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February 9, 2023

Mr. Eric Otto, P.E., CPESC, CPSWQ
Civil Engineer
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

Re: Proposal for Transportation & Traffic Engineering Services
Traffic Calming Petitions & School Safety Plans

Dear Mr. Otto:

Thank you for the opportunity to submit this proposal. Based on the Village's Request for Qualifications (RFQ) issued December 5, 2022, the addendum issued December 16th, 2022, and subsequent conversations with you and Village staff, it is our understanding that the Village of Oak Park is seeking a qualified transportation engineering consulting firm to manage, study, and administer resident-based traffic calming petitions through the Village's Transportation Commission and Village Board. For this work, consultant staff will act as the primary point of contact for all resident petitions. Additionally, Civiltech will conduct studies at schools and prepare recommendations to improve pick-up/drop-off circulation and safety on an as-needed basis.

Following is a detailed scope for these services, a listing of proposed project staff assigned to the scope items, and an hourly rate chart.

Scope of Services

I. Traffic Calming Petition Work

A. Data Collection

1. Collect and review previous studies, correspondence, crash data, and other available background information.
2. Confirm accuracy of radar recorder data collection devices by performing a side-by-side comparison with road tubes.
3. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
4. Perform field visits to observe site traffic.

B. Traffic Calming Analysis

1. Process, format, and evaluate traffic volume and speed data.
2. Analyze and tabulate crash data, review of police crash reports, and prepare collision diagrams.
3. Conduct other geometric or warrant studies as needed.
4. Evaluate traffic calming petitions in accordance with Village's "Existing Process for Traffic Calming Petitions" procedures.
5. Conduct Geographic Information Systems (GIS) analyses as required.

- C. Public Coordination
 - 1. Act as primary point of contact for Village residents. Maintain database tracking correspondence with residents.
 - 2. Verify and coordinate residents' signatures on traffic calming petitions.
 - 3. Notify petitioners via email regarding the scheduled presentation to the Traffic Commission.
 - 4. 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.
- D. Village Staff Coordination
 - 1. Provide a licensed professional engineer to work out of the Oak Park Public Works Center on a part-time basis per a schedule to be determined in coordination with Village staff.
 - 2. Meet with Village staff on a regular basis. Meetings may be in person, virtual, or by telephone.
 - 3. 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.
- E. Transportation Commission and Village Board Meetings
 - 1. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
 - 2. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
 - 3. Attend and present at Transportation Commission and Village Board night meetings.
- F. Supervision, Administration, and Project Coordination – This item includes project setup, budgeting, as well as in-house coordination meetings.

II. 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. Process, format, and evaluate traffic volume and speed data.
 - 2. Analyze and tabulate crash data, review of police crash reports, and prepare collision diagrams.
 - 3. 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.
 - 3. Attend and present at school study stakeholder meetings.
 - 4. Prepare written meeting summaries and send to Village staff.
- 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 see if notification letter could be included in school's weekly announcements sent to parents instead of sending out notification letters to parents. This task includes printing and affixing mailing labels and stuffing envelopes.

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 PowerPoint slides and other materials needed to present at neighborhood meetings.
3. Attend and present at neighborhood meetings.
4. Recommend revisions to proposed plans to Village staff based on feedback from neighborhood attendees as necessary. Write reports or memos documenting the updated plans.

G. Transportation Commission and Village Board Meetings

1. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
2. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
3. Attend and present at Transportation Commission and Village Board night meetings.

Project Staffing

Below is a list of our key staff members that are anticipated to provide services for the individual tasks on this project .

| Staff | Steve Pautsch P.E., PTOE | Mike Folkening P.E., PTOE | Jim Woods P.E., PTOE | Anmol Shrivastava P.E., PTOE, RSP | Jacque Henrikson AICP | Lissa Sweeney AICP | Omar Tobon | Jessie Avila |
|--|-----------------------------|------------------------------------|--------------------------------|--------------------------------------|-------------------------------|--------------------------------|---------------------------|----------------------|
| Position | <i>Project Manager</i> | <i>Principal in Charge (QA/QC)</i> | <i>Senior Traffic Engineer</i> | <i>Traffic Engineer</i> | <i>Transportation Planner</i> | <i>Public Involvement Lead</i> | <i>Traffic Technician</i> | <i>Admin Support</i> |
| Task I - Traffic Calming Petition Work | | | | | | | | |
| A. Data Collection | X | | X | X | | | X | |
| B. Traffic Calming Analysis | X | | X | X | X | | | |
| C. Public Coordination | X | | | | X | X | | X |
| D. Village Staff Coordination | X | | X | X | X | | | |
| E. Transportation Commission and Village Board Meetings | X | | X | | | | | |
| F. Supervision, Administration, and Project Coordination | X | X | | | | | | |
| Task II - School Safety Plans | | | | | | | | |
| A. Data Collection | X | | X | X | | | X | |
| B. Traffic Data Analysis | X | | X | X | | | | |
| C. Stakeholder Coordination | X | | | | X | X | | |
| D. School Safety Plan Development | X | | X | X | X | | | |
| E. Public Coordination | X | | | | X | X | | X |
| F. Neighborhood Meetings | X | | | | X | X | | |
| G. Transportation Commission and Village Board Meetings | X | | X | | | | | |

Compensation

We propose to perform the work using a multiplier of 2.8 to include direct labor, overhead and profit. Loaded hourly rates for 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. The Not-to-Exceed fee for this contract is \$275,000.

| Civiltech Engineering Employee | Position | Hourly Billing Rate |
|------------------------------------|-----------------------------|---------------------|
| Steve Pautsch, P.E., PTOE | Project Manager | \$161.70 |
| Mike Folkening, P.E., PTOE | Principal in Charge - QA/QC | \$224.00 |
| Jim Woods, P.E., PTOE | Senior Traffic Engineer | \$177.80 |
| Anmol Shrivastava, P.E., PTOE, RSP | Traffic Engineer | \$121.80 |
| Jacque Henrikson, AICP | Transportation Planner | \$121.10 |
| Lissa Sweeney, AICP, LEED AP | Public Involvement Lead | \$132.30 |
| Omar Tobon | Traffic Technician | \$111.30 |
| Jessie Avila | Administrative Support | \$56.00 |

We thank you for the opportunity to submit this proposal, and look forward to working with you toward the successful completion of this project. If you have any questions or require additional information, please contact me at (630) 735-3950.

Very truly yours,

CIVILTECH ENGINEERING, INC.



Steven A. Pautsch, P.E., PTOE