



Civiltech Engineering, Inc.
www.civiltechinc.com

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

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

Transportation Design

Traffic Engineering

Civil Engineering

Construction Engineering

Environmental Studies

Water Resources

Structural Design

Right of Way

Urban Design

Transportation Planning

Program Management

November 26, 2024

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

Re: Proposal for Transportation Engineering Services

Dear Mr. McKenna:

Based on the Village of Oak Park's Request for Qualifications issued April 12, 2024, our Proposal for Transportation Engineering Services dated May 2, 2024, and subsequent conversations with you and Village staff, we submit this proposal to furnish Transportation Engineering Services to the Village. This proposal includes the cost to provide professional transportation engineering embedded staffing and transportation engineering services including administering traffic calming petitions for the 2025 calendar year.

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

Scope of Services

I. Traffic Calming Petition Work

A. Data Collection

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

B. Traffic Calming Analysis

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

- C. Public Coordination
 - 1. Act as primary point of contact for Village residents. Maintain database tracking correspondence with residents.
 - 2. Verify and coordinate residents' signatures on traffic calming petitions.
 - 3. Notify petitioners via email regarding the scheduled presentation to the Traffic Commission.
 - 4. Prepare notification letters for residents and neighboring areas. This task includes printing and affixing mailing labels and stuffing envelopes.
 - 5. Develop web content and maintain webpage or other public-facing document tracking system showing the status of the traffic calming petitions.
- D. Village Staff Coordination
 - 1. Provide a licensed professional engineer to work out of the Oak Park Public Works Center on a part-time basis per a schedule to be determined in coordination with Village staff.
 - 2. Meet with Village staff on a regular basis. Meetings may be in person, virtual, or by telephone.
 - 3. Work with Village staff to update the traffic calming petition process. Develop web content related to the new petition process for Village staff to incorporate into the traffic calming petition website.
- E. Transportation Commission and Village Board Meetings
 - 1. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
 - 2. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
 - 3. Attend and present at Transportation Commission and Village Board night meetings.
- F. Supervision, Administration, and Project Coordination – This item includes project setup, budgeting, as well as in-house coordination meetings.

II. School Safety Plans

- A. Data Collection
 - 1. Collect and review previous existing school safety plans, studies, correspondence, crash data, and other available background information as needed.
 - 2. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
 - 3. Perform field visits during arrival and dismissal periods to observe pick-up and drop-off operations.
- B. Traffic Data Analysis
 - 1. Process, format, and evaluate traffic volume and speed data.
 - 2. Analyze and tabulate crash data, review of police crash reports, and prepare collision diagrams.
 - 3. Conduct other geometric or warrant studies as needed.
- C. Stakeholder Coordination
 - 1. Set up meetings with school study stakeholders including school administration, staff, and parent groups.
 - 2. Prepare exhibits and reports to present at stakeholder meetings.
 - 3. Attend and present at school study stakeholder meetings.
 - 4. Prepare written meeting summaries and send to Village staff.
- D. School Safety Plan Development - Recommend revisions to existing plans or develop new plans based on data, observations, and stakeholder coordination. Write reports or memos documenting the updated plans.
- E. Public Coordination
 - 1. Act as primary point of contact for school administration, school parents, other stakeholders and neighboring residents.

2. Notify school administration/staff and other stakeholders via email regarding the scheduled presentations at the neighborhood meeting and at the Transportation Commission.
3. Prepare notification letters for parents, neighboring residents and other affected parties. Coordinate with school to see if notification letter could be included in school's weekly announcements sent to parents instead of sending out notification letters to parents. This task includes printing and affixing mailing labels and stuffing envelopes.

F. Neighborhood Meetings

1. Coordinate with school administration and Village staff to determine date/time of meeting and site to hold neighborhood meetings (typically held in school facilities).
2. Prepare PowerPoint slides and other materials needed to present at neighborhood meetings.
3. Attend and present at neighborhood meetings.
4. Recommend revisions to proposed plans to Village staff based on feedback from neighborhood attendees as necessary. Write reports or memos documenting the updated plans.

G. Transportation Commission and Village Board Meetings

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

III. Basic Transportation Engineering Services

1. Provide embedded part-time staff to serve as the assistant transportation engineer for the Village for approximately two to three days per week in-person at the Public Works building, 201 South Blvd., Oak Park, IL.
 - a. Serve as the primary point of contact for all transportation engineering needs for the Village Engineer
 - b. Provide customer support as the primary point of contact for responding to resident and community emails and phone calls and requests in a timely fashion.
 - c. Conducting traffic engineering studies, analyses, and evaluations as necessary.
 - d. Provide expertise on transportation-related policies, regulations, and best practices.
 - e. Collaborate with internal stakeholders, external consultants, and community members on transportation planning efforts.
2. Coordinate the work of other Consultants:
 - a. Supervise consultants engaged in transportation-related planning or implementation projects such as Vision Zero, Traffic Calming, School Safety Plans, and Bike planning.
 - b. Review plans and their impact to traffic and ongoing traffic studies
 - c. Provide guidance and support to consultants administering traffic calming petition processes and safety planning initiatives with schools.
3. Traffic Studies Review:
 - a. Develop scopes and review traffic studies conducted by developers/private permit applicants.
 - b. Review and develop recommendations based on the findings of traffic studies to improve traffic flow, enhance safety, and promote sustainable transportation practices
4. Project Planning and Budgeting:
 - a. Developing recommended projects and budgets for transportation-related initiatives.
5. Traffic Signal Network Oversight:
 - a. Managing the Village's traffic signal network.

- b. Performing work or overseeing contracts with consultants related to managing the signal network, including optimization projects/studies and Centrac system management.
6. Signage System Management:
 - a. Overseeing the Village's signage system.
 - b. Issuing work orders for modifications to transportation-related signage (e.g., stop signs, no parking signage).
7. Capital Improvement Project Review:
 - a. Reviewing capital improvement project plans prepared by in-house staff and consultants for transportation-related elements.
 - b. Ensuring conformance with Village transportation policies and plans, including complete streets, vision zero, and bike plans.
8. Traffic Studies:
 - a. Performing various traffic studies as-needed to support transportation planning efforts.

Estimated Costs

Below are estimated costs for the above services for 2025. For the purpose of building out this estimate, we've divided the scope into the below categories and estimated monthly hours and average loaded billing rates for each. Estimated direct costs are also included.

Task	Hours	Average Billed Rate	Labor	Direct Costs	Total Cost
In-house staffing	1320	\$182	\$240,240	\$1,200	\$241,440
Traffic calming petitions: Existing program	320	\$154	\$49,280	\$2,000	\$51,280
New traffic calming petition program: Develop revised process for petition-driven projects according to Vision Zero recommendations	80	\$182	\$14,560	\$0	\$14,560
New staff-driven traffic calming program: Develop new process for staff-driven treatments according to Vision Zero recommendations	100	\$182	\$18,200	\$0	\$18,200
Perform post-installation traffic studies to evaluate the effect of existing paint-and-post treatments on speeds and volumes.	100	\$126	\$12,600	\$500	\$13,100
Develop an updated policy on crosswalk markings and signage as recommended in Vision Zero	80	\$182	\$14,560	\$0	\$14,560
Lincoln School safety plan	140	\$182	\$25,480	\$500	\$25,980
Northwest area traffic study	120	\$154	\$18,480	\$0	\$18,480
Reviewing other plans: Traffic study, signal design, or other plan reviews	24	\$182	\$4,368	\$0	\$4,368
Traffic data collection outside the scope of items listed above (speed, volume, and/or turning movement data)	80	\$126	\$10,080	\$750	\$10,830
Total					\$412,798

Compensation

We propose to perform the work using a multiplier of 2.8 to include direct labor, overhead and profit. Loaded hourly rates for proposed and potential project staff are shown in the table below. Salary adjustments are anticipated to be applied annually per the terms of the contract agreement. Direct expenses will be reimbursed at their actual cost. **Please note that hourly rate increases happen at Civiltech on or about April 1st each year. Therefore, we are including two columns for hourly billing rate.**

Civiltech Engineering Employee	Position	Hourly Billing Rate Jan - March	Hourly Billing Rate April - Dec
Kristen Hahn, P.E., PTOE	Project Manager	\$168.00	\$176.00
Chris Wolff, P.E.	Principal in Charge	\$235.25	\$247.00
Mike Folkening, P.E., PTOE	QA/QC	\$235.25	\$247.00
Steve Pautsch, P.E., PTOE	Project Manager	\$170.00	\$178.00
Brian DeSalle, P.E., PTOE	Senior Traffic Engineer	\$162.00	\$170.00
Anmol Shrivastava, P.E., PTOE, RSP	Traffic Engineer	\$128.00	\$134.00
Louis Pukelis, P.E.	Traffic Engineer	\$124.50	\$130.50
Mark Shorey	Traffic Engineer	\$106.50	\$111.00
Lissa Sweeney, AICP, LEED AP	Public Involvement Lead	\$139.00	\$ 145.50
Josie Willman	Transportation Planner	\$116.25	\$122.00
Edith Portales	Transportation Planner	\$94.25	\$98.50
Omar Tobon	Traffic Technician	\$117.00	\$122.50
King Dias	Traffic Technician	\$70.00	\$73.50
Joe Emry, P.E.	Signal Design Engineer	\$185.00	\$194.00
Brandon Bogenschutz, P.E.	Signal Design Engineer	\$170.00	\$178.00
Chris Bradley, P.E.	Design Engineer	\$134.00	\$140.50
Ben Abraham	Design Engineer	\$110.00	\$115.50
Zaneta Marcinik	Design Engineer	\$108.00	\$113.00
Hongwei Mao	Design Engineer	\$98.75	\$103.50
Giana Civito	Design Engineer	\$134.50	\$141.00
Katie Biggs	Design Engineer	\$130.00	\$136.50
Erin Olsen	Design Engineer	\$107.50	\$112.50
Froylan Castillo	Design Engineer	\$99.50	\$104.00
Erich Kutschke	GIS Analyst	\$140.00	\$147.00
Carol Magee	Administrative Support	\$67.75	\$71.00

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

Very truly yours,

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

Christopher S. Wolff, P.E.

Vice President | Director of Chicago Office

CIVILTECH ENGINEERING, INC.



November 15, 2024

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

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

Dear Mr. Wolff,

Please accept this proposal to provide Transportation Engineering Services as a sub consultant to Civiltech under Civiltech's master agreement with the Village of Oak Park to provide Transportation Engineering Services, dated July 16, 2024. This proposal includes the proposed V3 Companies staff and hourly rates that may be used to provide professional transportation engineering services for the 2025 calendar year.

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

Scope of Services

I. Traffic Calming Petition Work

A. Data Collection

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

B. Traffic Calming Analysis

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

5. Conduct Geographic Information Systems (GIS) analyses as required.
- C. Public Coordination
 1. Act as primary point of contact for Village residents. Maintain database tracking correspondence with residents.
 2. Verify and coordinate residents' signatures on traffic calming petitions.
 3. Notify petitioners via email regarding the scheduled presentation to the Traffic Commission.
 4. Prepare notification letters for residents and neighboring areas. This task includes printing and affixing mailing labels and stuffing envelopes.
 5. Develop web content and maintain webpage or other public-facing document tracking system showing the status of the traffic calming petitions.
- D. Village Staff Coordination
 1. Provide a licensed professional engineer to work out of the Oak Park Public Works Center on a part-time basis per a schedule to be determined in coordination with Village staff.
 2. Meet with Village staff on a regular basis. Meetings may be in person, virtual, or by telephone.
 3. Work with Village staff to update the traffic calming petition process. Develop web content related to the new petition process for Village staff to incorporate into the traffic calming petition website.
- E. Transportation Commission and Village Board Meetings
 1. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
 2. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
 3. Attend and present at Transportation Commission and Village Board night meetings.
- F. Supervision, Administration, and Project Coordination – This item includes project setup, budgeting, as well as in-house coordination meetings.

II. School Safety Plans

- A. Data Collection
 1. Collect and review previous existing school safety plans, studies, correspondence, crash data, and other available background information as needed.
 2. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
 3. Perform field visits during arrival and dismissal periods to observe pick-up and drop-off operations.
- B. Traffic Data Analysis
 1. Process, format, and evaluate traffic volume and speed data.
 2. Analyze and tabulate crash data, review of police crash reports, and prepare collision diagrams.
 3. Conduct other geometric or warrant studies as needed.

- C. Stakeholder Coordination
 - 1. Set up meetings with school study stakeholders including school administration, staff, and parent groups.
 - 2. Prepare exhibits and reports to present at stakeholder meetings.
 - 3. Attend and present at school study stakeholder meetings.
 - 4. Prepare written meeting summaries and send to Village staff.
- D. School Safety Plan Development - Recommend revisions to existing plans or develop new plans based on data, observations, and stakeholder coordination. Write reports or memos documenting the updated plans.
- E. Public Coordination
 - 1. Act as primary point of contact for school administration, school parents, other stakeholders and neighboring residents.
 - 2. Notify school administration/staff and other stakeholders via email regarding the scheduled presentations at the neighborhood meeting and at the Transportation Commission.
 - 3. Prepare notification letters for parents, neighboring residents and other affected parties. Coordinate with school to see if notification letter could be included in school's weekly announcements sent to parents instead of sending out notification letters to parents. This task includes printing and affixing mailing labels and stuffing envelopes.
- F. Neighborhood Meetings
 - 1. Coordinate with school administration and Village staff to determine date/time of meeting and site to hold neighborhood meetings (typically held in school facilities).
 - 2. Prepare PowerPoint slides and other materials needed to present at neighborhood meetings.
 - 3. Attend and present at neighborhood meetings.
 - 4. Recommend revisions to proposed plans to Village staff based on feedback from neighborhood attendees as necessary. Write reports or memos documenting the updated plans.
- G. Transportation Commission and Village Board Meetings
 - 1. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
 - 2. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
 - 3. Attend and present at Transportation Commission and Village Board night meetings.

III. Basic Transportation Engineering Services

- 1. Provide embedded part-time staff to serve as the assistant transportation engineer for the Village for approximately two to three days per week in-person at the Public Works building, 201 South Blvd., Oak Park, IL.
 - a. Serve as the primary point of contact for all transportation engineering needs for the Village Engineer

- b. Provide customer support as the primary point of contact for responding to resident and community emails and phone calls and requests in a timely fashion.
 - c. Conducting traffic engineering studies, analyses, and evaluations as necessary.
 - d. Provide expertise on transportation-related policies, regulations, and best practices.
 - e. Collaborate with internal stakeholders, external consultants, and community members on transportation planning efforts.
- 2. Coordinate the work of other Consultants:
 - a. Supervise consultants engaged in transportation-related planning or implementation projects such as Vision Zero, Traffic Calming, School Safety Plans, and Bike planning.
 - b. Review plans and their impact to traffic and ongoing traffic studies
 - c. Provide guidance and support to consultants administering traffic calming petition processes and safety planning initiatives with schools.
- 3. Traffic Studies Review:
 - a. Develop scopes and review traffic studies conducted by developers/private permit applicants.
 - b. Review and develop recommendations based on the findings of traffic studies to improve traffic flow, enhance safety, and promote sustainable transportation practices
- 4. Project Planning and Budgeting:
 - a. Developing recommended projects and budgets for transportation-related initiatives.
- 5. Traffic Signal Network Oversight:
 - a. Managing the Village's traffic signal network.
 - b. Performing work or overseeing contracts with consultants related to managing the signal network, including optimization projects/studies and Centracs system management.
- 6. Signage System Management:
 - a. Overseeing the Village's signage system.
 - b. Issuing work orders for modifications to transportation-related signage (e.g., stop signs, no parking signage).
- 7. Capital Improvement Project Review:
 - a. Reviewing capital improvement project plans prepared by in-house staff and consultants for transportation-related elements.
 - b. Ensuring conformance with Village transportation policies and plans, including complete streets, vision zero, and bike plans.
- 8. Traffic Studies:
 - a. Performing various traffic studies as-needed to support transportation planning efforts.

Compensation

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

V3 Companies Employee	Position	Hourly Billing Rate
Peter Reinhofer	Senior Project Manager	\$ 222.79
Jason Holy	Senior Project Manager	\$ 219.41
Dave Pung	Design Technician III	\$ 149.42
Logan Yanish	Engineer III	\$ 138.68
Aimme Muro	Engineer II	\$ 123.19
Manuel Flores	Engineer I	\$ 119.48
Matt Fortmann	Engineer I	\$ 114.54
Casey Wasowicz	Engineer I	\$ 108.57
Czarina Bautista	Engineer I	\$ 108.45
Kurt Castillo	Engineer I	\$ 102.90

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

Sincerely,
V3 COMPANIES, LTD.



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



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



Hampton, Lenzini and Renwick, Inc.

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

November 15, 2024

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

Re: Proposal for Transportation Engineering Services

Dear Mr. Wolff:

Please accept this proposal to provide Transportation Engineering Services as a sub consultant to Civiltech under Civiltech's master agreement with the Village of Oak Park to provide Transportation Engineering Services, dated July 16, 2024. This proposal includes the proposed Hampton, Lenzini and Renwick, Inc. staff and hourly rates that may be used to provide professional transportation engineering services for 2025.

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

Scope of Services

I. Traffic Calming Petition Work

A. Data Collection

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

B. Traffic Calming Analysis

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

C. Public Coordination

1. Act as primary point of contact for Village residents. Maintain database tracking correspondence with residents.
 2. Verify and coordinate residents' signatures on traffic calming petitions.
 3. Notify petitioners via email regarding the scheduled presentation to the Traffic Commission.
 4. Prepare notification letters for residents and neighboring areas. This task includes printing and affixing mailing labels and stuffing envelopes.
 5. Develop web content and maintain webpage or other public-facing document tracking system showing the status of the traffic calming petitions.
- D. Village Staff Coordination
1. Provide a licensed professional engineer to work out of the Oak Park Public Works Center on a part-time basis per a schedule to be determined in coordination with Village staff.
 2. Meet with Village staff on a regular basis. Meetings may be in person, virtual, or by telephone.
 3. Work with Village staff to update the traffic calming petition process. Develop web content related to the new petition process for Village staff to incorporate into the traffic calming petition website.
- E. Transportation Commission and Village Board Meetings
1. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
 2. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
 3. Attend and present at Transportation Commission and Village Board night meetings.
- F. Supervision, Administration, and Project Coordination – This item includes project setup, budgeting, as well as in-house coordination meetings.

II. School Safety Plans

- A. Data Collection
1. Collect and review previous existing school safety plans, studies, correspondence, crash data, and other available background information as needed.
 2. Gather mid-block and intersection traffic data at locations determined in coordination with Village staff.
 3. Perform field visits during arrival and dismissal periods to observe pick-up and drop-off operations.
- B. Traffic Data Analysis
1. Process, format, and evaluate traffic volume and speed data.
 2. Analyze and tabulate crash data, review of police crash reports, and prepare collision diagrams.
 3. Conduct other geometric or warrant studies as needed.
- C. Stakeholder Coordination
1. Set up meetings with school study stakeholders including school administration, staff, and parent groups.
 2. Prepare exhibits and reports to present at stakeholder meetings.
 3. Attend and present at school study stakeholder meetings.

4. Prepare written meeting summaries and send to Village staff.
- D. School Safety Plan Development - Recommend revisions to existing plans or develop new plans based on data, observations, and stakeholder coordination. Write reports or memos documenting the updated plans.
- E. Public Coordination
 1. Act as primary point of contact for school administration, school parents, other stakeholders and neighboring residents.
 2. Notify school administration/staff and other stakeholders via email regarding the scheduled presentations at the neighborhood meeting and at the Transportation Commission.
 3. Prepare notification letters for parents, neighboring residents and other affected parties. Coordinate with school to see if notification letter could be included in school's weekly announcements sent to parents instead of sending out notification letters to parents. This task includes printing and affixing mailing labels and stuffing envelopes.
- F. Neighborhood Meetings
 1. Coordinate with school administration and Village staff to determine date/time of meeting and site to hold neighborhood meetings (typically held in school facilities).
 2. Prepare PowerPoint slides and other materials needed to present at neighborhood meetings.
 3. Attend and present at neighborhood meetings.
 4. Recommend revisions to proposed plans to Village staff based on feedback from neighborhood attendees as necessary. Write reports or memos documenting the updated plans.
- G. Transportation Commission and Village Board Meetings
 1. Prepare agendas, memos, reports, and other written items necessary for board and commission meetings.
 2. Prepare PowerPoint slides and other materials needed to present at board and commission meetings.
 3. Attend and present at Transportation Commission and Village Board night meetings.

III. Basic Transportation Engineering Services

1. Provide embedded part-time staff to serve as the assistant transportation engineer for the Village for approximately two to three days per week in-person at the Public Works building, 201 South Blvd., Oak Park, IL.
 - a. Serve as the primary point of contact for all transportation engineering needs for the Village Engineer
 - b. Provide customer support as the primary point of contact for responding to resident and community emails and phone calls and requests in a timely fashion.
 - c. Conducting traffic engineering studies, analyses, and evaluations as necessary.
 - d. Provide expertise on transportation-related policies, regulations, and best practices.
 - e. Collaborate with internal stakeholders, external consultants, and community members on transportation planning efforts.

2. Coordinate the work of other Consultants:
 - a. Supervise consultants engaged in transportation-related planning or implementation projects such as Vision Zero, Traffic Calming, School Safety Plans, and Bike planning.
 - b. Review plans and their impact to traffic and ongoing traffic studies
 - c. Provide guidance and support to consultants administering traffic calming petition processes and safety planning initiatives with schools.
3. Traffic Studies Review:
 - a. Develop scopes and review traffic studies conducted by developers/private permit applicants.
 - b. Review and develop recommendations based on the findings of traffic studies to improve traffic flow, enhance safety, and promote sustainable transportation practices
4. Project Planning and Budgeting:
 - a. Developing recommended projects and budgets for transportation-related initiatives.
5. Traffic Signal Network Oversight:
 - a. Managing the Village's traffic signal network.
 - b. Performing work or overseeing contracts with consultants related to managing the signal network, including optimization projects/studies and Centracs system management.
6. Signage System Management:
 - a. Overseeing the Village's signage system.
 - b. Issuing work orders for modifications to transportation-related signage (e.g., stop signs, no parking signage).
7. Capital Improvement Project Review:
 - a. Reviewing capital improvement project plans prepared by in-house staff and consultants for transportation-related elements.
 - b. Ensuring conformance with Village transportation policies and plans, including complete streets, vision zero, and bike plans.
8. Traffic Studies:
 - a. Performing various traffic studies as-needed to support transportation planning efforts.

Compensation

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

Hampton, Lenzini and Renwick, Inc. Employee	Position	2025 Hourly Billing Rate
Amy McSwane	Engineer 5	\$188.50
Nick Halan	Engineer 3	\$134.11
Jeff Meindl	Engineer 4	\$168.97
Dominik Marcisz	Engineer 1	\$98.55

Mr. Chris Wolff, PE
Civiltech Engineering, Inc.
November 15, 2024

Page 6

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

Yours truly,

HAMPTON, LENZINI AND RENWICK, INC.

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

Amy McSwane, PE, PTOE
Corporate Treasurer