

July 25, 2023  
Revised August 24, 2023

Bill McKenna, PE  
Engineer Division of the Public Works Department  
Village of Oak Park  
201 South Boulevard  
Oak Park, Illinois 60302

Re: Oak Park Avenue Streetscape (TERRA #19-263)  
Oak Park, Illinois  
Proposal for Supplemental Design Services #2

Dear Bill,

Thank you again for your continued collaboration with us on this exciting project! Per your request, we provide the following proposal for supplemental design services associated with altering the Schematic Design approach to include a Steering Committee, additional meetings and presentation materials, preliminary graphic and lighting design, additional scope limits, and a Traffic Impact Study. The additional services described herein are in addition to the base contract, dated September 17, 2019, and the previously executed amendment (Amendment #1), dated November 21, 2022. For reference, the anticipated tasks (as referenced in the original scope of work) include:

**1. Task 1: Streetscape Design**

- a. **Meetings:** The meeting scope captured through Amendment #1 included the original intent of combining stakeholder meetings and public open houses throughout the Schematic Design phase. Prior to restarting the project, the Village shifted the approach to incorporate a Steering Committee which necessitated additional meetings, deliverables, and coordination. Below is a list of meetings anticipated with the revised approach. Additional meetings included in this proposal are denoted with an asterisk:

- i. Project Kick-off Meeting
- ii. Steering Committee (SC) Meeting #1
- iii. SC Meeting #2
- iv. SC Meeting #3\*
- v. Village Staff Workshop
- vi. Public Open House
- vii. Village Review Meeting #1\*
- viii. SC Meeting #4\*
- ix. Elected Official Meeting(s)\*
- x. Village Commission Meeting(s)\*
  1. Disability Access Commission\*
  2. The Aging in Place Commission\*
- xi. Village Review Meeting #2\*
- xii. SC Meeting #5\*
- xiii. Village Review Meeting (Final Schematic Design) #3\*

- xiv. Village Board Meeting #1
  - xv. Village Board Meeting #2
  - b. **Schedule:** The original schedule anticipated completion of Final Schematic Design by end of May 2023 and, with the revised approach, the current completion date is anticipated for October 2023. Additional services include added labor to develop, coordinate, and iterate presentation materials and design concepts over the extended schedule.
  - c. **Scope Limits:** The scope limits have been revised to include the north-south alley between the parking garage and Oak Park Avenue and the southern frontage of the parking garage. Additional services include design, drafting, and rendering of this added scope area.
  - d. **Renderings:** The original scope of work include site plan renderings and plan enlargements of proposed streetscape improvements. Additional renderings have been prepared for presentation materials:
    - i. Drone photography was completed to capture aerial perspectives of existing Oak Park Avenue. These photos were used as a base for three (3) additional perspective renderings at the Public Open House and subsequent meetings.
    - ii. Eight (8) additional perspective renderings, including two (2) design alternatives for four (4) locations, will now be provided in addition to the plan renderings. These will be photoshop renderings over existing photos and will be prepared for initial review by Village staff, including one round of edits based on comments.
2. **Task 12: Public Affairs / Marketing / Website Development:** Additional services include extended coordination for public Steering Committee meetings, Steering Committee outreach, stakeholder engagement, and maintaining project website over the longer schedule. Services will also include coordination with Village Communications to create a project page on Engage Oak Park website to act as the virtual continuation of the Public Open House.
3. **Task 13: Administration:** Additional services for administering additional meetings and general contract administration over the extended schedule.
4. **Task 15: Traffic Impact Study:** This is a new task to evaluate traffic operations at three (3) intersections along Oak Park Avenue. This work will be completed by TERRA Engineering.
- a. **Traffic Data Collection**
    - i. **Field Investigation/Equipment Preparation:** TERRA will field verify locations with respect to considerations for performing the counts in the most efficient and appropriate manner. TERRA will discuss the count schedule with the client to verify locations, identify special needs, and to detail turning movement count locations. This task also consists of Quality Assurance/Quality Control (QA/QC) of the count data.
    - ii. **Weekday Data Collection:** TERRA will perform turning movement counts at each intersection from 6:00 am to 10:00 pm for a typical weekday traffic day. These counts will be performed using MioVision Automatic data recorders and will collect data on vehicles, pedestrians including direction of crossing, pedal bikes on-street and off street (on sidewalk). Due to the proximity of adjacent schools, these counts should be completed while school is in operation to offer the most accurate operations.

- iii. **Count Locations:** Turning movement counts will be collected at the following intersections. It should be noted that the traffic data will be collected using typical count procedures such as no work on days where a well-publicized threat of frozen precipitation has been forecast, on state-recognized holidays, nor during the times influenced by holidays. Turning movement counts will be collected in 15-minute increments and summarized hourly for each movement at noted intersections. Data will be provided in both excel format as well as PDF format. The locations to be collected are as follows:
  - 1. Oak Park Avenue & Pleasant Street
  - 2. Oak Park Avenue & South Blvd.
  - 3. Oak Park Avenue & North Blvd.

#### b. Traffic Impact Study

- i. **Site Visit:** Conduct a site visit to review and evaluate the existing conditions, including at drop-off and pick-up for the adjacent schools. This will be necessary to describe the existing conditions as part of the traffic study. TERRA staff will take pictures and evaluate the existing operations to be used to help calibrate the existing traffic model to be created.
- ii. **Existing Traffic Model:** TERRA will create a model using existing data collected adjacent to the project site to evaluate the traffic patterns and mode selection in and around the site. Additionally, TERRA will review and incorporate data from existing models near the project sites which are made available. TERRA will use aerial photo data to assume intersection link distances, lane configurations, storage bay lengths, and traffic control methods, etc. TERRA will also field verify lane usage data at each intersection. TERRA will then construct or update a default traffic model for the intersections with the geometric data, phasing, and aerial background graphics. These files will be considered a base for evaluating the existing conditions. The existing conditions analysis will determine the existing levels of service for vehicles at each of the study area intersections where data is to be collected.
- iii. **Opening Day Traffic:** TERRA will evaluate the circulation of the vehicles around the intersection to determine if any expected changes to traffic flow would be impacted by the proposed changes in geometry. This work will include evaluating the future level of service at each study intersection. TERRA will also make recommendations for improvements to be considered to help improve traffic flow near the intersection.

#### c. Traffic Study Report

- i. **Preliminary Report:** Prepare a brief preliminary report for Village review that summarizes the traffic count data, explains the analysis procedure, includes location map and presents the existing and proposed Level of Service (LOS) for the area. This report will provide recommendations to Village for modifications to manage pedestrian, bicycle, and vehicular traffic.
- ii. **Record Report:** Prepare a report detailing the project's description, analysis procedures, and contains comprehensive data appendices consisting of turning movement counts, pedestrian and bicycle counts, existing and proposed traffic model reports, and location maps or figures required. The report will be updated to incorporate Village comments. Provide

recommendations to Village for modifications to manage pedestrian, bicycle, and vehicular traffic.

**d. Deliverables**

- i. Traffic Counts
- ii. Preliminary Report
- iii. Final Report

- 5. Task 16: Grant Assistance:** This is a new task to assist the Village in applying for various grant opportunities to help support the streetscape construction. The Village currently anticipates submitting for a Green Infrastructure grant through IEPA and the design team will assist with narratives, graphics, and back-up information required for the grant application, being led by Village staff.

TERRA intends on maintaining the same design team which includes several subconsultants as part of this additional services request: **Design Workshop** will provide Landscape Architecture planning, design, renderings, and leading meetings with the Public and Steering Committee and **a5** will continue to assist with public relations, engagement, and maintain the project website.



*Updated Scope Limits (as of 6/19/2023)*

**COMPENSATION**

TERRA offers the above services at the additional fees outlined in the attached Cost Plus Fixed Fee worksheet.

**ADDITIONAL SERVICES**

Changes to completed documents due to revised input or direction, change of project limits or scope and preparation of additional drawings shall be invoiced as an Additional Service. Work will not be performed without your expressed, written consent. Estimates for additional services will be provided upon your request.

**ACCEPTANCE**

This proposal, with the signature of the appropriate personnel, constitutes acceptance of fee and terms as stated herein. Terms and conditions are per the previously executed agreement.

If you have questions or need clarification on the above, please do not hesitate to call. We look forward to working with you on this project and appreciate you including us on your team.

Sincerely yours,  
**TERRA ENGINEERING, LTD.**



John C. Helfrich, PE, ENV SP  
Senior Project Manager

Cc: Jamil Bou-Saab, TERRA  
Rob Newell, TERRA  
Dustin Erickson, TERRA

Attachments

<p><b><u>ACCEPTED BY</u></b></p> <p>Date: _____</p> <p>Printed name: _____</p> <p>Signed name: _____</p> <p>Title: _____</p>
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### PAYROLL ESCALATION TABLE FIXED RAISES

FIRM NAME TERRA Engineering Ltd  
PRIME/SUPPLEMENT Prime

DATE 08/24/23  
PTB NO. 0

CONTRACT TERM 15 MONTHS  
START DATE 8/1/2022  
RAISE DATE 6/1/2023

OVERHEAD RATE 160.60%  
COMPLEXITY FACTOR 0.035  
% OF RAISE 0.00%

#### ESCALATION PER YEAR

8/1/2022 - 10/31/2023				
15				
15				

= 100.00%  
= 1.0000

**The total escalation for this project would be:** 0.00%

# PAYROLL RATES

FIRM NAME  
PRIME/SUPPLEMENT

TERRA Engineering Ltd  
Prime

DATE 08/24/23

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Principal	\$78.00	\$78.00
Sr. Project Manager	\$78.00	\$78.00
Sr. Structural Engineer	\$68.91	\$68.91
Project Manager	\$57.44	\$57.44
Sr. Project Engineer	\$50.38	\$50.38
Project Engineer	\$39.16	\$39.16
Design Engineer	\$31.31	\$31.31
Sr. Landscape Architect	\$58.88	\$58.88
Landscape Architect	\$35.58	\$35.58
Landscape Designer	\$26.32	\$26.32
GIS Analyst	\$31.50	\$31.50
Surveyor	\$40.39	\$40.39
Sr. Traffic Technician	\$31.25	\$31.25
Sr. CADD Technician	\$36.30	\$36.30
Administrative Assistant	\$26.41	\$26.41

**COST PLUS FIXED FEE  
COST ESTIMATE OF CONSULTANT SERVICES**

**FIRM** TERRA Engineering Ltd  
**PROJECT** Oak Park Ave Corridor  
**PRIME/SUPPLEMENT** Prime

**DATE** 8/24/2023

**OVERHEAD RATE** 160.60%  
**COMPLEXITY FACTOR** 0.035

TASK	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	DIRECT COSTS (D)	FIXED FEE (E)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
1. Streetscape Project	132	6,782	10,892	15,000	1,944			34,618	17.0%
2. Water and Sewer Main	0	0	0	0	0			0	0.0%
3. Roadway Resurfacing	0	0	0	0	0			0	0.0%
4. Southtown Business District	0	0	0	0	0			0	0.0%
5. Intersection Enhancements	0	0	0	0	0			0	0.0%
5B. Randolph St Intersection	0	0	0	0	0			0	0.0%
6. Geotechnical and Pavement Investigation	0	0	0	0	0			0	0.0%
7. Environmental Studies (ESR, PESA, PSI)	0	0	0	0	0			0	0.0%
8. Topographic Survey	0	0	0	0	0			0	0.0%
9. Vaulted Sidewalks and GPR Survey	0	0	0	0	0			0	0.0%
10. Forestry Coordination	0	0	0	0	0			0	0.0%
11. Union Pacific RR Viaduct	0	0	0	0	0			0	0.0%
12. Public Input, Meetings and Website	64	3,320	5,331	250	952			9,853	4.8%
13. Administration	36	1,695	2,723	0	486			4,904	2.4%
14. SMART Cities Implementation	0	0	0	0	0			0	0.0%
15. Traffic Impact Study	114	4,568	7,337	0	1,310			13,215	6.5%
16. Grant Assistance	82.5	3,457	5,552	0	991	0		10,000	4.9%
<b>Subconsultants</b>									
Design Workshop						125,000		125,000	61.4%
a5 Branding & Digital						6,000		6,000	2.9%
Lochner						0		0	0.0%
Chicago Testing Laboratory						0		0	0.0%
<b>TOTALS</b>	<b>428</b>	<b>19,822</b>	<b>31,835</b>	<b>15,250</b>	<b>5,682</b>	<b>131,000</b>	<b>-</b>	<b>203,589</b>	<b>100.0%</b>



### AVERAGE HOURLY PROJECT RATES

**FIRM** TERRA Engineering Ltd  
**PROJECT** Oak Park Ave Corridor  
**PRIME/SUPPLEMENT** Prime

**DATE** 08/24/23  
**SHEET** 1 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			1. Streetscape Project			2. Water and Sewer Main			3. Roadway Resurfacing			4. Southtown Business District			5. Intersection Enhancements		
		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	78.00	22	5.1%	4.00	12	9.1%	7.09												
Sr. Project Manager	78.00	0																	
Sr. Structural Engineer	68.91	0																	
Project Manager	57.44	136	31.7%	18.23	48	36.4%	20.89												
Sr. Project Engineer	50.38	74	17.3%	8.70	24	18.2%	9.16												
Project Engineer	39.16	72	16.8%	6.58	48	36.4%	14.24												
Design Engineer	31.31	12	2.8%	0.88															
Sr. Landscape Architect	58.88	0																	
Landscape Architect	35.58	8	1.9%	0.66															
Landscape Designer	26.32	24	5.7%	1.50															
GIS Analyst	31.50	0																	
Surveyor	40.39	0																	
Sr. Traffic Technician	31.25	68	15.9%	4.96															
Sr. CADD Technician	36.30	0																	
Administrative Assistant	26.41	12	2.8%	0.74															
<b>TOTALS</b>		428	100.0%	\$46.26	132	100.0%	\$51.38	0	0.0%	\$0.00	0	0.0%	\$0.00	0	0.0%	\$0.00	0	0.0%	\$0.00

## AVERAGE HOURLY PROJECT RATES

**FIRM** TERRA Engineering Ltd  
**PROJECT** Oak Park Ave Corridor  
**PRIME/SUPPLEMENT** Prime

**DATE** 08/24/23

**SHEET** 2 **OF** 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	5B. Randolph St Intersection			6. Geotechnical and Pavement Investigation			7. Environmental Studies (ESR, PESA, PSI)			8. Topographic Survey			9. Vaulted Sidewalks and GPR Survey			10. Forestry Coordination		
		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	78.00																		
Sr. Project Manager	78.00																		
Sr. Structural Engineer	68.91																		
Project Manager	57.44																		
Sr. Project Engineer	50.38																		
Project Engineer	39.16																		
Design Engineer	31.31																		
Sr. Landscape Architect	58.88																		
Landscape Architect	35.58																		
Landscape Designer	26.32																		
GIS Analyst	31.50																		
Surveyor	40.39																		
Sr. Traffic Technician	31.25																		
Sr. CADD Technician	36.30																		
Administrative Assistant	26.41																		
<b>TOTALS</b>		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	0	0.0%	\$0.00

## AVERAGE HOURLY PROJECT RATES

**FIRM** TERRA Engineering Ltd  
**PROJECT** Oak Park Ave Corridor  
**PRIME/SUPPLEMENT** Prime

**DATE** 08/24/23

**SHEET** 3 **OF** 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	11. Union Pacific RR Viaduct			12. Public Input, Meetings and Website			13. Administration			14. SMART Cities Implementation			15. Traffic Impact Study			16. Grant Assistance		
		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	78.00				4	6.3%	4.88							2	1.8%	1.37	4	4.8%	3.78
Sr. Project Manager	78.00																		
Sr. Structural Engineer	68.91																		
Project Manager	57.44				36	56.3%	32.31	24	66.7%	38.29				10	8.8%	5.04	18	21.8%	12.53
Sr. Project Engineer	50.38													34	29.8%	15.03	16	19.4%	9.77
Project Engineer	39.16				24	37.5%	14.69												
Design Engineer	31.31																12	14.5%	4.55
Sr. Landscape Architect	58.88																		
Landscape Architect	35.58																8	9.7%	3.45
Landscape Designer	26.32																24.5	29.7%	7.81
GIS Analyst	31.50																		
Surveyor	40.39																		
Sr. Traffic Technician	31.25													68	59.6%	18.64			
Sr. CADD Technician	36.30																		
Administrative Assistant	26.41							12	33.3%	8.80									
<b>TOTALS</b>		0	0.0%	\$0.00	64	100.0%	\$51.87	36	100.0%	\$47.10	0	0.0%	\$0.00	114	100.0%	\$40.07	82.49	100.0%	\$41.91