the Village. All Together will lead public outreach via the project website and communication channels.

TASK 5.2 WEBPAGE DEVELOPMENT

Alongside the Final Report, our team will integrate an Epstein-developed interactive online map featuring into the website. This digital platform will be designed for easy administrative control by Hoffman Estates staff and will function as a comprehensive hub.

		ALL TOGETHER			
Hoffman Estates Multimobility		<i>Staff Hours</i>			
Work Scope/Phases/Tasks/Hours/Fees		A	B	C	
TASK 1	Project Kick Off	4	4	4	
	Public Engagement Plan	4	8	16	
	BiWeekly Team Meetings	12	30	18	
	ENGAGEMENT AND INVOLVEMENT				
	Committee and Board Meetings		8		
	Project Aesthetic & Messaging	6	20	4	
	Project Website (Design + Updates)	2	30	30	
	Communication Materials		40	20	
	Bilingual Support			30	
	Community Partner Coordination	2	4	6	
	Village Board Marketing Strategy	2	8	6	
	2 Public Workshops	8	22	46	
	2 Online Surveys	2	6	6	
	3 Pop Up Engagement Events	10	30	40	
	2-3 Focus Groups	2	4	6	
	2 Engagement Summaries	8	40	40	
	Subtotal Phase 1 Hours	62	254	272	
	Subtotal Phase 1 Fees	\$11,160	\$30,480	\$27,200	
	Total Phase 1 Fee: \$29,120				
	TASK 2	Vision, Goals, Metrics and Objectives	4	8	8
Draft MPP Development		4	8	2	
Final Report Design		4	45	4	
Subtotal Phase 2 Hours		12	61	14	
Subtotal Phase 2 Fees		\$2,160	\$7,680	\$1,400	
Total Phase 2 Fee: \$13,640					
		Total Hours by Staff	74	315	286
		Subtotal Fee by Staff	\$13,320	\$37,800	\$28,600
		Total Fee by Firm	\$79,720		
		Staff Categories			
Project Fee Total =	\$79,720	A. Principal		\$180	
Community Partners	\$3,000	B. Designer		\$120	
Engagement & Promotional Materials	\$5,000	C. Bilingual Engagement Coordinator		\$100	
Total Project Budget =	\$87,720				

	2024												2025						
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J
1. Village Liaison and Coordination																			
1.1 Project Kick Off																			
1.2 Public Engagement Plan																			
2. Existing Conditions																			
2.1: Current Data Review																			
2.2: Policy and Plan Review																			
2.3 Transit Review																			
2.4 Complete Existing Conditions Report																			
3. Vision, Goals, Metrics, and Objectives																			
4. Draft MMP Development																			
4.1 Action Plan																			
4.2 Funding																			
4.3 Monitoring																			
5. Final Report and Webpage																			
6. Assest Management																			
6.1 Data Assessment and Restructuring																			
6.2 Assessment Management Geodatabase																			
7. Public Engagement																			



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/15/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

Table with PRODUCER (Alliant Insurance Services, Inc.), CONTACT NAME (Dawn.Heibel@alliant.com), PHONE (312) 595-6200, INSURER(S) AFFORDING COVERAGE (Continental Casualty Company, Allianz Underwriters Insurance Company), and NAIC # (20443, 36420).

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Main table listing coverages: COMMERCIAL GENERAL LIABILITY (6023981464), AUTOMOBILE LIABILITY (6023981478), UMBRELLA LIAB (6023981495), WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (6023981481), and Prof. Liability (U5F00054923). Includes columns for INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, and LIMITS.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) RE: PN23338 - Development of Multimodal Transportation Plan.

Certificate is issued as evidence of coverage.

Table with CERTIFICATE HOLDER (Village of Hoffman Estates) and CANCELLATION (SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE signature).



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

December 2023

GENERAL UPDATES

- ◆ Staff conducted interviews with the shortlisted candidates for the Multimodal Transportation Plan. The Transportation & Road Improvement Committee will be considering a contract award on December 11.

TRANSPORTATION PROJECT UPDATES

Transportation Planning Projects

PROJECT	STATUS
<p>Comprehensive Multimodal Transportation Plan (SPR) <i>Lead Agency: VOHE</i></p> <p><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>RFP for consultant services released September 22, seven qualified responses received. Contract award consideration on December 11. Anticipated project kickoff in January.</p>
<p>Northwest Cook County Transit Plan <i>Lead Agency: CMAP</i></p> <p><i>Partnering Agencies: VOHE, VOS, Pace, Townships of Hanover, Palatine & Schaumburg</i></p> <p><i>Scope: Provide recommendations for more effective, efficient, coordinated transit services among and across these participating communities.</i></p>	<p>Update meeting held in November. Staff is providing data to support study. Anticipating that the CMAP team will attend a Senior Commission Luncheon at Village Hall in 2024 to perform outreach to the population.</p>

Bike/Pedestrian Projects in Design

PROJECT	STATUS
<p>Beverly Road Bicycle Facility and Resurfacing (Invest in Cook, STP-L) <i>Lead Agency: VOHE</i></p> <p><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>Phase II Engineering in progress (Civiltech). Project was let in November with Plote Construction as low bidder. IDOT bid verification pending.</p>
<p>Central Road Off-Street Bike Facility (Access to Transit / CMAQ) <i>Lead Agency: Cook County</i></p> <p><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>Phase II Engineering in progress (Ciorba Group) with Cook County as lead. ROW and easements process underway.</p>

<p>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></p>	<p>Phase I Engineering in progress (TranSystems). Completion of Phase 1 and design approval expected in May 2024.</p>
<p>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></p>	<p>Phase I Engineering in progress (Baxter & Woodman). Draft PDR under review ahead of public meeting. Phase I design approval is pending. Phase II RFP being drafted for release in early 2024.</p>
<p>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></p>	<p>Phase II Engineering 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>Barrington Road Widening - Algonquin to Central Road <i>Lead Agency: IDOT</i></p>	<p>IDOT MYP for 2024-2028. VOHE to cost share for Opticom and ped signal improvements per 2018 LOI.</p>
<p>Batavia Lane (Rebuild Illinois Funds) <i>Scope: Storm sewer replacement, water main replacement, and street reconstruction on Batavia Lane.</i></p>	<p>Design underway (Ciorba Group). Application under review by DCEO. Design is scheduled to be completed in January 2024.</p>
<p>Golf Road / Barrington Road Intersection Improvement Study <i>Lead Agency: IDOT</i></p>	<p>Phase II Engineering in progress. Staff has reviewed pre-final plans and provided comments to IDOT. Draft IGA with IDOT expected in mid-2024.</p>
<p>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></p>	<p>Phase I Engineering completed. Village notified that the project is not included in IDOT FY2023-2028 proposed Highway Improvement Program.</p>

Roadway Projects – Under Construction

PROJECT	STATUS
<p>2023 Village Street Revitalization Project <i>Lead Agency: VOHE</i></p>	<p>Street project complete .Punch list items in 2024.</p>

Program registration is ongoing with identification cards and coupons sent to residents. Since its inception, 813 residents have registered for the program, with 337 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 November.

