



Local Public Agency Engineering Services Agreement

Using Federal Funds? Yes No

Agreement For: Agreement Type:

LOCAL PUBLIC AGENCY

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

SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Home Avenue		335'	016-2060
Location Termini			<input type="button" value="Add Location"/>
Garfield Street to Harrison Street			<input type="button" value="Remove Location"/>

Project Description

Phase I preliminary services will be performed to evaluate five structure alternatives and determine the preferred for replacing the existing Home Avenue pedestrian bridge over I-290, CTA and CSX railroad.

Engineering Funding: MFT/TBP State Other

Anticipated Construction Funding: Federal MFT/TBP State Other

AGREEMENT FOR

Phase I - Preliminary Engineering Phase II - Design Engineering

CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Stantec Consulting Services Inc.	Rob Tipton	(312) 262-2225	robert.tipton@stantec.com
Address	City	State	Zip Code
350 N Orleans Street, Suite 8000N	Chicago	IL	60654-1983

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

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

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

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

AGREEMENT EXHIBITS

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

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

I. THE ENGINEER AGREES,

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

II. THE LPA AGREES,

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

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

Method of Compensation:

- Lump Sum
 Specific Rate
 Cost plus Fixed Fee:

Fixed

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

Where:

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

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

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

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

III. IT IS MUTUALLY AGREED,

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

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

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

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

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

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

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

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

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

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

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

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

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

AGREEMENT SUMMARY

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Stantec Consulting Services Inc.	11-2167170	\$923,380.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
American Survey & Engineering, Ltd.	36-3307274	\$79,993.00
Images, Inc.	45-0482737	\$277,700.00
Rosales + Partners, Inc.	04-3398891	\$431,846.00
TERRA Engineering	36-3853964	\$99,272.00
Subconsultant Total		\$888,811.00
Prime Consultant Total		\$923,380.00
Total for all work		\$1,812,191.00

AGREEMENT SIGNATURES

Executed by the LPA:

The

Local Public Agency Type
Village

 of

Local Public Agency
Oak Park

Attest:

By (Signature & Date)

--

By (Signature & Date)

--

Name of Local Public Agency	Local Public Agency Type	
Oak Park	Village	Clerk

Title
Village Manager

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name
Attest:

Stantec Consulting Services Inc.

By (Signature & Date)

Tipton, Robert Digitally signed by Tipton, Robert Date: 2024.04.30 15:39:10 -05'00'

Title
Principal

By (Signature & Date)

--

Title
Principal in Charge

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Oak Park	Stantec Consulting Services Inc.	Cook	

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

**EXHIBIT A
SCOPE OF SERVICES**

FOR FEDERAL PARTICIPATION PROJECTS

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Exhibit A: Scope of Services

DRAFT
SCOPE OF WORK

Stantec Consulting Services Inc

Home Avenue Pedestrian Bridge Replacement Project

Preliminary engineering services

Prepared by Robert Tipton PE, SE
4-29-2024



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PROJECT DESCRIPTION

This project is to perform Phase I preliminary engineering services for the determination of a preferred alternative and development of a Project Development Report for the Home Avenue pedestrian bridge over the I-290 expressway, CTA railroad, and CSX railroad. Expected services to be provided include pedestrian path design, geometrics and ADA compliance, preliminary structural analysis, architectural design, including aesthetic lighting and landscaping concepts, preliminary constructability analysis, topographic survey, construction cost and maintenance cost analysis, utility identification and coordination, stakeholder engagement and coordination, and assistance with grant writing and funding applications. This project is being conducted by the Village of Oak Park (Village) and will be delivered through the Illinois Department of Transportation (IDOT) Bureau of Local Roads and Streets (BLRS).

The existing Home Avenue pedestrian bridge is a six-span steel girder bridge, 335'-7" long (back-to-back of abutments), with a paved surface width of 9'-6". As part of this project the existing bridge will be replaced, and five structure alternatives will be considered. One low-cost alternative that utilizes prefabricated elements as much as possible to minimize cost, two medium cost alternatives that feature multiple spans within the Right of Way, and two long-span alternatives that feature a single span over I-290, CTA railroad and CSX railroad.

This bridge replacement project was originally conceived under the umbrella of a Planning and Environmental Linkage (PEL) study led by the Village of Oak Park called Cap the Ike. The proposed bridge replacement study will include coordination of aesthetic elements, treatments, and other enhancements with the overall aesthetic concepts being developed in the Cap the Ike study.

The Village Board intends to create a steering committee comprised mostly of design professionals to help guide the process for developing alternative bridge designs and aesthetic treatments, and to make a final recommendation of the preferred alternative to the Board. Frequent and close coordination with the steering committee is anticipated and included in the project scope.

Work contained within this scope of services will be performed by the following consultant team members.

Firm Name	Role
Stantec (CONSULTANT)	Prime Consultant
American Survey and Engineering (ASE)	Land Acquisition
Images, Inc. (IMAGES)	Public Involvement
Rosales + Partners, Inc. (ROSALES)	Architecture, aesthetic concept development
Terra Engineering LTD. (TERRA)	Survey, public involvement support

PROJECT ASSUMPTIONS

- A. All bridge alternatives will include a minimum of 14-foot width to accommodate shared pedestrian and bicycle use.
- B. Geometric evaluations will be done to ensure compliance with all applicable ADA requirements. Work will be performed in accordance with the IDOT Bureau of Local Roads and Streets Manual, most current edition at time of Notice to Proceed.
- C. Structural design will be in accordance with the AASHTO LRFD Bridge Design Specifications and the IDOT Bridge Manual, IDOT All Bridge Designer Memos and IDOT Guide Bridge Special Provisions. The most current editions at the time of Notice to Proceed will be used.
- D. All CADD work will be done in Bentley OpenRoads Designer (ORD) and in accordance with the IDOT Computer Aided Design, Drafting, Modeling and Deliverables Manual. The most current version at time of Notice to Proceed will be used.
- E. The minimum required vertical clearance over the CSX railroad will be 21'-9" as indicated in the signed agreement between IDOT and CSX railroad, dated July 13, 2016.
- F. Two reviews are anticipated for each submittal – one from the Village or IDOT, and one from an independent consultant hired by the Village. A disposition of comments will be prepared to respond to every set of review comments provided. This disposition of comments will either be provided as part of a resubmittal, if required, or as part of the next milestone submittal.
- G. The project is assumed to be classified as a Categorical Exclusion (CE).
- H. Section 4(f) /6(f) properties will not be impacted by the project.
- I. Home Avenue pedestrian bridge is assumed not to be included or eligible for inclusion on the National Register of Historic Plans and Section 106 requirements are not applicable.
- J. Wetlands are not within the project corridor.
- K. Geotechnical services will be performed for the preferred alternative during Phase II. Existing as-built data and new geotechnical investigations for IDOT Ridgeland Bridge Replacement Project will be utilized for the preliminary structural analysis during Phase I.

EXCLUSIONS

The scope of services is intended to provide a comprehensive service required to arrive at a preferred design alternative. The following items are not anticipated or included in the scope of services.

- A. Final design, plans, specifications, and cost estimates
- B. Development of corridor-wide aesthetic enhancements
- C. Right of Way acquisition
- D. Noise Analysis
- E. Air Quality Conformity Documentation
- F. Crash Analysis
- G. Intersection Design Study

At the request of the Village and upon obtaining design approval from IDOT BLRS, Stantec will prepare a supplemental scope of services necessary for the Phase II final design services for this project.

SCOPE OF WORK

TASK 1 DATA COLLECTION AND REVIEW

The CONSULTANT will review materials supplied by the Village including:

- A. Bridge and Hydraulic Reports
- B. Existing roadway plans
- C. Existing utility information
- D. Available as built plans
- E. Existing agency agreements
- F. Existing survey information
- G. Relevant ROW/property acquisition information
- H. Planning and Environmental Linkage Study – Cap the Ike

The CONSULTANT will also coordinate with IDOT, CSX and CTA to obtain information on existing conditions relevant to the project improvements. The CONSULTANT will obtain aerials of the project corridor through public GIS database and import into a CAD file.

An initial field check will be performed as part of the data collection and review process to verify existing conditions and potential design considerations. Photos will be taken of the existing bridge and buildings in the corridor during the initial field check to be used for the Environmental Survey Request (see TASK 4 ENVIRONMENTAL).

Task 1 Deliverables

- A. Existing conditions summary narrative (to project files)
- B. Field Photograph log with map (to project files)

TASK 2 FUNDING ASSISTANCE

Funding Opportunities Analysis

The CONSULTANT will explore funding avenues specifically for the Village of Oak Park's Home Avenue Pedestrian Bridge replacement project. This task involves comprehensive research, tracking, and strategic reporting. Key steps include:

1. **Research Funding Opportunities:** Using a national database and extensive team experience, the CONSULTANT will investigate federal, state, regional, local, and foundational funding programs currently available. The team will evaluate the options for existing and emerging programs and compare them with how they align with Oak Park's needs identified through the planning process. The team will confirm if the bridge replacement project aligns with the identified program(s) goals and objectives.
2. **Assessment and Fit:** In close collaboration with Village of Oak Park staff, the CONSULTANT will assess the suitability of identified funding opportunities. This assessment will involve reviewing the latest planning documents and engaging in conversations with the Village. The CONSULTANT will carefully evaluate application and award guidelines to determine if the proposed projects align well with the funding opportunities.
3. **Qualification for Preferential Status:** The CONSULTANT will thoroughly document the Village's ability to qualify for preferential status under grant program guidelines. Socioeconomic conditions and current program priorities will be key factors in this evaluation.

4. **Prioritization and Strategic Insights:** Based on professional judgment, the CONSULTANT will prioritize funding opportunities. The report will outline the likelihood of success for each opportunity and identify ways to enhance the Village's scoring. For each prioritized funding option, the consultant will weigh the potential benefits against the required investment.

In addition, the CONSULTANT will develop a 2-page project summary to be used for funding discussions and stakeholder coordination. The project summary will be updated as the design progresses. It is assumed 6 updates in conjunction with the 6 steering committee meetings will be necessary during Phase I.

Task 2 Deliverables

- A. Resource Roadmap, a user-friendly document that highlights funding sources along with valuable grant information and actionable next steps. Included will be a description of all levels of government sources with deadlines/timing, funding amounts, application procedures, compliance requirements and other important details, including but not limited to:
 - Likelihood of success in receiving funding
 - Dollar range of opportunity and required local match
 - Timeline for application (single cycle or multiple opportunities)
 - Description of the granting process: merit criteria, additional considerations, path for approval, key partners, and keys to success
 - Assessment of the level of effort
 - Who, within the process, is the required grant applicant (County, local government, non-profit, or other entity)
 - Assessment and identification of the nature of outside technical expertise required to complete the grant process
 - Agency requirements associated with accepting funding
- B. A concise memorandum (not exceeding ten pages) summarizing the outcomes of funding analysis and provide clear recommendations to the Village of Oak Park regarding which grant opportunities to pursue. If the Village decides to pursue a funding solution, it is anticipated that the grant application process would initiate at the end of Phase I.
- C. 2-page Project Summary and 6 updates

TASK 3 FIELD SURVEY

Terra Engineering LTD. (TERRA) will lead all field topographic and property survey for this project. TERRA will provide topographic survey within the following limits: S. Clinton Avenue to the first alley west of Home Avenue along Harrison Street and From S. Clinton Avenue to S. Wenonah Avenue along Garfield Street, I-290 Eisenhower Expressway from 50 feet east to 150 feet west of the existing structure, and the CTA railway and CSX railroad from 350 feet east of to 380 feet west of the existing structure. Horizontal and vertical controls will be compatible with I-290 corridor. The survey will include:

- A. Locate right-of-way along Harrison and Garfield Streets.
- B. Elevations at backs and faces of walks, backs of curb, flowlines, edges of pavement, and centerline on Harrison Street and Garfield Street within the notated limits.
- C. Elevations a 5-foot grid at all ADA ramp locations, with sufficient coverage to allow for any required ADA ramp improvements.
- D. Surface features such as, but not limited to, walls, fences, pavements, walks, railroads track, above grade

structures, signs, and other visible improvements.

- E. Visible utilities such as manholes, fire hydrants, power poles, traffic signals, lights, pedestals, etc. will be shown. Underground utilities will be shown with measure downs at each sewer and water manhole and record utilities will be shown per JULIE atlas information, or on-site private location marks, provided by others.
- F. The location and number of any overhead wires.
- G. Trees with the caliper size (2" or larger), whether deciduous or coniferous, and bushes, hedgerows, brush lines, planting beds and planters will be shown and labeled.
- H. Pavement and lane markings including parking striping and designated handicapped parking.
- I. 25-foot cross-sections along the I-290 Eisenhower from 50 feet east to 150 feet west of the existing structure
- J. 50-foot cross-sections along the CTA railway and CSX railroad from 350 feet east of to 380 feet west of the existing structure.
- K. Elevations will be referenced to Oak Park Vertical Datum, with on-site benchmarks set within an acceptable distance of proposed improvements, in locations that allow for no disturbance during construction.
- L. The survey will be horizontally referenced to Illinois State Plane Coordinates, NAD83 (2011 adjustment), GPS derived. Differential leveling will be performed and run through all control points and benchmarks to establish vertical control.

Task 3 Deliverables:

- A. Topographic survey data in CADD
- B. Surveyor Field Book
- C. Sewer and Water Manhole Measure Downs

TASK 4 ENVIRONMENTAL

The CONSULTANT shall prepare an Environmental Survey Request (ESR) for IDOT to review cultural, biological, and special waste resources within the project corridor. The Environmental Survey Request will include a completed IDOT ESR form and attachments of a Location Map, Project Area Map, State ROW Map, National Wetland Inventory Map, Aerials, Bridge and Building Photo Log and shapefiles of the ESR limits. The ESR limits will be extended beyond the anticipated project limits to avoid an Addendum ESR.

The CONSULTANT will perform preliminary environmental site assessment (PESA) for private and local public right-of-way in accordance with the requirements of Chapter 27 "Environmental Surveys" of IDOT's Bureau of Design & Environment Manual procedures, and ISGS' publication "A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation Projects". The PESA will be conducted and supervised by an environmental professional, who meet the definition of 40 CFR Part 312.21, and will include all applicable requirements of the 40 CFR 312. The purpose of the PESA is to determine the historic uses of the project area and to identify recognized environmental conditions present within the project limits. The scope of work will include:

- Regulatory Background Review – The Consultant will obtain and review a copy of the federal and state government records for property in accordance with the ASTM standards.
- Review Historical Aerial Photographs and/or Sanborn Maps – The Consultant will review available historical aerial photographs, the Village Directory, and Historic Sanborn Maps within the project limits.
- Site Reconnaissance – The Consultant will perform a site reconnaissance of all accessible areas of the project area. The Consultant will coordinate the site reconnaissance schedule and site access with the Village of Oak Park as required. The Consultant will inspect the adjoining properties from the site and

public points of view to identify any potential source of environmental concern to the site posed by adjoining properties. The site condition, location of stained or discolored soil, underground utilities, pipelines, drums and chemical containers, location of PCB-containing transformers, and any evidence of underground storage tanks and above ground storage tanks will be documented if present.

IDOT will perform a special waste assessment within IDOT right-of-way.

The CONSULTANT shall prepare a Preliminary Site Investigation (PSI) as part of the Phase II scope if the PESA finds avoidance of a contaminated site is not possible.

Task 4 Deliverables:

- A. Environmental Survey Request
- B. PESA Report

TASK 5 DEVELOPMENT AND EVALUATION OF STRUCTURE ALTERNATIVES

A total of five conceptual bridge designs will be developed and evaluated. One low-cost design that utilizes prefabricated elements to minimize cost, two medium cost designs that utilize piers within the right-of-way along with some aesthetic enhancements, and two higher-cost designs that feature signature and/or enhanced aesthetic elements for bridge types spanning completely over I-290, CTA, and CSX railroad. Each of five conceptual designs will involve the following work items:

- A. ROSALES will prepare a plan, section, and elevation view of each concept to scale.
- B. ROSALES will investigate and develop aesthetic lighting concepts with support from TERRA .
- C. ROSALES will investigate and develop aesthetic landscape and approach ramp concepts, with support from TERRA.
- D. CONSULTANT will perform preliminary structural analysis efforts to ensure the feasibility and develop preliminary member sizes for each concept. ROSALES and TERRA will assist in this effort.
- E. CONSULTANT will evaluate each concept for ease of constructability and assist with refinements to the concepts as required to best facilitate their future construction.
- F. ROSALES will develop renderings showing each concept with day and night views for comparison purposes. Five renderings are anticipated per concept (25 total).
- G. ROSALES will develop video animations showing each concept from multiple vantage points. One animation is anticipated per concept (5 total).
- H. ROSALES will prepare preliminary cost estimates for each of the bridge concepts. CONSULTANT will perform an independent review of each estimate.
- I. ROSALES will prepare preliminary life cycle / maintenance cost estimates for each of the bridge concepts. CONSULTANT will perform an independent review of each estimate.
- J. TERRA will identify any additional ROW needs that may exist for a given concept.

The aesthetic landscape will consider biodiversity plantings such as pollinators or monarch friendly plantings, etc.

Task 5 Deliverables:

- A. Plan, section, and elevation views for each of the five (5) conceptual designs
- B. Five renderings per concept (25 total)
- C. One animation per concept (5 total)
- D. Preliminary cost and life cycle / maintenance cost estimates for each concept
- E. Narrative and exhibits as necessary to describe the architectural, structural, lighting, landscape, approach ramp, geometric, and constructability approaches for each of the five (5) conceptual designs

TASK 6 GEOMETRICS AND AMERICAN WITH DISABILITY ACT (ADA)

The CONSULTANT shall develop geometric design criteria for the proposed pedestrian structures and improvements to Garfield and Harrison Streets impacted by the structure. The Consultant shall develop one existing typical cross section and one proposed typical cross section for the preferred alternative for each pedestrian bridge, Garfield Street and Harrison Street. Existing and proposed profiles will also be developed for each Garfield Street and Harrison Street and sidewalk/ramps at the north and south approaches to the pedestrian bridge. Plan and profile sheets shall be prepared to show the alignments and horizontal and vertical geometrics of the preferred alternative at 20-foot scale.

Cross-sections shall be performed along Garfield Street and Harrison Street at every 50 feet and at side streets and driveways if applicable showing the existing and proposed conditions for the preferred alternative. Cross-sections along the pedestrian bridge alignment are excluded except along the sidewalk/ramps at the north and south approaches of the proposed bridge.

Improvements shall comply with federal and state ADA design standards and the CONSULTANT shall develop detailed ADA plans at 5-foot scale for ADA ramps and transitions/landings to determine right-of-way impacts. The following locations are assumed to require ADA ramp design.

- 4 ADA ramp corners (total 4 sheets) at Home Avenue and Garfield Street intersection,
- 5 ADA ramp landings (total 5 sheets) at south end of proposed Home Avenue Bridge,
- 3 ADA ramp landings (total 3 sheets) at north end of proposed Home Avenue Bridge,
- 3 ADA ramp corners (total 3 sheets) at Home Avenue and Harrison Street intersection,
- 1 ADA entrance alley pedestrian crossing (total 1 sheet) at alley east of Home Avenue and Harrison Street intersection.

In addition, the CONSULTANT will identify all right-of-way requirements for the project. The CONSULTANT will document the property identification number, address, type of right-of-way needs and proposed right-of-amount in acres for the inclusion of the project development report and to be used for TASK 10 LAND ACQUISITION.

The CONSULTANT will develop quantities and preliminary construction cost estimate of the proposed roadway improvements and right-of-way for the preferred alternative for the inclusion of the overall project cost estimate and project development report.

The CONSULTANT shall complete BLRS Form 22120 to document any design exceptions and provide justification for the design exception for the Village and IDOT's review and approval. It is assumed design exceptions are not required for facilities under the State's jurisdiction.

Task 6 Deliverables:

- A. Design Criteria
- B. Existing and Proposed Typical Sections
- C. Plan and Profile Sheets
- D. Cross-Sections
- E. ADA Plans
- F. Design Exceptions

TASK 7 DRAINAGE

The CONSULTANT shall confirm using FEMA flood maps the project is in an area of minimal flood hazard. The existing pedestrian bridge does not have scuppers and it appears the runoff from the bridge drains to Garfield Street and Harrison Street. The Village's existing sewer system connects to Metropolitan Water Reclamation District (MWRD). The CONSULTANT shall coordinate and evaluate the Village's existing drainage conditions and drainage problems along with IDOT to determine any drainage problems related to the existing pedestrian bridge over I-290. The CONSULTANT shall perform one site visit of two individuals for six hours to confirm existing conditions and drainage problems.

The CONSULTANT shall evaluate the project impacts to existing drainage structures and sewers along with the additional impervious area from widening the pedestrian bridge from 9'-6" to 14'-0" minimum (approximately 0.03 acres of additional impervious area). The CONSULTANT shall evaluate and confirm the existing sewer capacity and proposed sewer improvements for a specific rainfall event and prepare existing and proposed drainage plans at 20-foot scale for the preferred alternative. The existing drainage plans will be submitted to the Village for review before developing the proposed drainage improvements. The proposed drainage improvements shall be coordinated with the Village and in accordance with applicable Village and IDOT drainage requirements and MWRD Watershed Management Ordinance. The proposed drainage improvements shall also be reviewed and approved by IDOT for the I-290 corridor improvements. The CONSULTANT shall develop a cost estimate for the drainage improvements of the preferred alternative for the inclusion of the overall project cost estimate and the project development report.

The CONSULTANT shall develop Location Drainage Technical Memorandum (LTDM) in accordance with IDOT requirements to document the hydrologic and hydraulic analysis. The LTDM shall include the following.

General Location Drainage Map

- A General Location Drainage Map will be prepared using the USGS Hydrologic Atlas as the base map. The exhibit will show the project limits, drainage divides and any known drainage problems and drainage investigations.

Existing Drainage Plan

- The existing drainage plan includes development of a preliminary/conceptual understanding of the existing drainage patterns followed by detailed development of existing drainage patterns.
- The CONSULTANT will develop a color exhibit of the existing drainage infrastructure that shows project limits, major drainage divides, and offsite tributary areas.
- All existing storm sewers, culverts, and overland ditch flow along the improvement limits will be shown.

Identified Base Floodplains

- A firm map will be included with the project, but there are no floodplains within it.

Major Drainage Features

- There are no Major Drainage Features identified within the project limits.

Design Criteria

- The project design criteria will be based on a combination of Village criteria, MWRD WMO requirements, and standard IDOT drainage design criteria.

Outlet Evaluation

- The Consultant will evaluate existing storm water outlets to identify sensitive and unsuitable outlets and

provide recommendations to improve conditions. Identified known flooding issues will be reviewed, sensitive downstream outlets determined, sensitive adjacent land uses noted, and drainage design criteria established.

- Outlet evaluations will be performed at an estimated 2 outlets throughout the project area.

Stormwater Detention Analysis

- The anticipated impervious area to be added from the proposed improvements is 0.03 acres.
 - o Storm water detention will be provided as required for outlets that are determined to be sensitive and increases in storm water runoff are significant. Classification of outlets will be based on guidance provided in the IDOT Drainage Manual. Further guidance is provided in MWRD Watershed Management Ordinance for runoff requirements.
 - o The required storage volume will be based on IDOT District 1 spreadsheet *Stormwater Detention Calculation*. Further guidance is provided in MWRD Watershed Management Ordinance for runoff requirements.

Floodplain Encroachment Evaluation

- There is no floodplain within the project limits.

Proposed Drainage Plan

- This work will include developing a conceptual proposed drainage plan followed by a detailed development of a proposed drainage plan (20 scale drawings) for the recommended alternative.
- The Proposed Drainage Plan (PDP) will use the contours and topographic information as the base map.
- The PDP exhibits will include plan sheets and profile sheets (if necessary)
- The proposed drainage design portion of the Location Drainage Tech Memo will consist of a detention analysis, volume control analysis, development of a proposed drainage plan which will show profile and location for the proposed drainage alternatives, and any diversions.
 - o If applicable, proposed ditches will be designed, and capacity calculations will be included at critical sections. Proposed swales developed within the project will be shown on the plan drawings but shall not be designed.
 - o Proposed storm sewer design will consist of analysis of the mainline trunk sewer only. Any lateral connections will be designed during Phase II.

Location Drainage Tech Memo Report

- The consultant will assemble a Location Drainage Tech Memo (LDTM) which includes the required exhibits, calculations, correspondence and other supporting documents to meet IDOT guidelines.
- The Location Drainage Tech Memo report text will contain a brief summary of all anticipated permits that will be required for construction.
 - o All permitting will not be completed until Phase II.
 - o Pre-application permit coordination will occur with U.S. Army Corps of Engineers (USACE), Metropolitan Water Reclamation District (MWRD), and other regulatory agencies as needed.
 - o Water quality considerations and Best Management Practices for drainage and erosion control shall be required for the project. The proposed drainage plan will be developed to incorporate water quality and best management practices.
 - o Selected proposals for water quality measures shall be summarized in the BMP White Paper which will be included in the Location Drainage Tech Memo.

If determined the project improvement does not impact existing sewers and the project is adding less than 1.0 acres of impervious area, the CONSULTANT shall draft a permit determination letter for the Village to confirm the project is exempted from runoff, volume control, and detention requirements from MWRD per the Watershed Management Ordinance. Furthermore, if determined the project improvement contains no proposed qualified

sewers nor an overall development greater than 0.5 acres, the CONSULTANT will include in the permit determination letter for the Village to confirm the project is exempted from providing a Watershed Management Permit to MWRD.

Task 7 Deliverables:

- A. Existing drainage plans
- B. Proposed drainage plans
- C. Location Drainage Technical Memorandum

TASK 8 UTILITIES

Establishing existing utilities and performing a JULIE request are included in TASK 3 FIELD SURVEY. The CONSULTANT shall assist in coordinating with the Village, IDOT, CSX, CTA (but not limited to these agencies) to obtain existing utility data. The CONSULTANT shall coordinate with agencies and utility companies as needed to obtain utility clearance, protection and/or relocation requirements. Village water main and sanitary sewer relocations if required shall be layout to determine right-of-way requirements. The CONSULTANT shall develop a utility matrix for the preferred alternative to include existing utilities, owner, size, location, and whether there is no impact, to be protected and relocated. The CONSULTANT shall develop costs for utilities to be relocated.

Task 8 Deliverables:

- A. Utility Matrix

TASK 9 MANAGEMENT OF TRAFFIC (MOT)

The CONSULTANT shall develop a Traffic Management Plan (TMP) of the preferred alternative to address safety and mobility during construction. The project is considered a Significant Project – Long term and requires a full TMP following the components as shown in Figure 13-1.B of IDOT Bureau of Design and Environment (BDE) manual. MOT plans for the inclusion of the TMP will be completed for the preferred alternative and shall include typical sections and the layout of the proposed MOT in accordance with IDOT and MUTCD (Manual on Uniform Traffic Control Devices) standards and ADA compliant pedestrian detour. IDOT Highway Standards are assumed to be used for MOT at Garfield and Harrison Streets. The CONSULTANT shall coordinate with IDOT, CTA and CSX to obtain their requirements during construction and shall be included in the MOT. Agencies' construction requirements will also be included in the project development report.

Task 9 Deliverables:

- A. Draft TMP
- B. Final TMP

TASK 10 LAND ACQUISITION

ASE will retrieve, compile and review existing data of the properties requiring proposed right-of-way. This data shall include but not limited to existing survey information, right-of-way plats, information from IDOT courthouses, and title commitments. ASE will catalog and summarize data and transfer the data to working drawings.

ASE will perform land acquisition survey, legal descriptions and plats for up to 10 affected parcels. ASE will establish primary control by searching and investigating for recorded control points, recovering and verifying previous control points and found monuments. The land acquisition survey will require locating property boundary monumentation, section and quarter-section corners as applicable, and calculating property boundaries and exiting right-of-way. ASE will calculate the areas of the proposed fee acquisition, permanent and/or temporary easements, and prepare legal descriptions and acquisition plats in accordance to IDOT standards.

Task 10 Deliverables:

- A. Legal Descriptions (up to 10 affected parcels)
- B. Acquisition Plats (up to 10 affected parcels)

TASK 11 PUBLIC INVOLVEMENT

Project Branding/Logo and specialty graphics:

The consultant shall produce project branding materials and 3 optional Logo's in conjunction with the Bridge Architect, Village of Oak Park staff and Design team. In addition, a series of 5 optional specialty graphics will be prepared from the preferred branding and local styles to be utilized in web and print materials.

Public outreach Documentation and Strategy

The consultant shall prepare a Stakeholder involvement plan which will serve as a living document throughout Phase I and Phase II. The document shall outline the project description, narrative, status, key milestones such as definition of Purpose and Need through to recommended alternatives. In addition, the document will list all participating and cooperating agencies and key local stakeholders. The SIP will provide a record of all outreach activities and include appendices for key materials provided to the public.

Project Website

A Project Website will be created and hosted by the Village on Engage Oak Park to document and make readily available the project status and key documentations and to receive public input. It is anticipated that Images will provide content and graphics for the Village to make 8 website updates during phase I.

Project Stakeholder list

A comprehensive list of stakeholders will be prepared and maintained, this will include all necessary contact information for print and electronic communications. The Stakeholder list will include, but not limited to the Village, Oak Park Elementary School District 97, Park District of Oak Park, IDOT, CTA, CSX, local advocacy groups and will be maintained and updated throughout the project duration.

Steering committee meetings

For estimating purposes, it is anticipated that up to 6 steering committee meetings of local design professionals will be held during Phase I. The format and content presented during these meetings will evolve during the design phase but generally be focused on establishing the existing concerns of committee members, definition of the purpose and need, aesthetics, range of alternatives, and selection of a preferred alternative(s) to be presented to Village Board along with budget. The steering committee meetings are anticipated to include design charrettes which will include the public involvement, bridge, and landscape architectural and design teams to support the meetings.

Commission meetings

In order to further the design, the team will initiate a total of four commission meetings, one meeting each with Village Transportation Commission, Planning Commission, Disability Access Commission, and Community Design Commission.

Public Meetings

The consultant shall identify, plan and reserve dates for two open-house public meetings including notification and advertisement of events. The consultant shall adequately staff the venue to facilitate the exhibit boards, comment process and other needs of attendees during the meeting.

For each meeting/hearing the consultant shall prepare/compile dry run materials prepare an e-blast and send invitations to affected stakeholders and those that have signed up to be notified.

Comments generated from the public meetings will be compiled and responses prepared in consultation with the Village and design team. Responses will be returned in the same format as the comment was prepared with the exception of public meeting comments written or documents during outreach events. These will be responded to either as noted in the original communication or as part of the public involvement record where the comment is anonymous.

Media outreach and social media

It is anticipated that social media and web-based comment capture will be hosted on the Village systems, the consultant shall prepare communications including graphics and links to the project web site to be issued through social media by the Village.

Media briefings

For estimating purposes, it is assumed that there will be a series of media correspondence (up to 25) during phase in addition three media outlet briefing packets will be prepared.

Comment Management

The consultant shall collate all project comments and distribute to the appropriate design team member or Village representative with a draft response for consideration. For estimating purposes, it is assumed that up to 300 comments will be handled at 30 minutes each along with technical support by the design team.

A monthly report of comments and dispositions will be provided to the Village along with updates to the SIP.

Task 11 Deliverables

- A. Stakeholder involvement plan
- B. Project Branding and logo materials
- C. Project website materials, Project stakeholder list
- D. Steering committee supporting materials and venue management.
- E. Specialty commission meeting supporting materials and venue management.
- F. Design charrette materials and documentation of results.
- G. 2 Public Meeting(s)/Hearing(s)
- H. Village board meeting materials
- I. Media and Social media outreach materials
- J. Comment Management Database

TASK 12 AGENCY COORDINATION

CONSULTANT will be responsible for coordinating all pertinent information necessary for the successful completion of the project as measured by the selection of a preferred alternative with design approval obtained by IDOT. CONSULTANT will additionally coordinate the development of engineering agreements with the CSX and CTA railroads for the purposes of obtaining Letters of Intent (LOIs) in support of the preferred alternative. Key agencies critical to the successful completion of this project and require ongoing coordination through Phase I include:

- A. Illinois Department of Transportation (IDOT)
 - a. Kickoff meeting
 - b. Scoping meeting
 - c. Initial plan review
 - d. Stakeholder involvement plan review meeting
 - e. IDOT District I / FHWA meetings if needed (2 total)
 - f. Progress meetings every 3 months (6 total)
 - g. Presentation of preferred alternative
- B. Chicago Transit Authority (CTA)
 - a. Initial/scope meeting
 - b. Constructability review meeting
 - c. Presentation of preferred alternative
- C. CSX Railroad (CSX)
 - a. Initial/scope meeting
 - b. Milestone constructability review meetings (3 total)
 - c. Presentation of preferred alternative
- D. Cap the Ike
 - a. Kickoff meeting
 - b. Progress meetings every 3 months (6 total)
 - c. Presentation of preferred alternative

It is assumed that CONSULTANT will provide 2 people per meeting at an average of 8 hours per meeting per person which includes: 2 hours of meeting preparation, 2 hours of total travel time, 3 hours of meeting, and 1 hour of preparing meeting minutes.

Task 12 Deliverables

- A. Meeting Minutes
- B. Engineering Agreements – CTA and CSX Railroad
- C. Letters of Intent – CTA and CSX Railroad

TASK 13 PROJECT DEVELOPMENT REPORT

The CONSULTANT shall coordinate with the Village and IDOT and prepare the Purpose and Need of the project based on collected data and initial outreach activities. The Purpose and Need will consider planning framework, safety, deficiencies of the existing facilities, and system linkages.

The CONSULTANT shall develop a risk register and memorandum of project considerations for Phase II and shall be included in the Project Development Report.

The CONSULTANT shall prepare a Project Development Report (PDR) to document the processes, analysis and design outcomes generated during phase I. The PDR will be prepared in accordance with IDOT's Bureau of Local Roads and Streets Manual and BLR 22210 form for Categorical Exclusions.

The PDR shall document the following information:

- Location and functional classification maps for project and surrounding street network
- Location Drainage Technical memorandum
- Geotechnical information from as built data.
- RR crossing drawings for CTA and CSX
- Bridge Type Studies
- Bridge and approach plans
- Proposed Roadway geometrics plans, typical sections, plan profile, ADA plans and Cross Sections
- Utility coordination and conflict log
- Design criteria documentation
- Cost Estimate
- Land Acquisition table
- Environmental Clearances and Correspondence
- Work Zone Transportation and Management Plan (TMP) for impacted routes
- Maintenance of Traffic will document an ADA compliant pedestrian detour
- Public involvement record (Included in SIP as appendix)
- IDOT/FHWA coordination and approval
- Other Agency coordination
- Risk Register and Memorandum of Project Considerations

The Final Project Development Report will incorporate public involvement materials, results and disposition of comments. Summary, conclusions or exhibits of the report will be revised as necessary resulting from the public meeting.

Task 13 Deliverables

- A. Draft Project Development Report
- B. Final Project Development Report

TASK 14 MEETINGS

It is assumed that CONSULTANT will provide 2 people per meeting at an average of 6 hours per meeting per person which includes: 1 hour of meeting preparation, 2 hours of total travel time, 2 hours of meeting, and 1 hour of preparing meeting minutes. Only 4 hours per meeting per person are assumed for monthly progress meetings with the Village. Oak Park Public Works meetings will consider various maintenance responsibilities, challenges and cost for various bridge alternatives; maintenance and impacts to lighting, water and sewer; access and deck maintenance. The Village Board Meetings will include presenting the Final Phase I Report and findings and final recommendations for approval.

- A. Project Kickoff Meeting (one total)
- B. Monthly progress meetings (18 total)
- C. Traffic Management plan review meeting (one total)
- D. Village Board Meetings (two total)
- E. Select Agency coordination as identified.
 - a. Council of Mayors Briefing (one total)

- b. Oak Park Public Works (three total)
- c. Other affected agencies as needed (five total)
- F. Utility coordination meetings (five total)
- G. Extra meetings as required (two total)

Task 14 Deliverables

- A. Meeting Minutes

TASK 15 QUALITY MANAGEMENT

The CONSULTANT will provide a project quality assurance and quality control plan for design services, SUBCONSULTANTS will either adopt this plan by way of a certified letter acknowledging the processes or by providing a mutually approved plan for work product.

The CONSULTANT will perform QA/QC oversight on all project deliverables and document submittal certifications for all disciplines prior to delivery to the Village.

TASK 16 PROJECT MANAGEMENT AND ADMINISTRATION

The CONSULTANT will be responsible for day-to-day work plan, scheduling and task assignments for the design of the project. Our team will provide technical oversight for each discipline and maintain a monthly project schedule. CONSULTANT will utilize a Risk Based Management analysis system to identify critical path design and construction items that require attention to minimize construction cost issues.

In addition, the CONSULTANT will develop and maintain a bi-weekly action items tracker to keep the project on task. The action item tracker will describe the action item, the responsible party, due date, potential project impacts.

In addition to day-to-day management the CONSULTANT shall collate and submit all project invoicing materials electronically to the Village in accordance with Village and IDOT requirements and participate in project status update reporting with the Village and stakeholders.

The Consultant will provide the deliverables for each task in their native format at the project's end, which may include CAD, Microsoft Word, Microsoft Excel, JPEG, and other miscellaneous formats.

Task 16 Deliverables

- A. Base schedule and monthly schedule updates
- B. Bi-weekly action items tracker
- C. Final deliverables in native format

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Oak Park	Stantec Consulting Services Inc.	Cook	

**EXHIBIT B
PROJECT SCHEDULE**

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Exhibit B: Project Schedule

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Oak Park	Stantec Consulting Services Inc.	Cook	

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

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

Form Not Applicable (engineering services less than the threshold)

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

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

Project Criteria	Weighting
Technical Approach	25%
Firm Experience	15%
Specialty Experience	20%
Staff Capabilities	25%
Past Performance	10%
Local Presence	5%

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

Village Engineer, two Civil Engineers, Public Works Director, and Village Planner

Top three consultants ranked for this project in order	
1	Stantec Consulting Services, Inc.
2	T.Y. Lin International Great Lakes, Inc.
3	EXP U.S. Services Inc.

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

Exhibit D:
CECS BLR 05514
and Supporting
Documents

Home Avenue Pedestrian Bridge Replacement
Village of Oak Park
Phase I Preliminary Engineering Services
Breakdown of Hours
4/29/2024

Phase I Preliminary Engineering Services Tasks	Consultant Hours					
	Stantec	ASE	Images	Rosales	Terra	Total
Task 1 Data Collection and Review						
Review IDOT, CSX, CTA, Village material on existing conditions	40					40
Obtain aerial imagery from GIS database and import into CAD	4					4
1 Field visit (3 people at 6 hours/person)	18					18
Existing conditions summary narrative	40					40
Field photo log with map	8					8
Task 1 Subtotal	110	0	0	0	0	110
Task 2 Funding Assistance						
Funding Analysis	70					70
2-page project summary (includes addressing 1 Village or IDOT and 1 Independent Village Consultant)	16					16
6 project summary updates (2 hours/update)	12					12
Task 2 Subtotal	98	0	0	0	0	98
Task 3 Field Survey						
Topographic Survey						
Project Management					6	6
QA/QC					15	15
Control					8	8
Data Analysis / Coordination					4	4
Field Work (2 person crew)					125	125
Drafting					72	72
Task 3 Subtotal	0	0	0	0	230	230
Task 4 Environmental						
Environmental Survey Request (ESR):						
IDOT ESR Form (includes special waste level I and II screening)	16					16
Attachments:						
Location Map using USGS quadrangle maps	4					4
Project Area Map using USGS topographic map or high-resolution aerial	24					24
State ROW Map	8					8
National Wetland Inventory Map	2					2
Aerials w/ new and existing ROW	8					8
Bridge and Building Photo Logs	16					16
1 Revision to address Village's comments	8					8
Prepare Submittal	4					4
Preliminary Environmental Site Assessment Report	120					120
Task 4 Subtotal	210	0	0	0	0	210
Task 5 Development and Evaluation of Structure Alternatives (5 Concepts)						
Preparation of Bridge Drawings: Plans, Sections, Elevations				742		742
Constructability review of 5 bridge concepts	120					120
Preliminary Structural Analysis	520			256	144	920
Preliminary aesthetics lighting concepts				196	16	212
Preliminary landscape/approach ramp concepts				122	50	172
Renderings and animations of 5 bridge concepts (25 total)				80		80
Video animations of 5 bridge concepts				350		350
Preliminary cost estimates of 5 bridge concepts	80			122		202
Preliminary life cycle / maintenance costs of 5 bridge concepts	40			74		114
Revise concepts based on input from Village Board / stakeholders	40			136		176
Conference calls, site visits, and coordination meetings				162		162
Task 5 Subtotal	800	0	0	2240	210	3250

Phase I Preliminary Engineering Services Tasks	Consultant Hours					
	Stantec	ASE	Images	Rosales	Terra	Total
Task 6 Geometrics and American with Disability Act (ADA)						
Design Criteria	16					16
Develop Existing CAD files: Alignment and Profile (pedestrian bridge, Garfield Street and Harrison Street)	8					8
Develop Preferred Alignment (Garfield Street, Harrison Street, sidewalk/ramps at north/south bridge approaches)	8					8
Develop Preferred Profile (Garfield Street, Harrison Street, sidewalk/ramps at north/south bridge approaches)	16					16
Develop Preferred Layout (Garfield Street, Harrison Street, sidewalk/ramps at north/south bridge approaches)	48					48
Cover Sheet	4					4
Key Map	4					4
Plan and Profile Sheets (1" = 20' scale):						
Garfield Street from Clinton Avenue to Wenonah Avenue (2 sheets)	32					32
Harrison Street from Clinton Avenue to first alley west of Home Avenue (2 sheets)	32					32
Sidewalk/ramp at North and South Approaches of the Proposed Pedestrian Briges (2 sheets total)	32					32
Address two reviews (Village or IDOT, Independent Village Consultant)	32					32
Typical Sections:						
Existing of pedestrian bridge, Garfield, and Harrison (3 total)	12					12
Proposed of pedestrian bridge, Garfield, and Harrison (3 total)	12					12
Cross-sections at every 50 feet, side streets, and driveways						
Garfield Street from Clinton Avenue to Wenonah Avenue (approx. 750 feet)	30					30
Harrison Street from Clinton Avenue to first alley west of Home Avenue (approx. 450 feet)	18					18
Sidewalk/ramp at North and South Approaches of the Proposed Pedestrian Briges (assumed 7 total cross-sections)	14					14
Address two reviews (Village or IDOT, Independent Village Consultant)	8					8
ADA Plans (1" = 5' scale)						
(total 16 sheets for ADA ramp corners, landings, entrance alley pedestrian crossing)	96					96
Address two reviews (Village or IDOT, Independent Village Consultant)	32					32
Preliminary construction cost estimate for roadway and right-of-way	40					40
Address two reviews (Village or IDOT, Independent Village Consultant)	8					8
Summarize proposed right-of-way table	8					8
Document Design Exception using BLRS Form 22120	8					8
Task 6 Subtotal	518	0	0	0	0	518
Task 7 Drainage						
Evaluate existing conditions and document drainage problems (include agency coordination)	48					48
General Location Drainage Map	8					8
Existing Drainage Plan Area Map (2 sheets)	16					16
Existing Drainage Plan (1" = 20' scale):						
Pedestrian Bridge (2 sheets)	24					24
Garfield Street (2 sheets)	24					24
Harrison Street (approx. 2 sheets)	24					24
Address two reviews (Village or IDOT, Independent Village Consultant)	16					16
Flood Insurance Rate Map	2					2
Design Criteria	16					16
Outlet Evaluation (2 outlets)	8					8
Storm Water Detention Analysis (0.5 miles x 60 hours/mile)	30					30
Storm Water Volume Control (assumed 2 locations)	24					24
MWRD Permit Determination Letter (if required)	2					2
Proposed Drainage Plan (1" = 20' scale):						
Pedestrian Bridge (2 sheets)	32					32
Garfield Street (2 sheets)	32					32
Harrison Street (approx. 2 sheets)	32					32
Address two reviews (Village or IDOT, Independent Village Consultant)	16					16
Location Drainage Technical Memorandum:						
Preliminary	60					60
Final to address two reviews (Village or IDOT, Independent Village Consultant)	20					20
Preliminary construction cost estimate for drainage	16					16
Task 7 Subtotal	450	0	0	0	0	450

Phase I Preliminary Engineering Services Tasks	Consultant Hours					
	Stantec	ASE	Images	Rosales	Terra	Total
Task 8 Utilities						
Coordinate in obtaining existing utility information from Village, CSX, CTA, IDOT	16					16
Coordinate with agencies and public utilities on clearance, protection, and / or relocation requirements	16					16
Layout Village Water Main and Sanitary Sewer Relocation (if required)	40					40
Address two reviews (Village or IDOT, Independent Village Consultant)	8					8
Utility Matrix	24					24
Preliminary construction cost estimate for utility relocations	16					16
Task 8 Subtotal	120	0	0	0	0	120
Task 9 Management of Traffic (MOT)						
MOT Typical Sections (assumed 3 stages for pedestrian bridge)	12					12
MOT Plans (1" = 20' scale) 3 stages for pedestrian bridge (2 sheets / stage)	48					48
MOT ADA Compliant Pedestrian Detour (2 sheets total)	8					8
Coordinate with IDOT, CTA, and CSX to obtain requirements during construction	16					16
Full Traffic Management Plan (IDOT BDE manual Fig. 13-1.B):						
Preliminary	40					40
Final to address two reviews (Village or IDOT, Independent Village Consultant)	16					16
Task 9 Subtotal	140	0	0	0	0	140
Task 10 Land Acquisition						
Data Compilation:						
Retrieve Existing Survey Information		6				6
Compile and Review Data		6				6
Catalog and transfer to field		6				6
Horizontal Control:						
Search/reconnaissance for record control points		12				12
Traverse/GPS/ Level through found monuments		8				8
Office Calculations		5				5
Land Acquisition Surveys: (up to 10 affected parcels)						
Review Boundary / Title Information		16				16
Search locate boundary monuments / evidence		180				180
Calculate property boundaries		28				28
Calculate areas for proposed fee acquisitions, permanent and/or temporary easements		28				28
Prepare legal descriptions		10				10
Prepare Acquisition Plats		96				96
Task 10 Subtotal	0	401	0	0	0	401
Task 11 Public Involvements						
Project Branding/Logo and specialty graphics:						
Produce project brand and logo (3 options); 2 consolidated rounds of changes to original concept and a final product	2		28			30
Design and produce up to 5 specialty graphics			15			15
Public outreach Documentation and Strategy:						
Talking Points/FAQs: Develop talking points/FAQs to address specific topics/milestones- (up to 8 rounds) - draft, edit, final (18 months)	36		36			72
Talking Points/FAQs: Coordination meeting with Village regarding talking points - (up to 4 @ 1 hr. each) - coordinate and attend	20		20			40
PI Strategy	12		36			48
Project initiation press release ; draft, edit, coordination and distribute	4		4			8
Project Website (page to be built on Village's website):						
Prepare initial website structure, content, graphics, and design pages for Oak Park website			40			40
Website content and graphics updates (8 updates)	16		48			64
Project Stakeholder list:						
ID/Compile Initial Stakeholders (with data assistance from Village)	4		20			24
Update Stakeholders			8			8
Steering Committee Meetings (up to 4- kickoff; prior to PM #1; Prior to PM #2; final):						
Coordination for meetings	2		8			10
Prepare meeting agenda, sign in sheets, name tags/table tents	2		8			10
Gather meeting materials	64		12			76
Prepare meeting summaries	16		12			28
Attend meetings (in-person)	64		24	48	40	176
Commission Meetings (up to 2 rounds at each commission - Transportation, Planning, Disability Access, & Community Design)						
Identify individuals for meetings, secure time, location			16			16
Prepare meeting agenda, sign in sheets, name tags/table tents	4		7			11
Gather meeting materials	48		7			55
Prepare meeting summaries	16		12			28
Attend meetings (in-person)	48		48	48	20	164

Phase I Preliminary Engineering Services Tasks	Consultant Hours					
	Stantec	ASE	Images	Rosales	Terra	Total
Mini Design Charrette Planning (integrated into commission and/or steering committee meeting):						
Create charrette strategy	2		6			8
Produce and gather meeting materials-Produce handouts/tool box (communication items), data gathering	4		20			24
Public Meetings/Hearing (up to 2 meetings, 2 people):						
Identify, plan and reserve sites and dates; public meeting planning; equipment rental; hybrid option- planning, set up and test program	2		18			20
Draft, edit, design video presentation with script and voice over (2 rounds)	48		110			158
Develop, design, review, and edit of exhibit boards (up to 20 boards)- 3 rounds of edits each meeting	100		100			200
Meeting materials- sign-in sheets, badges, comment forms & other meeting supplies	4		7			11
Coordinate with 3rd party organizations			15			15
Develop media plan, draft, design, secure, ad quotes and place ad	4		8			12
Prepare for and Attend Pre-dry run (in-person)	32		11			43
Prepare for and Attend dry Run (in-person)	32		10			42
Prepare, design and send invitation e-blast	4		8			12
Draft, Design, coordinate printing and distribution post card invitation	4		16			20
Set-up, attend and facilitate Public Meetings	32		8		20	60
Draft and finalize meeting summary	8		16			24
Draft, design, edit and review meeting newsletter- Up to 4 pages- 2 rounds of edits	32		50			82
Village Board Meetings (2 meetings - to coincide with public meetings/hearing):						
Produce handouts/presentation (utilizing much of public meeting presentations)	4		12			16
Participate at meetings (2 meetings)	32		8	12	20	72
Media outreach and social media:						
Social Media (content to be placed on Villages channels):						
Initial social media, content, schedule, strategy and coordination	2		10			12
Develop social media schedule and plan, content/graphics, video, post social media announcements; incl. graphics - (20 posts) - draft, edit, final	40		60			100
Media and Briefings (up to 3):						
Media inquiries- Coordinate media responses with Oak Park - (up to 25) - draft/review, edit, final	50		50			100
Monitor media outlets and social media weekly for project news, send link to Oak Park, media corrections - (weekly)			36			36
Coordinate briefings, coordinate speakers - (up to 3)			4			4
Develop and distribute briefing invitations - (up to 3) - draft, design, edit, final	6		12			18
Develop event materials, run-of-show, talking points - (up to 3) - draft, edit, final	12		11			23
Use public meeting(s) presentations			0			0
Develop news release - (up to 4) - draft, edit, final	8		7			15
Dry run/coordination meeting - (up to 3 @ 2 hr. each) - attend	6		6			12
Set up and attend event in coordination with each public meeting - (up to 3 @ 2 hr. each)	6		6			12
Comment Management:						
Set up comment management tool			6			6
Monitor, document , categories comments (300; .5 hrs. each)- 18 months	40		150			190
Draft response, coordinate technical team, edit, finalize and Mail/Email/Social Media Responses (300; .75 hrs. each)- 18 months	150		225			375
Provide comment reports to Oak Park for response each month (1 hrs./month)	18		18			36
Public Involvement - Internal Coordination (18 months; 2ppl)			20			20
Public Involvement Bi-monthly coordination meetings - Village and Consultant team (18 months; 2ppl)			65			65
Initial coordination-protocol development with departments			3			3
Task 11 Subtotal	1040	0	1521	108	100	2769

Phase I Preliminary Engineering Services Tasks	Consultant Hours					
	Stantec	ASE	Images	Rosales	Terra	Total
Task 12 Agency Coordination						
IDOT Coordination (all meeting 2 people x 8 hours/person):						
1 Kickoff Meeting	16					16
1 Scoping Meeting	16					16
1 Initial Plan Review	16					16
1 Stakeholder Involvement Plan Review Meeting	16					16
2 IDOT District I / FHWA Meetings	16					16
6 Progress Meeting (every 3 months)	16					16
1 Presentation of Preferred Alternative	16					16
Chicago Transit Authority (CTA) (all meeting 2 people x 8 hours/person):						
1 Initial/scope meeting	16					16
1 Constructability review meeting	16					16
1 Presentation of preferred alternative	16					16
CSX Railroad (CSX) (all meeting 2 people x 8 hours/person):						
1 Initial/scope meeting	16					16
3 Milestone constructability review meetings	16					16
1 Presentation of preferred alternative	16					16
Cap the Ike (all meeting 2 people x 8 hours/person):						
1 Kickoff meeting	16					16
6 Progress meetings (every 3 months)	16					16
1 Presentation of preferred alternative	16					16
Engineering Agreement and LOI for CTA:	80					80
Engineering Agreement and LOI for CSX:	80					80
Task 12 Subtotal	416	0	0	0	0	416
Task 13 Project Development Report						
Develop Purpose and Need	16					16
Revisions based on IDOT, FHWA and Village input	4					4
Draft Project Development Report:						
Prepare BLR 22210 Form	60					60
Risk register and memorandum of project considerations	16					16
Prepare Exhibits, Attachments, and Appendices	40					40
Final Project Development Report:						
Incorporate final public meeting/hearing information	16					16
Address two reviews (Village or IDOT, Independent Village Consultant)	24					24
Task 13 Subtotal	176	0	0	0	0	176
Task 14 Meetings						
1 Project Kickoff Meeting (2 people x 6 hours/person)	12					12
Monthly progress meetings (18 total) (2 people x 4 hours/person/meeting)	144					144
1 Traffic Management plan review meeting (2 people x 6 hours/person)	12					12
2 Village Board Meetings (2 people x 6 hours/person/meeting)	24					24
Select Agency coordination as identified (2 people x 6 hours/person/meeting):						
1 Council of Mayors Briefing	12					12
3 Oak Park Public Works	36					36
Other affected agencies as needed (five total)	60					60
5 Utility coordination meetings (2 people x 6 hours/person/meeting)	60					60
Extra meetings as required (two total) (2 people x 6 hours/person/meeting)	24					24
Task 14 Subtotal	384	0	0	0	0	384
Task 15 Quality Management						
Quality Assurance / Control (18 months)	200	9	40			249
Task 15 Subtotal	200	9	40	0	0	249
Task 16 Project Management and Administration						
Project Management and Administration (18 months)	200	8	45		20	273
Task 16 Subtotal	200	8	45	0	20	273
Project Total Hours	4862	418	1606	2348	560	9794

* Team includes Stantec Consulting, Inc. (Stantec), American Surveying & Engineers, Ltd. (ASE), Images Inc. (Images), Rosales + Partners, Inc. (Rosales), Terra Engineering, Ltd. (

Exhibit D:
Stantec Consulting
Services Inc.



Local Public Agency Oak Park	County Cook	Section Number
Prime Consultant (Firm) Name Stantec Consulting, Inc.	Prepared By Stantec Consulting, Inc.	Date 4/29/2024
Consultant / Subconsultant Name Stantec Consulting, Inc.	Job Number 	

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

Remarks

Phase I Preliminary Engineering Services for the Home Avenue Pedestrian Bridge Replacement project.

PAYROLL ESCALATION TABLE

CONTRACT TERM	18	MONTHS	OVERHEAD RATE	159.89%
START DATE	10/1/2024		COMPLEXITY FACTOR	0.07
RAISE DATE	1/1/2025		% OF RAISE	2.00%
END DATE	3/31/2026			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	10/1/2024	1/1/2025	3	16.67%
1	1/2/2025	1/1/2026	12	68.00%
2	1/2/2026	4/1/2026	3	17.34%

The total escalation = 2.01%

Local Public Agency

Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

Stantec Consulting, Inc.

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Data Collection			Funding Assistance			Environmental			Alternatives			Geometrics		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principals/Senior PM	86.00	854.0	17.56%	15.11	40	36.36%	31.27	16	16.33%	14.04	4	1.90%	1.64	80	10.00%	8.60	8	1.54%	1.33
Senior Engineer/PM	86.00	546.0	11.23%	9.66				50	51.02%	43.88	8	3.81%	3.28	160	20.00%	17.20	20	3.86%	3.32
Senior Engineer	68.66	1,414.0	29.08%	19.97	30	27.27%	18.73				24	11.43%	7.85	160	20.00%	13.73	160	30.89%	21.21
Engineer	47.67	1,122.0	23.08%	11.00	20	18.18%	8.67				54	25.71%	12.26	240	30.00%	14.30	230	44.40%	21.17
Graduate/Engineer in Train	36.72	614.0	12.63%	4.64	20	18.18%	6.68							120	15.00%	5.51	100	19.31%	7.09
Senior Environmental Scier	51.59	40.0	0.82%	0.42							40	19.05%	9.83						
Environmental Scientist	44.45	80.0	1.65%	0.73							80	38.10%	16.94						
Senior Technician	34.17	0.0																	
Technician	30.60	40.0	0.82%	0.25										40	5.00%	1.53			
Senior Administration	35.52	152.0	3.13%	1.11				32	32.65%	11.60									
Administration	26.17	0.0																	
Student Interns	21.42	0.0																	
		0.0																	
		0.0																	
		0.0																	
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TOTALS		4862.0	100%	\$62.89	110.0	100.00%	\$65.34	98.0	100%	\$69.52	210.0	100%	\$51.78	800.0	100%	\$60.87	518.0	100%	\$54.11

Direct Cost Breakdown

Stantec

**Home Ave Pedestrian Bridge Replacement
Phase I Preliminary Engineering Services**

Village of Oak Park

1) Vehicle Miles – \$6,841 total

- a. Assume one site visit
- b. Assume 11 public involvement related meetings
- c. Assume 29 agency coordination meetings
- d. Assume 36 village and general coordination meetings
- e. Total meetings = $1 + 11 + 29 + 36 = 77$
- f. Assume 2 Stantec staff per meeting
- g. Assume 67 meetings will use personal vehicles and 10 meetings will use rental vehicle.
- h. Meeting assume personal vehicles use will require tolls and parking for 34 meetings
- i. Assume average travel distance (round-trip) of 40 miles
- j. Total miles = $67 * 2 * 40 = 5,360$
- k. Parking = $34 * 2 * \$20/\text{day} = \$1,360$
- l. Tolls = $67 * 2 * \$10/\text{day} = \$1,340$
- m. Total Vehicle Rental = $10 * \$55/\text{day} = \550

2) Overnight Delivery/Courier Service - \$700 total

- a. Assume 10 packages total
- b. Cost = \$70 per trip
- c. Total = $10 * \$70/\text{trip} = \700

3) Public Meeting Exhibits - \$2,000 total

- a. Assume 10 exhibits at first meeting
- b. Assume 5 exhibits at second meeting
- c. Assume 5 exhibits at third meeting
- d. Assume 24 x 36 foam backed poster board material
- e. Estimated cost = \$100 / exhibit
- f. Total = $20 \text{ exhibits} * \$100 / \text{exhibit} = \$2,000$

Exhibit D:
American Surveying
& Engineering, Ltd.

Scope of Work



PROJECT SUMMARY

Project Name: Home Avenue Pedestrian Bridge Replacement

Proposal No. 224036

Owner: Village of Oak Park

Date: April 1, 2024

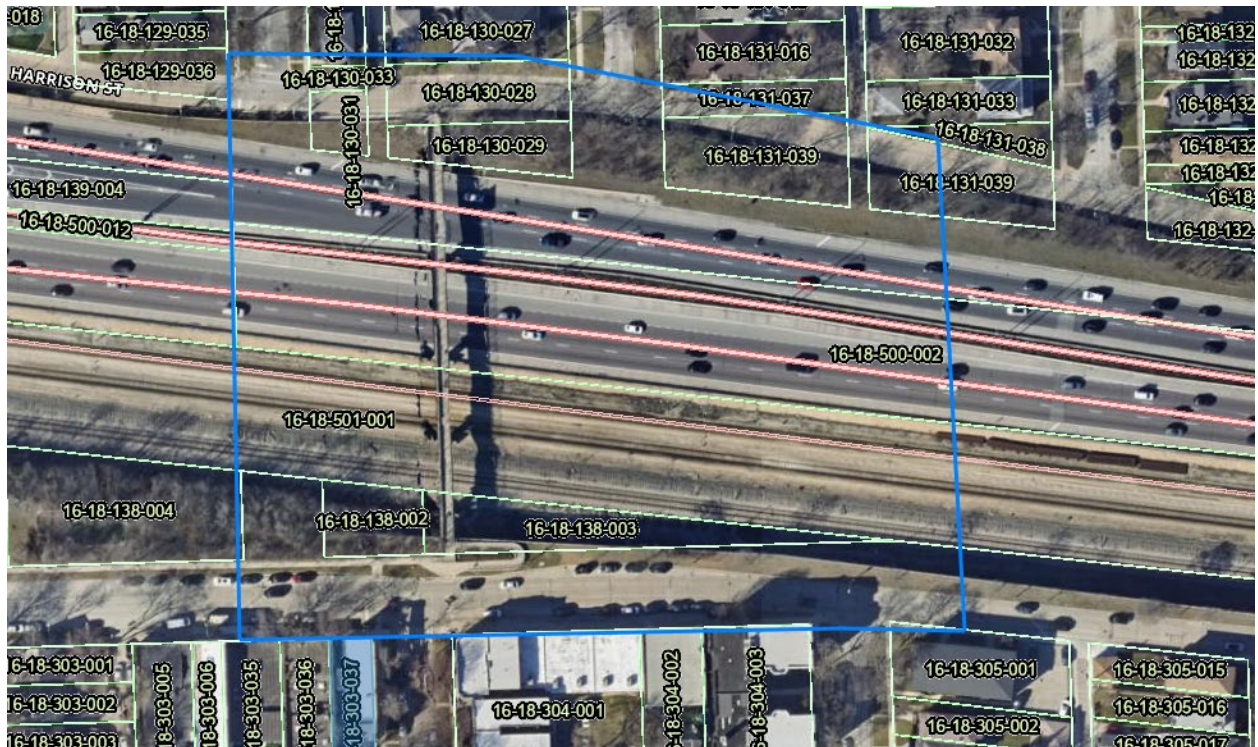
Agent: Stantec

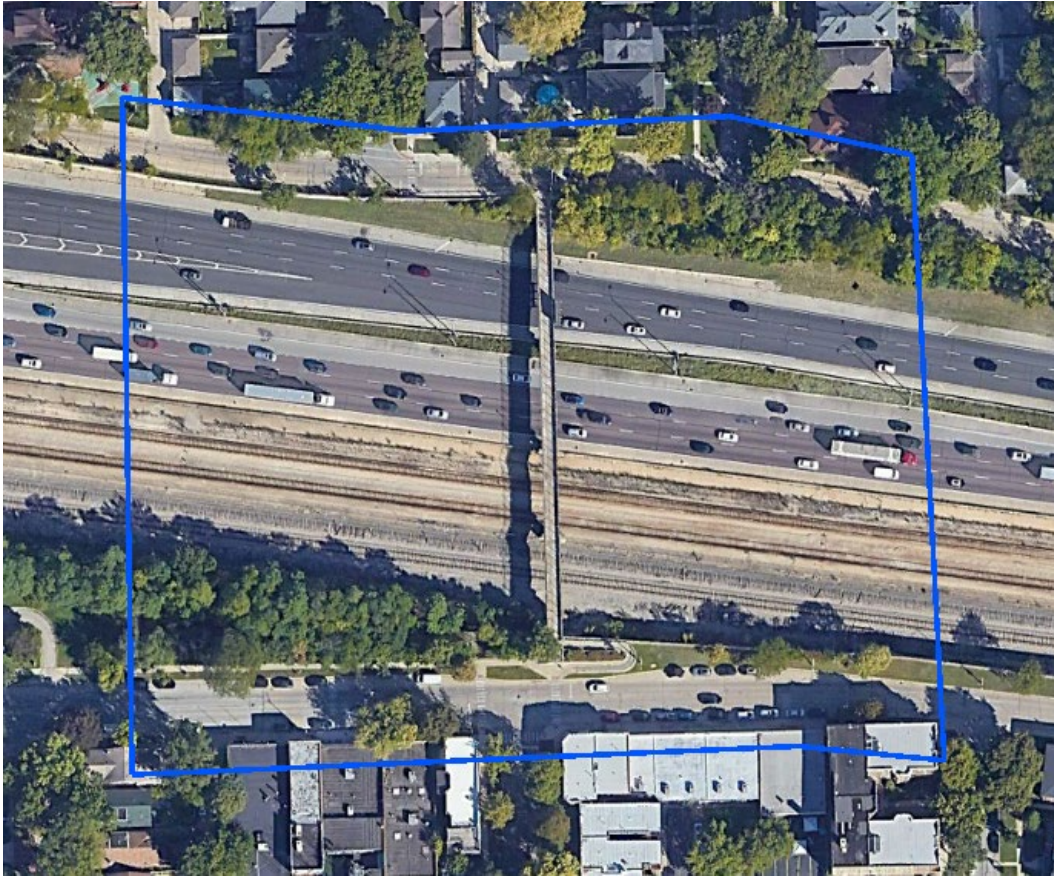
Revision Date:

Project Description – The project is to provide professional services in support of the design for the replacement and widening of existing pedestrian bridge over I-290 and railroad tracks. ASE will provide land acquisition surveys, including preparing acquisition plats and legal descriptions.

Project Location – The project is in the Village of Oak Park, IL.

Project Limits – The survey limits start along S. Clinton Avenue to the first alley west of Home Avenue along Harrison Street and from S. Clinton Avenue to S. Wenonah Avenue along Garfield Street, I-290 Eisenhower Expressway from 50 feet east to 150 feet west of the existing structure, and the CTA railway and Baltimore & Ohio Chicago Terminal railroad from 350 feet east of to 380 feet west of the existing structure. The approximate limits are outlined in blue below. Assume ten impacted parcels for acquisition plats and legal descriptions.





GENERAL CONDITIONS AND SCOPE ASSUMPTIONS

1. All professional services will be performed to appropriate Minimum Standards of practice and Section 1270.56, Minimum Standards of Practice for surveys in Illinois.
2. All available previous and relevant survey information such as horizontal and vertical control, existing aerial photography, Right-of-Way plans, construction plans, Plats-of-Highway and Surveys will be furnished to ASE, at no cost, prior to commencement of field operations.
3. The Client will provide a Letter of Introduction to facilitate field operations.
4. Hazardous Waste sites requiring protective equipment "Class D" or greater will not be entered unless provided for otherwise in the Scope of Work Tasks.
5. ASE is not signatory to any organized labor agreements. ASE will not provide services in any capacity where labor disputes may exist. ASE will not be responsible for costs or delays associated with labor disputes relevant to work on this project.
6. Field work performed on this project is subject to the vagaries of weather. In the event weather impairs ASE's ability to perform any specified professional services, ASE will contact the Client to determine changes in schedule or cost. No additional work will be performed until the owner/agent has reviewed and approved a revised cost or schedule.
7. Work will commence at an agreed-upon date after the NTP.
8. This SOW shall become part of the contract between the Client and ASE.
9. Centerline alignments to be provided by the Client prior to commencement of platting.
10. This scope assumes ASE will order title commitments for eight parcels.

PROPOSED TASKS

1. Administration
 - 1.1. Meetings with Client. In-house meetings. Progress reports, scheduling, invoicing, etc.
 - 1.2. Technical direction of staff.
 - 1.3. Project Management
2. Data Compilation
 - 2.1. Retrieve existing survey information, Right-of-way plats, from the Village, County Highway Dept., IDOT courthouses, etc.
 - 2.2. Order title commitments for parcels affected by proposed acquisitions
 - 2.3. Compile and review information.
 - 2.4. Catalog and summarize data and transfer to working drawings.
3. Horizontal Control – NAD83 (2011) IL State Plane East Zone.
 - 3.1. Search and reconnaissance for record control points. Recover and verify previous control points.
 - 3.2. Traverse/GPS/level through found monuments to establish primary control.
 - 3.3. Office calculations, adjustment, tabulations of coordinates, and working drawings.
4. Land Acquisition Surveys for assumed 10 affected parcels
 - 4.1. Review boundary and title information provided to ASE.
 - 4.2. Search and locate property boundary monumentation/evidence, and section/quarter corners as applicable.
 - 4.3. Calculate property boundaries and existing Right-of-Way.
 - 4.4. Calculate areas for proposed fee acquisitions, permanent and temporary easements.
 - 4.5. Prepare legal descriptions for proposed acquisitions.
 - 4.6. Prepare Acquisition Plats (assume 10 parcels comprised of takes, permanent easements and temporary easements)
5. QA/QC
 - 5.1. Review contract and prepare QA/QC plan.
 - 5.2. Periodically review project for compliance.
 - 5.3. Finalize compliance and prepare written report.

DELIVERABLES

1. Acquisition Plats and Legal Descriptions to IDOT D1 Standards.

DIRECT COSTS/UNIT COSTS

1. Courthouse research and recording fees, assume \$250.00.
2. Title Commitments - \$1,000 per commitment (assume 10)
3. Railroad Flaggers \$2,500 per day assume 1 day (if needed)
4. Railroad Protective Liability Insurance – assume \$900 (if needed)

5. Railroad Entry Application Fees – assume \$1,000 (if needed)

ITEMS TO BE SUPPLIED BY OTHERS

1. Record plans, including any previous survey information (if available).
2. All pertinent site information including, but not limited to, previous horizontal and vertical survey control survey information, existing aerial photography, construction plans, and plats will be furnished to ASE, at no cost to ASE, prior to commencement of field operations.
3. Permission and access to closed or locked areas requiring access to complete the survey.
4. Letter of Introduction and written authorization for access to subject property for ASE's services on subject site.



PROJECT: Home Replacement

LOCATION: Village of Oak Park

CLIENT: Stantec

PROPOSAL No.: 224036

DATE: 4/1/2024

TASK 1.0 Administration		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
1.1	Meetings, reports, scheduling, etc.		2																		2		4
1.2	Technical Direction of Staff		2																				2
1.3	Project management & coord.		2																				2
1.4																							0
1.5																							0
1.6																							0
1.7																							0
1.8																							0
1.9																							0
TOTAL HOURS		0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	8

TASK 2.0 Data Compilation		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
2.1	Retrieve Existing Survey information		2		4																		6
2.2	Compile & Review data		2		4																		6
2.3	Catalog and transfer to field		2		4																		6
2.4																							0
2.5																							0
2.6																							0
2.7																							0
2.8																							0
2.9																							0
TOTAL HOURS		0	6	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18

TASK 3.0 Horizontal Control		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
3.1	Search/Recon for record control points									6	6												12
3.2	Traverse/GPS/Level through found monuments									4	4												8
3.3	Office Calcs		1		4																		5
3.4																							0
3.5																							0
3.6																							0
3.7																							0
3.8																							0
3.9																							0
TOTAL HOURS		0	1	0	4	0	0	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	25

TASK 4.0 Land Acquisition Surveys		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
4.1	Review Boundary/Title information		4		12																		16
4.2	Search locate boundary monuments/evidence									90	90												180
4.3	Calculate property boundaries		4		24																		28
4.4	Calculate areas for proposed fee acquisitions		4		24																		28
4.5	Prepare Legal descriptions.				10																		10
4.6	Prepare Acquisition Plats		10		16			70															96
4.7																							0
4.8																							0
4.9																							0
TOTAL HOURS		0	22	0	86	0	0	70	0	90	90	0	0	0	0	0	0	0	0	0	0	0	358



PROJECT: Home Replacement

LOCATION: Village of Oak Park

CLIENT: Stantec

PROPOSAL No. 224036

DATE: 4/1/2024

TASK 5.0 QA/QC		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
5.1	Project QA/QC		2			2																	4
5.2	Periodic Project review		2			1																	3
5.3	Final review and report		2																				2
5.4																							0
5.5																							0
5.6																							0
5.7																							0
5.8																							0
5.9																							0
TOTAL HOURS		0	6	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9



PROJECT: Home Replacement
 LOCATION: Village of Oak Park
 CLIENT: Stantec

PROPOSAL No. :224036
 DATE: 4/1/2024

SUMMARY OF TASKS	MANHOURS																						
TASK	PIC	PM	P/S/E 4	P/S/E 3	P/S/E 2	P/S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL	
1.0 Administration	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	8
2.0 Data Compilation	0	6	0	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18
3.0 Horizontal Control	0	1	0	0	4	0	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	25
4.0 Land Acquisition Surveys	0	22	0	86	0	0	70	0	90	90	0	0	0	0	0	0	0	0	0	0	0	0	358
5.0 QA/QC	0	6	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9
6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours	0	41	0	98	7	0	70	0	100	100	0	0	0	0	0	0	0	0	0	0	2	0	418

Local Public Agency Village of Oak Park	County Cook County	Section Number
Prime Consultant (Firm) Name Stantec	Prepared By Dan Woessner	Date 4/1/2024
Consultant / Subconsultant Name American Surveying & Engineering, Ltd.	Job Number 	

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

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	18	MONTHS	OVERHEAD RATE	160.08%
START DATE	10/1/2024		COMPLEXITY FACTOR	0.07
RAISE DATE	1/1/2025		% OF RAISE	2.00%
END DATE	3/31/2026			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	10/1/2024	1/1/2025	3	16.67%
1	1/2/2025	1/1/2026	12	68.00%
2	1/2/2026	4/1/2026	3	17.34%

The total escalation = 2.01%

Local Public Agency

County

Section Number

Village of Oak Park

Cook County

Consultant / Subconsultant Name

Job Number

American Surveying & Engineering, Ltd.

PAYROLL RATES

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

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	2.01%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
PRINCIPAL IN CHARGE	\$89.44	\$86.00
PROJECT MANAGER	\$84.45	\$86.00
PROJECT SURVEYOR/ENGINEER 4	\$79.96	\$81.56
PROJECT SURVEYOR/ENGINEER 3	\$68.15	\$69.52
PROJECT SURVEYOR/ENGINEER 2	\$50.77	\$51.79
PROJECT SURVEYOR/ENGINEER 1	\$38.43	\$39.20
CADD TECHNICIANS	\$45.52	\$46.43
ENGINEERING/SURVEY TECHNICIAN 4	\$67.12	\$68.47
ENGINEERING/SURVEY TECHNICIAN 3	\$43.72	\$44.60
ENGINEERING/SURVEY TECHNICIAN 2	\$33.04	\$33.70
ENGINEERING/SURVEY TECHNICIAN 1	\$22.79	\$23.25
RIGHT-OF-WAY SPECIALIST 4	\$65.04	\$66.35
RIGHT-OF-WAY SPECIALIST 3	\$44.75	\$45.65
RIGHT-OF-WAY SPECIALIST 2	\$35.11	\$35.81
RIGHT-OF-WAY SPECIALIST 1	\$22.50	\$22.95
SUBSURFACE UTILITY SPECIALIST 4	\$50.00	\$51.00
SUBSURFACE UTILITY SPECIALIST 3	\$44.72	\$45.62
SUBSURFACE UTILITY SPECIALIST 2	\$31.04	\$31.66
SUBSURFACE UTILITY SPECIALIST 1	\$25.69	\$26.21
ADMINISTRATIVE/CLERICAL 3	\$32.00	\$32.64
ADMINISTRATIVE/CLERICAL 2	\$21.63	\$22.06

Local Public Agency

Village of Oak Park

County

Cook County

Section Number

Consultant / Subconsultant Name

American Surveying & Engineering, Ltd.

Job Number

DIRECT COSTS WORKSHEET

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

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost	1	\$250.00	\$250.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Title Commitments		10	\$1,000.00	\$10,000.00
Railroad Flaggers		1	\$2,500.00	\$2,500.00
Railroad Liability Insurance		1	\$900.00	\$900.00
Railroad Entry Application Fees		1	\$1,000.00	\$1,000.00

TOTAL DIRECT COSTS: \$14,650.00

Local Public Agency

Village of Oak Park

County

Cook County

Section Number

Consultant / Subconsultant Name

American Surveying & Engineering, Ltd.

Job Number

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

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1.0 Administration			2.0 Data Compilation			3.0 Horizontal Control			4.0 Land Acquisition Surveys			5.0 QA/QC		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
PRINCIPAL IN CHARGE	86.00	0.0			0			0			0			0			0		
PROJECT MANAGER	86.00	41.0	9.81%	8.44	6	75.00%	64.50	6	33.33%	28.67	1	4.00%	3.44	22	6.15%	5.28	6	66.67%	57.33
PROJECT SURVEYOR/EN	81.56	0.0			0			0			0			0			0		
PROJECT SURVEYOR/EN	69.52	98.0	23.44%	16.30	0			12	66.67%	46.35	0			86	24.02%	16.70	0		
PROJECT SURVEYOR/EN	51.79	7.0	1.67%	0.87	0			0			4	16.00%	8.29	0			3	33.33%	17.26
PROJECT SURVEYOR/EN	39.20	0.0			0			0			0			0			0		
CADD TECHNICIANS	46.43	70.0	16.75%	7.78	0			0			0			70	19.55%	9.08	0		
ENGINEERING/SURVEY	68.47	0.0			0			0			0			0			0		
ENGINEERING/SURVEY	44.60	100.0	23.92%	10.67	0			0			10	40.00%	17.84	90	25.14%	11.21	0		
ENGINEERING/SURVEY	33.70	100.0	23.92%	8.06	0			0			10	40.00%	13.48	90	25.14%	8.47	0		
ENGINEERING/SURVEY	23.25	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIAL	66.35	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIAL	45.65	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIAL	35.81	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIAL	22.95	0.0			0			0			0			0			0		
SUBSURFACE UTILITY S	51.00	0.0			0			0			0			0			0		
SUBSURFACE UTILITY S	45.62	0.0			0			0			0			0			0		
SUBSURFACE UTILITY S	31.66	0.0			0			0			0			0			0		
SUBSURFACE UTILITY S	26.21	0.0			0			0			0			0			0		
ADMINISTRATIVE/CLERIC	32.64	2.0	0.48%	0.16	2	25.00%	8.16	0			0			0			0		
ADMINISTRATIVE/CLERIC	22.06	0.0			0			0			0			0			0		
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
TOTALS		418.0	100%	\$52.27	8.0	100.00%	\$72.66	18.0	100%	\$75.01	25.0	100%	\$43.05	358.0	100%	\$50.75	9.0	100%	\$74.60

| Exhibit D:
| Images Inc.

Village of Oak Park
Home Ave. Bridge
Images Inc _Draft Estimate of Hours

Date Submitted 4.25.2024

TASK	DESCRIPTION	Hours	COMMENTARY
1	Public Involvement		Images, Inc
1.1	Project Branding/logo and specialty graphics		
	Produce project brand and logo (3 options); 2 consolidated rounds of changes to original concept and a final product	28	
	Design and produce up to 5 specialty graphics	15	
1.2	Public Outreach Documentation and Strategy		
	Talking Points/FAQs: Develop talking points/FAQs to address specific topics/milestones- (up to 8 rounds) - draft, edit, final (18 months)	36	
	Talking Points/FAQs: Coordination meeting with Village regarding talking points - (up to 4 @ 1 hr. each) - coordinate and attend	20	
	PI Strategy	36	
	Project initiation press release ; draft, edit, coordination and distribute	4	
1.3	Project Website (pages to be built on Village's website)		
	Prepare initial website structure, content, graphics, and design pages for Oak Park website	40	
	Website content and graphics updates (8 updates)	48	
1.4	Project Stakeholders		
	ID/Compile Initial Stakeholders (with data assistance from Village)	20	
	Update Stakeholders	8	
1.5	Steering Committee Meetings (up to 4- kickoff; prior to PM #1; Prior to PM #2; final)		Images, Inc. suggests having additional touch points with the Steering Committee to ensure messages/expectations are managed throughout the entire process.
	Coordination for meetings	8	
	Prepare meeting agenda, sign in sheets, name tags/table tents	8	
	Gather meeting materials	12	
	Prepare meeting summaries	12	
	Attend meetings (in-person)	24	
1.6	Commission Meetings (up to 2 rounds at each commission- Transportation, Planning, Community Design & Disability Access)		
	Identify individuals for meetings, secure time, location	16	
	Prepare meeting agenda, sign in sheets, name tags/table tents	7	
	Gather meeting materials	7	
	Prepare meeting summaries	12	
	Attend meetings (in-person)	48	
1.7	Mini Design Charrette Planning: integrated into commission and/or steering committee meeting		
	Create charrette strategy	6	
	Produce and gather meeting materials-Produce handouts/tool box (communication items), data gathering	20	
1.8	Public Meetings/Hearing (up to 2 meetings, 2 people)		
	Identify, plan and reserve sites and dates; public meeting planning; equipment rental; hybrid option- planning, set up and test program	18	
	Draft, edit, design video presentation with script and voice over (2 rounds)	110	
	Develop, design, review, and edit of exhibit boards (up to 20 boards)- 3 rounds of edits each meeting	100	
	Meeting materials- sign-in sheets, badges, comment forms & other meeting supplies	7	
	Coordinate with 3rd party organizations	15	
	Develop media plan, draft, design, secure, ad quotes and place ad	8	
	Prepare for and Attend Pre-dry run (in-person)	11	
	Prepare for and Attend dry Run (in-person)	10	
	Prepare, design and send invitation e-blast	8	
	Draft, Design, coordinate printing and distribution post card invitation	16	
	Set-up, attend and facilitate Public Meetings	8	
	Draft and finalize meeting summary	16	
	Draft, design, edit and review meeting newsletter- Up to 4 pages- 2 rounds of edits	50	
1.9	Village Board Meetings (2 meetings- to coincide with public meetings/hearing)		
	Produce handouts/presentation (utilizing much of public meeting presentations)	12	
	Participate at meetings (2 meetings)	8	
1.1	Media Outreach and Social Media		
	Social Media (content to be placed on Villages channels)		
	Initial social media, content, schedule, strategy and coordination	10	
	Develop social media schedule and plan, content/graphics, video, post social media announcements; incl. graphics - (20 posts) - draft, edit, final	60	
	Media and Briefings (up to 3)		
	Media inquiries- Coordinate media responses with Oak Park - (up to 25) - draft/review, edit, final	50	
	Monitor media outlets and social media weekly for project news, send link to Oak Park, media corrections - (weekly)	36	
	Coordinate briefings, coordinate speakers - (up to 3)	4	
	Develop and distribute briefing invitations - (up to 3) - draft, design, edit, final	12	
	Develop event materials, run-of-show, talking points - (up to 3) - draft, edit, final	11	
	Use public meeting(s) presentations	0	
	Develop news release - (up to 4) - draft, edit, final	7	
	Dry run/coordination meeting - (up to 3 @ 2 hr. each) - attend	6	
	Set up and attend event in coordination with each public meeting - (up to 3 @ 2 hr. each)	6	
1.11	Comment Management		
	Set up comment management tool	6	
	Monitor, document , categories comments (300; 5 hrs. each)- 18 months	150	
	Draft response, coordinate technical team, edit, finalize and Mail/Email/Social Media Responses (300; .75 hrs. each)- 18 months	225	
	Provide comment reports to Oak Park for response each month (1 hrs./month)	18	
1.12	Coordination Meetings		
	Internal Coordination (18 months; 2ppl)	20	
	Bi-monthly coordination meetings- Village and Consultant team (18 months; 2ppl)	65	
	Initial coordination-protocol development with departments	3	
	Sub-Total Task 1 =	1521	
2	Administration		Images, Inc
	Contract mgmt., invoicing, progress reports (18 mos.)	45	
	Sub-Total Task 3 =	45	
3	Quality Assurance and QA project documentation		Images, Inc
	QA/QC (18 months)	40	
	Sub-Total Task 4 =	40	
	Totals Hours	1606	



Local Public Agency Village of Oak Park	County Cook	Section Number
Prime Consultant (Firm) Name Stantec	Prepared By Tracy Morse	Date 4/25/2024
Consultant / Subconsultant Name Images, Inc.	Job Number 	

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

Remarks

Public Involvement

PAYROLL ESCALATION TABLE

CONTRACT TERM	18	MONTHS	OVERHEAD RATE	127.62%
START DATE	10/1/2024		COMPLEXITY FACTOR	0.07
RAISE DATE	10/1/2024		% OF RAISE	2.00%
END DATE	3/31/2026			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	10/1/2024	10/1/2024	0	0.00%
1	10/2/2024	10/1/2025	12	68.00%
2	10/2/2025	4/1/2026	6	34.68%

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

Images, Inc.

Job Number

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

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Public Involvement			Administration			Quality Assurance(QA)& QA Proj Doc.								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Project Administrator	57.29	33.0	2.05%	1.18				33	73.33%	42.01									
Sr. Project Manager IV	86.00	215.0	13.39%	11.51	200	13.15%	11.31				15	37.50%	32.25						
Sr. Graphic Designer II	57.32	150.0	9.34%	5.35	150	9.86%	5.65												
Sr. Project Coordinator	41.23	402.0	25.03%	10.32	393	25.84%	10.65				9	22.50%	9.28						
Principal	86.00	523.0	32.57%	28.01	511	33.60%	28.89	12	26.67%	22.93									
Coordinator	28.63	209.0	13.01%	3.73	201	13.21%	3.78				8	20.00%	5.73						
Associate Project Manager	40.44	74.0	4.61%	1.86	66	4.34%	1.75				8	20.00%	8.09						
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
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TOTALS		1606.0	100%	\$61.96	1521.0	100.00%	\$62.04	45.0	100%	\$64.94	40.0	100%	\$55.34	0.0	0%	\$0.00	0.0	0%	\$0.00

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

Images, Inc.

Job Number

DIRECT COSTS WORKSHEET

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

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	200	\$0.63	\$125.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost	25	\$2.00	\$50.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)	4	\$40.00	\$160.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)	500	\$1.00	\$500.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)	1500	\$2.00	\$3,000.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)	1		\$0.00
Advertisements	Actual Cost (Submit supporting documentation)	3	\$500.00	\$1,500.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)	4	\$800.00	\$3,200.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)	60	\$85.00	\$5,100.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Stock Photography and video		75	\$14.15	\$1,061.25
Court reporter		1	\$709.00	\$709.00
Newsletter printing		600	\$3.00	\$1,800.00
Meeting supplies (badges, media kits)		1	\$30.00	\$30.00
TOTAL DIRECT COSTS:				\$17,235.25

Exhibit D:
Rosales + Partners,
Inc.

April 26, 2024

Robert Tipton, PE, SE
Structural Manager
Business Center Operations Leader – Transportation North Central
Stantec
350 North Orleans Street – Suite 8000N
Chicago IL 60654-1983

Re: Home Avenue Pedestrian Bridge, Village of Oak Park, IL

Dear Robert:

Please find below the Rosales + Partners, Inc. proposed scope of work for the conceptual design phases of the Home Avenue pedestrian bridge over the Interstate 290.

1. Conceptual Bridge Design Alternatives:

Preparation of 5 conceptual bridge designs to be presented to the Village of Oak Park board, staff, and community stakeholders. The services to be provided for the conceptual design phase are expected to take approximately 18 months to complete.

Each of the five conceptual bridge designs will include the following:

- a. Preparation of plan, section, and elevation of each concept to scale.
- b. Preliminary structural analysis and calculations to ensure feasibility of all concepts.
- c. Preliminary cost estimate for each of the bridge concepts.
- d. Preliminary life cycle/maintenance costs for each of the bridge concepts.
- e. Preliminary aesthetic lighting concepts.
- f. Preliminary landscape/approach ramp concepts.
- g. Renderings showing the bridge concepts with day and night views for comparison purposes. Prepare 5 renderings per concept – 25 views total.
- h. Video animations showing the 5 concepts from several vantage points – 5 animations total.

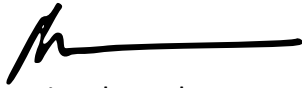
- i. Revise concepts/incorporate comments based on input from Village Board, staff, and other Stakeholders. Up to 9 meetings/presentations are anticipated for this phase with board, staff, and stakeholders.
- j. A power point presentation with graphic material will be prepared for each meeting. Meetings are anticipated to take place in person and virtually. 3 trips to Oak Park are anticipated in this phase including an initial site visit.
- k. Assistance with the preparation of presentation materials and graphics for public engagement.
- l. Attendance of coordination/progress meetings as needed. 15 internal coordination meetings anticipated.

Deliverables: Plans in AutoCAD, 3D Renderings in high resolution PDFs, video animations, and Presentation materials/graphics in PowerPoint.

We have also included direct expenses to cover up to 9 trips to Oak Park, IL for coordination meetings with the Village of Oak Park, steering committee, stakeholders, and the Stantec team during the conceptual design phase of the Home Avenue pedestrian bridge.

We are looking forward to getting started with the Home Avenue pedestrian bridge project and a successful collaboration with the Stantec team.

Yours very truly,

A handwritten signature in black ink, appearing to read 'Miguel Rosales', with a long horizontal line extending to the right.

Miguel Rosales
President – Rosales + Partners, Inc.

Home Avenue Pedestrian Bridge, Oak Park, IL									
Design Proposal - 5 Concepts									
Task Number	Task	Staff/Budget PIC/PM	SD	SE	JD	JE	CT	Subtotal Hours	Subtotal Fee
	Conceptual Bridge Concepts (5 Concepts)								
1	Preparation of bridge drawings: plans, sections, elevations	120	98	112	84	88	240	742	\$ 121,893
2	Preliminary structural analysis	60	76	120	0	0	0	256	\$ 49,051
3	Preliminary aesthetic lighting concepts	16	0	0	36	64	80	196	\$ 28,670
4	Preliminary landscape/approach ramp concepts	12	18	0	60	32	0	122	\$ 19,835
5	Renderings and animations of 5 bridge concepts - 25 total	28	20	0	32	0	0	80	\$ 14,815
6	Video animations - 5 bridge concepts	10	80	0	140	120	0	350	\$ 55,959
7	Assistance with Public Involvement/Stakeholder engagement	12	46	50	0	0	0	108	\$ 20,310
8	Preliminary cost estimates - 5 concepts	24	40	58	0	0	0	122	\$ 23,236
9	Preliminary life cycle/maintenance costs - 5 concepts	10	28	36	0	0	0	74	\$ 13,955
10	Revise Concepts based on input from Village Board/Stakeholder	16	20	32	0	0	68	136	\$ 21,980
11	Conference calls, site visits, and coordination meetings	74	88	0	0	0	0	162	\$ 32,680
	Total:	382	514	408	352	304	388	2348	\$ 402,384
	Subtotal Hours	382	514	408	352	304	388	2348	\$ 402,384
26	Direct Expenses: Photography, Travel, Misc. 9 trips to Oak Park, IL								\$ 29,462
	Maximum Payment Amount								\$ 431,846

STAFF:

- PIC/PM** Principal in charge / Project Manager - \$160 per hour
- SD** Senior Designer - \$73 per hour
- SE** Senior Engineer - \$70 per hour
- JD** Junior Designer - \$60 per hour
- JE** Junior Engineer - \$55 per hour
- CT** CAD Technician - \$51 per hour

BREAKDOWN OF DIRECT EXPENSES

Airfare to Oak Park: \$950.00 per trip - \$8,550.00, Hotel/Transportation/Meals 2 nights/3 days: \$1,868 per trip - \$16,812.00, Photography: \$3,500.00
Copies/Reproduction/Posters: \$600.00



Local Public Agency Village of Oak Park	County Cook	Section Number
Prime Consultant (Firm) Name Stantec	Prepared By Rosales + Partners, Inc	Date 4/24/2024
Consultant / Subconsultant Name Rosales + Partners, Inc.	Job Number 	

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

Remarks

Phase I Preliminary Engineering Services for the Home Avenue Pedestrian Bridge Replacement project.

PAYROLL ESCALATION TABLE

CONTRACT TERM	18	MONTHS	OVERHEAD RATE	120.00%
START DATE	10/1/2024		COMPLEXITY FACTOR	0.07
RAISE DATE	1/1/2025		% OF RAISE	2.00%
END DATE	3/31/2026			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	10/1/2024	1/1/2025	3	16.67%
1	1/2/2025	1/1/2026	12	68.00%
2	1/2/2026	4/1/2026	3	17.34%

The total escalation = 2.01%

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

Rosales + Partners, Inc.

Job Number

DIRECT COSTS WORKSHEET

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

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)	36	\$216.00	\$7,776.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost	36	\$50.00	\$1,800.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval	18	\$475.00	\$8,550.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)	1	\$600.00	\$600.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)	1	\$3,500.00	\$3,500.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Meals and Incidentals Per Day	Actual Cost	54	\$79.00	\$4,266.00
Vehicle Ride Share	Actual Cost	54	\$55.00	\$2,970.00
				\$0.00
				\$0.00

TOTAL DIRECT COSTS: \$29,462.00

Local Public Agency

Village of Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

Rosales + Partners, Inc.

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1			2			3			4			5		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal in Charge/Project	86.00	382.0	16.27%	13.99	120	16.17%	13.91	60	23.44%	20.16	16	8.16%	7.02	12	9.84%	8.46	28	35.00%	30.10
Senior Designer	74.46	514.0	21.89%	16.30	98	13.21%	9.83	76	29.69%	22.11	0			18	14.75%	10.99	20	25.00%	18.62
Senior Engineer	71.40	408.0	17.38%	12.41	112	15.09%	10.78	120	46.88%	33.47	0			0			0		
Junior Designer	61.20	352.0	14.99%	9.18	84	11.32%	6.93	0			36	18.37%	11.24	60	49.18%	30.10	32	40.00%	24.48
Junior Engineer	56.10	304.0	12.95%	7.26	88	11.86%	6.65	0			64	32.65%	18.32	32	26.23%	14.72	0		
CAD Technician	52.02	388.0	16.52%	8.60	240	32.35%	16.83	0			80	40.82%	21.23	0			0		
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TOTALS		2348.0	100%	\$67.74	742.0	100.00%	\$64.93	256.0	100%	\$75.73	196.0	100%	\$57.82	122.0	100%	\$64.26	80.0	100%	\$73.20

Exhibit D:
Terra Engineering,
Ltd.

April 25, 2024

Robert Tipton PE, SE
Structural Manager
Business Center Operations Leader – Transportation North Central
Stantec
350 North Orleans Street Suite 8000N
Chicago IL 60654-1983

Subject: Revised Proposal Home Avenue Pedestrian Bridge, Oak Park, Illinois

Dear Robert:

TERRA Engineering is pleased to submit this draft proposal for professional services associated with Phase I Preliminary Engineering and Phase II Design Engineering for the replacement of the Home Avenue Pedestrian Bridge (IDOT Structure Number 0162060) over the Eisenhower Expressway (I-290) and railroads in Village of Oak Park, Illinois. The objective of this project is to replace and widen the deteriorating bridge. The Phase I study will evaluate alternative that include a low, medium, and high-cost scenario for the replacement bridge. The replacement options will include a base cost design that meets the stated purpose and need, a mid-cost design with enhanced aesthetics and a higher cost signature bridge option that serves as a landmark for the community with park-like entrances and approaches. The Village of Oak Park will select the preferred alternate bridge design following public engagement and final direction from the Village Board

We understand that Stantec is negotiating the Phase I Preliminary Engineering Services with an anticipated October 2024 Village notice to proceed. TERRA's Phase II fees are presented for budgetary purposes only as we understand that Stantec will negotiate Phase II services as Phase I nears completion and the scope of the improvements is clearly defined.

Scope of Services

TERRA proposes to perform the following professional services:

I. Phase I Preliminary Engineering

- a. Topographic Survey TERRA will provide topographic survey within the following limits: S. Clinton Avenue to the first alley west of Home Avenue along Harrison Street and From S. Clinton Avenue to S. Wenonah Avenue along Garfield Street, I-290 Eisenhower Expressway from 50 feet east to 150 feet west of the existing structure, and the CTA railway and Baltimore & Ohio Chicago Terminal railroad from 350 feet east of to 380 feet west of the existing structure. The survey will include:
 - Locate right-of-way along Harrison and Garfield Streets,
 - Elevations at backs and faces of walks, backs of curb, flowlines, edges of pavement, and centerline on Harrison Street and Garfield Street within the notate limits.
 - Elevations a 5-foot grid at all ADA ramp locations, with sufficient coverage to allow for any required ADA ramp improvements.
 - Surface features such as, but not limited to, walls, fences, pavements, walks, railroads track, above grade structures, signs, and other visible improvements.
 - Visible utilities such as manholes, fire hydrants, power poles, traffic signals, lights, pedestals, etc. will be shown. Underground utilities will be shown with measure downs at each sewer and water manhole and record utilities will be shown per JULIE atlas information, or on-site private location marks, provided by others.

- The location and number of any overhead wires.
- Trees with the caliper size (2" or larger), whether deciduous or coniferous, and bushes, hedgerows, brushlines, planting beds and planters will be shown and labeled.
- Pavement and lane markings including parking striping and designated handicapped parking.
- 25-foot cross-sections along the I-290 Eisenhower from 50 feet east to 150 feet west of the existing structure
- 50-foot cross-sections along the CTA railway and Baltimore & Ohio Chicago Terminal railroad from 350 feet east of to 380 feet west of the existing structure.
- Elevations will be referenced to Oak Park Vertical Datum, with on-site benchmarks set within an acceptable distance of proposed improvements, in locations that allow for no disturbance during construction.
- The survey will be horizontally referenced to Illinois State Plane Coordinates, NAD83 (2011 adjustment), GPS derived. Differential leveling will be performed and run through all control points and benchmarks to establish vertical control.

TERRA has four full-time field crews and sufficient office and CADD personnel with an abundance of similar project experience that will allow us to provide a quality survey for design and land acquisition purposes, and to respond quickly and appropriately to all survey requests.

- b. Alternate Evaluation Bridge Approaches: Participate in review and vetting bridge approach alternatives as TERRA will be the Phase II civil engineer, structural engineer, and landscape architect for the bridge approaches.
- Perform a site visit to observe and document existing conditions.
 - Review all available project data such as soil borings, geotechnical reports, topography at the site, utility information, preliminary bridge design information, existing adjacent structure information, and Village direction and input.
 - Establish design criteria that will be used for the approach ramps.
 - Coordinate and work with the design team to determine geometric requirements for up to three chosen design concepts/alternates.
 - Perform feasibility evaluations to provide recommendations on preferred design concepts, considering site impacts, construction cost, and constructability aspects.
 - Provide recommendations on the proposed structure type and geometrics of the approach ramps to incorporate into the chosen design concepts.
- c. Public Involvement: Images will lead the public involvement process for the Stantec team. TERRA's key personnel are to assist the team with public engagement and outreach to local groups of special interest participating the following activities following:
- Initial board meeting.
 - Final presentation to the board.
 - Meetings with the Village and/or the steering committee as part of the public involvement process (maximum of six)
 - Coordination with Village and other stakeholders.

- d. Electrical/Lighting Support: Support lead lighting designer in evaluating various design options for the new bridge and approaches.
 - e. Landscape /Community Design: Prepare design alternatives for extending bridge design brand into neighborhoods through signage, landscaping, or other means to be determined. Consider the use of Biodiversity for landscaping such as pollinator and monarch friendly planting.
- II. **Phase II Final Engineering**: The scope of the Phase II professional services will be refined as the scope of improvements for this project are better defined. The following is a summary of anticipated services.
- a. North and South Bridge Approaches: Prepare Construction Documents for the north and south approaches to the proposed Home Avenue Bridge including, civil, structural and landscape architecture disciplines. The full scope of services will be determined once Phase I nears completion and the scope of improvements is fully defined. The anticipated scope of service is as follows.
 - Based on the approved bridge replacement TSL, perform the analysis and design of the approach ramps and any retaining walls that may be required to form the approach ramps at both ends of the new bridge.
 - Prepare pre-final construction plans for the bridge approaches to submit to the Village for review and address any review comments.
 - Prepare the final construction plans for the bridge approaches to submit to IDOT and the Village for concurrent review. Address any review comments.
 - Prepare the Special Provisions that will supplement the current version of the IDOT Standard Specifications for Road and Bridge Construction, Recurring Special Provisions, Guide Bridge Special Provisions, etc. for the structural items of construction for the bridge approaches.
 - Prepare an Opinion of Probable Construction Cost for the structural items of construction for the bridge approaches.
 - Perform QA/QC checking for the new bridge design, construction plans and specifications.
 - b. Neighborhood Landscape/Signing design: Prepare construction documents based on Phase I concepts design for neighborhood landscaping and signing design.
 - c. Electrical Support: Assist in the preparation of construction documents for proposed bridge and approach lighting.
 - d. Pedestrian Bridge Structural Support/ Support/ Peer Review: Provide structural support and peer review for preparation of construction documents for the proposed Home Avenue pedestrian bridge.
 - e. Quality Assurance/Quality Control: Perform quality control/ quality assurance in accordance with TERRA's Quality Plan prepared for this project.

III. **Exclusions:** The following items are not included in TERRA's scope of services:

- Sampling or testing of existing bridge materials will be required.
- Bridge/Structure Condition Report for the existing bridge structure or for any existing adjacent retaining wall structures.
- Structure Geotechnical Report or a formal Wall Type Study Report will be required. It is assumed that soil information and Structure Geotechnical Reports will be provided for use in the Phase II design.
- Evaluation or analysis of existing adjacent retaining walls that may or may not require modification because of the proposed new construction is not included in the scope of work. It is assumed that the new construction will not negatively impact any adjacent existing structures to remain.
- Bidding and construction phase services.

SCHEDULE

TERRA will work with Stantec and the Village to define the preferred schedule for this work.

COMPENSATION

Phase I - Preliminary Engineering: TERRA proposes to perform these services on a cost-plus fixed fee basis with an upper limit not to exceed \$99,272. Please see the attached Cost Estimate of Consultant Services (CECS) Worksheet for Phase I.

Phase II - Final Engineering: TERRA is pleased to provide a budgetary value of \$214,000 for our services during Phase II per your request. Please see the attached Cost Estimate of Consultant Services (CECS) Worksheet for Phase I.

We appreciate the opportunity to partner with Stantec on this significant project and look forward to working with the Stantec Team. If you have any questions, please contact me.

Best Regards,
TERRA Engineering, Ltd.



Daniel G. Kavanaugh, P.E.
Vice President

dkavanaugh@terraengineering.com | 312-882-7710



Local Public Agency Oak Park	County Cook	Section Number
Prime Consultant (Firm) Name Stantec	Prepared By TERRA Engineering	Date 3/21/2024
Consultant / Subconsultant Name TERRA Engineering	Job Number 	

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

Remarks

Phase I - Preliminary Engineering

PAYROLL ESCALATION TABLE

CONTRACT TERM	18	MONTHS	OVERHEAD RATE	165.43%
START DATE	10/1/2024		COMPLEXITY FACTOR	0
RAISE DATE	1/1/2025		% OF RAISE	2.00%
END DATE	3/31/2026			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	10/1/2024	1/1/2025	3	16.67%
1	1/2/2025	1/1/2026	12	68.00%
2	1/2/2026	4/1/2026	3	17.34%

The total escalation = 2.01%

Local Public Agency

County

Section Number

Oak Park

Cook

Consultant / Subconsultant Name

Job Number

TERRA Engineering

PAYROLL RATES

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

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	2.01%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Principal	\$86.00	\$86.00
Senior Project Manager	\$84.35	\$86.00
Senior Structural Engineer	\$76.15	\$77.68
Senior Resident Engineer	\$70.33	\$71.74
Senior Landscape Architect	\$63.68	\$64.96
Senior Electrical Engineer	\$63.38	\$64.65
Project Manager	\$62.94	\$64.20
Senior Project Manager - Site	\$59.87	\$61.07
Senior Project Designer - Electrical	\$56.94	\$58.08
Senior Project Engineer	\$54.22	\$55.31
Professional Land Surveyor	\$52.44	\$53.49
Project Manager - Site	\$48.96	\$49.94
Project Engineer	\$43.46	\$44.33
Senior GIS Analyst	\$43.33	\$44.20
Senior Project Engineer - Site	\$43.20	\$44.07
Project Manager - Landscape	\$43.20	\$44.07
Project Engineer - Site	\$42.59	\$43.44
Surveyor	\$42.05	\$42.89
Senior Project Designer	\$40.87	\$41.69
Senior Technician	\$39.82	\$40.62
Design Engineer	\$35.78	\$36.50
Design Engineer - Site	\$34.97	\$35.67
Structural Design Engineer	\$34.33	\$35.02
Technician	\$30.75	\$31.37
Administrative Assistant	\$29.99	\$30.59
Landscape Designer	\$27.09	\$27.63
Intern	\$22.33	\$22.78

Local Public Agency

Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

TERRA Engineering

Job Number

DIRECT COSTS WORKSHEET

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

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	200	\$0.67	\$134.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Railroad Flaggers	Actual Cost	1	\$3,000.00	\$3,000.00
IDOT Lane Closure	Actual Cost	1	\$2,000.00	\$2,000.00
Scanner Mobilizaion	Actual Cost	1	\$2,800.00	\$2,800.00
				\$0.00

TOTAL DIRECT COSTS: \$7,934.00

Local Public Agency

Oak Park

County

Cook

Section Number

Consultant / Subconsultant Name

TERRA Engineering

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Project Management			Topographic Survey			Alternate Evaluation - Bridge Approaches			Public Involvement			Lighting Support		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	86.00	80.0	14.29%	12.29	20	100.00%	86.00						60	60.00%	51.60				
Senior Project Manager	86.00	0.0																	
Senior Structural Engineer	77.68	38.0	6.79%	5.27						38	26.39%	20.50							
Senior Resident Engineer	71.74	0.0																	
Senior Landscape Architect	64.96	68.0	12.14%	7.89						24	16.67%	10.83	40	40.00%	25.98				
Senior Electrical Engineer	64.65	16.0	2.86%	1.85												16	100.00%	64.65	
Project Manager	64.20	10.0	1.79%	1.15				10	4.35%	2.79									
Senior Project Manager - S	61.07	0.0																	
Senior Project Designer - E	58.08	0.0																	
Senior Project Engineer	55.31	0.0																	
Professional Land Surveyor	53.49	11.0	1.96%	1.05				11	4.78%	2.56									
Project Manager - Site	49.94	0.0																	
Project Engineer	44.33	50.0	8.93%	3.96							50	34.72%	15.39						
Senior GIS Analyst	44.20	0.0																	
Senior Project Engineer - S	44.07	0.0																	
Project Manager - Landscap	44.07	46.0	8.21%	3.62							16	11.11%	4.90						
Project Engineer - Site	43.44	0.0																	
Surveyor	42.89	209.0	37.32%	16.01				209	90.87%	38.98									
Senior Project Designer	41.69	0.0																	
Senior Technician	40.62	0.0																	
Design Engineer	36.50	0.0																	
Design Engineer - Site	35.67	0.0																	
Structural Design Engineer	35.02	0.0																	
Technician	31.37	0.0																	
Administrative Assistant	30.59	0.0																	
Landscape Designer	27.63	32.0	5.71%	1.58							16	11.11%	3.07						
Intern	22.78	0.0																	
TOTALS		560.0	100%	\$54.65	20.0	100.00%	\$86.00	230.0	100%	\$44.33	144.0	100%	\$54.68	100.0	100%	\$77.58	16.0	100%	\$64.65

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AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Landscape/ Community Design																	
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg			
Principal	86.00																		
Senior Project Manager	86.00																		
Senior Structural Engineer	77.68																		
Senior Resident Engineer	71.74																		
Senior Landscape Architect	64.96	4	8.00%	5.20															
Senior Electrical Engineer	64.65																		
Project Manager	64.20																		
Senior Project Manager - Site	61.07																		
Senior Project Designer - Ele	58.08																		
Senior Project Engineer	55.31																		
Professional Land Surveyor	53.49																		
Project Manager - Site	49.94																		
Project Engineer	44.33																		
Senior GIS Analyst	44.20																		
Senior Project Engineer - Site	44.07																		
Project Manager - Landscape	44.07	30	60.00%	26.44															
Project Engineer - Site	43.44																		
Surveyor	42.89																		
Senior Project Designer	41.69																		
Senior Technician	40.62																		
Design Engineer	36.50																		
Design Engineer - Site	35.67																		
Structural Design Engineer	35.02																		
Technician	31.37																		
Administrative Assistant	30.59																		
Landscape Designer	27.63	16	32.00%	8.84															
Intern	22.78																		
TOTALS		50.0	100%	\$40.48	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



Project Name: Home Avenue Pedestrian Bridge

Task#	Task	Survey					Support			
		Principal	Project Manager	Prof. Land Surveyor	Surveyor (office)	Surveyor (field)	IT-CADD Manager	Sr. GIS Analyst	Intern	Admin Assistant
		Labor Classification/Rates/Hours								
1.00	Boundary Survey	0	0	0	0	0	0	0	0	0
1.01	Project Management									
1.02	Control									
1.03	QA/QC									
1.04	Data Analysis/Coordination									
1.05	Field Work (2-person crew)									
1.06	Drafting									
1.07										
2.00	Topographic Survey	6	5	10	76	133	0	0	0	0
2.01	Project Management	6								
2.02	Control					8				
2.03	QA/QC		5	10						
2.04	Data Analysis/Coordination				4					
2.05	Field Work (2-person crew)					125				
2.06	Drafting				72					
2.07	Scanner mobilization									
3.00	ALTA Survey	0	0	0	0	0	0	0	0	0
3.01	Project Management									
3.02	Control									
3.03	QA/QC									
3.04	Data Analysis/Coordination									
3.05	Field Work (2-person crew)									
3.06	Drafting									
3.07										
4.00	Total TERRA Labor Hours	6	5	10	76	133	0	0	0	0

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