

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

 X Resolution or Ordinance (Blue) _____ Waiver of First Requested
____ Recommendations of Boards, Commissions & Committees (Green)
____ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: April 10, 2024 (COW) (B of T) **Date:** April 18, 2024

TITLE: North Grace Street Roadway Improvements *(St. Charles Road to North Avenue)*
Preliminary and Design Engineering

SUBMITTED BY: David Gorman, P.E., Assistant Director of Public Works *DRG*

BACKGROUND/POLICY IMPLICATIONS:

The contract includes preliminary and final design (Phase I and Phase II) engineering for the North Grace Street project. Proposed improvements include roadway base repair and resurfacing, curb and gutter removal and replacement, minor storm sewer repairs, traffic calming, bike accommodations, and ADA compliance for crosswalks and sidewalks.

Construction is currently programmed to be funded by the Surface Transportation Program through IDOT. The Village's cost share will be funded by the Construction Fund. The IDOT bid opening is currently scheduled for March 2026.

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$267,200.00

Project Number: ST 26 01

Account: Capital Project Fund (Construction Fund): 410.710.725.75410

FY 24 CIP Preliminary and Design Engineering Budget: \$285,000 (Construction Fund)

Review (as necessary):

Village Attorney X _____ Date _____

Finance Director X _____ Date _____

Village Manager X _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



To: Scott Niehaus, Village Manager
 Through: Carl S. Goldsmith, Director of Public Works *CG*
 From: David Gorman, P.E., Assistant Director *DG*
 Date: April 10, 2024
 Subject: North Grace Street Resurfacing
 Preliminary and Final Design Engineering Contract

The current Capital Improvement Plan (CIP) has the preliminary and final design (Phase I and Phase II) engineering for the North Grace Street Resurfacing project programmed for Fiscal Years (FY) 2024 and 2025, with construction in FY 2026.

The limits of the project extend from East St. Charles Road to North Avenue (IL Route 64). The scope of project engineering services includes completing a Phase I Project Development Report and Phase II Engineering Drawings and Bid Documents per IDOT procedures for Federal Aid projects. The services include coordination with the Illinois Department of Transportation (IDOT) and DuPage County Council of Mayors; completing Phase II processing with Plans, Specifications, and Estimate of Cost (PS&E), preparing any necessary temporary easement documents and submitting final bid documents to IDOT.

Included in the preliminary engineering phase is a complete topographic survey, evaluation of existing drainage, assessment of underground utility structures, evaluation of sidewalks, and the preparation of a Project Development Report. Final engineering includes preparation of bid documents (plans, specifications, and engineer's cost estimate), utility permitting, and making a formal presentation with exhibits for a project public information meeting.

The improvements include roadway base repair and resurfacing, curb and gutter replacement, minor storm sewer adjustment and repairs, traffic calming feature installation, bike accommodations additions, and ADA compliance within sidewalks, ramps, and crosswalks. The project also includes reviewing the roadway drainage for existing and potential future roadway improvements.

A Request for Proposal (RFP) was sent out to all seven of the consultants on the Municipal Engineering shortlist. Four consultants responded, of which Baxter & Woodman (Baxter) of Crystal Lake, was chosen as the most qualified firm by the four-person selection committee. The final scope and fee were directly negotiated and agreed upon by both parties.

This work will be performed for a total not-to-exceed fee of \$267,200.00 Funding will be through the Capital Project Fund. The FY 2024 CIP budgets a total of \$285,000.00 for design engineering services.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting on April 18, 2024. If approved, please return two original signed copies of the agreement to Public Works-Engineering for further processing.

R E S O L U T I O N
R _____ 24

**A RESOLUTION AUTHORIZING SIGNATURE OF
PRESIDENT AND CLERK ON AN AGREEMENT**

WHEREAS, the Corporate Authorities of the Village of Lombard have received an Agreement between the Village of Lombard, and Baxter & Woodman, Inc. regarding the North Grace Street Resurfacing project as attached hereto and marked Exhibit "A"; and

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to approve such an agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS as follows:

SECTION 1: That the Village President be and hereby is authorized to sign on behalf of the Village of Lombard said agreement as attached hereto.

SECTION 2: That the Village Clerk be and hereby is authorized to attest said agreement as attached hereto.

Adopted this 18th day of April 2024.

Ayes: _____

Nays: _____

Absent: _____

Approved this 18th day of April 2024.

Keith Giagnorio
Village President

ATTEST:

Elizabeth Brezinski
Village Clerk



VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER ST-26-01

This agreement is made this 18th day of April 2024, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Baxter & Woodman, Inc. hereinafter referred to as the "ENGINEER" and its successors.

Witnessed, that in consideration of the mutual promises of the parties delineated in the contract documents, the ENGINEER agrees to perform the services and the VILLAGE agrees to pay for the following services as set forth in the contract documents:

Phase and Phase II Engineering Services for the
North Grace Street Resurfacing Project (East St. Charles Road to North Avenue (IL Route 64))

1. This contract shall embrace and include all of the applicable contract documents listed below as if attached hereto or repeated herein:
 - a. Request for Qualifications and Proposals for Shortlists for Municipal Engineering Services (dated October 9, 2021) consisting of the following:
 - i. Cover Sheet
 - ii. Table of Contents
 - iii. Solicitation Letter
 - iv. General Provisions
 - v. Special Provisions/Request for Qualifications
 - vi. Request for Proposal
 - vii. Instructions for the Consultant Evaluation Form
 - viii. Instructions for the Statement of Qualifications Forms
 - ix. Appendix A - Sample Contract and Engineer's Certification Form
 - x. Appendix B - Local Government Prompt Payment Act
 - xi. Appendix C - Statement of Qualifications Form and Proposal Form
 - xii. Appendix D - CIP Shortlist Projects
 - xiii. Appendix E - Charles Lane Basin Utility Map
 - b. ENGINEER'S Statement of Qualifications (dated December 13, 2021)
 - c. VILLAGE Request for Proposal (dated February 5, 2024)
 - d. ENGINEER'S Proposal (dated March 19, 2024)
 - e. ENGINEER'S Scope of Services, Work Effort, and Fee Schedule (dated April 9, 2024)
 - f. Required Certificates and Signatures and Certificate of Insurance
2. The VILLAGE agrees to pay, and the ENGINEER agrees to accept as full payment for the services which are the subject matter of this contract per the General Provisions.
3. This Contract represents the entire agreement between the parties and may not be modified without the written approval of both parties.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by the Village President, and the ENGINEER have hereunto set their hands this 18th day of April 2024.

If an individual or partnership, all individual names of each partner shall be signed, or if a corporation, an officer duly authorized shall sign here:

Baxter & Woodman, Inc.

Accepted this _____ day of _____, 2024.

Individual or Partnership _____ Corporation _____

By: _____
Name Position/Title

By: _____
Name Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this the 18th day of April 2024.

Keith Giagnorio, Village President

Attest:

Elizabeth Brezinski , Village Clerk



VILLAGE OF LOMBARD ENGINEER'S CERTIFICATION

_____, having been first duly sworn depose and states as follows:
(Officer or Owner of Company)

1. has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A) (4).
2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:
 - a. it is contesting its liability for the tax or the amount of tax per procedures established by the approved Revenue Act; or
 - b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.
3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382, and that

(Name of employee/driver or "all employee drivers")

is/are currently participating in a drug and alcohol testing program according to the aforementioned rules.

By: _____
Officer or Owner of Company named above

Subscribed and sworn to
before me this _____
day of _____, 2024.

Notary Public

April 9, 2024

Mr. Ray Schwab
Civil Engineer II
Village of Lombard
255 E. Wilson Ave
Lombard, IL 60148-8222

Subject: Village of Lombard – North Grace Street Resurfacing – Phase I and II Design Engineering

Dear Mr. Schwab:

Baxter & Woodman, Inc. is pleased to submit the Village of Lombard this Proposal to provide Phase I and Phase II Design Engineering services to improve North Grace Street, from East St. Charles Street to IL Route 64, within the Village of Lombard, DuPage County, Illinois.

The project includes roadway rehabilitation, including road resurfacing, base patching, curb and gutter replacement, minor storm sewer repairs, traffic calming feature installation, bike accommodations additions, and ADA compliance within sidewalks, ramps, and crosswalks. The project length is approximately 1.0 mile.

The project also includes reviewing the roadway drainage to accommodate the existing and future roadway. Drainage improvements outside of North Grace Street are not included in the project scope.

The engineering work included in the Project consists of completing a Phase I Project Development Report and Phase II Engineering Drawings and Bid Documents in accordance with IDOT procedures for Federal Aid projects. The services include coordination with the Illinois Department of Transportation (IDOT) and DuPage County Council of Mayors; completing Phase II processing with Plans, Specifications, and Estimate of Cost (PS&E) and submitting final bid documents to IDOT.

The construction cost is approximately \$2,321,000.

The project will utilize local funds for Phase I and II Engineering. The Village has received \$1,572,000 in Federal STP funds for Construction and Construction Engineering of the project.

The following is the expanded scope of services from our Proposal, which we consider appropriate and necessary for the completion of the project.

Phase I Scope of Services:

1. PHASE I EARLY COORDINATION AND DATA COLLECTION

1.1. Data Collection: Obtain, review, and evaluate the following information provided by the Village for use in design:

- A. Preliminary Design CADD files
- B. Utility Atlases
- C. Existing Roadway and Structure Plans with Inspection Reports
- D. GIS Shape files surrounding the project limits
- E. Aerial Photography
- F. Environmental Studies
- G. Maintenance and flooding records
- H. Drainage Studies
- I. Hydraulic and Hydrologic information and calculations
- J. Geotechnical Data
- K. Crash Data (five years)
- L. Right-of-Way, GIS, and property data
- M. Bicycle and Pedestrian Master Plan
- N. Complete Street Policy

1.2. Sanitary and Drainage Evaluations: Review and compare topographic survey data with available videos and written logs of sewer and structure inspections to identify the general condition of structures, the sewer and building lateral connections, location and severity of defects, and existence of I/I sources.

1.3. Field evaluation: Collect and record field data for structural, roadway, drainage, utility, and pavement analysis for use in design. Observe and photograph the project area and immediate surroundings.

1.4. Utility Locates & Coordination: Contact JULIE to identify utilities that have facilities along the project limits. Request utility atlas maps and plot approximate locations and sizes of existing utilities in electronic drawings.

1.5. Agency Coordination: Coordinate improvements with emergency services, public transportation agencies, PACE bus, and local school districts to identify local concerns with lane configurations changes.

1.6. Railroad Coordination: No work is anticipated within eight feet of the tracks, nor on any railroad infrastructure, so a railroad coordination or petition to the Illinois Commerce Commission is not anticipated or included in this agreement.

2. TOPOGRAPHIC SURVEY

2.1. *Topographic Survey:*

- A. Perform topographic survey within the project limits and at 50-foot intervals including driveways, cross streets, and major utility crossings. The limits of the survey will be north of E. St. Charles Road to south of IL Route 64 and will include 50 feet along adjacent side streets to anticipate potential profile changes (approximately 1.0-mile total). Cross section width shall be taken 25 feet outside the estimated proposed right-of-way and utility

- corridor. Set project control and benchmarks at a frequency/spacing not to exceed 1,000 feet. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls.
- B. *Photos*: Collect photographs along the project route to assist with design drawings and exhibits.
 - C. *Terrain Model*: Download and develop existing digital terrain model for use in design and plan preparation.
 - D. *Sanitary Sewer Structure Evaluation*: Visually inspect accessible manholes from the surface and complete an inspection record for each manhole. Document the material type and condition of each component of the structure, potential I/I sources, and details of all pipes connected to the manhole.
 - E. *Right-of-Way*: Field-locate existing property corners and utilize available tax parcel information to establish an approximate right-of-way.
- 2.2. *Tree Survey*: Conduct a survey of trees exceeding 4-inch diameter that includes size, species, and condition. The tree survey will extend from the existing right-of-way to the proposed right-of-way or easements. Provide a summary of findings and anticipated replacement values.
3. **GEOTECHNICAL INVESTIGATION** – Pavement cores and soil borings are not included in this scope. If required, work with the Village to determine location and depths for this work to be completed outside this scope of services. Review the report to ensure analysis and recommendations included subgrade improvements, in a soils report in accordance with DOT guidelines.
4. **TRAFFIC ANALYSIS**
- 4.1. *Traffic Forecasting*:
 - A. Based on traffic data available, develop projected 2050 traffic volumes for both the existing intersections (no build) and proposed alternatives in accordance with FHWA guidelines.
 - B. Coordinate with the Village and Chicago Metropolitan Agency for Planning (CMAP) for concurrence on 2050 traffic projections.
 - 4.2. *Crash Analysis*: Obtain crash data from DOT and the Village and compile for review. Complete a crash diagram for the intersections using the last five years of crash data and summarize findings. Complete a crash analysis to evaluate the frequency, severity, and recommended countermeasures.
5. **ALTERNATIVES ANALYSIS**
- 5.1. *Bike Accommodations Alternative Geometric Development*: Analyze and schematically develop alternative alignments, configurations, geometrics, and traffic control for bike accommodations between E. St. Charles Street and IL Route 64, including additional routes parallel to North Grace Street (Lombard Avenue and Village-wide Bicycle and Pedestrian Master Plan routes). Review critical cross sections, right-of-way impacts, and design constraints. Compile alternatives and summarize findings of the analysis with recommendations. A maximum of three (3) alternatives (North Grace Street, N Lombard Avenue, and Village-wide Bicycle and Pedestrian Master Plan routes) will be developed further for evaluation. Develop concept sketches of each alternative and analyze conceptual development of the alternative on-road and off-road bicycle accommodations.

- 5.2. *Traffic Calming Alternative Geometric Development:* Analyze and schematically develop alternative alignments, configurations, and geometrics for traffic calming on North Grace Street. Review critical cross sections, right-of-way, impacts, and design constraints. Compile alternatives and summarize findings of the analysis with recommendations. A maximum of two (2) alternatives will be developed further for evaluation. Develop concept sketches of each alternative and analyze conceptual development of the traffic calming alternatives.
6. PRELIMINARY DESIGN OF PREFERRED ALTERNATIVE
- 6.1. *Preferred Alternative Geometric Design:* Develop the preferred improvement corridor design model, plan, profile, and cross sections throughout the project. Identify design constraints including clear zone, obstructions, drainage limitations, and potential design exceptions. Include development of the following items in the preferred improvement:
- A. ADA compliance
 - B. Park impacts
 - C. Maintenance of traffic
 - D. Driveways and adjacent intersections
 - E. Drainage facilities
 - F. On-street parking
- 6.2. *Preliminary Plan and Profile:* Prepare plan and profile sheets for the horizontal and vertical alignment of the preferred alternative at 1" = 50' scale. Identify design constraints including clear zone, obstructions, drainage limitations, and potential design exceptions. Plan and profile sheets will include improvement limits, stations and offset callouts, define paving limits, label construction limit locations and right of way breaks, utility adjustments, guardrail locations, and wetland locations and impacts.
- 6.3. *Pavement Design:* Design the proposed pavement and base course material and thicknesses, and subgrade treatments (if applicable) in accordance with recommendations from the soils report and IDOT Bureau of Local Roads Chapter 44.
- 6.4. *Typical Sections:* Prepare typical sections for the existing and proposed improvements, showing dimensions and descriptions for roadway surfaces, bases, subbases, subgrade treatments, gutters, curb and gutters, medians, sidewalks, bike paths, ditches, backslopes, and right of way.
- 6.5. *Preliminary Estimate of Cost and Time:* Develop preliminary cost estimates for the preferred improvement and anticipated duration for construction.
- 6.6. *Drainage Analysis:* Prepare a simplified drainage report for the project site including an evaluation of the existing drainage and preliminary design of proposed drainage improvements. Drainage improvements will be limited to replacing and adding structures and storm sewers in kind within the North Grace Street right-of-way and reviewing the roadway crown location. The drainage improvements will not impact the general drainage of the area or outlets.
7. PHASE I ENVIRONMENTAL COORDINATION AND PERMITTING
- 7.1. *Special Waste Screening:* Conduct Special Waste Screening as outlined in Section 20-12.03(b) of the IDOT Bureau of Local Roads and Streets Manual. Screening will include Environmental Regulatory Records Review and a site visit. Based on Environmental Screening results and site visit determine if further action is required and prepare a summary of the findings.

- 7.2. *Environmental Survey*: Prepare the Environmental Survey Request Form and related exhibits. Submit to IDOT to determine potential environmental impacts. Biological, Archeological, and Historical surveys will be performed by the State. Special waste assessment will be performed by Baxter & Woodman as described below.
- 7.3. PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT (PESA)
- A. Review and document historical data sources for the project area, including aerial photographs, topographic maps, fire insurance maps, County resources, and other readily available development data.
 - B. Perform a computer search of Federal, State, Tribal, and local government agency records to determine if the Site or adjacent properties are included within the selected regulatory databases. Based on the results of this query, the Site and its surrounding properties will be visited and evaluated for recognized environmental concerns (REC). Queries will be performed, but not be limited to, the following regulatory databases:
 - 1) National Priority List (NPL) of Hazardous Waste Sites
 - 2) Hazardous Waste Treatment, Storage, Disposal Facilities (TSDF)
 - 3) Underground Storage Tank or Leaking Underground Storage Tank Locations (UST/LUST)
 - 4) Sanitary Landfill and Solid Waste Sites (SL/SWS)
 - 5) State Hazardous Waste Sites (SHWS)
 - 6) CERCLIS sites
 - 7) Small and Large Quantity Hazardous Waste Generators (RCRIS-SQG/LGG)
 - 8) RCRA
 - C. Based on Environmental Screening results and site visit, prepare a PESA using the processes described in A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation Infrastructure Projects, Second edition, January 2012. Prepare a letter report summarizing the activities and results of the assessment. The report will include pertinent documentation to support the screening results of the assessment. It will also provide a summary of conclusions from the limited information collected. A Preliminary Site Investigation (PSI) will not be included within this scope of work.
8. PROJECT DEVELOPMENT REPORT – Prepare a Local Project Development Report for a Federal Approved Categorical Exclusion and submit the report to IDOT-BLRS and the Federal Highway Administration for review and approval. Preliminary, Pre-final, and Final submittals are anticipated.
9. PHASE I PROJECT MEETINGS AND PUBLIC INVOLVEMENT
- 9.1. *Project Meetings*: The following meetings are anticipated for this project phase:
- A. Village (3 total) (Kickoff, Alternatives/Public Works Committee, Pre-final)
 - B. Field Meeting with Village staff (1)
 - C. IDOT (1) (Kickoff)
 - D. IDOT/FHWA Coordination Meetings (1)

9.2. *Public Information Meeting*

- A. Prepare property owners' letters for impacted parcels, if any, in lieu of multiple public meetings. The Village will send the letters. This work will be performed in accordance with Village and IDOT guidelines.
- B. Prepare advertisement, exhibits, visualization of traffic calming measures, personal and video presentation, handouts, and attend one (1) public information meeting to present the preferred alternative design.
- C. Prepare meeting minutes to document public comments.

Phase II Scope of Services:

10. FIELD EVALUATION – Perform a field evaluation of the condition of existing pavements, drainage structures, sidewalk ramps, and curb and gutter for use in design. Note any differences since the Phase I report for pavement conditions, sidewalk ramps, and curb and gutter. Estimate quantities of repair.

11. PHASE II ENVIRONMENTAL COORDINATION AND PERMITTING

- 11.1 *NPDES, SWPPP, IEPA:* Complete SWPPP and NOI and obtain NPDES permit from IEPA. Agency review fees are not included within this agreement and shall be paid for separately by the Village.
- 11.2 *Clean Construction or Demolition Debris (CCDD)*
 - A. Review sample locations with the Village.
 - B. Review results of the geotechnical investigation, laboratory testing results, report conclusions and recommendations, and IEPA forms with the Village.

12. PLAN PREPARATION

- 12.1. *Estimate of Cost and Time:* Prepare summary of quantities, estimate of time, schedules of materials, and an engineer's estimate of cost.
- 12.2. *Specifications:* Prepare special provisions in accordance with IDOT and Village guidelines to specify items not covered by the Standard Specifications for Road and Bridge Construction.
- 12.3. *Roadway Design:* Prepare plan and profile sheets for the roadway design including improvement limits, stations and offset callouts, label construction limit locations and right of way breaks, rehabilitation strategy, curb and gutter and sidewalk improvements, driveway repairs, utility structure adjustments, pavement marking, and note special instructions to the Contractor. Separate removal sheets will be prepared for this project.
- 12.4. *Drainage Design:* Prepare details as necessary to convey minor storm sewer repairs and modifications. It is assumed that the project outfalls will be maintained and not modified as part of this Project.
- 12.5. *Utility Coordination:* Submit preliminary and final plans to utility companies to verify utility locations so conflicts and relocation efforts can be identified. Provide ongoing reviews of permitting and utility relocation efforts as requested by the Village. Prepare "Status of Utilities to be Adjusted" special provision in accordance with IDOT District 1 requirements, which provides the contractor with the duration of utility relocation work, status of utilities to be watched and protected within the project limits, and pertinent information for the contractor to develop a work schedule to meet the requirements for the project.

- 12.6. *Maintenance of Traffic and Construction Staging:* Traffic is anticipated to be maintained along the route at all times. Develop a preferred maintenance of traffic and staging plan and submit to the Village for comment and approval. Identify the preferred strategy for maintaining traffic and driveway access. Prepare construction staging notes, typical sections, and layout to maintain local traffic flow through the construction zone. Confer with Village staff, emergency services, and public transportation agencies to consider local impacts and concerns.
 - 12.7. *Erosion Control Plans:* Prepare an erosion control plan for the improvement meeting Village and permit agency requirements.
 - 12.8. *Detailed Drawings:* Complete required plan sheets required for pre-final and final IDOT submittals including Cover, General Notes, Summary of Quantities, Typical Sections, Removals, Plan and Profiles, Pavement Markings, Landscaping, Erosion Control, Design Details, and Cross Sections. Disposition of Comments will be provided for comments received.
13. PHASE II PROJECT MEETINGS AND PUBLIC INVOLVEMENT
- 13.1. *Project Meetings:* The following meetings are anticipated for this project phase:
 - A. Village (2) (Kick-off, Pre-final)
 - B. IDOT (1) (Phase II Kickoff)
 - 13.2. *Public Outreach and Stakeholder Coordination:* Coordinate the proposed improvements with stakeholders that may be most affected by construction, including arranging for maintaining access during construction, staging, pedestrian access, and parking insofar as Village is willing to accommodate. The video presentation completed in Phase I will be updated and used by the Village.
14. ASSIST BIDDING – Provide design assistance and clarification for bid documents. Provide documents for a State letting, prepare addendums as necessary, and confer with Village on a recommendation for IDOT to award the contract.

General Project Scope of Services:

15. QA/QC – Perform in-house milestone and constructability reviews by senior staff during project initiation, conceptual review, preliminary, pre-final, and final submittals. Provide ongoing reviews of permitting and utility coordination efforts. Conduct milestone reviews of subconsultants and provide feedback throughout the progress of work.
16. PROJECT MANAGEMENT – Plan, schedule, and control the activities that must be performed to complete the project including budget, schedule, and scope. Coordinate with Village and project team to ensure the goals of the project are achieved. Prepare and submit monthly invoices and provide a monthly status report via email describing tasks completed the previous month and outlining goals for the subsequent month. Maintain quarterly reports and PPI form for CMAP and Council of Mayors. Complete draft funding agreement for construction.
17. PHASE III CONSTRUCTION ASSISTANCE – Attend one pre-construction meeting. Provide on-call assistance to the Village during construction to review shop drawings, answer design questions, and

resolve constructability issues. This work does not include re-design unless the re-design is a result of a negligent error or omission on the part of the Engineer.

Optional Scope of Services (will not be completed unless authorized by Village)

18. LAND ACQUISITION

- 18.1. *Plat of Highways:* Obtain, review, and develop plats, legal descriptions and utilize the services of a DOT-approved title company to obtain title commitments for a maximum of five (5) adjacent parcels of land to be acquired for right-of-way, permanent easements, or temporary construction easements.

Optional Scope of Services – Not Included in Base Fee (will not be completed unless authorized by Village)

- 18.2. *Appraisals:* Employ a real-estate appraiser certified by the DOT to prepare a comparable land sales analysis and appraisals for parcels of land to be acquired for right-of-way, permanent easements, or temporary construction easements.
- 18.3. *Negotiations:* Employ a negotiator certified by DOT to negotiate the sale of parcels of land to be acquired for right-of-way, permanent easements, or temporary construction easements. Provide support to the Village during the ROW acquisition process.

Project Deliverables

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

- A. Electronic DGN, Geopak, Digital Photos, and GIS files used in project development including Plan, Profiles, Cross Sections, Survey, and Exhibits.
- B. Electronic Record of Design files including Final Plans, Specifications, Permits, agency correspondence, Utility logs, Project Reports and Models, Estimates, Exhibits, and related electronic submittals (pdf or as appropriate). Baxter & Woodman utilizes an electronic filing system in lieu of hard copies.

Not Included: The following items are not included within the scope of this project, but can be provided as additional services to the contract:

- A. Permit Review Fees
- B. Wetland Banking Fees
- C. Section 4(f) Lands Impacts
- D. Intersection Design Studies
- E. Traffic Signal Modifications
- F. Railroad Coordination and Crossing Improvements
- G. Newspaper Publication Fees
- H. Individual Property Owner Meetings
- I. Pavement Cores/Soil Borings

Schedule

The proposed work will be completed between April 2024 and April 2026. The following are the milestones and anticipated dates of completion.

- A. Notice to Proceed: April 2024
- B. Alternative Analysis: July 2024
- C. Public Involvement: September 2024
- D. Preliminary Design of Preferred Alternative: October 2024
- E. Draft PDR Submittal: November 2024
- F. Final PDR Submittal: February 2025
- G. Phase I Design Approval: March 2025
- H. Pre-final PS&E: September 2025
- I. Final PS&E: January 2026
- J. Construction Lettering: March 2026

Engineering Fee

Our engineering fee for the above scope of services is based on our hourly billing rates for actual work performed plus reimbursement for out-of-pocket expenses including travel, which will not exceed **\$267,200**.

Please contact Joshua Harris at 815-444-3271 or jharris@baxterwoodman.com if you should have any questions or need additional information.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



John V. Ambrose, PE
Executive President/CEO
Attachment



Lombard N Grace Street Resurfacing Phase Tasks, Hours, Rates, and Personnel

Deliverable	Sub-Deliverable	Employee	Planned Hrs	Labor Compensation	Reimbursable Expenses	Reimbursable Consultants	Total Compensation
Totals			1,580.00	\$265,175.00	\$2,025.00		\$267,200.00
1 - PHASE I ENGINEERING			849.00	\$134,170.00	\$1,516.50		\$135,686.50
	01 - EARLY COORDINATION AND DATA COLLECTION		44.00	\$7,360.00			\$7,360.00
		<i>Cassie Theissen</i>	8.00	\$1,240.00			
		<i>Claire Brinkmann</i>	12.00	\$1,620.00			
		<i>Francisco Martinez Acosta</i>	4.00	\$760.00			
		<i>Joe Wilhelmson</i>	12.00	\$2,340.00			
		<i>Josh Harris</i>	4.00	\$840.00			
		<i>Nolan Fritz</i>	4.00	\$540.00			
	02 - TOPOGRAPHIC SURVEY		173.00	\$21,570.00	\$912.00		\$22,482.00
		<i>Joe Moldor</i>	4.00	\$680.00			
		<i>Kathleen Roberson</i>	16.00	\$2,400.00			
		<i>Manah Melone</i>	9.00	\$1,170.00			
		<i>Melissa Miller</i>	80.00	\$9,600.00			
		<i>Melody Schulz</i>	4.00	\$520.00			
		<i>Shawn Hastings</i>	80.00	\$7,200.00			
	03 - GEOTECHNICAL INVESTIGATION		8.00	\$1,620.00			\$1,620.00
		<i>Joe Wilhelmson</i>	4.00	\$780.00			
		<i>Josh Harris</i>	4.00	\$840.00			
	04 - TRAFFIC ANALYSIS		14.00	\$2,280.00			\$2,280.00
		<i>Cassie Theissen</i>	6.00	\$930.00			
		<i>Claire Brinkmann</i>	4.00	\$540.00			
		<i>Joe Wilhelmson</i>	2.00	\$390.00			
		<i>Josh Harris</i>	2.00	\$420.00			
	05 - ALTERNATIVES ANALYSIS		120.00	\$20,600.00			\$20,600.00
		<i>Cassie Theissen</i>	40.00	\$6,200.00			
		<i>Kathleen Roberson</i>	32.00	\$4,800.00			
		<i>Joe Wilhelmson</i>	32.00	\$6,240.00			
		<i>Josh Harris</i>	16.00	\$3,360.00			
	06 - PRELIM DESIGN OF PREFERRED ALTERNATIVE		152.00	\$24,200.00			\$24,200.00
		<i>Cassie Theissen</i>	40.00	\$6,200.00			
		<i>Claire Brinkmann</i>	24.00	\$3,240.00			
		<i>Francisco Martinez Acosta</i>	16.00	\$3,120.00			
		<i>Joe Wilhelmson</i>	16.00	\$3,120.00			
		<i>Josh Harris</i>	8.00	\$1,680.00			
		<i>Kathleen Roberson</i>	24.00	\$3,600.00			
		<i>Nolan Fritz</i>	24.00	\$3,240.00			



Lombard N Grace Street Resurfacing Phase Tasks, Hours, Rates, and Personnel

Deliverable	Sub-Deliverable	Employee	Planned Hrs	Labor Compensation	Reimbursable Expenses	Reimbursable Consultants	Total Compensation
	07 - ENVIRONMENTAL COORDINATION & PERMITTING		54.00	\$7,610.00	\$227.50		\$7,837.50
		<i>Cassie Theissen</i>	8.00	\$1,240.00			
		<i>Claire Brinkmann</i>	4.00	\$540.00			
		<i>Don Palmer, Jr.</i>	4.00	\$740.00			
		<i>Jake Rogers</i>	30.00	\$3,900.00			
		<i>Jennifer Long</i>	2.00	\$200.00			
		<i>Joe Wilhelmson</i>	2.00	\$390.00			
		<i>Kathleen Roberson</i>	4.00	\$600.00			
	08 - PROJECT DEVELOPMENT REPORT		76.00	\$12,140.00			\$12,140.00
		<i>Cassie Theissen</i>	40.00	\$6,200.00			
		<i>Claire Brinkmann</i>	20.00	\$2,700.00			
		<i>Joe Wilhelmson</i>	8.00	\$1,560.00			
		<i>Josh Harris</i>	8.00	\$1,680.00			
	09 - PROJECT MEETINGS AND PUBLIC INVOLVEMENT		208.00	\$36,790.00	\$377.00		\$37,167.00
		<i>Cassie Theissen</i>	20.00	\$3,100.00			
		<i>Chris Cundiff</i>	48.00	\$7,200.00			
		<i>Henry Pelesh</i>	48.00	\$6,720.00			
		<i>Joanna MacCallum</i>	24.00	\$6,000.00			
		<i>Joe Wilhelmson</i>	34.00	\$6,630.00			
		<i>Josh Harris</i>	34.00	\$7,140.00			
2 - PHASE II ENGINEERING			494.00	\$82,160.00	\$246.00		\$82,406.00
	10 - FIELD EVALUATION		16.00	\$2,880.00	\$70.00		\$2,950.00
		<i>Jim Snell</i>	8.00	\$1,440.00			
		<i>Rich Himebaugh</i>	8.00	\$1,440.00			
	11 - ENVIRONMENTAL COORDINATION & PERMITTING		32.00	\$5,550.00			\$5,550.00
		<i>Don Palmer, Jr.</i>	2.00	\$370.00			
		<i>Francisco Martinez Acosta</i>	8.00	\$1,560.00			
		<i>Jake Rogers</i>	2.00	\$260.00			
		<i>Joe Wilhelmson</i>	8.00	\$1,560.00			
		<i>Josh Harris</i>	2.00	\$420.00			
		<i>Kathleen Roberson</i>	2.00	\$300.00			
		<i>Nolan Fritz</i>	8.00	\$1,080.00			
	12 - PLAN PREPARATION		396.00	\$64,380.00			\$64,380.00
		<i>Cassie Theissen</i>	120.00	\$18,600.00			
		<i>Claire Brinkmann</i>	16.00	\$2,160.00			
		<i>Francisco Martinez Acosta</i>	32.00	\$6,240.00			
		<i>Joe Wilhelmson</i>	40.00	\$7,800.00			
		<i>Josh Harris</i>	32.00	\$6,720.00			
		<i>Kathleen Roberson</i>	120.00	\$18,000.00			
		<i>Nolan Fritz</i>	36.00	\$4,860.00			



Lombard N Grace Street Resurfacing Phase Tasks, Hours, Rates, and Personnel

Deliverable	Sub-Deliverable	Employee	Planned Hrs	Labor Compensation	Reimbursable Expenses	Reimbursable Consultants	Total Compensation
	13 - PROJECT MEETINGS AND PUBLIC INVOLVEMENT		38.00	\$7,220.00	\$176.00		\$7,396.00
		<i>Cassie Theissen</i>	4.00	\$620.00			
		<i>Claire Brinkmann</i>	4.00	\$540.00			
		<i>Joe Wilhelmsen</i>	16.00	\$3,120.00			
		<i>Josh Harris</i>	14.00	\$2,940.00			
	14 - ASSIST BIDDING		12.00	\$2,130.00			\$2,130.00
		<i>Cassie Theissen</i>	2.00	\$310.00			
		<i>Jennifer Long</i>	2.00	\$200.00			
		<i>Joe Wilhelmsen</i>	4.00	\$760.00			
		<i>Josh Harris</i>	4.00	\$840.00			
3 - GENERAL PROJECT			128.00	\$27,560.00			\$27,560.00
	15 - QA/QC		48.00	\$10,400.00			\$10,400.00
		<i>Jason Fluhr</i>	8.00	\$2,000.00			
		<i>Jim Snell</i>	8.00	\$1,440.00			
		<i>Rich Himebaugh</i>	8.00	\$1,440.00			
		<i>Todd Hoffman</i>	24.00	\$5,520.00			
	16 - PROJECT MANAGEMENT		64.00	\$13,920.00			\$13,920.00
		<i>Jason Fluhr</i>	12.00	\$3,000.00			
		<i>Josh Harris</i>	52.00	\$10,920.00			
	17 - PHASE III CONSTRUCTION ASSISTANCE		16.00	\$3,240.00			\$3,240.00
		<i>Joe Wilhelmsen</i>	8.00	\$1,560.00			
		<i>Josh Harris</i>	8.00	\$1,680.00			
4 - OPTIONAL SCOPE OF SERVICES			109.00	\$21,285.00	\$262.50		\$21,547.50
	18 - LAND ACQUISITION		109.00	\$21,285.00	\$262.50		\$21,547.50
		<i>Joe Wilhelmsen</i>	2.00	\$390.00			
		<i>Josh Harris</i>	2.00	\$420.00			
		<i>Anthony Bianchin</i>	105.00	\$20,475.00			