LEGISTAR# 150115
DISTRICT: ALL

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: March 9, 2015 (COW) (B of T) **Date:** March 19, 2015

TITLE: Consultant Services: Village-Wide Bicycle & Pedestrian Master Plan

SUBMITTED BY: Carl Goldsmith, Director of Public Works CG

BACKGROUND/POLICY IMPLICATIONS:

An agreement with Alta Plan + Design to provide consulting services for the development of a Village-Wide Bicycle & Pedestrian Master Plan.

FISCAL IMPACT/FUNDING SOURCE:
410.710.725.75770 $64,350.00

Review (as necessary):
Village Attorney _____ Date_____
Finance Director _____ Date_____
Village Manager _____ 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.

March 9, 2015

TO: Village President and Board of Trustees

THROUGH: Scott Niehaus, Village Manager

FROM: Carl Goldsmith, Director of Public Works

SUBJECT: Village-Wide Bicycle & Pedestrian Master Plan

Background

As part of the Village's ongoing effort to ensure that Capital Improvements are made to improve the Village's physical infrastructure, as well as the quality of life for Lombardians, the Village staff is recommending the development of a Village-Wide Bicycle & Pedestrian Master Plan. This plan, in conjunction with the recently adopted Complete Streets Policy (attached), will provide guidance on infrastructure improvements throughout Lombard. The intent of the planning effort is to evaluate current bicycle and pedestrian accommodations, and based upon the evaluation and input from the public, develop a comprehensive set of goals and objectives. These goals and objectives will translate into future capital improvements.

On January 13, 2015, the Village issued a Request for Qualifications and Proposals (RFQ&P) to nine (9) consulting firms that were determined to have the request experience and skillset to assist the Village with developing the Master Plan. The RFQ&P focused on the experience with similar planning efforts and the firms' ability to engage the community as part of the planning process.

The Request for Qualifications & Proposals included an update the previously approved Village of Lombard's Lilac Bikeway Plan and to create the Village's first Pedestrian Plan. The Pedestrian component of the Plan will identify and prioritize future projects in order to create a pedestrian network in the Village that encourages and facilitates walking and removes existing barriers to walking. The update to the Lilac Bikeway Plan will assess the projects that have been implemented since adoption of the 2008 Lilac Bikeway Plan and will evaluate whether the remaining projects are still relevant to the changing demands of the Village's cycling community.

The goal is to develop a comprehensive Village-Wide Bicycle & Pedestrian Master Plan that creates and maintains a safe and efficient bicycle network, and supports the policies in the Village's Comprehensive Plan. The Bicycle and Pedestrian Plans will reflect the goals and policies of the Village of Lombard and be developed to comply with the requirements in order to be eligible for grant funding from the Bike Path Grant Program (IDNR), Illinois Transportation Enhancement Program (ITEP), Congestion Mitigation & Air Quality Improvement Program

(CMAQ), Transportation Alternatives Program (TAP), Safe Routes to School or other applicable local assistance funding sources.

The proposals were due on February 11, 2015. The Village received proposals from the following five (5) firms:

Alta Planning + Design/Active Transportation Alliance
Houseal Levigne/GHA
The Greenway Collaborative, Inc./KLOA/Metro Strategies/Mackie Consultants
Primera Engineering Co.
TranSystems

A selection committee comprised of three Village personnel reviewed the proposals and ranked the firms. The selection committee selected Alta Planning + Design is the most qualified firm to assist the Village with the development of the Master Plan. As this planning document will be incorporated into the Village of Lombard Comprehensive Plan, staff from the Community Development Department was involved in defining the scope of services and the selection of the consultant.

Lombard uses a Qualification Based Selection (QBS) process for the selection of professional services consultants. This process seeks to identify the most qualified firm to perform the work and does not use cost as the principal selection factor. In this manner, the QBS process differs from that used for the procurement of goods and services, which is based upon low bid process. A proposal from Alta Planning + Design was received on February 27, 2015. The proposal identifies the scope of services, the hours assigned to each task and the hourly rate for each consultant to perform the work. The fees schedule submitted provides a total budget for the project at $64,350.00. This fee is consistent with recently conducted planning efforts undertaken by similarly sized municipalities. The proposal sets forth a significant amount of time and funding for the Task 7, which is the Outreach Strategy where interaction with stakeholders and the public will take place. A copy of the RFQ&P has been attached for the consideration.

While this project was not budgeted in the 2015 Capital Improvement Plan, staff has determined that available funds exist in the Plan due to the status of other projects. The 2015 Capital Improvements Plan provided funding in the amount of $360,000 for the Parkway Ash Removal and Replacement Program. The Plan further provided funding in the amount of $837,000 through FY2018 for the removal and replacement of the impacted trees. Due to changes in the approach to the removal of parkway trees impacted by the Emerald Ash Borer, the Village Board awarded a contract for the removal of all remaining trees in the amount of $244,200. As such, the CIP has available funds in the amount of $952,800 that can be used towards the development of the Village-Wide Bicycle& Pedestrian Master Plan project. Future CIPs will provide for the cost of the additional replacement, which will need to be accelerated due to the mass removals.

Staff will coordinate with the Suburban Tree Consortium on availability of trees and budget appropriately in the 2016 CIP.

Staff had discussed the concept and intent of this planning effort with the Public Works Committee at the December 3, 2014 meeting. The Committee was in support of the project. Should you have any questions, please feel free to contact me. I respectfully request that this item be placed on the Village Board agenda for the March 19, 2015 meeting.

Recommendation

Staff recommends that the Village President and Board of Trustees accept a proposal from Alta Planning + Design in the amount of $64,350.00 for the Village-Wide Bicycle & Pedestrian Master Plan.

RESOLUTION
R_____15

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 Alta Planning + Design regarding the Consulting Services 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 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 19th day of March, 2015.

Ayes;_____

Nays:_____

Absent:_____

Approved this 19th day of March, 2015.

_____
Keith Giagnorio
Village President

ATTEST:

_____
Sharon Kuderna
Village Clerk

alta
PLANNING + DESIGN

To: Carl S. Goldsmith, Director of Public Works, Village of Lombard

From: Josh Sikich, Alta Planning + Design

Date: February 27, 2015

Re: Village-Wide Bicycle and Pedestrian Master Plan

Thank you for choosing to negotiate a fee with Alta Planning + Design for Lombard's Village-Wide Bicycle and Pedestrian Master Plan. Based on the scope and our team's past experience on similar projects, I have outlined a budget of $64,350. As shown in Table 1, Alta would receive $40,468 and Active Transportation Alliance would receive $23,882.

Table 1: Village-Wide Bicycle and Pedestrian Master Plan Budget	Alta Planning + Design	Active Transportation Alliance	Total
Labor	$39,468	$23,082	**$62,550**
Reimbursable Expenses	$1,000	$800	**$1,800**
Total	**$40,468**	**$23,882**	**$64,350**

Table 2 on the following page displays a detailed breakdown of costs.

I am happy to discuss this cost proposal and next steps. Please contact me at any time at joshuasikich@altaplanning.com or 312-265-0628.

Table 2: Village Wide Bicycle and Pedestrian Master Plan *Prepared by Alta Planning + Design*	Alta Planning + Design					Active Transportation Alliance						
	Principal-In-Charge	*Project Manager*	*Senior Planner*	*Planner*	*Designer*	*Senior Planner*	*Outreach Specialist*	*Planner*	Task Hours	Task Sum	Reimbursable Expenses	Task Budget
TASK DESCRIPTION	Paul Wojciechowski, PE, AICP	Josh Sikich, AICP, LEED AP	Cynthia Hoyle	Kristen Maddox	Regine Antenor	Heather Schady	Nancy Wagner	Jacque Henrikson				
	$175	$140	$145	$83	$83	$83	$64	$77				
Task 1: Prepare Detailed Work Plan and Strategy	2	8	0	8	0	0	0	0	18	$1,470	$0	$1,470
Task 2: Review Existing Bicycle Plan and Comprehensive Plan	0	2	0	0	0	6	0	12	20	$1,702	$0	$1,702
Task 3: Inventory of Facilities, Programs, and Existing Conditions	0	4	0	0	0	32	0	48	84	$6,912	$100	$7,012
Task 4: Bicycle and Pedestrian Count Review	0	4	0	8	0	0	0	0	12	$1,224	$0	$1,224
Task 5: Assessment of Needs	0	6	4	32	8	0	0	0	52	$5,020	$0	$5,020
Task 6: Develop Pedestrian Network and Recommend Additions/Changes to the Bicycle Network	4	16	8	40	16	0	0	0	84	$8,748	$0	$8,748
Task 7: Outreach Strategy - Meetings, Workshops, and Presentations	0	32	8	8	0	48	64	32	192	$16,848	$700	$17,548
Task 8: Develop Implementation and Funding Strategies	4	16	4	16	32	16	0	24	112	$10,680	$0	$10,680
Task 9: Prepare Updated Bicycle and Pedestrian Master Plan Documents	2	24	0	32	24	8	0	12	102	$9,946	$1,000	$10,946
Total Staff Hours	12	114	24	136	80	110	64	128	668			
Staff Total	$2,100	$15,960	$3,480	$11,288	$6,640	$9,130	$4,096	$9,856		$62,550	$1,800	$64,350.00

GENERAL NOTES:

* Hours and staff assignments can be adjusted by the consultant as needed to implement the tasks described during the course of the project.
* These are fully burdened rates that include salary, benefits, firm overhead charges, administrative fees and profit.

VILLAGE OF LOMBARD
CONTRACT

CONTRACT DOCUMENT NUMBER (PW15-15)

This agreement is made this 19th day of March 2015, between and shall be binding upon the Village of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Alta Planning + Design hereinafter referred to as the "CONSULTANT" and its successors.

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

Village-Wide Bicycle & Pedestrian Master Plan

1. This contract shall embrace and include all of the applicable contract documents listed below as if attached hereto or repeated herein:

   a. **Village-Wide Bicycle & Pedestrian Master Plan** Request for Qualifications and Proposals consisting of the following:

      i) Cover Sheet

      ii) Table of Contents

      iii) General Provisions

      iv) Special Provisions

   b. CONSULTANT'S Statement of Qualifications & Proposal Dated February 11, 2015

   c. CONSULTANT'S Work Effort and Fee submittal Dated **February 27, 2015**

   d. Required Certificates and Signatures and Certificate of Insurance

2. The VILLAGE agrees to pay, and the CONSULTANT agrees to accept as full payment for the services which are the subject matter of this contract in accordance with 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 Keith T. Giagnorio, Village President, and the CONSULTANT have hereunto set their hands this 19th day of March 9, 2015.

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:

Alta Planning + Design
Print Company Name

Accepted this 10th day of March, 2015

Individual or Partnership ____ Corporation X

By Steven C Durrant — Principal & Owner
Position/Title

By ____ Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this ____ day of ____, 20__.

Keith T. Giagnorio, Village President

Attest:
Sharon Kuderna, Village Clerk

VILLAGE OF LOMBARD

Statement of Qualifications for the Lombard Village-Wide Bicycle and Pedestrian Plan

February 11, 2015

PREPARED BY:
Alta Planning + Design

IN ASSOCIATION WITH:
Active Transportation Alliance

53 West Jackson Blvd, Suite 1642
Chicago, IL 60604
(312) 265-0628
www.altaplanning.com

February 11, 2015

Carl Goldsmith, Director of Public Works
Village of Lombard
1051 South Hammerschmidt Avenue
Lombard, IL 60148-3926

RE: Statement of Qualifications for the Lombard Village-Wide Bicycle and Pedestrian Master Plan

Dear Mr. Goldsmith and Members of the Selection Committee:

Alta Planning + Design and Active Transportation Alliance are pleased to submit this proposal for the Lombard Village-Wide Bicycle and Pedestrian Master Plan. Our expert team will efficiently create a plan that achieves your goals and leads to implementation for a long-lasting, positive impact on your community. We are uniquely qualified to serve you in the following ways:

- **Local Leaders in our Field.** Our team created IDOT's first-ever statewide Bike Transportation Plan, Chicago's innovative Streets for Cycling Plan 2020, CDOT's landmark Complete Streets Design Guidelines, and local bicycle and pedestrian plans in suburban communities similar to Lombard. Additionally, Alta Senior Planner Cynthia Hoyle, FAICP, leads trainings for transportation officials throughout the country as a Complete Streets Instructor for the National Complete Streets Coalition.
- **National Bicycle, Pedestrian, and Trail Experts.** As North America's leading active transportation firm, Alta is at the forefront of innovative bicycle and pedestrian design. Alta conceived of and led the development of the NACTO *Urban Bikeway Design Guide*, a state-of-the-practice document of bicycle infrastructure solutions, that was subsequently endorsed by FHWA. Deep experience like this allows us to address complicated situations such as the transitions between regional trail systems and on-street portions of a route.
- **Pragmatic and Feasible Recommendations.** Our plan will reflect the realities of your community. I am a licensed Illinois professional engineer, and will oversee the planning process to see that feasibility of implementation is considered during each step of plan development. Our recommendations will be connected to the requirements for grant funding and adhere to local, state, and federal standards. We will highlight easily-implementable projects that can be approved and constructed early to build public support for other key recommendations.
- **Graphically Rich Deliverables.** We strongly believe that graphic design and presentation are key to every project. We create maps, visualizations, and infographics that tell a story simply and clearly. We produce photo-simulations to help the public, agency staff, and elected officials understand how improvements will function, look, and feel. High quality graphics help excite people and allow them to envision possibilities.

I will serve as your Principal-in-Charge. Alta Chicago Office Manager Joshua Sikich, AICP, LEED AP, manages bike and pedestrian plans across the Midwest and will serve as Project Manager. Subconsultant Active Transportation Alliance will support public involvement, existing conditions review, and funding strategy tasks. In addition to our technical qualifications, our team members have a passion for our work. We understand that active transportation is an important solution to a wide range of critical issues, including physical inactivity, economic development, and environmental change. Project Manager Josh Sikich was inspired to become a bicycle and pedestrian professional by his experience growing up in a Chicago suburb similar to Lombard, and is eager to lead this inspiring effort for Lombard.

Please contact me at paulw@altaplanning.com or Project Manager Joshua Sikich at joshuasikich@altaplanning.com or (312) 265-0628 to discuss our qualifications.

Sincerely,

Paul Wojciechowski, AICP, P.E.
Principal, Alta Planning + Design

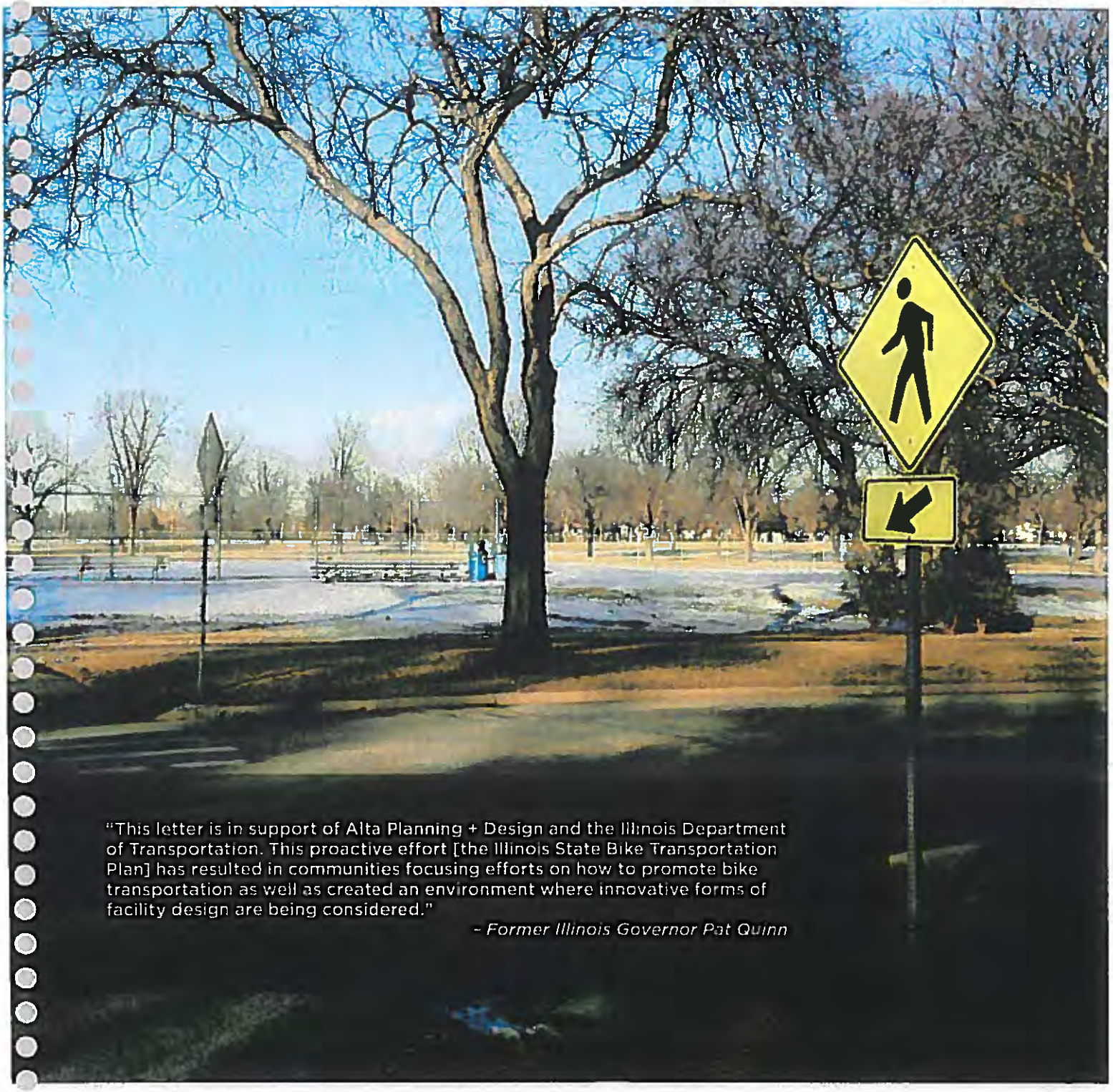
This page intentionally blank

TABLE OF CONTENTS

This page intentionally blank

1. CONSULTANT EVALUATION FORM

FORM OF CONTRACT, INSURANCE, AND LITIGATION



"This letter is in support of Alta Planning + Design and the Illinois Department of Transportation. This proactive effort [the Illinois State Bike Transportation Plan] has resulted in communities focusing efforts on how to promote bike transportation as well as created an environment where innovative forms of facility design are being considered."

- Former Illinois Governor Pat Quinn

CONSULTANT EVALUATION FORM

(Complete one for each Short-List submittal)

Form of Contract

☐ The Form of Contract, as presented in the RFQ is acceptable and no modifications will be necessary.

☒ The Form of Contract, as presented in the RFQ is generally acceptable, but minor revisions will be necessary. A list of all proposed revisions is attached.

☐ Major modifications must be made to the Form of Contract before a contract can be signed. A list all proposed revisions is attached.

Insurance: Attach Certificate of Insurance to this page.

Litigation: Attach a table corresponding to the sample in the instructions.

Alta Planning + Design does not have any lawsuits filed against the firm concerning any services rendered from January 1, 2005, therefore we have not included a chart of lawsuits

List of Minor Contract Modifications

1.) Page 7 of 27 in the RFQ under Termination. Alta proposes the following modification to the first sentence: *The VILLAGE reserves the right to terminate the whole of this Contract, upon ten (10)calendar day's written notice to the CONSULTANT* (remove *or any part* of this Contract)

2.) Page 8 of 27 in the RFQ under Termination. Alta proposes the following addition to the final paragraph: *Village shall pay Consultant for all services satisfactorily performed prior to the date of termination.*

3.) Page 8 of 27 in the RFQ under Insurance. Modify section B to read: *The CONSULTANT shall furnish to the VILLAGE satisfactory proof of coverage of the above insurance requirements, by a reliable company or companies, before commencing any work. Such proof shall consist of certificates executed by the respective insurance companies and filed with the VILLAGE. Said certificates shall contain a clause to the effect that, for the duration of the contract,* ***if*** *the insurance policy shall be canceled,* **allowed to** *expire or changed as to the amount of coverage written notification* **will be issued** *to the VILLAGE* **in accordance with policy provisions**

4. Page 9 of 27 in the RFQ modify indemnification to read: *The CONSULTANT shall indemnify and save harmess the VILLAGE, its officers, agents, employees, representatives and assigns from lawsuits, actions, costs (including attorneys' fees), claims or liabilities of any character brought because of any injuries or damages received or sustained by any person, persons, or property* **to the extent caused by any** *negligent act or omission or any willful misconduct of said CONSULTANT, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the contract, including any claims or amounts recovered for any infringements of patent, trademark or copyright, or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree*

Client#: 835015 ALTAPLAN

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 8/26/2014

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 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).

PRODUCER USI Northwest 700 NE Multnomah, Suite 1300 Portland, OR 97232 503 224-8390	CONTACT NAME: Karen Barry PHONE (A/C, No, Ext): 503 224-8390 FAX (A/C, No): 610 362-8130 E-MAIL ADDRESS: karen.barry@usi.biz
INSURED Alta Planning + Design, Inc. 711 SE Grand Avenue Portland, OR 97214	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A: Charter Oak Fire Insurance Co — 25615 INSURER B: Travelers Property Casualty Ins — 36161 INSURER C: Travelers Indemnity Company — 25658 INSURER D: SAIF Corporation — 36196 INSURER E: Zurich American Insurance Co — 16535 INSURER F: Continental Casualty Company — 20443

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.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			6808B259484	06/01/2014	06/01/2015	EACH OCCURRENCE	$2,000,000
B	[X] COMMERCIAL GENERAL LIABILITY			6808B259331	06/01/2014	06/01/2015	DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
	[ ] CLAIMS-MADE [X] OCCUR						MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$2,000,000
							GENERAL AGGREGATE	$4,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	$4,000,000
	[ ] POLICY [X] PRO-JECT [ ] LOC							$
B	AUTOMOBILE LIABILITY			BA7A574417	07/01/2014	07/01/2015	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	[X] ANY AUTO						BODILY INJURY (Per person)	$
	[ ] ALL OWNED AUTOS [ ] SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	[X] HIRED AUTOS [X] NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	$
								$
C	[X] UMBRELLA LIAB [X] OCCUR			CUP8B259933	06/01/2014	06/01/2015	EACH OCCURRENCE	$5,000,000
	[ ] EXCESS LIAB [ ] CLAIMS-MADE						AGGREGATE	$5,000,000
	[ ] DED [X] RETENTION $0							$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			771940	09/01/2014	09/01/2015	[X] WC STATU-TORY LIMITS [ ] OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [N] (Mandatory in NH)	N/A		8997892	09/01/2014	09/01/2015	E.L. EACH ACCIDENT	$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below			WA Stop Gap - EL	Included		E.L. DISEASE - EA EMPLOYEE	$1,000,000
				OH Stop Gap - EL	Included		E.L. DISEASE - POLICY LIMIT	$1,000,000
F	Professional Liability			MCH114135257	07/01/2014	07/01/2015	$3,000,000 Per Claim $4,000,000 Aggregate	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Projects as on file with the insured.

CERTIFICATE HOLDER

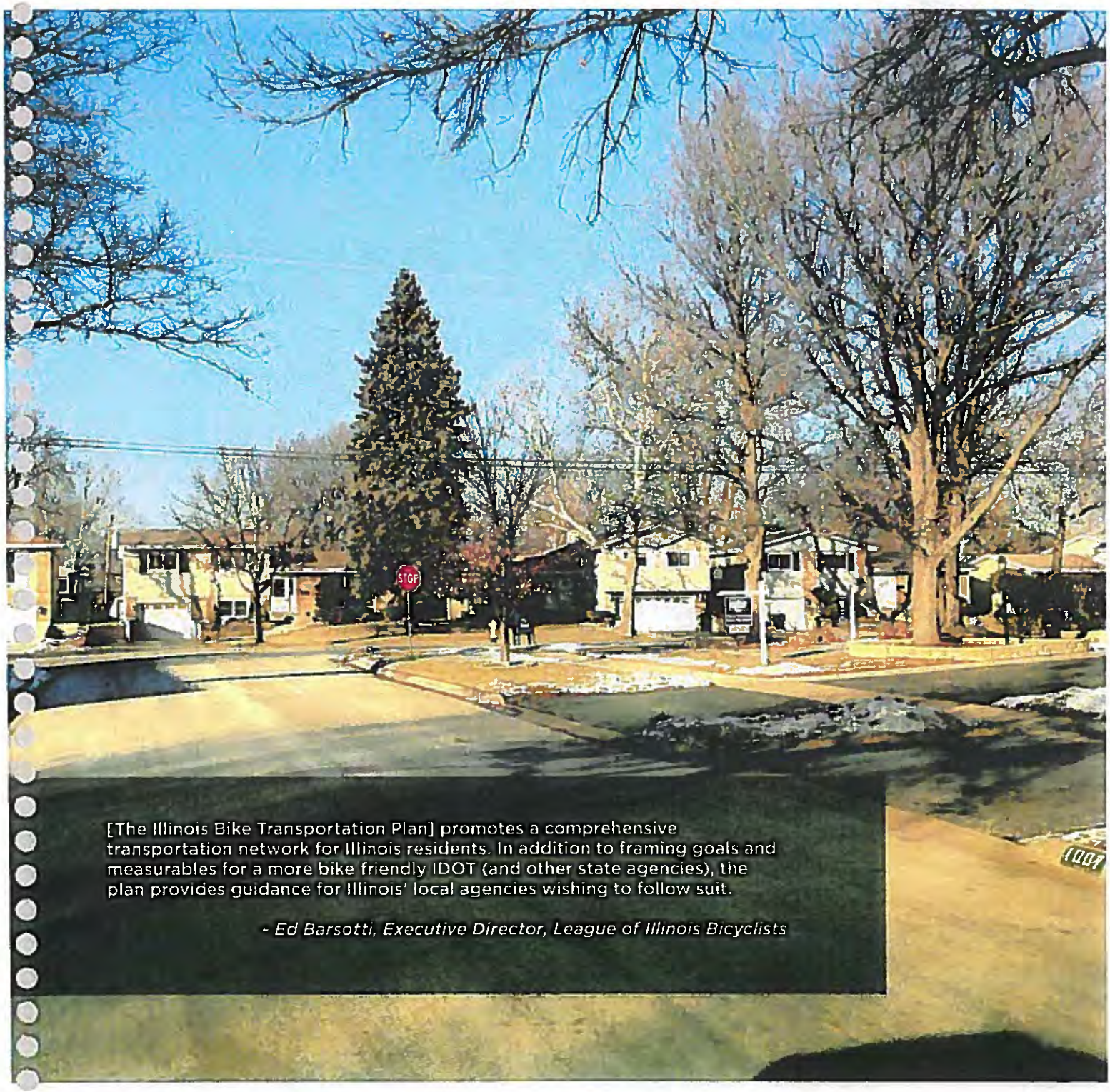
CANCELLATION

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

This page intentionally blank

2. CONSULTANTS STATEMENT OF QUALIFICATIONS



[The Illinois Bike Transportation Plan] promotes a comprehensive transportation network for Illinois residents. In addition to framing goals and measurables for a more bike friendly IDOT (and other state agencies), the plan provides guidance for Illinois' local agencies wishing to follow suit.

- Ed Barsotti, Executive Director, League of Illinois Bicyclists

A. IDOT STATEMENT OF EXPERIENCE AND FINANCIAL CONDITION

Illinois Department of Transportation
2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 20, 2014

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

Steve Durrant
Alta Planning + Design
Third Avenue, #206, Seattle
Seattle, WA 98101

Dear Steve Durrant,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2013. Your firm's total annual transportation fee capacity will be $2,600,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 159.60% are approved on a provisional basis. The actual rate used in agreement negotiations may be determined by our Office of Quality Compliance and Review in a pre-award audit.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2014. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
John Baranzelli
Acting Bureau Chief
Bureau of Design & Environment

SEFC PREQUALIFICATIONS FOR Alta Planning + Design

CATEGORY	STATUS
Highways - Roads and Streets	X
Special Services - Landscape Architecture	X
Transportation Studies - Mass Transit	A
Special Studies - Feasibility	X
Special Studies - Safety	X
Special Studies - Traffic Studies	A

X	PREQUALIFIED
A	NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS.
S	PREQUALIFIED, BUT WILL NOT ACCEPT STATEMENTS OF INTEREST

B. FIRM QUALIFICATIONS

Alta's mission is to create active communities where bicycling and walking are safe, healthy, fun, and normal daily activities.

Alta Planning + Design is North America's leading multimodal transportation firm that specializes in the planning, design, and implementation of bicycle, pedestrian, park, and trail corridors and systems. Founded in 1996, Alta has more than 130 staff in 28 offices across North America and an international workload. On any given day, most staff walk, bike, or take transit to work. We are committed to transforming communities, one trip at a time, one step at a time, and one street, intersection, and park at a time.

EXPERIENCE

We have experience working in all size communities, from a few thousand to millions, from rural to mountain and desert to suburban and urbanized areas. We strive to tailor each project to the community's unique setting, history, and culture through an active public participation process. Alta staff are proud to have designed and implemented over 8,000 miles of bikeways, walkways, and trails.

DEDICATION

Alta staff are at the forefront of the sustainable transportation movement. We are active in the Association of Pedestrian and Bicycle Professional (APBP), the Institute of Transportation Engineers, the Transportation Research Board, the Complete Streets Coalition, and have conducted national studies for the U.S. Department of Transportation. Alta is proud to be a co-author of the NACTO *Urban Bikeway Design Guide*, and a founder of the Initiative for Bicycle & Pedestrian Innovation at Portland State University.

Alta provides a full range of services including:

- Master plans (bicycle, pedestrian, trail, open space, and park)
- Landscape architecture and project design
- Traffic engineering
- Greenway and corridor plans
- Bicycle and pedestrian integration with transit
- Bicycle and pedestrian facility design guidelines
- Counts, surveys, and demand analysis
- Complete Streets
- Bicycle parking design
- Trail safety and sustainability audit
- Signage and wayfinding plans
- GIS and mapping services
- Construction documentation and administration
- Safe Routes to School studies and plans
- Public involvement
- Technical assistance and training
- Education, encouragement, and marketing services
- Bike share feasibility studies

OFFICE LOCATIONS

ACTIVE TRANSPORTATION ALLIANCE

The Active Transportation Alliance is a non-profit organization, founded as the Chicagoland Bicycle Federation in 1985, that strives to improve the bicycling, walking, and transit environment and thereby the quality of life in our region. The Active Transportation Alliance accomplishes this mission by promoting bicycle and pedestrian safety, education, and facilities, including planning of bike lanes, trails, parking, and safe intersections.

The Active Transportation Alliance is one of the most experienced and respected bicycle and pedestrian advocacy organizations in North America. Our multimodal vision recognizes the synergies between bicycle advocacy and projects that improve the street environment for pedestrians, transit riders, and local communities.

CONSULTING EXPERIENCE AND QUALIFICATIONS

Under the Chicagoland Bicycle Federation banner, we provided professional services to more than 20 state, regional, and local agencies and organizations, as well as schools and park districts. Now, as the Active Transportation Alliance, we continue our community-based approach to combine stakeholder involvement and empowerment with specialized technical expertise. This results in the delivery of services reflecting the values and priorities of the client.

Active Transportation Alliance employees are trained in the latest field advances and technological resources, including GIS and AutoCAD.

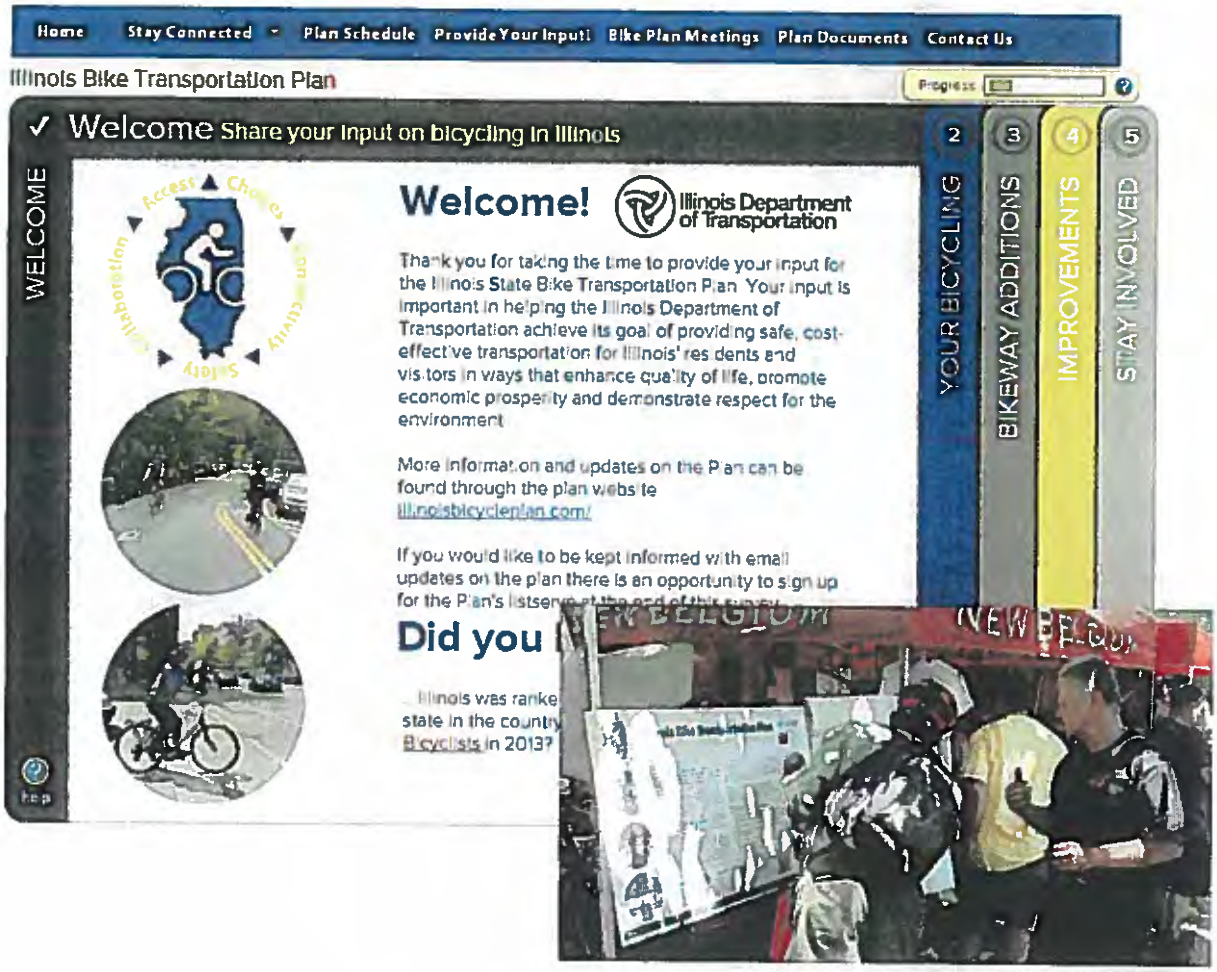
DISTINCTIVE APPROACH

The Active Transportation Alliance specializes in strategic problem solving and is adept at delivering practical solutions that have a measurable contribution to a safe, healthy, equitable, and sustainable transportation system. The Active Transportation Alliance's satisfied clients, comprehensively trained staff, and extensive technical resources attest to our superior level of service.

SERVICES

- Bicycle, pedestrian, and transit planning and policy development
- Complete Streets policy development, implementation guidance, and training
- Bicycle facility design
- Bicycle and pedestrian safety programming
- Marketing and safety campaign execution
- Community and staff training
- Grant writing and facilitation

PROJECT EXPERIENCE



ILLINOIS BIKE TRANSPORTATION PLAN

Reference Gabriel Sulkes, Policy Advisor, Office of Planning & Programming, Illinois Department of Transportation, (312) 793-1494, gabriel.sulkes@illinois.gov

Period of Performance 2013

Contract Value: $215,216

Key Staff Paul L. Wojciechowski, PE-Project Engineer, Kristen Maddox-Planner

The Illinois State Bike Transportation Plan included a major statewide public outreach program with numerous workshops focused on multi-modal transportation assessment as it relates to bicycling and pedestrians in each MPO region. Over 4,000 residents participated, setting a record for public outreach on IDOT plans.

Alta worked with the Illinois Department of Transportation to develop the state's first Bike Transportation Plan. Alta developed an interactive website and project branding and conducted a statewide analysis to provide policy recommendations. A comprehensive regional bikeway facility inventory was one of the major GIS tasks included in the project, involving data collection from cities, counties, and other agencies across the state. As part of the inventory, newly digitized bikeway facilities were incorporated into a statewide GIS geodatabase. Other GIS tasks included a review of current GIS practices involving bicycle transportation-related data and a statewide bicycle crash analysis.

PEORIA BICYCLE MASTER PLAN, IL

Reference Nick Stoffer, PE, Traffic Engineer, City of Peoria, (309) 494-8800, NStoffer@peoriagov.org

Period of Performance 2014

Total Contract Value $79,492

Key Staff Josh Sikich, AICP, LEED AP-Project Manager, Kristen Maddox-Planner; Regine Antenor-Designer

Alta is working with the City of Peoria to develop an on- and off-street bicycle facility network, helping to make the City a desirable place to live, work, and play. On-street bicycle-friendly connections to the surrounding trail networks and key destinations will link commuters and recreational riders to the City's residential areas, shopping, employment centers, and educational hubs.

Alta's depth of nationwide experience will see that multimodal transportation is a key component of this city, as it is in other similar, highly successful areas of our country. The area's major trail, the Rock Island Greenway is an amenity that provides 13 total miles of trail from the northern end of the city to the downtown riverfront. Moreover, the city has already experimented with a variety of on-street facility types including green pavement markings and buffered bike lanes. The plan's public outreach approach integrates surveying, online interactive mapping, social media, and in-person meetings to gather input from a wide array of residents. Prioritizing key projects and delving into details, such as funding sources, is empowering the city to immediately implement the first steps of the plan.

ELGIN PEDESTRIAN AND TRANSIT ACCESS STUDY, IL

Reference: Lindsay Bayley, Chicago Metropolitan Agency for Planning, (312) 386-8826

Period of Performance: 2012-2013

Total Contract Value: $100,000

Key Staff: Josh Sikich, AICP-Planner

The Pedestrian and Transit Access Study aimed to improve conditions for pedestrians and transit riders throughout the City of Elgin. To prioritize immediate improvements, the study also specifically highlighted 10 sidewalk projects and 10 intersection improvements that could cost-effectively be implemented in a short timeframe.

This suburb of 110,000 residents lies 35 miles northwest of Chicago and is the eighth largest city in Illinois. Josh Sikich led the study that centered on an inventory of sidewalks, intersections, and bus stops, while with his previous firm. He managed a dozen field staff who traveled the community by foot, bike, bus, and car to inventory sidewalk conditions. This data established a baseline from which to recommend phased pedestrian, bicycle, and transit access improvements.

The study team met regularly with the bicycle and pedestrian advisory committee, comprised of agency staff, advocates, and business representatives. The planning process kicked-off with a community walk audit to highlight features of the pedestrian environment and public meetings were held throughout to build support for the project.

EVANSVILLE PEDESTRIAN AND BICYCLE MASTER PLAN, IN

Reference: Seyed Shokouhzadeh, Executive Director, Evansville Area Metropolitan Planning Organization, (812) 436-7833, sshokouhzadeh@evansvillempo.com

Period of Performance: 2014-2015

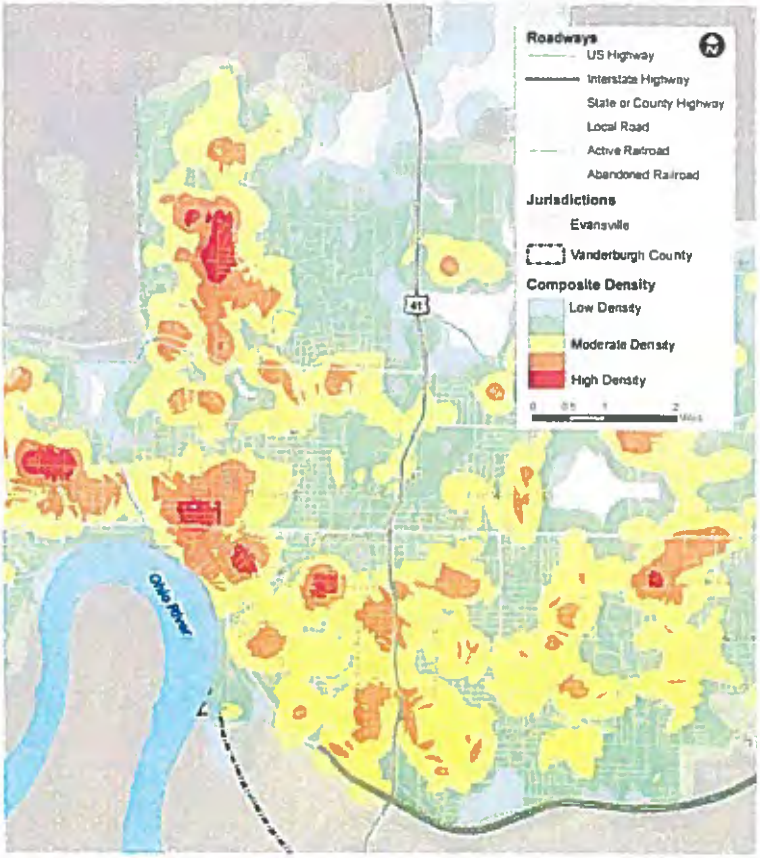
Total Contract Value: $180,000

Key Staff: Josh Sikich, AICP, LEED AP-Project Manager; Kristen Maddox-Planner; Regine Antenor-Designer

Alta is working with the Evansville, Indiana MPO to develop the City's first bicycle and pedestrian master plan. Tasks include development of recommendations and prioritization of improvements for this city in southern Indiana that is roughly 45 square miles and has 120,000 people. The plan will guide implementation of priority, high-profile projects supported by community residents and city leaders.

Alta is reviewing current conditions and making recommendations for walking and bicycling improvements in the focus areas of engineering, evaluation, education, encouragement, and enforcement. The document will be an action plan that identifies infrastructure and program implementation priorities for the City, capitalizing on easy win opportunities in the near-term, and providing a road-map for achieving long-term goals in the future

The findings of the study are the result of best practice research, on-the-ground field work, GIS analysis, and an extensive public involvement process, including online and in-person outreach efforts.



STADIUM DRIVE CHARRETTE, KALAMAZOO, MI

Reference Steve Stepek, Kalamazoo Area Transportation Study, (269) 343-0766, sstepek@katsmpo.org

Period of Performance 2014-2015

Total Contract Value $35,970

Key Staff Josh Sikich, AICP-Project Manager, Kristen Maddox-Planner, Regine Antenor-Designer

Alta facilitated an innovative charrette design process for the Kalamazoo Area Transportation Study and Michigan Department of Transportation focused on Complete Street improvements, including a bicycle connection, along Interstate 94 Business Loop.

Known as Stadium Drive and Michigan Avenue, this two-mile corridor connects two universities, downtown Kalamazoo, and adjacent neighborhoods. It is six lanes wide through downtown and carries over 20,000 vehicles per day. Using a placemaking-based approach, Alta presented a feasible plan of potential future changes to the roadway to accommodate all users and drive economic development. Through intense collaboration, public and agency engineering staff involvement, and technical analysis, the study team created a high level of public excitement and stakeholder buy-in to develop the corridor with a sidepath, cycle track (protected bikeway), and roadway realignment. In addition to an innovative process, the resulting vision was forward-thinking and grounded in best practices. When constructed it will be the first cycle track in Michigan and one of the few cycle tracks on a state roadway in the country.

BIKE ST LOUIS PHASE III IMPLEMENTATION, MO

Reference: Todd Antoine, Executive Director, Great Rivers Greenway, (314) 436-7009, tantoine@great-rivers.info

Period of Performance: 2012-ongoing

Contract Value: $378,769

Key Staff: Paul L. Wojciechowski, PE-Project Manager

Alta developed implementation designs for upgrading 67 miles of bikeways included in Bike St. Louis Phase I and II, and an additional 30 miles of new bikeways included in the regional Gateway Bike Plan for the City of St. Louis.

Principal-in-Charge Paul Wojciechowski was the engineer of record for the initial implementation of 21 miles of on-street bicycle facilities in Bike St. Louis Phase I. This initial phase of Bike St. Louis included the first use of "sharrows" in St. Louis as well as bike lanes.

For Phase III, Alta developed bikeways including shared lane markings, bike lanes, buffered bike lanes, cycle tracks, and bicycle boulevards. In addition, two on-street bike corrals and a citywide wayfinding signage system were developed and implemented. Bike St. Louis includes community engagement, conceptual design, and final design plans using Surface Transportation Program funding with a mix of city and park district local match.

WHEELING ACTIVE TRANSPORTATION PLAN, IL

Reference: Andrew Jennings, Planner, Village of Wheeling (847) 499-9061, ajennings@wheelingil.gov

Period of Performance 2012

Total Contract Value $100,000

Key Staff Josh Sikich, AICP-Planner

The Village of Wheeling aimed to create a complete, safe, and attractive network of transportation options for residents and visitors, allowing people to travel throughout the Village and connect to adjacent communities on foot or by bicycle. The goal was to create health, safety, and economic opportunities for residents by providing access to parks, schools, transit, trails, businesses, and other destinations.

Project Manager Josh Sikich worked with Active Transportation Alliance, while at his previous firm, to develop a plan to encourage bicycling, walking, and transit connectivity in the Village of Wheeling. A comprehensive review analyzed data on pedestrian and bicycle crashes, transit information, traffic, and roadway conditions. He provided infrastructure recommendations, prioritization, and cost estimates.

Josh worked side-by-side with Active Transportation Alliance during public outreach, community bike rides, recommendations, prioritization, and at client meetings. Together they worked with the steering committee and Village staff to create a plan that addressed needs on roadways, intersections, and trails.

Overall Priority	Cost	Safety	Coordination	Community Input	Impact
Low	medium	medium	high	low	medium
Medium	low	medium	high	low	medium
Low	medium	medium	medium	low	low
High	low	high	medium	low	medium
Low	medium	medium	high	low	medium
Medium	medium	medium	medium	low	medium
High	low	high	medium	low	medium
Low	high	low	high	low	medium
Low	medium	medium	high	low	medium
High	low	high	high	high	medium
Low	high	high	high	medium	low
High	low	high	high	low	high
Low	high	high	high	low	low
Low	medium	medium	high	low	medium
Medium	low	high	high	low	medium
Low	medium	medium	high	low	medium
High	low	high	high	medium	high
Medium	high	high	high	low	high
High	low	high	medium	low	high
Medium	low	low	high	medium	medium
Medium	low	high	high	low	medium
Medium	low	low	medium	low	medium
Medium	medium	medium	medium	low	medium
Medium	medium	medium	medium	low	high
Low	medium	medium	high	low	low
Medium	medium	high	high	low	medium
Medium	low	high	high	low	medium
Low	medium	medium	high	low	medium
Low	high	high	high	low	medium
High	high	high	high	high	high
Medium	high	high	high	low	high
Medium	low	high	high	low	medium
Medium	medium	medium	high	low	high
Medium	high	high	high	medium	medium
Medium	low	low	low	low	low
High	high	high	high	high	high
High	high	high	medium	high	high
High	medium	high	high	high	high

FOREST PARK ACTIVE TRANSPORTATION PLAN, IL

Reference: Tim Gillian, Village Administrator, Village of Forest Park, (708) 615-6201, tgillian@forestpark.net

Period of Performance 2011

Total Contract Value $40,000

Key Staff Heather Schady-Planner

Active Transportation Alliance worked with the Village of Forest Park to develop a plan that included recommendations for leveraging the planned Eisenhower Highway reconstruction to improve connectivity between north and south Forest Park and create village-wide on-street bicycle facilities. A dedicated connection to the Illinois Prairie Path terminus was a major focus of the effort.

Public outreach and participation was a key component to this plan. Active Transportation Alliance worked with the Park District, local school district, and the Forest Park Community Center to engage community members in the planning process, resulting in input from hundreds of residents. Active Transportation Alliance organized several community bike rodeos to engage local parents in the plan and educate Forest Park youth on safe bicycle practices.

Plan implementation began with build-out of Forest Park's bicycle route signage network. The Village has also used the plan to advocate for Complete Streets implementation on roads controlled by the Illinois Department of Transportation.

WAYNE TOWNSHIP BIKE PLAN, IL

Reference: Martin McManamon, Highway Commissioner, Wayne Township Highway District, (630) 231.4923, wtrd@sbcglobal.net

Period of Performance: 2014

Total Contract Value: $15,000

Key Staff: Heather Schady-Planner; Nancy Wagner-Outreach Specialist; Jacque Henrikson-Planner

In an effort to coordinate bicycle planning between the communities of West Chicago, Hanover Park, Carol Stream, Bartlett, and Wayne, the Wayne Township Highway District hired Active Transportation Alliance to consult on the development of a bike plan.

Key project goals included developing a bicycle network that increased resident access to the Illinois Prairie Path and developing an implementation strategy that focused on coordination between multiple agencies and jurisdictions.

The project included outreach to both residents and agencies. Residents identified key challenges to safety and connectivity through an online survey and by participating in a public meeting. Village engineers, planners, and elected officials participated in a steering committee that guided the plan process.

The plan is currently being reviewed by the steering committee and is expected to be completed in April 2015. Future plan implementation will be guided by the Steering Committee with assistance from Active Transportation Alliance.

C. STAFF QUALIFICATIONS- RESUMES

Paul Wojciechowski, PE, AICP

Principal-in-Charge

Paul is a transportation planner and engineer with 30 years of experience in planning and designing innovative transportation facilities, and integrating these facilities to function with adjacent land-uses. Paul has dedicated his career to public projects that enhance communities and regional systems.

His work as a consultant has included street design, bikeway and pedestrian facility design, transit projects, land-use planning, program management, transportation planning, and utility relocation. In addition, he has served as a public official for the City of Clayton as Director of Public Works and City Engineer, and at the Missouri Department of Transportation, where he managed client responsibilities for various projects. In his 17 years at MoDOT, he served in several positions that included the Transportation Planning Manager responsible for all transportation planning activities in the St. Louis Metro District and programming of state and federal funds.

EDUCATION

BS, Civil Engineering, University of Missouri - Rolla, 1983

PROFESSIONAL HIGHLIGHTS

Alta Planning + Design, 2012-

CH2M HILL, St. Louis, MO, 2008-2011

City of Clayton, MO, Director of Public Works, 2005-2008

Parsons Brinckerhoff, 2000-2005

Missouri Department of Transportation, 1984-2000

PROFESSIONAL REGISTRATIONS

Professional Engineer: Illinois (2004, 062-057433), Arkansas (2013, 15531), Missouri (1990, E-023257), Kansas (2013, 23198), Wisconsin (2013, 42805-6), Arkansas (2013, 15531), Colorado (2013, 0047481)

American Institute of Planners (AICP)

League of American Bicyclist League Cycling Instructor #3558

RELEVANT EXPERIENCE

- Illinois Bike Transportation Plan
- Gateway Bike Plan Implementation 2012-2014, Great Rivers Greenway, St. Louis, MO
- Bike St. Louis Phase 3, Great Rivers Greenway, MO
- Bike Share Feasibility Study, Great Rivers Greenway, St. Louis, MO
- Des Moines Bike Plan Implementation, 14th Street Quiet Street, IA
- Four Community Bikeable Walkable Plan, St. Charles County, MO
- Wichita Bikeway Design, KS
- Page Avenue Great Street Plan, Pagedale, MO
- I-70 Corridor Study, St. Charles County, MO
- Centennial Greenway, Great Rivers Greenway, St. Charles, MO
- Richmond Heights Bikeway Implementation Project,MO
- Maline Greenway Planning, Design and Bicycle Boulevard and Construction Documents, Ferguson, MO
- Woodson Terrace Zoning Code Update, MO
- Dale Avenue Great Street Plan, Richmond Heights, MO*
- Woodson Terrace Comprehensive Plan, MO*
- Route 100 Trail Safety Project, Wildwood, MO*
- North Kingshighway Boulevard Improvement Project, City of St. Louis, MO*
- Wildwood Greenway Plan, Wildwood, MO*
- Natural Bridge Great Streets Project, East-West Gateway Council of Governments, St. Louis, MO*
- Asp Avenue Buffered Bike Lane Project, University of Oklahoma, OK

**Completed prior to joining Alta*

Josh Sikich, AICP, LEED AP

Project Manager

Joshua is a multimodal planner and project manager with expertise in bicycle, pedestrian, and transit travel. With more than ten years of experience, Josh has planned over $2 billion in transportation improvements in urban, suburban, and rural areas across the Chicago region and the country. His experience includes active transportation plans, Safe Routes to School, long-range plans, corridor studies, countywide and regional plans, transit-oriented development, streetscape improvements, community mobility, transit service studies, wayfinding planning, statewide multimodal analysis, and master plans

EDUCATION

Master of City and Regional Planning, The Ohio State University, 2007

MS, Civil Engineering, The Ohio State University, 2007

BA, Psychology, Boston University, 2003

PROFESSIONAL HIGHLIGHTS

Alta Planning + Design, 2014–

TranSystems Corporation, 2007–2014

City of Columbus (Ohio) Neighborhood Services, 2005–2007

Central Ohio Transit Authority, Summer 2006

Wilmer, Cutler, Pickering, Hale and Dorr LLP, 2003–2005

SPECIFIC EXPERIENCE

STADIUM DRIVE CHARRETTE, KALAMAZOO, MI

Josh was the Project Manager for this innovative charrette design process for Kalamazoo Area Transportation Study and Michigan Department of Transportation. Using a placemaking-based approach, Alta presented a feasible plan of potential future changes to the roadway to accommodate all users and drive economic development. Through intense collaboration, public and agency engineering staff involvement, and technical analysis, the study team created a high level of buy-in for a sidepath, cycle track (protected bikeway), and roadway realignment.

PEORIA BICYCLE MASTER PLAN, IL

Josh is serving as Project Manager for the Peoria Bicycle Master Plan. Alta is developing an on- and off-street bicycle facility network that connects to the existing trail systems and to the city's residential, employment, and recreational areas to make Peoria a more attractive place to live and work. The plan will promote economic, physical, and environmental health and serve to increase and retain businesses and residents who wish to call Peoria their home. The plan will be a clear and compelling document, supported by expert engineering, design, and funding information, that clearly demonstrates the methods for project implementation.

WHEELING ACTIVE TRANSPORTATION PLAN, IL*

Working with Active Transportation Alliance, Josh created a plan for bicycling, walking, and transit connectivity in this Chicago suburb. A comprehensive review analyzed data on pedestrian and bicycle crashes, transit information, traffic, and roadway conditions. He provided infrastructure recommendations, prioritization, and cost estimates

ELGIN PEDESTRIAN AND TRANSIT ACCESS STUDY, IL*

Josh led this plan to address pedestrian and transit access needs in a suburb of Chicago. Leading a large team through a comprehensive inventory of sidewalks, paths, and transit stops, Josh identified areas of insufficient infrastructure. He developed a five-year capital plan for improvements to pedestrian accommodations, traffic calming countermeasures, and transit stop enhancements.

**Completed prior to joining Alta*

Cynthia Hoyle, FAICP

Senior Planner

Cynthia has over 30 years of planning experience working at the local, state, and national levels. She specializes in transportation, creating community mobility, Complete Streets, bicycle planning, Safe Routes to School planning, comprehensive planning, and visioning. Her passion is promoting choice and livability through community outreach and programs that help people feel comfortable bicycling or walking for transportation. Cynthia is a Fellow of the Institute of Transportation Engineers and a Complete Streets Instructor with the National Complete Streets Coalition. She is also a League of American Bicyclists Certified and serves on the Urbana Bicycle and Pedestrian Advisory Commission.

EDUCATION

Master of Regional and City Planning, University of Oklahoma, 1981

BA, Social Work, University of Oklahoma, 1979

PROFESSIONAL HIGHLIGHTS

Alta Planning + Design, 2014-

Champaign-Urbana Mass Transit District (Consultant), 2002-

Orion Planning Group, 2010-2014

Hoyle Consulting, 1987-

City of Oklahoma City, 1985-1987

TRAININGS

Cynthia has presented trainings in:
Champaign, IL
Effingham, IL
Lancaster County, PA
Hennepin County, MN
Lawrence, KS
Oberlin, OH
University of Illinois

SPECIFIC EXPERIENCE

COMPLETE STREETS WORKSHOPS: "STREETS DESIGNED FOR EVERYONE"

Cynthia regularly gives two-day Complete Streets workshops, called "Laying the Foundation for Complete Streets" for agency officials and professionals. She has presented in Oberlin, Ohio, Lawrence, Kansas, and Bellingham, Washington.

GRAND RAPIDS BICYCLE EDUCATION PROGRAM, MI

Cynthia is the Project Manager for this three-year project with the goal of reducing the total number of bicycle crashes, fatalities, and the severity of injuries in Grand Rapids. She is responsible for leading crash data analysis, development of the educational marketing campaign, and providing education and training to law enforcement officials and the general public.

TRANSPORTATION PLANNING CONSULTANT, CHAMPAIGN-URBANA MASS TRANSIT DISTRICT, IL*

Cynthia works with Champaign-Urbana Mass Transit District to create livable multimodal communities. Her responsibilities include coordination of community education, working with local government to create walking, biking and transit-supportive development, providing expert consultation to promote transit-supportive development, and promotion of infill and redevelopment.

MOBILITY IMPLEMENTATION PLAN (MIPLAN), CHAMPAIGN AND URBANA, IL*

Cynthia served as the facilitator and coordinator for this groundbreaking implementation plan. The process included extensive public input and market data analysis and identification of policies, programs, and tools to help implement a multimodal, affordable transportation system. The project included development of a green corridor plan to create high density, high transit frequency corridors with bicycle and pedestrian accommodations between the Champaign and Urbana downtowns and the University of Illinois campus. Recommendations and strategies from miPLAN have been implemented or are in the process of implementation.

**Completed prior to joining Alta*

Kristen Maddox

Project Planner

Kristen's background combines bicycle and pedestrian planning with academic research and advocacy experience. She brings knowledge of the Danish transportation system, design mentality, and urban development processes back to the US after spending a year in Copenhagen, Denmark. As a Guest Contributor for StreetsBlog Chicago, part of a national transportation news source, Kristen has investigated a number of topics including data analysis studies on bicycle users' behavior, stakeholders' responses to infrastructure changes, and outcomes from public meetings. Kristen has experience in producing client-facing and internally-used documents including feasibility studies, marketing projects, and plan critiques.

EDUCATION

Fulbright Student to Denmark 2012-2013
Roskilde University

BA, International Studies, concentration in Urban Planning for Social Justice, DePaul University, Summa Cum Laude, 2012

Student of the Year, DePaul University International Studies Department, 2012

PROFESSIONAL HIGHLIGHTS

Alta Planning + Design, 2013-

Copenhagenize Design Company, 2013

PUBLICATIONS/ PRESENTATIONS

University-Community Collaboration Creating Opportunities for Women's Leadership and Social Sustainability, (2012) Women as Global Leaders Abu Dhabi, United Arab Emirates, Panelist

RELEVANT EXPERIENCE

ILLINOIS BICYCLE TRANSPORTATION PLAN

Alta worked with the Illinois Department of Transportation (IDOT) on outreach, an overview of existing facilities, and proposed bikeway system design and mapping. Kristen assisted with writing the section for education, encouragement, and enforcement programming at the state level. She worked on the cover design graphics and assisted in making final recommendations.

PEORIA BICYCLE MASTER PLAN, IL

Kristen is serving as Project Planner for the Peoria Bicycle and Pedestrian Plan. Alta is developing an on- and off-street bicycle facility network that connects to the existing trail systems and to the City's residential, employment, and recreational areas to make Peoria with a more attractive place to live and work. The plan will be a clear and compelling document, supported by expert engineering, design, and funding information, that clearly demonstrates the methods for project implementation.

STADIUM DRIVE CHARRETTE, KALAMAZOO, MI

Kristen was a planner for this innovative charrette design process for Kalamazoo Area Transportation Study and Michigan Department of Transportation. Using a placemaking-based approach, Alta presented a feasible plan of potential future changes to the roadway to accommodate all users and drive economic development.

CHICAGO INDIVIDUALIZED MARKETING (IM), *GO PILSEN*, IL

The culturally rich, mainly Hispanic community of Pilsen is the second of five Chicago neighborhoods to receive this new IM program aimed at helping people to choose bicycling or walking more often. Kristen is assisting with outreach activities and ambassador training.

CHICAGO STREETS FOR CYCLING IMPLEMENTATION, IL

Kristen is serving as Project Planner and assisting on development of construction documents for 44 miles of priority bikeways identified in the original plan document that Alta helped produce.

CITY OF COLUMBUS BIKEWAY PLAN UPDATE, OH

Kristen is the Project Planner for the 2014 update of Alta's 2006 Columbus Bicycle and Pedestrian Plan. The update includes a comprehensive design guide with an emphasis on the other 4 E's: Education, Encouragement, Evaluation, and Enforcement. Kristen assisted with policy benchmarking, the education and encouragement communication plan, and is responsible for bicycle and pedestrian count information.

Regine Antenor

Project Designer

Regine holds a Bachelor's Degree of Architecture from the Illinois Institute of Technology. She developed her passion for design work through philanthropic endeavors. Whether she is improving access to a food pantry or creating a park or bicycle and pedestrian master plan, she loves working with diverse stakeholders to help them improve their communities. Her work at Alta creates opportunities for people without motorized transportation to connect to their towns and neighbors. Whether it is through bike paths, parks, or Complete Streets design, she enjoys weaving communities together through healthy, active transportation.

EDUCATION

Bachelor of Architecture, Illinois Institute of Technology, 2012

PROFESSIONAL HIGHLIGHTS

Alta Planning + Design, 2014–

Environmental Design International, Inc., 2013

Johnson and Lee Architects, 2012

PROFESSIONAL AFFILIATIONS

US Green Building Council, 2013-

Architecture for Humanity, 2011-

RELEVANT EXPERIENCE

PEORIA BICYCLE MASTER PLAN, IL

Regine is planning and designing improvements for this citywide plan. She is creating conceptual illustrations and assisting with public involvement. This on- and off-street bicycle facility network will connect to existing trail systems and to the city's residential, employment, and recreational areas to make Peoria a more attractive place to live and work. The plan will be a clear and compelling document, supported by engineering, design, and funding information, that clearly demonstrates the methods for project implementation.

STADIUM DRIVE CHARRETTE, KALAMAZOO, MI

As a designer for this innovative charrette design process for Kalamazoo Area Transportation Study and Michigan Department of Transportation, Regine assisted with development of project graphics and bikeway designs. Using a placemaking-based approach, Alta presented a feasible plan of potential future changes to the roadway to accommodate all users and drive economic development.

BICYCLE AND PEDESTRIAN MASTER PLAN, EVANSVILLE, IN

Regine is working with the Evansville, Indiana MPO to develop the City's first bicycle and pedestrian master plan. She is assisting on development of recommendations and prioritization of improvements in GIS. The plan will guide implementation of priority, high-profile projects supported by community residents and city leaders.

LOCUST ROAD COMPLETE STREET, WILMETTE, IL

Regine is a designer for this bicycle and pedestrian roadway improvement project in a suburb of Chicago. Proposed improvements include curb extensions, widened sidewalks, high-visibility crossings, on-street parking, bicycle wayfinding, and traffic calming.

NON-MOTORIZED TRANSPORTATION PILOT PROGRAM, COLUMBIA, MO

As part of this project, Alta developed a FHWA Request to Experiment for directional and wayfinding symbols. Regine created technical drawings showing specifications and locations of markings that will be used to implement and later evaluate these emerging on-street bicycle innovations.

Heather Schady

Planner

Heather's depth of experience comes from a four-year career in bicycle and pedestrian consulting and technical assistance. With a focus on transportation planning, policy development, and community engagement, she is passionate about creating sustainable communities using best practices in planning and forward-thinking policy development. Since joining Active Transportation Alliance, Heather has worked with dozens of municipalities and school districts, to develop non-motorized plans and corridor studies, Complete Streets policies, Complete Streets design guidance, and other initiatives aimed at facilitating the use of safe and active modes of transportation. These include the Village of Forest Park, Wayne Township, East Moline School District 37, and Prairie du Rocher Elementary School District.

EDUCATION

Master of Arts in Urban and Environmental Policy and Planning, Tufts University

Bachelor of Arts in Sociology, Bachelor of Arts in German, Illinois State University

PROFESSIONAL HIGHLIGHTS

Active Transportation Alliance, 2009-

Pratt Area Community Council, 2007-2009

Allston Brighton Community Development Corporation 2005-2007

PROFESSIONAL AFFILIATIONS

American Planning Association

Association of Pedestrian and Bicycle Professionals

RELEVANT EXPERIENCE

COMMUNITY-WIDE TRANSPORTATION PLANNING

Drawing from her expertise in Complete Streets principles, Heather develops plans that provide communities with a roadmap for creating more walkable and bikeable communities. Every plan includes a holistic approach, identifying not just opportunities for infrastructure improvements, but also for policies, public events, and enforcement efforts. She has developed community-wide bicycle and active transportation plans for the Villages of Forest Park, Tinley Park, Oak Park, and Wayne Township

SAFE ROUTES TO SCHOOL TRAVEL PLANNING AND FUNDING

Heather has worked statewide with more than 25 communities and school districts to design and implement School Travel Plans, including Des Plaines School District 62, East Maine School District 63, Elmhurst District 205, West Chicago School District 33, and the City of Berwyn. With an eye towards plan implementation, she has helped communities raise over $500,000 in Safe Routes to School funding for both infrastructure and non-infrastructure projects

COMPLETE STREETS POLICY DEVELOPMENT

Through her work with the Village of Forest Park and the City of Des Plaines, Heather has crafted custom Complete Streets policies focused on seeing that future roadway projects will include considerations for all users of the road. She has also contributed to the development of several Complete Streets design manuals, including Complete Streets Complete Networks, City of Memphis Project Delivery Manual, and Complete Streets Rural Contexts. In addition, she co-authored Complete Streets Starting Point: A Policy Development Handbook for Public Health Professionals.

Nancy Wagner

Outreach Specialist

Nancy brings extensive experience in community outreach, policy advocacy, and local planning to Active Transportation Alliance. She is passionate about making communities comfortable places to walk and bicycle for people of all ages. Nancy has directed state and national campaigns resulting in the expansion of greenways, support for renewable energy, and increased funding for public health programs. Since joining the Active Transportation Alliance, Nancy has worked with local governments and residents in more than 50 suburbs to create bike and pedestrian plans, identify funding to implement plans, and support policies that support safe and active transportation.

EDUCATION

Master of Arts in Sociology, Northwestern University

Bachelor of Arts in Urban Studies, University of Pennsylvania

PROFESSIONAL HIGHLIGHTS

Suburban Outreach Manager, Active Transportation Alliance, 2013-

ClimatePolicy Consultant Union, 2009-2011

Senior Policy Advocate, Environmental Law and Policy Center, 2001-2009

PROFESSIONAL AFFILIATIONS AND HONORS

Association of Pedestrian and Bicycle Professionals

Advocacy Leadership Award, Y-ME Breast Cancer Organization

RELEVANT EXPERIENCE

COMMUNITY-WIDE TRANSPORTATION PLANNING

Nancy uses her expertise to engage key stakeholders in the planning process. She works with local leaders to identify community organizations and residents whose input would benefit the process and sees that they are included. Together with the planning team, stakeholders develop a roadmap for creating more walkable and bikeable communities through infrastructure improvements, policy change, public education and events, and enforcement efforts. Nancy has participated in plans for Wayne Township and the City of Evanston, and a Complete Streets Policy for the City of Palatine.

ACTIVE TRANSPORTATION COUNCILS

Nancy has organized regional Active Transportation Councils in the western, northwest and northern Chicago suburbs. These provide a forum for community leaders to share successes and challenges in biking, pedestrian and transit initiatives, as well as work together to achieve regional goals such as trail connections.

FAMILY FRIENDLY BIKEWAYS

As the manager of the Family Friendly Bikeways campaign in the north and west suburbs, Nancy provides expertise to communities in developing bike routes that are safe and welcoming for everyone in a family, from ages 8 to 80. Priorities include encouraging off-street paths, separating bike lanes from traffic, and providing timing to cross intersection.

Jacque Henrikson

Planner

Jacque brings a broad range of experiences to Active Transportation Alliance in analysis, research, writing and planning. She has worked professionally in publishing, journalism and public relations, and is currently coauthoring a book on comprehensive plan making around the Chicago region. Jacque has three years of corporate experience as a researcher and analyst. She believes that the transportation network is the bones of the city and has spent the past few years working on projects to make systems accessible, safe, and enjoyable for all ages and abilities of users.

EDUCATION

Master of Urban Planning and Policy, University of Illinois at Chicago

Bachelor of Arts in Creative Writing and Journalism, Knox College

PROFESSIONAL HIGHLIGHTS

Active Transportation Alliance, 2014-

Research Assistant, College of Urban Planning & Policy, UIC, 2013-2014

Research & Publishing Coordinator, McMaster-Carr Supply Company, 2010-1013

PROFESSIONAL AFFILIATIONS

Women in Planning and Development Chicago Outreach Committee

Association of Pedestrian and Bicycle Professionals

American Planning Association

RELEVANT EXPERIENCE

DESIGN, ANALYSIS, AND CARTOGRAPHY

Through analyzing local land use and development code, Jacque played a key role in developing a cohesive set of right-of-way allocations for the City of Memphis, Tennessee Complete Streets Project Delivery Manual. She also created fifty cross-sections to illustrate these recommendations in the manual and at a workshop for City officials. She created a portfolio of roadway maps for thirteen Illinois communities that illustrate crashes, roadway widths, jurisdictions, and other factors to help agencies determine priority places for Complete Streets projects. Jacque conducted fieldwork and mapped community assets for the *GO! Edgewater* and *GO! Albany Park* campaigns.

BICYCLE AND PEDESTRIAN PLANNING

Jacque developed a bicycle route wayfinding signage and pavement marking plan for the Village of Winfield, which included recommended phasing and budgeting for full plan build-out. Jacque has also conducted crossing analyses and developed recommendations for the City of Chicago Little Village Paseo Trail and South Suburban Mayors and Managers Association IL Route 394 and IL Route 1 Corridor Study. Jacque developed implementation strategies for the Village of Oak Park Bike Share Feasibility Study and the Wayne Township Bicycle Plan. She also conducted a corridor study with the Village of Midlothian to assess conditions through field research, mapping, and market analysis.

WRITER AND RESEARCHER

Jacque conducted research for a book in conjunction with Professor Charles Hoch on the craft of comprehensive plan making. She read and analyzed every comprehensive plan adopted in the Chicago region within a five year period and interviewed selected planners. This work was presented at the APA Illinois 2014 state conference.

3. STATEMENT OF QUALIFICATIONS FORM

STATEMENT OF QUALIFICATIONS FORM

(Complete one form per short list)

Statement of Qualifications: Provide the CONSULTANT'S qualifications as outlined in the instructions.

SUBMITTAL CERTIFICATION

The Statement of Qualifications Form must be signed by an authorized agent. If the CONSULTANT is a corporation, the corporate seal must be affixed.

For proposals and contracts resulting from the utilization of short-lists developed from this portion of the selection process, the successful CONSULTANT will be required to agree to and sign the VILLAGE contract and appendices (sexual harassment policy, tax liability, and CDL testing.) They are provided for the CONSULTANT'S information in Appendices 1 & 2.

My signature certifies that the Statement of Qualifications as submitted complies with all terms and conditions as set forth in the Request for Qualifications for Short-List for consulting Services, and is a true and factual statement of the qualifications of this firm.

STATEMENT OF QUALIFICATIONS FORM (CONTINUED)

I/We hereby certify that I/We am/are authorized to sign as an agent(s) of the firm:

If an individual or partnership, all individual names of each partner shall be signed:

By.....: N/A

Print Name .....: N/A

Position/Title.....: N/A

By.....: N/A

Print Name .....: N/A

Position/Title.....: N/A

Company Name ...: N/A

Address line 1 .....: N/A

Address line 2 .....: N/A

Telephone.....: N/A

If a corporation, an officer duly authorized should sign and attach corporate seal

PLACE CORPORATE SEAL HERE

By.....:

Print Name .....: Mia Birk

Position/Title.....: President

Company Name ...: Alta Planning + Design

Address line 1 .....: 53 West Jackson Blvd. Suite 1642 Chicago, IL 60604

Address line 2 .....:

Telephone.....: (312) 265-0628

STAFFING

This staffing chart shows highlights of our team's experience planning, designing, and implementing bicycle and pedestrian master plans. Staff resumes that provide additional details about each person's qualifications and relevant work experience are located in Section 2, Statement of Qualifications, under Staff Qualifications-Resumes.

NAME/REGISTRATION/TITLE	YEARS OF EXP/ @ FIRM	MUNICIPAL PROJECT EXPERIENCE
ALTA PLANNING + DESIGN/PRIME CONSULTANT		
Paul L. Wojciechowski, PE, AICP/ Principal-in-Charge	31/3	Paul has significant experience in municipal and state departments of transportation (DOTs) for planning and designing bicycle and pedestrian facilities. Paul has served as a public official for the City of Clayton as Director of Public Works and City Engineer, and at the Missouri DOT. Highlights of Paul's work at Alta include the **Illinois State Bicycle Transportation Master Plan**, the **Peoria, IL Bicycle Master Plan**, the **Marion, IA Bicycle and Pedestrian Master Plan**, the **Wichita, KS Market and Topeka Bikeway and Woodchuck Boulevard Bicycle Boulevard Design**, and planning, design, and implementation for **Bike St. Louis Phase III** in Missouri.
Josh Sikich, AICP/Project Manager	11/1	Josh is a multimodal planner and project manager focused on bicycle, pedestrian, and transit projects. He is currently the Project Manager for the **Peoria, IL Bicycle Master Plan**, the **Evansville, IN Bicycle and Pedestrian Master Plan**, the **Kalamazoo, MI Stadium Drive Charrette**, the **Willamette, IL Locust Road Complete Street**, and the **Akron, OH Towpath Trail Connectivity Study.** He also served as the Project Planner for the **Wheeling, IL Active Transportation Plan** and the **Elgin, IL Pedestrian and Transit Access Study.** He is a project advisor for **the Chicago Streets for Cycling Implementation Project** and the Assistant Project Manager for the **Columbus, OH Bikeway Plan Update.**
Cynthia Hoyle, AICP/Senior Advisor	30/1	Cynthia has over 30 years of experience working at the local, state, and national levels. She specializes in transportation, creating community mobility, Complete Streets, bicycle planning, Safe Routes to School planning, comprehensive planning, and visioning. Highlights of her municipal projects include the **Grand Rapids, MI Bicycle Safety Education Campaign**, and the **Champaign and Urbana, IL Mobility Implementation Plan.**
Kristen Maddox/Project Transportation Planner	3/2	Kristen's background combines bicycle and pedestrian planning with academic research and advocacy experience. Highlights of her work include Project Planner for the **Illinois State Bicycle Transportation Master Plan** the **Peoria, IL Bicycle Master Plan**, and the **Evansville, IN Bicycle and Pedestrian Master Plan.**
Regine Antenor/Project Designer	3/1	Regine holds a Bachelor's Degree of Architecture from the Illinois Institute of Technology. She is the Project Designer for the **Peoria, IL Bicycle Master Plan**, the **Evansville, IN Bicycle and Pedestrian Master Plan**, and the **Locust Road Complete Street in Wilmette, IL**
ACTIVE TRANSPORTATION ALLIANCE/SUBCONSULTANT		
Heather Schady/Planner	10/1	Heather focuses on transportation planning, policy development, and community engagement and has worked with dozens of municipalities and school districts to develop non-motorized projects. These include the **Village of Forest Park, Wayne Township, East Moline School District 37,** and **Prairie du Rocher Elementary School District.**
Nancy Wagner/Outreach Specialist	14/2	Nancy brings extensive experience in community outreach, policy advocacy and local planning. She has worked with local governments and residents in more than **50 suburbs to create bike and pedestrian plans,** identify funding to implement plans, and support policies that support safe and active transportation.
Jacque Henrikson/ Planner	5/1	Jacque brings a broad range of experience in analysis, research, writing, and planning. Her projects include the **Memphis, TN Complete Streets Project Delivery Manual** and the **Village of Winfield, IL Bicycle Route Wayfinding Signage and Pavement Marking Plan.**

EXPERIENCE

This experience chart highlights our team's bicycle and pedestrian planning, design, and implementation expertise. Full project descriptions are located in Section 2 Statement of Qualifications, under Firm Qualifications-Similar Experience.

PROJECT/CLIENT	ILLINOIS BIKE TRANSPORTATION PLAN/ILLINOIS DEPARTMENT OF TRANSPORTATION
Scope of Work/Client Point of Contact	The Illinois State Bike Transportation Plan included a major statewide public outreach program with numerous workshops focused on multimodal transportation assessment as it relates to bicycling and pedestrians in each MPO region. Over 4,000 residents participated, setting a record for public outreach on IDOT plans. Alta incorporated newly digitized bikeway facilities into a statewide GIS geodatabase. Other GIS tasks included a review and recommendations for GIS practices involving bicycle transportation-related data and a statewide bicycle crash analysis./Gabriel Sulkes, Policy Advisor, Office of Planning & Programming, Illinois Department of Transportation, (312) 793-1494, gabriel.sulkes@illinois.gov
Project Team	Paul L. Wojciechowski, PE-Project Engineer; Kristen Maddox-Planner
Construction Cost/Fee / Year	Construction not included/$215,216/2013
PROJECT/CLIENT	PEORIA BICYCLE MASTER PLAN, IL/CITY OF PEORIA
Scope of Work/Client Point of Contact	Alta is working with the City of Peoria to develop an on- and off-street bicycle facility network. Bicycle-friendly connections to the surrounding trail networks will link commuters and recreational riders to the City's residential areas, shopping, employment centers, and educational hubs. The plan's public outreach approach integrates surveying, online interactive mapping, social media, and in-person meetings to gather input from a wide array of residents. Prioritizing key projects and delving into details, such as funding sources, will empower the City to immediately implement the first steps of the plan /Nick Stoffer, PE, Traffic Engineer, City of Peoria, (309) 494-8800, NStoffer@peoriagov.org
Project Team	Josh Sikich, AICP-Project Manager; Kristen Maddox-Planner; Regine Antenor-Designer
Construction Cost/Fee/ Year	Construction not included/$79,492/2014-2015
PROJECT/CLIENT	ELGIN PEDESTRIAN AND TRANSIT ACCESS STUDY, IL/CHICAGO METROPOLITAN AGENCY FOR PLANNING
Scope of Work/Client Point of Contact	The Elgin Pedestrian and Transit Access Study aimed to improve conditions for pedestrians and transit riders throughout the City of Elgin. Josh Sikich led the study that centered on an inventory of sidewalks, intersections, and bus stops, while with his previous firm. To prioritize immediate improvements, the study also specifically highlighted 10 sidewalk projects and 10 intersection improvements that could cost-effectively be implemented in a short timeframe / Lindsay Bayley, Chicago Metropolitan Agency for Planning, (312) 386-8826
Project Team	Josh Sikich, AICP-Planner
Construction Cost/Fee/ Year	Construction not included/$100,000/2012-2013
PROJECT/CLIENT	EVANSVILLE PEDESTRIAN AND BICYCLE MASTER PLAN, IN/EVANSVILLE AREA METROPOLITAN PLANNING ORGANIZATION
Scope of Work/Client Point of Contact	Alta is working with the Evansville, Indiana MPO to develop the City's first bicycle and pedestrian master plan. Tasks include development of recommendations and prioritization of improvements for this city in southern Indiana that is roughly 45 square miles and has 120,000 people. The plan will guide implementation of priority, high-profile projects supported by community residents and city leaders /Seyed Shokouhzadeh, Executive Director, Evansville Area Metropolitan Planning Organization, (812) 436-7833, sshokouhzadeh@evansvillempo.com
Project Team	Josh Sikich, AICP-Project Manager; Kristen Maddox-Planner; Regine Antenor-Designer
Construction Cost/Fee/ Year	Construction not included/$180,000/2014-2015

PROJECT/CLIENT	WHEELING ACTIVE TRANSPORTATION, IL/VILLAGE OF WHEELING
Scope of Work/Client Point of Contact	The Village of Wheeling aimed to create a complete, safe, and attractive network of transportation options for residents and visitors, allowing people to travel throughout the Village and connect to adjacent communities on foot or by bicycle. The planning process included public outreach, community bike rides, recommendations, prioritization, and client meetings /Andrew Jennings, Planner, Village of Wheeling, (847) 499-9061, ajennings@wheelingil.gov
Project Team	Josh Sikich, AICP-Planner
Construction Cost/Fee / Year	Construction not included/$10,000/2012
PROJECT/CLIENT	STADIUM DRIVE CHARRETTE, KALAMAZOO, MI/KALAMAZOO AREA ACTIVE TRANSPORTATION STUDY
Scope of Work/Client Point of Contact	Alta facilitated an innovative charrette design process for the Kalamazoo Area Transportation Study and Michigan Department of Transportation focused on Complete Street improvements, including a bicycle connection, along Interstate 94 Business Loop /Steve Stepek, Kalamazoo Area Transportation Study, (269) 343-0766, sstepek@katsmpo.org
Project Team	Josh Sikich, AICP-Project Manager, Kristen Maddox-Planner, Regine Antenor-Designer
Construction Cost/Fee / Year	Construction not included/$35,970/2014
PROJECT/CLIENT	BIKE ST. LOUIS PHASE III IMPLEMENTATION, MO/GREAT RIVERS GREENWAY
Scope of Work/Client Point of Contact	Alta developed bikeway plans for upgrading 67 miles of bikeways included in Bike St. Louis Phase I and II, and an additional 30 miles of new bikeways included in the regional Gateway Bike Plan for the City of St. Louis. Bikeway including shared lane markings, bike lanes, buffered bike lanes, cycle tracks, and bicycle boulevards. In addition, two on-street bike corrals and a citywide wayfinding signage system were developed and implemented. Bike St. Louis includes community engagement, conceptual design, and final design plans using Surface Transportation Program funding with a mix of city and parks district local match./Todd Antoine, Executive Director, Great Rivers Greenway, (314) 436-7009, tantoine@greatrivers.info
Project Team	Paul L. Wojciechowski, PE-Project Manager
Construction Cost/Fee / Year	Various projects, construction costs available on request/$378,769/2012-ongoing
PROJECT/CLIENT	FOREST PARK ACTIVE TRANSPORTATION PLAN, IL/VILLAGE OF FOREST PARK
Scope of Work/Client Point of Contact	Active Transportation Alliance worked with the Village of Forest Park to develop a plan that included recommendations for leveraging the planned Eisenhower reconstruction to improve connectivity between north and south Forest Park and create village-wide on-street bicycle facilities, including a dedicated connection to the Illinois Prairie Path terminus./Tim Gillian, Village Administrator, Village of Forest Park, (708) 615-6201, tgillian@forestpark.net
Project Team	Heather Schady-Planner
Construction Cost/Fee / Year	Construction not included/$40,000/2011
PROJECT/CLIENT	WAYNE TOWNSHIP BIKE PLAN, IL/WAYNE TOWNSHIP HIGHWAY DISTRICT
Scope of Work/Client Point of Contact	In an effort to coordinate bicycle planning between the communities of West Chicago, Hanover Park, Carol Stream, Bartlett, and Wayne, the Wayne Township Highway District hired Active Transportation Alliance to consult on the development of a bike plan. The project included outreach to both residents and agencies. Residents identified key challenges to safety and connectivity through an online survey and by participating in a public meeting. Village engineers, planners, and elected officials participated in a steering committee that guided the plan process /Martin McManamon, Highway Commissioner, Wayne Township Highway District, (630) 231-4923, wtrd@sbcglobal.net
Project Team	Heather Schady-Planner; Nancy Wagner-Outreach Specialist; Jacque Henrikson-Planner
Construction Cost/Fee / Year	Construction not included/$15,000/2014

4. PROJECT UNDERSTANDING, SCOPE OF WORK, AND SCHEDULE

This page intentionally blank

PROJECT TEAM LEADERSHIP

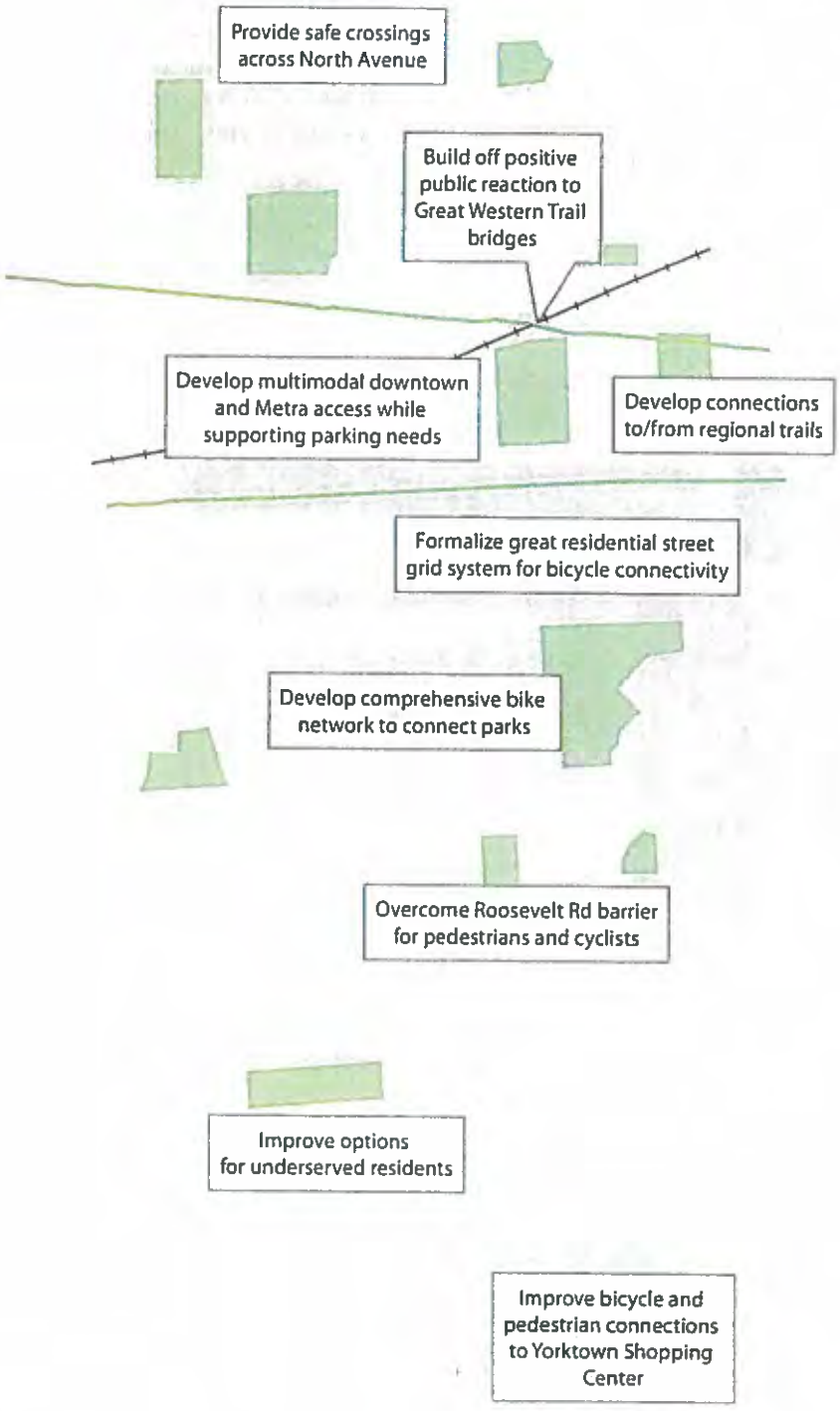
Our project will be managed through a collaborative process. Alta will be the prime consultant. **Paul Wojciechowski, PE (IL #062-057433)** will serve as Principal-in-Charge, with responsibility for overall project leadership and quality control. Paul will see that facility recommendations are focused on constructability, so that the resulting bicycle and pedestrian master plan is an action plan for implementation. **Josh Sikich, AICP, LEED AP** will serve as Project Manager, with day-to-day responsibility for communications, task assignments, project budgeting, and coordination. Josh grew up in the suburbs of Chicago and has worked on bicycle and pedestrian plans throughout the region. This management team will be supported by Senior Advisor **Cynthia Hoyle, FAICP**, Planner **Kristen Maddox**, and Designer **Regine Antenor**.

Alta will work hand-in-hand with our teaming partner **Active Transportation Alliance,** who will support public involvement, existing conditions review, and funding strategy tasks.

The organizational chart below identifies key staff and their roles for this project. Staff resumes with detailed information can be found in Section 2. Statement of Qualifications, under Staff Qualifications-Resumes.

Organizational Chart

Key Bicycle and Pedestrian Needs



Amenities such as the regional trails, a strong downtown commercial center, a Metra station, and a street grid provide opportunities to make bicycle and pedestrian improvements that will have a real impact on the community

PROJECT UNDERSTANDING

The Village of Lombard is looking to update its previous bicycle plan and create its first pedestrian plan. In doing so, it will work toward achieving the community's vision for a distinctive sense of spirit and outstanding quality of life. The Village is being proactive, yet financially prudent, in planning for its future capital needs. Its current Complete Streets process is a significant step, but Village leaders have found the process lacks an appropriate framework, which a comprehensive bicycle and pedestrian plan will provide.

The Great Western Trail and Illinois Prairie Path make Lombard a truly unique environment compared to other Chicago suburbs and communities throughout the country. The Village's dedication can be seen in recent efforts to improve street crossings for the Great Western Trail with construction of bridges at Grace Street, St. Charles Road, and the railroad tracks. However, it is currently difficult for many residents to access the regional trails without the use of a car. The Alta team will work to make every home a trailhead by allowing all residents, from 8 to 80 years old, access the Great Western Trail and Illinois Prairie Path safely and easily without driving.

Additional elements the plan will address include challenges such as the width of state roadways, Roosevelt Road and North Avenue, that create barriers to walking and cycling. Both are IDOT rights-of-way, Strategic Regional Arterials, designated truck routes, and National Highway System routes, all of which make it difficult to change the roadways to accommodate active transportation. The Alta team regularly works collaboratively with state DOTs for bikeway implementation projects, and has been successful at addressing key topics required for bikeway development. We maintain a library of TRB, NCHRP, and FHWA reports and research that serves as references to support certain approaches to 'design flexibility' to achieve safe and connected bicycle networks. Our experience creating IDOT's first-ever State Bike Transportation Plan has revealed that IDOT is ready to rethink transportation planning with a multimodal perspective. Project Manager Josh Sikich conducted an innovative Complete Street analysis for the implementation of the first sidepath on an IDOT road in Chicago (Roosevelt Road), which is currently under construction.

On the south end of the Village between Roosevelt Road and Yorktown Shopping Center, circuitous roadways and high traffic volumes make the area particularly difficult to navigate by foot or bicycle. Nationwide, our projects have identified economic benefits to improved bicycling and walking infrastructure, information that can be used in discussions with commercial shopping operators.

While some of these challenges will be difficult to overcome, Alta and Active Transportation Alliance know what has worked in other communities with similar issues. Lombard's regional trails, Metra station, robust park network, downtown area, local and regional commercial centers, and roadways that form a grid network are important amenities that serve the Village's residential community, and provides opportunities to make improvements that will have a real impact on the community. Across the board, our team knows where to focus our energy to develop a functional and effective bicycle and pedestrian plan for the Village.

Comprehensive bicycle and pedestrian improvements can provide a boost to local shopping areas in Lombard

SCOPE OF WORK

The Alta team will follow a logical, transparent process that aims to accomplish the Village's goals and results in the successful completion of the Lombard Village-Wide Bicycle and Pedestrian Plan. The following approach is based upon our understanding of the needs of Lombard and our experience with successfully completing comparable plans. We are flexible in our approach and look forward to refining this based upon further discussion.

Task 1: Prepare Detailed Work Plan and Strategy

PROJECT MANAGEMENT

To manage a project effectively requires communication so that each team member has a common expectation of the project outcome. The following outlines Alta's procedures for effectively managing a project.

Communicate Effectively

Throughout the planning process, Alta's Project Manager Josh Sikich will be in regular contact with Mr. Carl Goldsmith to keep him apprised of the project effort and to seek input at key decision points. This will include face-to-face meetings, emails, telephone calls, and written documents.

Quality Control

Alta employs a three-tier quality control program, including review of all materials by the project manager, a company principal, and a peer review prior to sending to the client.

Work Plan and Schedule

The Alta team will create a work plan that outlines project management processes. The work plan will include a detailed outline of meetings with the client and the advisory committee throughout the project. Invitations to participate on the advisory committee will include a representative from the following groups:

- Village of Lombard Transportation and Safety Committee
- Village of Lombard Public Works Committee
- Village Staff
- Lombard Chamber of Commerce and Industry
- Lombard Town Centre
- Lombard Park District
- Butterfield Park District
- York Center Park District
- Glen Ellyn Park District
- Lombard School District #44
- Villa Park School District #45
- Glen Ellyn School District #41
- Glenbard Township High School District #87
- DuPage High School District #88
- Illinois Prairie Path (IPPc)
- Friends of the Great Western Trails
- Elmhurst Bicycle Club

In our experience, an advisory committee is best comprised of up to 12 individuals. We have also witnessed a common trend whereby fewer people participate in an advisory committee than are invited. We believe that we can invite every group on this list, but the likely outcome will be that the schools will have one consolidated representative on the committee. In our work plan, we will clarify how the advisory committee will guide the planning process and review draft materials, but it will not be a voting body. Our preference based on previous efforts is to have the Village Project Manager be the ultimate decision-maker throughout the study. This process provides efficiency and keeps the study from getting stuck in committee.

Alta will produce detailed minutes of meetings and correspondence to keep a clear record of direction given and steps taken to achieve the agreed direction. In addition, we will use an action item list that will be reviewed regularly during phone calls to understand which tasks are completed, in progress, and whose responsibility it is to complete the unfinished tasks. The goals of each meeting shall be clearly defined upfront so that desired outcomes are reached and time is efficiently spent. We will use our meeting time to discuss current project deliverables and seek input and feedback, as well as address coordination needs.

Kick-off Meeting

Alta will present the work plan, updated schedule, and strategy at a project kick-off meeting with the Village. This meeting will allow us to clarify the project scope and background, discuss objectives, identify available data, establish communication channels, and review schedule.

Task 1 Deliverables

- Work plan
- Detailed project schedule

Task 2: Review Existing Bicycle Plan and Comprehensive Plan

To reach a sound basis for updated plan recommendations, the Alta team will review Lombard's available data on existing and planned conditions recommended in the Lilac Bikeway Plan and the Comprehensive Plan, as well as other key Village and regional planning documents. Additional routes to be proposed for inclusion in the bicycle network will also be documented, as will key barriers to accessibility in the pedestrian network.

In addition to Lombard's built environment, the Alta team will conduct an analysis of existing policies and programs that impact bicycle and pedestrian safety in the community. This in-depth assessment will inform comprehensive recommendations to make safe, healthy, active transportation an integral part of daily life in the community.

Task 2 Deliverables

- Written report documenting existing conditions and field investigation and proposed updates to the 2008 Lilac Plan
- Written summary of existing policies and programs relevant to active transportation

Task 3: Inventory of Facilities, Programs, and Existing Conditions

Current land use patterns, roadway jurisdictions, roadway geometrics, existing and planned conditions in neighboring communities, existing facilities and amenities at intersections, bicycle, pedestrian, and vehicular crash rates, speed limits, ADA complaints, and traffic counts will be assessed and documented for each existing and recommended route in tandem with the results derived from public engagement. The Alta team will verify data in the field by travelling key corridors and thoroughfares on- bicycle or on-foot, documenting findings with notes, photographs, and maps. Hazards, barriers, and opportunities for improved connectivity and conditions will be documented along proposed routes and intersections.

Task 3 Deliverables

- Inventory of existing conditions along the bicycle and pedestrian network

The Alta team will review existing plans as a part of the existing conditions analysis

Task 4: Bicycle and Pedestrian Count Review

Alta is a leader in collecting new nonmotorized user data as well as analyzing existing files. Jurisdictions who collect bicyclist trail and on-street data are leading the nation in terms of translating ridership levels into actionable information to inform current and future planning initiatives.

Alta's experience with nonmotorized data dates back to 2003, when the firm launched the National Bicycle and Pedestrian Documentation Project (NBPD) in conjunction with ITE. Together, Alta and ITE have begun a standardized approach to reporting, processing, and working with quantitative bicycle information to tell a richer story about underrepresented trail and roadway users.

Count data is typically used for tracking trends over time (i.e.,are more people walking and biking in our community?). If limited sample size manual counts is the only data available, this question can be answered by aggregating the entire manual counts into an area-wide total. If larger sample size automatic counts are available, then longitudinal trends can be analyzed at the area and site-specific levels. Alta will analyze existing trail user data to investigate peak ridership levels and variation according to season, time of day, day of week, and other variables. Using Lombard's existing counts, we will use this data to differentiate between commute and recreational trips. If provided, Alta will investigate rider characteristics such as helmet usage and gender.

As pedestrian, bicycle, and greenway infrastructure projects are planned, pre- and post-construction evaluation should be conducted to measure existing conditions, identify the areas of greatest need for walking and bicycling improvements, and track the influence of new facilities on walking and bicycling rates and safety. Alta will use existing data as a benchmark for current bicycling and walking levels and to help make the case for necessary bicycle and pedestrian improvements.

Task 4 Deliverables

- Summary memo on trail usage in Lombard

Task 5: Assessment of Needs

Alta provides clients with planning, design, and implementation of multimodal solutions suitable to the surrounding context. Alta's state-of-the-practice analysis uses GIS mapping and other tools to assess demand, identify gaps and deficiencies, understand crash trends, and identify areas for improvement.

Alta will use our **demand analysis tools** can estimate total walking and bicycling transportation activity across Lombard. A **Level of Traffic Stress analysis** will create a snapshot of the street network and identify key opportunities for expanding low-stress access. Alta's **Healthy Community/Equity Analysis** will consider demographic and network factors to identify where transportation improvements can improve health and accessibility for populations in need.

Alta's **BikeSpace** tool will determine how much space is available for bikeways along a street corridor. Finally, our **Pedestrian Suitability Index** will identify areas of demand and opportunity to best serve people on foot.

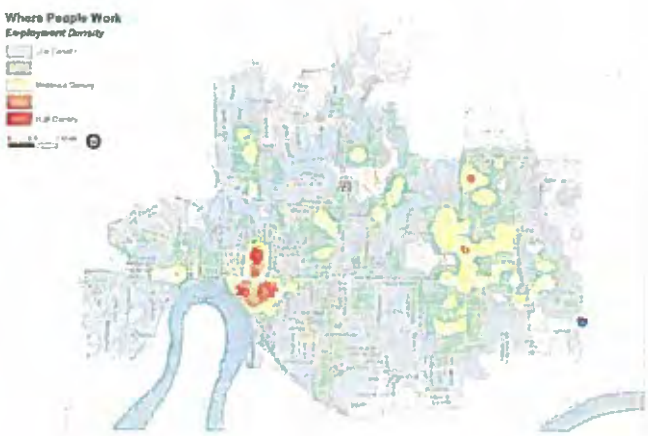
Alta will review representative existing pedestrian and bicycle safety education programs offered in Lombard and compare these with other programs throughout the region. Using bicycle and pedestrian crash data from the most recent five years from IDOT, crashes will be graphically depicted for injuries, fatalities, and high crash locations. Information derived from this analysis will be used to identify specific locations needing improvements, plus possible enhancements in motorist, bicyclist, and pedestrian awareness and educational programs. Utilizing our deep bench of experienced staff and innovative tools, Alta will address Lombard's desire to accommodate all roadway users on complete streets that are safe for pedestrians and cyclists.

Task 5 Deliverables

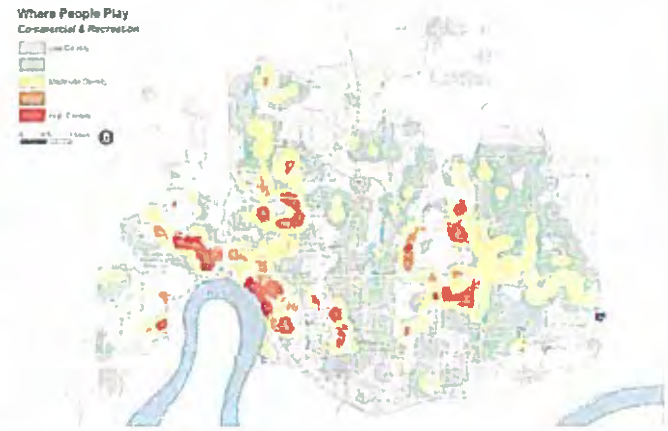
- Summary memo with maps and graphics depicting needs assessment

GIS DEMAND ANALYSIS TOOL

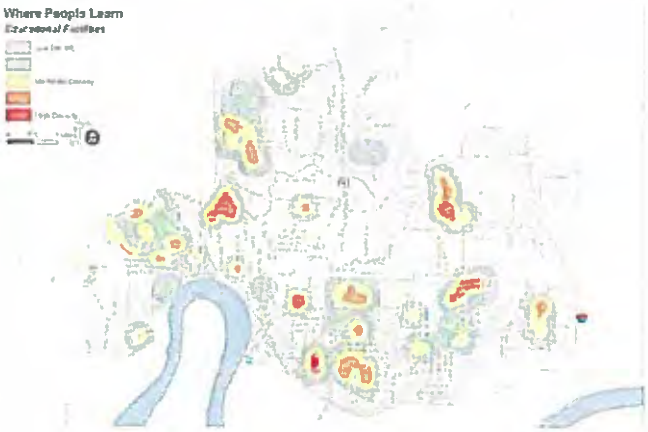
WHERE PEOPLE LIVE



WHERE PEOPLE WORK



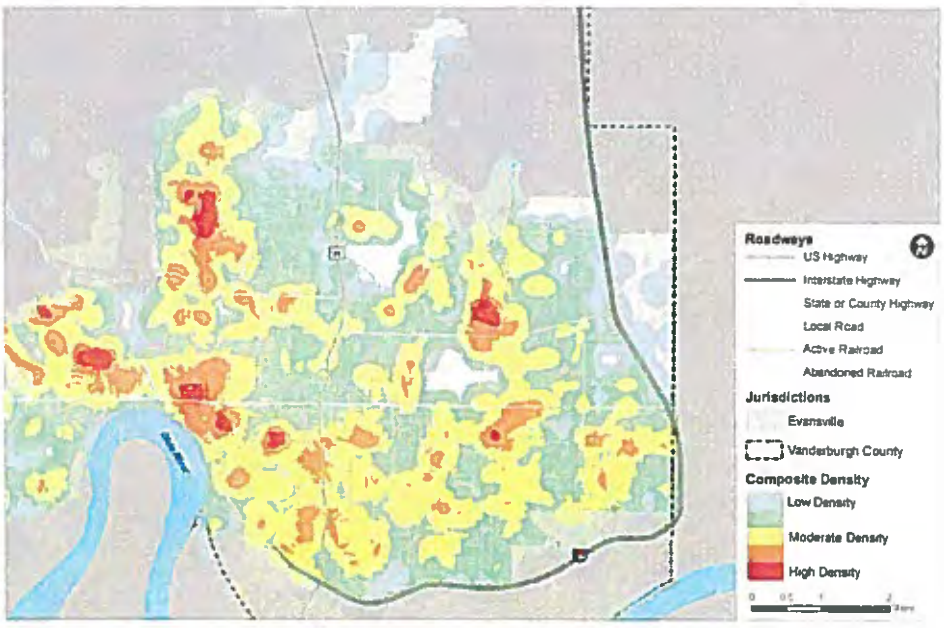
WHERE PEOPLE PLAY



WHERE PEOPLE LEARN

Heat maps illustrate where people live, work, play, and access transit. These models help identify trip origin and destination locations which indicate demand for important links and gaps that require design solutions. Each map depicts a story of data that can be easily and quickly understood by the public, stakeholders, and staff. The final maps will be used in public involvement materials and the final master plan.

This example is from the Evansville Pedestrian and Bicycle Plan in Indiana.



DEMAND COMPOSITE MAP

Task 6: Develop Pedestrian Network and Recommend Additions/Changes to the Bicycle Network

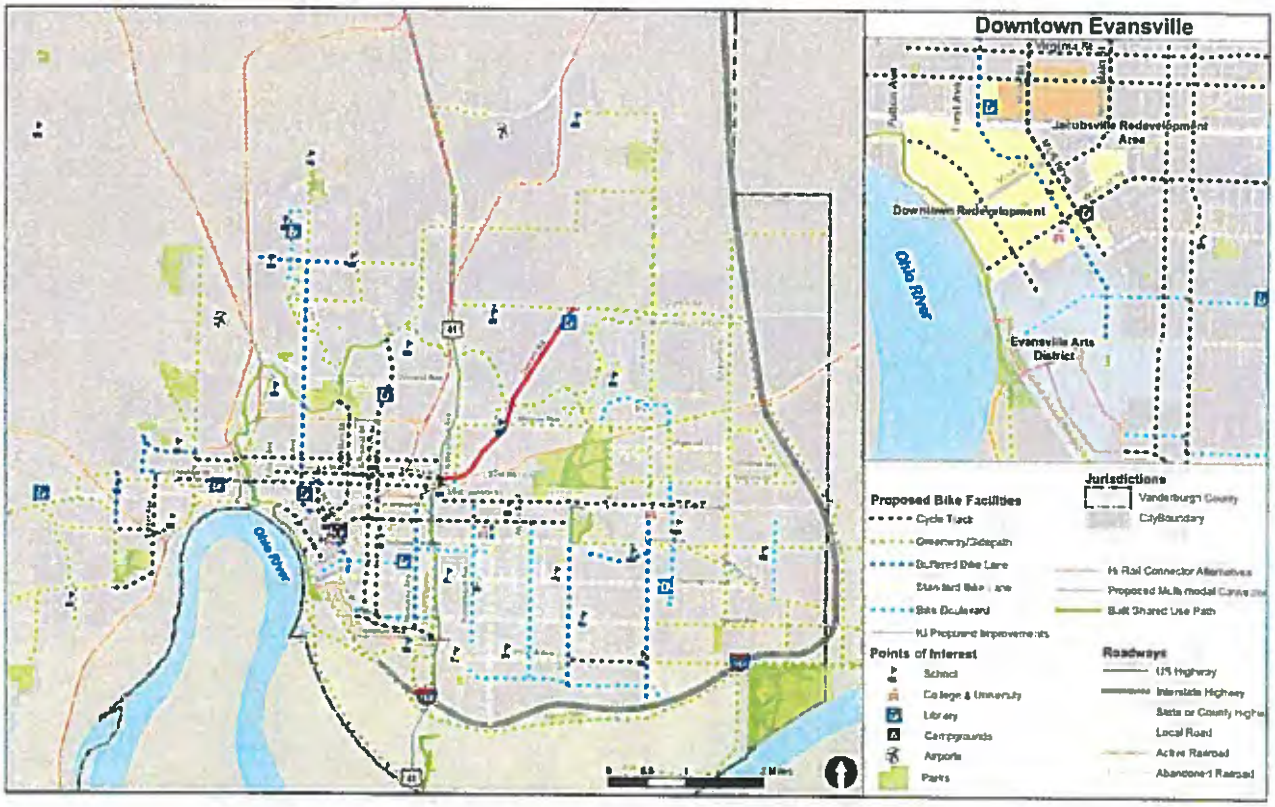
The existing conditions evaluation, advisory committee meetings, public outreach events, and needs assessment will inform development of the proposed bicycle and pedestrian network. Issues such as traffic volume, roadway width, truck routes, speed, jurisdiction, crashes, and demand analysis will help determine the proposed networks. Network development will also take into account directness of routes, barriers, and system connectivity for users of all abilities.

Emphasis will be placed on developing a Village-wide system that connects multiple destinations, land uses, and neighborhoods. The network will include a variety of bicycle and pedestrian capital improvements including linear routes, intersection enhancements, and area-wide projects such as comprehensive traffic calming. Considerations for transportation and recreational users will both be given high priority.

The recommended bicycle and pedestrian improvements will be ranked according to needs, connectivity, safety, feasibility, and other specific metrics in coordination with the Advisory Committee. A prioritization matrix will be used to determine which recommendations meet the highest number of criteria.

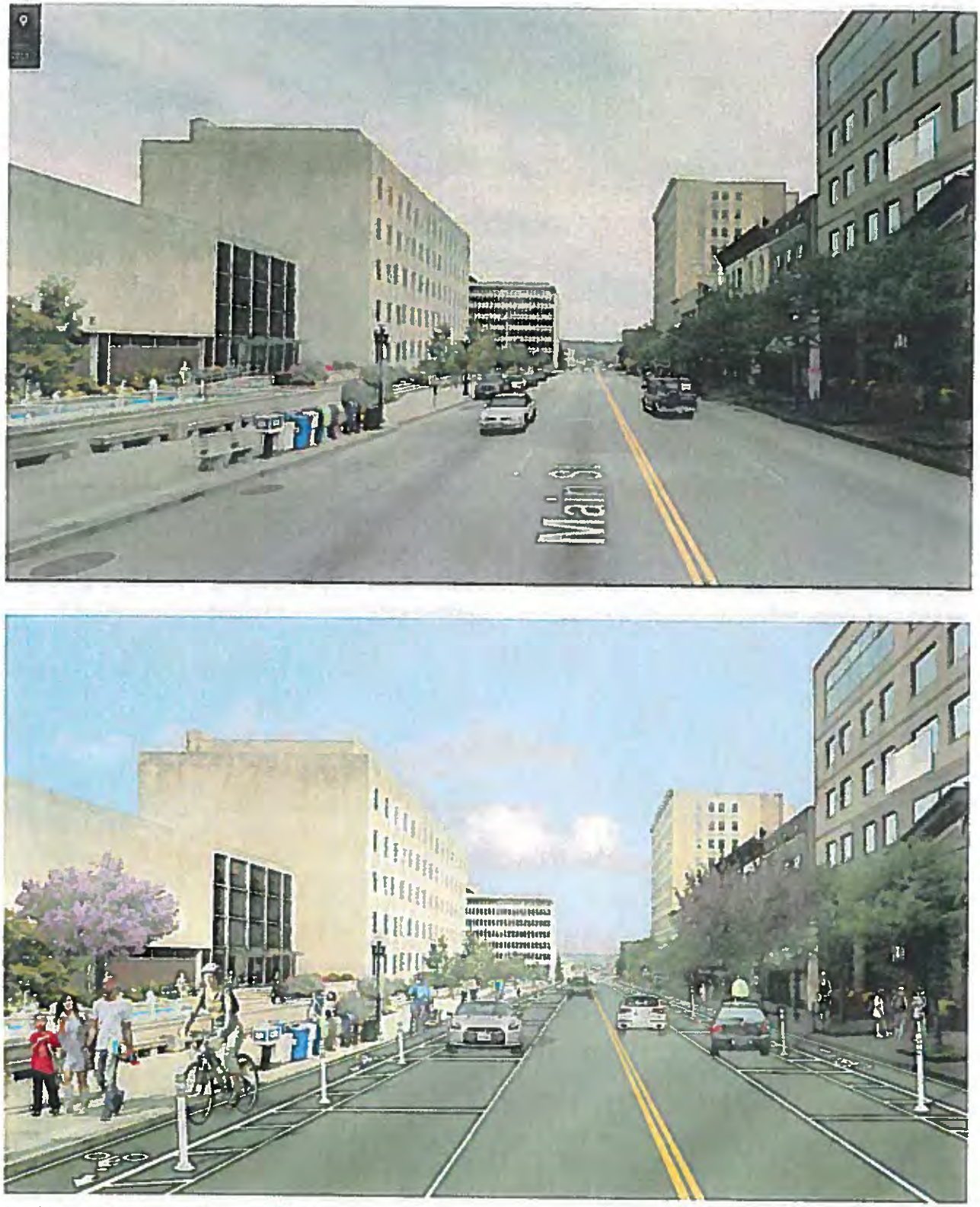
Task 6 Deliverables

- Detailed working paper that includes description for each recommendation
  - Policies
  - Infrastructure projects and priority list
  - Educational programs
- Draft and final metrics presented to the Village for use in ranking
- Easy-to-understand map of recommendations
- Photo-simulations of up to three key recommendations



The pedestrian network and recommended additions and changes to the bicycle network will be presented in a map format that illustrates the location and type of pedestrian or bicycle facility enhancements. The example above is from the Alta's pedestrian and bicycle master plan for Evansville, Indiana.

Photosimulations for priority and key pedestrian and bicycle improvements will be developed as part of Task 6. The example above shows an existing residential cross section (top) in Peoria Illinois and Alta's photosimulation (bottom), based on that image, depicting bicycle and pedestrians improvements.



In addition to residential examples, Alta created visualizations of what downtown Peoria, Illinois would look like with a protected bicycle lane on Main Street to illustrate how parking, vehicular travel lanes, bicycles, and pedestrians can all be accommodated within the existing curb-to-curb width.

Task 7: Outreach Strategy–Meetings, Workshops, and Presentations

Public engagement is paramount to any successful planning process. To garner support from a broad segment of the community, the Project Team will execute a robust strategy in order to "bring the plan to the people." Lombard's cyclists and pedestrians will be a primary focus of these efforts. Outreach strategies will be designed to provide all Lombard residents with opportunities to make substantive contributions in the plan.

Bicycle and Pedestrian Advisory Committee Meeting (early April 2015): The project team will reach out to select stakeholders to oversee the development of the plan. The first meeting of this group will focus on identifying barriers and constraints to bicycle and pedestrian safety and setting a vision for the plan.

Launch Online Survey and Map (May 2015): Upon review and approval by Village staff and the Bicycle and Pedestrian Advisory Committee, the Project Team will launch an online survey and map for the Village of Lombard. Targeted questions will be asked to identify issues and solutions to bicycle and pedestrian safety in the Village. The online map will allow residents to identify barriers and make comments. The Project Team will promote the survey through social and print media to reach as many members of the community as possible.

Community Meeting (early May 2015): The first event will be formatted as a traditional open house where attendees will participate in several feedback exercises including: goal development, visioning, policy and program priority setting, bicycle and pedestrian route mapping, and the identification of destinations, barriers, and assets.

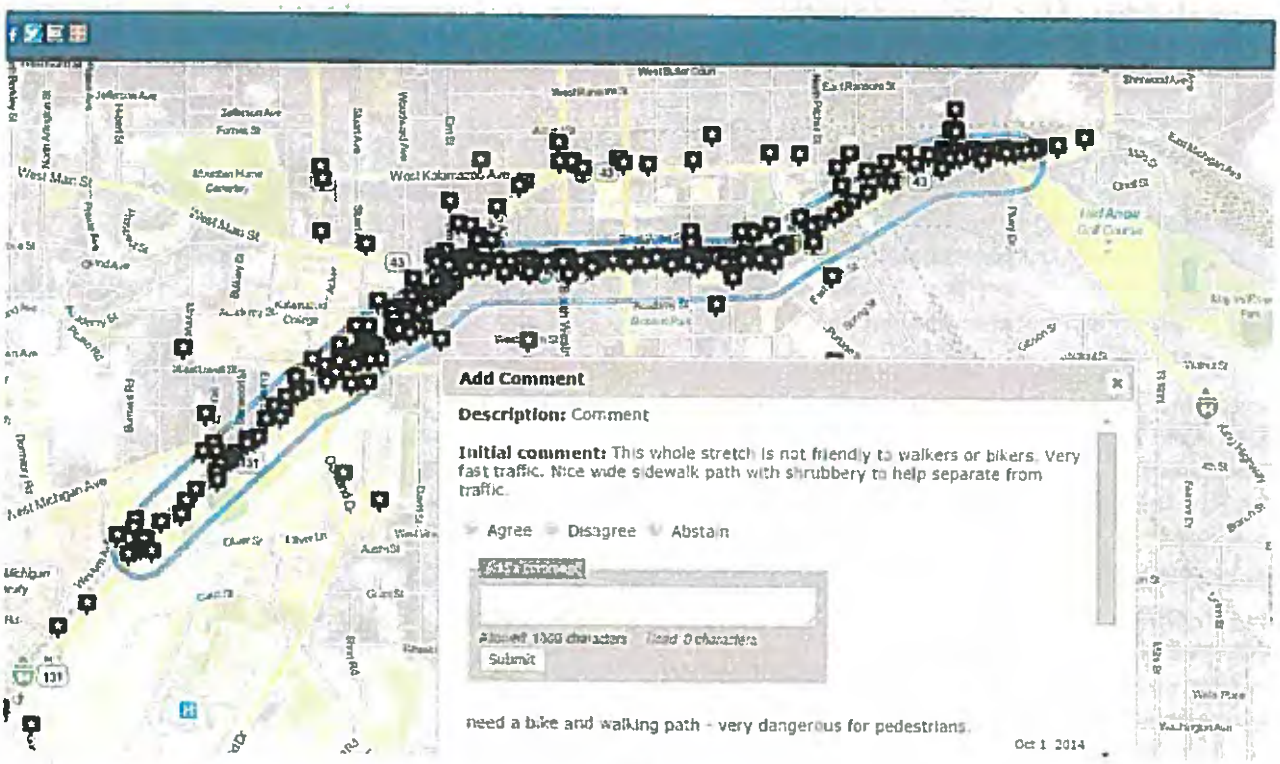
Meeting with Village Staff (early June 2015): Following analysis and synthesis of existing conditions, the Project Team will meet with the Village staff to present findings from the existing conditions analysis, public engagement efforts, and the needs assessment.

Meeting with Bicycle and Pedestrian Advisory Committee (early-July 2015) Existing conditions and the draft network will be presented to the Bicycle and Pedestrian Advisory Committee. Committee members will have the opportunity to provide additional feedback and discuss findings and recommendations at this meeting.

Community Meeting (late July 2015): The team will present the study to date. This open house will allow attendees to provide feedback on proposed recommendations.

Public Works Committee and Transportation Safety Committee Meetings (August 2015): The Consultant Team will present and seek comment on existing conditions and recommendations at both the Public Works and Transportation Safety Committee meetings.

The Alta team will meet with different agency staff and stakeholders to discuss the plan. This will provide the Alta team with valuable input for final plan recommendations and assist in building support for plan implementation



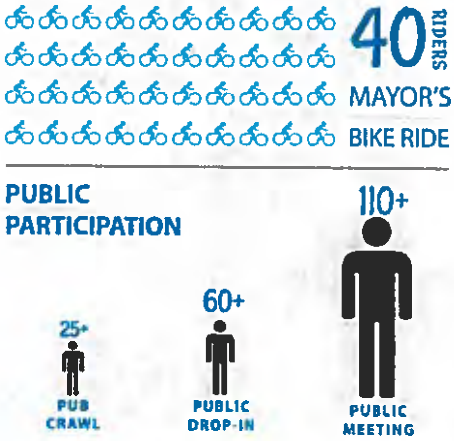
Alta will create an online public input map for the Lombard Bicycle and Pedestrian Master Plan, such as this one developed for the Kalamazoo, Michigan Stadium Drive Charrette. These maps allow residents to easily provide feedback on barriers and opportunities.

City Council Meeting (September 2015): Following approval from the Public Works and Transportation Safety Committees as well as the Bicycle and Pedestrian Advisory Committee and Village Staff, the Consultant Team will present the final plan update at a City Council Meeting.

On-Foot/Bike Tour with Village Staff, Bicycle and Pedestrian Advisory Committee, and Members of the Public (late September 2015): Following approval of the plan, an on-foot or on-bike tour will showcase plan recommendations and enable community members to get a feel for the changes to come for Lombard's bicycle and pedestrian network.

Task 7 Deliverables

- Written report summarizing public outreach strategies
- Promotional materials: electronic announcement, flyer, postcard, recommended news-letter text, invitation to residents in Lombard, and outreach to those active in the health and environment fields
- Draft public engagement report summarizing input from the workshops, survey analysis, results of mapping activities, and interview summaries
- Listing of social media and online tools being used for stakeholder engagement



Alta's inclusive public input process provides residents with multiple opportunities to participate. In just two days, 135 people provided input for Complete Street improvements in Kalamazoo, Michigan.

Task 8: Develop Implementation and Funding Strategies

With strong community buy-in for this project, we will set the stage to complete the biking and walking network in Lombard. We will provide the Village of Lombard with a detailed implementation plan including suggested timelines, oversight and evaluation strategies, and recommended funding sources.

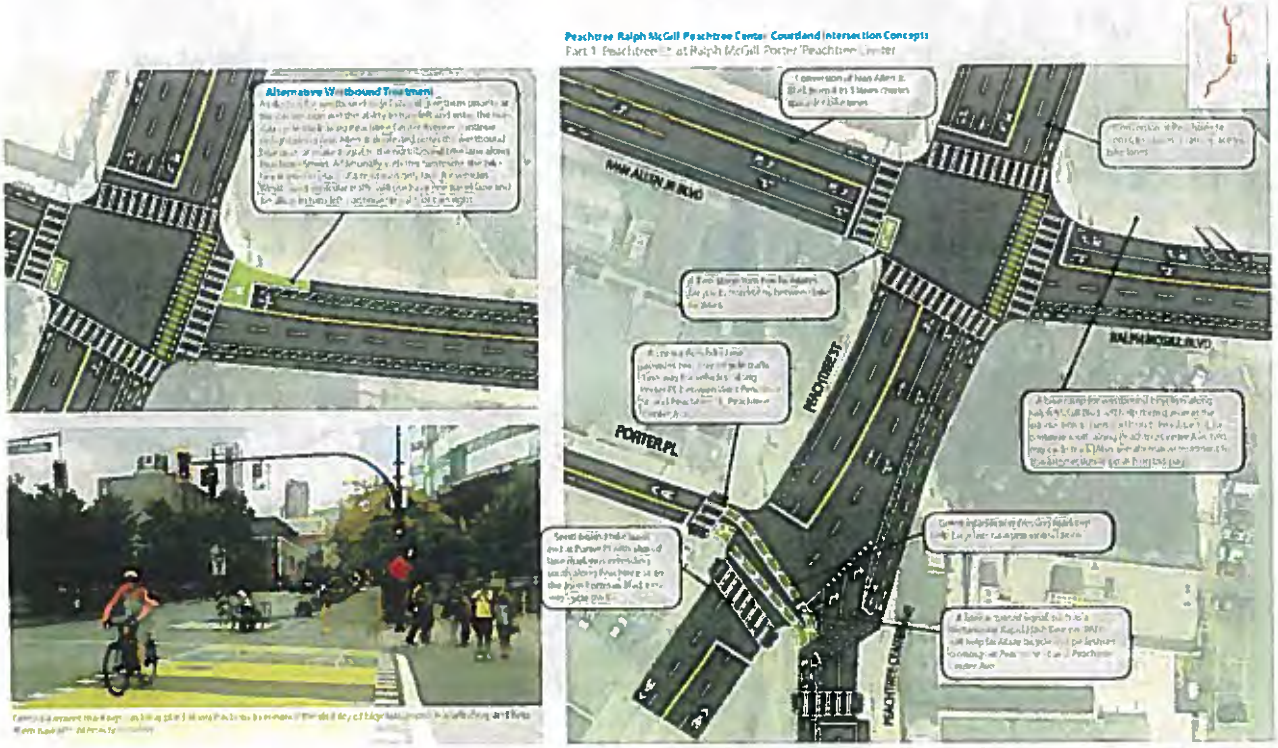
Project materials will be provided in easy to use formats, such as GIS for mapping and information analysis or Excel for processing data into graphs or graphics. In addition to project selection and design, these tools will support the Village's future funding applications and assist with communication of this important work to stakeholders.

As the leading consultants and advocates for active transportation, we are familiar with major funding opportunities for pedestrian and bicycle projects. We also have a firm grasp on the changing landscape in transportation funding and we have assisted communities in securing funds from almost every source available. We are happy to provide you with notifications of these resources and Active Transportation Alliance will reserve hours in its budget to help Lombard with implementation for a minimum of one year following the plan's adoption.

Task 8 Deliverables

- Implementation tables and maps that detail project phasing, costs, considerations, and potential funding sources
- Consultation services for one year following planning process
- Model policies to advance the plan objective

Alta regularly works with different funding entities and will suggest key options that the City of Lombard can pursue for plan implementation.



As part of the funding strategy in the final plan, the Alta team will provide a list of priority projects with associated designs and costs that can be used for capital planning and to seek grant funding.

Task 9: Prepare Updated Bicycle and Pedestrian Master Plan Documents

Alta will prepare a Draft Village-Wide Bicycle and Pedestrian Master Plan that incorporates all tasks and deliverables throughout the study. The draft document will be provided for review by the Advisory Committee, Village staff, and Public Works Committee/ Transportation & Safety Committee. The plan will be prepared and presented with funding opportunities predominantly displayed and explained. In our table of recommendations, each project will have one or more funding sources identified.

The client will provide Alta with a single set of consolidated comments for revisions on the Draft Plan. Alta will integrate the draft plan comments into the final master plan document. Once final edits are confirmed and approved, Alta will provide 15 bound copies and one unbound original hard copy of the final plan. An electronic copy (PDF) will be provided for digital distribution.

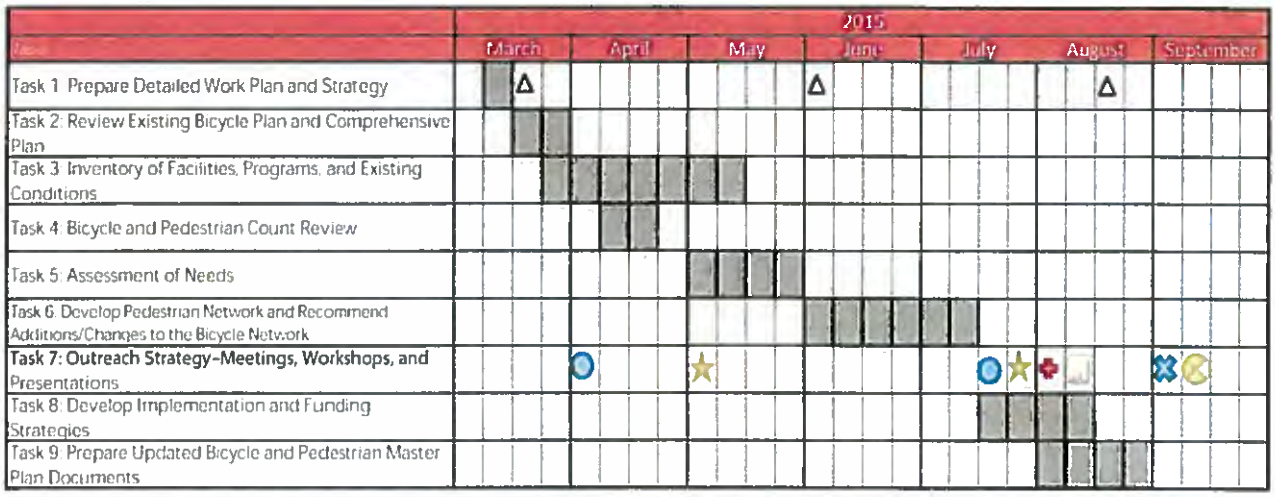
Work products will also be provided in a digital format in the original software in which the products were created.

Task 9 Deliverables

- Fifteen (15) bound copies and one unbound original hard copy, and an electronic copy for each of the Draft and Final Reports

The final Lombard Village-Wide Bicycle and Pedestrian Master Plan will provide a road map for implementation, including background information from the existing conditions analysis and needs assessment, a network plan, funding strategies and designs, visualizations, and cost estimates for priority projects.

PROPOSED SCHEDULE



Legend

- Task Progress
- Village Staff Meeting (3)
- Advisory Committee Meeting (2)
- Public Works Committee (1)
- Transportation and Safety Committee (1)
- Community Meetings (2)
- City Council Meeting (1)
- Concluding biking/walking tour of recommendations

General Notes:

*Monthly phone calls and frequent communication will supplement Village Staff Meetings

* This schedule assumes a March 5, 2015 contract award

APPENDIX 2

VILLAGE OF LOMBARD
CONSULTANT'S CERTIFICATION
(Sample Form)

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

Alta Planning + Design, having submitted a proposal for:
(Name of Company)

(PROJECT) to the Village of Lombard, hereby certifies that said CONSULTANT:

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 in accordance with procedures established by the approve 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 Alta Planning + Design
   (Name of employee driver or "all employee drivers")
   is/are currently participating in a drug and alcohol testing program pursuant to the aforementioned rules.

By: _____
Officer or Owner of Company named above

Subscribed and sworn to
before me this 9th
day of February, 2015.

_____
Notary Public

OFFICIAL STAMP
ERIN MCALISTER
NOTARY PUBLIC-OREGON
COMMISSION NO. 931933
MY COMMISSION EXPIRES JANUARY 14, 2019

VILLAGE OF LOMBARD
CONTRACTOR'S ACKNOWLEDGMENT OF RECEIPT
ADDENDUM NO. 1
TO THE
REQUEST FOR QUALIFICATIONS AND PROPOSALS
FOR
A VILLAGE-WIDE BICYCLE & PEDESTRIAN MASTER PLAN

CONTRACTOR hereby acknowledges receipt of Addendum No. 1

Company Name..... : Alta Planning + Design

By ..... : 

Print Name ..... : Paul Wojciechowski,

Position/Title..... : Principal-in-Charge

Date ..... : 2/3/2015

Note: **This Addendum shall be included with and is considered part of the bid documents. Failure to return this form may result in disqualification of the CONTRACTOR.**

Return a copy of this page to the VILLAGE upon receipt. Either via FAX to 630-620-5982 or via email to goldsmithc@villageoflombard.org, certified mail, or courier. Include this original in your proposal.

02-10-15A10:07 RCVD

Village of Lombard
Complete Streets Policy

I. Purpose and Background

Complete Streets provide streets that have facilities for all users, including pedestrians, bicyclists, mass transit users and motorists to the extent appropriate for the land use or the context of the street. Under the Complete Streets framework, minimizing traffic delay for private motor vehicle transportation should not be the only goal of the roadway and could be undesirable depending on the surrounding land use and needs of other intended roadway users.

Providing Complete Streets includes improvements in compliance with the Americans with Disabilities Act accessibility guidelines, such as handicapped accessible ramps at intersections with detectable warning surfaces for the visually impaired. Other characteristics of Complete Streets are features that create a multimodal-friendly environment, such as narrowing or removing traffic lanes ("lane diets" and "road diets"), adding median refuges, providing road re-striping to include bicycle lanes, reconfiguring parking, installing curb extensions ("bulb-outs"), and adding accessible pedestrian signals and countdown pedestrian signals.

Like many suburbs, roadways in Lombard were primarily designed for automobile transportation and in some cases lack facilities such as sidewalks, bus shelters and bicycle lanes. As demand for walking, bicycling, and transit facilities grows, safe and accessible transportation accommodations for all modes becomes even more necessary. Additional modal choices can also help in improving air quality and reducing greenhouse gas emissions by reducing private motor vehicle trips and miles traveled. In addition, Lombard is committed to serving its residents – children, elderly and persons with disabilities – by providing safe and accessible transportation facilities in the public right-of-way.

Complete Streets concepts have already been articulated in some of Lombard's plans and policies. For instance, the Lilac Bikeway Plan provides guidance for bicycle routes throughout the Village and the Sidewalk Policy provides priority for sidewalk installation. The intent of Lombard's Complete Streets policy is to bring all of these policies together and address their mutual concerns. It accomplishes this by both applying the transportation policies in prioritizing Complete Streets projects and by using the guidelines of these policies during the design and construction of projects.

II. Policy Statement

The Complete Streets policy of the Village of Lombard is established to provide guidance for its residents, decision makers, planners and designers to ensure that multimodal elements are incorporated into transportation improvement projects.

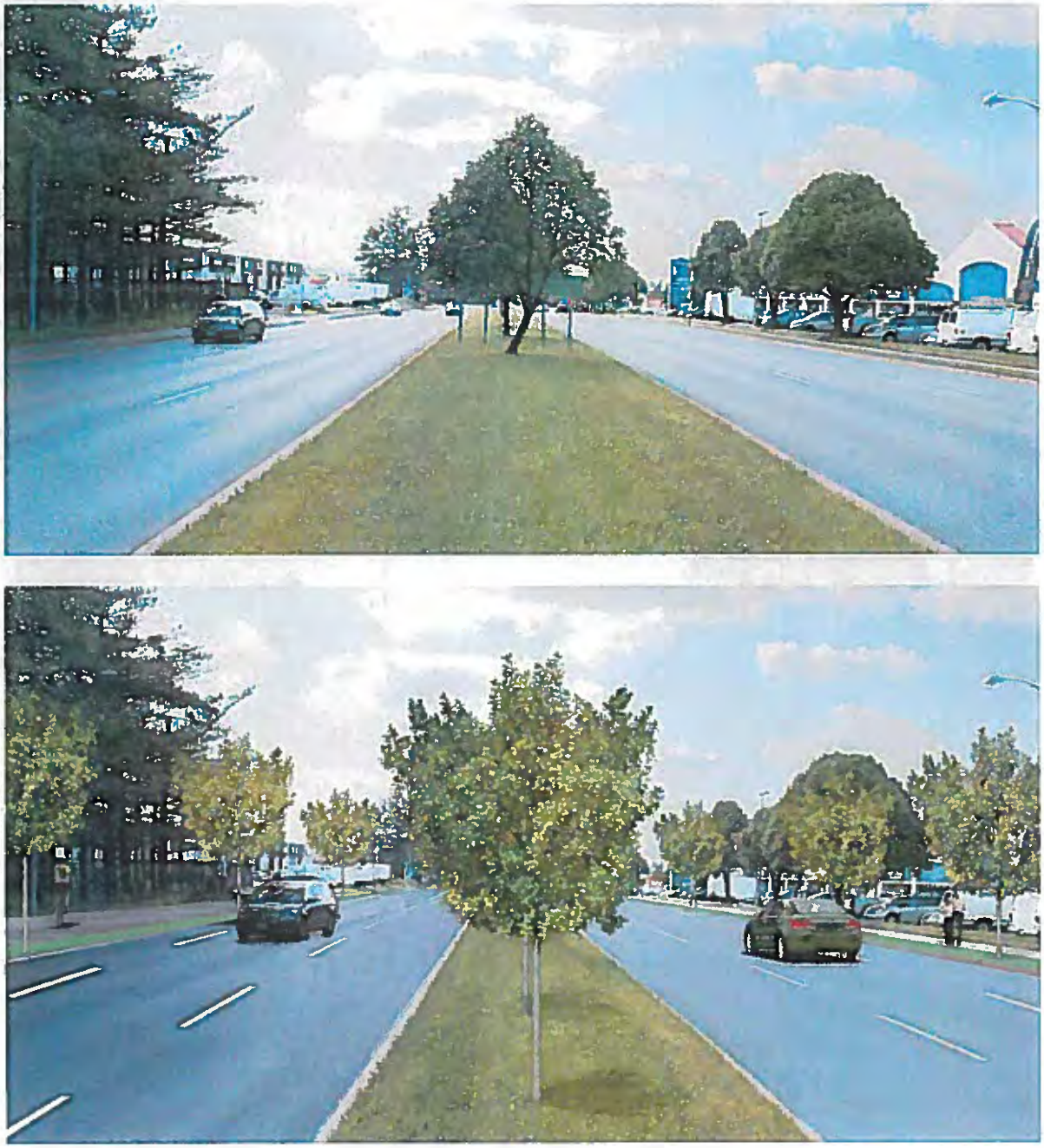
- Where feasible from an engineering and financial perspective and determined to be in the best interest of the public, new construction and roadway re-construction projects in

the Village shall accommodate users of all ages and abilities including pedestrians, bicyclists, transit users, motorists and adjacent land users.

- Roadway projects shall adhere to the most recent Village approved policies:
    - Comprehensive Plan;
    - Standard Specifications for Road and Bridge Construction
    - Lilac Bikeway Plan;
    - Subdivision and Development Code;
    - Sidewalk Policy; and
    - Other applicable transportation policies.
- Roadway projects shall respect the character of the community and preserve the environmental, scenic, aesthetic and historic resources of the area.
- Roadway projects shall include a project description that provides information about the Village right-of-way, public support for the improvement, and the potential environmental impacts of improvements.
- Roadway projects shall follow an open and transparent public engagement process during the planning, design and development of complete street projects.
- Roadway projects shall be funded through the Village's Capital Improvements Program, through Motor Fuel Tax Funds, Tax Increment Financing Funds, Capital Projects Fund, Developer/Resident Contributions and through Federal and State grants.
- Exceptions to the policy or exemptions from the policy shall be approved by the Director of Public Works and must be documented with supporting data that indicates the basis for the decision.

The following pictures are representative of the type of alterations/modifications to roadway configuration that are being sought through the Complete Street Policy. The pictures are examples of best management practices in the incorporation of multi-modal designs.

III. Potential Complete Streets Outcomes



Example 1: Modifications include widening a shared pedestrian and bicycle path, widening the sidewalk, adding landscaped buffers, and narrowing and landscaping the median.

Example 2: Modifications include adding bicycle lanes and markings, a sidewalk with buffer, and pavement markings.

Example 3: Modifications include adding sidewalks with buffers, "Share the Road" signs, "sharrow" markings, and landscaping the median.

IV. Implementation

To ensure that Complete Streets are successfully implemented in Lombard, roadway projects shall be prioritized by gauging the latent multimodal demand and the following criteria:

Priority A Streets

- Arterial streets
- Streets included in the Lilac Bikeway Plan
- Street segments or intersections with pedestrian/bicycle accidents
- Streets adjacent to schools

Priority B Streets

- Streets containing a high proportion of bus ridership
- Streets adjacent to high density residential areas zones

Priority C Streets

- Streets linking neighborhoods to schools
- Streets adjacent to the Prairie Path and the Great Western Trail
- Streets linking neighborhoods to parks
- Streets linking neighborhoods to community facilities (i.e. Library and historically significant facilities)

When balancing competing interests, design decisions should be made to provide the safe, convenient and comfortable choices for all users. The objectives while making these design decisions are (1) to develop a transportation infrastructure that provides access for all appropriate modes of transportation and safety in equal measure for each mode of travel and (2) to ensure that transportation facilities fit their physical setting and preserve scenic, historic, aesthetic, community and environmental resources to the extent possible.

In some cases, these design objectives can be achieved within the available right-of-way. In other cases, the cost-benefit of acquiring additional right-of-way needs to be analyzed. Sometimes, tradeoffs in user accommodation need to be made to preserve environmental or community resources located within or adjacent to the right-of-way. In these situations, the challenge is to provide access and safety for each mode of travel. In other situations, it will be necessary to modify environmental characteristics in order to provide a safe and accommodating facility.

V. Design Guidance

Once the purpose and need for a project is defined, a determination should be made to provide the safe, convenient and comfortable accommodation of all users within the context of the project. This process should be aided by the input from the various stakeholders involved to achieve the goals of a "Complete Street". There are several different scenarios for providing Complete Streets within the Village.

The three cases below depict roadway sections bounded by curb and sidewalk. These cases are representative of the vast majority of roadways found in Lombard. Case three (3) is for residential areas where pedestrians and bicycle activity may be infrequent or purely recreational. All three descriptive cases are not intended to be "typical sections" applied to roadways without regard for travel speeds, vehicle mix, adjacent land use, traffic volumes, and other factors since application of "typical sections" can lead to inadequate user accommodation (underdesign) or superfluous width (overdesign). Typical sections also leave little room for judgment reflecting the purpose and context of individual projects and can oversimplify the range of values that may be selected for each element of the cross-section.

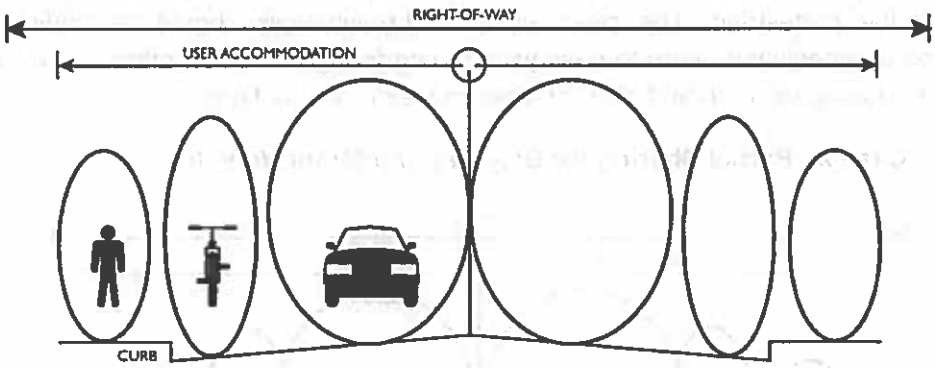
Case 1: Separate Accommodation for All Users

Case 1 provides the maximum separate accommodation for all modes of travel, as illustrated in Exhibit 1. This is often the preferred option in terms of providing safe, convenient, and comfortable travel for all users. It is usually found in areas of moderate to high density with curbed roadways.

Case 1 provides the highest level of safety and comfort for all users in areas with high levels of activity or where large speed differentials between the motorized and non-motorized modes are present. Case 1 usually requires the most width. In locations where the speed differential between different roadway users is small or overall activity is low, Case 1 may not be necessary to safely accommodate all users. However, in some instances, this case might be achieved by reallocating space within an existing roadway, thus eliminating potential impacts to the roadside environment.

This case might be considered in a wide variety of conditions including: areas with moderate to high pedestrian and bicycle volumes; areas with moderate to high motor vehicle speeds and traffic volumes; and areas without substantial environmental or right-of-way constraints.

Exhibit 1 - Case 1: Separate Accommodation for All Users



In Case One (1), pedestrians are provided with a sidewalk separated from the roadway by a raised curb and preferably a landscaped buffer. The clear width of the sidewalk should be sufficient to allow pedestrians or wheelchair users to pass without interfering with each other's movement (preferred 5 feet sidewalk width excluding the curb and clear from items along the sidewalk such as fire hydrants, signs, trees and utility poles). It should be noted that the

Village's preferred width for sidewalks is 5 feet; however, in certain circumstances where 5 feet is not available, the Village will refer to the Americans with Disabilities Act guidelines. Sidewalks should be provided on both sides of the street unless there is a condition that suggests that a sidewalk is not needed on one side of the street. This might happen, for example, if there is physical impediment that would preclude development on one side of the street, such as a stream or mature old trees.

Provision of a striped bicycle lane or shoulder suitable for bicycle use (four (4) feet preferred) encourages cyclists to use the roadway. The bicycle lane/shoulder also provides for additional separation between motor vehicle traffic and pedestrians. If on-street parking is present, the bicycle lane should be at least four (4) feet wide so that the cyclist is provided with an additional buffer along the parked cars.

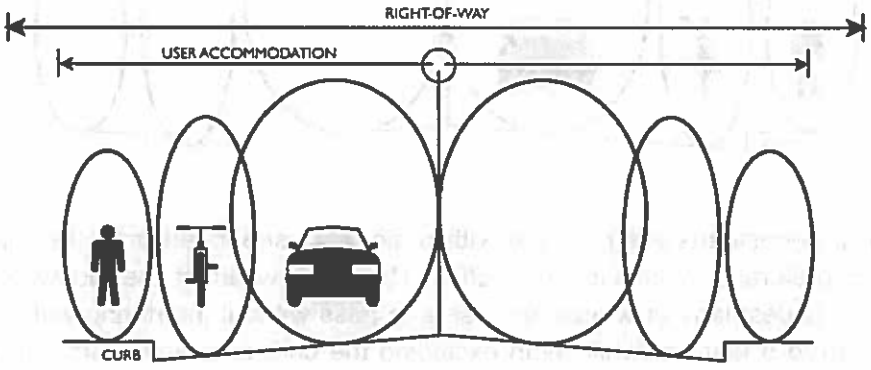
Motor vehicles are accommodated within travel lanes wide enough to eliminate encroachment by wider vehicles on either the adjacent bicycle lane or on the opposing motor vehicle travel lane. In addition to providing space for bicycles, shoulders also accommodate emergency stopping, maneuvering, and other functions. Where on-street parking is provided, shoulders or bicycle lanes should be maintained between on-street parking and the travel lane.

Case 2: Partial Sharing for Bicycles and Motor Vehicles

There are instances in which the width necessary to provide accommodation for Case 1 is not available. There are also instances where some sharing and overlap between bicyclists and motor vehicle traffic is acceptable to achieve other environmental or design objectives. Case 2 describes an approach to multimodal accommodation in these situations and is illustrated in Exhibit 2.

Case Two (2) is common in areas of moderate to high density, where curbed roadway sections and separate sidewalks are provided. Pedestrians are provided with a sidewalk separated from the roadway by a raised curb and preferably a landscaped buffer, increasing the safety and comfort of the pedestrian. The clear width of the sidewalk should be sufficient to allow pedestrians or wheelchair users to pass without interfering with each other's movement (5 feet preferred excluding the curb and clear of other roadside obstructions).

Exhibit 1 - Case 2: Partial Sharing for Bicycles and Motor Vehicles



In Case 2, there is some overlap between the spaces provided for bicycle use and that provided for motor vehicle travel. Signs or pavement markings indicating that the roadway is shared between cyclists and motor vehicles are appropriate for Case 2 roadways.

This type of accommodation is often used in areas with low motor vehicle speeds, low to moderate motor vehicle traffic volumes, and areas of environmental or right-of-way constraint where a smaller cross-section is necessary.

The designer should carefully consider the allocation of width to travel lanes and bicycle lanes/shoulders to provide the best balance of accommodation between bicycles and motor vehicles. In many instances, on-street parking will also be provided and additional width may be needed to reduce conflicts between bicycles and the adjacent parking. There are different possible configurations of lanes and shoulders possible in Case Two (2), but all feature some overlap in the space needed by bicyclists and motor vehicles:

- Typical travel lanes combined with narrow shoulders (i.e. 11 to 12-foot lanes with 2 to 3-foot shoulders) provide maneuvering width for truck and bus traffic within the travel lane; however, bicyclists may be forced to ride along and over the pavement markings.

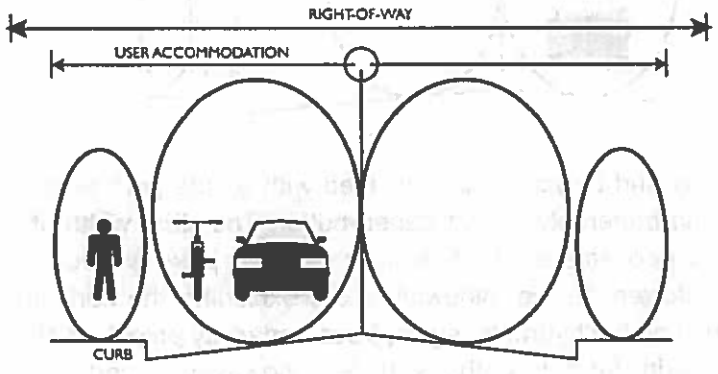
- Narrow travel lanes combined with wide shoulders (i.e. 10 to 11-foot lanes with 4 to 5-foot shoulders) provide greater separation between motor vehicle and bicycle traffic, but may result in motor vehicle traffic operating closer to the center line or occasionally encroaching into the opposing travel lane.

Wide curb lanes have also been used in Case 2; however, studies have shown that motorists and bicycles are less likely to conflict with each other and motorists are less likely to swerve into oncoming traffic as they pass a bicyclist when shoulder striping is provided.

Case 3: Shared Bicycle/Motor Vehicle Accommodation

In Case Three (3), the accommodation of bicycles and motor vehicles is shared and separate pedestrian accommodation is maintained as illustrated in Exhibit 3. Case Three (3) is most likely to be found in the most densely developed areas where right-of-way is most constrained. It is also applicable to most residential streets where speeds and traffic volumes are low.

Exhibit 1 - Case 3: Shared Bicycle/Motor Vehicle Accommodation



Pedestrians are provided with a sidewalk separated from the roadway by a raised curb and preferably a landscaped buffer, increasing the safety and comfort of walking along this roadway. The clear width of the sidewalk should be sufficient to allow pedestrians or wheelchair users to pass without interfering with each other's movement (5 feet preferred excluding the curb and sidewalk clear of other roadside obstructions).

In Case Three (3), one lane is provided for joint use by motor vehicles and bicycles. This type of accommodation is used in the following conditions: areas with low to moderate motor vehicle traffic volumes; low motor vehicle speeds; and areas of severe right of way constraint where only a minimum pavement section is feasible.

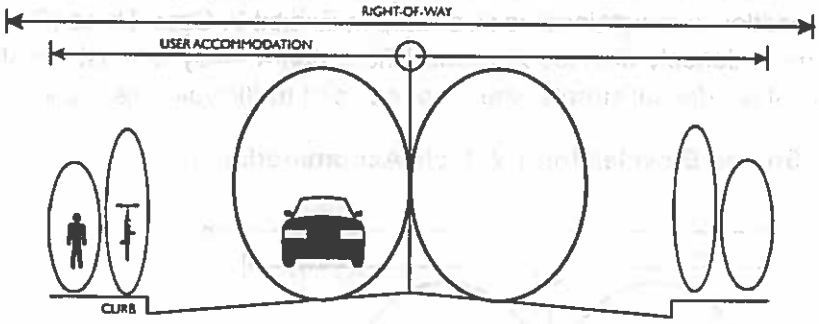
Signs and pavement markings indicating that the roadway is shared between cyclists and motor vehicles should be provided for Case Three (3) roadways. On-street parking may be provided on these roadways and separate shoulders or bicycle lanes are not available.

Case 4: Partial Sharing for Bicycles and Pedestrians

There are also instances where some sharing and overlap between bicyclists and pedestrians is acceptable to achieve environmental or design objectives. Case 4 describes an approach to multimodal accommodation in these situations and is illustrated in Exhibit 1-Case 4.

Case Four (4) is common in areas of moderate to high density, where curbed roadway sections and trails or side paths are provided for shared use by pedestrians and bicyclists. Path users are provided with a side path separated from the roadway by a raised curb and preferably a landscaped buffer, increasing the safety and comfort of the pedestrian. The clear width of the side path should be sufficient to allow pedestrians, bicyclists or wheelchair users to pass without interfering with each other's movement (10 feet preferred excluding the curb and clear of other roadside obstructions).

Exhibit 1 - Case 4: Partial Sharing for Bicycles and Pedestrians



In Case Four (4), pedestrians and bicyclists are provided with a side path separated from the roadway by a raised curb and preferably a landscaped buffer. The clear width of the side path should be sufficient to allow pedestrians or wheelchair users to pass without interfering with each other's movement (preferred 10 feet sidewalk width excluding the curb and clear from items along the sidewalk such as fire hydrants, signs, trees and utility poles). It should be noted that the Village's preferred width for side paths is 10 feet; however, in certain circumstances

where 10 feet is not available, the Village will refer to the Americans with Disabilities Act guidelines. Side paths should be provided on both sides of the street unless there is a condition that suggests that a side path is not needed on one side of the street. This might happen, for example, if there is physical impediment that would preclude development on one side of the street, such as a stream or mature old trees. The side path provides for additional separation between motor vehicle traffic and pedestrians/bicyclists.

VI. Design Elements

There is no one-design standard that achieves the complete streets outcome. Designs for particular projects will be context-sensitive, considering adjacent land uses and local needs, and incorporating the most up-to date, widely-accepted design standards for the particular setting, traffic volume and speed, and current and projected demand (see references at end of policy). Each project must be considered both separately and as part of a connected network to determine the level and type of treatment necessary for the street to be complete. The need for complete streets treatments is greatest along corridors that connect populous residential settings with popular and important destinations, including, but not limited to the following: medical, shopping, employment, educational and recreational destinations.

Sidewalks

Pedestrian accommodation should be consistent with the project context, including current or anticipated development density, roadway characteristics, right-of-way dimensions and availability, and community plans. The preferred width for sidewalks is 5 feet; however, in certain circumstances where 5 feet is not available, the Village will refer to the Americans with Disabilities Act guidelines. Wider sidewalks are desirable where there are high pedestrian volumes and where there is no buffer between high speed and high volume roadways. Sidewalks commonly accommodate street furniture, which includes items such as, trees, utilities, streetlights, parking meters, bicycle parking, benches, and refuse barrels. Additionally, sidewalks often abut fences, building edges, or vegetation along their outside edge. These elements influence the required width necessary to accommodate pedestrians, as pedestrians tend to "shy" from these obstructions. The designer should consider the desired location for these sidewalk features and, where they exist, the designer should provide appropriate offsets (or shy distances) to the pedestrian path.

Sidewalk widths of 6 to 10 feet are preferred and should be considered where higher pedestrian activity is anticipated. In the town center area and areas where very high pedestrian activity is anticipated, designers should try to provide wider sidewalks. If possible, a landscape buffer should also be provided between vehicular traffic and sidewalk to create a separation from motor vehicles and increase the comfort and safety of pedestrians. Landscape buffers are usually 4-8 feet wide. On-street parking, shoulders or bike lanes can also act as buffers. One way to achieve additional width for the sidewalk area is by paving the landscape area with tree vaults, especially where on-street parking is provided. Narrowing travel lanes or reducing the number of through lanes where possible can also provide additional width.

For streets with higher bus ridership and high-density residential areas where moderate pedestrian activity is anticipated, sidewalk widths of 5-8 feet are preferred to accommodate

group walking and also to provide waiting areas near bus stops. Landscape buffers of 4-6 feet should be provided in these areas.

Low to moderate pedestrian activity is anticipated in *Priority Areas C* and the preferred width for sidewalks is 5 feet.

Bicycles

Bicycle accommodation should also be consistent with the project's context, roadway characteristics, right-of-way, community plans, and the level of service provided for the bicyclist. The designer should ensure that bicycle accommodation is based on anticipated development and community plans.

In addition to determining the type of accommodation for bicyclists, the designer should include other design features that improve the safety and comfort of the roadway for bicyclists. For example, if motor vehicle speeds are too high, the designer should consider selecting a lower motor vehicle design speed to increase the comfort and safety of the facility for bicycles. Additionally, the designer could consider narrowing motor vehicle lanes to provide wider shoulders. Some bicyclists feel more comfortable riding on the roadway surface, while others feel more comfortable separated from traffic on a shared-use path. As a result, the designer should consider a variety of configurations, both on- and off-road so that different levels of bicyclists are accommodated.

Bicycle lanes are typically four (4) feet wide and are sufficient for most conditions. On roadways with higher speeds or higher volumes of trucks and buses (30 or more per hour), the desirable bicycle lane width is five (5) feet. Bicycle lanes wider than five (5) feet are generally not used since they may encourage inappropriate use by motor vehicles. Designers should avoid combining minimum travel lane widths and minimum bike lane widths.

Bicycle lanes should be provided consistent with the Lilac Bikeway Plan. In areas where right-of-way is constrained and high bicycle usage is anticipated, it is prudent to provide bicycle facilities by eliminating non-critical design elements. For example, it may be desirable to convert a four-lane undivided street to a three-lane street with left-turn lanes to provide bicycle lanes rather than narrowing all of the other design elements to retain four lanes, if traffic capacity allows.

For streets where moderate to high speeds and volumes are expected, shared-use paths may be provided to accommodate both pedestrians and bicycles.

Streets in the *Priority Areas C* are typically in the residential areas. In cases of low speed, low to moderate traffic volumes, and low occurrence of trucks and buses, the shared lanes may be adequate to support bicycling. Before deciding to provide shared lanes as bicycle accommodation, the designer should be certain that the traffic volumes and motor vehicle speeds will be low enough so that all types of bicyclists can comfortably use the roadway.

Parking

On-street parking serves several critical needs of adjacent land uses especially in urban town center areas and typically supplements the off-street parking supply. On-street parking also acts as a buffer between the sidewalk and travel lanes and provides additional comfort to pedestrians.

Travel Lanes

Travel lanes are the component of the roadway cross-section that serves motor vehicle travel, or in some cases, joint use. In most cases, the travel lanes are the widest component of the roadway cross-section. The number of lanes in each direction should be determined based on the transportation demand estimates and appropriate level of service determined in the project planning process. In some instances, it may be possible to reduce the number of travel lanes to provide sidewalks, landscape buffers, bicycle lanes, and crossing islands.

The width of travel lanes is selected through consideration of the roadway context, approach to multimodal accommodation, and the physical dimensions of vehicles, speeds, and other traffic flow characteristics. The normal range of design lane width is between 10 and 12 feet. Travel lanes of 10 and 11 feet are generally preferred where additional width could be used to provide for wider sidewalks and bicycle lanes. Travel lanes between 11 and 12 feet in width are desirable for roadways where higher design speeds, higher traffic volumes, or higher truck and bus activity is anticipated.

Travel lanes narrower than 10 feet are generally not recommended. Lanes wider than 12 feet are sometimes used where shoulders are not provided, such as in suburban high-density areas, town centers, and urban areas. Another application of wide lanes is in areas with high driveway density. This application provides more maneuvering room for drivers entering or exiting driveways, or in areas of limited sight distance. In these cases wide lanes are typically 12 to 14 feet wide. However, if more than 12 feet is available, it is often preferable to stripe a shoulder.

Landscape Panel

Landscape panels provide for a defined roadway edge and acts as a buffer between the traveled way and pedestrians in the sidewalk. Landscape panels typically also accommodate street trees, utility poles, street lights, fire hydrants, traffic signs, holding areas for plowed snow, and other appurtenances. This area can also be used to achieve stormwater and air quality benefits and lower operating speeds in some cases. Landscape panels are usually 4-8 feet wide, however, when street trees are provided, a minimum of 6 feet is preferred from the edge of the traveled way. Designers should provide adequate clear zone dimensions, provided by AASHTO, to account for errant vehicles.

Intersections and Transitions

In order to achieve the objectives of the Complete Streets Policy, intersections must be designed to accommodate reasonable expectations and to provide easy transitions for all roadway users including pedestrians, bicycles, cars, transit users, buses, and trucks.

Pedestrians and walking bicyclists expect to cross the street safely with minimum delay. Drivers of large vehicles expect to maneuver turns with minimum difficulty. Riding bicyclists and drivers of motor vehicles expect to safely pass through an intersection with minimum delay. Well-designed, multimodal intersections accommodate all users and also meet the community's objectives and priorities.

Smooth roadway transitions and multimodal level of service methods must be used when reviewing intersection designs. Intersection widening for additional turn lanes should be balanced against potential impacts to pedestrians and bicyclists. In addition, as roadway users pass through an intersection, appropriate connections between transportation facilities, such as continuity of bicycle lanes and paths, should be provided. Intersection crossing features for pedestrians and bicyclists, such as pedestrian push buttons, should be designed to allow safe and convenient travel through the intersection, taking into consideration the design of the transportation facilities approaching the intersection. Proper sight triangles must be provided to minimize conflicts between different roadway users. Particular care should be given to ensure that intersections are fully accessible to the disabled and hearing and sight impaired.

VII. Benefits

By providing, where appropriate, features such as accessible sidewalks, designated bike facilities and accessible transit stops, complete streets encourage walking, transit use and biking, all of which have important health benefits.

By shifting a share of automobile traffic to walking, biking and transit, complete streets help reduce the demand for fossil fuels, ease automobile congestion, reduce wear on roadways, improve air quality and make streets more attractive for businesses and customers, increasing economic activity at the neighborhood level.

Well-designed complete streets improve safety by reducing collisions between automobiles, pedestrians and cyclists. Complete streets are a logical extension of the Americans with Disabilities Act and improve access for people with disabilities and older citizens, allowing them to participate more fully in community life.

VIII. Applicability

This policy applies to all roadway projects within the Village of Lombard, including:

1. Surface Transportation Program (STP),
2. Congestion Mitigation/Air Quality (CMAQ),
3. County and State projects within the village limits,
4. New Subdivisions (*pursuant to Section 154.304 Major Plat of Subdivision of the Lombard Code*) , and
5. Projects located within any TIF District.

Some projects, especially those with rural cross sections (defined as 'uncurbed'), may require no additional complete streets treatments if it is determined during the application review phase that no current or projected need justifies such treatment.

To the extent consistent with current federal law, all projects federally funded under this policy will be to enhance transportation choices in both the community and the Region. The Village of Lombard encourages county and state jurisdictions to review and revise their ordinances and policies to reflect complete street design guidelines and to apply these guidelines to projects as appropriate. In addition, the Village of Lombard encourages private developers to apply complete streets principles to their projects. We also encourage neighboring regions to utilize these principles in order to ensure connectivity across jurisdictions and regions.

Projects subject to the Village of Lombard Complete Streets Policy shall be reviewed utilizing the *Checklist for Compliance with the Village of Lombard Complete Streets Policy*. The checklist is attached as Exhibit 4.

Additional Information

In addition to the information provided above, all new construction and reconstruction roadway projects must be compliant to the information provided in:

- Comprehensive Master Plan;
- Standards and Details for Construction;
- Lilac Bikeway Plan;
- Sidewalk Policy; and
- Other applicable transportation policies and ordinances.

Checklist for Compliance with the Village of Lombard Complete Streets Policy

Village Project #: _____ Project Manager: _____

Reviewing Department: _____

Project Limits: _____

Project Funding Type: ☐ Federal Aid ☐ State Aid ☐ Local Funds ☐ Other Design

Phase: ☐ Preliminary Design ☐ Detail Design

Completed By: _____ Date Completed: _____

Existing Corridor Characteristics Review			
Average Daily Traffic (ADT):		Posted Speed:	
Critical crash rate history within the project corridor?	☐ Yes ☐ No	*If yes, describe locations and crash rates*	
Roadway Functional Class			
Road Use Classification			
Trip Generators: ☐ School ☐ Retail ☐ Hospital ☐ Fire station ☐ Park ☐ Church ☐ Industry ☐ Historic Site ☐ Sports facility ☐ Other			
Existing corridor ROW width:			
Typical Roadway Section/Lane Configuration:	*Describe here (# lanes & width, curb type etc.)*		
Intersection Configurations:	*Describe here (traffic signals, geometry, side street stops turn lanes etc.)*		
Side Street skewed <70° or existing sight distance issue	*Identify the intersecting streets and specify the problematic leg.*		
Any roadway or pedestrian (underpass/overpass) bridges?	☐ Yes ☐ No	If yes, list type, location, number, and over/under roadways.	
Any railroad crossings?	☐ Yes ☐ No	If yes, describe.	

Complete Streets Features: ☐ **Pedestrians** List elements, i.e. sidewalk, trail tunnel, etc. ☐ **Bicycles** List elements, i.e. bike lanes, trails, bike boxes, etc ☐ **Autos** List elements, i.e. parking lanes, etc. ☐ **Trucks** List elements, i.e. no lane encroachment, etc. ☐ **Buses** List elements, i.e. bus stops, etc. ☐ Other .		
What is the average daily bicycle traffic?		
On Village/County Bike Plan?	☐ Yes ☐ No	If yes, indicate which plans.
Roadway Restrictions	☐ Reduced Speed Zone ☐ Advisory Signage ☐ Clearance Restriction ☐ Weight Restriction ☐ Other	
Existing drainage problems or deficiencies?	List flooding/ponding and treatment/rate issues here.	

Proposed Corridor Characteristics Review				
Average Daily Traffic (ADT) Forecasted Year:	*Enter forecast year.*	*Enter ADT*	Posted Speed:	Design Speed:
Proposed Corridor ROW width:				
Easements Required?	☐ Yes ☐ No			
Typical Roadway Section/Lane Configuration:				
Variances or Exceptions?	☐ Yes ☐ No	*List and describe each variance/exception.*		
Design Vehicle	☐ Passenger Car ☐ Single-unit Truck ☐ Bus List type. ☐ Other			
Traffic Lane Information	Through _____ *# of lanes* Lane Width: _____ *feet* Roadway Surface Material: ☐ Left ☐ Double left ☐ Right ☐ Double right ☐ CTWLTL			
Shoulders?	☐ Yes ☐ No	Width: _____ feet Shoulder Surface Material:		
Curb or Curb & Gutter?	☐ Yes ☐ No	Type: *If yes, list type.*		
Medians?	☐ Yes ☐ No	Minimum Width: _____ feet Type: *Choose an item.*		

On Street Parking?	☐ Both sides ☐ One side ☐ None		Width: ___feet
Sidewalk/Trail Separation from Cars			Width: ___feet
Streetscape/Landscape	*List components, not including bike/bus features which are noted later.*		
Any roadway or pedestrian (underpass/overpass) bridges?	☐ Yes ☐ No	Type: *If yes, list type, location, number, and over/under roadways.*	
Retaining Walls	Choose type.	☐ Fencing proposed ☐ Building Permit Required	
Safety Barrier/Guardrail	☐ Yes ☐ No	☐ With 6" curb ☐ Crashworthy End Treatment(s) ☐ Pedestrian Friendly End Treatment(s)	
Mailboxes	☐ Yes ☐ No		
Intersection Configurations:	*Describe here (traffic signals, geometry, side street stops, turn lanes, etc.)*		
Traffic Signals Proposed	☐ Yes ☐ No	*List intersections.*	
Traffic Signals Warranted	☐ Yes ☐ No	*If yes, warrant information*	☐ SJR ☐ ICE Report
Traffic signal components included in design: ☐ All pedestrian phase ☐ Pedestrian actuated ☐ Countdown timers ☐ Accessible pedestrian signals ☐ Bus preemption ☐ Railroad preemption ☐ Emergency Vehicle Preemption ☐ Street lights ☐ Interconnect ☐ Video detection ☐ Protected left turn ☐ Permissive left turn with green globe ☐ Permissive left turn with flashing yellow arrow			
Roundabouts Proposed?	☐ Yes ☐ No	*List locations.*	☐ ICE report
4-Way Stop Proposed?	☐ Yes ☐ No	*List intersections.*	
Intersection Components		☐ Crosswalks at all crossings ☐ Crosswalks at some crossings ☐ School crosswalks ☐ Refuge islands ☐ Pedestrian bump-outs Crosswalk Type: *List crosswalk striping type(s).*	
Side Street skewed <70° or sight distance issue		*Identify the intersecting streets and specify the*	

	problematic leg.		
Complete Streets Features: ☐ Pedestrians *List elements, i.e. sidewalk, trail, tunnel, etc.* ☐ Bicycles *List elements, i.e. bike lanes, trails, bike boxes, etc.* ☐ Autos *List elements, i.e. parking lanes, etc.* ☐ Trucks *List elements, i.e. no lane encroachment, etc.* ☐ Buses *List elements, i.e. bus stops, etc..* ☐ Other *List other here.*			
Sidewalk	☐ Both sides ☐ One side Location. ☐ None		Width: ___feet
Sidewalks ADA Compliant?	☐ Yes ☐ No	*If no, explain why not.*	
Street Lighting	☐ Street Level ☐ Pedestrian Level ☐ Combined ☐ None		
Stairways Proposed	☐ Yes ☐ No	☐ Handrails Included ☐ Building Permit Required	
On-Road Bike Lanes	☐ Both sides ☐ One side *Location.* ☐ None		Width: ___feet
	☐ Follows Right Turn Lane ☐ Follows Thru Lane		
Off-Road Multi-Use Trail	☐ Both sides ☐ One side *Location.* ☐ None		Width: ___feet
Trails ADA Compliant?	☐ Yes ☐ No	*If yes, describe stops, location, etc.*	
Bike Amenities	☐ Bike lane/path signage ☐ Bike racks ☐ Bike lockers		
Bus Elements	☐ Diamond Lanes ☐ Bus Bays ☐ Far Side Stops ☐ Near Side Stops ☐ Bus stop benches ☐ Shelters ☐ ADA landing *If not checked, explain why not.*		

Comparison Summary of Pedestrian/Bicycle Improvements		
Miles of sidewalk	Existing: *Number*	Proposed: *Number*
Miles of trails or bike lanes	Existing: *Number*	Proposed: *Number*
Number of striped crosswalks	Existing: *Number*	Proposed: *Number*
Number of ADA compliant ramps *(Note: Each crossing counts as 1 ramp; 2-way directional and diagonal ramps count as 2 ramps)*	Existing: *Number*	Proposed: *Number*
Number of pedestrian bump-outs	Existing: *Number*	Proposed: *Number*
Number of signals with countdown timers	Existing: *Number*	Proposed: *Number*
Miles of pedestrian lighting	Existing: *Number*	Proposed: *Number*

I, _____ (Director of Public Works/designee) for the Village of Lombard have reviewed this **Checklist for Compliance with the Village of Lombard Complete Streets Policy** for Project #_____, and approve of the recommended improvements under the Proposed Characteristics section.

_____ _____

Signature Date