



Civiltech Engineering, Inc.
www.civiltechinc.com

Two Pierce Place, Suite 1400
Itasca, IL 60143
Phone: 630.773.3900
Fax: 630.773.3975

30 N LaSalle Street, Suite 3220
Chicago, IL 60602
Phone: 312.726.5910
Fax: 312.726.5911

Transportation Design

Traffic Engineering

Civil Engineering

Construction Engineering

Environmental Studies

Water Resources

Structural Design

Right of Way

Urban Design

Transportation Planning

Program Management

December 2, 2025

Mr. Bill McKenna, P.E.
Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

Re: Proposal for Transportation Engineering Services

Dear Mr. McKenna:

Based on the Village of Oak Park's Request for Qualifications issued April 12, 2024, our Proposal for Transportation Engineering Services dated May 2, 2024, and subsequent conversations with you and Village staff, we submit this proposal to furnish Transportation Engineering Services to the Village. This proposal includes the cost to provide professional transportation engineering embedded staffing and transportation engineering services including administering traffic calming petitions for the 2026 calendar year.

The following is a general scope for these services, estimated cost to provide these services, a listing of proposed project staff with hourly rates.

Scope of Services

I. In-House Transportation Engineering Services

1. Provide embedded part-time staff to serve as the assistant transportation engineer for the Village for approximately two to three days per week in-person at the Public Works building, 201 South Blvd., Oak Park, IL.
 - a. Serve as the primary point of contact for all transportation engineering needs for the Village Engineer and Assistant Village Engineer
 - b. Provide customer support as the primary point of contact for responding to resident and community emails and phone calls and requests in a timely fashion.
 - c. Evaluate new requests and conduct traffic engineering studies, analyses, and evaluations as necessary to answer questions from residents, elected officials, and other stakeholders efficiently.
 - d. Provide expertise on transportation-related policies, regulations, and best practices.
 - e. Collaborate with internal stakeholders, external consultants, and community members on transportation planning efforts.
 - f. Create and maintain GIS databases in coordination with the Village's GIS consultants for use in transportation studies and analysis. These include traffic calming infrastructure, crash data, and traffic count data.
2. Coordinate and review the work of other Consultants and vendors
 - a. Review the work of consultants engaged in transportation-related planning or implementation projects such as traffic calming, school safety plans, or traffic signal studies and designs.
3. Project Planning and Budgeting:
 - a. Developing recommended projects and budgets for transportation-related initiatives.
4. Traffic Signal Network Oversight:
 - a. Managing the Village's traffic signal network.
 - b. Performing work or overseeing contracts with consultants related to managing the signal network, including optimization projects/studies and Centrac system management.
5. Signage System Management:
 - a. Overseeing the Village's signage system.
 - b. Issuing work orders for modifications to transportation-related signage (e.g., stop signs, no parking signage).
6. Capital Improvement Project Review:
 - a. Reviewing capital improvement project plans prepared by in-house staff and consultants for transportation-related elements and advising in-house engineering staff on best practices for traffic calming and traffic signal elements.
 - b. Ensuring conformance with Village transportation policies and plans, including complete streets, vision zero, and bike plans.
7. Traffic Studies:
 - a. Performing various traffic counts, analysis, and studies as-needed to support transportation planning efforts.
8. Supervision, Administration, and Project Coordination – This item includes project setup, budgeting, as well as in-house coordination meetings.

II. Traffic Calming Petition Work

1. Identify petition requests that can be addressed more efficiently outside of the full petition process using existing data sources and policies. Perform expedited studies staff-driven solutions where appropriate.
2. Data Collection
 - a. Collect and review previous studies, correspondence, crash data, volume and speed data, and other available background information.
 - b. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
 - c. Perform field visits to observe site traffic as needed.
3. Traffic Calming Analysis
 - a. Process, format, and evaluate traffic volume and speed data.
 - b. Analyze and tabulate crash data, review of police crash reports, and prepare collision diagrams.
 - c. Conduct other geometric or warrant studies as needed.
 - d. Evaluate traffic calming petitions in accordance with Village's "Existing Process for Traffic Calming Petitions" procedures.
4. Public Coordination
 - a. Act as primary point of contact for Village residents.
 - b. Verify and coordinate residents' signatures on traffic calming petitions.
 - c. Notify petitioners via email regarding the scheduled presentation to the Traffic Commission.
 - d. Prepare notification letters for residents and neighboring areas. This task includes printing and affixing mailing labels and stuffing envelopes.
5. Develop web content and maintain webpage or other public-facing document tracking system showing the status of the traffic calming petitions.
6. Village Staff Coordination
 - a. Meet with Village staff on a regular basis. Meetings may be in person, virtual, or by telephone.
 - b. Work with Village staff to update the traffic calming petition process. Develop web content related to the new petition process for Village staff to incorporate into the traffic calming petition website.
7. Transportation Commission and Village Board Meetings
 - a. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
 - b. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
 - c. Attend and present at Transportation Commission and Village Board night meetings.

III. Non-Petition Traffic Studies

Perform traffic studies outside the scope of the traffic calming petition process and in-house engineering services on request. Studies will vary based on Village needs throughout the year, but examples of typical types of studies are described below.

1. Perform larger neighborhood or corridor traffic studies for areas identified by Village Staff and the Transportation Commission. Notify residents, prepare presentation materials, and present study results to the Transportation Commission. The scope of these studies is similar to the Traffic Calming Petition work described above in section II.
2. Traffic Impact Studies Review:
 - a. Develop scopes and review traffic studies conducted by developers or private permit applicants.
 - b. Review and develop recommendations based on the findings of traffic studies to improve traffic flow, enhance safety, and promote sustainable transportation practices
3. Perform analysis, reviews, or concept plans to support other planning and design projects on request. Past examples include providing deeper analysis and concept plans for specific locations identified as priorities in the

adopted Bike Plan Update and performing a crosswalk inventory to support development of a new crosswalk marking policy.

4. Perform traffic counts on request to supplement other projects outside of the traffic calming petition process.

IV. School Safety Plans

1. Data Collection
 - a. Collect and review previous existing school safety plans, studies, correspondence, crash data, and other available background information as needed.
 - b. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
 - c. Perform field visits during arrival and dismissal periods to observe pick-up and drop-off operations.
2. Traffic Data Analysis
 - a. Analyze and tabulate speed, volume, and crash data. Prepare exhibits and diagrams.
 - b. Conduct other geometric or warrant studies as needed.
3. Stakeholder Coordination
 - a. Set up meetings with school study stakeholders including school administration, staff, and parent groups.
 - b. Prepare exhibits and reports to present at stakeholder meetings. Present materials at the meetings and prepare written meeting summaries.
4. School Safety Plan Development - Recommend revisions to existing plans or develop new plans based on data, observations, and stakeholder coordination. Write reports or memos documenting the updated plans.
5. Public Coordination
 - a. Act as primary point of contact for school administration, school parents, other stakeholders and neighboring residents.
 - b. Notify school administration/staff and other stakeholders via email regarding the scheduled presentations at the neighborhood meeting and at the Transportation Commission.
 - c. Prepare notification letters for parents, neighboring residents and other affected parties. Coordinate with school to distribute notification to parents. Mail notification directly to residents.
6. Neighborhood Meetings
 - a. Coordinate with school administration and Village staff to determine date/time of meeting and site to hold neighborhood meetings (typically held in school facilities).
 - b. Prepare presentation materials and present at neighborhood meetings.
 - c. Recommend revisions to proposed plans to Village staff based on feedback from neighborhood attendees as necessary. Write reports or memos documenting the updated plans.
1. Transportation Commission and Village Board Meetings
 - a. Prepare presentation materials and present at Village Board and commission meetings.

Estimated Costs

Below are estimated costs for the above services for 2026. For the purpose of building out this estimate, we’ve divided the scope into the below categories and estimated monthly hours and average loaded billing rates for each. Estimated direct costs are also included.

Task	Hours	Average Billed Rate	Labor	Direct Costs	Total Cost
In-house staffing	1400	\$ 190.00	\$266,000	\$ -	\$266,000
Traffic calming petitions, staff-driven process	100	\$ 162.00	\$ 16,200	\$ 1,000	\$ 17,200
Traffic calming petitions, full petition process	300	\$ 162.00	\$ 48,600	\$ 1,500	\$ 50,100
School Safety Plan: Gwendolyn Brooks Middle School	150	\$ 190.00	\$ 28,500	\$ 500	\$ 29,000
Neighborhood Traffic Study: East Avenue Corridor	250	\$ 162.00	\$ 40,500	\$ 7,500	\$ 48,000
Additional traffic studies and plan reviews not included in the list above (TIS reviews, additional traffic studies, etc.)	150	\$ 162.00	\$ 24,300	\$ -	\$ 24,300
Traffic data collection outside the scope of items listed above (speed, volume, and/or turning movement data)	60	\$ 132.00	\$ 7,920	\$ 5,000	\$ 12,920
Total					\$447,520

Compensation

Loaded hourly rates for proposed and potential project staff are shown in the table below. Salary adjustments are anticipated to be applied annually per the terms of the contract agreement. Direct expenses will be reimbursed at their actual cost. **Please note that hourly rate increases happen at Civiltech on or about April 1st each year. Therefore, we are including two columns for hourly billing rate.**

Civiltech Engineering Employee	Position	Hourly Billing Rate Jan - March	Hourly Billing Rate April - Dec
Kristen Hahn, P.E., PTOE	Project Manager	\$176.00	\$184.50
Chris Wolff, P.E.	Principal in Charge	\$247.00	\$259.00
Mike Folkening, P.E., PTOE	QA/QC	\$247.00	\$259.00
Steve Pautsch, P.E., PTOE	Project Manager	\$178.00	\$186.50
Brian DeSalle, P.E., PTOE	Senior Traffic Engineer	\$170.00	\$178.50
Anmol Shrivastava, P.E., PTOE, RSP	Traffic Engineer	\$134.00	\$140.50
Louis Pukelis, P.E.	Traffic Engineer	\$130.50	\$137.00
Mark Shorey	Traffic Engineer	\$111.00	\$116.50
Lissa Sweeney, AICP, LEED AP	Public Involvement Lead	\$145.50	\$152.50
Josie Willman	Transportation Planner	\$122.00	\$128.00
Edith Portales	Transportation Planner	\$98.50	\$103.00
Omar Tobon	Traffic Technician	\$122.50	\$128.50
Joe Emry, P.E.	Signal Design Engineer	\$194.00	\$203.50
Brandon Bogenschutz, P.E.	Signal Design Engineer	\$178.00	\$186.50
Chris Bradley, P.E.	Design Engineer	\$140.50	\$147.50
Cary Chan, P.E.	Design Engineer	\$146.50	\$153.50
Ben Abraham	Design Engineer	\$115.50	\$121.00
Zaneta Marcinik	Design Engineer	\$113.00	\$118.50
Hongwei Mao	Design Engineer	\$103.50	\$108.50
Giana Civito	Design Engineer	\$141.00	\$148.00
Erin Olsen	Design Engineer	\$112.50	\$118.00
Froylan Castillo	Design Engineer	\$104.00	\$109.00
Alex Banuelos	Design Engineer	\$104.00	\$109.00
Erich Kutschke	GIS Analyst	\$147.00	\$154.00
Jill Jensen	Administrative Support	\$65.00	\$68.00

We thank you for the opportunity to submit this proposal, and we look forward to continuing our work with the Village of Oak Park. If you have any questions or require additional information, please contact me at (312) 564-2494.

Very truly yours,

A handwritten signature in blue ink, appearing to read 'Ch Wolff', with a long horizontal flourish extending to the right.

Christopher S. Wolff, P.E.

Vice President | Director of Chicago Office

CIVILTECH ENGINEERING, INC.



December 4, 2025

Christopher S. Wolff, P.E.
Director of Chicago Office
Civiltech Engineering, Inc.
30 North LaSalle Street, Suite 3220
Chicago, Illinois 60602

RE: Proposal for Transportation Engineering Services | Village of Oak Park

Dear Chris,

Please accept this proposal to provide Transportation Engineering Services as a subconsultant to Civiltech under Civiltech's master agreement with the Village of Oak Park to provide Transportation Engineering Services, dated July 16, 2024. This proposal includes the proposed V3 Companies staff and hourly rates that may be used to provide professional transportation engineering services for the 2026 calendar year.

The following is a general scope for the services that may be provided under this contract by Civiltech and its subconsultants. We understand that V3 Companies will not be responsible for completing all scope items listed below and that Civiltech will assign specific tasks as needed to V3 Companies that will fall under one or more of these scope items.

Scope of Services

I. In-House Transportation Engineering Services

1. Provide embedded part-time staff to serve as the assistant transportation engineer for the Village for approximately two to three days per week in-person at the Public Works building, 201 South Blvd., Oak Park, IL.
 - a. Serve as the primary point of contact for all transportation engineering needs for the Village Engineer and Assistant Village Engineer
 - b. Provide customer support as the primary point of contact for responding to resident and community emails and phone calls and requests in a timely fashion.
 - c. Evaluate new requests and conduct traffic engineering studies, analyses, and evaluations as necessary to answer questions from residents, elected officials, and other stakeholders efficiently.
 - d. Provide expertise on transportation-related policies, regulations, and best practices.
 - e. Collaborate with internal stakeholders, external consultants, and community members on transportation planning efforts.
 - f. Create and maintain GIS databases in coordination with the Village's GIS consultants for use in transportation studies and analysis. These include traffic calming infrastructure, crash data, and traffic count data.
2. Coordinate and review the work of other Consultants and vendors

- a. Review the work of consultants engaged in transportation-related planning or implementation projects such as traffic calming, school safety plans, or traffic signal studies and designs.
3. Project Planning and Budgeting:
 - a. Developing recommended projects and budgets for transportation-related initiatives.
4. Traffic Signal Network Oversight:
 - a. Managing the Village's traffic signal network.
 - b. Performing work or overseeing contracts with consultants related to managing the signal network, including optimization projects/studies and Centrac's system management.
5. Signage System Management:
 - a. Overseeing the Village's signage system.
 - b. Issuing work orders for modifications to transportation-related signage (e.g., stop signs, no parking signage).
6. Capital Improvement Project Review:
 - a. Reviewing capital improvement project plans prepared by in-house staff and consultants for transportation-related elements and advising in-house engineering staff on best practices for traffic calming and traffic signal elements.
 - b. Ensuring conformance with Village transportation policies and plans, including complete streets, vision zero, and bike plans.
7. Traffic Studies:
 - a. Performing various traffic counts, analysis, and studies as-needed to support transportation planning efforts.
8. Supervision, Administration, and Project Coordination – This item includes project setup, budgeting, as well as in-house coordination meetings.

II. Traffic Calming Petition Work

1. Identify petition requests that can be addressed more efficiently outside of the full petition process using existing data sources and policies. Perform expedited studies staff-driven solutions where appropriate.
2. Data Collection
 - a. Collect and review previous studies, correspondence, crash data, volume and speed data, and other available background information.
 - b. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
 - c. Perform field visits to observe site traffic as needed.
3. Traffic Calming Analysis
 - a. Process, format, and evaluate traffic volume and speed data.
 - b. Analyze and tabulate crash data, review of police crash reports, and prepare collision diagrams.
 - c. Conduct other geometric or warrant studies as needed.
 - d. Evaluate traffic calming petitions in accordance with Village's "Existing Process for Traffic Calming Petitions" procedures.
4. Public Coordination
 - a. Act as primary point of contact for Village residents.

- b. Verify and coordinate residents' signatures on traffic calming petitions.
 - c. Notify petitioners via email regarding the scheduled presentation to the Traffic Commission.
 - d. Prepare notification letters for residents and neighboring areas. This task includes printing and affixing mailing labels and stuffing envelopes.
- 5. Develop web content and maintain webpage or other public-facing document tracking system showing the status of the traffic calming petitions.
- 6. Village Staff Coordination
 - a. Meet with Village staff on a regular basis. Meetings may be in person, virtual, or by telephone.
 - b. Work with Village staff to update the traffic calming petition process. Develop web content related to the new petition process for Village staff to incorporate into the traffic calming petition website.
- 7. Transportation Commission and Village Board Meetings
 - a. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
 - b. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
 - c. Attend and present at Transportation Commission and Village Board night meetings.

III. Non-Petition Traffic Studies

Perform traffic studies outside the scope of the traffic calming petition process and in-house engineering services on request. Studies will vary based on Village needs throughout the year, but examples of typical types of studies are described below.

- 1. Perform larger neighborhood or corridor traffic studies for areas identified by Village Staff and the Transportation Commission. Notify residents, prepare presentation materials, and present study results to the Transportation Commission. The scope of these studies is similar to the Traffic Calming Petition work described above in section II.
- 2. Traffic Impact Studies Review:
 - a. Develop scopes and review traffic studies conducted by developers or private permit applicants.
 - b. Review and develop recommendations based on the findings of traffic studies to improve traffic flow, enhance safety, and promote sustainable transportation practices
- 3. Perform analysis, reviews, or concept plans to support other planning and design projects on request. Past examples include providing deeper analysis and concept plans for specific locations identified as priorities in the adopted Bike Plan Update and performing a crosswalk inventory to support development of a new crosswalk marking policy.
- 4. Perform traffic counts on request to supplement other projects outside of the traffic calming petition process.

IV. School Safety Plans

- 1. Data Collection
 - a. Collect and review previous existing school safety plans, studies, correspondence, crash data, and other available background information as needed.
 - b. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
 - c. Perform field visits during arrival and dismissal periods to observe pick-up and drop-off operations.

2. Traffic Data Analysis

- a. Analyze and tabulate speed, volume, and crash data. Prepare exhibits and diagrams.
- b. Conduct other geometric or warrant studies as needed.

3. Stakeholder Coordination

- a. Set up meetings with school study stakeholders including school administration, staff, and parent groups.
- b. Prepare exhibits and reports to present at stakeholder meetings. Present materials at the meetings and prepare written meeting summaries.

4. School Safety Plan Development - Recommend revisions to existing plans or develop new plans based on data, observations, and stakeholder coordination. Write reports or memos documenting the updated plans.

5. Public Coordination

- a. Act as primary point of contact for school administration, school parents, other stakeholders and neighboring residents.
- b. Notify school administration/staff and other stakeholders via email regarding the scheduled presentations at the neighborhood meeting and at the Transportation Commission.
- c. Prepare notification letters for parents, neighboring residents and other affected parties. Coordinate with school to distribute notification to parents. Mail notification directly to residents.

6. Neighborhood Meetings

- a. Coordinate with school administration and Village staff to determine date/time of meeting and site to hold neighborhood meetings (typically held in school facilities).
- b. Prepare presentation materials and present at neighborhood meetings.
- c. Recommend revisions to proposed plans to Village staff based on feedback from neighborhood attendees as necessary. Write reports or memos documenting the updated plans.

7. Transportation Commission and Village Board Meetings

- a. Prepare presentation materials and present at Village Board and commission meetings.

Compensation

Loaded hourly rates for proposed and potential project staff are shown in the table below. Salary adjustments are anticipated to be applied annually per the terms of the contract agreement. Direct expenses will be reimbursed at their actual cost.

V3 Companies Employee	Position	Hourly Billing Rate
Peter Reinhofer	Senior Project Manager	\$ 233.93
Jason Holy	Senior Project Manager	\$ 230.38
Dave Pung	Design Technician III	\$ 156.89
Logan Yanish	Engineer III	\$ 145.62
Aimme Muro	Engineer II	\$ 129.35
Manuel Flores	Engineer I	\$ 125.45
Matt Fortmann	Engineer I	\$ 120.27
Casey Wasowicz	Engineer I	\$ 114.00
Czarina Bautista	Engineer I	\$ 113.88
Kurt Castillo	Engineer I	\$ 108.05

We thank you for the opportunity to submit this proposal, and we look forward to working with Civiltech and the Village of Oak Park on this contract. If you have any questions or require additional information, please contact Peter Reinhofer at (773) 715-2947.

Sincerely,
V3 COMPANIES, LTD.



Peter W. Reinhofer, P.E.
Chicago Traffic Services Leader/Senior Project Manager



Vince Del Medico, P.E.
Director, Transportation and Municipal Engineering



Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hltrengineering.com

December 2, 2025

Chris Wolff, P.E.
Director of Chicago Office
Civiltech Engineering, Inc.
30 N. LaSalle Street, Suite 3220
Chicago, IL 60602

Re: Proposal for Transportation Engineering Services

Dear Mr. Wolff:

Please accept this proposal to provide Transportation Engineering Services as a sub consultant to Civiltech under Civiltech's master agreement with the Village of Oak Park to provide Transportation Engineering Services, dated July 16, 2024. This proposal includes the proposed Hampton, Lenzini and Renwick, Inc. staff and hourly rates that may be used to provide professional transportation engineering services for 2026.

The following is a general scope for the services that may be provided under this contract by Civiltech and its sub consultants. We understand that Hampton, Lenzini and Renwick, Inc. will not be responsible for completing all scope items listed below and that Civiltech will assign specific tasks as needed to Hampton, Lenzini and Renwick, Inc. that will fall under one or more of these scope items.

Scope of Services

I. In-House Transportation Engineering Services

1. Provide embedded part-time staff to serve as the assistant transportation engineer for the Village for approximately two to three days per week in-person at the Public Works building, 201 South Blvd., Oak Park, IL.
 - a. Serve as the primary point of contact for all transportation engineering needs for the Village Engineer and Assistant Village Engineer
 - b. Provide customer support as the primary point of contact for responding to resident and community emails and phone calls and requests in a timely fashion.
 - c. Evaluate new requests and conduct traffic engineering studies, analyses, and evaluations as necessary to answer questions from residents, elected officials, and other stakeholders efficiently.
 - d. Provide expertise on transportation-related policies, regulations, and best practices.
 - e. Collaborate with internal stakeholders, external consultants, and community members on transportation planning efforts.
 - f. Create and maintain GIS databases in coordination with the Village's GIS consultants for use in transportation studies and analysis. These include traffic calming infrastructure, crash data, and traffic count data.
2. Coordinate and review the work of other Consultants and vendors

- a. Review the work of consultants engaged in transportation-related planning or implementation projects such as traffic calming, school safety plans, or traffic signal studies and designs.
- 3. Project Planning and Budgeting:
 - a. Developing recommended projects and budgets for transportation-related initiatives.
- 4. Traffic Signal Network Oversight:
 - a. Managing the Village's traffic signal network.
 - b. Performing work or overseeing contracts with consultants related to managing the signal network, including optimization projects/studies and Centrac system management.
- 5. Signage System Management:
 - a. Overseeing the Village's signage system.
 - b. Issuing work orders for modifications to transportation-related signage (e.g., stop signs, no parking signage).
- 6. Capital Improvement Project Review:
 - a. Reviewing capital improvement project plans prepared by in-house staff and consultants for transportation-related elements and advising in-house engineering staff on best practices for traffic calming and traffic signal elements.
 - b. Ensuring conformance with Village transportation policies and plans, including complete streets, vision zero, and bike plans.
- 7. Traffic Studies:
 - a. Performing various traffic counts, analysis, and studies as-needed to support transportation planning efforts.
- 8. Supervision, Administration, and Project Coordination – This item includes project setup, budgeting, as well as in-house coordination meetings.

II. Traffic Calming Petition Work

- 1. Identify petition requests that can be addressed more efficiently outside of the full petition process using existing data sources and policies. Perform expedited studies staff-driven solutions where appropriate.
- 2. Data Collection
 - a. Collect and review previous studies, correspondence, crash data, volume and speed data, and other available background information.
 - b. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
 - c. Perform field visits to observe site traffic as needed.
- 3. Traffic Calming Analysis
 - a. Process, format, and evaluate traffic volume and speed data.
 - b. Analyze and tabulate crash data, review of police crash reports, and prepare collision diagrams.
 - c. Conduct other geometric or warrant studies as needed.
 - d. Evaluate traffic calming petitions in accordance with Village's "Existing Process for Traffic Calming Petitions" procedures.
- 4. Public Coordination

- a. Act as primary point of contact for Village residents.
 - b. Verify and coordinate residents' signatures on traffic calming petitions.
 - c. Notify petitioners via email regarding the scheduled presentation to the Traffic Commission.
 - d. Prepare notification letters for residents and neighboring areas. This task includes printing and affixing mailing labels and stuffing envelopes.
5. Develop web content and maintain webpage or other public-facing document tracking system showing the status of the traffic calming petitions.
6. Village Staff Coordination
 - a. Meet with Village staff on a regular basis. Meetings may be in person, virtual, or by telephone.
 - b. Work with Village staff to update the traffic calming petition process. Develop web content related to the new petition process for Village staff to incorporate into the traffic calming petition website.
7. Transportation Commission and Village Board Meetings
 - a. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
 - b. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
 - c. Attend and present at Transportation Commission and Village Board night meetings.

III. Non-Petition Traffic Studies

Perform traffic studies outside the scope of the traffic calming petition process and in-house engineering services on request. Studies will vary based on Village needs throughout the year, but examples of typical types of studies are described below.

1. Perform larger neighborhood or corridor traffic studies for areas identified by Village Staff and the Transportation Commission. Notify residents, prepare presentation materials, and present study results to the Transportation Commission. The scope of these studies is similar to the Traffic Calming Petition work described above in section II.
2. Traffic Impact Studies Review:
 - a. Develop scopes and review traffic studies conducted by developers or private permit applicants.
 - b. Review and develop recommendations based on the findings of traffic studies to improve traffic flow, enhance safety, and promote sustainable transportation practices
3. Perform analysis, reviews, or concept plans to support other planning and design projects on request. Past examples include providing deeper analysis and concept plans for specific locations identified as priorities in the adopted Bike Plan Update and performing a crosswalk inventory to support development of a new crosswalk marking policy.
4. Perform traffic counts on request to supplement other projects outside of the traffic calming petition process.

IV. School Safety Plans

- A. Data Collection

1. Collect and review previous existing school safety plans, studies, correspondence, crash data, and other available background information as needed.
 2. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
 3. Perform field visits during arrival and dismissal periods to observe pick-up and drop-off operations.
- B. Traffic Data Analysis
1. Analyze and tabulate speed, volume, and crash data. Prepare exhibits and diagrams.
 2. Conduct other geometric or warrant studies as needed.
- C. Stakeholder Coordination
1. Set up meetings with school study stakeholders including school administration, staff, and parent groups.
 2. Prepare exhibits and reports to present at stakeholder meetings. Present materials at the meetings and prepare written meeting summaries.
- D. School Safety Plan Development - Recommend revisions to existing plans or develop new plans based on data, observations, and stakeholder coordination. Write reports or memos documenting the updated plans.
- E. Public Coordination
1. Act as primary point of contact for school administration, school parents, other stakeholders and neighboring residents.
 2. Notify school administration/staff and other stakeholders via email regarding the scheduled presentations at the neighborhood meeting and at the Transportation Commission.
 3. Prepare notification letters for parents, neighboring residents and other affected parties. Coordinate with school to distribute notification to parents. Mail notification directly to residents.
- F. Neighborhood Meetings
1. Coordinate with school administration and Village staff to determine date/time of meeting and site to hold neighborhood meetings (typically held in school facilities).
 2. Prepare presentation materials and present at neighborhood meetings.
 3. Recommend revisions to proposed plans to Village staff based on feedback from neighborhood attendees as necessary. Write reports or memos documenting the updated plans.
- A. Transportation Commission and Village Board Meetings
1. Prepare presentation materials and present at Village Board and commission meetings.

Compensation

We propose to perform the work using a multiplier of 2.8 to include direct labor, overhead and profit. Loaded hourly rates for proposed and potential project staff are shown in the table below. Salary adjustments are anticipated to be applied annually per the terms of the contract agreement. Direct expenses will be reimbursed at their actual cost.

Hampton, Lenzini and Renwick, Inc. Employee	Position	2026 Hourly Billing Rate
Amy McSwane	Engineer 6	\$205.80
Nick Halan	Engineer 3	\$126.00
Jeff Meindl	Engineer 4	\$171.72
Dominik Marcisz	Engineer 1	\$100.80

Mr. Chris Wolff, PE
Civiltech Engineering, Inc.
December 2, 2025

Page 6

We thank you for the opportunity to submit this proposal, and we look forward to working with Civiltech and the Village of Oak Park on this contract. If you have any questions or require additional information, please contact me at 847-697-6700.

Yours truly,

HAMPTON, LENZINI AND RENWICK, INC.

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

Amy McSwane, PE, PTOE
Corporate Treasurer