



Local Public Agency Engineering Services Agreement

Using Federal Funds? Yes No

Agreement For: Agreement Type:

LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Oak Park	Cook	N/A	N/A
Project Number	Contact Name	Phone Number	Email
N/A	Bill McKenna	(708) 358-5722	bmckenna@oak-park.us

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Various	N/A		
Location Termini			<input type="button" value="Add Location"/>
N/A			<input type="button" value="Remove Location"/>

Project Description

Creating a Vision Zero plan for Oak Park

Engineering Funding: MFT/TBP State Other

Anticipated Construction Funding: Federal MFT/TBP State Other

AGREEMENT FOR

Phase I - Preliminary Engineering Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Sam Schwartz Engineering	Stacey Meekins	(312) 736-2547	stacey.meekins@samschwartz.com
Address	City	State	Zip Code
200 South Wacker Drive	Chicago	IL	60606

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

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

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

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

AGREEMENT EXHIBITS

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

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

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of United States Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affix the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
 - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.

3. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
 - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

- Lump Sum
 Specific Rate
 Cost plus Fixed Fee:

Fixed

$$\text{Total Compensation} = \text{DL} + \text{DC} + \text{OH} + \text{FF}$$

Where:

DL is the total Direct Labor,
 DC is the total Direct Cost,
 OH is the firm's overhead rate applied to their DL and
 FF is the Fixed Fee.

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

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

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

III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT: the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purport disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
 The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result

of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph e and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

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

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

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

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

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

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

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintain a drug free workplace;

- (3) Any available drug counseling, rehabilitation and employee assistance program; and
- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

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

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

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Sam Schwartz Engineering	46-1885050	\$103,499.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
MUSE Community + Design	47-1005126	\$73,465.00
Subconsultant Total		\$73,465.00
Prime Consultant Total		\$103,499.00
Total for all work		\$176,964.00

AGREEMENT SIGNATURES

Executed by the LPA:

The

Local Public Agency Type
Village

 of

Local Public Agency
Oak Park

Attest:

By (Signature & Date)

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By (Signature & Date)

--

Name of Local Public Agency

Oak Park

 Local Public Agency Type

Village

 Clerk

Title

Kevin J. Jackson, Village Manager

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Sam Schwartz Engineering

Attest:

By (Signature & Date)

--

By (Signature & Date)

--

Title

Principal

Title

--

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Oak Park	Sam Schwartz Engineering	Cook	N/A

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

**EXHIBIT A
SCOPE OF SERVICES**

FOR FEDERAL PARTICIPATION PROJECTS

see attached

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Oak Park	Sam Schwartz Engineering	Cook	N/A

**EXHIBIT B
PROJECT SCHEDULE**

6/1/2023 to 9/30/2024

Vision Zero Oak Park Plan - Project Schedule



Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Oak Park	Sam Schwartz Engineering	Cook	N/A

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

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

Form Not Applicable (engineering services less than the threshold)

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

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

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

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

Project Criteria	Weighting
Technical Approach	25%
Firm Experience	25%
Specialized Expertise	20%
Staff Capabilities	15%
Past Performance	10%
In-State or Local Presence	5%

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

Top three consultants ranked for this project in order	
1	<input type="text" value="Sam Schwartz Engineering"/>
2	<input type="text" value="Civiltech Engineering"/>
3	<input type="text" value="Graef-USA"/>

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

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number	
Oak Park	Sam Schwartz Engineering	Cook	N/A	
15	Existing relationship used in lieu of QBS process?		<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	LPA is a home rule community (Exempt from QBS).		<input type="checkbox"/>	<input checked="" type="checkbox"/>

03. Project Approach

The sheer volume of traffic crashes on our roadways can inure us to their true impacts, but we must never lose sight of the human impact that fatal and serious-injury crashes have on victims and their families.

There is an international movement afoot that recognizes that most, if not all, of these tragedies are preventable and that we have the tools now to prevent them. Through engineering and technology solutions, education and encouragement, and a shift in a culture that values time savings and speed over injury to human life, we can make our streets places where everyone can travel safely and comfortably and still get where they need to go.

In 2018 and 2019, there were over 4,000 crashes in Oak Park, including four fatalities and 15 injuries. Our team understands the immediacy of the Vision Zero movement. One more life lost is too many. Through the Vision Zero Oak Park Plan, the Sam Schwartz Team will work with the Village of Oak Park to develop a list of actionable safety projects, policies, and programs to reduce and ultimately eliminate severe injuries and fatalities.

Our approach is designed to unearth the collective vision of Oak Park’s communities through with **detailed analysis of crash data and related factors**, balanced with an **extensive public and stakeholder engagement process**. We will work closely with Village staff, stakeholders, and the community to articulate the Village’s goals and objectives and develop strategies that see these goals and objectives through to reality.

Our team is also intently focused on delivering a plan for Oak Park that is actionable and implementable. We have experience not only developing Vision Zero plans and projects but implementing them ourselves. Our experience managing Chicago’s Vision Zero program will enable us to develop a roadmap for Oak Park that brings together data, design, communications, and education and equips the Village to start making changes immediately and makes sure they are lasting.

Sam Schwartz brings unique expertise in identifying and addressing the root causes that can impede progress—like outdated

Vision Zero



structures and overly prescriptive guidelines—and are experts in crafting new policies and processes that institutionalize change. Sam Schwartz led a national study for the National Association of Transportation Officials (NACTO) on organizational and process-related best practices for transportation agencies, covering topics like project development and prioritization, evaluation and reporting, construction coordination, and community engagement. We will draw on these lessons and innovative practices from across the country to help Oak Park **update existing systems (and develop new ones where necessary) to deliver on the recommendations of the Vision Zero Plan.**

Task 1. Project Management

The ability to manage projects of all sizes and complexities is a core Sam Schwartz strength. Stacey Meekins, Principal and National Practice Leader for Complete Streets, will act as the project director for the Oak Park Vision Zero Plan—overseeing the project team’s efforts, guiding project selection and design, and leading the QA/QC of all deliverables. Alex Hanson will serve as Project Manager—acting as the Village’s day-to-day contact, coordinating the workplan for all tasks and team members, and leading the development of recommendations and the final plan document. Over the past five years, Stacey and Alex have worked together to develop award-winning plans, policies, and projects in Des Moines, IA ; Ann Arbor, MI ; Chicago, IL ; Phoenix, AZ; and other cities across the country.

Task 1A. Kick-Off Meeting

The Sam Schwartz team will plan and facilitate a kick-off meeting with Oak Park within two weeks of the project start date. The meeting will review the project scope and schedule, and focus on how the Consultant Team and Village staff can effectively work together to complete the Vision Zero Oak Park Plan.

Task 1B. Project Coordination

The Consultant Team will meet biweekly with Oak Park throughout the course of the project to provide updates on analysis and deliverables, discuss any challenges, and preview materials for future engagement or Steering Committee meetings. The bi-weekly meetings will be held virtually , although in-person meetings may be organized for key project milestones. The Consultant Team will provide monthly progress reports and invoices to Oak Park, including a summary of work completed in the previous month and work anticipated in the upcoming month.

Task 1 Deliverables:

» *Monthly progress reports and invoices*

» *Meeting agenda and summary for kick-off meeting and biweekly meetings*

Task 2. Stakeholder Engagement

Our team understands stakeholder engagement to be a distinct process from public engagement. Stakeholder engagement is critical for the development of an implementable and action-focused plan, fostering plan champions and ensuring recommendations are feasible through the eyes of the parties responsible for implementation.

Task 2A. Vision Zero Oak Park Steering Committee

Our team will work with Village staff to identify, recruit, and facilitate a Vision Zero Oak Park Steering Committee. This group of 12-14 stakeholders will provide input and guidance on public engagement efforts and will review and advise on key project deliverables. The Steering Committee will meet at key milestones with three total meetings assumed throughout the planning process. Members of the Steering Committee may include but not be limited to:

- Village and partner department/agency staff (e.g., Park District, DEI office)
- Youth support organizations
- Active transportation advocates
- Community and advocacy groups
- Related Village Commissions (e.g., Disability Access, Community Relations)

Task 2B. Key Stakeholder Interviews and Focus Groups

The consultant team will hold a series of key stakeholder interviews (up to 5) and focus group conversations (up to 4) to help ground our understanding of issues and opportunities related to launching the Vision Zero Oak Park Plan. Conversations will be focused

around key issues and, if relevant, geographies. Participants in stakeholder interviews and focus groups who are not participating in a professional capacity will be compensated for their time and contributions.

Potential groupings for focus groups and stakeholder interviews include:

- Parks and Schools staff
- Traffic Enforcement and Safety
- Seniors (60+)
- Active transportation champions (cyclists, walkers, transit reliant, etc.)
- Families with children younger than 12
- Youth (13-18)
- Local businesses
- Residents and Stakeholders who live/work along the High Injury Network

Task 2C. Transportation Committee Engagement

The consultant team will collaborate regularly with the Village of Oak Park’s Transportation Committee and other advisory committees during the planning process. We anticipate five meetings with the Transportation Committee and/or other Village committees aligned with key project milestones.

Task 2 Deliverables:

- » *Steering committee recruitment materials*
- » *Steering committee meeting materials and meeting summaries*
- » *Stakeholder interviews and focus group summary memo*
- » *Transportation Committee meeting materials*

Task 3. Community Engagement

To effect change of the magnitude of Vision Zero, we need to develop a deep understanding of the communities we are working with and the issues, concerns, and priorities that matter most to them. It is also critical to provide the community with meaningful opportunities to shape the strategies—the projects, policies, and programs— that lead to the shared goal of zero fatalities and severe injuries on Oak Park’s streets.

Sam Schwartz and Muse Community Design place tremendous importance on active community engagement in every project. We know that communicating complex transportation concepts to a broad base of stakeholders and the general public can be challenging. Our planning process is specifically designed to be accessible to planners and non-planners alike and presents complex concepts in a manner that people from different backgrounds and interests can readily digest, giving them confidence that their input matters.

Task 3A. Public Engagement Strategy

At the onset of the project, we will work closely with Village staff and stakeholders to develop a public engagement strategy, including a schedule of outreach activities, tactics to be used, materials to be developed, and communications plan. The project Steering Committee will have an opportunity to review a draft version of this strategy and suggest additions and edits before the strategy is finalized.

Task 3B. Project Communications

Consistent branding and messaging play an important role in creating recognition around Vision Zero and the planning process. Our team will develop a light branding concept for the project, aligning with Village branding guidelines. We will also develop content for a project website, which we envision will be hosted by the Village. Content will include key project information and details on engagement opportunities.

Our team will develop print and digital assets to promote the project, the engagement process in general, and specific opportunities for the public to provide input. These materials will be designed for distribution by the Village and other project partners via social media, digital newsletters, flyers, and more.

Task 3C. Digital Survey

Our team will develop a brief and accessible survey to identify safety challenges, hotspots, and reckless driving concerns from Oak Park residents’ perspectives. Results from the survey will be incorporated into the crash analysis memo, providing Village staff with a well-rounded understanding of current conditions and priority sites for countermeasures.

Task 3D. Community Walkshop

We will organize a walkshop—a walking workshop—with staff, stakeholders, and community members to identify and discuss challenging locations or places of concern in a portion of the Village (to be guided by crash data and analysis). A walking tour led by the project team will provide the opportunity for on-the-ground analysis and documentation and enable us to hear directly from community members about their day-to-day experiences.

Task 3E. Open House Workshops (2)

The team will organize two open house workshops to engage the general public around traffic safety concerns and Vision Zero projects and policies. The first open house will be designed primarily for listening. This will be an opportunity for the project team to hear directly from residents about their concerns, ideas, and values when it comes to traffic safety. This in-person event will feature interactive stations and tables that help make Vision Zero, Complete Streets, and other planning concepts accessible to a non-technical audience, with a focus on how residents move through their community and the Village.

The second open house will be designed for feedback on proposed recommendations and plan elements. This will be an opportunity for residents and stakeholders to react to and reflect on alternatives and ideas presented by the project team.

Task 3F. Pop-up Engagements (2)

The team will table at two pop-up engagements at community events or at targeted community hubs. Pop-up engagements can be targeted to connect with residents from particular geographies or demographics that have been under-represented in the process and will include similar activities to those at the Open House Workshops. For example, we may table outside of a school during pickup in order to connect with parents, or we may attend a local festival or block party.

MUSE will bring their custom Design-A-Street activity, which is a hands-on and playful way to begin conversations about the built environment with neighbors of all ages and backgrounds.

Task 3 Deliverables:

- » Draft and final engagement plan
- » Draft and final website content (ongoing)
- » Draft and final promotional assets (ongoing)
- » Draft and final digital survey
- » Digital survey summary memo
- » Walkability Tour materials and summary
- » Open House plans and summary (x2)
- » Pop-up Engagements materials and summary (x2)

Task 4. Data Collection

In order to develop a plan that achieves Oak Park’s Vision Zero goals, we must first build a holistic, detailed understanding of the Village’s safety issues and environment. Sam Schwartz and our team of planners, engineers, and data scientists offer unique capabilities to collect, organize, analyze, visualize and interpret the vast array of transportation data that is available today. Our team also has extensive experience bringing our skills and innovative approach to data analysis to bear on Vision Zero efforts and other projects emphasizing safety. We pride ourselves on our ability to find the stories that matter within the data and communicate these findings to diverse audiences.



Walkshop with community stakeholders for Ann Arbor Vision Zero project



Our team emphasizes engaging activities that gather input from a wide variety of community members

Task 4A. Policy and Plan Review

Our team will review key planning documents from the Oak Park, the Chicago Metropolitan Agency for Planning (CMAP), Illinois Department of Transportation (IDOT), and others so that Oak Park's Vision Zero Plan draws from, builds upon, and integrates previous and ongoing planning efforts and initiatives.

Task 4B. Compile & Review Existing Data

The Consultant Team will compile available existing documentation and information for Oak Park. Data sources will include but are not limited to IDOT, CMAP, local data from Oak Park, and Replica—a mobility data platform that uses aggregated and anonymized cellphone location data to model travel patterns.

- **Crash Data** the basis of any Vision Zero Action Plan is the crash data. This provides information about the who, what, when, where, and why of a crash.
- **Transportation Network Data** includes characteristics about the roadway itself – the number of lanes, the speed limit, intersection control, the presence of bicycle or pedestrian facilities, etc. This data helps identify trends in the crash data, and allows us to look beyond just locations where crashes occur, to what types of safety countermeasure can reduce the likelihood of crashes at locations which share similar characteristics.
- **Volume Data** represents activity on the transportation network, by motorists, bicyclists, and pedestrians. Volumes – also referred to as exposure – are a common determinant in how frequently crashes occur at a given location. The consultant team will conduct in-person bicycle and pedestrian counts for up to 8 locations and utilize this with Replica to estimate walking and biking volumes across the Village to measure crash exposure. Additional counts will be an additional charge of \$500 per location.
- **Land Use Data** describes the physical environment throughout the Village, including the density of housing and location of key destinations, like parks or transit stations. Some land use types – such as schools – will be a specific focus of the plan. This data allows the crash analysis to provide insight into the frequency of crashes in proximity to different key destinations and land use contexts throughout the Village.
- **Demographic Data** provides insight into potential disparities in where crashes occur and who is exposed to traffic safety issues. This data will inform an equity analysis, both of existing conditions as well as of recommended infrastructure improvements.

Task 4C. Develop Network Databases

In this task, the Consultant Team will combine the key variables from each of the above datasets to develop intersection and segment databases that includes the relevant crash, transportation, volume, land use, and demographic data. These consolidated datasets will serve as the basis of the analyses completed in Task 5.

Task 4 Deliverables:

- » Crash Database (including all data listed above)

Task 5. Crash Analysis

The crash analysis is the foundation of the Vision Zero Plan, as a clear understanding of crash trends throughout Oak Park is needed to identify effective treatments to improve safety. Through this task, the Consultant Team will develop descriptive statistics, conduct a systemic safety analysis, identify a high-injury network, and complete an equity analysis of existing crash trends. The task will culminate in a Crash Analysis Memo summarizing our findings.

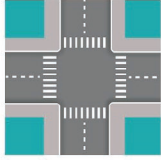
Task 5A. Descriptive Statistics

The initial task for the crash analysis is to develop descriptive statistics, a high-level summary of the crash data. This task will summarize crash times (time of day, day of the week, and month of the year) by mode and severity, as well as crash types and other contributing factors to provide an overview to the crash landscape in Oak Park.

Insights discovered through crash analysis conducted in Ann Arbor, MI.

Crashes at Intersections²⁹

80%
of crashes where a person biking was killed or seriously injured occurred at intersections



Crashes where a **vehicle is turning left** are particularly dangerous due to higher speeds and greater exposure.



Task 5B. Systemic Analysis

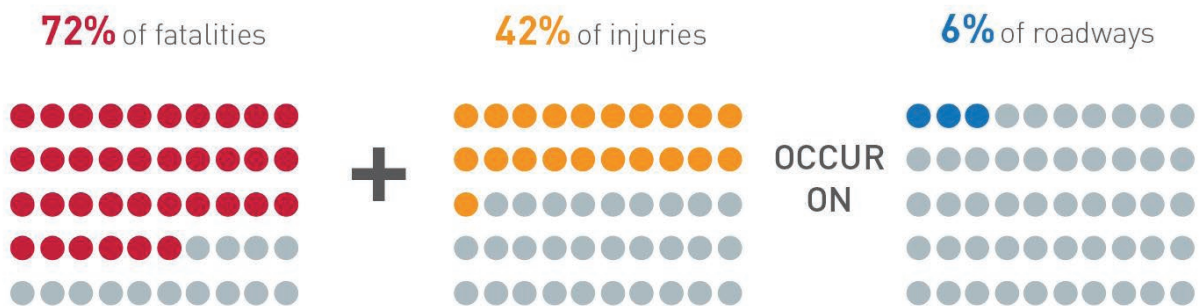
Following the high-level overview, the Consultant Team will conduct a systemic analysis, identifying the roadway types and intersection attributes where crashes are most common. Common attributes in a systemic analysis include speed limit, number of lanes, and traffic volumes, as well as bicycle and pedestrian infrastructure. This analysis will be disaggregated by crash mode and severity.

Task 5C. High Injury Network

Our team believes that a hybrid approach to addressing serious injury crashes is the most effective, combining a focused effort on the most critical locations with a systemic approach to safe street designs. Defining the high injury network to identify those priority locations is a customized process in each community. It involves evaluating the crashes for a density of high-injury and high-risk crashes, relative to the crash trends in the community at-large. Through this task, the Consultant Team will narrow in on priority corridors for safety improvements within Oak Park.

UNSAFE CONDITIONS

Everyone in Atlanta should be able to get to their destination safely, regardless of who they are, how they travel, or where they are going. However, on certain streets and for certain populations, the risk of injury or death is unacceptably high.



Sam Schwartz supported the development of the One Atlanta Strategic Transportation Plan, which focused on improving traffic safety and progressing towards Vision Zero.

Task 5D. Equity Analysis

Nationally, people of color – particularly Black Americans - are more likely to die while walking than other racial and ethnic groups, and people walking in low-income communities are killed at far higher rates than their more affluent counterparts (Dangerous by Design, 2022). Demographic data collected as a part of Task 4 will be integrated into the crash analysis to effectively work towards Vision Zero. The demographic data may include but is not limited to income, national origin, English proficiency, age, and vehicle access. This task will review the descriptive statistics, systemic analysis, and High-Injury Network through an equity lens to identify existing disparities.

Task 5E. Crash Analysis Memo

The Crash Analysis Memorandum will summarize the findings of the previous subtasks and will include a map of the High-Injury Network. The memo will focus on key findings and will present information graphically and in easily digestible formats. Sam Schwartz will develop a final memorandum based on one round of consolidated comments.

Task 5 Deliverables:

- » Draft and Final Crash Analysis Memo

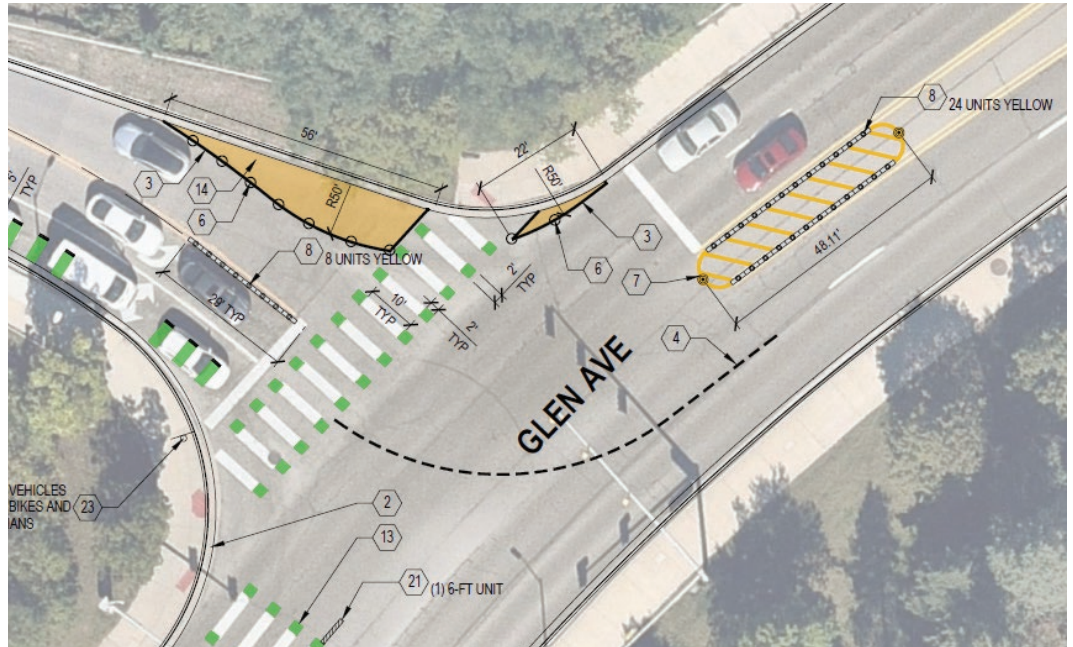
Task 6. Infrastructure Improvements

While Task 5 identifies safety challenges within Oak Park, Task 6 focuses on how the Village can address these safety challenges and reduce the likelihood of future crashes on its roadway network. The infrastructure improvements recommended through this task will fall into two broad categories: systemic safety and High Injury Network improvements. Each of the recommended

improvements will be accompanied by a generalized cost estimate, and the task will be summarized through an Infrastructure Improvements Memo.

Task 6A. Systemic Safety

Systemic safety treatments are low-cost treatments that can be implemented with limited planning and design. While large capital projects are a necessary part of Vision Zero, systemic safety improvements play a key role as well. With these low-cost treatments, agencies can reduce crash risk at dozens



Conceptual redesign of a high crash intersection in Ann Arbor, MI.

of locations within the cost of just one large capital project. These improvements do not necessarily only need to be “paint and post” solutions and strategies that integrate safety improvements into other routine work will also be explored.

The Consultant Team will develop a toolkit of up to 20 systemic safety treatments that can be implemented in Oak Park. Each treatment will include a description, an overview of the treatment’s safety benefits, a summary of general contexts where the treatment can be implemented, and a list of specific locations in the Village where the treatment is recommended.

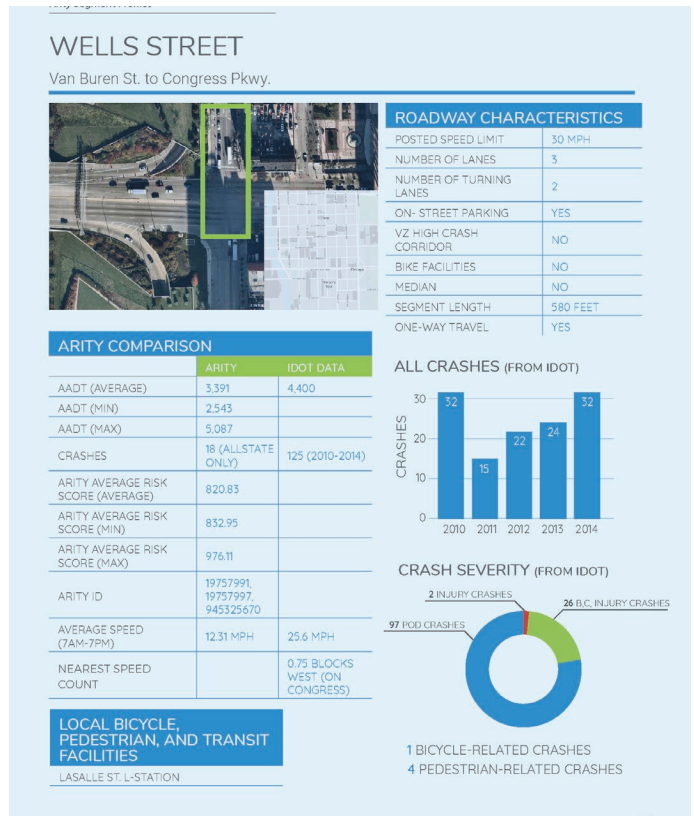
Task 6B. High Injury Network Improvements

The Consultant Team will identify priority capital projects along the High Injury Network. In contrast to the systemic safety improvements, these projects may be larger capital investments, and require additional planning and design prior to implementation. These projects may be linear corridor improvements, or they may include the redesign of an existing intersection.

The Consultant Team will develop a summary select priority projects, noting the crash history and crash types at the location, summarizing the recommended improvement and project benefits, and noting the expected crash reduction of the proposed improvement (if available in existing academic literature). This evidence-based documentation will help the Village in communicating changes to stakeholders and will set the Village up for competitive grant applications. Each project will include a generalized concept drawing of the proposed improvement relative to the existing cross-section or intersection configuration.

Task 6C. Cost Estimates

The Consultant Team will provide planning-level cost estimates for the safety improvements identified in Tasks 6A and 6B. Where possible, the estimates will be based on previous local projects and/or state precedents.



Project summary example for a high risk segment in downtown Chicago.

Task 6D. Infrastructure Improvements Memo

The Infrastructure Improvements Memorandum will summarize the findings of the previous subtasks, including the systemic safety toolkits and cut sheets and potential designs for the identified projects along the High Injury Network. Sam Schwartz will develop a final memorandum based on one round of consolidated comments.

Task 6 Deliverables:

» Draft and Final Infrastructure Improvements Memorandum

Task 7. Policies & Processes

Vision Zero focuses on systems-level changes, which require policies and processes that instill safety as the top priority and ensure human life and health are always prioritized. Working with the Village, Steering Committee, and Transportation Commission, our team will identify and review key federal, state, regional, and local policies and processes that impact traffic safety in Oak Park. Sam Schwartz brings unparalleled experience in partnering with cities to uncover the root causes of structural and process roadblocks and collaboratively developing solutions to help cities achieve their transportation vision and goals.

Task 7A. Assessment of Current Policies

The Sam Schwartz Team will work with Oak Park staff and stakeholders to identify relevant existing policies related to transportation, safety, capital project implementation, and street maintenance. We will develop an inventory of existing policies, which will be the foundation for the recommended policies and actions developed through this task. This subtask will include specific conversations with the Police Department and DEI Office to understand current enforcement policies and discussion of enforcement's role in the Vision Zero program.

Task 7B. Draft Policy Recommendations & Actions

Through this task, the Consultant Team will identify policies, processes, and associated actions for implementing Vision Zero in Oak Park. The task will include identifying updates to existing policies, processes, and structures and/or new strategies that can further Vision Zero. For each action, we will identify the responsible department, partner agencies or groups, and timeline. We will then work with the identified stakeholders to define short-term actions and targets for each policy, where possible. These actions will include tasks that can be achieved within the next two years.

Task 7C. Evaluation, Monitoring, and Reporting Framework

Continual evaluation and learning is a critical component to achieve sustained, systematic success in reducing traffic injuries and fatalities. Establishing a coordinated, comprehensive evaluation framework for Oak Park's Vision Zero program will help to build transparency with elected officials and community members, create defined feedback loops between implementation and future design and investment choices, and enable adaptation moving forward while adhering to the Village's core values and desired outcomes.

Our team will work closely with Oak Park staff, the Steering Committee, and Transportation Commission to develop an evaluation, monitoring, and reporting framework including:

RECTANGULAR RAPID FLASHING BEACON (RRFB)

Rectangular Rapid Flashing Beacons (RRFB) are user-activated warning lights. Bicyclists and pedestrians push a button to activate the warning lights before attempting to cross the roadway. The unique flashing pattern of the RRFBs have been shown to induce vehicle yielding at a much higher rate than traditional warning lights. Care should be taken to ensure that the button used to activate the RRFB is easy to reach for a bicyclist without dismounting the bicycle, children, and for people in wheelchairs. Roadway geometry should be taken into consideration.



COST	\$ \$ \$
TIMELINE	■ ■ ■
LOCATION	MAJOR STREETS



COST	\$ \$ \$ \$
TIMELINE	■ ■ ■
LOCATION	MAJOR STREETS

PEDESTRIAN HYBRID BEACON

Pedestrian hybrid beacons are overhead, pedestrian-activated signals placed at uncontrolled, marked crosswalks that, when activated, stop motor vehicle traffic and allow pedestrians and/or people biking to safely cross the roadway. Pedestrian hybrid beacons are often installed at locations where pedestrians need to cross the street and vehicle speeds and/or volumes are high, but traffic signal warrants are not met.

Image Sources: RRFB [Sam Schwartz Consulting]; Pedestrian Hybrid Beacon [FHWA.dot.gov]

Example of traffic safety toolbox developed as part of the Northwest Municipal Conference Multimodal Plan

- **Indicators and targets** - Identify performance indicators to measure key outcomes such as safety and equity as well as track the Vision Zero programs' outputs and impacts. Once indicators are selected, we will work with Village staff and the Vision Zero Task Force to establish time-bound targets for appropriate indicators.
- **Project evaluation** - In addition to measuring the performance of the overall Vision Zero program, it is equally important to create a structure for consistently evaluating individual improvements as they are implemented. We will work with the Village to establish standards and processes for collecting and analyzing before/after data and sharing findings both internally and externally.
- **Tracking and reporting** - Working with the Village, we will establish processes, structures, tools, and templates that enable staff to track and report on the indicators and targets in a replicable manner that minimizes the level of effort required.

Task 7D. Policy & Actions Memo

The Consultant Team will conclude Task 7 with a Policies & Actions Memorandum, including a summary of existing policies and processes as well as recommendations for Oak Park. The Village will provide one round of consolidated comments on the memo.

Task 7 Deliverables:

» *Draft and Final Policy and Actions Memorandum*

Task 8. Plan Development

A key component of a transportation plan that aims to build ownership among the public is a final product that everyone can understand and use to help shape a better future in Oak Park. Sam Schwartz has developed many groundbreaking public-facing plan documents and understands the importance of visual layout and the relationship between information design and graphic design. We will create a format for the Vision Zero Oak Park Plan that brings all of the conversations, analysis, and decisions of this wide-reaching process into a tight, visually appealing package that speaks to all audiences in an effective manner. Our team will also work with Village staff to support the adoption process for the plan.

The Vision Zero Oak Park Plan will fulfill each of the components of a Vision Zero Action Plan as defined through the Notice of Funding for the Safe Streets and Roads for All (SS4A) grant program, and it will provide Oak Park with eligibility to apply for future SS4A implementation funds.

Task 8A. Draft & Final Plan

The Vision Zero Action Plan will tie together the individual deliverables completed throughout the project, and it will provide a visually appealing, concise summary of plan engagement, safety challenges, recommended improvements, and proposed policies and actions. Oak Park staff will have reviewed each of the plan elements earlier in the project, and staff will be asked to provide one round of consolidated comments on the draft plan.

Task 8B. Transfer of Data

At the completion of the project, the Sam Schwartz will provide Oak Park with the data, analysis, and outreach materials developed through the planning process, including Excel files, GIS shapefiles, outreach materials, and templates for ongoing engagement, communications, and reporting.

Task 8 Deliverables:

» *Draft and Final Vision Zero Action Plan*

» *Data Transfer*

Local Public Agency Village of Oak Park	County Cook	Section Number
Prime Consultant (Firm) Name 	Prepared By Alex Hanson	Date 5/8/2023
Consultant / Subconsultant Name Sam Schwartz Engineering	Job Number 	

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

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	16	MONTHS			
START DATE	6/1/2023			OVERHEAD RATE	157.61%
RAISE DATE	7/1/2023			COMPLEXITY FACTOR	2.00%
				% OF RAISE	
END DATE	9/30/2024				

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	6/1/2023	7/1/2023	1	6.25%
1	7/2/2023	7/1/2024	12	76.50%
2	7/2/2024	10/1/2024	3	19.51%

The total escalation = 2.26%

Local Public Agency	County	Section Number
Village of Oak Park	Cook	
Consultant / Subconsultant Name		Job Number
Sam Schwartz Engineering		

PAYROLL RATES

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

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	2.26%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Principal	\$82.84	\$84.71
Senior Associate	\$60.10	\$61.46
Senior Planner	\$41.67	\$42.61
Planner	\$34.14	\$34.91

Local Public Agency	County	Section Number
Village of Oak Park	Cook	
Consultant / Subconsultant Name		Job Number
Sam Schwartz Engineering		

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total	Contribution to Prime Consultant
MUSE Community + Design	23,891.00	2,389.10
Total	23,891.00	2,389.10

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

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

Sam Schwartz Engineering

Job Number

DIRECT COSTS WORKSHEET

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

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

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

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

Sam Schwartz Engineering

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 157.61%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Project Management		80	4,293	6,767	1,417	3,735	16,212	9.16%
Stakeholder Engagement		60	3,177	5,008	1,049	27,775	37,009	20.91%
Community Engagement		14	728	1,148	240	30,664	32,780	18.52%
Data Collection		94	3,427	5,401	1,131		9,959	5.63%
Crash Analysis		109	4,425	6,974	1,460		12,859	7.27%
Infrastructure Improvements		220	9,564	15,075	3,156		27,795	15.71%
Policies and Processes		68	3,306	5,210	1,091		9,607	5.43%
Plan Development		146	6,693	10,550	2,209	9,282	28,734	16.24%
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Subconsultant DL							\$2,009.00	1.14%
Direct Costs Total ==>	\$0.00						\$0.00	
TOTALS		791	35,613	56,133	11,753	71,456	176,964	100.00%

91,746

The subconsultant fee has been adjusted due to 0.5% (Rev 10/02/09/23)

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

Sam Schwartz Engineering

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Project Management			Stakeholder Engagement			Community Engagement			Data Collection			Crash Analysis		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	84.71	30.0	3.79%	3.21	4	5.00%	4.24	4	6.67%	5.65				4	3.67%	3.11			
Senior Associate	61.46	143.0	18.08%	11.11	38	47.50%	29.19	24	40.00%	24.58	7	50.00%	30.73	2	2.13%	1.31	8	7.34%	4.51
Senior Planner	42.61	352.0	44.50%	18.96	38	47.50%	20.24	32	53.33%	22.73	7	50.00%	21.31	12	12.77%	5.44	27	24.77%	10.55
Planner	34.91	266.0	33.63%	11.74										80	85.11%	29.71	70	64.22%	22.42
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TOTALS		791.0	100%	\$45.03	80.0	100.00%	\$53.67	60.0	100%	\$52.96	14.0	100%	\$52.03	94.0	100%	\$36.46	109.0	100%	\$40.59

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

Sam Schwartz Engineering

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Infrastructure Improvements			Policies and Processes			Plan Development											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Principal	84.71	8	3.64%	3.08	4	5.88%	4.98	6	4.11%	3.48									
Senior Associate	61.46	20	9.09%	5.59	16	23.53%	14.46	28	19.18%	11.79									
Senior Planner	42.61	124	56.36%	24.02	40	58.82%	25.07	72	49.32%	21.01									
Planner	34.91	68	30.91%	10.79	8	11.76%	4.11	40	27.40%	9.56									
TOTALS		220.0	100%	\$43.47	68.0	100%	\$48.62	146.0	100%	\$45.85	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



Local Public Agency Village of Oak Park	County Cook	Section Number
Prime Consultant (Firm) Name Sam Schwartz Engineering	Prepared By Sydney Van Kuren	Date 5/5/2023
Consultant / Subconsultant Name MUSE Community + Design	Job Number 	

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

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	16	MONTHS	OVERHEAD RATE	140.57%
START DATE	6/1/2023		COMPLEXITY FACTOR	2.00%
RAISE DATE	1/1/2024		% OF RAISE	2.00%
END DATE	9/30/2024			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	6/1/2023	1/1/2024	7	43.75%
1	1/2/2024	10/1/2024	9	57.38%

The total escalation = 1.13%

Local Public Agency	County	Section Number
Village of Oak Park	Cook	
Consultant / Subconsultant Name		Job Number
MUSE Community + Design		

PAYROLL RATES

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

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	1.13%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Principal	\$80.00	\$80.90
Director	\$55.00	\$55.62
Planner II	\$42.50	\$42.98
Planner I	\$32.00	\$32.36

Local Public Agency	County	Section Number
Village of Oak Park	Cook	
Consultant / Subconsultant Name		Job Number
MUSE Community + Design		

PAYROLL RATES

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

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Local Public Agency

Village of Oak Park

County

Cook

Section Number

Job Number

Consultant / Subconsultant Name

MUSE Community + Design

DIRECT COSTS WORKSHEET

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

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	150	\$0.66	\$98.25
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)	1	\$250.00	\$250.00
Advertisements	Actual Cost (Submit supporting documentation)	1	\$50.00	\$50.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)	2	\$200.00	\$400.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)	1	\$200.00	\$200.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Color Exhibit Boards (pop-ups)		10	\$20.00	\$200.00
ASL Translation & Live Interpretation		8	\$100.00	\$800.00
Stipends		41	\$100.00	\$4,100.00
				\$0.00

TOTAL DIRECT COSTS: \$6,098.25

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

MUSE Community + Design

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 140.57%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Project Management		30	1,365	1,919	451		3,735	5.23%
Stakeholder Engagement		250	10,153	14,272	3,350		27,775	38.87%
Community Engagement	6,098	231	8,980	12,623	2,963		24,566	34.38%
Plan Development		80	3,393	4,769	1,120		9,282	12.99%
Subconsultant DL							\$0.00	
Direct Costs Total ==>	\$6,098.25						\$6,098.25	8.53%
TOTALS		591	23,891	33,583	7,884	-	71,456	100.00%

57,474

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

MUSE Community + Design

Job Number

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

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Project Management			Stakeholder Engagement			Community Engagement			Plan Development					
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	80.90	40.0	6.77%	5.48	2	6.67%	5.39	18	7.20%	5.82	10	4.33%	3.50	10	12.50%	10.11			
Director	55.62	0.0																	
Planner II	42.98	266.0	45.01%	19.34	28	93.33%	40.11	112	44.80%	19.25	96	41.56%	17.86	30	37.50%	16.12			
Planner I	32.36	285.0	48.22%	15.61				120	48.00%	15.53	125	54.11%	17.51	40	50.00%	16.18			
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TOTALS		591.0	100%	\$40.42	30.0	100.00%	\$45.51	250.0	100%	\$40.61	231.0	100%	\$38.87	80.0	100%	\$42.41	0.0	0%	\$0.00