



Technical Services Proposal

Electric Shuttle Feasibility Assessment

Village of Oak Park

▶ January, 2025



Photo: David Wilson on Flickr

January 8, 2025



Lindsey Roland Nieratka
Chief Sustainability Officer
Village of Oak Park

RE: Electric Shuttle Feasibility Assessment

Dear Ms. Roland Nieratka:

TYLin is pleased to submit the following proposal to conduct an electric shuttle feasibility assessment for the village of Oak Park. Our team has extensive experience in the key areas that are necessary to make this project a success, including transit service planning, zero-emission transit planning, and community engagement. We understand how to tailor transit service concepts to the goals of reducing greenhouse gas emissions, enhancing economic vitality, and reducing traffic congestion per the Climate Ready Oak Park action plan.

The TYLin transit planning team (formerly known as **Sam Schwartz**) has completed transit market assessments and shuttle operating plans for clients in contexts ranging from Chicago and Manhattan to Draper, Utah. Our team also has leading experience planning for the special requirements of zero-emission transit vehicles; we have helped develop bus fleet transition plans for major agencies such as CTA, IndyGo, SEPTA, and New York MTA.

We are joined in this proposal by our colleagues at MUSE Community + Design, who have a long record of success creating engagement strategies that solicit meaningful feedback to keep projects focused on the needs of the community.

Our team is also distinguished by our strong understanding of the Oak Park transportation planning landscape, having supported efforts such as Vision Zero Oak Park, the Village Bike Plan, and various grant applications. We would love to work with you to develop new options for sustainable transport in the Village. If you have any questions or require additional information, you can contact me at matthew.orenchuk@tylin.com or at (847) 404-9299.

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew Orenchuk'.

Matthew Orenchuk, AICP
National Practice Manager, Transit Planning

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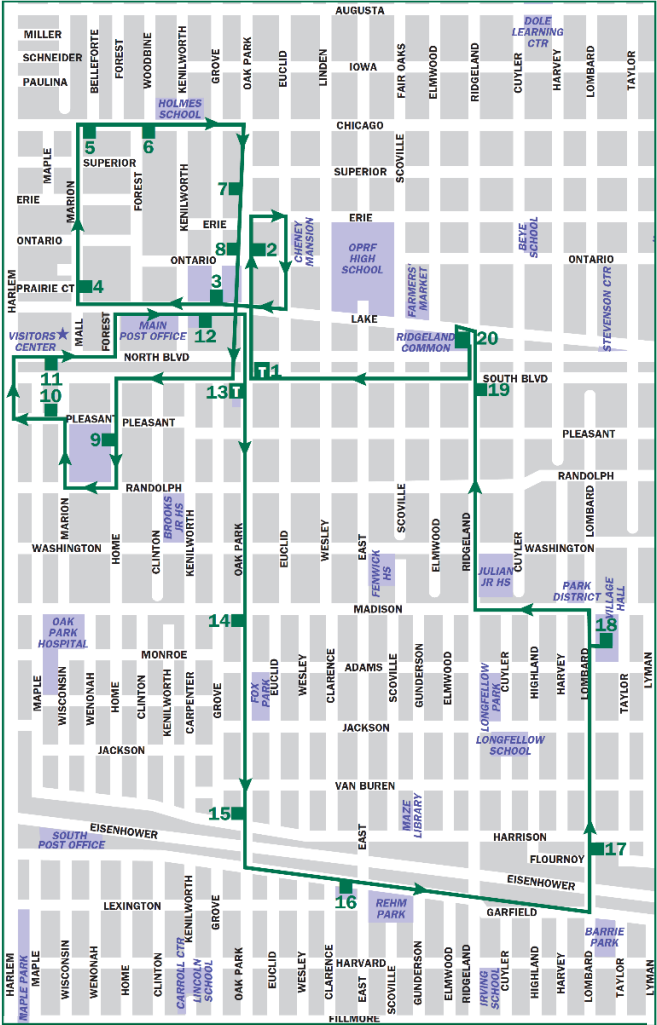
Project Understanding & Approach

Our team is excited to support Oak Park in the development of transit enhancements to achieve the Village’s objectives related to environmental sustainability, economic vitality, and congestion reduction. We have worked with many other communities, transit operators, and developers to design successful shuttle services. Our approach emphasizes robust travel market analysis and ensuring that service is convenient enough to attract significant ridership. Effective community engagement will be invaluable to help us tailor recommendations to distinct transportation needs. We also have extensive experience with the special requirements of battery-electric transit vehicles, including fleet planning, route modeling, facilities and charging equipment, emissions projections, and financial impacts. We have developed fleet transition plans for agencies such as CTA, IndyGo, and SEPTA, and will leverage this experience to recommend suitable technology for the shuttle.

Task 1. Data Collection and Analysis

We propose to begin this project with a kickoff meeting that will allow staff from Oak Park and TYLin to align on the overall work plan and schedule, project communications protocols, check-in meeting cadence, and other administrative items. This meeting is also an opportunity to discuss perspectives on the project’s expected opportunities and challenges.

The TYLin team will begin our analysis of community transit needs by reviewing data related to transit markets and the existing transit system. This evaluation will include demographic data from the Census Bureau, origin-destination data from technology company Replica, employment centers and economic development, geographic constraints, land use and urban design characteristics, and changes in time in these factors. We will also study the existing transit services provided by CTA and PACE, including service frequency and span, network connectivity, the distribution of service coverage, current ridership levels, and trends during the COVID recovery.



As part of Task 1, our team will review the Oak Park Shuttle that operated in the 2000s.

Our evaluation will seek to identify where gaps may exist between transit supply and demand, indicating potential markets for enhanced services. We have previously completed similar gaps assessments for clients such as Pace Suburban Bus, Contra Costa Transportation Authority, and Rockford Mass Transit District.

Deliverables: Assessment of existing conditions, needs, and service gaps

Task 2. Community Input and Connection

Meaningful community engagement will be a crucial part of the shuttle planning process, to ensure that transit concepts are firmly rooted in the needs of the community. MUSE will lead this task through the following steps.

Engagement Strategy

MUSE will develop an Engagement Strategy document that includes a schedule of engagement activities and a list of potential community partners as well as a plan for promoting engagement opportunities.

Small-group Stakeholder Interviews (up to 5)

MUSE will conduct up to five small-group conversations and/or stakeholder interviews with potential stakeholders and partners, including but not limited to Village staff and sister agencies, citizen boards, community organizations, and identity-/affinity-based groups like people with disabilities, youth, older adults, and non-native English speakers.

These conversations will be designed to build on engagement from the Climate Ready Oak Park initiatives and to directly inform recommendations. To ensure an efficient process, the consultant team will rely on Village staff to support outreach and scheduling.

Community Focus Groups (up to 2)

MUSE will conduct up to two focus group conversations with community members to gather feedback on potential recommendations. These conversations will be focused on understanding how a potential shuttle service can best service Oak Park community members who are most reliant on public transit. Community members will be compensated for their time and contributions with stipends.

Engagement Summary Memo

MUSE will develop an Engagement Summary Memo that synthesizes feedback heard during the project. An appendix with detailed information on each engagement activity will be included with the final recommendation and implementation plan.

Deliverables: Engagement activities, Summary of public engagement

Task 3. Draft Recommendations

In Task 3, TYLin will compare the community priorities and transit markets identified in the prior tasks to identify potential gaps that should be addressed with enhanced transit services. For these specific transit gaps, we will identify a range of potential transit improvements that could address the unmet needs while making progress on the Village's goals of sustainability, economic development, and reduced congestion. These alternatives will include details of the service design (schedule, routing, zone, etc.) tailored to market needs, as well as associated technologies and fare policies. The alternatives may include fixed-route concepts, on-demand "microtransit" models, and hybrid approaches. The alternatives also may explore potential ownership models, including direct in-house operations, private contracted operations, and partnerships with agencies such as Pace. TYLin is very familiar with the strengths, weaknesses, and most-suitable applications of these approaches – including the innovative models. For each alternative, we will also assess what types of battery-electric vehicle may be suitable to operate reliably and what supportive charging technology would be required.

Our team will evaluate the strengths and weaknesses of each service alternative, considering several criteria. We will estimate the annual operating cost and the per-ride cost. We will study the environmental sustainability of the service, quantifying the auto trips that could be diverted to transit. Other factors may include the impact on access to jobs and services, equity/diversity impacts, and potential economic development impacts. Typically our team will compile this information into a summary presentation that can be shared with Village staff and stakeholders in a workshop setting, where feedback can be gathered and refinements to the concepts can be discussed.

Deliverables: Presentation of options for service operations, including comparison of their strengths, weaknesses, opportunities, and threats

Task 4. Final Report and Presentation

After the preferred service alternative has been selected, based on engagement with Village staff and stakeholders, the TYLin team will develop a draft plan report that documents the study process and recommendations. The plan will clearly describe the preferred service plan, the reasons it was selected, the ownership structure options, and guidance on battery-electric vehicle technology.

The draft plan will be refined into a final document based on feedback from the Village and stakeholders; their comments will be tracked using a comment disposition matrix. Our team will also develop a presentation that summarizes the plan process and recommendations. We will be glad to make this presentation to the Village Board of Trustees and to support discussions of next steps.

Deliverables: Draft plan report, Final plan report, Presentation to the Village Board

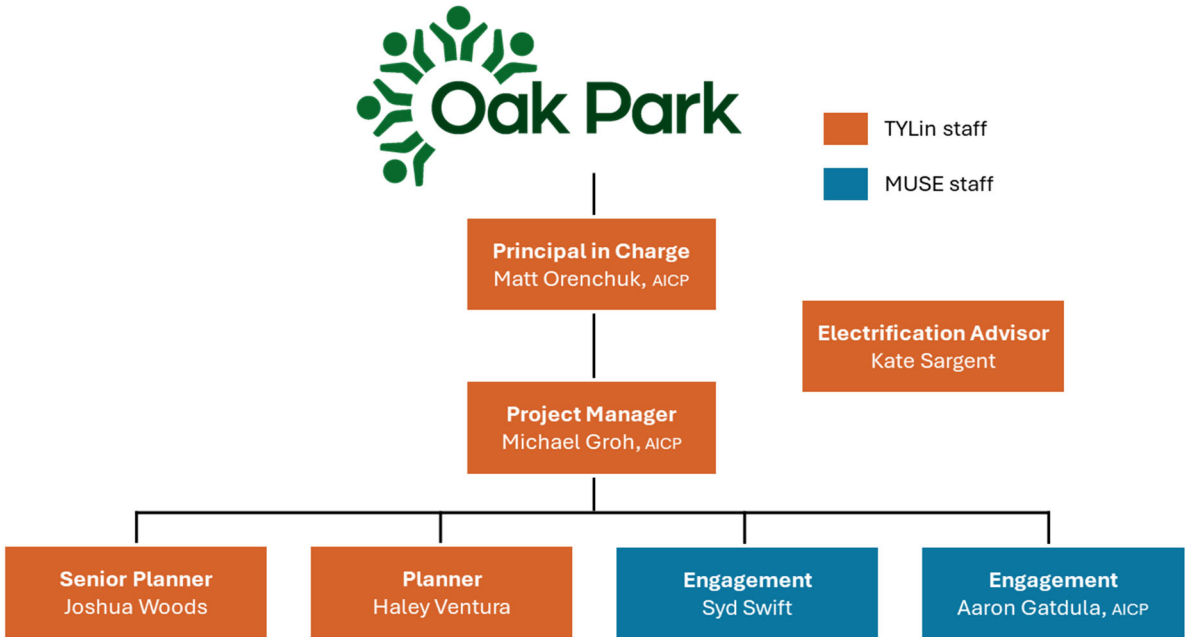
Proposed Schedule

We propose to complete the project scope in approximately four months, as illustrated below. We believe that this timeline will allow for robust analysis of transit service options, meaningful engagement with stakeholders, and careful selection of recommendations that best meet the needs of the Village. Of course, the ultimate project schedule will be flexible based on direction from the Oak Park project manager.

	Weeks														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Task 1 Data Collection and Analysis	█	█	█	█											
Task 2 Community Input and Connection				█	█	█	█	█	█						
Task 3 Draft Recommendations								█	█	█	█	█			
Task 4 Final Report and Presentation													█	█	█

Our Team

We propose completing this project using a team of experienced specialists in transit planning, electric vehicles, and community engagement. In the organizational chart below, TYLin staff are shown in orange while MUSE staff are shown in blue. All of our TYLin team has experience planning shuttle services, and two team members (Kate Sargent and Michael Groh) have been deeply involved in our zero-emission transit projects. Finally, community engagement will be led by MUSE, which is highly experienced working with diverse communities in the Chicago region.



The following pages of our proposal include resumes from our team members and project sheets describing our experience working on several similar projects.



Michael Groh, AICP

Transit Associate

Mr. Groh specializes in public transit planning, policy, and technical analysis. He has deep experience in transit network planning and leveraging emerging technologies. He has worked for leading transit agencies across the nation to plan and implement major projects.

PROJECT EXPERIENCE

Alliance for Downtown New York, Downtown Connection Service Analysis & Electrification Strategy | New York, NY

Task Lead

TYLin led a plan to modernize and electrify the Alliance for Downtown New York's "Downtown Connection" bus service. Mr. Groh was task lead for the electrification analysis that tested the compatibility of the service with potential battery electric transit vehicles. The team also modeled the financial costs and savings associated with electrification scenarios and creating a summary pro forma.

Point of the Mountain State Land Authority, Smart Mobility Study | Draper, UT

Transit Lead

Mr. Groh contributed to a plan for a 600-acre transit-oriented New Urbanist community by focusing on local transit needs. This included developing service alternatives for a BRT circulator system, developing ridership projections, and evaluating potential viability of emerging technologies such as autonomous vehicles.

Discovery Partners Institute, Shuttle Development Task | Chicago, IL

Task Lead

Mr. Groh led a task focused on implementation planning for an EV shuttle to serve a new university facility. This provided guidance on requirements for shuttle planning, funding, procurement, implementation and monitoring. Special attention was given to the unique requirements of electric vehicles and associated support infrastructure.

Village of Oak Park, Harlem Multimodal Viaduct Tiger Grant Application | Oak Park, IL

Planner

Mr. Groh contributed to a Transportation Investment Generating Economic Recovery (TIGER) grant application for a multimodal railroad bridge replacement in the Village of Oak Park. This work involved running benefit-cost analysis and helping prepare the application narrative.

Pace Suburban Bus, Strategic Vision Plan | Chicago Suburbs, IL

Lead Planner

Mr. Groh was the lead planner for a project to update the strategic framework of the nation's largest suburban transit agency. This work involved intensive engagement with agency staff to understand agency strengths, weaknesses and priorities. It also involved analysis of transit demand and service performance to identify gaps where service could better align with agency goals.

Chicago Transit Authority, Bus Fleet Electrification Feasibility Study | Chicago, IL

Project Manager

Mr. Groh was the project manager for a study to determine the CTA's preferred strategy to convert to an all-electric fleet. The project evaluated electric bus technologies' compatibility with current service schedules, the infrastructure improvements that electric buses require, potential changes to operational practices, year-by-year cost modeling, and social equity of benefits and impacts.

YEARS OF EXPERIENCE

12 years

YEARS WITH TYLIN

7 years

EDUCATION

Masters, City + Regional Planning, Rutgers, The State University of New Jersey, 2011

Bachelor, Civil Engineering, University of Minnesota Twin Cities, 2009

CERTIFICATIONS

American Institute of Certified Planners, 2014-2024

PROFICIENCIES/SPECIALTIES

Transit Service Planning, ZEB Transition Planning, ArcGIS, Hastus

AFFILIATIONS

APTA Clean Propulsion Committee, 2020-2024

APTA Bus Rapid Transit Committee, 2019-2020

Transport Chicago Steering Committee, 2019-2020

PRESENTATIONS

APTA Sustainability/ Operations Planning Workshop, 2014, 2022 & 2023

UIC Sustainable Mobility Guest Lectures, 2020-2022

EUCI Electrification of Transportation Course, 2021

TRB Annual Meeting, 2012 & 2014

IndyGo, Zero Emission Transition Plan | Indianapolis, IN

Lead Planner

Mr. Groh was the lead planner for a study that evaluated the potential of transitioning IndyGo's buses, paratransit vehicles, and non-revenue vehicles to use ZEVs. This included studying the duty cycles of these fleets, reviewing potential ZEV technologies, evaluating facility upgrades that may be needed, developing potential scenarios for a full or partial ZEV transition, and developing cost projections.

Southeastern Pennsylvania Transportation Authority, Zero-Emissions Bus Playbook | Philadelphia, PA

Lead Planner

Mr. Groh was the lead planner for an effort to help SEPTA plan for a fully zero emission bus fleet. The work involved analyzing the compatibility of the SEPTA bus network with various zero emission bus technologies and identifying potential changes to address the service that is most difficult to transition. The project ultimately produced a "playbook" of steps that could be taken in pursuit of a zero-emissions fleet.

MTA, Zero Emission Fleet Transition | New York, NY

Transit Planner/Analyst

Mr. Groh has supported the MTA's Zero Emission Fleet Transition Plan through BEB schedule compatibility modeling, utility rate analysis for charging facilities, comparison of charging dispenser technologies, and evaluation of potential transition timelines. He also led a Systemwide Resiliency Evaluation that considered operations during emergencies such as winter storms, hurricanes, extreme heat, and power outages.

Rockford Mass Transit District, Transit Implementation Plan | Rockford, IL

Project Manager

Mr. Groh was the project manager for a study of transit needs in the area served by the Rockford Mass Transit District (RMTD). His team analyzed current transit performance and developed alternative network concepts that seek to shorten customer travel times, improve consistency between different service days, and reinvest in high-demand corridors while maintaining appropriate coverage of the community. The improvements were separated into four phases that support a flexible implementation plan.

University of Chicago, Transit Planning | Chicago, IL

Transit Planner

Mr. Groh helped analyze the transit network and plan a system overhaul for the University of Chicago. He investigated ridership patterns, schedule reliability, and financial performance of services including over 20 campus shuttles, three subsidized CTA routes, and a point-to-point service operated by Lyft. The resulting service changes will simplify the network, reinvest in high-demand areas, curtail inefficient services, and create a clearer transition between daytime and nighttime networks.

West Palm Beach, Trolley Study | West Palm Beach, FL

Transit Planner

Mr. Groh helped develop plans for a restructured trolley network serving downtown West Palm Beach. He provided guidance on best practices for transit stop spacing and design, and developed a complete set of stop locations for the new trolley network.

Pace Suburban Bus, Central Harlem Avenue Corridor Study | Western Chicago Suburbs, IL

Project Manager

Mr. Groh managed an initiative to prepare the ten-mile Central Harlem Avenue Corridor for future rapid transit service. This project sought to enhance access to public transit through coordinated land use and transportation strategies. The team addressed pedestrian infrastructure deficiencies, identified economic development opportunities, and designed bus priority treatments.



YEARS OF EXPERIENCE

20 years

YEARS WITH TYLIN

4 years

EDUCATION

Master of Urban Planning,
University of Michigan, 2007

B.S. Civil Engineering,
University of Notre Dame,
2002

CERTIFICATIONS

American Institute of Certified
Planners

AFFILIATIONS

American Planning
Association

American Public Transit
Association

*Work completed at a
previous firm

Matt Orenchuk, AICP

Vice President + Transit Planning National Practice Manager

Matt Orenchuk specializes in bus and rail operations planning, corridor planning, and long range and strategic planning. He has worked in major metropolitan areas across the US providing insight into transit operations and policy goals. His work helps clients realize agency objectives and improve quality of life for riders by efficiently delivering service improvements.

PROJECT EXPERIENCE

Chicago RTA Strategic and 10-Year Financial Plan | Chicago, IL

Principal in Charge | 2022-2023

Matt was the principal-in-charge for the consultant team leading the Transit is the Answer plan for RTA. The team assisted RTA in developing vision, goals, and strategies to address the major upheaval that COVID-19 has placed on the region's transit system, including a \$700M funding gap projected for 2026. The plan was adopted February 2023.

IDOT, Next Move Illinois 2026 Statewide Transit Plan | Statewide, IL

Project Manager | 2024-Present

Matt is project manager for the consultant team that is developing the Statewide Public Transportation Plan for the Illinois Department of Transportation. The two-year plan will focus on developing a vision for transit service throughout the state, emphasizing policy and information that can be leveraged by IDOT to improve transit service and passenger connectivity for all residents in Illinois.

CTA, Better Streets for Buses Plan | Chicago, IL

Principal in Charge | 2021-2023

Matt was the principal-in-charge for the CTA project making recommendations to improve street configurations to address speed and reliability issues with CTA buses. Matt's team provided major public engagement support and is using that feedback to update the plan, including both proposed corridors for improvement and the proposed toolbox CTA and CDOT can use to address bus operational issues. The plan was launched in December 2023.

***CTA, Red Line Extension Project | Chicago, IL**

Project Manager | 2019-2020

Matt was his firm's project manager and technical lead for the service planning and operations and maintenance tasks as a subcontractor. Matt's team reviewed existing ridership, loading, and transfer data to understand rider behavior in the study area. This information will be used to create multiple bus and rail service operating scenarios. Each scenario was evaluated to determine a recommended course of action for bus and rail service changes due to the project.

Pace, Far South Halsted Corridor Study | Harvey, IL

Principal in Charge | 2024-Current

Matt is principal-in-charge for TYLin's role on the Far South Halsted Study for RTA and Pace. Matt's team supported the market analysis, including the development of a transit propensity index and bicycle comfort index to help understand who is using the corridor and prepping for future Pace Pulse service.

University of Chicago, Transit Planning Services | Chicago, IL

Principal in Charge

Matt was principal in charge for a transit plan conducted with the University of Chicago. This work reviewed all aspects of the university's transit services, including daytime shuttles, CTA routes, nighttime shuttles, and Lyft guaranteed ride home service. Matt's team reviewed existing data and made recommendations to improve travel to campus and the larger Hyde Park area.

Metra, DeKalb Metra Extension Study | DeKalb, IL

Project Manager | 2023

Matt was Principal in Charge for the Metra Extension Study for the City of DeKalb. The analysis considered extending Union Pacific West service from its current terminus in Elburn to DeKalb. Matt's team developed a market assessment, ridership estimate, operations plan, capital cost estimate, and conducted a series of public meetings.

***Pulse 95th Street Corridor BRT Project | Chicago, IL**

Project Manager | 2019-2020

Matt was his firm's project manager for the consultant team that developed a service plan for the proposed 95th Street Pulse (BRT) corridor for Pace Suburban Bus. Matt's team created a detailed running time model to estimate station to station travel times, using that information to make key service plan decisions.

***East West BRT Project | Milwaukee, WI**

Project Manager | 2016-18

Matt was his firm's project manager for the East West BRT Feasibility Study in Milwaukee. The study analyzed BRT alternatives connecting downtown to the Milwaukee Regional Medical Campus six miles to the west. Matt completed mainline and background bus analysis for each alternative, including the estimate of run times with and without dedicated lanes. In October 2023 this project was completed and is in full operation.

New Jersey Transit NewBus Hudson | Hudson County, NJ

Project Manager | 2024-

Matt is project manager for the consultant team that is conducting the Hudson County bus network redesign for NJ Transit. The 24-month plan is focused on 32 routes that NJT operates within the county, including intracounty routes and those destined for Port Authority Bus Terminal. The team is currently conducting an existing conditions analysis, with a public launch of the project slated for Fall 2024.

Metropolitan Transportation Authority (MTA), Brooklyn Bus Network Redesign | Brooklyn, NY

Principal in Charge | 2022

Matt was principal-in-charge for TYLin's role on the Brooklyn Bus Network Redesign (BkBNR) conducted for the New York City MTA. Matt's team managed the development of route profiles and communication of the recommendations, and also supported the route recommendations developed for the project.

***Metropolitan Transportation Authority (MTA), Queens Bus Network Redesign | Queens, NY**

Bus Network Redesign | Technical Lead | 2019-20

Matt was technical manager for the Queens Bus Network Redesign (QBNR) conducted for the New York City MTA. As one of the largest and most heavily utilized bus networks in the United States, the QBNR required a thorough technical analysis. This work included review of existing conditions, assessment of service deficiencies, and review of a complex AVL database that resulted in revised travel times for recommended routes.



Kate Sargent

VP, Sustainability Lead

Ms. Sargent leads municipalities through planning for electrification, VMT reduction and transportation demand management to meet their greenhouse gas emissions goals. In addition, she brings a strong focus on equity, using climate and electrification planning to improve environmental justice outcomes. She brings a focus on transportation electrification integrating charging station siting, transportation demand modeling and framework development.

YEARS OF EXPERIENCE

18 years

YEARS WITH TY LIN

18 years

EDUCATION

Master of Science in Urban Planning, Columbia University, 2006

B.A. International Studies, Miami University of Ohio, 2000

AFFILIATIONS

American Planning Association

American Public

Transportation Association Presentations

"All Women, No Gas" Panel at Climate Week NYC, 2024

"The Road to Net Zero: Tackling from Citywide Planning to Building Design" Panel, Climate Week NYC, 2024

COP28, Dubai,

"Transportation

Transformed," December, 2023

APTA Mobility Conference, "Green Mobility" Panel, April 2023

PUBLICATIONS

Contributing researcher, "NCHRP - Guidance on Risks Related to Emerging and Disruptive Transportation Technologies,"

PROJECT EXPERIENCE

CTA, Zero-Emission Bus Master Plan | Chicago, IL

Project Director

TYLin led the creation of a full zero-emission bus master plan for the Chicago Transit Authority. The study included an analysis of electric bus technology compatibility with current service schedules, infrastructure improvements at bus garages and to support a network of on-route chargers, potential changes to operational practices, lifecycle cost modeling, and quantification of social equity benefits and impacts.

MTA, Electrification of Downtown Connection Bus Service | New York, NY

Project Manager

Ms. Sargent served as project manager for a study of service changes to increase the efficiency of the Downtown Connection Bus Service, as well as a planning for a transition of the service to all battery electric buses. The electrification aspects of the study entailed modeling of energy usage for buses completing scheduled service, identification of appropriate battery electric vehicles based on energy needs and other ridership characteristics, and a pro forma tool to model the cost of providing the electrified service through a third-party vendor.

King County Metro, First/Last Mile On-Demand Microtransit Pilot | King County, WA

Project Manager

Ms. Sargent served as the Project Manager providing program management services to Ford Smart Mobility to facilitate planning and execution of this pilot project to provide microtransit service for first/last mile on-demand service to Eastgate park and ride, a designated mobility hub in the Seattle New Mobility Playbook, another TYLin project. The scope included development of a performance monitoring dashboard to track and visualize dozens of performance metrics and facilitate project learning and service evolution. In addition, TYLin assisted in service branding, documented project characteristics that relate to equity and accessibility of the service and developed a service operations guidebook and full program management plan.

SEPTA, Battery-Electric Bus Master Plan | Philadelphia, PA

Project Manager

Ms. Sargent managed this task order to develop a Master Plan for SEPTA to transition to all zero-emission buses. The study involved compatibility modeling of SEPTA bus service in relation to existing battery technologies, as well as scenario testing of expected technology improvements. The Master Plan also included the development of concept plans for charging at all bus facilities, including identifying and costing all required electrical upgrades, as well as an equity analysis, lifecycle cost analysis, and identification of funding sources. The plan included a feasibility assessment and cost-benefit analysis of hydrogen fuel cell alternatives at each facility.

City of Glendora, Zero-Emission Bus Rollout Plan, | Glendora, CA

Project Director

Ms. Sargent served as Project Manager for the development of a zero-emission bus (ZEB) Rollout Plan for the City of Glendora, which operates several local shuttles using minibuses. She oversaw modeling of battery-electric bus (BEB) energy usage from Glendora' shuttle routes as well as



recommendations for fleet transition, workforce development, costing and funding of a transition to all BEBs. The final deliverable was a ZEB Rollout Plan that was approved by the California Air Resources Board.

Pomona Valley Transportation Authority (PVRTA) Infrastructure Plan & Zero-Emission Vehicle Implementation Analysis | Pomona, CA

Project Manager

TYLin is responsible for identifying potential locations for new Zero-Emission Bus (ZEB) transit yards and screening them according to identified criteria and site feasibility characteristics. In a second phase of the project, TYLin assessed zero-emission vehicle technology for suitability, modeling energy usage of vehicles operating scheduled service, identifying charging infrastructure needs, and detailing costs of a full transition to zero-emission buses. The project will culminate with an update to PVRTA's official ZEB Rollout Plan.

IndyGO, Zero-Emission Vehicle Transition Plan | Indianapolis, IN

Project Manager

Ms. Sargent serves as Project Manager for this effort to develop a transition plan and implementation strategy for IndyGo's buses, paratransit vehicles, and non-revenue fleet. The project will assess both battery-electric and hydrogen fuel cell technologies. As IndyGo does not have a mandate to transition, the project will assess cost-effectiveness, grant and partnership opportunities to drive transition, and air quality benefits using existing grid power and hydrogen fuel production characteristics. The project will also assess existing infrastructure opportunities and feasibility of hydrogen fueling at IndyGo facilities.

Metropolitan Transportation Commission (MTC), Regional Zero-Emission Transit Transition Plan | Bay Area, CA

Project Manager

Ms. Sargent serves as Project Manager for this effort to identify regional synergies for the transition to zero-emission transit among the Bay Area's 27 different transit operators (including ferry operators). This effort will identify opportunities for shared opportunity charging at BART stations and other transit centers, shared hydrogen infrastructure or fuel, potential collaborations on procurements and workforce development, coordination on electrical upgrade requests and other synergies. The project will also establish a regional framework for sharing best practices and coordinating on pilot projects. The project will estimate the total cost of transition for the 27 transit agencies and establish a regional narrative to augment competitiveness for federal funding sources.

CapMetro, Zero-Emission Bus Transition Plan | Austin, TX

Project Manager

Ms. Sargent led the development of an FTA-compliant zero-emission bus rollout plan that synthesizes and builds on analysis completed to date by the agency to articulate a coherent plan for full fleet electrification. This involved extensive internal and external stakeholder coordination to develop data-driven implementation strategies.

MTA Zero-Emission Fleet Assessment | New York, NY

Project Manager

TYLin is leading a fleet assessment for New York City MTA and Con Edison to model the transition of two depots to all-electric buses, including in-depth analysis of schedules, utility rates and capital infrastructure costs. Ms. Sargent is responsible for coordination of all project work.

Ulster County Area Transit, Battery Bus Feasibility Study | Ulster County, NY

Project Manager

Ms. Sargent managed a battery bus feasibility study for Ulster County Area Transit. The study included analysis of existing and anticipated battery bus technology, such as charging times, expected miles per charge, types of charging infrastructure, and lifecycle cost analysis.



YEARS OF EXPERIENCE

6 Years

YEARS WITH TYLIN

>5. Years

EDUCATION

MA, Sustainable Urban Development, DePaul University, 2023

BS, Industrial Management, Purdue University, 2018

CERTIFICATIONS

Commercial Driver's License with Passenger and Air Brake Endorsement (IDOT)

PROFICIENCIES (E.G. SOFTWARE)

Esri Products, Adobe Illustrator, Viriato, Microsoft Products

*Previous work experience

Joshua Woods

Senior Transit Planner

Joshua brings over 5 years of experience providing transportation planning services for various state and local agencies. His expertise includes fixed route and demand response transit planning, transit operations, rail service planning, and quantitative analysis. He is proficient with GTFS, Replica LBS and Census Data, as well as Esri and Adobe products.

PROJECT EXPERIENCE

IDOT, Next Move Illinois 2026 Statewide Transit Plan | Statewide, IL

Service Coordination + Safety Author | 2024-Present

Joshua authored the service coordination and safety chapter of the Statewide Public Transportation Plan for the Illinois Department of Transportation. The two-year plan will focus on developing a vision for transit service throughout the state, emphasizing policy and information that can be leveraged by IDOT to improve transit service and passenger connectivity for all residents in Illinois.

City Of Waukegan Amtrak Station Feasibility Study | Waukegan, IL

Market Assessment

Joshua led the market assessment for the Waukegan Amtrak Station feasibility study. This study looks at the underlying demographics, existing travel patterns, and infrastructure constraints around the proposed station location to determine the feasibility of a new Amtrak infill station.

***Amtrak, VA Heat Order Schedules | Virginia, USA**

Planner

Joshua developed pilot summer schedules for Amtrak services operating over CSX right of way in the state of Virginia. In the summer months, CSX railroad issues temporary slow orders for trains operating over its right of way to prevent train derailments. These slow orders negatively impact the timeliness of passenger rail service in the state. Mr. Wood assisted with the development of pilot Amtrak schedules to mitigate these delays and maintain on-time performance.

***California High Speed Rail Technical Support | CA**

Rail Service Planner

As a rail service planner, Joshua helped develop service plans for the Merced-Bakersfield section of the California High Speed Rail project. This included modeling existing service in Viriato, identifying conflicts with proposed high speed rail service, and identifying infrastructure improvements to resolve any conflicts.

***OnXpress Network Operating Principles | Toronto, ON, Canada**

Rail Operations Planner

As Rail Operations Planner, Joshua supported OnXpress Transportation Providers in the development of a network operating principles document. This document detailed the operational needs of the Go Transit passenger rail network in Toronto, Canada. Outputs from this document will be used by the future train operator in the creation of derived design requirements.

***Metra, Systemwide Restoration Plan | Chicago, IL**

Planner

Joshua contributed to the Systemwide Restoration Plan project by using ArcPy to automate the production of maps for the creation of 153 Shed Summary Sheets and 11 Line Summary Sheets. This project, initiated by Metra commuter rail in Chicagoland, aimed to inform post-pandemic service restoration decisions as the agency transitions from a commuter rail to a regional rail model.

***Pace, Pulse ART Program Cermak Line | Chicago, IL**

Task Lead

Joshua was the Task Lead for the market, travel pattern and existing service analysis for the Cermak Pace Pulse Line. Pace Pulse is the arterial bus rapid transit (aBRT) service operated by Pace suburban bus around Chicagoland. Cermak is one of the priority corridors to be upgraded to Pulse service in the region.

***CMAP, PART Report Development | Chicago, IL, USA**

Joshua supported the development of the CMAP Plan of Action for Regional transit (PART) report aimed at guiding the regional transit system through the post-pandemic recovery.

***Duluth Transit Authority, Comprehensive Operations Analysis | Duluth, MN, USA**

Joshua provided technical, planning, and scheduling support for the system redesign which was implemented in the summer of 2023 and nearly doubled the population with access to high frequency transit service.

***BATA, Next Wave Transit Master Plan | Traverse City, MI, USA**

Joshua was the Task Lead for the transit service analysis portion of the BATA Next Wave Transit Master Plan. This included a peer analysis, fixed route and demand response service productivity assessment, and new service development. The project resulted in a successful millage renewal campaign.

***StanRTA Bus Stop Prioritization Study | Stanislaus County, CA, USA**

Joshua supported StanRTA in developing an inventory of their existing bus stops and their amenities. Results supported the development of distinct bus stop “typologies” that govern base amenities provided at each stop based on ridership, service levels, and significance in the overall network. Inventory allowed client to prioritize capital investments in bus stop amenities.

***Greenlink Transit Development Plan Update | Greenville, SC, USA**

Joshua provided technical support to Greenlink, the transit authority serving Greenville, SC, in the updating of their transit development plan. This including adjusting previously recommended alignments to meet current travel needs, developing updated O&M costs, estimating bus stop locations and creating maps and tables to populate the report.

***AARP, Livable Communities Zoning Code Audit | Chicago, IL, USA**

In partnership with the AARP Livable Communities Program, Joshua conducted a zoning code audit of the City of Chicago zoning ordinance. Work resulted in a compact list of code recommendations to improve livability and housing affordability in the City of Chicago.

***Pace, I-294 Express Bus Study | Chicago, IL, USA**

Joshua participated in route workshops with Pace staff to develop end to end travel times, developed metrics to assess the feasibility of stops and alignments, and created inputs for a STOPS modeling run.

***CityBus of Greater Lafayette, Various Projects | Lafayette, IN, USA**

Joshua served as the transit planning and operations analyst at CityBus of Greater Lafayette for two years. While here, Joshua wrote and submitted a federal “Bus and Bus Facilities” grant that was awarded \$475,000, and led an initiative to identify underperforming and poorly spaced stops for consolidation or elimination that stabilized run times, and increased overall on time percentage on the 6A Fourth Street Route. Additionally, he regularly drove routes in revenue service.



Haley Ventura

Transit Planner

Ms. Ventura specializes in public transportation with a focus on data analysis and geospatial visualization. She is proficient in ESRI ArcGIS, Adobe Creative Cloud, SQL, and R. She is passionate about improving transit service, accessibility, and safety.

YEARS OF EXPERIENCE

2 Years

YEARS WITH TYLIN

<1 Year

EDUCATION

M.S. Urban Planning & Policy, University of Illinois Chicago, 2024

B.A. Global Studies, University of Illinois at Urbana-Champaign, 2019

PROFICIENCIES (E.G. SOFTWARE)

ESRI ArcGIS, Adobe Creative Cloud, R, Python, Excel, Sketchup

AFFILIATIONS

WTS Greater Chicago Chapter
American Planning Association
Young Professionals in Transportation

AWARDS

Executive Partnership Scholarship 2023-2024, Issued by WTS Greater Chicago Chapter

*Work performed under previous employment or academic setting

PROJECT EXPERIENCE

Next Move Illinois 2026 Public Transportation Plan | Chicago, IL

Peer Analysis Review

TYLin is leading the Statewide Public Transportation Plan for the Illinois Department of Transportation (IDOT). The plan will include a strategic vision, public surveying, stakeholder coordination, policy and service analysis, and final recommendations to improve public transit statewide. Ms. Ventura is conducting peer analysis reviews of statewide transit plans and industry best practice to inform the plan's vision and goals. While doing so, she is identifying policies that will help IDOT achieve its vision and goals through industry research, analyzing potential impacts of policies, and creation of an implementation plan.

Contra Costa County Integrated Transit Plan, | Contra Costa County, CA

Demographic Researcher

TYLin is leading the Integrated Transit Plan for Contra Costa County. The plan seeks to increase transit mode share and improve regional transit services. The project includes public engagement, coordination with local transit operators, geospatial analysis, policy and industry research. The plan will recommend a suite of transit improvements including core transit network upgrades, emerging mobility projects, and new mobility hubs. Ms. Ventura is conducting demographic research from local and federal data sources, reviewing travel patterns through Replica data, reviewing agency operations and costs, and developing maps for the plan.

RTA, Pace Far South Halsted Corridor Study | Chicago, IL

Transit Planner

TYLin is working with Pace and the RTA to conduct a Corridor Study that will influence future rapid transit improvements. Ms. Ventura developed a Transit Propensity Index for Pace's Route 352 to determine potential ridership in the area influenced by socioeconomic variables. She analyzed bus transfer data and Replica travel flows to determine nearby population travel patterns. In addition, she developed station area maps with detailed recommendations.

*CTA, Title VI Triennial Program Analysis | Chicago, IL

Transit Planner

The Chicago Transit Authority (CTA) aims to improve their Title VI analyses by advancing their metrics and internal standards for equity in transit service. Ms. Ventura automated processes for data analysis that determined equity related impacts from service delivered for Title VI compliance. While doing this, she researched best practices for improving equity in public transit systems by conducting peer reviews. With these learnings, she proposed improvements for database queries, internal tracking, and accountability measures. The project deliverables included three PowerBI reports for cross-departmental use and monitoring of various metrics.

*CTA, Language Access Improvements | CHICAGO, IL

Researcher

Ms. Ventura conducted research on best practice methods to improve language access in public transportation for non-English speaking persons in CTA's service area. The research included



detailed demographic and socio-economic data analysis, business and tourism growth projections, and geospatial network analyses. The project culminated with an interactive ArcGIS online application of the top non-English languages spoken in the region and walk shed analyses for cross-departmental use.

***University of Illinois Chicago Transport Equity Workshop | CHICAGO, IL**

Best Practices + Existing Conditions

Ms. Ventura worked on a team of students to evaluate biking conditions in the Belmont-Cragin neighborhood of Chicago in partnership with a community-based advocacy organization, Northwest Center. As part of this project, she conducted a traffic crash analysis through ArcGIS to identify locations where concentrations of serious injury and fatal crashes occur to inform proposals for bike infrastructure and safety improvements. In addition, Ms. Ventura was part of a sub-team that reviewed best practices for community engagement and proposed improvements for continued success at the Northwest Center. Upon completion of the team's work, Ms. Ventura designed the report in InDesign for client and public delivery.

MUSE



Syd Swift

Associate

Syd is a transportation and mobility planner with a background in architecture who dreams of safe, livable streets for every community. She brings a practical and action-focused lens to her research and planning work to help bring her dreams to fruition. Her research about factors that impact pedestrian and cyclist stress levels has received Federal funding, and she has presented on her work to classes at University of Wisconsin - Milwaukee. Syd is experienced in GIS, urban design, graphic design, and data analysis.

EDUCATION

University of Wisconsin Milwaukee

Master of Urban Planning, 2023

University of Minnesota Twin Cities

Bachelor of Science in Architecture, 2019

AFFILIATIONS

Board Member,
UW-Milwaukee Urban
Planning Alumni
Association

Milwaukee County Complete Communities Engagement Phase I and II, Milwaukee, WI

Syd supported community engagement efforts for the first phase of Milwaukee County's Complete Communities initiative. Through a series of "Safe Streets Roadshow" events across all 19 municipalities in the county, MUSE employed a kit of self-guided feedback tools to gather input from residents about reckless driving and other transportation challenges they experience. Syd continues to support engagement for the second phase of this effort, leading the facilitation of five public workshops across the county.

Milwaukee County Transit System Strategic Plan, Milwaukee, WI

MUSE is leading engagement as Milwaukee County Transit System (MCTS) updates its strategic plan. Syd is leading MUSE's work, including the design and facilitation of workshops with MCTS staff to set internal goals and priorities and conducting one-on-one staff interviews.

Vision Zero Oak Park, Oak Park, IL

MUSE led public engagement with TY Lin (Sam Schwartz) in the development of a Vision Zero plan for the village of Oak Park. The objective of the plan is to eliminate traffic fatalities and severe injuries, with a focus on cyclists and pedestrians, while increasing safe, healthy, equitable mobility for all, by 2035. Syd developed and facilitated an engagement plan that centered equity and leveraged jargon-free language to bring Oak Park residents and stakeholders along to contribute to the development of the plan.

Pedestrian Level of Traffic Stress Evaluation Tool, Milwaukee, WI*

As a graduate student, Syd initiated and led an independent research project that examined pedestrian comfort in different street environments. Based on a review of existing suitability analyses, Syd created a new, user friendly Pedestrian Level of Traffic Stress tool that evaluates how stressful it is for a pedestrian to walk along a street or to cross a street.

Last Mile Transportation Policy Analysis, Milwaukee, WI*

Syd worked with a group of graduate students to create a policy report addressing the last mile challenges faced by the Menomonee Valley and Havenwoods Business Improvement Districts. The team conducted detailed research and provided the two BID directors with a series of case studies on different last mile transportation strategies.

**work completed in a prior capacity*

musecommunitydesign.com
(312) 416.2816

MUSE



Aaron Gatdula, AICP

Senior Associate

Aaron Gatdula (he/him) is a researcher, analyst, and advocate working towards climate resilience and justice in transportation and land use. As an immigrant from the Philippines, Aaron is inspired by his diasporic community to create inclusive and sustainable spaces in the most vulnerable neighborhoods. He is experienced in GIS/mapping, road and traffic safety and analysis, TOD policy, community engagement, and urban design.

EDUCATION

UC Berkeley

Master of City Planning,
Concentration:
Transportation Planning

University of Illinois Urbana-Champaign

Bachelor of Science,
Environmental Science

CERTIFICATIONS

American Institute of
Certified Planners (AICP)

CONTINUING EDUCATION

Government Alliance on
Race and Equity (GARE)

AWARDS

Foreign Language Area
Studies (FLAS) Fellow,
2019-2020

Will County Paratransit Integration and Efficiency Study, Will County, IL

MUSE led public and stakeholder engagement for a study of Will County's paratransit services to understand current conditions and identify service gaps as well as future needs and opportunities. Aaron was MUSE's project lead, developing and implementing the engagement strategy, which prioritized input from senior citizens and people with disabilities. Aaron's work resulted in direct feedback from more than 1,200 Will County residents.

Greater Peoria Mass Transit District Update, Peoria, IL

MUSE led community and stakeholder engagement for a microtransit study with Greater Peoria Mass Transit District. Engagement was used as a tool to inform the study as well as offer public education about microtransit. Aaron assisted with mapping and equity analysis, including the development of a list of equity indicators to help inform potential new transit lines and reroutes in the city.

Milwaukee County Multimodal Transportation Outreach + Engagement, Milwaukee County, WI

Milwaukee County Department of Transportation (MCDOT) has launched Complete Communities, an effort to increase multimodal safety and address reckless driving in the county. Aaron was the project manager, overseeing a team of two consulting firms and leading stakeholder and public outreach and engagement in all 19 municipalities in the county. Equity is driving this process as the County seeks to address reckless driving through the lens of racial health equity.

Invest in Cook, Cook County, IL

Aaron helps lead the data analysis and equity evaluation of the Invest in Cook infrastructure grant request process. By looking across factors like ADA accessibility and environmental justice, among technical factors like pavement condition and ADT, Aaron helps the Department of Transportation and Highways administer infrastructure and transportation grants to municipalities across Cook County.

Complete Streets Program, Chicago, IL

As an in-house consultant, Aaron assists community engagement and planning efforts for traffic safety projects with the Complete Streets Program at the Chicago Department of Transportation (CDOT). He helps maintain stakeholder relationships, coordinates and recommends implementation strategies, and assists with data analysis, communications, design, and mapping.

CDOT Smart Streets Pilot Program Outreach, Chicago, IL

As the City of Chicago Department of Transportation (CDOT) prepared to launch a pilot program using City vehicle-mounted cameras to enforce bus and bike lane violations, MUSE developed an outreach strategy, including the creation of a program branding package, citywide marketing, press conference, and identifying metrics of success. Aaron is the project manager, directing a creative team and establishing program benchmarks for future evaluation.

musecommunitydesign.com
(312) 416.2816

CLIENT

Point of the Mountain State
Land Authority

CLIENT REFERENCE

Scott Cuthbertson
Chief Operating Officer and
Deputy Executive Director The
Point of the Mountain State
Land Authority
PO Box 692
Draper, UT 84020
801.803.0261
scuthbertson@utah.gov

SERVICES

New Mobility Planning
Bicycle and Pedestrian
Planning
Transit Planning
Strategic Planning
Scenario Planning

DESIGN SERVICES FEE

\$123,000

PROJECT DESIGN DATES

October 2022- Ongoing

TYLIN ROLE

Subconsultant



DRAPER, UT, USA

The Point of the Mountain Smart Mobility Study

The Point of the Mountain ("The Point"), a 600-acre, state-owned property located in the heart of Silicon Slopes and less than 20 miles south of Salt Lake City, is poised to become one of the most significant economic development opportunities in Utah history. TYLin led the development of an integrated smart mobility program that will create a one-car community that minimizes car dependence, reduces congestion, and supports regional transit investments and air quality goals. This is accomplished by providing residents, workers, and visitors with a range of transportation options and providing targeted incentives to make sustainable modes accessible, simple, and attractive for users. The smart mobility program was developed through detailed analysis and stakeholder engagement and consists of a dedicated transit circulator for the site, active transportation and micromobility elements, an electric car share program, a network of mobility hubs, and a mobility-as-a-service program to incentivize the use of sustain-able modes. TYLin conducted scenario testing and cost-bene-fit analysis (including broader societal benefits) to help determine the optimal level of investment and structure of the program.

CLIENT

Alliance for Downtown New York

CLIENT REFERENCE

Jane Wolterding
Senior Director of Planning,
Operations
Alliance for Downtown New York
120 Broadway, Suite 3340
New York, NY 10271
212.835.2776
jwolterding@downtownny.com

SERVICES

Transit Planning
Electrification

DESIGN SERVICES FEE

\$40,000

PROJECT DESIGN DATES

February 2022-May 2022

TYLIN ROLE

Prime Consultant



NEW YORK, NEW, USA

Alliance for Downtown New York Bus Services Analysis and Electric Bus Feasibility Study

TYLin led a team helping the Alliance for Downtown New York identify service changes to their downtown circulator service that would speed service and reduce delays through their congested Lower Manhattan service area. In addition, the team developed a full plan for electrification of their fleet, including identification of electric shuttle vehicles that would meet their service requirements under adverse conditions and a plan for charging infrastructure at the bus yard. Because the Alliance contracts out their shuttle service, the TYLin team developed a pro forma detailing all vehicle and infrastructure costs to identify likely vendor bid prices for providing electrified bus service.

CLIENT

Discovery Partners Institute,
University of Illinois

CLIENT REFERENCE

Kumar Kintala
Innovation Hub Director
Discovery Partners Institute
200 S. Wacker Dr., 4th Floor
Chicago, IL 60606
908.500.7531
kintala@uillinois.edu

DESIGN SERVICES FEE

\$24,000

SERVICES

Parking

Transportation Demand
Management

Research

PROJECT DESIGN DATES

July 2022-Present

TYLIN ROLE

Subconsultant



CHICAGO, IL, USA

Discovery Partners Institute Transportation Needs Assessment

Discovery Partners Institute (DPI) is a research consortium housed under the University of Illinois umbrella, intended to drive research, innovation and workforce development across the state. DPI is in the process of building a new research and classroom facility that will serve as the flagship development for The 78, a 62-acre development site on a former railyard near downtown Chicago. As The 78 is being constructed on vacant land, transportation infrastructure is being constructed with it, meaning that early occupants will not have access to robust public transit. TYLin developed a research-based model to understand what the parking and mobility demands of the site would be, how they might change over time, and how transportation needs could be fulfilled or supplemented by DPI or by The 78 developers. TYLin has continued to support DPI as they finalize their plans and interface with the city.

Image Credit: Jacobs & OMA

CLIENT

Village of Oak Park

CLIENT REFERENCE

Bill McKenna

Village Engineer Village of

Oak Park 201 South Blvd.

Oak Park, IL 60302

708.358.5722 mckenna@oak-

park.us

SERVICES

Vision Zero and Safety Action

Planning

Data Analysis

Community Engagement

DESIGN SERVICES FEE

\$176,000

PROJECT DESIGN DATES

July 2023-Present

TYLIN ROLE

Prime Consultant



OAK PARK, IL, USA

Vision Zero Oak Park Plan

TYLin 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 TYLin team is conducting a detailed analysis of crash data and trends and undertaking a number of additional analyses, including creating a pedestrian and bicyclist exposure model, undertaking an equity analysis, identifying the high injury network and developing a systemic safety analysis. Findings from data analysis will be paired with insights from an in-depth community and stakeholder engagement process. The TYLin team is implementing a robust community engagement strategy with a focus on partnerships with community-based organizations to involve diverse voices in the process.

CLIENT

Village of Oak Park

CLIENT REFERENCE

Bill McKenna

Village Engineer Village of

Oak Park 201 South Blvd.

Oak Park, IL 60302

708.358.5722 mckenna@oak-

park.us

SERVICES

Bicycle Planning

Bikeway Design

Bikeshare Planning

DESIGN SERVICES FEE

\$92,800

PROJECT DESIGN DATES

April 2024-Present

TYLIN ROLE

Prime Consultant



OAK PARK, IL, USA

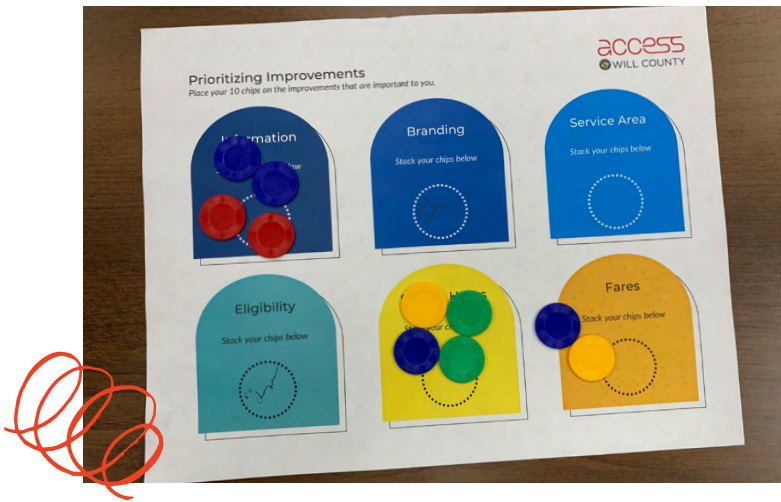
Oak Park Bike Plan Update

The Village of Oak Park is partnering with TYLin to develop a comprehensive bike plan update to build off previous planning from the past 20 years and accelerate the development of a network to meet all ages and abilities. Immediately west of Chicago, Oak Park is a dense inner-suburb with a tight-knit grid of quiet residential streets, seven rail rapid transit stations, and several robust commercial corridors. These factors have long made Oak Park a strong cycling community. However, the Village desired to make cycling more accessible for residents of all comfort levels, including children. TYLin has brought together community focus groups, online surveys, staff stakeholders, and advocates to identify existing barriers and opportunities to build out the next generation of the Village's bike network.

The plan has focused on upgrading the level-of-comfort for existing bikeways and identifying new bikeways, including a close evaluation of protected bike lane opportunities. TYLin staff have also developed detailed traffic calming and diversion concepts to further enhance the level-of-comfort for bicyclists on low-volume residential streets. Along with Village staff, TYLin planners are developing detailed cost estimates and a project prioritization matrix to establish a clear roadmap for implementation. Additionally, the plan has included a bikeshare feasibility analysis. TYLin staff have built a trip demand estimation model, researched potential operational structures, and brought together local, regional, and national stakeholders to help better understand the opportunities and costs of establishing bike-share in the village.

MUSE

Access Will County



CLIENT: Will County Executive's Office; Subconsultant to Via
PROJECT: Paratransit Integration and Efficiency Study

MUSE designed and led an engagement strategy to inform recommendations to improve paratransit across Will County.

Looking to update and improve paratransit service and delivery, Will County sought recommendations for system and fare unification. MUSE worked alongside technical lead Via to ensure paratransit riders and other Will County residents contributed to final recommendations.

Leading stakeholder and public engagement, MUSE's work included hosting focus groups and convening a steering committee to better understand issues paratransit users and residents face. MUSE designed and analyzed a digital survey that reach more than 1,200 residents. Our efforts also resulted in connecting with 40+ stakeholders, 1,200+ residents, and 20+ individual paratransit riders on system experience.

TIMELINE

May 2022-June 2023

LOCATION

Will County, IL

SERVICES

Stakeholder + Community Engagement
Survey Design + Analysis
Communications

PROJECT CONTACT

Elaine Bottomley
ebottomley@willcountyillinois.com
815-722-5515



MUSE

Greater Peoria Mass Transit District Microtransit Study



CLIENT: Greater Peoria Mass Transit District, subcontractor to Via
PROJECT: Microtransit Study

MUSE helped establish equity KPIs and convened stakeholder and user focus groups as GPMTD explored adding microtransit to their services.

As Via's engagement partner for a microtransit study on behalf of the Greater Peoria Mass Transit District, MUSE's role was to facilitate stakeholder and user feedback. We facilitated five focus groups with representatives from community organizations and local businesses. These sessions served a dual purpose of educating the public on the concept of microtransit as well as collecting feedback to inform Via's final report.

MUSE advocated to add a round of listening sessions with GPMTD users to the project scope, as their voice had been missing from previous outreach. In line with our equity advising, we were able to offer stipends to dozens of transit-reliant residents for their time participating in the focus groups. This additional perspective allowed for user-informed recommendations to be included in the final report.

TIMELINE
January - November 2021

LOCATION
Peoria, IL

SERVICES
Community Engagement
Equity Advising

PROJECT CONTACT
Cathal O'Gorman
Principal
cathal@ridewithvia.com
857-320-9109



Section VI
Pricing Proposal Form

The RESPONDENT proposes to furnish all materials and labor required to complete the Work in accordance with the attached specifications and at the prices indicated below.

Task	Task cost breakdown	Total Task Cost
Task 1: Data Collection and Analysis	Matt Orenchuk: \$ 259.75 x 3 hrs Michael Groh: \$ 167.30 x 17 hrs Kate Sargent: \$ 270.83 x 1 hrs Joshua Woods: \$ 125.48 x 22 hrs Haley Ventura: \$ 97.61 x 22 hrs	\$ 8,802
Task 2: Community Input and Connection	Muse: \$27,000 Michael Groh: \$ 167.30 x 13 hrs Joshua Woods: \$ 125.48 x 4 hrs Haley Ventura: \$ 97.61 x 4 hrs	\$ 30,067
Task 3: Draft Recommendations	Matt Orenchuk: \$ 259.75 x 2 hrs Michael Groh: \$ 167.30 x 21 hrs Kate Sargent: \$ 270.83 x 1 hrs Joshua Woods: \$ 125.48 x 26 hrs Haley Ventura: \$ 97.61 x 37 hrs	\$ 11,178
Task 4: Final Report and presentation	Matt Orenchuk: \$259.75 x 4 hrs Michael Groh: \$167.30 x 20 hrs Joshua Woods: \$125.48 x 20 hrs Haley Ventura: \$97.61 x 12 hrs	\$ 8,066

Grand Total:
\$58,114

SECTION VII
ORGANIZATION OF FIRM

Please fill out the applicable section:

A. Corporation:

The Contractor is a corporation, legally named T. Y. Lin International Great Lakes, Inc and is organized and existing in good standing under the laws of the State of Illinois. The full names of its Officers are:

President Thomas J. Price

Secretary _____

Treasurer _____

Registered Agent Name and Address: T.Y. Lin International Great Lakes, Inc

The corporation has a corporate seal. (In the event that this Proposal is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Contractor is a Sole Proprietor. If the Contractor does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Contractor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Contractor is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature	Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: 200 South Wacker Drive, Suite 1400 Chicago, Illinois 60606



Signature of Owner

[THIS SPACE LEFT INTENTIONALLY BLANK]

SECTION VIII
COMPLIANCE AFFIDAVIT

I, Matthew Orenchuk, AICP, (Print Name) being first duly sworn on oath depose and state:

1. I am the (title) Principal + Transit and Rail Practice Leader of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Proposal based on the request and have verified the facts contained in the Proposal in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 related to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements."
6. The Proposing Firm has completed the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates are barred from enter into an agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Proposing Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Proposing Firm under the agreement in civil action.
8. I am familiar with Section 13-312 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Firm is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702

¹ Affiliates means: (i) any subsidiary or parent of the agreeing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreeing business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the agreeing business entity.

Signature: Matthew Orenchuk

Name and address of Business: 200 South Wacker Drive, Suite 1400 Chicago, Illinois 60606

Telephone 872.895.0158

E-Mail matthew.orenchuk@tylin.com

Subscribed to and sworn before me this 10 day of December, 2024.

Kristin D. Carroll

Notary Public

- Notary Public Seal



[THIS SPACE LEFT INTENTIONALLY BLANK]

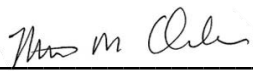
SECTION IX
M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal.

1. Contractor Name: T.Y. L International Great Lakes, inc
2. Check here if your firm is:
- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
 - Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
 - Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
 - None of the above

[Submit copies of any M/W/DBE certifications]

3. What is the size of the firm's current stable work force?
- 1376 Number of full-time employees
- 141 Number of part-time employees
4. Similar information will be requested of all sub-contractors performing work pursuant to the applicable agreement. Forms will be furnished to the lowest responsible contractor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: 

Date: 12/10/2024

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Proposal. An incomplete form will disqualify your Proposal.

An EEO-1 Report may be submitted in lieu of this report

Contractor Name T.Y. Lin International Great Lakes, Inc
 Total Employees 1376


Job Category	Total # of Empl.	Males							Females				Total Minorities
		Total Males	Total Females	Black	Hispanic	American Indian	Alaskan Native	Asian & Pacific Islander	Hispanic	American Indian	Alaskan Native	Asian & Pacific Islander	
Officials & Managers	188	132	56	4	11	0	0	12	9	1	0	9	188
Professionals	1016	669	347	39	93	1		148	48	2		75	1016
Technicians	140	113	27	14	15	0		15	4	0		3	140
Sales Workers													
Office & Clerical	85	28	57	1	7	0		6	13	1		8	
Semi-Skilled													
Laborers													
Service Workers													
Management Trainees													
Apprentices													

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal may disqualify you from consideration.

Matthew Orenchuk, AICP, being first duly sworn, deposes and says that he/she is
 (Name of Person Making Affidavit)

Principal + Transit and Rail Practice Leader of T.Y. Lin International Great Lakes, Inc and that the above EEO
 (Title or Officer)

Report is true and accurate and is submitted with the intent that it be relied upon.


 (Signature)

10/20/2024
 (Date)

**SECTION X
REFERENCES AND LIST OF ENTITIES
FOR WHICH SERVICES HAVE BEEN PERFORMED**

Contractors shall furnish at least three (3) entities, preferably municipalities, that have used the Contractor's for similar services within the last three (3) years.

REFERENCES:

1. Name of Entity Point of the Mountain State Land Authority

ADDRESS P.O. Box 692

Draper, UT 84020

CONTACT Steven Kellenberg, Planning Director

**PHONE AND
EMAIL ADDRESS** 949.697.2276

**WORK
PERFORMED** TYLin led the development of an integrated smart mobility program that will create a one-car community that minimizes car dependence, reduces congestion, and supports regional transit investments and air quality goals. The smart mobility program was developed through detailed analysis and consists of a dedicated transit circulator for the site, active transportation and micromobility elements, an electric car share program, a network of mobility hubs, and a mobility-as-a-service program to incentivize the use of sustainable modes. TYLin conducted scenario and cost benefit analysis to help determine the optimal level of investment and structure of the program.

2. Name of Entity Alliance for Downtown New York

ADDRESS 120 Broadway, Suite 3340

New York, NY 10271

CONTACT Jane Wolterding, Senior Director of Planning Operations

**PHONE AND
EMAIL ADDRESS** 212.835.2776

WORK PERFORMED

TYLin led a feasibility study to identify service changes to the downtown circulator service that would speed service and reduce delays through their congested Lower Manhattan service area. The team developed a full plan for electrification of their fleet, including identification of electric shuttle vehicles that would meet their service requirements under adverse conditions and a plan for charging infrastructure at the bus yard. TYLin developed a pro forma detailing all vehicle and infrastructure costs to identify likely vendor bid prices for providing electrified bus service.

3. Name of Entity Discover Partners Institute

ADDRESS 200 South Wacker Drive, 4th Floor
Chicago, IL 60606

CONTACT Kumar Kintala, Innovation Hub Director

PHONE AND EMAIL ADDRESS 908.500.7531

WORK PERFORMED

TYLin developed a research based model to understand what the parking and mobility demands were as part of The 78 flagship development for a new research and classroom facility. Research included developing how demands may change over time, how transportation needs could be fulfilled or supplemented by Discovery Partners Institute (DPI) or by The 78 developers. TYLin has continued to support DPI as they finalize their plans and interface with the city.

LIST OF MUNICIPALITIES OR GOVERNMENT AGENCIES FOR WHICH THE CONTRACTOR HAS PROVIDED SERVICES DURING THE PAST FIVE (5) YEARS IF NOT NAMED ABOVE.

1. Municipality _____

ADDRESS _____

CONTACT _____

PHONE AND
EMAIL ADDRESS

WORK
PERFORMED

2. Municipality

ADDRESS

CONTACT

PHONE AND
EMAIL ADDRESS

WORK
PERFORMED



SECTION XI

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter referred to as the “Agreement”) is entered into this ____ day of _____, 2024, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and _____, a _____ (hereinafter referred to as the “Contractor”).

RECITALS

WHEREAS, the Village intends to have services performed by the Contractor pursuant to the Village’s Request for Proposals dated December 3, 2024 (hereinafter referred to as “RFP”), attached hereto and incorporated herein by reference, and the Contractor’s Proposal, attached hereto and incorporated herein by reference; and

WHEREAS, the Contractor has represented to the Village that it has the necessary expertise to provide the services set forth in the RFP; and

WHEREAS, the Contractor has expressed its willingness to furnish its services subject to the terms and conditions set forth in this Agreement.

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

1. RECITALS INCORPORATED.

1.1. The above recitals are incorporated herein as though fully set forth.

2. SERVICES OF CONTRACTOR AND TERM OF AGREEMENT.

2.1. The Contractor shall provide the services set forth in the Contractor’s Proposal (hereinafter referred to as the “Services”) after receiving written authorization by the Village. The Village shall approve the use of subcontractors by the Contractor to perform any of the Services that are the subject of this Agreement.

2.2. The Contractor shall submit to the Village all reports, documents, data, and information set forth in the Village’s RFP in a format customarily used in the industry. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. Contractor shall be responsible for

any delay in the Services to be provided pursuant to this Agreement due to Contractor's failure to provide any required submittal in conformance with this Agreement.

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

2.4. Village Authorized Representative. The Village Manager or the Village Manager's designee shall be deemed the Village's authorized representative for purposes of this Agreement, 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 Contractor 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 Contractor with written notice of such change which notice shall be sent in accordance with Section 19 of this Agreement.

2.5. Contractor's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, the Contractor hereby designates _____ 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 Contractor and with the effect of binding Contractor. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Contractor as having been properly and legally given by Contractor. Contractor 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 19 of this Agreement.

2.6 The Contractor shall be an independent contractor to the Village. The Contractor 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 Contractor. The Contractor'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 Contractor because of this Agreement or the performance or nonperformance of services hereunder.

3. COMPENSATION FOR SERVICES.

3.1. The Village shall compensate the Contractor for the Services as set forth pursuant to the Contractor's Proposal in an amount not to exceed \$_____. The Contractor shall be paid 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 Contractor. 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 regarding the general scope of this Agreement in the Services to be performed by the Contractor. If such changes cause an increase or decrease in the amount to be paid to the Contractor 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 Contractor shall be furnished without the written authorization of the Village.

3.3. The Contractor 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; and (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 Contractor is liable under this Agreement; (3) claims of subcontractors, suppliers, or other persons performing Contractors Services; (4) delay in the progress or completion of the Services; (5) inability of Contractor to complete the Services; (6) failure of the Contractor to properly complete or document any pay request; (7) any other failure of the Contractor to perform any of its obligations under this Agreement; or (8) the cost to the Village, including 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 Contractor of cause for withholding within fourteen (14) days of the Village's receipt of an invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until the Contractor 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 Contractor under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to the Contractor under this Agreement.

4. TERM AND TERMINATION.

4.1. This Agreement shall be for a one (1) year term beginning 12:01 a.m. on _____, 2025 through 11:59 p.m. on _____.

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 is effective unless the terminating party gives the other party not less than ten (10) calendar day's written notice pursuant to Section 19 below of its intent to terminate.

4.3. If this Agreement is terminated by either party, the Contractor 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 Contractor pursuant to this Agreement.

5. INDEMNIFICATION.

5.1. The Contractor shall, without regard to the availability or unavailability of any insurance, either of the Village or the Contractor, indemnify, save harmless, and defend the Village and its officers, officials, employees, agents, and volunteers against any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses, including reasonable attorneys' fees and administrative expenses, that may arise, or be alleged to have arisen, out of or in connection with the Contractor's performance of, or failure to perform, the Services or any part thereof, whether or not due or claimed to be due in whole or in part to the active, passive, or concurrent negligence or fault of the Contractor, but only to the extent caused by the negligence of the Contractor or its subcontractors or their respective employees.

6. INSURANCE.

6.1. The Contractor shall at the Contractor'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 Contractor shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, which ever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed 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 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 Contractor shall require any of its subcontractors 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, agents, 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	\$ 2,000,000.00
Personal Injury	\$2,000,000.00
 - iii. Coverage for all claims arising out of the Contractor's operations or premises, anyone directly or indirectly employed by the Contractor.

- (B) **Professional Liability:**
 - i. Per Claim/Aggregate \$2,000,000.00
 - ii. Coverage for all claims arising out of the Contractor's operations or premises, anyone directly or indirectly employed by the Contractor, and the Contractor's obligations under the indemnification provisions of this Agreement to the extent same are covered.

- (C) **Workers' Compensation:**
 - i. Workers' compensation shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who provide Services, and in case work is sublet, Contractor shall require each subcontractor similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Agreement are not protected under the Workers' Compensation Act, Contractor shall provide, and shall cause each subcontractor to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

- (D) **Comprehensive Automobile Liability:**
 - i. Comprehensive Automobile Liability coverage shall 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
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- (E) **Umbrella:**
 - i. Limits:

Each Occurrence/Aggregate	\$5,000,000.00
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- (F) The Village, its officers, officials, employees, agents, and volunteers shall be named as additional insureds on all insurance policies set forth herein

except workers' compensation and professional liability/malpractice. The Contractor 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, officials, employees, agents, and volunteers.

6.3. The Village and the Contractor 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 Services.

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

7. SUCCESSORS AND ASSIGNS.

7.1. The Village and the Contractor 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 of this Agreement. Except as above, neither the Village nor the Contractor 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 Contractor.

8. FORCE MAJEURE.

8.1. Neither the Contractor 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 Contractor.

10. STANDARD OF CARE.

10.1. The Contractor is responsible for the quality, technical accuracy, timely completion, and coordination of all 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 Contractor shall promptly make revisions or corrections regarding its Services resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of the Contractor's Services shall not relieve Contractor of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies the Contractor thereof within one (1) year of completion of Contractor's Services.

10.3. The Contractor shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by the Contractor 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 Contractor.

10.4. The Contractor 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 Contractor 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 Contractor shall also comply with all conditions of any federal, state, or local grant received by the Village or the Contractor with respect to this Agreement.

10.6. The Contractor 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 Contractor's, or its subcontractors', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. DOCUMENTS AND BOOKS AND RECORDS.

11.1. Reports, examinations, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by the Contractor 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 Services and payment to the Contractor 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. Contractor shall have the right to retain copies of the Documents for its files. Contractor 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 Contractor’s Documents and records pursuant to this Agreement shall be maintained and made available during performance of the Services under this Agreement and for three (3) years after completion of any Services. The Contractor 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 give notice to Contractor not to dispose of or destroy said Documents and to require the Contractor to deliver same to the Village, at the Village’s expense. The Contractor and any subcontractors 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. All books, records and supporting documents related to this Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Contractor 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 section shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under this Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Contractor 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 Services 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 Contractor shall have the right to include among Contractor’s promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by the Contractor pursuant to this Agreement (collectively “Work Products”). The Village shall provide professional credit to Contractor in the Village’s development, promotional and other materials which include Contractor’s Work Products.

11.4. The Contractor shall furnish all records related to this Agreement and any documentation related to the Village required under an Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) (“FOIA”) request within five (5) business days after the Village issues notice of such request to the Contractor. The Contractor shall not apply any costs or charge

any fees to the Village regarding the procurement of records required pursuant to a FOIA request. The Contractor agrees to defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and agrees to pay all reasonable costs connected therewith (including, but not limited to reasonable attorney's and witness fees, filing fees, and any other expenses) for the Village to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from the Contractor's actual or alleged violation of the FOIA, or the Contractor's failure to furnish all documentation related to a request within five (5) days after the Village issues notice of a request. Furthermore, should the Contractor request that the Village utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, the Contractor shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees, and any other expenses) to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. The Contractor shall defend, indemnify, and hold harmless the Village, and its officers, officials, employees, agents, and volunteers, and shall pay all costs connected therewith (such as reasonable attorney's and witness fees, filing fees and any other expenses) to defend any denial of a FOIA request by the Contractor's request to utilize a lawful exemption to the Village.

12. CONFIDENTIAL INFORMATION

12.1 The Contractor shall not disclose any and all proprietary and/or confidential information provided by the Village that is so marked or identified by the Village or as otherwise provided law that is received by the Contractor in the course of providing services to the Village without the prior written consent of an authorized representative of the Village or as required by law.

12.2. The Contractor shall always use all reasonable precautions to assure that all proprietary and/or confidential information is properly protected and kept from unauthorized persons.

12.3. Upon termination of this Agreement, the Contractor shall return to the Village all written, taped, or other descriptive matter, including, but not limited to drawings and diagrams, descriptions, and other papers and documents provided to the Contractor by the Village in connection with the services rendered under this Agreement which may contain proprietary and/or confidential information. The obligations set forth in this Section 12 shall survive the termination or expiration of this Agreement.

13. SAVINGS CLAUSE.

13.1. 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.

14. NON-WAIVER OF RIGHTS.

14.1. 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.

14.2. This Agreement shall not prohibit the Contractor from providing services to any other public or private entity or person. In the event that the Contractor 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 Contractor, and the Village may select another contractor to provide such Services as the Village deems appropriate.

15. THE VILLAGE'S REMEDIES.

15.1. If it should appear at any time prior to payment for Services provided pursuant to this Agreement that the Contractor 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 Contractor'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 business days after the Contractor'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:

15.1.1. The Village may require the Contractor, 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 the Contractor and the Services into compliance with this Agreement;

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

15.1.3. 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;

15.1.4. The Village may withhold any payment from the Contractor, whether or not previously approved, or may recover from Contractor any and all costs, 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

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

15.2. In addition to the above, if the Contractor fails to complete any required Services pursuant to this Agreement, the Village shall be entitled to liquidated damages in the amount of five hundred dollars (\$500.00) per day for each day the Services remains uncompleted. This amount is not a penalty, and the parties agree to said amount given the difficulties associated with determining or calculating damages to the Village in the event the required Services are not completed on time.

16. NO COLLUSION.

16.1. The Contractor hereby represents and certifies that Contractor 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 Contractor 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 Contractor 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 the Contractor has in procuring this Agreement, colluded with any other person, firm, or corporation, then the Contractor 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.

17. ENTIRE AGREEMENT.

17.1. 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.

18. GOVERNING LAW AND VENUE.

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

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

19. NOTICE.

19.1. 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 email 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 Manager
Village of Oak Park
123 Madison Street
Oak Park, Illinois 60302
Email: villagemanager@oak-park.us

If to the Contractor:

Email: _____

19.2. 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.

19.3. Notice by email transmission shall be effective as of date and time of 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 email 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.

20. BINDING AUTHORITY.

20.1. The individuals executing this Agreement on behalf of the Contractor 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.

21. HEADINGS AND TITLES.

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

22. COUNTERPARTS; FACSIMILE OR PDF/EMAIL SIGNATURES.

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

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

23. EFFECTIVE DATE.

23.1. 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.

24. AUTHORIZATIONS.

24.1. The Contractor's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Contractor's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager and Village Clerk warrant that they have been lawfully authorized to execute this Agreement. The Contractor 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.

25. EQUAL OPPORTUNITY EMPLOYER.

25.1. The Contractor 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 Contractor 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 Contractor shall comply with all requirements of Chapter 13 ("Human Rights") of the Oak Park Village Code.

25.2. In the event of the Contractor'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 Contractor 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.

25.3. In all solicitations or advertisements for employees placed by it on its behalf, the Contractor 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

[NAME OF CONTRACTOR]

By: Kevin J. Jackson
Its: Village Manager

By:
Its:

Date: _____, 2024

Date: _____, 2024

ATTEST

ATTEST

By: Christina M. Waters
Its: Village Clerk

By:
Its:

Date: _____, 2024

Date: _____, 2024



TYLin understands the terms of agreement by the Village of Oak Park.

Upon selection and negotiation, we will enter into an agreement with Village of Oak Park.



Addendum

Addendum Number:	1
Addendum Date:	12/20/2024
Project Name:	Electric Shuttle Feasibility Study
Prepared By:	Lindsey Nieratka
To:	All bidders of record

This addendum amends the original RFP. Where any part of the RFP is amended, the unaltered provisions are to remain in effect.

Proposers must acknowledge receipt of any and all addenda as required by the General Requirements of the RFP and in Section 4 of this document. The acknowledgement page should be signed and included in the proposal document.

All requirements of the Contract Documents remain unchanged.

Part 1 – Amendments to the RFP

1. None

Part 2 – Attachments

1. None

Part 3 – Questions & Answers

- 1) Is engagement with Village Commissions intended to be a one-time activity during Task 2, or is it intended to continue throughout the project?

ANSWER: Commission engagement may be a one-time activity but there are multiple commissions which may need to be engaged.

- 2) Is the project's three-month schedule driven by any external deadlines? If not, would the Village consider proposals using a longer schedule?

ANSWER: No, the schedule is not driven by any external deadline. The Village would consider a longer schedule with justification.

- 3) Is there an anticipated budget for this project?

ANSWER: The Village of Oak Park does not have a specific budget identified for assessing the project requirements and scope of work.

- 4) With the upcoming holiday season, many of our team members will be taking time off to spend with their families. To ensure we can provide the best possible proposal, would the Village consider offering an extension for the submission deadline?

ANSWER: No, the Village took the holidays into consideration when developing the timeline.

- 5) Can you provide a count of the current number of vehicles in your fleet?

ANSWER: The Village does not have fleet vehicles which would be considered for the electric shuttle program.

- 6) In addition to Section VI Pricing Proposal Form and other forms, does the Village have any further guidance as to what else they want to see to make an evaluation (e.g. format, sections, etc.)?

ANSWER: No, the Village does not have a preference for proposal format other than the provided forms.

- 7) Can the Village provide details on how proposals will be evaluated?

ANSWER: The proposals will be evaluated in terms of the response and approach to the engagement objectives and statement of work in section IV and V.


- 8) The RFP references a previous shuttle service in the Village. Is there any information available about that service—how large of a fleet it had, what services it provided, was it privately run, for example?

ANSWER: The previous shuttle service ran for several years beginning in 2004. The vans (One 10 passenger bus and two 6 passenger vans) were leased from Pace and maintained by the Village. The shuttle ran from 10am until 5:30pm for most of the year and until 9:30pm between Memorial Day and Labor Day. The Oak Park Shuttle was a free community circulator system connecting business districts, tourist sites, government offices and public transit stops, such as Pace and CTA bus stops, and CTA and Metra rail lines. The route that included 21 stops at 30-minute intervals along an eight-mile course.

Part 4 – Acknowledgement

I acknowledge the receipt of this addendum for the referenced project by signing the acknowledgement and returning it with the proposal. This acknowledgement must be signed and included with proposal.

Addendum Number:	1
Date:	12/20/2024
Name:	Matthew Orenchuk, AICP

Signature:	
Company:	T.Y Lin International Great Lakes, Inc

End of Addendum