



PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter referred to as the “Agreement”) is entered into this 29th day of May, 2024, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and Sam Schwartz Engineering, D.P.C., a foreign design professional corporation authorized to conduct business in the State of Illinois (hereinafter referred to as the “Consultant”).

RECITAL

WHEREAS, the Village intends to have professional services performed by Consultant to prepare and update an addendum to the Oak Park Bike Plan pursuant to Consultant’s Proposal dated April 26, 2024, attached hereto and incorporated herein by reference (hereinafter referred to as “Consultant’s Proposal”), the Village’s Request for Qualifications dated January 10, 2024, incorporated herein by reference as though fully set forth (hereinafter referred to as the “RFQ”), and this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. RECITAL INCORPORATED.

The above recital is incorporated herein as though fully set forth.

2. SERVICES OF THE CONSULTANT.

2.1. The Project consists of professional engineering and planning services, as more completely described in the Consultant’s proposal (hereinafter referred to as the “Services”) and the Village’s RFQ. After written authorization by the Village, the Consultant shall provide the Services for the Project. The Village shall approve the use of subcontractors by the Consultant to perform any of the Services that are the subject of this Agreement.

2.2. The Consultant shall submit to the Village all reports, documents, data, and information set forth in the Project. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. The Consultant shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to the Consultant’s failure to provide any required submittal in conformance with this Agreement.

2.3. In case of a conflict between provisions of the Consultant's Proposal and this Agreement or the Village's Request for Qualifications, this Agreement and/or the Village's Request for Qualifications shall control to the extent of such conflict.

2.4. Village Authorized Representative. The Village's Director of Public Works or the Director's designee shall be deemed the Village's authorized representative, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. The Consultant is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing the Consultant with written notice of such change which notice shall be sent in accordance with Section 17 of this Agreement.

2.5. Consultant's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, the Consultant hereby designates Stacey Meekins as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Consultant and with the effect of binding the Consultant. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Consultant as having been properly and legally given by the Consultant. The Consultant shall have the right to change its Authorized Representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.6. The Consultant shall be an independent contractor to the Village. The Consultant shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Services. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against Consultant. The Consultant's services under this Agreement are being performed solely for the Village's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

3. COMPENSATION FOR SERVICES.

3.1. The Village shall compensate the Consultant for the Services in an amount not to exceed \$92,800. The Consultant shall be paid installments not more frequently than once each month ("Progress Payments"). Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Consultant. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, except as set forth herein.

3.2. The Village may, at any time, by written order, make changes within the general scope of this Agreement in the Services to be performed by the Consultant. If such changes cause an increase or decrease in the amount to be paid to Consultant or time required for performance of any Services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by the Consultant shall be furnished without the written authorization of the Village.

3.3. The Consultant shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Agreement. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which the Consultant is liable under this Agreement; (3) claims of subconsultants, suppliers, or other persons performing Consultant's Services; (4) delay in the progress or completion of the Services; (5) inability of the Consultant to complete the Services; (6) failure of the Consultant to properly complete or document any pay request; (7) any other failure of Consultant to perform any of its obligations under this Agreement; or (8) the cost to the Village, including reasonable attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in this Agreement. The Village must notify the Consultant of cause for withholding within fourteen (14) days of receiving invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until the Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due the Consultant under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, reasonable attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to the Consultant under this Agreement.

3.6. The Consultant's Services shall be considered complete on the date of final written acceptance by the Village, which acceptance shall not be unreasonably withheld or delayed. As soon as practicable after final acceptance, the Village shall pay to the Consultant the balance of any amount due and owing under this Agreement, after deducting therefrom all charges against the Consultant as provided for in this Agreement ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services shall operate as a full and complete release of the Village of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to the Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services, except for such claims as the Consultant reserved in writing at the time of submitting its invoice for final payment.

4. TERM AND TERMINATION.

4.1. This Agreement shall take effect upon the Effective Date as defined herein and shall expire upon the Consultant's completion of its services pursuant to Section 3.6 above.

4.2. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Village may terminate this Agreement, in whole or in part, for its convenience. No such termination may be affected unless the terminating party gives the other party not less than ten (10) calendar days written notice pursuant to Section 18 below of its intent to terminate.

4.3. If this Agreement is terminated by either party, the Consultant shall be paid for Services performed to the effective date of termination, including reimbursable expenses. In the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by the Consultant pursuant to this Agreement.

5. INDEMNIFICATION.

5.1. To the fullest extent permitted by law, the Consultant hereby agrees to defend, indemnify and hold harmless the Village and its officers, officials, employees and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorney's fees and court costs (hereinafter referred to as "Claims") which may accrue against the Village and its officers, officials, employees and volunteers to the extent caused by the negligent performance of the work by the Consultant, its employees, or subconsultants, except for the negligence of the Village or its officers, officials, agents, employees and volunteers.

6. INSURANCE.

6.1. The Consultant shall, at the Consultant's expense, secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 6. The Consultant shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, whichever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision (or reasonable equivalent) shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Consultant shall require any of its subconsultants to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village and its officers, officials, employees and volunteers as set forth in this Agreement.

6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

- i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
- ii. Limits:

| | |
|-------------------|-----------------|
| General Aggregate | \$ 2,000,000.00 |
| Each Occurrence | \$ 1,000,000.00 |
| Personal Injury | \$ 1,000,000.00 |
- iii. Cover all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

(B) **Professional Liability:**

- i. Per Claim/Aggregate \$2,000,000.00
- ii. Cover all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

(C) **Workers' Compensation:**

- i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who work on the Project, and in case work is sublet, the Consultant shall require each subconsultant similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Agreement are not

protected under workers' compensation insurance, the Consultant shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**

- i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.
- ii. Limits:
Combined Single Limit \$1,000,000.00

(E) **Umbrella:**

- i. Limits:
Each Occurrence/Aggregate \$2,000,000.00

- (F) The Village and its officers, officials, agents, employees and volunteers shall be named as additional insureds on all insurance policies identified herein except Workers' Compensation and Professional Liability. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, employees, and volunteers.

6.3. The Village and the Consultant agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

6.4. The Consultant understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village and its officers, officials, employees and volunteers as herein provided. Except for Professional Liability insurance, the Consultant waives and agrees to require its insurers to waive its rights of subrogation against the Village and its officers, officials, employees, agents and volunteers.

7. SUCCESSORS AND ASSIGNS.

7.1. The Village and the Consultant each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants off this Agreement. Except as above, neither the Village nor the Consultant shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and the Consultant.

8. FORCE MAJEURE.

8.1. Neither the Consultant nor the Village shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

9. AMENDMENTS AND MODIFICATIONS.

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Consultant.

10. STANDARD OF CARE.

10.1. The Consultant is responsible for the quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports and other professional Services furnished or required under this Agreement, and shall endeavor to perform such Services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

10.2. The Consultant shall be responsible for the accuracy of its professional Services under this Agreement and shall promptly make revisions or corrections resulting from its failures to conform to the standard of care, or negligent acts, without additional compensation. The Village's acceptance of any of Consultant's professional Services shall not relieve Consultant of its responsibility to subsequently correct any such failures to conform to the standard of care, provided the Village notifies Consultant thereof within one year of completion of the Consultant's Services.

10.3. The Consultant shall respond to the Village's notice of any failures to conform to the standard of care within seven (7) days of written confirmation by the Consultant of the Village's notice. Such confirmation may be in the form of a facsimile confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to the Consultant.

10.4. The Consultant shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

10.5. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with

all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement.

10.6. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subconsultants', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. DRAWINGS, DOCUMENTS AND BOOKS AND RECORDS.

11.1. Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be provided pursuant to this Agreement ("Documents") shall be and remain the property of the Village upon completion of the project and payment to the Consultant all amounts then due under this Agreement. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. The Consultant shall have the right to retain copies of the Documents for its files. The Consultant shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. The Consultant's Documents and records pursuant to this Agreement shall be maintained and made available during performance of Project Services under this Agreement and for three (3) years after completion of the Project. The Consultant shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to given notice to the Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village's expense. The Consultant and any subconsultants shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Consultant agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this

subsection shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Consultant shall make the Documents available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

11.3. The Consultant shall have the right to include among the Consultant's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by the Consultant pursuant to this Agreement (collectively "Work Products"). The Village shall provide professional credit to the Consultant in the Village's development, promotional and other materials which include the Consultant's Work Products.

12. SAVINGS CLAUSE.

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of it requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

13. NON-WAIVER OF RIGHTS.

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit the Consultant from providing engineering Services to any other public or private entity or person. In the event that the Consultant provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by Consultant, and the Village may select another civil engineer and/or land surveyor to provide such Services as the Village deems appropriate.

14. THE VILLAGE'S REMEDIES.

14.1. If it should appear at any time prior to final payment that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has attempted to assign this Agreement or the Consultant's rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen (15) business days after Consultant's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require the Consultant, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Consultant and the Services into compliance with this Agreement;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for Services properly performed prior to termination;

14.1.4. The Village may withhold any progress payment or final payment from the Consultant, whether or not previously approved, or may recover from Consultant, any and all costs but not exceeding the amount of the Contract Price, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

14.1.5. The Village may recover any damages suffered by the Village as a result of the Consultant's Event of Default.

15. NO COLLUSION.

15.1. The Consultant hereby represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS

5/33E-1 *et seq.* The Consultant hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

16. ENTIRE AGREEMENT.

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

17. GOVERNING LAW AND VENUE.

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2. Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

18. NOTICE.

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302
Email: bmckenna@oak-park.us

If to the Consultant:

Stacey Meekins, AICP
Principal
233 W. Jackson Blvd., Suite 1101
Chicago, Illinois 60606
Email: stacey.meekins@samschwartz.com

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by electronic transmission shall be effective as of date and time of electronic transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event electronic notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

19. BINDING AUTHORITY.

19.1. The individuals executing this Agreement on behalf of the Consultant and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

20. HEADINGS AND TITLES.

20.1. The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

21. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.

21.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

22. EFFECTIVE DATE.

22.1. As used in this Agreement, the Effective Date of this Agreement shall be the last date of its execution by one of the parties as set forth below.

23. AUTHORIZATIONS.

23.1. The Consultant's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Consultant's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager warrants that he has been lawfully authorized to execute this Agreement. The Consultant and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

24. EQUAL OPPORTUNITY EMPLOYER.

24.1. The Consultant is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A and Chapter 13 ("Human Rights") of the Oak Park Village Code are incorporated herein as though fully set forth. The Consultant shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. The Consultant shall comply with all requirements of Chapter 13 ("Human Rights") of the Oak Park Village Code.

24.2. In the event of the Consultant's noncompliance with any provision of Chapter 13 ("Human Rights") of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

24.3. In all solicitations or advertisements for employees placed by it on its behalf, the Consultant shall state that all applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

ENGINEERING, P.C.
SAM SCHWARTZ CONSULTING, LLC


By: Kevin J. Jackson
Its: Village Manager

By: Stacey Meekins
Its: Principal

Date: May 4, 2024

Date: _____, 2024

ATTEST

ATTEST


By: Christina M. Waters
Its: Village Clerk

By:
Its:

Date: May 7, 2024

Date: _____, 2024

REVIEWED AND APPROVED
AS TO FORM

MAY 07 2024
LAW DEPARTMENT

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK


By: Kevin J. Jackson
Its: Village Manager

Date: May 4, 2024

ATTEST


By: Christina M. Waters
Its: Village Clerk

Date: May 7, 2024

ENGINEERING, P.C.
SAM SCHWARTZ CONSULTING, LLC

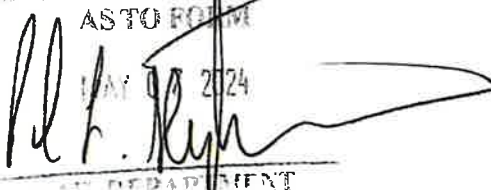

By: Stacey Meekins
Its: Principal

Date: May 29, 2024

ATTEST


By: PETER WOSTKIEWICZ
Its: VICE PRESIDENT

Date: MAY 29, 2024

REVIEWED AND APPROVED
ASTO FORM

MAY 13 2024
CITY DEPARTMENT

April 26, 2024

Bill McKenna, PE
Village of Oak Park
201 South Blvd.
Oak Park, IL 60302

RE: Oak Park Bike Plan Update Scope Proposal

Dear Bill,

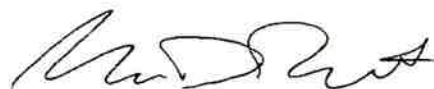
We appreciate the opportunity to partner with you in developing an update to the Village of Oak Park's Bicycle Plan. Enclosed is a proposed approach, schedule, and deliverables to match the scope provided by Oak Park staff. The Sam Schwartz team is available to begin work on this project upon execution of a contract, and we anticipate delivering a draft final plan ready for presentation to the Transportation Commission within 17 weeks of contract execution. We then anticipate an additional 6 weeks for final document revisions, final document delivery, project wrap-up, and presentation to the Village Board. See page 5 for details on deliverables and schedule.

Please let us know if you have any questions. We are flexible in our approach and are available to discuss scope details, including the proposed fee and timeline.

Sincerely,



Stacey Meekins
Principal + National Director of Planning



Mark Bennett
Senior Planner & Urban Designer

Project Budget:

The following table outlines the budget for each task as well as a small number of expenses. Below the table is a summary of specific tasks and deliverables within the scope.

| Task | Budget |
|---|--------------------|
| Task 1: Engagement and Public Meetings | \$16,500.00 |
| Task 2: Network Updates | \$34,600.00 |
| Task 3: Bikeshare Planning | \$12,600.00 |
| Task 4: Project Prioritization and Implementation | \$9,900.00 |
| Task 5: Final Document Development and Plan Presentations | \$6,800.00 |
| Task 6: Workshops, Check-Ins, and Project Management, Quality Assurance | \$12,200.00 |
| Expenses (Travel and Printing) | \$200.00 |
| Total | \$92,800.00 |

Project Scope:

Task 1: Engagement

Internal Stakeholder Group: Host two internal stakeholder group meetings (Village staff, Park District, School Districts) (up to 1.5 hours each). The first will be virtual to kick off the planning process, and the second will be in-person to review draft plans and concepts.

Transportation Commission Meetings: Attend and present at 3 in-person public meetings (up to 2 hours each) hosted by the Transportation Commission to kick off the study, present draft plan for comments, and present final plan for their recommendations to the Village Board. Community stakeholders will be invited to these meetings.

Focus Groups: Host two virtual focus groups (up to 1.5 hours each) with stakeholders or residents to be identified by Village staff.

Online Community Engagement: Set up and monitor an online feedback tool to be hosted on the Village website. Develop copy and graphics for up to seven (7) social media posts to inform the public of the planning process (content will be developed so to be shareable on multiple platforms).

Community Open House: Host a community open house (up to 2 hours) to present initial concepts and answer questions. Sam Schwartz will rely on Village staff to coordinate and secure a space to host the open house. Sam Schwartz will also develop content for up to one mailer in advance of the open house.

Village Board Meeting: Attend 1 in-person Village Board meeting (up to 2 hours) at the conclusion of the planning process to present the final plan.

Task 2: Bicycle Network Updates

Vision Zero Coordination: Coordinate with Vision Zero project to glean insights and align strategies.

Existing Plans: Review up to four (4) existing relevant plans, to be identified by Village staff, as well as existing bicycle facility design standards and relevant codes or policies (to be provided by Village staff).

Updated Map: Update 2008 bike network map in GIS to reflect changes implemented since last publication.

Demand and Safety Patterns: Develop maps identifying patterns of bicycle demand (based on Village, stakeholder, and community feedback) and areas of safety concern (collaborate with Vision Zero effort).

Review 2008 Plan: Recommend removing or revising streets from the 2008 network based on project updates made since 2008. Recommend revisions to routes or treatments in the 2008 plan that are no longer appropriate. Village to provide recommendations on corridors and to focus review.

Neighborhood Greenway Updates: The existing proposed network will largely be maintained, but minor updates will be made based on staff or community feedback. Additionally, Neighborhood Greenway routes, as advised by Village staff, will be assessed for conversion to more enhanced bicycle facilities.

Protected Bikeway Opportunities: This effort will involve reviewing potential corridors for protected bikeways identified based on demand data and safety data, overall network connectivity, Village staff feedback, and community feedback. This may include updating existing non-protected bikeways or introducing bikeways to new corridors. Review will include an analysis of existing parking configurations, existing ROW, jurisdiction, and traffic volumes (based on available IDOT data) to assess feasibility, challenges, and opportunities. Potential protected bikeway corridors will be mapped, and cross section diagrams will be developed for up to three potential bikeway corridors. Additionally, a project summary sheet will be developed for up to one corridor to help position that corridor for future funding opportunities.

Parking Utilization Analyses: Parking utilization analyses will be conducted for up to 5 miles of streets.

Draft Network Updates Summary: Develop a Draft Bicycle Network Updates Summary Presentation encompassing review of 2008 Plan, neighborhood greenway updates, and protected bikeway opportunities.

Task 3: Bikeshare Planning

Operational Summary: Develop a high-level summary of the current state of shared micromobility locally and nationally as well as a high-level summary of operational options for Oak Park.

Cook County Coordination: Participate in 2 meetings (up to 1 hour each) to coordinate with ongoing Cook County Bikeshare Planning effort. The goal of these meetings will be to better understand findings and recommendations from the Cook County team.

Divvy Operator Coordination: Participate in one coordination meeting with Divvy system operator. The goal of this meeting will be to better understand parameters for the potential of Divvy operation in Oak Park (such as contract structure, costs, and next steps).

Potential Bikeshare Ridership Model: Develop a quantitative model to project potential bikeshare ridership scenarios in Oak Park. This model will rely on patterns observed in City of Chicago neighborhoods with comparable socio-demographic or built environment characteristics as well as published research on bikeshare ridership demand vectors.

Bikeshare Station Network: Develop a draft network map of approximate bikeshare stations in Oak Park by identifying potential key destinations and a network spread that achieves station accessibility levels that positions the system for success.

Cost Scenarios: Develop planning-level capital and operational cost estimates for up to two bikeshare operational scenarios.

Bikeshare Planning Summary: A memorandum summarizing Task 3 work.

Task 4: Project Prioritization and Implementation

Toolkit and Design Standards: Recommend updates to the existing bikeway design toolkit from Neighborhood Greenways Plan and Village bikeway design standards (to be provided by Village staff) where necessary to align with standards and best practices adopted since 2008.

Parking Removal Process: Recommend a planning process for how Village staff can evaluate the impacts of parking removal to accommodate bikeways.

Maintenance: Develop guidance on maintenance equipment and best practices in snow and leaf debris removal.

Project Matrix: Develop project prioritization matrix with approximate cost estimates.

Draft Report: Deliver a Draft Summary Report Presentation summarizing Tasks 2-4.

Task 5: Project Prioritization and Implementation

Final Plan Report: Develop Final Plan Report summarizing project efforts and recommendations.

Final Plan Presentation: Develop Final Plan Presentation summarizing project efforts and recommendations.

Task 6: Check-Ins, Workshops, Project Management, and Quality Assurance

Kick-Off: Attend a 1-hour virtual project kick-off meeting.

Coordination Check-Ins: Host up to 22 half-hour client check-ins throughout the project.

Workshops: Host 2 in-person 2-hour workshops with Village staff and Sam Schwartz staff to explore specific network and facility upgrades, to weigh pros and cons of proposed upgrades, to review community feedback, and to finalize draft recommendations.

PM and QAQC: Internal project management and quality assurance/quality control.

Project Deliverables:

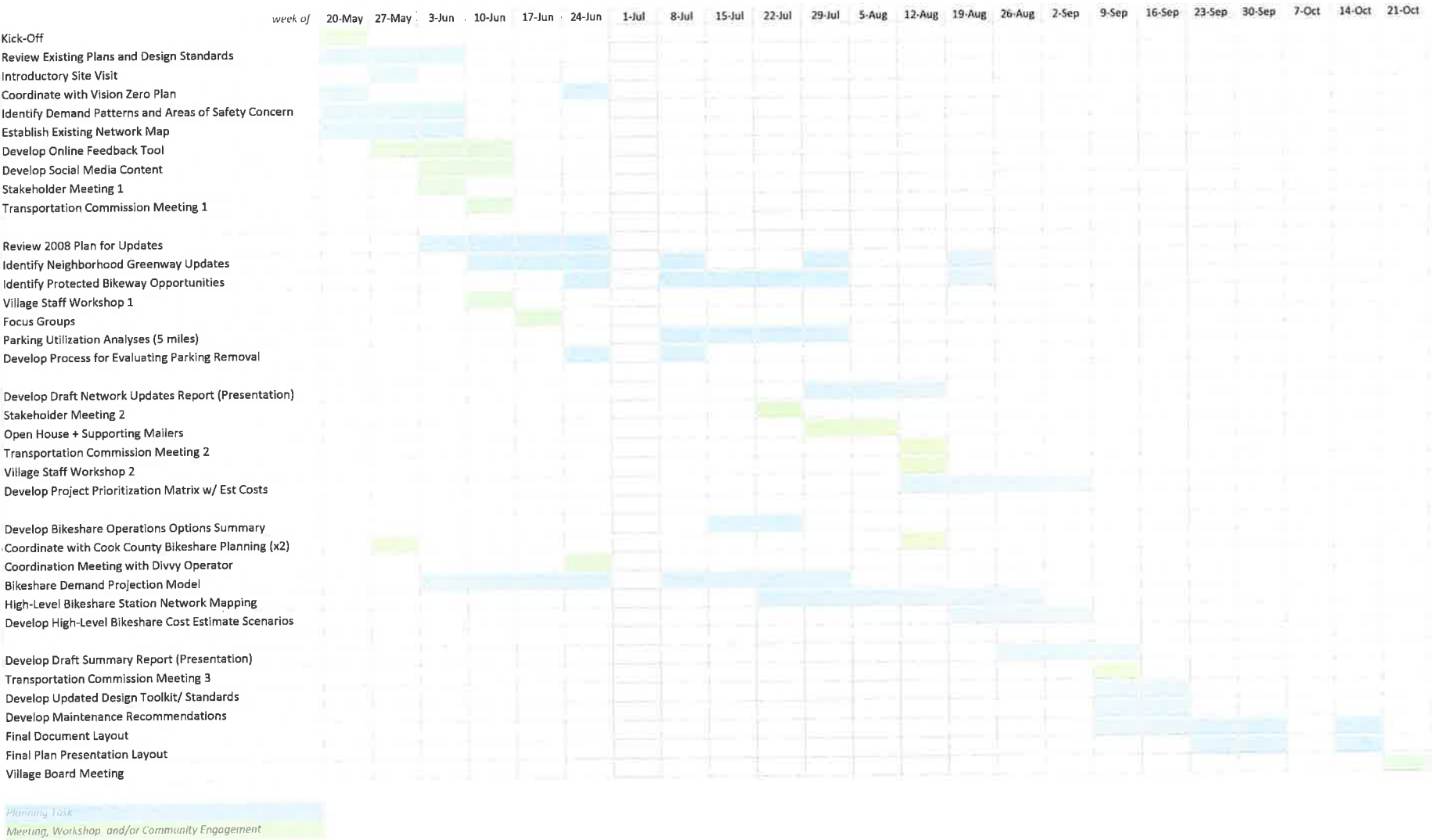
This project will include the following deliverables:

- Online Community Engagement Tool
- Community Engagement Social Media Content
- Community Engagement Mailer Content
- Draft Bicycle Network Updates Summary Presentation
- Bikeshare Summary Memorandum
- Draft Summary Report Presentation
- Final Plan Report
- Final Plan Presentation

Project Schedule:

Per client request, this schedule has been structured to deliver draft bike network upgrades and cost estimates for consideration by the Transportation Commission by early fall 2024. This project approach achieves that goal by enacting a condensed planning process in which multiple tasks run simultaneously and in quick succession of each other. Sam Schwartz commits to managing an organized and efficient process and to maintain constant communication on project progress, deadlines, and upcoming needs of Village staff to facilitate timely and efficient review and feedback on deliverables. The proposed schedule is based on review and comments by Village staff within one week of deliverable submission. Sam Schwartz recommends that stakeholder recruitment and engagement scheduling begins as soon as possible. Finally, note that the schedule attached to the end of this document includes no tasks during the week of July 1. This scheduled gap is designed to accommodate the higher likelihood of Sam Schwartz and Village staff vacation time that week as well as a mechanism to give the schedule space to absorb any unforeseen delays.

Project Schedule





02.01.2024

RFQ

Professional Services for the Oak Park Bike Plan Update

Submitted to:



Submitted by:

**Sam
Schwartz**
A TYLin Company

Sam Schwartz
200 South Wacker, Suite 1400
Chicago, IL 60606
(773) 305-0800
samschwartz.com



February 1, 2024

Village of Oak Park
Office of the Village Engineer
201 South Boulevard
Oak Park, Illinois 60302

RE: Oak Park Bike Plan Update

To the Office of the Village Engineer,

Oak Park has positioned itself well to take big strides towards achieving its goals of increasing bicycle use and creating a safe and inviting environment for cycling. With bike ridership up substantially nationwide in the last three years and bikeshare systems booming across the country, we believe it's a perfect time to develop an updated bike plan.

Building off the Village's current Bike Plan, existing Greenways Plan, the ongoing Vision Zero Plan, and recent projects and improvements focused on biking, an updated Bike Plan will ensure the Village is utilizing the latest in best practice design standards, that networks are updated for the latest demand and opportunities, and that policies and processes are aligned and support the Village's goals. This update is also an opportunity to address challenging segments of the network and to develop a strong plan for bikeshare in Oak Park. Most importantly, this update will equip the Village with a clear, achievable implementation plan and position Oak Park to capitalize on new funding opportunities.

Sam Schwartz specializes in collaborating with communities of all sizes to develop actionable bike plans, combining our technical expertise in data analysis, bikeway design, bikeshare systems, and policy evaluation with meaningful community and stakeholder engagement. Our staff are experts in the latest bike planning and design best practices and have directly advised the National Association for City Transportation Officials (NACTO) on multiple gold standard guides. The Sam Schwartz team has designed dozens of miles of bikeways that have been implemented across the region and has unparalleled local bikeshare experience as a close advisor for the past decade to the City of Chicago on bikeshare system planning, station siting, and daily operational strategy.

Sam Schwartz Engineering, DPC is a corporation, incorporated in New York, and has had an office in Chicago for more than 10 years. We are in receipt of the Request for Qualifications issued on January 10 and agree to abide by the terms, conditions, and specifications outlined in the Request for Qualifications.

We are excited by the vision for bicycling in Oak Park and the opportunity to partner with Village staff and community stakeholders to set the roadmap for your bicycling future.

Sincerely,

A handwritten signature in black ink that reads "S. Meekins". The signature is written in a cursive, flowing style.

Stacey Meekins, AICP
Principal and National Director of Transportation Planning
312.736.2547 | stacey.meekins@samschwartz.com

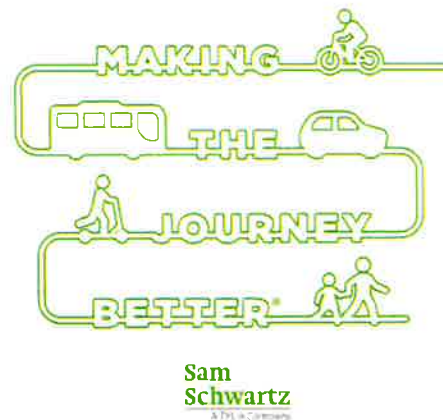
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01. Background

Sam Schwartz

With over twenty-five years of practice on a wide array of complex transportation issues, Sam Schwartz is a national leader in multimodal transportation planning and engineering. Sam Schwartz is made up of a diverse, talented team of professional engineers, planners, data scientists, and designers located in eight offices across the United States. Sam Schwartz offers a forward-looking but pragmatic approach to bicycle and pedestrian planning and holds unparalleled technical and problem-solving expertise across its staff. We help clients make data-driven, strategic decisions to achieve their long-term transportation, sustainability, and equity goals. Multi-disciplinary collaboration, effective data analytics, compelling graphic design, and robust stakeholder engagement are hallmarks of our planning and implementation processes.



National Experts, Local Experience

Since its founding, Sam Schwartz has established itself as a national leader in bicycle planning for cities across the U.S. Our planners and engineers are not only experts in bikeway design and bike planning best practices, we are at the forefront of developing innovative new designs and writing those best practices, including advising NACTO—the standard bearer in urban bikeway and street design standards. Sam Schwartz staff have developed some of the largest and most complex bike plans for cities like Chicago, New York, and Los Angeles. But our staff also bring years of bicycle planning expertise working with Chicago area local agencies, institutions, and municipalities—including several Cook County municipalities, the Northwest Municipal Conference, and Northwestern University. Always grounded in dialogue with stakeholders and community members to identify precise barriers and opportunities, Sam Schwartz’s experience spans bicycle network development, infrastructure design, policy analysis, design standards, parking infrastructure, and bikeshare system design and oversight. Bicycle planning and design is a rapidly evolving field, and Sam Schwartz’s planners and engineers are at the forefront.

Point of Contact

Stacey Meekins, AICP
Principal and National Director of Transportation Planning
312.736.2547 | stacey.meekins@samschwartz.com

OUR IMPACT

Sam Schwartz has long been a nationally recognized leader in active transportation planning, developing pedestrian and bicycle plans and projects that set our clients up to move the needle on mode share, improve safety, and reduce transportation emissions. At Sam Schwartz, we take pride in pushing the envelope when it comes to planning bicycle and pedestrian facilities that provide more than the most basic level of comfort and safety. We seek innovative solutions that meet traditional U.S. engineering guidelines while also looking to designs shown to increase bicycling rates and comfort.

02. Project Approach

Sam Schwartz's core strategy is working with our clients as close partners, listening to their needs, and understanding their goals and objectives. Our approach is to be an expansion of your staff capacities, to bring specific expertise to the issues you confront, and to deliver on your vision. We anticipate Oak Park staff, Transportation Commissioner Members, and Board Members to be close collaborators throughout the project. Our work is always grounded in local expertise and stakeholder-guided decision making—not because it checks a box, but because listening to and incorporating the knowledge of the people who travel our streets every day leads to the best solutions. Through this engagement, we can identify and address the root causes that impede progress and craft new policies and processes that institutionalize progress.

The critical element of this project will be developing agreement early on over the existing barriers, opportunities, and goals for bicycling in Oak Park. With a pre-existing bike and greenways plan in hand and a Vision Zero plan in development, the resources for this project are best spent identifying the strengths of past plans and opportunities to build upon them. Our team will focus on reviewing specific network and infrastructure elements, bringing design standards up to latest best practices, and providing updated bikeshare recommendations. But most importantly, the Oak Park Bike Plan Update will focus on uplifting past planning and existing expertise to develop an actionable implementation plan. Our past experience not just developing plans but implementing networks, delivering construction-ready bikeway designs, and operating bikeshare systems will enable us to deliver a plan that positions Oak Park to translate its vision into action.

Management Plan

Stacey Meekins, Principal and National Director of Transportation Planning, will act as the Project Director for the plan --overseeing the project team's efforts, providing decades of bicycle planning expertise, and leading the QA/QC of all deliverables. All of our deliverables go through multiple levels of rigorous internal QA/QC to ensure they meet the highest standards, are easy to digest, and meet Oak Park's expectations for promised deliverables. Mark Bennett will serve as Project Manager and the main point of contact for Oak Park staff. Mark is budget conscious and always focused two steps ahead to foresee future obstacles and to make the most efficient and effective use of limited resources. Sam Schwartz's management culture is to collaborate frequently with clients throughout a project, allowing Oak Park staff to have a very good understanding of findings and deliverables before draft reports are formally submitted (which in turn, will reduce the amount of time and effort needed to review and revise those reports). Please see the organizational chart in the following pages for details regarding personnel for specific project tasks.

Subconsultant

TYLin will serve as partner and subconsultant on the project, bringing added premier bicycle planning and bikeway design expertise. TYLin supports the Chicago Department of Transportation in bikeway facility design and worked with CDOT to create a manual for Complete Streets Design Standards and develop the Chicago Cycling Strategy. TYLin, who has extensive experience working with CDOT, IDOT, and other regional agencies, will provide the Oak Park Bike Plan Update with support on bikeway design standards, and specific infrastructure upgrades.

The logo for TYLin, featuring the letters 'TYLin' in a bold, serif font. The 'Y' and 'L' are connected, and the 'i' has a dot.

Scope of Work

We are eager to work with Oak Park staff to better understand the Village's needs and develop a fully refined strategy for a bike plan update. Below is our understanding of the potential scope of the planning process and Sam Schwartz's approach to the work. The tasks below lend themselves well to concurrent work, allowing us to complete the process in a limited time frame. A management system of specific tasks helps keep this concurrent work organized and moving forward. Additionally, Sam Schwartz will begin this planning process with a powerful head start having existing familiarity with relevant datasets and having done extensive crash analysis work through the Vision Zero planning process. This head start and familiarity will stretch the Bike Plan Update's budget further to accomplish more.

Project Management

An in-person project kick-off helps our team and the Oak Park team to get to align on project process and goals and establish communication protocols for the project. We believe strongly that spending an extra hour or two at the very early stages of a project drafting a detailed work plan, timeline, and schedule of deliverables pays huge dividends. We also recommend a regular meeting schedule with key Village staff to keep a strong line of communication open, to provide frequent status updates, and to receive regular feedback.

Stakeholder Engagement

As noted above, this project hinges on high-quality stakeholder engagement to understand the key gaps and opportunities. Sam Schwartz will lead a study session with the Village Board and facilitate a workshop with the Transportation Commission early on to gather this insight and provide an overview of the latest industry best practices. Sam Schwartz will work throughout the project with Village staff and stakeholders for input and feedback and will support Village staff in setting up an online feedback tool. Sam Schwartz's approach to stakeholder engagement is to be highly visual in presentations and to facilitate a discussion that gathers big ideas and goals but also focuses on specific concepts and trade-offs.



Stacey Meekins leading a walkshop to engage stakeholders at a project site.

Existing Conditions

An existing conditions interim report will include a review of existing plans, codes, policies, processes, and design standards as well as establish mapping of all existing and planned bike networks. Based on specific needs identified through stakeholder engagement, an existing conditions interim report may also inventory existing bikeways by typology and hierarchy, identify key network gaps, highlight crash hotspots, and establish key destinations.

Bikeshare Planning

Oak Park is in an excellent position to adopt bikeshare, and Sam Schwartz will coordinate closely with ongoing Cook County planning efforts and with shared micromobility operators to develop a vision for a workable bikeshare plan for Oak Park. Our team can leverage our robust bikeshare data analysis systems and operational expertise to compare Oak Park to similar Chicago neighborhoods with existing bikeshare service in order to understand potential ridership, assess different station/parking schemes, and evaluate cost models.



A bicyclist shares unprotected space with vehicles on Lake Street in downtown Oak Park.

Network and Infrastructure Recommendations

Successful bike networks connect people to community destinations via

direct routes with infrastructure that provides a safe, comfortable experience for people of all ages and abilities. For the Bike Plan Update, our team will closely review the existing bike network and recommended facilities and identify potential updates and enhancements in light of changing travel patterns and behavior, new community developments over the past 15+ years, and new design standards that make biking more attractive to a wider audience. For example, in South Elgin, we elevated an industry-accepted analysis of a level of traffic stress (LTS) for bicycle facilities to quantify a “bike penalty”, comparing travel by bicycle with travel by vehicle. This analysis enabled us to visualize areas of the community with less connectivity and provided guidance on a set of priorities. For Oak Park, Sam Schwartz can deliver updates to existing networks and routes, updated design typologies and standards to more easily guide future implementation, specific recommendations for complex or dangerous sections of the network, and specific recommendations for key corridors. Sam Schwartz can also provide guidance on the latest technology and best practices for bike parking—including secure bike parking facilities that are frequently cited by riders as a high priority need. Sam Schwartz can work with staff to translate network and infrastructure recommendations into updated maps, web content and GIS assets.

Policies, Procedures, and Programs Recommendations

Following a careful review of existing policies, procedures, and programs, the Sam Schwartz team can deliver recommendations for updates that are focused on improving outcomes and achieving stated goals with less friction and in shorter time frames. For instance, Sam Schwartz has been following closely the substantial growth, opportunities, and challenges in recent years of e-bikes and can provide policy guidance on adapting to what we expect will be continued growth of the devices. We also know that issues such as sidewalk riding and bicycle registration, and how they are addressed in Village code and policies, may warrant specific attention.

Implementation Plan

Every hour spent on this project is ultimately focused on producing a detailed implementation plan, which will include recommendations on updates to policies, procedures, and design standards as well as specific network and infrastructure improvements. This plan will include a prioritized list of projects and actions (guided by staff and stakeholder feedback), including specific timelines, lead actors and partners, planning level cost estimates, and potential funding sources. We also know that maintaining new infrastructure is of critical importance for Oak Park and that introducing new designs can present challenges to maintenance staff. The implementation plan can also specifically include a maintenance strategy that examines funding, equipment, and procedures necessary to maintain the Village’s growing bike network. We also believe that establishing performance measures around biking in Oak Park and delivery of the bike network, along with a clear reporting process, will provide transparency and visibility for the community and elected officials.



Sam Schwartz led development of the **New York City Streets Plan** to help City Council prioritize people biking and walking.



Example of implemented, low cost modifications for the **MOVE Culver City** pedestrian and bike prioritization project.

03. Project Personnel

Our team commits to utilizing the below project team for the duration of this project, and if any substitution is required, we acknowledge that this must be approved in advance by the Village.

Stacey Meekins, AICP | Project Director

Stacey is the National Director of Transportation Planning at Sam Schwartz and has devoted her career to helping communities increase mobility choices. Over her career, Stacey has worked with a wide range of cities to develop transportation networks that encourage walking and bicycling and promote economic development, safety, accessibility, and transportation equity. Under Stacey's leadership, Sam Schwartz' planning group has completed a wide variety of transportation planning projects, ranging from multimodal corridor concept plans to district-scale framework plans to citywide policy and program implementation. She helped develop Chicago's Streets for Cycling 2020 Plan and Pedestrian Plan, worked on the FHWA Separated Bike Lane Design Guide and Road Diet Informational Guide, and manages Chicago's Vision Zero and Pedestrian programs.



Mark Bennett, AICP | Project Manager and Task Leader

Both a transportation planner and urban designer, Mark's work is focused on designing safe, just, and effective streets, public spaces, and mobility systems that prioritize building thriving communities. Mark's background is in street and site design, focusing on pedestrians, active transportation, streetscape, place making and public space. Mark is an expert in shared micromobility and manages Sam Schwartz's day-to-day planning and operational support for Chicago's Divvy bikeshare program and shared scooter program. Mark has advised on bikeway design for clients across the US and recently managed Northwestern University's first ever Active Transportation Plan.



Jake Vissers | Task Leader

Jake is a Senior Transportation Planner with 4 years of experience in transportation planning and has developed expertise in using data analysis to guide planning recommendations. Since joining Sam Schwartz, he has led the data analysis for a variety of projects centered around improvements for cyclists and pedestrians. His unique combination of experience working with bikeshare, bikeways planning, and traffic safety has created a skillset that seamlessly relates pedestrian and bicycle volumes, alongside cycling infrastructure data, to key traffic safety metrics such as crashes and vehicle speeds. Being able to analyze this data in unison leads to holistic recommendations that focuses acutely on improvements for vulnerable road users. Before joining Sam Schwartz, Mr. Vissers had experience in transportation planning with both the University of British Columbia and Transport Canada. Mr. Vissers holds a master's degree in Community and Regional Planning from the University of British Columbia and a B.S. in Mechanical Engineering from the University of Colorado Boulder.





Erica Salutz, PE | Task Leader

Erica is a Senior Design Engineer at Sam Schwartz, with 15 years of experience in roadway and traffic signal design. She has a depth of experience designing pedestrian and bicycle facilities throughout Chicago and its suburbs. Ms. Salutz expertise includes traffic signal design, ADA requirements for pedestrian ramps, neighborhood bikeway designs, intersection designs, and bikeshare station siting. She has helped numerous cities and municipalities, private developers, and communities achieve their transportation goals with thoughtful, safe, context-sensitive design, including her work as project manager for the CDOT Bike Corridor design project and her involvement in developing design concepts for the Central Park Transverse Bike Lanes.



Stephanie Shaw | Expert Advisor

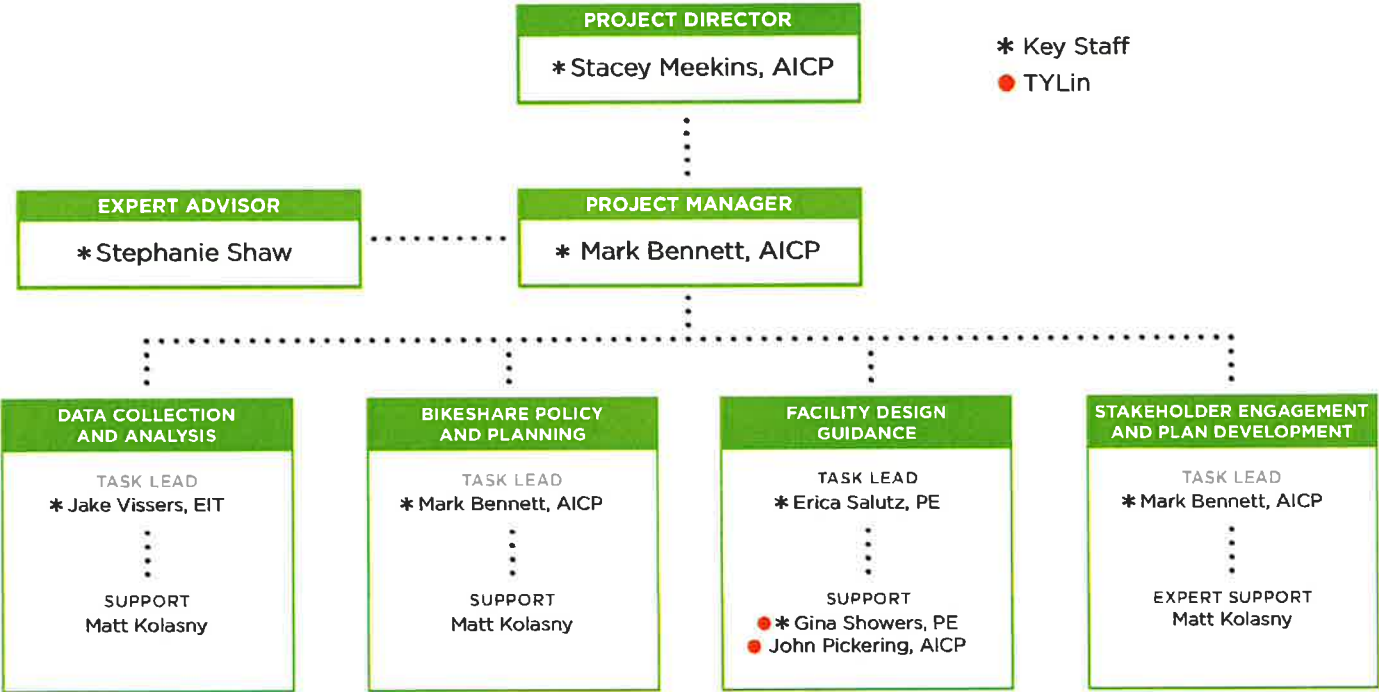
With over a decade of experience in transportation planning and design, Stephanie specializes in active transportation, Vision Zero policies, and public realm improvements to create safe, vibrant cities. She was the primary author of GreenWave: A Plan for Cycling In New York City, a policy and comprehensive network planning document to improve safety and guide on- and off-street bike lane network development. Stephanie was part of the team that developed and launched New York City's bike share program, Citi Bike, as well as the team that created New York City's Open Streets program which has become a national leader for community driven reclamation of street space. In her previous role, Stephanie oversaw programs and day-to-day operations of New York City DOT's Bicycle Unit, Pedestrian Unit, Public Space Unit, Policy and Innovation Unit and Street Furniture Unit, as well as the agency's ambitious Street Improvement Program which implements over 100 safety projects annually. A recent transplant to Los Angeles, she currently leads Sam Schwartz's west coast offices.



Gina Showers, PE | Facility Design Guidance Support

Gina is a Project Manager for the Chicago Department of Transportation's Bike Program, where TYLin is responsible for overseeing the planning and design of on-street bikeways throughout the City of Chicago. As an in-house project manager and designer, Gina scopes, manages, and reviews the design for all new and upgraded bike lanes in Chicago. She coordinates Complete Streets projects between departments at CDOT, the community, and Chicago alderpeople. Gina attends and presents at community workshops and public meetings to promote multimodal transportation and safety. In addition to the design side, Gina coordinates with the resident engineers and contractors through the construction stage of the program's projects. Prior to joining TYLin, Gina worked on a traffic signal modernization program for CDOT/IDOT throughout the greater Chicago area which included capacity analyses and traffic signal design.

Organizational Chart



04. Experience and Qualifications

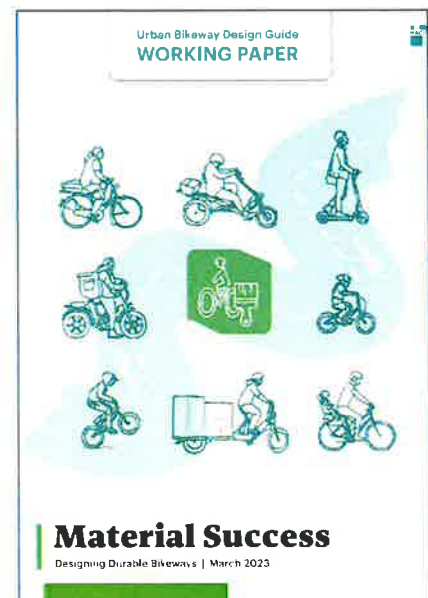
For more than 28 years, Sam Schwartz has been known as the transportation firm that solves the industry's most challenging problems by balancing exemplary technical skills with exceptional creative approaches—a combination that sets our work apart. We are multimodal planning industry leaders complemented by in-house expertise in engineering design and data analysis, and this relationship grounds our plans in the technical foundation necessary for meaningful implementation. Our team brings specific experience and expertise in:

- Previously developing bicycle and active transportation plans for urban areas, include Chicago, New York, and LA, as well as several Cook County municipalities, the Northwest Municipal Conference, and Northwestern University.
- Planning and designing bikeways on or crossing IDOT roadways, including as in-house experts for the Chicago Department of Transportation (CDOT).
- Preparing engineering plans and cost estimates for bicycle facilities, including dozens of miles of bikeways in the City of Chicago that have been successfully built in recent years.
- Bikeshare planning and operations, including staff who helped launch systems in Chicago and New York. Having been CDOT's close partner for more than a decade in planning and operating Divvy bikeshare and shared scooters, our planners have unmatched experience with bike-share in the local context, excellent direct relationships with operators, including Lyft, and an understanding of the critical nuances of bikeshare planning and operations that only come from years of daily experience working with these systems.
- Innovative facility design and policy best practices, including directly advising NACTO on its Global Street Design Guide, its Material Success working paper focused on designing durable bikeways, and its Structured for Success Guide focused on building strong city transportation operations and processes.
- The emerging challenges and opportunities presented by e-bikes, including issues of policy and infrastructure design.

The following pages detail a sampling of recent specific project experience that further highlights the expertise and qualifications we bring to Oak Park. Coupled with the local expertise and Village staff, stakeholders, and residents, Sam Schwartz's technical experience creates a partnership structured to deliver a smart and actionable implementation plan for Oak Park.



Sam Schwartz designed and implemented this **Tactical Bike Lane Pilot** so downtown Poughkeepsie could “test drive” the concept.




Sam Schwartz contributed to **Material Success**, NACTO's working paper on designing durable bikeways.



West Cook Bicycle and Pedestrian Plan

Hillside, Berkeley, Bellwood, Westchester, & Broadview, IL



The five communities included in the West Cook Bike/Pedestrian Plan were all developed in the post-World War II era. They are dense, walkable communities composed mostly of single family residential areas. However, their commercial and downtown areas were all developed along auto-oriented arterial roads. These communities are difficult to access on foot and serve as a barrier between neighborhoods and for people who wish to walk or bike to jobs or local destinations. Sam Schwartz is working with the Chicago Metropolitan Agency for Planning (CMAP) and the five villages to identify and address gaps in pedestrian and bicycle access; enhance the usability of the street by incorporating elements of Usable Design; leveraging the villages' existing assets (including the Prairie Path and the Salt Creek Trail); and improving roadway safety across all communities.

Sam Schwartz is working with the five villages to undertake significant public engagement in concert with existing programming and events, meeting communities members where they are, and is also engaging regional stakeholders such as the Forest Preserves of Cook County. The plan seeks to highlight the extent to which bicycling and walking are safe, viable options within many areas of the five communities and how these areas can be better.

Client

Chicago Metropolitan
Agency for Planning (CMAP)

Contact

Stephen Ostrander
Senior Planner
Chicago Metropolitan
Agency for Planning
433 W Van Buren Street,
Suite 450
Chicago, IL 60607
312.454.0400
sostrander@cmaphillinois.gov

Services

- » Bicycle and Pedestrian Planning
- » Public Engagement
- » Vision Zero
- » Complete Streets Planning
- » Universal Design

Consultant Fee

\$30,000

Dates

January 2024-January 2026

Key Staff

Alex Hanson, AICP
Project Director

Franny Ritchie
Project Manager

Katherine Nickelle, AICP
Engagement Specialist

**Sam
Schwartz**
A TYLin Company

Bartlett & Streamwood Bicycle and Pedestrian Plan

Villages of Bartlett and Streamwood, IL

Sam Schwartz partnered with the Chicago Metropolitan Agency for Planning and the Villages of Bartlett and Streamwood to develop an actionable Bicycle and Pedestrian Plan for both Villages. The Plan is specifically focusing on improving safety, access, and connectivity for people walking and biking, older adults, children, and people with disabilities.

Community and stakeholder engagement were foundational elements of the planning process, and Sam Schwartz used a multifaceted strategy that included a bilingual, interactive project website, listening sessions with a diverse array of community members and stakeholders, and forums with student groups. Sam Schwartz also gathered and analyzed a broad set of data to better understand challenges people walking and biking face, as well as opportunities to improve community health, safety, and access to jobs in both communities. The plan includes a comprehensive set of recommendations to improve walking and biking - including specific projects, design guidance, policy measures, and funding strategies - which the Villages have already begun implementing.

Client

Chicago Metropolitan Agency for Planning

Contact

Lindsay Bayley
Safe & Complete Streets Program Lead
433 W. Van Buren St.
Suite 450
Chicago, IL 60607
312.386.8826
lbayley@cmap.illinois.gov

Services

- » Bicycle and Pedestrian Planning
- » Community Engagement
- » Pedestrian Planning, Community Engagement, Safety Planning and Analysis

Consultant Fee

\$120,000

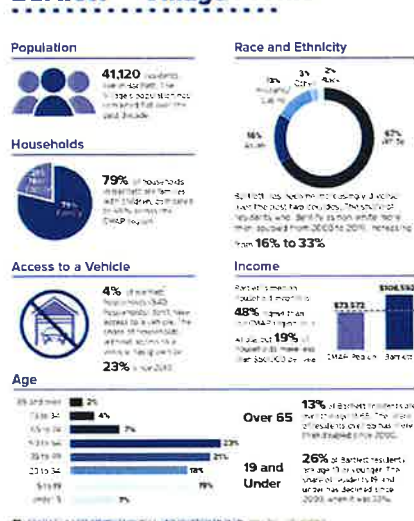
Dates

March 2021-October 2022

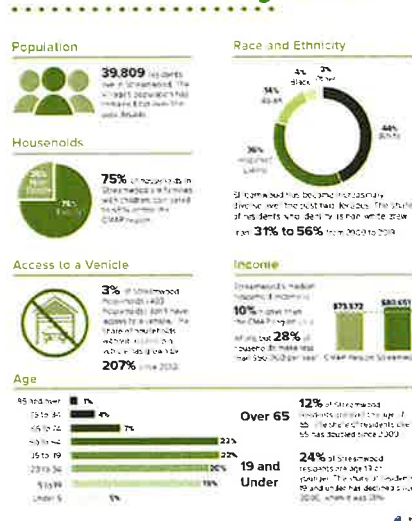
Key Staff

Stacey Meekins, AICP
Project Director
Alex Hanson, AICP
Project Manager
Katherine Nickle, AICP
Lead Planner

Bartlett — Village Profile¹



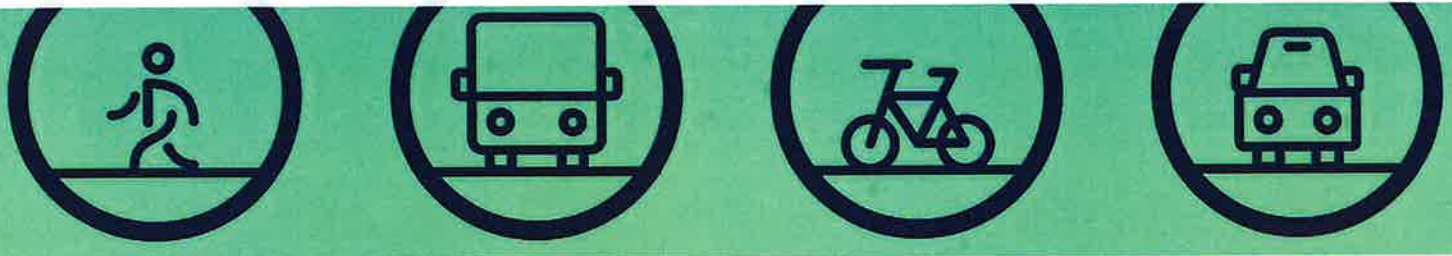
Streamwood — Village Profile²



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A TYLin Company

Northwest Municipal Conference Multimodal Plan

Suburban Chicago, IL



As part of its Local Technical Assistance program, the Chicago Metropolitan Agency for Planning retained Sam Schwartz to work with the Northwest Municipal Conference (NWMC) and its member communities to create its first Multimodal Transportation Plan. NWMC consisted of an incredibly diverse group of 44 member municipalities and townships spanning over 300 square miles and including more than 1.3 million people. While many of the communities within the NWMC have created inspiring plans and implemented transformative projects related to walking, biking, and access to transit, developing a regional plan that furthered collaboration across municipal boundaries and provided shared tools for transportation planning helped to create a more connected, equitable, and healthy region. With this collaborative and regional approach, the process utilized detailed data collection and robust multimedia and in-person community outreach to identify priority bicycle corridors, trail connections, and key gaps in sidewalks, as well as analyzed the issues that make access to transit difficult.

Client

Chicago Metropolitan Agency
for Planning

Contact

Kendra Johnson
Program Manager for
Transportation
1600 E. Golf Road, Suite 0700,
Des Plaines, IL 60016
847.296.9200 ext. 131
KJohnson@nwmc-cog.org

Services

- » Data Collection
- » Multimodal Planning
- » Transportation Planning
- » Outreach

Consultant Fee

\$158,000

Dates

January 2019–May 2020

Key Staff

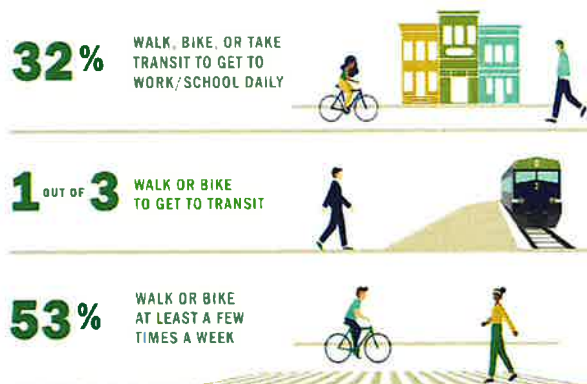
Stacey Meekins, AICP
Project Director

Kelly Conolly, PE
Project Manager

Alex Hanson, AICP
Deputy Project Manager

Katherine Nickle, AICP
Planner

How do people get around?



**Sam
Schwartz**
A TYLin Company



Northwestern University Evanston Campus Active Transportation Plan

Evanston, IL



Sam Schwartz developed a first-ever active transportation plan for Northwestern University's Evanston campus. The plan, ground in the University's ambitious climate goals, involved extensive existing conditions analysis, including a full detailed survey of existing bike parking infrastructure and utilization, a survey of existing e-scooter parking behavior, detailed mode counts and user behavior observations. Sam Schwartz also led a series of focus groups as well as interviews with campus staff and peer universities to better understand opportunities, challenges, and best practices. A comprehensive set of recommendations were developed including new bike parking guidance, bike parking capacity adjustments, indoor/secure bike parking, commuter showers, abandoned bikes, and a bike resource center. Recommendations also included a revised vehicle network, a detailed primary bicycle and micromobility network, guidance on incrementally implementing the network, and a series of street and pathway typologies. Additionally, the plan included policy recommendations for e-scooters, mopeds and e-device charging, as well as recommendations for reorganizing active transportation responsibilities and strategies for active transportation communications, programming, and education. Finally, Sam Schwartz worked with an Advisory Committee to establish a prioritized action list for implementing the plan—with the goal of moving Northwestern University into Gold designation among the League of American Bicyclists Bicycle Friendly Universities.

Client

Northwestern University

Contact

Sarah White
Campus Planner
Northwestern University
2020 Ridge Ave, Suit 250
Evanston, IL 60201
847.467.0169
sarah.white1@northwestern.edu

Services

- » Pedestrian and Bicycle Planning
- » Strategic Planning
- » Campus Planning

Consultant Fee

\$118,500

Dates

January 2023 - August 2023

Key Staff

Stacey Meekins, AICP
Principal In Charge

Mark Bennett, AICP
Project Manager

Katherine Nickele, AICP
Planner

Dawson Crisman

Emily Kennedy

Franny Ritchie

**Sam
Schwartz**
A TYLin Company

Chicago Bikeshare and Shared Scooter Planning + Policy

Chicago, IL

Sam Schwartz has been a close partner with the City of Chicago's Department of Transportation on shared micromobility planning and policy for more than a decade. Sam Schwartz worked with the City to launch the Divvy bikeshare program in 2013 and has continued to manage the planning and implementation of the system as it has grown to more than 900 station, 13,500 bikes and 1,500 scooters. Sam Schwartz recently supported the City in drafting updated service level agreements with the operator, and is currently leading a planning efforts for system expansion that will add 400 stations. Additionally, Sam Schwartz has helped the City develop and operate a four-month, 10,000-device citywide shared scooter pilot as well as a permanent shared scooter license program in 2022 and provides ongoing day-to-day operations and planning support for the license program.

For the Divvy system, Sam Schwartz provides policy support, service-level-agreement oversight, data coordination, station siting services, and systemwide planning—conducting detailed analyses of neighborhood and rider characteristics to better serve residents and grow ridership. System planning relies on community outreach, aldermanic coordination, developing predictive models based on massive datasets of ridership patterns, and utilizing a decade of expertise on bikeshare system performance and user behavior. System planning is a collaborative process with the community; our team manages a website where users can suggest a station location, hosts community meetings, and interviews elected officials and community leaders to gather information.

Sam Schwartz has helped the City navigate the new and quickly changing landscape of shared scooters by assessing best practices and research from other cities and developing custom policies and operations for Chicago. Sam Schwartz has provided guidance on program rulemaking, conducted analyses to develop deployment geographies, including equity priority areas, and assembled an operator selection process. Sam Schwartz also provides day-to-day compliance, data and operations oversight to ensure shared scooter operators are meeting obligations and to measure the patterns and benefits of the service for residents.

Sam Schwartz | Experience and Qualifications

Client

Chicago Department of Transportation

Contact

Sean S. Wiedel, AICP
Assistant Commissioner
Project Development
Division, Chicago
Department of
Transportation
30 N. LaSalle St., 11th Fl.
Chicago, IL 60602
312.744.8182
sean.wiedel@cityofchicago.org

Services

- » Transportation Planning
- » Transportation Engineering
- » Community Engagement
- » Shared Mobility

Consultant Fee

\$490,000

Dates

June 2012–Present

Key Staff

Stacey Meekins, AICP
Contract Manager

Mark Bennett, AICP
Project Manager

Alex Hanson, AICP
Lead Planner

Erica Salutz, PE
Transportation Engineer

**Sam
Schwartz**

A TYLin Company

Chicago Department of Transportation Bikeway Corridor Design

Chicago, IL



Sam Schwartz is providing bikeways designs for various corridors in Chicago, Illinois. These corridors range from neighborhood bike facilities with a contra-flow lane to arterial street bike lanes. The design team prepares the existing conditions based off of aerial imagery and conducts field survey to verify existing signage. The team then develops proposed conditions providing pavement marking and signage plans for application of the bike facility type. All tasks include quantity and cost estimates. The team completed 14 miles of bikeways in 2022 and 9 miles in 2023. Most of the corridors over the past two years consisted of improving existing bike facilities to concrete protected bike lanes.

Client

Chicago Department of Transportation

Contact

David Smith, AICP
Senior Transportation Planner, CDOT
2 N. LaSalle St., Room 900
Chicago, Illinois 60602
312.742.7621
david.smith3@cityofchicago.org

Services

» Bikeways Design

Consultant Fee

\$500,000

Dates

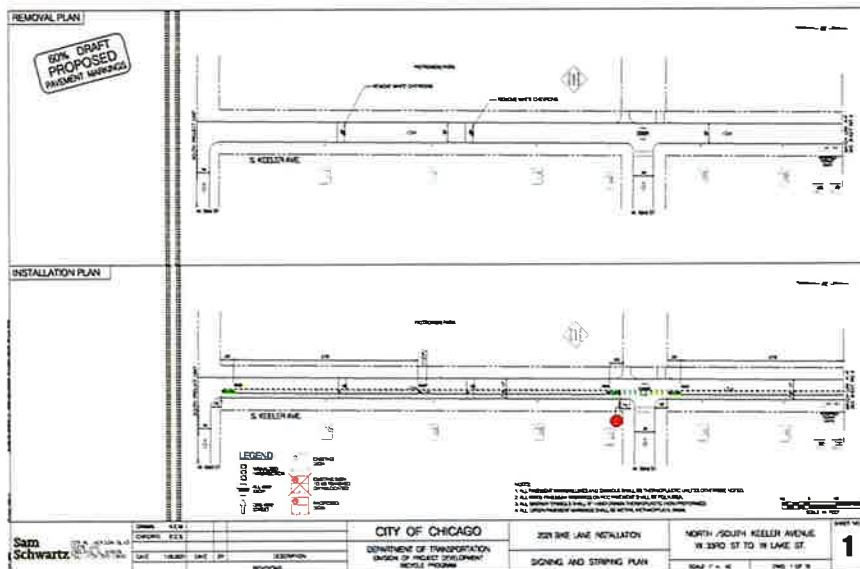
November 2020–Present

Key Staff

Pete Wojtkiewicz, PE
Principal in Charge

Erica Salutz, PE
Project Manager

Kathleen Murphy, PE
Project Engineer



**Sam
Schwartz**
A TYLin Company

Pedestrian and Bicycle Capital Program Planning and Design

Chicago, IL

Sam Schwartz was retained by the Chicago Department of Transportation (CDOT) to identify and develop Phase 1 engineering drawings for up to \$2 Million of capital investments to improve safety and access for pedestrians and bicyclists. This fast-paced program is scheduled to support capital investments installed annually.

Sam Schwartz is supporting CDOT on multiple phases of this program, including identifying the appropriate locations and selection of countermeasure, conducting traffic behavior observations and traffic counts, developing concepts, initiating utility coordination, and developing Phase 1 engineering drawings. Areas of focus were first identified based on a crash history and areas of economic hardship, as defined by the University of Illinois at Chicago, and proximity to key destinations such as parks, schools, and transit hubs. Specific locations for pedestrian improvements were then identified based on primary walking routes, crash hotspots, and opportunity. Interventions range from simple crossing features, such as curb bumpouts and raised crosswalks to transformative corridor reconfigurations such as a road diet with bike lanes and bus boarding islands



Sam Schwartz | Experience and Qualifications

Client

Chicago Department of Transportation

Contact

David Smith, AICP
Complete Streets Director
2 N. LaSalle Street
Room 900
Chicago, IL 60602
312.742.7621
david.smith3@cityofchicago.org

Services

- » Planning
- » Traffic Safety
- » Traffic Engineering
- » Roadway Design

Consultant Fee

\$500,000

Dates

2021-Present

Key Staff

Pete Wojtkiewicz, PE, PTOE
Principal in Charge

Erica Salutz, PE
Project Manager

Stacey Meekins, AICP
Planning QA/QC

Mark Bennett, AICP
Conceptual Lead

**Sam
Schwartz**
A TYLin Company

Augusta Boulevard from Western Avenue to Elston Avenue- Complete Streets

Chicago, IL

Owner Reference

Chicago Department of
Transportation
David Smith
Complete Streets Manager
2 North LaSalle Street
9th Floor
Chicago, IL 60602
312.742.7621
David.smith3@cityofchicago.org

Start Date

2022

Completion Date

2023

Project Principal

Daniel Drew, P.E.

Project Manager

Gina Showers, P.E.

Project Planners/ Engineers

Colleen Kelch, E.I.T.
Calvin Graham, E.I.T.
John Pickering, AICP
Joel Marhoul, P.E.



A concrete-protected bike lane and paint and post bumpout on Augusta Boulevard. – 2023 installation

T.Y. Lin International (TYLI) provided project management, planning, and engineering services for the Augusta Boulevard (Western Avenue to Elston Avenue) complete streets project. TYLI conducted observations to confirm the existing challenges on the corridor and led the scoping and design of the protected bike lane and pedestrian upgrades. The design includes a curbside, concrete protected bike lane, painted bumpouts with flexible delineators, bike boxes, and a reduction in speed limit.

TYLI worked directly with the 1st and 2nd ward aldermen, CDOT and local constituents to ensure the complete streets project made it more comfortable and safer to use the corridor for all modes of transportation. TYLI worked directly with schools and daycares fronting this project to improve the safety and efficiency of parent and student loading.

TYLI managed a community meeting and workshop, where members of the local schools, residents, aldermen, and other interested parties attended to learn about the project and share feedback.

TYLI used prior data from nearby complete streets corridors to show constituents the benefits of the upgrades, including the reduction in injuries and fatalities, a reduction in crashes, and a reduction in speeding.

TYLI completed after-construction speed studies and observations to determine a comparison in operations. Members of TYLI attended press events for the project, including a ribbon cutting with the CDOT Commissioner.

Leavitt Street Neighborhood Greenways Complete Streets Chicago, IL

Owner Reference

Chicago Department of
Transportation
David Smith
Complete Streets Manager
2 North LaSalle Street
9th Floor
Chicago, IL 60602
312.742.7621
David.smith3@cityofchicago.org

Start Date

2022

Completion Date

2023

Project Principal

Daniel Drew, P.E.

Project Manager

Gina Showers, P.E.

Project Planners/ Engineers

Colleen Kelch, E.I.T.
Calvin Graham, E.I.T.
John Pickering, AICP
Joel Marhoul, P.E.

Connecting a Growing Low-Stress Bike Network

Existing Bike Network

- Protected Bike Lanes
- Neighborhood Greenways

Upcoming Low-Stress Bikeways

- Protected Bike Lanes
- Neighborhood Greenways



A map of Chicago's bike network to show the new low-stress connections – 2023 installation

T.Y. Lin International (TYLI) provided project management, planning, and engineering services for three stretches of Leavitt Street being converted to neighborhood greenways. The segments are listed below.

- Milwaukee Avenue to Lyndale Street
- Diversey Parkway to Montrose Avenue
- Montrose Avenue to Bowmanville Avenue

TYLI conducted observations to confirm the existing challenges on the corridor. The design team evaluated pavement conditions to determine the need for any resurfacing. The design of these greenways includes contraflow bike lanes, shared lane markings, and dashed bike lanes. The corridor also includes specific crossings at signalized intersections to promote safe crossing. As part of the design, the speed limit was reduced to 20mph and the TYLI team coordinated the ordinances needed that were associated with the reduction.

TYLI worked directly with the 32nd, 40th, and 47th ward aldermen, CDOT and local constituents to ensure the complete streets project made it more comfortable and safer to use the corridor for all modes of transportation.

TYLI managed a virtual community meeting, where members of the local schools, residents, aldermen, and other interested parties attended to learn about the project and share feedback.

05. Administrative Requests

Statement on Financial Responsibility

With 28+ years of excellent service, project management, and integrity in business, Sam Schwartz is in excellent financial standing and has never had to withdraw from any contract due to financial capacity. With a healthy backlog of work, ever-growing staff and client relationships, and no history of financial hardship or bankruptcy, we do not doubt that our team will be able to execute this contract and all the work it entails with full capacity, stability, and integrity. Our company has access to a comprehensive network of over 140 professionals in a wide array of service areas with a deep bench of experience while still maintaining a nimble and accessible culture across our nine national offices (New York, NY (HQ); Jersey City, NJ; Philadelphia, PA; Washington DC; Chicago, IL; Tampa, FL; Los Angeles, CA; Oakland, CA; Seattle, WA).

IDOT Prequalification



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

October 24, 2023

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

Peter Wojtkiewicz
Sam Schwartz Engineering, D.P.C
223 W. Jackson Boulevard
Suite 1101
Chicago, IL 60606

Dear Peter Wojtkiewicz:

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2021. Your firm's total annual transportation fee capacity will be \$7,200,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 153.17% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Bureau of Investigations and Compliance in a pre-award audit. Pursuant to 23 CFR 172.11(d), we are providing notification that we will post your company's indirect cost rate to the Federal Highway Administration's Audit Exchange where it may be viewed by auditors from other State Highway Agencies.

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, 2022. 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,
Jack Elston, P.E.
Bureau Chief
Bureau of Design and Environment

SEFC PREQUALIFICATIONS FOR Sam Schwartz Engineering, D.P.C

| CATEGORY | STATUS |
|---|--------|
| Special Studies - Signal Coordination & Timing (SCAT) | X |
| Special Studies - Safety | X |
| Special Plans - Traffic Signals | X |
| Special Studies - Traffic Studies | X |
| Highways - Roads and Streets | X |

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

Stacey Meekins, AICP

Principal + National Director of Transportation Planning



Oak Park Vision Zero Action Plan, OAK PARK, IL

Sam Schwartz was selected by the Village of Oak Park to develop a Vision Zero action plan to eliminate traffic deaths and serious injuries and make mobility in the Village safer, healthier, and equitable for all. The Sam Schwartz team is conducting a detailed analysis of crash data and trends as well as an equity analysis, identifying the high injury network and developing a systemic safety analysis. Findings from the data analysis will be paired with insights from an in-depth community and stakeholder engagement process. Ms. Meekins serves as the Principal in Charge.

Illinois Active Transportation Plan, ILLINOIS

Sam Schwartz is supporting the Illinois statewide active transportation plan. Sam Schwartz's role on this project through development of design guidance, policy recommendations, and implementation guidance at the local level. Ms. Meekins is serving as Principal in Charge of Sam Schwartz's efforts.

Northwest Municipal Conference Multimodal Plan, SUBURBAN CHICAGO, IL

Sam Schwartz developed a comprehensive multimodal transportation plan for a region covering 44 member communities and 1.3 million residents. Sam Schwartz organized a broad coalition of local, regional, and state agencies to identify regional bike corridors and design and policy strategies to make it easier for people to walk and bike to transit. Ms. Meekins served as Principal in Charge for this plan.

Bartlett and Streamwood Bicycle and Pedestrian Plan,

BARTLETT/ STREAMWOOD, IL

Sam Schwartz developed a comprehensive bicycle and pedestrian plan for the adjacent Villages of Bartlett and Streamwood, in partnership with the Chicago Metropolitan Agency for Planning. The plan identified a comprehensive list of actions with clear priorities and avenues for funding and implementation. Ms. Meekins served as Project Principal for this study.

Chicago DOT Pedestrian Program, CHICAGO, IL

Sam Schwartz was contracted by CDOT to manage and administer the City's Pedestrian Program. The pedestrian program oversees the development and/or implementation of a wide range of infrastructure improvements from short-term, temporary or interim installations to large-scale, federally-funded infrastructure investments to improve conditions for people walking in the City of Chicago. Stacey manages these contracts.

Years of Experience

18 Years

Education

Master Urban Planning + Policy

University of Illinois at Chicago, 2005

B.S. Civil Engineering

Northwestern University, 2000

Certifications

American Institute of Certified Planners

Professional Affiliations

American Planning Association

Association of Pedestrian and Bicycle Professionals

Active Transportation Alliance

Women's Transportation Seminar

Lambda Alpha International, Ely Chapter

Presentations

Vision Zero: From Concept to Practice, Vision Zero Symposium, Ontario Traffic Council, 2021; Virtual

Industrial Areas in Transition, American Planning Association National Planning Conference, 2019; San Francisco, CA

Equity in Bikeshare, Panel Moderator, WTS Annual Conference, 2015; Chicago, IL

Sam Schwartz
A TYLin Company

Mark Bennett, AICP

Senior Planner + Urban Designer



Northwestern University Active Transportation Plan, EVANSTON, IL

Mr. Bennett is leading a pedestrian, bicycle, and micromobility transportation plan for Northwestern University's Evanston campus. The plan is grounded in extensive existing conditions analysis and inventories as well as on and off-campus stakeholder engagement. The plan is developing a set of infrastructure and educational recommendations, including bikeway design guidelines and best practices, as well as cost estimates and a prioritized action plan with implementation strategies.

Chicago Bikeshare and Shared Scooter Policy and Planning, CHICAGO, IL

Mr. Bennett provides daily management support and long-term planning guidance for the City of Chicago's shared micromobility systems, including shared scooters and Divvy Bikeshare—the largest bikeshare system in North America by area. Tasks include guiding station siting, developing operations policy recommendations, and supporting outreach with residents, Wards, and sister agency partners. Mr. Bennett is currently managing the planning and execution of a 250-station system expansion across the city. Mr. Bennett has also provided expertise on drafting rules and regulations and managing oversight of operators for Chicago's shared scooter license program.

Complex Intersections, CHICAGO, IL

Mr. Bennett is part of a team developing advanced analysis of and redesign planning for the City of Chicago's most complex intersections. The planning effort builds off the latest best practices for redesigns on typical intersections and develops advanced concepts for more complicated situations. The project is focused on multi-modal safety and access, developing concepts for better intersection design and creating a new toolbox for the Chicago Department of Transportation to use in addressing complex intersections on an ongoing basis.

Moline Trail Alternatives Study, MOLINE, IL

Mr. Bennett developed detailed street design plans for the pre-engineering phase of a plan to connect two major river trails with a route through downtown Moline, IL. The project involved bringing a high-quality cycle track through a largely automobile-dominated section of Moline as well as a protected on-street route as an alternative around downtown. Designs included both bikeway design as well improved pedestrian infrastructure such as tighter corner radii, better crosswalk treatments and curb extensions.

Years of Experience

5 Years

Education

Master in Urban Planning

Harvard University, 2019

B.A. Journalism + Political
Science University of
Wisconsin-Madison, 2013r

Certifications

American Institute of Certified
Planners, 2021-present

Professional Affiliations

2019–Present, Sam Schwartz

2013–2017, University of
Wisconsin-Madison

Fellowships

City of Chicago Mayoral Fellow,
Summer 2018

US DOT FHWA Eisenhower
Transportation Fellowship,
2018–19

Awards

2019 APA Transportation
Planning Division Student
Paper Competition First Place

The Award for Academic
Excellence in Urban Planning,
Harvard Graduate School of
Design, Class of 2019

**Sam
Schwartz**

A TYLin Company

Jake Vissers

Senior Transportation Planner



Vision Zero Oak Park Action Plan, OAK PARK, IL

Sam Schwartz developed a Vision Zero Action Plan to improve transportation safety for all village residents through implementable safety improvements. Mr. Vissers led the crash analysis for the plan, leveraging a myriad of data sources to systemically identify locations, behaviors and features of the built environment which pose the highest safety concern. Results from this analysis offer a baseline understanding of high-risk roadways, intersections, and built-environment features throughout the village, and underpins the development of a high-injury network. Mr. Vissers will incorporate findings from the high-injury network with equity analysis and feedback from community engagement to support actionable recommendations for traffic safety countermeasures.

CPS Crossing Guard Support, CHICAGO, IL

The Sam Schwartz team collaborated with Chicago Public Schools (CPS) to prioritize locations for school crossing guard staff for the 2023-24 school year as part of the Chicago Vision Zero program. The process balanced robust crash and equity analysis with existing CPS priorities to provide a safety risk assessment for all schools. This assessment was then used to determine crossing guard location priorities.

Chicago Department of Transportation (CDOT) Streets for Cycling, CHICAGO, IL

Mr. Vissers is providing traffic safety and crash analyses for ongoing bicycle infrastructure projects. For this effort, he utilized his crash data expertise to identify crashes along key project corridors, summarize the modes and severity of these crashes, and identify problem intersections. These crash summaries are essential in guiding recommendations for specific design decisions along project corridors.

Divvy Bikeshare, CHICAGO, IL

Mr. Vissers has led the data monitoring and analytics for Divvy Bikeshare at the CDOT since 2021. His responsibilities include collecting and analyzing data to audit vendor performance and communicating these metrics to the public and key city staff, as well as providing recommendations for system growth and improvements. To further enhance CDOT's data collection capacity, he has automated key data collection processes to better analyze trends and recommend operational changes. Recently, he used this analysis to help shore up specific Level of Service weak spots that were brought to light by this analysis process.

Years of Experience

4 Years

Education

Master of Community + Regional Planning

University of British Columbia, 2020

B.S. Mechanical Engineering

University of Colorado Boulder, 2016

Presentations

APA Illinois Annual Conference, Safety Action Planning 101, 2023

APA National Planning Conference, Shared Micromobility: Challenges & Opportunities, 2023

Professional Affiliations

American Planning Association

Open Mobility Foundation Tech Council Member (2023-)

**Sam
Schwartz**
A TYLin Company

Erica Salutz, PE

Senior Design Engineer



CDOT Bikeways, CHICAGO, IL

Ms. Salutz serves as Project Manager for the Sam Schwartz team on the CDOT Bikeways contract. This contract involves design of bike facilities along several corridors in Chicago. Ms. Salutz leads the team in preparing the existing conditions and proposed designs for 10 miles of bike facilities in 2022. These bike facilities range from contraflow lanes on Neighborhood streets to protected bike lanes on Local Roadways.

Business Center Drive, VILLAGE OF MOUNT PROSPECT, IL

Ms. Salutz is the project engineer for Sam Schwartz's work on the road diet analysis for Business Center Drive for the Village of Mount Prospect. The project consisted of a traffic study to evaluate the need for a road diet in order to expand the on-street bicycle infrastructure. Ms. Salutz supported the efforts by providing recommendations for improved bicycle and pedestrian facilities around the intersections of Business Center drive with Rand Road and Harvest Lane.

Central Park Bike lanes, NEW YORK CITY, NY

Ms. Salutz served as Project Engineer for the Sam Schwartz team. As part of a larger project for the Central Park Conservancy, the Sam Schwartz team was tasked with evaluating the transverse roads which cross the park. Bike facilities on these roads would provide direct paths for commuting bicyclists to cross the park. Ms. Salutz evaluated the existing conditions and developed alternatives to provide cross park bike facilities and presented these to the client.

Downtown Fargo – City Center Comprehensive Plan, FARGO, ND

The City of Fargo intends to re-construct all downtown roadways within the next 10-15 years. As part of the Downtown Comp Plan, the Sam Schwartz team is developing a vision and framework for how the downtown roadway network will function as the City grows; with consideration to redevelopment and investment potential by block as well as overall roadway functionality, bicycle/pedestrian infrastructure, public space, transit, and parking. Sam Schwartz is a Sub-Consultant to Interface Studio on the Fargo Downtown Plan (planned release 2017). Ms. Salutz helped on the 2nd Ave concept drawings, incorporating existing uses, such as parking and bus access, with need for improved pedestrian safety and dedicated bicycle lanes.

Years of Experience

15 Years

Education

B.S. Engineering

University of Dayton, 2008

Certifications

Professional Engineer (Illinois, Indiana, Iowa, Virginia, Wisconsin)

Professional Affiliations

Institute of Transportation Engineers (ITE)

**Sam
Schwartz**
A TYLin Company

Stephanie Shaw



Principal + General Manager, West Coast

Hollywood Blvd Walk of Fame Streetscape, LOS ANGELES, CA

Sam Schwartz is developing a tactical project, paving the way for long-term streetscape, mobility, and access improvements on Hollywood Boulevard Walk of Fame, a premiere tourist destinations. Her expertise in tactical project design and implementation will inform the design to create safe bicycle infrastructure, improve bus service, enhance the pedestrian experience on the corridor, and set a baseline for the vision and capital project on this historic street.

***Green Wave, A Plan for Cycling in NYC, NEW YORK CITY, NY**

Stephanie led development of the Green Wave program in response to an uptick in cyclist fatalities in New York City. She was lead author of the 'Green Wave, a Plan for Cycling in New York City'. The Plan created an interconnected network of high-quality protected bike "spines", augmented by neighborhood networks and local connectors. In addition to developing a schematic network for future build out and plans for enhancing the existing network, the Plan lays out a series of policy and program initiatives ranging from freight and trucking improvements, legislative priorities, and educational and incentive programs to improve cycling safety, awareness and encourage mode shift.

***Citi Bike, NEW YORK CITY, NY**

Stephanie, as project manager, led a team to conceptualize, plan created, and launched a New York City's bike share program. She helped construct the program planning principals; determine overall station density, conducted service area demand modeling to determine needed dock density, oversaw site plan development, and developed and implemented a robust programmatic community engagement. She managed the contracted operations, oversaw data asset management, and conducted analysis on rebalancing and user route choice to inform bike lane planning and user incentivization.

***Street Improvement Program, NEW YORK, NEW YORK**

Stephanie oversaw the coordination and implementation of New York City's Street Improvement Projects Program which averaged 100+ tactical projects annually during her tenure. These projects used markings, concrete, vertical elements, stop control and signal timing changes, and other operational measures to further Vision Zero goals and increase safety, mobility and enhance the public realm. Projects included intersection improvements, bicycle infrastructure, dedicated transit infrastructure, and improved pedestrian comfort and connectivity.

Sam Schwartz | Resumes Appendix

Years of Experience

12 Years

Education

Master of Urban Planning

New York University, 2012

B.A., International Relations

Boston University, 2005

Professional Affiliations

Women in Transportation
(WTS)

American Planning Association

Publications/Presentations

NACTO Designing Cities,
"Embedding Vision Zero into the
DNA of your Agency," 2019

NACTO Designing Cities,
"Scaling Up: From Bike Lanes to
Complete Networks," 2019

**Previous work experience*

**Sam
Schwartz**

A TYLin Company

Matthew Kolasny

Transportation Planner + Urban Designer



Chicago Bikeshare and Shared Scooter Policy and Planning, CHICAGO, IL

Mr. Kolasny is part of a team that supports planning and operations for the City of Chicago's shared micromobility system, including Divvy Bikeshare. Divvy is a central component of Chicago's transportation landscape and is actively expanding its network to bring new opportunities for active travel and mobility. Mr. Kolasny supports the work of this team by planning new station locations, coordinating station moves, and conducting stakeholder outreach to identify ways in which the program can better serve the public. Most recently, he has been involved in identifying network gaps and formulating recommendations to prioritize service to community destinations.

IDOT Statewide Active Transportation Plan, SPRINGFIELD, IL

As the Illinois Department of Transportation (IDOT) embarks on its new effort to better understand and serve the needs of people walking and rolling across the state, Mr. Kolasny has been involved in reviewing national and local transportation programs and policies to inform the Department's future efforts. This includes review of national and state-wide design guidance for bicycle and pedestrian facilities and initial development of a recommendation framework to better align the Department's active transportation goals with promising national practices and emerging expertise from prominent advocacy and planning institutions.

***Bicycle and Pedestrian Usage Information Requests, NORTHEASTERN, IL**

The Illinois Department of Transportation (IDOT) seeks information from local agencies on bicycle and pedestrian usage in the vicinity of upcoming project construction to mitigate adverse impacts on active mobility, understand local generators of bicycle and pedestrian traffic, and improve the design of these transportation facilities to better accommodate these travelers into the future. On behalf of the Chicago Metropolitan Agency for Planning (CMAP), Mr. Kolasny collected and communicated these details for requested locations across northeastern Illinois. Drawing on a variety of data sources, reviews of local planning documents, and direct stakeholder outreach, he compiled technical memos communicating local bike/ped hotspots and recommended design interventions to protect and enhance these forms of mobility.

Years of Experience

1 Years

Education

Master of Urban Planning +
Policy University of Illinois
Chicago, 2023

B.A., Geography + German
Studies Macalester College,
2018

Professional Affiliations

American Planning Association

*Work performed with previous
employment

**Sam
Schwartz**
A TYLin Company

Gina Showers, PE

Senior Engineer

YEARS OF EXPERIENCE

6 Years

YEARS WITH TYLIN

2 Years

EDUCATION

BS, Civil Engineering,
University of Wisconsin
Madison

International Engineering
Certificate, Budapest
University of Technology and
Economics

LICENSE

Professional Engineer, Illinois
062.073493

PROFICIENCIES

MicroStation
AutoCAD Civil 3D
Synchro
HCS
Microsoft Office Suite
Adobe Illustrator
Adobe InDesign

AFFILIATIONS

Institute of Transportation
Engineers - Member

Gina is a Project Manager for the Chicago Department of Transportation's Bike Program, where TYLin is responsible for overseeing the planning and design of on-street bikeways throughout the City of Chicago. Prior to joining TYLin, Gina worked on a traffic signal modernization program for CDOT/IDOT throughout the greater Chicago area where she was responsible for evaluating existing traffic signal equipment and redesigned traffic signals to meet current agency and ADA standards; designing traffic signal requirement and traffic control signal plans; and completing intersection capacity analyses and optimized signal timings for CDOT intersections using Synchro.

PROJECT EXPERIENCE

Chicago DOT (CDOT), Streets for Cycling | Chicago, Illinois

Project Manager & Senior Engineer | 2022 – Present

TYLin is currently working with CDOT to bring bikeways to neighborhoods not currently well served by Chicago's existing bike network. This network expansion coincides with a citywide expansion of Chicago's Divvy bike share system. Together, these efforts will expand biking throughout Chicago, giving more people safer and more convenient options to get around by bike. Expanding any bike network requires more than a standardized approach. Every neighborhood has different opportunities, challenges, and perceptions of biking. Therefore, different strategies are required for different neighborhoods. It is also not enough to add bike lanes to limited areas. A neighborhood will not experience the benefits of biking until people have convenient access to desired locations.

In 2023, TYLin helped CDOT create a manual for Complete Streets Design Standards. This manual covers the citywide guidelines for bicycle and pedestrian improvements including different types and contexts of concrete-protected bike lanes, intersection treatments, and pedestrian enhancements. Also in 2023, TYLin assisted in planning and documenting the Chicago Cycling Strategy. This document outlines the equitable and efficient plan for the next 150 miles of bike lanes that the city intends to install. TYLin has been an integral member of the Complete Streets team in public outreach and coordination. As the project manager, Gina prepares for and presents at various public meetings throughout the city, as well as attends meetings with ward alderpeople.

As part of the bikeways projects, capacity analyses and traffic signal design is often required. Gina leads her team in the evaluation of road diets, traffic signal equipment modification, and timing changes for projects that impact the capacity or operations of traffic signals.

ADDITIONAL EXPERIENCE

CDOT, IDOT Traffic Signal Modernization | Chicago/Chicago Suburbs, Illinois

- Evaluated existing traffic signal equipment and redesigned traffic signals to meet current agency and ADA standards
- Designed Traffic Signal Requirement and Traffic Control Signal plans
- Completed intersection capacity analyses and optimized signal timings for CDOT intersections using Synchro

Smart Region Technology and Mobility Master Plan | Sacramento, California

- Partnered with cities and counties in the Sacramento area to identify transportation system deficiencies and needs
- Reviewed transportation network deficiencies and developed conceptual improvement plans and cost estimates
- Developed conceptual plans for Bus Rapid Transit, traffic signal interconnect, and Emergency Vehicle Preemption

John Pickering, AICP

Senior Planner

John is a Senior Transportation Planner with over nine years' experience focusing on Complete Streets and active transportation projects. Since 2018, John has been an in-house consultant at the Chicago Department of Transportation (CDOT) serving as a planner and project manager within the Complete Streets section. In this embedded role, John focuses on planning and designing bicycle, pedestrian, and transit improvements throughout the city of Chicago where he applies innovative designs and the latest Complete Streets best practices. He works with elected officials, CDOT staff, and community members to realize projects from the planning and outreach stages to construction & evaluation. John believes in the transformative power of bicycling and how bikes can make communities more attractive and safer places for all residents.

YEARS OF EXPERIENCE

9

YEARS WITH TYLIN

6

EDUCATION

BS, Urban and Regional Planning, Michigan State University, Lansing, Michigan

BA, Media Arts and Technology, Michigan State University, Lansing, Michigan

LICENSE

< Professional Engineer, State #XXXXXX>

CERTIFICATIONS

AICP

PROFICIENCIES (E.G. SOFTWARE)

ArcGIS

Adobe Creative Suite

AFFILIATIONS

<Insert Associations>

AWARDS

<Insert>

PUBLICATIONS

<Insert>

CLIENT QUOTES

<Insert>

PROJECT EXPERIENCE

Chicago DOT (CDOT), Streets for Cycling | Chicago, Illinois, USA

TYLin Project # | Roads + Highways | Construction Value | Delivery Method | 01/2018 – Ongoing | In-House Planner

Responsible for implementing, growing, and evaluating the City of Chicago's on-street bicycle network through a Complete Streets lens. John focuses on identifying and creating low-stress bicycle networks at the citywide, community, and project-level scales. He leads CDOT's Neighborhood Bicycle Network program which focuses on implementing low-stress bike networks to better connect neighbors to community assets. In this program, he works alongside neighborhood stakeholders and organizations to understand their needs and build consensus.

John also helps identify, analyze, and implement new and innovative designs including pre-cast concrete barriers, traffic diverters, protected intersections, and transit corridors. He has extensive experience engaging with residents to communicate the benefits of Complete Street projects through data driven narratives and digestible graphics.

TYLin has provided in-house planning, design, and program management services for CDOT's Bikeways Program for over 20 years. Through TYLin's guidance, Chicago's on-street bikeway network has grown to over 393 miles and continues to increase their low-stress bike network. In 2023, the new protected bike lanes on Belmont Avenue were selected as one of America's Best New Bikeways by People for Bikes and featured safety improvements for people walking and transit riders through concrete curb extensions, refuge islands, and bus boarding islands.

Chicago Metropolitan Agency for Planning (CMAP), Fox River Corridor Bicycle & Pedestrian Improvements | Lake & McHenry Counties, Illinois, USA

TYLin Project # | Roads + Highways | Construction Value | Delivery Method | 03/2018 – 06/2018 | Transportation Planner

Assisted CMAP to develop recommendations which enhance bicycle and pedestrian connections in the Fox River Corridor. These recommendations were part of the Fox River Corridor Plan developed for McHenry County Planning & Development, in collaboration with Lake County and other local governments. Recommendations focused on strengthening regional bicycle and pedestrian connections along the Fox River by uniting existing facilities along the corridor. Following an evaluation of potential improvements, conceptual plans were developed for key priority areas. These concepts inform future efforts to improve the bicycling and pedestrian network for this portion of the Fox River Corridor.



**Sam
Schwartz**
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Request for Qualifications (RFQ)

for

Professional Services

for the

Oak Park Bike Plan Update

RFQ Issued: January 10, 2024

Response Due: 4:00 PM on February 1, 2024

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested professional services firms to prepare an update to the Oak Park Bike Plan.

To have your qualifications considered, the documents must be submitted in a sealed envelope containing one (1) unbound original, one (1) bound copy, and one (1) electronic PDF on a USB drive, plainly marked:

Professional Services
for the
Village of Oak Park

Qualifications must be received at the Office of the Village Engineer, 201 South Boulevard, Oak Park, Illinois 60302, no later than 4:00 PM on February 1, 2024. Qualifications received after the closing time and date will not be considered.

Project Information

Notice to Firms

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) to solicit qualifications from interested professional services firms to prepare an update to the Village's Bike Plans. These services will be procured in accordance with the Village's policy on Qualifications Based Selection (QBS).

Project Objective

The objective of this project is to prepare an update to the 2008 Oak Park Bike Plan and the 2014 Bike Plan Addendum which can be found at www.oak-park.us/our-community/bicycling-oak-park. The original 2008 and 2014 Bike Plan should be reviewed and updated to reflect the current built conditions of the Village's (and adjacent communities'); coordinate with other safety planning studies such as Vision Zero; reflect current treatments for cycling infrastructure; review the feasibility of bike sharing options considering changes in the industry since 2014 and City and County initiatives; and review planned routes through the Village to identify opportunities for additional infrastructure for dedicated or protected bike lanes due to increased demand for cycling accommodations.

Budget

The Village currently has budgeted \$50,000 for these professional services. However, final scope and project budget will be negotiated with the selected consultant.

Scope of Services

This project is being managed by the Village using local funds.

Firms responding to this RFQ must have prior experience preparing active transportation plans and project designs and have previously developed a bike plan for an urban area. The consultant, or sub-consultant, shall also have experience planning and design bicycle facilities on or crossing roadways under IDOT jurisdiction and preparing engineering plans and cost estimates for bicycle facilities.

The scope of services for the project shall include all services as required to prepare the Oak Park Bike Plan Updates. The Village anticipates that the project will be accomplished by progressing through the following high-level components:

- Prepare presentation and oversee a Village Board study session to inform and update the Village Board on the current state of the industry for bike planning and purpose and need and desired outcomes for the Update to the Bike Plan.
- Review the existing Village plans (climate action plan, comprehensive plan, etc.) and transportation codes, policies, and plans (draft Vision Zero Plan being prepared by Sam Schwartz, bike plans, complete streets, traffic calming toolbox, safe routes to school, etc.) and integrating them into the various elements Bike Plan Update and make recommendations on changes to these existing documents as needed.
- Work with an internal stakeholder group comprised of Village staff and staff from partner agencies from schools and park district to develop draft recommendations.
- Coordinate with Cook County on their bike share plan and work with bike share companies to evaluate the feasibility of bike sharing in the Village and develop schematic of what a feasible bike sharing system could look like in the Village.
- Organize and oversee a public meeting hosted by the Transportation Commission (TC) for kicking off the study and getting commission and public input on the proposed update and draft recommendations. Local stakeholders and advocacy groups would be invited to attend.
- Work with Village staff to use the Village's website to gather public input on recommendations for the study
- Work with an internal stakeholder group comprised of Village staff and staff from partner agencies from schools and park district to develop.

- Develop an implementation plan with priorities and budgets.
- Present draft plan to the TC for comments.
- Present final draft plan to Village Board for approval.
- Work with Village staff to prepare web content, maps, GIS databases, etc. for updating website and files for bike related items.

The current anticipated schedule for the services is:

- Anticipated award of an agreement: March 5, 2024
- Start date of the project: March 18, 2024
- End date of the project: Approximately December 31, 2024

The detailed scope of services and schedule will be negotiated at the time of contract development.

General Requirements

General

The following general information is provided and will be carefully followed by all Consultants to ensure the qualifications are properly prepared.

1. All submitting Consultants must furnish all information required by this RFQ.
2. The Village reserves the right to conduct discussions with qualified Consultants in any manner necessary to serve the best interest of the Village and consistent with the Illinois Procurement Code (30 ILCS 500/).

Proprietary Information

1. Except as provided herein or as otherwise set forth in the Illinois Procurement Code, all proceedings, records, contracts, and other public records relating to procurement transactions will be open to inspection in accordance with the Illinois Freedom of Information Act (5 ILCS 140/).
2. Each Consultant has the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which will not be subject to inspection pursuant to the Illinois Freedom of Information Act, by stating such in respect to the relevant portions at the time of submission of its proposal.

Questions and Communication

1. All contact between prospective Consultants and the Village with respect to this RFQ will be formally held at scheduled meetings or in writing through the issuing representative. Questions and comments regarding meaning or interpretation of any aspect of this RFQ must be submitted in writing to trobey@oak-park.us, and must be received on or before February 1, 2024. Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth within this RFQ will not be answered.
2. The Village will respond to all questions and comments that are submitted hereunder and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that will be transmitted to all prospective Consultants at the address furnished to the Village for such purpose. Oral communications between the Village and Consultant regarding the interpretation or meaning of any aspect of this RFQ are not authorized and may not be relied upon for any purpose.

Addenda to the RFQ

1. The Village reserves the right to amend this RFQ at any time prior to the deadline for submitting qualifications. If it becomes necessary to revise any part of this RFQ, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Consultants who are on record with the Village as having received this RFQ. If, in the opinion of the Village, the deadline for the submission of proposals does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of the Village.
2. It will be the responsibility of each Consultant to contact the procurement contact identified in the RFQ prior to submission of a proposal hereunder in order to determine whether any addenda have been issued in connection with this proposal. Notwithstanding any provisions to the contrary, the failure of any Consultant to receive any Addenda will neither constitute grounds for withdrawal of its proposal nor relieve such Consultant from any responsibility for incorporating the provisions of any Addenda in its proposal. Upon issuance by the Village, Addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

Arrearage, Debarment, and Suspension

By submitting qualifications in response to this RFQ, the Consultant will be deemed to represent that it is not in arrears in the payment of any obligation due and owing the Village, the State of Illinois, or any public body in Illinois. This representation will be deemed to include the payment of taxes and employee benefits. The Consultant further agrees

that, in the event it is awarded a contract hereunder, it will not become in arrears to any such public body during the term of the contract. The Consultant agrees that that no officer or employee thereof has been debarred or suspended or otherwise excluded from or ineligible for participation in, any public procurement activity of a nature similar to this RFQ. The Consultant will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for participation in public procurement activity and will include in each of its subcontractors and subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision.

Submitting Qualifications

1. The deadline for submitting qualifications has been provided herein. Submittals will be opened in accordance with the provisions of the Illinois Procurement Code. There will be no public opening. The list of prospective Consultants will be available for public inspection only after Contract award or upon cancellation of the RFQ.
2. Except as set forth below, the required transmittal or cover letter must accompany the proposal. The purpose of the transmittal or cover letter is to formally submit the qualifications to the Village and to bind the Consultant to the terms, conditions and specifications contained in the RFQ. The transmittal or cover letter must be signed by an individual who is authorized to bind the Consultant to all matters set forth in the qualifications.

Late Qualifications

Qualifications or unsolicited amendments to qualifications arriving after the deadline will not be considered.

Qualifications received after the deadline will be returned to the Consultant unopened providing that sufficient proposal identification information is shown on the outside envelope.

Rejection of Qualifications

The Village reserves the right to: (a) reject any or all qualifications received; (b) cancel the RFQ at any time prior to award; and/or (c) waive informalities in the event the Village determines such action is in its best interest. Qualifications must meet or exceed the mandatory requirements of this RFQ. If a Consultant does not meet a mandatory requirement, it will be rejected.

Presentations

The Village may elect to conduct interviews with prospective consultants. Consultants selected for an interview will be notified on or around February 7, 2024. The Village anticipates that any interviews will be conducted during February 15-16, 2024.

Negotiation

The Village requires a minimum three-person team to negotiate with firms. The team will consist of the Village Engineer and two Civil Engineers. The team may delegate this responsibility to other staff members.

In the event that the Village determines in writing and in its sole discretion that only one Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant. The Village reserves the right to negotiate any aspect of the proposal or the Contract in any manner that best services the needs of the Village and is within the scope of this RFQ. The Village is under no obligation to award, but may do so based upon an analysis of submitted qualifications and subsequent negotiations.

Cost

The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

Submittal Organization and Format

Proposals will address the following general topics and also emphasize the Consultant's qualifications to perform the services. Proposals will be evaluated on the basis of the information presented by the Consultant and the evaluation criteria set forth in this RFQ. This selection is a QBS process and no firm shall submit estimates of cost with its proposal.

Consultants will follow the proposal format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Consultant's proposal. All proposal elements shall be included and shall include at a minimum the following:

Transmittal or cover letter

A transmittal letter or cover letter must be prepared on the Consultant's letterhead, must accompany the proposal, and must be signed by a duly authorized representative of the Consultant. The transmittal or cover letter must include an affirmative statement that binds the firm to the terms, conditions; specifications contained in the RFQ. At minimum, the letter must include all of the following information:

1. Consultant's full legal name
2. Type of entity and state of organization or incorporation
3. Consultant's principal address
4. Consultant's mailing address (if different)
5. Name and title of contact for the purposes of this RFQ
6. Telephone number and email address of principal contact

Background

This section will include a brief history of the firm and its organization, including name and contact information of the principal or officer who will serve as the primary point of contact for the Consultant and who will have authority to negotiate on behalf of the Consultant. This section will also include a general description of the Consultant's experience in providing the services described in this RFQ, including any special qualifications, experience, awards, etc. At the election of the Consultant, the Background may be included in the Consultant's transmittal or cover letter.

Project Approach

The purpose of this section is to present the Consultant's understanding of the project requirements. This section shall include a preliminary proposed management plan based on the scope of services outlined in this RFQ, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and subcontractors to be used. Any specific challenges or critical project elements shall also be identified in this section. A discussion of the Consultant's approach to quality control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The Consultant should address how Village staff will be integrated into the services to be provided under this RFQ.

Project Personnel

This section will contain the names, background, and experience on similar types of projects of the key personnel proposed for these services. An organizational chart showing duties, responsibilities, and the lines of communication will be included in this section. Resumes that demonstrate experience on similar projects and specify the individual's duties on those projects will be included as an appendix to the proposal. Include in this section guarantees that, for so long as its members continue to be employed by the Consultant, the project team will remain as proposed and will be assigned to this project for its duration. Following award of a contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by the Village.

Experience and Qualifications

This section should discuss the experience and qualifications of the Consultant and the project team in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of all firms as it relates to this project must be discussed. In order for a Consultant to be deemed qualified to perform the services described in this RFQ, the experience listed in this section of the proposal must be in accordance with or contain the following:

1. Have been completed within the last five (5) years from the issuance date of the RFQ
2. Be of a scope similar to that outlined in this RFQ
3. Brief description of the project
4. Scope of services provided by the Consultant
5. Construction cost (if completed)
6. Identify the project manager and other key team members
7. Provide contact information for references

Financial Responsibility

The Consultant will provide evidence of financial responsibility including a copy of recent Illinois Department of Transportation Pre-Qualification Certification. Unless such information is otherwise included in the Background section, the Consultant will additionally provide a statement indicating the length of time the firm has been in business, the number and location(s) of its office(s), the current number of full-time employees.

Format

The proposal in its entirety shall be on 8.5"x11" sheets, tabbed by section and be a maximum of 30 single-sided pages, inclusive of all required information. If a submitting firm is confident that their qualifications for the work can be exhibited in fewer pages than the maximum they are encouraged to do so.

Selection Criteria

All submittals will be evaluated based up on the following criteria and respective weights:

1. Technical Approach (15%)
2. Firm Experience (25%)
3. Specialized Expertise (30%)
4. Staff Capabilities (20%)
5. Past Performance (5%)
6. In-State or Local Presence (5%)