

ORIGINAL

RESOLUTION

A RESOLUTION APPROVING A THREE-YEAR MASTER AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES WITH AN OPTION TO RENEW THE AGREEMENT FOR UP TO TWO ADDITIONAL ONE YEAR PERIODS WITH CIVILTECH ENGINEERING, INC. AND AUTHORIZING ITS EXECUTION

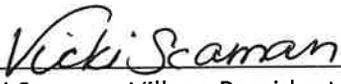
BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois ("Village"), in the exercise of their home rule powers, that the Master Agreement for Professional Engineering Services ("Agreement") between the Village and Civiltech Engineering, Inc. for a three-year term with an option to renew the Agreement for up to two additional one year periods is approved and the Village Manager is authorized to execute the Agreement in substantially the form attached.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 16th day of July, 2024, pursuant to a roll call vote as follows:

Voting	Aye	Nay	Abstain	Absent
President Scaman	✓			
Trustee Buchanan	✓			
Trustee Enyia	✓			
Trustee Parakkat				✓
Trustee Robinson	✓			
Trustee Straw	✓			
Trustee Wesley	✓			

APPROVED this 16th day of July, 2024


Vicki Scaman, Village President

ATTEST


Christina M. Waters, Village Clerk



Regular Village Board meetings are typically held at 7:00 p.m., the first three Tuesdays of each month in Council Chambers of Village Hall (room 201), 123 Madison St. When a Regular Meeting falls on a holiday, the meeting typically is held the following night. The Village Board also meets in special sessions from time to time. However, dates and times of Special Meetings can vary and may change.

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File #:	RES 24-247	Name:	
Type:	Resolution	Status:	Passed
		In control:	President and Board of Trustees
On agenda:	7/16/2024	Final action:	7/16/2024

Title: A Resolution Approving a Three-Year Master Agreement with an Option to Renew the Agreement for up to Two Additional One Year Periods with Civiltech Engineering, Inc. for Professional Transportation Engineering Services and Authorizing its Execution

Attachments: [1. Resolution - MasterAgreement TransportationEng Staffing and Services - CivilTech.pdf](#), [2. MasterAgreement-TransportationEngineering-CivilTech.pdf](#), [3. Attachment A - Response RFQ TransportationEngineeringService - CivilTech.pdf](#), [4. RFQ Transportation Engineering Services.pdf](#)

[History \(1\)](#) [Text](#)

Submitted By

Bill McKenna, Village Engineer/Assistant Public Works Director

Reviewed By

Erin E. Baynes, Assistant to the Village Manager

Agenda Item Title

A Resolution Approving a Three-Year Master Agreement with an Option to Renew the Agreement for up to Two Additional One Year Periods with Civiltech Engineering, Inc. for Professional Transportation Engineering Services and Authorizing its Execution

Overview

The Engineering Division requested qualifications and ultimately a proposal for professional transportation engineering services. The proposal requested the provision of staffing and consultant support to oversee and administer the Village's transportation systems, related projects, and planning studies. Civiltech Engineering was selected as the most qualified firm for this work. This Master Agreement provides for an initial period of three years with an option to extend annually for two additional one-year periods. Future services will be administered using a task order system which will eliminate the need for requesting qualifications for the various services.

Recommendation

Adopt the Resolution.

Background

Due to the upcoming retirement of the engineer currently performing traffic engineering duties and the inability to attract qualified applicants for this position, the vacant Transportation Engineer/Assistant Village Engineer position, and the Civil Engineer II (CE II) position associated with transportation, the Public Works Engineering Division issued a Request for Qualifications (RFQ) for a consultant to provide transportation and traffic engineering services. The Village received four responses to the RFQ and selected Civiltech Engineering as the most qualified consultant that best fits the needs of the Village.

The work will generally consist of providing part-time staffing at the Village approximately 3-days per week for a transportation engineer to administer the day-to-day duties related to overseeing and managing the Village's transportation systems; providing customer service for questions or calls related to transportation; performing and reviewing various transportation studies; overseeing and administering the traffic calming petition process; and overseeing the planning and implementation of the various transportation and safety plans done by other consultants such as Vision Zero and the Bike Plan.

Under this proposed Master Agreement and associated Task Orders, Civiltech will serve as the transportation engineer for the Village for the next three to five years. The Village would not backfill the soon-to-be vacant Civil Engineer II traffic engineering position or the additional Engineering division vacancy as staff evaluate the effectiveness of the consultant. Staff also propose to remove the "Transportation Engineer" descriptor title along with some job description language from the Assistant Village Engineer position to attract new interest in the position. This position has been vacant since those changes were originally made. If successful, the changes would be formalized with an organization chart change presented to the Board at a future date.

Civiltech has previously worked with the Village for traffic engineering services associated with the traffic calming petition process and has done an excellent job. The existing agreement with Civiltech for these services will be terminated upon approval of the proposed Master Agreement and the separate Task Order for transportation engineering staffing and support services.

The primary staff proposed by Civiltech for providing on-site staffing as the day-to-day transportation engineer is Kristen Hahn. Ms. Hahn is a licensed Professional Engineer, a registered Professional Traffic Operations Engineer, and a resident of Oak Park. She will be supported by the existing Civiltech staff associated with the traffic calming petition processes (Steve Pautsch and Anmol Shrivastava) and a large team of Civiltech's traffic engineers and transportation planners. Support for large projects and specialized work generally related to reprogramming traffic signals will also be provided as needed from sub-consultants V3 Companies and HLR.

The in-depth knowledge of the Village by key Civiltech staff, the expertise and depth of their transportation team, and their previous experience providing similar services and staffing for agencies like Chicago's Department of Transportation will help the Village deliver exceptional customer service and implement the Village's various transportation related plans, studies, and goals.

There is a separate agenda item at tonight's meeting to approve a Task Order for Professional Transportation Engineering Staffing and Services for 2024 in an Amount Not to Exceed \$250,000.

Fiscal Impact

There is no fiscal impact on the Master Agreement. Task orders for professional services will be issued by the Public Works Engineering for the particular project or service. Individual task orders will be presented to the Village Board for approval or approved internally by staff depending on the dollar amount per the Village's Purchasing Policy.

DEI Impact

N/A

Alternatives

Should the Village Board not approve the Master Agreement and associated Task Order, staff will post the Civil Engineer positions. Based on the lack of response from qualified candidates the Village has previously received for these postings, staff is not confident that these positions will be filled. Additionally, transportation engineering and traffic management services to the Village will be impacted while the positions are vacant.

Previous Board Action

On March 6, 2023, the Village Board approved a Three-Year Professional Service Agreement with an Option to Renew the Agreement for up to Two Additional one-year periods with Civiltech Engineering, Inc. for Professional Engineering Services for Administering Traffic Calming Petitions and School Safety Plans in an amount not to exceed \$275,000.

Citizen Advisory Commission Action

N/A

Anticipated Future Actions/Commitments

Future task orders will be presented to the Village Board for approval for professional services related to transportation engineering.

If the title and description change to the Assistant Village Engineer role are successful in attracting a candidate to the position, a future organizational chart change will be presented to the Board for approval.

Intergovernmental Cooperation Opportunities

N/A

ORIGINAL



MASTER AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter referred to as the “Agreement”) is entered into this 16th day of July, 2024, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the “Village”), and Civiltech Engineering, Inc., an Illinois corporation (hereinafter referred to as the “Consultant”).

RECITAL

WHEREAS, the Village intends to have professional engineering services performed by Consultant for transportation engineering related services and projects as generally described in Attachment B pursuant to Consultant’s Proposal for Transportation Engineering Services dated May 2, 2024, attached hereto and incorporated herein by reference as Attachment A (hereinafter referred to as “Consultant’s Proposal”), as are described in Task Orders in substantially the form attached as Attachment C issued pursuant to this Agreement (hereinafter referred to as “Task Order” of “Task Orders”), and the Village’s Request for Qualifications dated April 12, 2024, incorporated herein by reference as though fully set forth (hereinafter referred to as the “RFQ”).

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. RECITAL INCORPORATED.

The above recital is incorporated herein as though fully set forth.

2. SERVICES OF THE CONSULTANT.

2.1. The Consultant’s services shall be rendered in connection with projects pursuant to this Agreement and Task Orders issued pursuant to this Agreement. All services to be provided pursuant to any Task Order shall be completed in accordance with the terms and conditions contained in such Task Order and this Agreement. No services shall be provided under this Agreement without the issuance of a Task Order approved by the Village and Consultant. The Village shall approve the use of subconsultants by the Consultant to perform any of the services that are the subject of this Agreement.

2.2. The terms and conditions set forth in this Agreement shall apply to each Task Order unless specifically modified in such Task Order. In the event of a conflict between this Agreement and a Task Order, the conflicting provision of the Task Order shall take precedence for that Task Order. In the event this Agreement is amended by the Village and Consultant, such amendment shall apply to all Tasks Orders issued after the effective date of the amendment and, unless

otherwise specifically provided in such amendment, shall not apply to any Task Orders issued prior to the effective date of the amendment.

2.3. In case of a conflict between provisions of the Consultant's Proposal and this Agreement or the Village's RFQ, this Agreement and/or the Village's RFQ shall control to the extent of such conflict.

2.4. No Task Order shall be issued pursuant to this Agreement after December 31, 2027, unless such date is extended by amendment to this Agreement. The Village reserves the right to employ other engineers on its projects and shall not be obligated to issue any Task Orders pursuant to this Agreement.

2.5. Village Authorized Representative. The Village's Director of Public Works or the Director's designee shall be deemed the Village's authorized representative, unless applicable law requires action by the Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. The Consultant is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing the Consultant with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.6. Consultant's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, the Consultant hereby designates Christopher Wolff as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Consultant and with the effect of binding the Consultant. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Consultant as having been properly and legally given by the Consultant. The Consultant shall have the right to change its Authorized Representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.7. The Consultant shall be an independent contractor to the Village. The Consultant shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the services. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the Consultant. The Consultant's services under this Agreement are being performed solely for the Village's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

3. COMPENSATION FOR SERVICES.

3.1. For all services provided which are not covered by a Task Order, the Consultant shall invoice the Village on an hourly basis for direct labor to perform the work at a rate set forth in the Consultant's Proposal. The Village may request an estimate of fee for approval before work

commences. If an estimate is provided, the Consultant shall not exceed the estimated fee without prior approval of the Village. For all services provided for each project as described in a Task Order issued pursuant to this Agreement, the Village shall pay the Consultant in accordance with this Agreement and in such Task Order, and Consultant shall accept in full satisfaction for providing, performing, and completing the services, the amount or amounts set forth in such Task Order (hereinafter referred to as "Contract Price"), subject to any additions, deductions, or withholdings provided for in this Agreement. The Consultant shall be paid installments not more frequently than once each month ("Progress Payments"). Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Consultant. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, except as set forth herein.

3.2. The Village may, at any time, by written order, make changes within the general scope of this Agreement or a Task Order in the services to be performed by the Consultant. If such changes cause an increase or decrease in the amount to be paid to Consultant or time required for performance of any services under this Agreement or such Task Order, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by the Consultant shall be furnished without the written authorization of the Village.

3.3. The Consultant shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the services performed under such Task Order or this Agreement. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to: (1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which the Consultant is liable under this Agreement; (3) claims of subconsultants, suppliers, or other persons performing Consultant's Services; (4) delay in the progress or completion of the Services; (5) inability of the Consultant to complete the Services; (6) failure of the Consultant to properly complete or document any pay request; (7) any other failure of Consultant to perform any of its obligations under this Agreement; or (8) the cost to the Village, including reasonable attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in this Agreement. The Village must notify the Consultant of cause for withholding within fourteen (14) days of receiving invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until the Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due the Consultant under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, reasonable attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to the Consultant under this Agreement.

3.6. The Consultant's services for each project described in a Task Order issued shall be considered complete on the date of final written acceptance by the Village, which acceptance shall not be unreasonably withheld or delayed. As soon as practicable after final acceptance, the Village shall pay to the Consultant the balance of any amount due and owing under such Task Order, after deducting therefrom all charges against the Consultant as provided for in this Agreement ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the all services provided by this Agreement and each project described in a Task Order shall operate as a full and complete release of the Village of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to the Consultant for anything done, furnished for, arising out of, relating to, or in connection with the services under this Agreement or in connection with such Task Order, except for such claims as the Consultant reserved in writing at the time of submitting its invoice for final payment.

4. TERM AND TERMINATION.

4.1. This Agreement shall take effect upon the Effective Date as defined herein and shall continue for a period of three (3) years upon the Consultant's completion of its services pursuant to Section 3.6 above. The Village retains the right to renew this Agreement under the same terms and conditions upon mutual agreement with the Consultant. Any applicable renewal shall be on a yearly basis for no more than two (2) additional terms of one (1) year each.

4.2. Price escalation for hourly rates in the Consultant's Proposal will be allowed and subject to one (1) annual adjustment per year on the Effective Date of this Agreement. The requested increase must be that of generally accepted in the industry. Written notification stating the requested increase and supporting document justification must be provided to the Village in writing pursuant to Section 18 below. The annual adjustment shall be based upon 100% of the percentage of change of the latest published Index (as defined below) as compared to the Index for the previous year. The Index shall be the United States Department of Labor, Bureau of Labor Statistics, Revised Consumer Price Index for all Urban Wage Earners for Chicago, Illinois - Gary, Indiana - Kenosha, Wisconsin (all items, 1982-84 = 100). Notwithstanding anything contained herein to the contrary, the annual adjustment shall not be greater than five percent (5%) of the previous year's cost for services provided under this agreement in any year. If the Consultant fails to justify the requested increase, the Village reserves the right to reject the request and cancel the balance of the Agreement.

4.3. If any price reductions are announced by the Consultant during the term of this Agreement, the Village shall receive benefit of such reductions. This request shall also be in the form of a written notification and shall become effective thirty (30) days from the date the notice was received by the Village.

4.4. This Agreement or any Task Order under this Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement or Task Order through no fault of the terminating party. The Village may terminate this Agreement or any Task Order, in whole or in part, for its convenience. No such termination is effective unless the terminating party gives the other party not less than ten (10) calendar days written notice pursuant to Section 18 below of its intent to terminate.

4.5. If this Agreement or any Task Order is terminated by either party, the Consultant shall be paid for services performed to the effective date of termination, including reimbursable expenses pursuant to this Agreement or such Task Order. In the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by the Consultant pursuant to the Task Order or this Agreement.

5. INDEMNIFICATION.

5.1. To the fullest extent permitted by law, the Consultant hereby agrees to defend, indemnify and hold harmless the Village and its officers, officials, agents, employees and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorney's fees and court costs (hereinafter referred to as "Claims") which may accrue against the Village and its officers, officials, agents, employees and volunteers to the extent arising out of the negligent performance of the work by the Consultant, its employees, or subconsultants, except for the negligence of the Village or its officers, officials, agents, employees and volunteers.

6. INSURANCE.

6.1. The Consultant shall, at the Consultant's expense, secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 6. The Consultant shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, whichever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision (or reasonable equivalent) shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Consultant shall require any of its subconsultants to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village and its officers, officials, agents, employees and volunteers as set forth in this Agreement.

6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

- (A) **Commercial General Liability:**
- i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.
 - ii. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 1,000,000.00
Personal Injury	\$ 1,000,000.00
 - iii. Cover all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.
- (B) **Professional Liability:**
- i. Per Claim/Aggregate \$2,000,000.00
 - ii. Cover all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.
- (C) **Workers' Compensation:**
- i. Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who work on the Project, and in case work is sublet, the Consultant shall require each subconsultant similarly to provide workers' compensation insurance. In case employees engaged in hazardous work under this Agreement are not protected under workers' compensation insurance, the Consultant shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.
- (D) **Comprehensive Automobile Liability:**
- i. Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.
 - ii. Limits:

Combined Single Limit	\$1,000,000.00
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- (E) **Umbrella:**
- i. Limits:

Each Occurrence/Aggregate	\$2,000,000.00
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- (F) The Village and its officers, officials, agents, employees and volunteers shall be named as additional insureds on all insurance policies identified herein except Workers' Compensation and Professional Liability. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, employees, and volunteers.

6.3. The Village and the Consultant agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

6.4. The Consultant understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village and its officers, officials, agents, employees and volunteers as herein provided. The Consultant waives and agrees to require its insurers to waive its rights of subrogation against the Village and its officers, officials, employees, agents and volunteers.

7. SUCCESSORS AND ASSIGNS.

7.1. The Village and the Consultant each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants of this Agreement. Except as above, neither the Village nor the Consultant shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and the Consultant.

8. FORCE MAJEURE.

8.1. Neither the Consultant nor the Village shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

9. AMENDMENTS AND MODIFICATIONS.

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Consultant.

10. STANDARD OF CARE.

10.1. The Consultant is responsible for the quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports and other professional services furnished or required under this Agreement, and shall endeavor to perform such services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

10.2. It is recognized that neither Consultant nor the Village has control over the costs of labor, material, equipment or services furnished by others or over competitive bidding, market or negotiating conditions, or construction contractors' methods of determining their prices. Accordingly, any opinions of probable project costs or construction costs provided for herein are

estimates only, made on the basis of Consultant's experience and qualifications and represent Consultant's best judgment as an experienced and qualified professional, familiar with the industry. Consultant does not guaranty that proposals, bids or actual project costs or construction costs will not vary from opinions of probable cost prepared by Consultant.

10.3. The Consultant shall be responsible for the accuracy of its professional services under this Agreement and shall promptly make revisions or corrections resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of Consultant's professional services shall not relieve Consultant of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies Consultant thereof within one year of completion of the Consultant's services.

10.4. The Consultant shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by the Consultant of the Village's notice. Such confirmation may be in the form of an electronic mail confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to the Consultant.

10.5. The Consultant shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

10.6. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the services, and with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement.

10.7. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subconsultants', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. DRAWINGS, DOCUMENTS AND BOOKS AND RECORDS.

11.1. Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, data or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be provided pursuant to this Agreement ("Documents") shall be and remain the property of the Village upon completion of the project and payment to the Consultant all amounts then due under this

Agreement. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. The Consultant shall have the right to retain copies of the Documents for its files. The Consultant shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. The Consultant's Documents and records pursuant to this Agreement shall be maintained and made available during performance of project services under this Agreement and for three (3) years after completion of the Project. The Consultant shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to give notice to the Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village's expense. The Consultant and any subconsultants shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Consultant agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Consultant shall make the Documents available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq.* by providing any and all responsive documents to the Village.

11.3. The Consultant shall have the right to include among the Consultant's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by the Consultant pursuant to this Agreement (collectively "Work Products"). The Village shall provide professional credit to the Consultant in the Village's development, promotional and other materials which include the Consultant's Work Products.

12. SAVINGS CLAUSE.

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of it requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

13. NON-WAIVER OF RIGHTS.

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice

of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit the Consultant from providing engineering services to any other public or private entity or person. In the event that the Consultant provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by Consultant, and the Village may select another engineer and/or land surveyor to provide such services as the Village deems appropriate.

14. THE VILLAGE'S REMEDIES.

14.1. If it should appear at any time prior to final payment that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement or such Task order with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement or such Task Order, or has attempted to assign this Agreement or the Consultant's rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen (15) business days after Consultant's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require the Consultant, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Consultant and the services into compliance with this Agreement and such Task Order;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory services or part thereof and make an equitable reduction in the Contract Price of this Agreement or Task Order;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for services properly performed prior to termination;

14.1.4. The Village may withhold any progress payment or final payment from the Consultant, whether or not previously approved, or may recover from Consultant, any and all costs but not exceeding the Contract Price of such Task Order(s), including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

14.1.5. The Village may recover any damages suffered by the Village as a result of the Consultant's Event of Default.

15. NO COLLUSION.

15.1. The Consultant hereby represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 et seq. The Consultant hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

16. ENTIRE AGREEMENT.

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

17. GOVERNING LAW AND VENUE.

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2 Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

18. NOTICE.

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:

Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302
Email: bmckenna@oak-park.us

If to the Consultant:

Jonathan R. Vana - President
Civiltech Engineering, Inc.
Two Pierce Place, Suite 1400
Itasca, Illinois 60143
Email: jvana@civiltechinc.com

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by electronic transmission shall be effective as of date and time of electronic transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event electronic notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

19. BINDING AUTHORITY.

19.1. The individuals executing this Agreement on behalf of the Consultant and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

20. HEADINGS AND TITLES.

20.1. The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

21. COUNTERPARTS; FACSIMILE OR PDF/EMAIL SIGNATURES.

21.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2. A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

22. EFFECTIVE DATE.

22.1. As used in this Agreement, the Effective Date of this Agreement shall be the last date of its execution by one of the parties as set forth below.

23. AUTHORIZATIONS.

23.1. The Consultant's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Consultant's board of directors or its by-laws to execute this Agreement on its behalf. The Interim Village Manager warrants that she has been lawfully authorized to execute this Agreement. The Consultant and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

24. EQUAL OPPORTUNITY EMPLOYER.

24.1. The Consultant is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A and Chapter 13 (“Human Rights”) of the Oak Park Village Code are incorporated herein as though fully set forth. The Consultant shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization. The Consultant shall comply with all requirements of Chapter 13 (“Human Rights”) of the Oak Park Village Code.

24.2. In the event of the Consultant’s noncompliance with any provision of Chapter 13 (“Human Rights”) of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

24.3. In all solicitations or advertisements for employees placed by it on its behalf, the Consultant shall state that all applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

CIVILTECH ENGINEERING, INC.

By: Kevin J. Jackson
Its: Village Manager



By: Christopher S. Wolff, P.E.
Its: Vice President

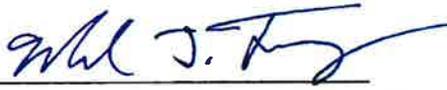
Date: _____, 2024

Date: July 16, 2024

ATTEST:

ATTEST:

By: Christina M. Waters
Its: Village Clerk



By: Michael J. Folkening, P.E., PTOE
Its: Secretary / Vice President

Date: _____, 2024

Date: July 16, 2024

ATTACHMENT B**DESCRIPTION OF BASIC 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.

ATTACHMENT C

FORM OF TASK ORDER

Task Order No.

In accordance with Section 2 of the Agreement between the Village of Oak Park (hereinafter referred to as the "Village") and Civiltech Engineering, Inc. (hereinafter referred to as the "Consultant") for Professional Engineering Services, dated July ____, 2024 (the "Agreement"), the Village and Consultant agree as follows:

1. **Project:**

[Insert Title, Description and Scope of the Project]

2. **Services of Consultant:**

A. Basic Services:

[Incorporate applicable Attachment A paragraphs – either by reference or in their entirety]

B. Additional Services:

[Describe additional services to be provided or state "none"]

3. **Approvals and Authorizations:** Consultant shall obtain the following approvals and authorizations:

[List or state "none"]

4. **Commencement Date:**

- the date of execution of this Task Order by the Village.
- _____ days following execution of this Task Order by the Village.
- _____ days following issuance of Notice to Proceed by the Village.
- _____, 202__.

Task Order No. _____

5. **Completion Date:*****For use with single phase projects or multiple phase projects with single completion date:***

- _____ days following the Commencement Date plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.
- _____, 202__, plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.

For use with multiple phase projects with separate completion dates:

- A. Study and Report Phase: _____ days following the Commencement Date plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.
- B. Preliminary Design Phase: _____ days following issuance of Notice to Proceed by Owner plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.
- C. Final Design Phase: _____ days following issuance of Notice to Proceed by Owner plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.
- D. Bidding or Negotiating Phase: _____ days following issuance of Notice to Proceed by Owner plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.
- E. Construction Phase: _____ days following completion by, and final payment to, the construction contractor plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.
- F. Operational Phase: _____ days following issuance of Notice to Proceed by Owner plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.
- G. _____ Phase: _____ days following issuance of Notice to Proceed by Owner plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.

Task Order No. _____

6. **Submittal Schedule:**

Submittal:

Due Date:

7. **Key Project Personnel:**

Names:

Telephone and Email:

8. **Contract Price:**

PREFERRED METHOD--BILLING RATE TASK ORDER

For use with single phase projects or multiple phase projects with single not to exceed cost limitation:

For providing, performing, and completing all Services, an amount equal to Consultant's Direct Labor Costs for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses.

Notwithstanding the foregoing, the total Contract Price shall not exceed

\$ _____, except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement.

For use with multiple phase projects with separate not to exceed cost limitations:

For providing, performing, and completing each phase of Services, an amount equal to Consultant's Direct Labor Costs for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses, but not to exceed, in each phase of Services, the following not to exceed amount set forth opposite each such phase except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement:

<u>Phase</u>	<u>Not to Exceed</u>
Study and Report	\$
Preliminary Design	\$
Final Design	\$
Bidding/Negotiation	\$

Task Order No. _____

<u>Phase</u>	<u>Not to Exceed</u>
Construction	\$
Operational	\$
_____	\$

OTHER OPTIONS

LUMP SUM TASK ORDER

For use with single phase projects or multiple phase projects with single lump sum cost:

For providing, performing, and completing all Services, the total Contract Price of:

_____ Dollars and _____ Cents
 (in writing) (in writing)

_____ Dollars and _____ Cents
 (in figures) (in figures)

For use with multiple phase projects with separate lump sum amounts:

For providing, performing, and completing each phase of Services, the following lump sum amount set forth opposite each such phase:

<u>Phase</u>	<u>Lump Sum</u>
Study and Report	\$
Preliminary Design	\$
Final Design	\$
Bidding/Negotiation	\$
Construction	\$

Task Order No. _____

Operational \$

_____ \$

COST PLUS FIXED FEE TASK ORDER

For use with single phase projects or multiple phase projects with uniform pricing:

For providing, performing, and completing all Services, a fixed fee of \$ _____ plus an amount equal to Consultant's Direct Labor Costs times a factor of % for all Services rendered by principals and employees engaged directly on the Project.

Notwithstanding the foregoing, the total Contract Price shall not exceed \$ _____, except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement.

For use with multiple phase projects with separate pricing:

For providing, performing, and completing each phase of Services, the following fixed fee set forth opposite each such phase, plus an amount equal to Consultant's Direct Labor Costs times the following factor set forth opposite each such phase, but not to exceed, in each phase of Services, the following not to exceed amount set forth opposite each such phase except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement:

<u>Phase</u>	<u>Fixed Fee</u>	Direct Labor <u>Cost Factor</u>	<u>Not to Exceed</u>
--------------	------------------	------------------------------------	----------------------

Study and Report	\$	%	\$
Preliminary Design	\$	%	\$
Final Design	\$	%	\$
Bidding/Negotiation	\$	%	\$
Construction	\$	%	\$
Operational	\$	%	\$

Task Order No. _____

<u>Phase</u>	<u>Fixed Fee</u>	<u>Direct Labor Cost Factor</u>	<u>Not to Exceed</u>
_____	\$	%	\$

DIRECT COST TASK ORDER

For use with single phase projects or multiple phase projects with uniform pricing:

For providing, performing, and completing all Services, an amount equal to Consultant's Direct Labor Costs times a factor of _____% for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses.

Notwithstanding the foregoing, the total Contract Price shall not exceed \$ _____, except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement.

For use with multiple phase projects with separate pricing:

For providing, performing, and completing each phase of Services, an amount equal to Consultant's Direct Labor Costs times the following factor set forth opposite each such phase, plus an amount equal to the actual costs of all Reimbursable Expenses, but not to exceed, in each phase of Services, the following not to exceed amount set forth opposite each such phase except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement:

<u>Phase</u>	Direct Labor Cost	
	<u>Factor</u>	<u>Not to Exceed</u>
Study and Report	%	\$
Preliminary Design	%	\$
Final Design	%	\$
Bidding/Negotiation	%	\$
Construction	%	\$

SAMPLE TASK
ORDER FORM

Task Order No. _____

Operational % \$

% \$

PERCENTAGE OF CONSTRUCTION COST TASK ORDER

For providing, performing, and completing all Services, an amount equal to _____% of the Construction Cost of the Project.

Notwithstanding the foregoing, the total Contract Price shall not exceed \$ _____, except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement.

9. **Payments:**

PREFERRED METHOD--BILLING RATE TASK ORDER

For purposes of payments to Consultant, the value of the Services shall be determined as follows:

Direct Labor Costs shall mean the billing rates assigned to all Consultant personnel as set forth in the Agreement, including all professionals whether owners or employees, engaged directly on the Project.

Reimbursable Expenses shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, computer time and other highly specialized equipment, reproduction and similar Project related items.

OTHER OPTIONS:

For use with Lump Sum Task Orders:

Consultant shall, not later than 10 days after execution of this Task Order and before submitting its first pay request, submit to the Village a schedule showing the value of each component part of such Services in form and with substantiating data acceptable to the Village ("Breakdown Schedule"). The sum of the items listed in the Breakdown Schedule shall equal the amount set forth in the Schedule of Prices. An unbalanced Breakdown Schedule providing for overpayment of Consultant on component parts of the Services to be performed first will not be accepted. The Breakdown Schedule shall be revised and resubmitted until acceptable by the Village. No payment shall be made for Services until Consultant has submitted, and the Village has approved, an acceptable Breakdown Schedule.

Task Order No. _____

The Village may require that the approved Breakdown Schedule be revised based on developments occurring during the provision and performance of the Services. If Consultant fails to submit a revised Breakdown Schedule that is acceptable to the Village, the Village shall have the right either to suspend Progress and Final Payments for Services or to make such Payments based on the Village's determination of the value of the Services completed.

For purposes of determining the amount to be paid to Consultant in the event of any termination pursuant to Section 4.3 of the Agreement, Direct Labor Costs and Reimbursable Expenses shall mean _____.

For use with Cost Plus Fixed Fee Task Orders:

Direct Labor Costs shall mean salaries and wages paid to all Consultant personnel as set forth in the Agreement, including all professionals whether owners or employees, engaged directly on the Project, but shall not include indirect payroll related costs or fringe benefits.

The charge on account of the fixed fee shall be determined by the Village on the basis of Consultant's estimate of the proportion of total Services or, if separate fixed fees are provided for different phases of Services, the proportion of total Services in that phase, actually completed at the time of invoicing.

For use with Direct Cost Task Orders:

Direct Labor Costs shall mean salaries and wages paid to all Consultant personnel as set forth in the Agreement, including all professionals whether owners or employees, engaged directly on the Project, but shall not include indirect payroll related costs or fringe benefits.

Reimbursable Expenses shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, computer time and other highly specialized equipment, reproduction and similar Project related items.

For use with Percentage of Construction Cost Task Orders:

The Construction Cost of the Project for purpose of determining payment of the Contract Price to Consultant means the total cost to the Village, as estimated by Consultant or as bid by the Contractor engaged to perform the Project, whichever is less, of all the elements of the Project designed or specified by Consultant; provided, however that Construction Cost of the Project shall not include Consultant's compensation and

Task Order No. _____

expenses, cost of land, rights-of-way, or compensation for or damages to, properties, nor the Village’s legal, accounting, insurance counseling, or auditing services, or interest and finance charges incurred in connection with the Project or other costs that are the responsibility of the Village pursuant to the Agreement.

Payments for each phase of Services shall be based upon the following percentage of the total cost or estimated Construction Cost of the Project set forth opposite each such phase:

Study and Report	_____ %
Preliminary Design	_____ %
Final Design	_____ %
Bidding/Negotiation	_____ %
Construction	_____ %
Operational	_____ %
_____	_____ %

Prior to completion of construction and final payment to the construction contractor, the estimated Construction Cost of the Project shall be based upon the construction contract price at the time of the award.

Prior to award of a construction contract, the estimated Construction Cost of the Project shall be based upon the lesser of (i) the most recent Consultant’s opinion of probable Construction Cost of the Project submitted to, and approved by, the Village or (ii) the lowest bona fide bid received from a responsive and responsible bidder for such work or, if the work is not bid, the lowest bona fide negotiated proposal for such work from a responsive or responsible person.

Prior to submission and approval of Consultant’s opinion of probable Construction Cost of the Project in the Study and Report Phase, progress payments shall be based upon salaries and wages paid to all Consultant personnel engaged directly on the Project and actual expenses incurred by Consultant directly or indirectly in connection with the Project.

Task Order No. _____

Upon completion and final acceptance of each phase of Services, the Village shall pay such additional amount, if any, or be entitled to credit against future progress payments such amount, if any, as may be necessary to bring the total compensation paid on account of such phase to the foregoing percentages of the total or estimated Construction Cost of the Project, as the case may be.

For purposes of determining the amount to be paid to Consultant in the event of any termination pursuant to Section 4.3 of the Agreement, Direct Labor Costs and Reimbursable Expenses shall mean _____.

10. **Modifications to Contract:**

[Describe Contract modifications or state "none"]

11. **Attachments:**

[List or state "none"]

12. **Designated Representative for Task Order:**

If to the Village:

Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302
Email: bmckenna@oak-park.us

If to the Consultant:

Civiltech Engineering, Inc.
Two Pierce Place, Suite 1400
Itasca, Illinois 60143
Email: _____

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be signed by their duly authorized representatives on the dates set forth below. Acceptance and approval of this Task Order, including the attachments listed above, shall incorporate this Task Order as part of the Agreement.

VILLAGE OF OAK PARK

CIVILTECH ENGINEERING, INC.

By:
Its:

By:
Its:

Date: _____, 202_

Date: _____, 202_

ATTEST:

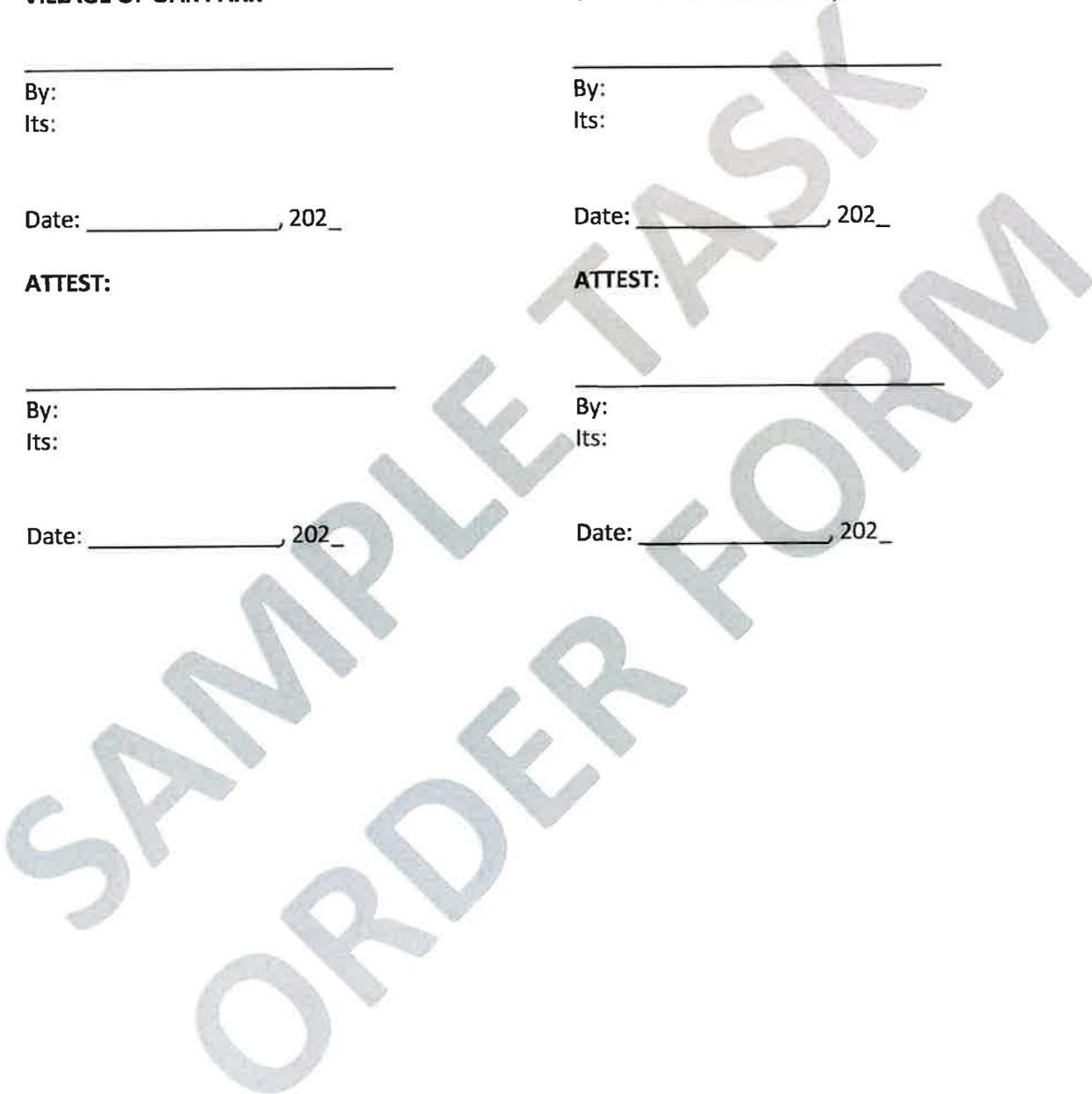
ATTEST:

By:
Its:

By:
Its:

Date: _____, 202_

Date: _____, 202_





Date

May 2, 2024

To

Mr. William McKenna
Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

Re

Request for Qualifications
Transportation Engineering Services

Civiltech Engineering, Inc.



www.civiltechinc.com



Itasca 630.773.3900
Chicago 312.726.5910



Itasca
Two Pierce Place, Suite 1400
Itasca, IL 60143

Chicago
30 N LaSalle Street, Suite 3220
Chicago, IL 60602

Follow us on social media.



Dear Mr. McKenna:

Thank you for opportunity to submit our qualifications to provide **Transportation Engineering Services** to the Village of Oak Park. We are excited to build on our working relationship by providing the ideal candidate to serve as the primary transportation engineer for the Village, as well as provide further access to our best-in-region traffic engineering group.

We are familiar and comfortable with the scope of this contract, in which the consultant provides embedded transportation engineering staff and uses its broader resources to complete additional assignments. We are excited to offer **Kristen Hahn, P.E., PTOE** as the project lead. Kristen will bring 23 years of experience, a strong traffic engineering background as an on-site consultant in a municipal office, project and program management skills, and GIS expertise to the role. Additionally, Kristen is an Oak Park resident and knows firsthand the effort the Village puts into customer service for its residents. She is an excellent communicator and understands the importance of a highly responsive, friendly, and understanding voice.

Kristen will act as point person for all transportation and traffic related issues and will delegate tasks to our larger team on an as-needed basis. In addition to Civiltech's deep bench of traffic engineering experts, our team includes **V3 Companies** to provide additional engineering capacity and **Hampton, Lenzini and Renwick, Inc.** for traffic signal assignments requiring specialty SCAT work. We have assembled a team that has all bases covered for any needs that may arise, and we are accustomed to providing a very high level of responsiveness.

I will be the person authorized to represent the company regarding all matters directly related to this RFQ. Please contact me if you have any questions on this proposal or our services. I can be reached at 630.779.1745 or by email at cwolff@civiltechinc.com. We appreciate the opportunity and look forward to discussing further at a potential interview.

Very truly yours,

Christopher S. Wolff, P.E.
Director of Chicago Office

CIVILTECH ENGINEERING, INC.



SECTION 1

Background

Project Approach

Project Personnel

Experience and Qualifications

Financial Responsibility

Appendix



FIRM PROFILE

Chicago's Leading Transportation Engineering Firm

Civiltech Engineering, Inc. is an engineering firm with its primary focus on transportation and civil engineering. The firm offers a wide range of services while maintaining a high level of integrity and attention to detail on each and every area of the job.

Civiltech's municipal client list includes over 85 villages and cities in the Chicago and Northern Illinois region, the Illinois Tollway, Illinois Department of Transportation, Chicago Department of Transportation, multiple county and township DOTs, additional public agencies, as well as private sector clients. Civiltech realizes that success lies in the individual service and attention we provide to our clients. We are committed to providing top quality consulting engineering services. Through the years, we have earned a reputation for professional excellence and integrity.

Doing Business with Civiltech

Civiltech Engineering, Inc. was established in 1988 as a privately held Illinois corporation. We are licensed to do business in the States of **Illinois and Wisconsin**.



Corporate Headquarters
Two Pierce Place, Suite 1400
Itasca, IL 60143

Chicago Office
30 N LaSalle St., Suite 3220
Chicago, IL 60602

35
Years of Service

3,800 Projects & Counting
260+ Satisfied Clients

140+
Dedicated Employees

54
Licensed P.E.'s

Technical excellence.
Responsive service.
Local knowledge.

Civiltech is a leader in innovative planning, design, and construction solutions.

Strong Reputation

We have developed a rapport with our municipal clients such that we have a clear understanding of the communications necessary with not only your staff but also the residents and business owners involved in any given project.

Responsiveness

Civiltech is responsive to our client's needs. We meet or exceed the client's schedule and requirements, and are always readily available if a problem arises in design or during construction. We stand behind our work.

Quality Work

We provide a quality product with a qualified and friendly staff. Our goal is to achieve 100% client satisfaction.

Adaptable

We continually keep abreast of current and/or changing federal and state funding programs that may be of financial benefit to the community.

Knowledge Sharing

Civiltech performs engineering services for many other municipalities, and therefore can share our experiences and information on techniques, new products or innovations that other communities are using that might be of benefit in your community.

Creative Solutions

Civiltech's staff has an enthusiasm for practical, yet creative, design and engineering solutions.



URBAN DESIGN + TRAFFIC DEPARTMENT



Mike Folkening, P.E., PTOE
Director of Urban Design + Traffic



Professional Traffic
Operations Engineer



Road Safety
Professional



AICP Certified
Planner



Professional
Landscape Architect

Traffic Team



Steve Pautsch, P.E., PTOE
Project Manager



Brian DeSalle, P.E., PTOE
Traffic Engineer



Louis Pukelis, P.E.
Traffic Engineer



**Anmol Shrivastava,
P.E., PTOE, RSP**
Traffic Engineer



Mark Shorey
Traffic Engineer



Kristen Hahn, P.E., PTOE
Project Manager



Lissa Sweeney, AICP, LEED AP
Transportation Planner



Josie Willman
Transportation Planner



Edith Portales
Planner

Complete Streets Approach

We apply a Complete Streets design approach to every project, ensuring that it balances all users of the roadway, including pedestrians, bicyclists, transit riders, and drivers. We understand the power of combining planning, landscape architecture and engineering to develop a sense of community identity and investment in roadway projects. We engage the community to improve the sidewalks, paths and roads on which people live, work and play.



Samantha Primer, CWS
Environmental Planner

LANDSCAPE ARCHITECTURE DEPARTMENT



Phil Hutchinson, PLA, LEED AP
Director of Landscape Architect



John Magill
Landscape Designer



Jerry Chen
Digital Rendering Artist



Malak Alomari
Urban Designer



PROJECT EXPERIENCE

A Multimodal Approach to Transportation Systems

Designing A Network of Complete Streets

We apply a Complete Streets design approach to every project, ensuring it balances all users of the roadway, including pedestrians, bicyclists, transit riders, and drivers. We understand the power that providing a well-designed, safe, and equitable street system has to create healthy, sustainable, and livable communities.



Pedestrians: Everyone is a pedestrian at some point during their commute. Our engineers evaluate designs from the perspective of people walking to ensure safe and accessible designs for the most vulnerable users of the transportation system.



Transit Riders: From bus lanes, bus bulbs, and transit modeling, Civiltech delivers projects to provide speedier and more reliable bus service.



Bicyclists: Whether it be sidepaths, on-street lanes, cycle tracks, or neighborhood greenways, or shared use trails, we design high-level facilities that make streets friendlier for people riding bikes.



Freight: The safe and efficient movement of goods is more important than ever from both local and regional perspectives. We work with communities to balance the needs of freight traffic without sacrificing safety or mobility of people walking and riding bikes.



Drivers: Civiltech looks beyond Level of Service ratings to assess how vehicles move about the street network. We use Vision Zero and Safe Systems approaches which seek to improve the safety of all users of the transportation system.



Micromobility: We recognize the potential that emerging transportation options such as electric-assist bikes and e-scooters have to transform the transportation system by enhancing first/last-mile connectivity. Staying abreast of these trends is important to ensure roadways we design are built with an eye to the future.

REPRESENTATIVE PROJECTS



Covid-19 Response - CTA Essential Pop-Up Bus Lanes

Chicago Department of Transportation

24-Hour Equitable Transit for Covid-19 Recovery. This project redefines streets with dedicated bus lanes and allows for social distancing and smoother trips for transit customers.



Chicago Streets for Cycling Chicago Department of Transportation

Comprehensive Network of Bikeways.

The Chicago Streets for Cycling program fills in gaps in the City of Chicago bike network by building safe and comfortable bike and pedestrian facilities.



CMAP Freight Studies: Moving Will County

Chicago Metropolitan Agency for Planning

Assessing Freight Mobility in Will County. This project ensures a balance between freight, economic development, natural resource protection, multi-modal connections, congestion relief, quality of life/community character goals.



Chicago West Side Safe Routes to School Enhancements

Chicago Department of Transportation

Making Streets Safer for Kids to Travel to School. Civiltech was selected to provide Phase I and II engineering services to design pedestrian safety enhancements at 10 unsignalized intersections.



PROJECT EXPERIENCE

Municipal On-Call Traffic Engineering Services

Serving Various Municipalities

Traffic engineering has been a core service at Civiltech since the company was founded in 1988. Civiltech is routinely retained by municipalities throughout the region to provide On-Call Traffic Engineering Services. Many of these contracts have been multi-year with multiple extensions, and most involve dozens of individual projects.

Civiltech's traffic engineering staff includes eight certified Professional Traffic Operations Engineers (PTOE). As on-call engineers, we serve our municipal clients as a highly skilled and trusted partner working as an extension of their team. Civiltech takes pride in maintaining a high level of responsiveness for each of our clients. From time-to-time, there are tasks that require expedited turnarounds and our staff is experienced in completing these projects quickly and accurately. Often there can be



On-Call Traffic Engineering Services

- ✓ Crash analyses and safety studies
- ✓ Traffic modeling and simulation
- ✓ Traffic impact studies
- ✓ Traffic projection studies
- ✓ Feasibility studies
- ✓ Parking studies
- ✓ Intersection control studies
- ✓ Traffic data collection
- ✓ Neighborhood traffic management and traffic calming
- ✓ Pedestrian facility design
- ✓ Traffic signal analysis and design
- ✓ Funding applications

multiple assignments in the queue at any given time, thus Civiltech's team understands that maintaining open channels of communication is paramount to ensure work is prioritized according to client expectations.

Many traffic assignments begin with data collection. Our team collects traffic data entirely in-house using video turning movement and classification counters. Speed data is gathered using machine counters. We have even utilized our drones to collection origin-destination data. As evidenced by the extensive services list, we have brought creative solutions to large and small tasks of every type. When necessary, staff collaborates across disciplines to ensure projects can seamlessly transition from concept to detailed design. Our team also assists our municipal clients to secure funding to bring proposed solutions to reality.

RECENT & RELEVANT ON-CALL TRAFFIC ENGINEERING SERVICES

Municipalities for which Civiltech is currently or has recently been retained for On-Call Traffic Engineering Services include:

Current

- › City of Chicago
- › City of Crystal Lake
- › City of Elmhurst
- › City of Highland Park
- › Village of Glenview
- › Village of Libertyville
- › Village of Northbrook
- › Village of Vernon Hills
- › Village of Wilmette

Recent

- › City of Aurora
- › Village of Elk Grove Village
- › Village of Huntley
- › Village of Schaumburg



SECTION 2

Background

Project Approach

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Appendix



PROJECT APPROACH

The Village of Oak Park (the Village) is seeking a qualified transportation engineering consultant to provide part-time staffing support, complete various transportation related projects and initiatives, and perform various traffic/transportation related studies and tasks on an as-needed basis. Civiltech Engineering, Inc. (Civiltech) understands the objectives of this contract and will provide a team that is highly capable and experienced in providing services of this exact nature.

The scope of this contract, in which the consultant provides embedded traffic engineering staff and uses its broader resources to complete additional projects/tasks/assignments, is identical to a contract Civiltech has held with the Chicago Department of Transportation (CDOT) since 2005. Embedded staff work hand-in-hand with City transportation engineers to manage and coordinate the incoming flow of traffic related resident inquiries, aldermanic requests, traffic studies, private development reviews, etc. Through the same contract and often resulting from those original inquiries, engineers and planners stationed in Civiltech's offices complete additional assignments such as traffic counts, traffic analyses, pedestrian safety designs, bicycle facility designs, planning studies, and more.



Your New Transportation Engineering Point Person

Civiltech is accustomed to working on behalf of government agencies – both acting as an outward facing representative to the general public and acting internally as an extension of agency staff. **Kristen Hahn, P.E., PTOE** has operated in this capacity several times throughout her career, including as an embedded traffic engineer in the above-mentioned example. Kristen will bring her 23 years of experience to the Village, acting as the point person for transportation related projects and initiatives. Kristen has a strong traffic engineering background, paired with experience using GIS and other tools to coordinate many simultaneous projects. Kristen has managed the work of other consultants as well, acting on behalf of our client. Finally, Kristen is a very strong communicator. As an Oak Park resident herself, she knows firsthand the effort the Village puts into customer service for its residents, and she understands the importance of a highly responsive, friendly, and understanding voice.





Implementation Plan

Kristen will report to the Public Works building two to three days per week and act as the primary point of contact for all transportation engineering needs for the Village Engineer. She will field emails, calls, and any other communications from Oak Park residents regarding transportation and traffic related issues. Kristen will use her considerable organizational and data management skills to create and maintain records of these issues and track their status. She will use existing Village tracking systems, or create new ones if desired, to best meet the needs of Village staff. Kristen is highly skilled at creating customized spreadsheets that pull data from other databases, including GIS data, to streamline project tracking and reporting processes.



COMMUNITY REQUESTS AND VILLAGE INITIATIVES MAY LEAD TO ADDITIONAL TASKS SUCH AS COMPLETING TRAFFIC STUDIES, REVIEWING TRAFFIC STUDIES BY OTHERS, OVERSIGHT OF OTHER CONSULTANT PROJECTS, ENGINEERING PLAN REVIEWS, ETC. KRISTEN WILL CONSIDER VILLAGE PRIORITIES AND WORKLOAD, SPECIALIZED EXPERTISE OF CIVILTECH AND SUBCONSULTANT STAFF, AND AVAILABILITY OF PERSONNEL AT ANY GIVEN MOMENT TO DETERMINE THE CORRECT BALANCE BETWEEN COMPLETING THESE TASKS HERSELF AND DISSEMINATING THIS WORK TO OTHER TEAM MEMBERS.

At her disposal, Kristen will have Civiltech’s team of transportation planners and engineers as well as a capable and knowledgeable team of engineers from V3 Companies.

V3 has been actively engaged with the Village's infrastructure improvements through a variety of projects since 2017, including the Bike Boulevard Program and Madison Street Traffic Study. They've built a strong working relationship with Village staff and have a thorough understanding of resident and area stakeholder needs.

For traffic signal assignments requiring specialty SCAT work, we have Hampton, Lenzini and Renwick, Inc. (HLR) at the ready.

HLR brings extensive experience providing traffic operations assistance at the state, county, and municipal level on projects that include remote system monitoring and reporting, traffic signal troubleshooting, addressing timing complaints, supervising Electrical Maintenance Contractors, field inspections, engineering peer review, and SCAT. HLR staff is well-versed in Centrac and TACTICS traffic management systems. Additionally, HLR is proficient in manual programming of Yunix, Econolite, Peek, and Intelight traffic signal controllers. They have been the City of Elgin’s traffic engineer for 15 years, following a very similar scope of work for the City’s 44 traffic signals. Over the past few years, we have worked with Elgin to develop a multi-year strategic plan for updating and improving their traffic signal network.

WORK COMPLETED BY CIVILTECH, V3, OR HLR STAFF WILL BE TRACKED AND REVIEWED BY KRISTEN BEFORE SUBMITTING TO VILLAGE STAFF.



Scope of Services

Provision for Embedded Staff

Kristen Hahn, P.E., PTOE, an Oak Park resident, will serve as the assistant transportation engineer for the Village of Oak Park. Kristen will report to the Public Works building on South Blvd two to three days per week. Kristen will run point on transportation and traffic related communications on behalf of the Village Engineer. Kristen is highly responsive. Her communication style, both written and verbal, lends itself to this role as it is thorough yet clear and concise.

Kristen will either self-perform or disseminate and manage traffic engineering tasks such as studies, analyses, and evaluations that may result from resident inquiries, petitions, developer coordination, permit applications, or otherwise assigned by the Village Engineer.

Coordinate the Work of Other Consultants

Kristen's decades of transportation engineering and planning expertise will be at the disposal of the Village, including managing work by other consultants. Kristen has experience managing the work of teams formed by multiple consultants while serving in various roles within the C*NECT program management contract for CDOT. Overall, Kristen's background in project management, planning, and traffic engineering make her the ideal candidate for this role. She is very familiar with complete streets, Vision Zero, traffic calming, traffic studies, pedestrian and bicyclist safety, and ADA design. Additionally, her first-hand familiarity with Oak Park will allow her to quickly get up to speed on ongoing projects, studies, plans, and initiatives.

Traffic Studies Review

Civiltech and V3 both bring extensive experience reviewing traffic studies conducted by developers and other permitting applicants. Civiltech has provided this service to CDOT for almost 20 years running, with **Steve Pautsch, P.E., PTOE** leading that effort. Steve leads a team of expert traffic engineers who will be ready to accept traffic study review assignments that Kristen does not complete herself. Similarly, V3 has qualified traffic engineers ready to expand our team's capacity and flexibility to accept these assignments.

Project Planning and Budgeting

Kristen brings significant experience assisting CDOT with the development of their annual capital improvement programs. Kristen is especially adept at creating custom GIS and Excel tools to map, score, rank, and prioritize improvements for various capital improvement categories. These skills can apply to programming Oak Park's projects and initiatives as well. Civiltech and V3 can both broadly support this task by providing programming level cost estimates and construction schedules for potential projects during planning stages.



Traffic Signal Network Oversight

Civiltech and V3 both bring considerable traffic signal design expertise to support the Village in managing its traffic signal network. Civiltech has performed signal design for IDOT, CDOT, and dozens of municipalities and counties throughout northeast Illinois. This includes new signals, modernizations/modifications of existing signals, timing optimizations, interconnects, transit priority, and APS. HLR also brings specialty SCAT experience, including the capability to physically reprogram the timings in individual signal cabinets .

Signage System Management

Kristen is familiar with the MUTCD and signage design best practices and will quickly evaluate inquiries regarding signage. Tasks may include evaluating requests for loading zone signage, performing warrant analyses for new stop control, general replacement of deteriorated signs, etc.

Capital Improvement Project Review

Kristen has experience and personal interest in designing for all transportation modes. Her primary mode of transportation within Oak Park is walking, and she will ensure each project is reviewed with a complete streets lens. Kristen is also an expert in ADA and can provide input on ADA designs and accessibility issues within the public way.



Civiltech and V3 are both capable of providing more comprehensive engineering reviews of Phase II design plans, if needed.

Traffic Studies

Kristen performed hundreds of neighborhood traffic studies and worked closely with the City of Chicago's pedestrian program staff on safety improvements while serving as embedded support staff for CDOT. She is familiar with the process and will be well suited to perform this work herself and manage/oversee studies she delegates to others at Civiltech and V3.





SECTION 3

Background

Project Approach

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Experience and Qualifications

Financial Responsibility

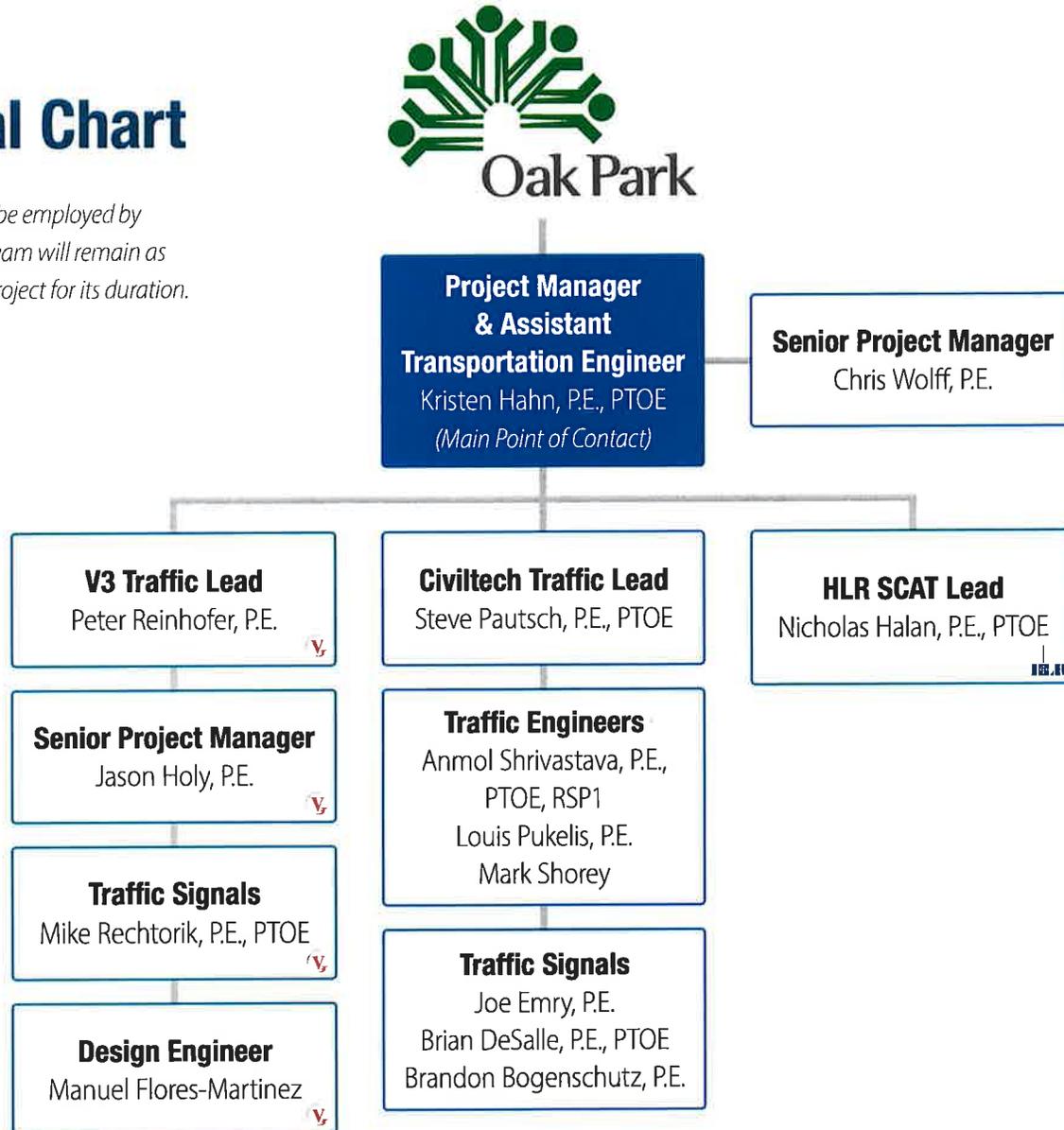
Appendix



PROJECT PERSONNEL

Organizational Chart

For so long as its members continue to be employed by Civiltech Engineering, Inc., the project team will remain as proposed and will be assigned to this project for its duration.





PROJECT PERSONNEL



Kristen Hahn, P.E., PTOE | Project Manager and Assistant Transportation Engineer

Kristen is an Oak Park resident and a Civiltech Project Manager. She is passionate about balancing the needs of all roadway users including pedestrians, cyclists, transit, and vehicles and feels strongly that public space must be safe and accessible for everyone. Kristen's experience includes pedestrian studies, safety studies, and traffic studies completed while serving as embedded engineering staff at the Chicago Department of Transportation. Her experience also includes traffic signal design, ADA ramp design, roadway design, GIS mapping, grant writing, project programming, and a variety of special projects through Civiltech's C*NECT Program which delivers thousands of public way improvements across the City of Chicago annually.



Chris Wolff, P.E. | Senior Project Manager

Chris is also an Oak Park resident and the Director of Civiltech's Chicago Office. Chris has led and managed many large Chicago Department of Transportation (CDOT) programs including the Chicago Neighborhood Engineering and Construction Team (C*NECT), Citywide Construction Engineering, CDOT's Strategic Plan Update, and In-House Traffic Engineering Services for the City of Chicago. Through this work, he brings extensive relevant experience leading transportation planning projects, bikeway and pedestrian facility design, traffic and safety studies, roadway and highway design, and the development of contract plans, specifications, and cost estimates.



Steve Pautsch, P.E., PTOE | Traffic Lead

Steve is a Project Manager at Civiltech specializing in Traffic, Safety, Bicycle, and Pedestrian Studies. For over 13 years, he was a full-time consultant to CDOT, completing numerous traffic studies while providing expert traffic engineering assistance, consultation, design, and review services in the development and design of auto, bicycle, pedestrian, and transit infrastructure improvements. Steve brings this urban expertise to the suburbs where he continues to author multi-modal transportation studies for municipal clients while indulging his passion for designing high-level bicycle and pedestrian facilities.



Anmol Shrivastava, P.E., PTOE, RSP1 | Traffic Engineer

Anmol is a Traffic Engineer at Civiltech, and as a certified Roadway Safety Professional (RSP), he is an advocate for improving safety for all roadway users. He brings experience analyzing crash data and in recommending safety improvements to support all types of transportation projects. He also uses his traffic engineering expertise to develop traffic modeling simulations, conduct traffic studies, and design traffic signals. His expertise includes capacity analysis, crash analysis, safety studies, traffic signal timing, and warrant analysis.



Joe Emry, P.E. | Traffic Signals Engineer

Joe is a Project Manager in Civiltech's Design Services department, where he leads all Traffic Signal and Signal System Engineering design work. He brings extensive experience in the successful completion of traffic signal installation projects for various municipalities, agencies, and funding sources. Joe is proficient in the preparation of traffic signal interconnect systems.



SECTION 4

Background

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Traffic Engineering Services

Chicago Department of Transportation



Scope of Services

- Traffic Engineering and Impact Studies
- Parking Studies
- Traffic Calming
- Safety Studies
- Pedestrian Studies
- Stakeholder Coordination
- Design of Pedestrian, Bicycle, and Transit Facilities

Construction Cost

NA

Funding

Local

Status

Ongoing

Client Contact

Malihe Samadi, P.E., PTOE
 Chicago Department of Transportation
 Division of Project Development
 Malihe.Samadi@CityofChicago.org
 312.742.3847

Key Staff

Kristen Hahn, P.E., PTOE | Steve Pautsch, P.E., PTOE
 Chris Wolff, P.E. | Brian DeSalle, P.E., PTOE
 Anmol Shrivastava, P.E., PTOE, RSP1 | Mark Shorey

Assisting CDOT with Full-time In-house Traffic Engineering Staff.

Since 2005, Civiltech staff has assisted CDOT engineers with Traffic Studies and Complete Streets designs throughout the City of Chicago.

As part of the traffic study process, our staff frequently meets with stakeholders such as aldermen, business groups, school staff, and community leaders to listen to traffic-related concerns and to build consensus around options to address them. Our staff also works alongside City engineers to develop conceptual plans, cost estimates, and to identify funding for these improvements. Types of projects that result from these studies have included bicycle facilities, pedestrian refuge medians, curb extensions, bus-only lanes, bus bulbs, and raised crosswalks. Our engineers also assist the City by reviewing developer site plans and traffic impact studies, submitted in preparation for the Chicago Plan Commission. Some of the high profile developments Civiltech has consulted on include the Obama Presidential Center, Lincoln Yards, McCormick Place Wintrust Stadium, and Wrigley Field modernization. Civiltech has contributed to Chicago's Vision Zero efforts by assisting City staff in identifying potential improvements within high-crash corridors, in prioritizing safety funding based on crash history, and investigating/reporting on fatal crash locations.

This work also includes coordinating with other City departments to review and assist with initiatives such as Food Truck Stand Locations (Department of Business Affairs and Consumer Protection), Magnet School Bus Routing (Chicago Public Schools), Brown Line Grade Crossing Safety Improvements and COVID-19 Relief Pop-Up Bus-Only Lanes (Chicago Transit Authority), and Ogilvie Station Pedestrian Wayfinding (Metra). Civiltech's in-house engineering staff have helped develop departmental standards and policies, having led the development of CDOT's Street Planning and Design Guidelines which sets forth City standards for traffic control devices such as stop signs, crosswalks, and rectangular rapid flash beacons, while standardizing applications and describing design considerations for safety countermeasures such as bump-outs, speed humps, and pedestrian refuge islands.



Transportation Committee Traffic Calming Petitions

Village of Oak Park



Scope of Services

- Traffic Calming
- Traffic Engineering
- Crash Analysis
- Pedestrian Studies

Construction Cost

N/A

Funding

Local

Status

Ongoing

Client Contact

Jill Juliano, P.E.
 Village of Oak Park
 708.358.5732
 JJuliano@oak-park.us

Key Staff

Steve Pautsch, P.E., PTOE
 Anmol Shrivastava, P.E., PTOE, RSP1
 Louis Pukelis, P.E.
 Mark Shorey

Calming Traffic and Improving Safety throughout Oak Park.

Civiltech engineers work side-by-side with Village staff to collect traffic data and recommend traffic calming treatments to the Transportation Commission.

Civiltech traffic engineering staff works part-time in-house at the Village of Oak Park as an extension of the municipal staff to manage the traffic calming petition process from initiation through completion. The process starts by reviewing applications for traffic calming devices on residential streets to ensure the petitions are valid. Then, mid-block and/or intersection speed, volume, and crash data is collected and reviewed. Recommendations for addressing neighborhood traffic speed and volume issues are proposed and a technical memorandum is written. Civiltech staff presents these recommendations to the Village's Transportation Commission for approval. This project involves close coordination with stakeholders including residents, Transportation Commission members, and Village staff to ensure a quick and seamless project delivery.



City of Chicago Arterial Resurfacing Program

City of Chicago Arterial Resurfacing Program



Scope of Services

- Program Management
- GIS Mapping
- Project Programming
- Complete Streets Design

Construction Cost

\$40M+ per year

Funding

Various

Status

Ongoing

Client Contact

Matt Crocker, P.E.
Chicago Department of Transportation
matthew.crocker@cityofchicago.org
312.497.3287

Key Staff

Kristen Hahn, P.E., PTOE

Roadway Resurfacing with a Complete Streets Approach. Civiltech is providing Project Programming, Phase I Design, and Phase II Design services for the City of Chicago’s annual arterial street resurfacing program, totaling over 40 miles per year.

Since 2016, Civiltech staff has worked hand-in-hand with the Chicago Department of Transportation to deliver over 40 miles of arterial street paving annually. This work includes spatial analysis and priority scoring to aid in selection of projects, Phase I and Phase II plans, IDOT coordination, Project Development Reports, and incorporation of numerous bicycle and pedestrian accommodations into a major capital improvement program.

Scoring for project prioritization incorporates criteria such as pavement condition, overlap with Vision Zero high crash areas, overlap with Streets for Cycling routes, and funding availability based on street classification and jurisdiction. Selection of projects for each year’s annual program is an iterative process, with criteria and weighting updated frequently. Most recently, equity factors such as mobility and economic hardship data have been integrated into the scoring.

In addition to standard upgrades to ADA ramps and crosswalk striping, a major focus of the program is incorporating multi-modal improvements into the resurfacing projects. The project team works to identify opportunities to install curb extensions, bump outs, pedestrian refuge medians, and bus bulbs. Civiltech has proposed and designed hundreds of these treatments throughout the City as part of this program. Additionally, approximately three to five new miles of shared and protected bike lane are designed and installed each year as part of this program.



CDOT C*NECT Program: Traffic Signal Design

Chicago Department of Transportation



Scope of Services

Traffic Signal Design

Traffic Signal Timing

Roadway and Highway Design

ADA Ramp Design

Preparation of Plans, Specifications, and Estimates

Traffic Signal Projects Throughout the City. As part of the C*NECT program, Civiltech designs dozens of Traffic Signal projects each year for the City of Chicago.

Projects under this program include new signals, full signal modernizations, accessible pedestrian signals, queue jump signals for transit priority, railroad interconnects, LED upgrades, left turn arrow upgrades, and pedestrian countdown timer upgrades.

For several years, Civiltech has worked closely with the Chicago Department of Transportation to design a wide range of signal related improvements throughout the City of Chicago. Our staff is very familiar with CDOT's signal design process and the preferences of CDOT Traffic and Electrical Operations. Deliverables include Signal Warrant Analyses, Synchro Models, Intersection Design Studies, Traffic Signal Requirements Plans, Traffic Control Systems Plans, Signal Timing Plans, and the accompanying Roadway Removal & Restoration Plans. Plans are packaged into work orders for each location and shepherded through OUC permitting.

Construction Cost

Varies

Funding

Various Local

Status

Ongoing

Client Contacts

David B. Gleason

CDOT Division of Engineering

david.gleason@cityofchicago.org

312.744.3775

Key Staff

Joe Emry, P.E.

Brian DeSalle, P.E., PTOE

Louis Pukelis, P.E.

Brandon Bogenschutz, P.E., LEED

Green Associate



St. Charles Bicycle and Pedestrian Plan & Implementation

City of St. Charles



Scope of Services

- Transportation Planning
- Complete Streets Policy Writing
- Community Engagement

- GIS
- Renderings
- Bikeway and Pedestrian Facility Design

Construction Cost

N/A

Funding

Local

Status

Completed September 2023

Client Contacts

Chris Gottlieb
 City of St. Charles
 cgottlieb@stcharlesil.gov
 630.377.4408

Key Staff

Steve Pautsch, P.E., PTOE
 Mark Shorey

Combining the Power of Policy and Planning. Civiltech assisted the City of St. Charles in developing an actionable plan for a robust bike and pedestrian network and then implementing it through a new Complete Streets Policy.

Civiltech interviewed staff to understand the transportation project delivery process and how other departments, such as Community Development, weigh in on these decisions. From these findings, we wrote a Complete Streets Policy that will help guide the City in considering multimodal users in all future roadway and development projects.

Implementation of the Complete Streets policy is guided by the Bike and Pedestrian Plan, which proposes a network of corridor, trail, and crossing improvements to improve safety for all users throughout the City. The approach to develop this plan was based on a review of crash, transportation, and land use data as well as an extensive community engagement process. The draft recommendations were presented as highly engaging renderings and other graphics.

Civiltech is completing the design for the first set of bicycle improvements, which will improve safety and comfort on an on-street portion of the Fox River Trail through downtown St. Charles.



SUBCONSULTANT QUALIFICATIONS

V3



LOCKPORT TRAFFIC ENGINEERING STUDIES

LOCKPORT, ILLINOIS

V3 provides on-going engineering services to the City for projects ranging from concept-level planning/feasibility studies through Phase II design and Phase III construction. V3 works closely with the City to ensure that needs are being met on projects, including participation at agency-level and public meetings. Several marquee projects are featured below:

- **State Street Streetscape Improvements** V3 provided feasibility, planning, design, and construction management support services for streetscape improvements along State Street in Downtown Lockport from 8th Street to 10th Street. Aesthetic enhancements include brick paver sidewalks, limestone outcropping and planters, bicycle racks, benches with custom laser etch pattern, trash receptacles, and parkway landscaping. Electrical enhancements to the corridor included rehabilitation of existing pedestrian lighting and design of festival and holiday tree lighting system.
- **Hamilton Street Parking Lot Improvements** V3 provided feasibility studies and design services for the redevelopment of a key area within the City's historic central business district. The existing parking lot was deteriorated and did not provide adequate pedestrian connections to the businesses along State Street, the main route through the central business district. This project required extensive design effort to provide an accessible route within the parking lot due to the steep grade from Hamilton Street to State Street. Ramped building accesses were required at several building access points. The final design is in complete compliance with all of the requirements of the Illinois Accessibility Code and PROWAG.
- **IL Route 7 & IL Route 171 Redesignation Feasibility Study** Project included feasibility of redesignating IL Route 7 and IL Route 171. The primary purpose of this study was to highlight multiple preliminary alternatives for reassigning state designated truck routes to remove a major freight chokepoint and reduce truck turning movements at the signalized intersection of IL Route 7 and IL Route 171 in downtown Lockport. The project required extensive coordination with the City of Lockport and the Chicago Metropolitan Agency for Planning (CMAP). The study was submitted and accepted by CMAP for inclusion in the future planning level discussions related to freight traffic as part of the "Moving Will County" program.
- **New Avenue at IL Route 171 Intersection Improvement Feasibility Study** V3 was tasked with concept level planning for potential intersection improvements at the stop controlled, T-intersection of New Avenue and IL Route 171. The intersection features a highly-skewed intersection angle. The purpose of the study was to provide initial recommendations for a future Phase I study of the intersection.
- V3 also provides survey services including right-of-way, topographic, and tree surveys. Drawings depict surveyed right-of-way lines, adjoining private boundary lines, ground surface features, and utility structures within and adjoining to the right-of-way. All survey work is performed with GPS and conventional survey equipment by two-man and one-man robotic crews.



CLIENT

City of Lockport



SERVICES

- **Purpose & Need Statement**
- **Complete Existing Condition/ Infrastructure Inventory of more than 43 Lane-Miles of Roadway**
- **Research & Compilation of Planned Roadway Improvements**
- **Evaluation of Proposed Alternatives**
- **Coordination with the City of Lockport, IDOT, & CMAP**
- **Data Collection & Analysis**
- **Auxiliary Lane Analysis**
- **Traffic Signal Warrant Analysis**
- **Capacity Analysis of Stop Sign, Signal, & Roundabout Control Intersections**
- **Concept-Level Geometry for Stop Sign, Signal, & Roundabout Control Intersections**
- **Data Collection**
- **Multimodal Planning**
- **Traffic Capacity Analysis**
- **Feasibility Studies**
- **Festival & Pedestrian Lighting Design**
- **IDOT Permitting & Coordination**
- **ADA Sidewalk & Ramp Design**
- **Construction Cost Estimating**
- **Construction Document Preparation**
- **Construction Management Support**
- **Topographic Mapping**



TRAFFIC ENGINEERING REVIEW SERVICES

WOODRIDGE & VILLA PARK, ILLINOIS



CLIENT

Village of Woodridge & Village of Villa Park



SERVICES

- *Traffic Impact Study*
 - *Parking Study*
 - *Intersection Capacity Analysis*
 - *Traffic Signal Warrant Analysis*
 - *Traffic Signal Timing Plans*
 - *Turn Lane Warrant Analysis*
 - *Onsite Circulation Assessment*
 - *Queuing Analysis*
 - *Site Access*
 - *Parking Lot Geometry & Operations*
 - *Fire Lanes & Fire Truck Accessibility*
 - *Traffic Impact Mitigations*
 - *Striping & Signage*
 - *Trip Generation, Distribution & Assignment*
- V3 currently provides traffic engineering and review services to the Village of Villa Park and the Village of Woodridge as part of larger Village review services contracts. Services include providing traffic impact and parking study development reviews for private developments and offering the wide range of technical expertise necessary to provide the Villages with an exceptional range of traffic engineering services.
 - V3 views its role and responsibility in the traffic review process as the Village's partner to protect the best interests of the Villages as well as residents and businesses. We strive to protect the Village from unnecessary expenditures for maintenance and repairs related to poor planning and design of public infrastructure, which the Village will maintain in perpetuity. Beyond applying sound engineering principles, this requires diligence and a willingness to dig into the details.
 - We encourage petitioners and their team to contact us with questions, with the Village's permission, to increase the efficiency of the review and shorten the process. This approach benefits the developer through a shorter review and approval process and the Village benefits through the reduced staff involvement.
 - It is important that the Village consider the current and projected traffic for each roadway when planning improvements. V3 works with the Village to improve the existing transportation system by improving safety and mobility for vehicular and non-vehicular traffic through a reduction in congestion and increased efficiency. Throughout the last several years we have provided various types of traffic and parking studies for developers, local municipalities, numerous Counties, the Tollway, and IDOT. Our experience includes traffic projections, traffic modeling, transportation studies, intersection design studies, and traffic signal design.
 - V3 has recently completed or is in the process of reviewing the following private developments:
 - Belle Tire, Villa Park
 - Popeye's Louisiana Kitchen, Villa Park
 - Prairie Ridge Senior Living, Woodridge
 - Everclean Car Wash, Woodridge
 - 7-11 Convenience Store and Gas Station, Woodridge
 - Starbucks, Woodridge
 - Guiding Light Academy, Woodridge
 - Wendy's, Villa Park
 - Bucky's Express, Villa Park



MADISON STREET ROAD DIET ASSESSMENT

OAK PARK, ILLINOIS



CLIENT

Village of Oak Park



SERVICES

- *Traffic Analysis*
- *Traffic Engineering*

- V3 is currently performing an assessment of pre- and post-road diet conditions along Madison Street and adjacent roadways and intersections through the Village.
- Our technical team will review the changes in travel speeds, volumes, and crashes, comparing the conditions before and after the road diet along Madison Street.
- The study will review locations that are impacted by the road diet or have seen increases in crashes and travel speed and develop traffic calming mitigations.
- A Synchro model of Madison Street and adjacent signalized intersections was developed to improve the traffic flow and efficiency of the corridor.



SUBCONSULTANT QUALIFICATIONS

Hampton, Lenzini and Renwick, Inc.



HAMPTON, LENZINI AND RENWICK, INC.

SIGNAL COORDINATION AND TIMING (SCAT)

Various locations



CLIENT

Various

RESULTS

- » Reduced delay
- » Shorter lines of stopped vehicles
- » Air quality improvement through reduced stops and starts
- » Reduced complaints to agency staff
- » Postponement of physical improvements for increased street capacity

HLR TEAM

Amy McSwane, PE, PTOE (PM)

Nick Halan, PE, PTOE

PROJECT DATES

Ongoing

REFERENCE

Aaron Neal
 Superintendent of Public Works
 847-931-6099
 neal_a@cityofelgin.org

The challenge is to improve the efficiency of traffic flow in street systems by strategically optimizing existing traffic signals and street infrastructure. This involves fine-tuning traffic signal timings and enhancing coordination between signalized intersections to alleviate traffic congestion along state routes, arterial streets, and downtown areas. Poorly-synchronized signals lead to increased driver delay, heightened air pollution, and amplified traffic noise, underscoring the urgent need for optimization measures.

OUR SOLUTION

With proficiency across various signal platforms used in Illinois (including Yunex/Siemens/Eagle and Econolite), HLR specializes in conducting efficient and cost-effective reviews of existing intersection operations. We excel in developing and implementing revised timing plans and controller settings, recognizing that even small adjustments can significantly impact intersection performance and alleviate congestion.

Our SCAT projects typically encompass a thorough process:

System Review – This involves comprehensive traffic counts, speed and delay studies, examination of existing signal timings, coordination data, and controller settings, along with on-site operational assessments.

Optimization – We meticulously analyze data to develop improved timing plans tailored for time-of-day or traffic-responsive operations.

Implementation & Evaluation – Following the analysis phase, we execute the optimized signal settings using platforms such as Yunex Tactics Central and Closed-Loop, Econolite Aries, and Centrax. Subsequently, we conduct field refinements and a final evaluation of performance, employing quantitative measures such as speed, delay, and emissions reductions to gauge effectiveness.

Some notable examples of HLR's recent SCAT projects include enhancements along:

- » Willow Road in Northbrook, Glenview, and Northfield
- » Central Business District Signal System Analysis and Design in Elgin
- » US Route 45/IL Route 21 and IL Route 22 in Vernon Hills and Lincolnshire
- » IL Route 171 in Maywood
- » Belvidere Street in Waukegan
- » IL Route 62 in Hoffman Estates
- » IL Route 53 in Romeoville
- » US Route 45 in Des Plaines

Through our expertise and proven track record, HLR is committed to optimizing traffic flow and enhancing intersection efficiency to benefit communities and commuters alike.





SECTION 5

Background

Project Approach

Project Personnel

Experience and Qualifications

Financial Responsibility

Appendix



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

April 30, 2024

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

Jonathan Vana
CIVILTECH ENGINEERING, INC.
Two Pierce Place
Suite 1400
Itasca, IL 60143

Dear Jonathan Vana,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2022. Your firm's total annual transportation fee capacity will be \$41,600,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 125.88% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Bureau of Investigations and Compliance in a pre-award audit. Pursuant to 23 CFR 172.11(d), we are providing notification that we will post your company's indirect cost rate to the Federal Highway Administration's Audit Exchange where it may be viewed by auditors from other State Highway Agencies.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2023. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
Jack Elston, P.E.
Bureau Chief
Bureau of Design and Environment

SEFC PREQUALIFICATIONS FOR CIVILTECH ENGINEERING, INC.

CATEGORY	STATUS
Special Studies - Traffic Studies	X
Special Services - Landscape Architecture	X
Special Studies- Location Drainage	X
Special Plans - Lighting: Typical	X
Location Design Studies - Rehabilitation	X
Location Design Studies - New Construction/Major Reconstruction	X
Highways - Roads and Streets	X
Hydraulic Reports - Pump Stations	X
Hydraulic Reports - Waterways: Typical	X
Special Services - Construction Inspection	X
Structures - Highway: Typical	X
Environmental Reports - Environmental Impact Statement	X
Hydraulic Reports - Waterways: Complex	X
Special Services - Public Involvement	X
Location Design Studies - Reconstruction/Major Rehabilitation	X
Structures - Highway: Simple	X
Structures - Highway: Advanced Typical	X
Special Plans - Traffic Signals	X
Special Studies - Safety	X
Highways - Freeways	X
Special Studies - Feasibility	X
Environmental Reports - Environmental Assessment	X

X PREQUALIFIED

A NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS.

S PREQUALIFIED, BUT WILL NOT ACCEPT STATEMENTS OF INTEREST

SEFC PREQUALIFICATIONS FOR HAMPTON, LENZINI AND RENWICK, INC.

CATEGORY	STATUS
Special Plans - Traffic Signals	X
Hydraulic Reports - Waterways: Typical	X
Special Studies - Safety	X
Special Services - Aerial Mapping/LiDAR	X
Location Design Studies - Rehabilitation	X
Hydraulic Reports - Pump Stations	X
Special Services - Construction Inspection	X
Special Studies - Signal Coordination & Timing (SCAT)	X
Special Studies - Traffic Studies	X
Structures - Highway: Advanced Typical	X
Location Design Studies - Reconstruction/Major Rehabilitation	X
Special Services - Landscape Architecture	X
Special Services - Surveying	X
Location Design Studies - New Construction/Major Reconstruction	X
Special Services - Electrical Engineering	X
Special Studies - Feasibility	X
Structures - Highway: Typical	X
Airports - Construction Inspection	X
Special Services - Mobile LiDAR	X
Special Services - Sanitary	X
Special Studies- Location Drainage	X
Highways - Roads and Streets	X
Highways - Freeways	X
Structures - Highway: Simple	X
Hydraulic Reports - Waterways: Complex	X
Environmental Reports - Environmental Assessment	X
Special Plans - Lighting: Typical	A

X PREQUALIFIED

A NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS.

S PREQUALIFIED, BUT WILL NOT ACCEPT STATEMENTS OF INTEREST



SECTION 6

Background

Project Approach

Project Personnel

Experience and Qualifications

Financial Responsibility

Appendix



Kristen Hahn, P.E., PTOE

Project Manager



Expertise

Program Management
Data Management
GIS
Traffic Engineering and Impact Studies
Pedestrian Studies
Traffic Signal and Signal System Design
Environmental Assessment
and Design Studies

Education

B.S. Civil Engineering, 2000
University of Illinois at Urbana-Champaign

Professional Registrations

Professional Engineer - Illinois; 062-058321
Professional Traffic Operations Engineer -
National Certification; 1988

Certifications

Designing for Complete Streets,
March 2010 - FHWA workshop
Designing Pedestrian Facilities for Accessibility,
June 2008 - CMAP
ArcView 9.2 Workshop,
April 2008 - CMAP
Designing Streets for Pedestrian Safety,
February 2007 - CMAP
Illinois Fundamentals of
Geometric Design, June 2003
Northwestern University
Center for Public Safety
Traffic Signal Seminar, CECI/IDOT, May 2002
Highway Capacity - Arterial Streets and
Intersection, 2001
Northwestern University
Center for Public Safety
Traffic Signal Workshop, 2001
Northwestern University
Center for Public Safety

Professional Organizations

American Society of Civil Engineers
Institute of Transportation Engineers
Illinois Association of
Environmental Professionals
American Public Works Association

Since beginning her career with Civiltech in 2000, Kristen has continually built a reputation for herself as an expert in urban transportation. She is passionate about balancing the needs of all roadway users including pedestrians, cyclists, transit riders, and drivers. Her experience includes pedestrian studies, traffic studies, traffic signal design, ADA compliance review, roadway geometrics, geospatial data analysis, multi-year programming, and a variety of special projects.

For several years, she worked within the Project Development division of the Chicago Department of Transportation primarily providing traffic and pedestrian safety analysis and designs. More recently, Kristen coordinated a large team of consultant engineers to provide project programming, survey, and cost estimating services for the City of Chicago's Aldermanic Menu Program, demonstrating her project and data management skills. Under her guidance, several efficiency benefits were realized allowing for cost savings and improved turnaround times on thousands of surveys completed each year. Kristen currently leads data management, geospatial data collection and analysis, project prioritization, and multi-year programming efforts for the City of Chicago through the C*NECT program.

Representative Projects

Program Management

C*NECT Program: Survey Coordination; Chicago Department of Transportation, Division of Engineering

C*NECT Program: IT Section Management; Chicago Department of Transportation, Division of Engineering

Citywide Construction Engineering: Survey Coordination; Chicago Department of Transportation, Division of Engineering

Data Management and Geospatial Services

C*NECT Program: City-wide Multi-Year Pavement Condition Survey Management; Chicago Department of Transportation, Division of Engineering

C*NECT Program: Multi-Year Project Prioritization and Mapping, Various City-Wide Resurfacing and Pavement Marking Projects; Chicago Department of Transportation, Division of Engineering

C*NECT Program: Multi-Year Pavement Marking Prioritization and Mapping; Chicago Department of Transportation, Division of Engineering

C*NECT Program: IT Development Coordination; Chicago Department of Transportation, Division of Engineering

Pedestrian Safety Studies and ADA Evaluation

Pedestrian Engineering Services, Asphalt Resurfacing Program; Chicago Department of Transportation

In-house Pedestrian Program Engineering Assistance; Chicago Department of Transportation



Chris Wolff, P.E.

Director of Chicago Office



Expertise

Program Management
Preparation of Contract Plans,
Specifications and Estimates
Roadway and Highway Design
Street Rehabilitation and Reconstruction
Bikeway and Pedestrian Facility Design

Education

B.S. Civil Engineering, 2002
University of Illinois at Urbana-Champaign

Professional Registrations

Professional Engineer - Illinois; 062-060467

Certifications

Highway Capacity Analysis, August 2003
University of Florida

Professional Organizations

American Society of Civil Engineers

Chris has been with Civiltech since 2002 and specializes in Phase I and Phase II roadway design services including geometrics, pedestrian and bicycle facility design, and ADA compliant urban roadway grading. Chris also spearheads our Program Management service offering. His previous experience includes creating and managing C*NECT, a large scale engineering program contracted by the Chicago Department of Transportation. C*NECT manages thousands of projects annually, providing services throughout all project phases including planning, programming, survey, cost estimating, design, permitting, construction management, closeout, and data management. Chris utilizes his extensive experience on CDOT projects to provide oversight and guidance to C*NECT staff and our team of Phase I and Phase II engineers specializing in City of Chicago projects.

Representative Projects

Program Management category

C*NECT Program; Chicago Department of Transportation, Division of Engineering
Citywide Construction Engineering; Chicago Department of Transportation, Division of Engineering
CDOT Strategic Plan Update; Chicago Department of Transportation, Division of Engineering
In-House Traffic Engineering Services; City of Chicago

Major Roadway and Arterial Design

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation
ISW North Lawndale: Ogden Ave; Pulaski to Roosevelt Corridor Improvements; Chicago Department of Transportation
Chicago Avenue, Austin to Cicero Improvements; Chicago Department of Transportation
LaSalle Drive Reconfiguration, Clark Street to LSD – Phase I and II; Chicago Department of Transportation, Division of Engineering; \$10.5 million
63rd Street Improvement, Western Avenue to Wallace Street – Phase II; Chicago Department of Transportation, Division of Engineering; \$28.9 million
Stony Island Avenue Improvement at 79th Street/South Chicago Avenue – Phase II; Chicago Department of Transportation, Division of Engineering; \$1.9 million

Arterial and Collector Streets

Fullerton Avenue, Ashland Avenue to Southport Avenue – Phase I and II; Chicago Department of Transportation, Streetscape and Sustainable Design Program; \$6.0 million
Cermak Road Vertical Clearance Improvement at Kenton Avenue – Phase I; Chicago Department of Transportation, Division of Engineering
Virginia Road, Rakow Road to IL Route 31- Phase II; McHenry County Division of Transportation
Deerfield Road, Willmot Road to Chestnut Avenue – Phase II; Village of Deerfield; \$3.0 million



Steve Pautsch, P.E., PTOE

Project Manager



Expertise

Traffic Engineering and Impact Studies
Pedestrian Studies
Bicycle Studies
Traffic Signal and Signal System Design
Intersection Design Studies
School Studies
Parking Studies
Traffic Calming
Intelligent Transportation System Design

Steve has been employed with Civiltech since June 2001. For over 13 years, he was a full-time consultant to the Chicago Department of Transportation, providing expert traffic engineering assistance, consultation, design, and review services in the development and design of auto, bicycle, pedestrian, and transit infrastructure improvements. His responsibilities at CDOT included conducting various types of traffic studies and presenting results to city staff and elected officials, reviewing plans and studies submitted to the department, designing pedestrian and bicycle infrastructure improvements, testifying at Plan Commission and other public meetings, and assisting with the development of department standards and policies. In 2019, he returned to Civiltech's Itasca office to serve as a Project Manager, specializing in Traffic, Bicycle, and Pedestrian Studies. Steve also has expertise in traffic signal, signal system, and Intelligent Transportation Systems design projects.

Representative Projects

Bicycle and Pedestrian Facility Studies

Bicycle and Pedestrian Improvement Plan; City of St. Charles

Crosswalk Safety Enhancements at Milwaukee Ave. & Maple Ave.; Village of Libertyville; \$250,000

Old Plank Road Trail Extension Feasibility Study; Village of Sauk Village

Church Street Pedestrian and Bicycle Improvements; City of Evanston; \$3.0 million

Farnsworth Avenue at Marshall Boulevard and Illinois Prairie Path Segment/ Intersection Improvements; City of Aurora; \$250,000

Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP; Chicago Department of Transportation; \$2.9 million

Buffalo Grove High School Pedestrian Facilities; Cook County Department of Transportation and Highways; \$100,000

Broadway Foster Avenue to Devon Avenue; City of Chicago; Chicago Department of Transportation; \$8.5 million

Elmhurst Bicycle and Pedestrian Improvements Project; City of Elmhurst; \$250,000

Riverside Avenue Design Plans; City of St. Charles; \$100,000

Traffic Engineering, Safety and Pedestrian Studies

Traffic Calming Petitions & School Safety Plans; Village of Oak Park

94th Avenue and 159th Street Traffic Safety Study; Village of Orland Park

Fulton Market Traffic Study; Chicago Department of Transportation

Central Avenue Safety Study; Cook County Department of Transportation and Highways

Greggs Parkway & Huntington Drive; Village of Vernon Hills

Traffic Engineering Services; Chicago Department of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

Elmhurst City Centre Traffic Review; City of Elmhurst

Vernon Hills Traffic Engineering Services; Village of Vernon Hills

Various Traffic Studies; Village of Libertyville

Education

B.S. Civil Engineering, 2001
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-058388
Professional Traffic Operations Engineer -
National Certification; 2020

Certifications

Traffic Signal Workshop, 2002
Northwestern University Center
for Public Safety
Traffic Signal Seminar,
CECI/IDOT, 2002

Professional Organizations

Institute of Transportation Engineers



Anmol Shrivastava, P.E., PTOE, RSP1

Engineer IV



Expertise

Traffic Modeling and Simulation
Traffic Engineering and Impact Studies
Traffic Signal and Signal System Design
Capacity Analysis
Traffic Signal Timing Analysis
and Optimization
Crash Analysis
Safety Studies

Education

B.S. Civil Engineering, 2014
University of Illinois at Urbana-Champaign
M.S. Civil Engineering, 2015
University of Illinois at Urbana-Champaign

Professional Registrations

Professional Engineer - Illinois; 062-071022
Professional Engineer - Michigan; 6201067393
Professional Traffic Operations Engineer -
National Certification; 4647

Professional Organizations

Institute of Transportation Engineers
American Society of Civil Engineers

Anmol has been working in the field of transportation since 2015. He has been employed at Civiltech since September 2018 as a traffic engineer. He works in the Urban Design & Traffic department helping with traffic modeling-simulation, capacity analysis, crash analysis, safety studies, traffic signal timing, traffic signal design, and warrant analysis. Prior to Civiltech, he worked in Michigan for three years on a variety of transportation projects. The majority of his work involved traffic impact studies, signal warrant analysis, design of municipal roadway projects, and construction administration.

Representative Projects

Traffic Modeling and Simulation

Main Street Improvements; Village of Lombard - Public Works; \$2.4 million
Park/Pierce/Devon Synchro (Village of Itasca); Robinson Engineering, Ltd.
Darrell Road Phase I Study; Lake County Division of Transportation
Finley Road/Belmont Road/Ogden Avenue/Cross Street; DuPage County Division of Transportation

Traffic Engineering and Impact Studies

Elmhurst City Traffic Centre Traffic Review; City of Elmhurst
Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation
Various Traffic Engineering Services; City of Highland Park
Indian Lakes Redevelopment TIS Review; Village of Bloomingdale
Vernon Hills Traffic Engineering Services; Village of Vernon Hills
Village of Huntley Traffic Services; Village of Huntley

Traffic Signal and Signal System Design

Shoe Factory Road - Design; Village of Hoffman Estates; \$11.5 million
North York Road/Harger Road Intersection Improvement Phase I and Phase II; Village of Oak Brook
Main Street Improvements; Village of Lombard - Public Works; \$2.4 million

Capacity Analysis

Biesterfield Road at I-290 Feasibility Study; Village of Elk Grove Village
Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation
Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways
North York Street Sidewalk Phase I Study; City of Elmhurst
Central Business District (CBD) Streetscape and Utility Improvements; Village of Glen Ellyn



Joe Emry, P.E.

Project Manager



Expertise

- Traffic Signal and Signal System Design
- Environmental Assessment and Design Studies
- Traffic Engineering and Impact Studies
- Safety Studies

Education

B.S. Civil Engineering, 1999
Valparaiso University

Professional Registrations

Professional Engineer - Illinois; 062-057496

Certifications

- Traffic Signal Workshop, April 2000
Northwestern University Center for Public Safety
- Phase I Process Overview, March 2006
Illinois Department of Transportation
- Road Safety Assessments, June 2007
Illinois Department of Transportation
- Highway Safety Manual, December 2008
Institute of Transportation Engineers
- Traffic Signal Seminar, October 2009
CECI/IDOT
- 2009 MUTCD Workshop, May 2010
Institute of Transportation Engineers

Professional Organizations

Institute of Transportation Engineers

Joe has been employed by Civiltech since 1999. His responsibilities include overseeing the design of traffic signals for the Illinois Department of Transportation and other local agencies and municipalities. He also works to complete safety studies, traffic impact studies, and environmental/design study projects.

Representative Projects

Traffic Signal and Signal System Design

- York/Harger Intersection and Underpass Improvement; Village of Oak Brook;** \$7.4 million
- Citywide Construction Engineering; Chicago Department of Transportation, Division of Engineering**
- IL Route 43 and Everett Road; City of Lake Forest;** \$2.5 million
- Oak Park Avenue Improvement - Irving Park Road to Forest Preserve Drive; Chicago Department of Transportation, Division of Engineering;** \$4.4 million
- Chicago Streets for Cycling, Phase IV - Projects 3A and 3B; Chicago Department of Transportation, Division of Project Development;** \$3.4 million
- Lake Cook Road; Village of Buffalo Grove;** \$43.5 million
- Essington Road and Caton Farm Road; City of Joliet**
- Roselle Road at Schaumburg Road; Village of Schaumburg**
- Quentin Road, U.S. Route 12 to IL Route 22; Lake County Division of Transportation;** \$22.8 million
- Barrington Road at Schaumburg Road; Village of Schaumburg;** \$6.6 million
- Fairfield Road/Route 176 Improvement; Lake County Division of Transportation;** \$11.8 million
- Elgin O'Hare Western Access (EOWA) IL-390, Lively Boulevard to Supreme Drive; Illinois Tollway;** \$88.9 million
- Wise Road Phase II Improvements; Village of Schaumburg;** \$6.3 million
- Devon and Arlington Heights Intersection Phase II; Village of Elk Grove Village;** \$2.6 million
- Lively Boulevard STP Improvement, Devon to Touhy; Village of Elk Grove Village;** \$5.0 million
- Fairview Avenue Traffic Signal Modernization and Interconnect; Village of Downers Grove;** \$770,000
- Quentin Road and Lake Cook Road Improvements; Lake County Division of Transportation;** \$10.0 million
- Various Traffic Signal Projects, Region 1; Illinois Department of Transportation, Division of Highways**
- Naperville Road/Warrenville Road/I-88 Reagan Tollway Improvement; DuPage County Division of Transportation;** \$68.0 million
- Fabyan Parkway Traffic Signal Interconnect; Kane County Division of Transportation;** \$1.0 million
- Meacham Road, Tower Road to Algonquin Road; Village of Schaumburg;** \$7.0 million

PETER REINHOFER, P.E.

SENIOR PROJECT MANAGER



Peter is a Senior Project Manager with experience in transportation engineering, urban planning, traffic engineering, and transportation planning working with both public and private sector clients. Through his work on numerous projects at the state and regional level mixed with local community and private development studies, Peter has been a leader in creating a balanced approach to transportation planning that serves transit, pedestrians, bicyclists, and motorists while creating a safe and comfortable environment for all users.



YEARS OF EXPERIENCE

V3: 15 | Total: 26



EDUCATION

Bachelor of Science, Civil Engineering,
Marquette University



CONTINUING EDUCATION

ACEC Illinois: IDOT Phase I Training
PSMJ: Project Manager Bootcamp
Northwestern University: Highway
Capacity Workshop
University of Wisconsin: Timing Traffic
Signals
Wisconsin DOT: Paramics Training



REGISTRATIONS

Professional Engineer: Illinois,
#062-056323, 2003



ASSOCIATIONS

American Public Works Association
Institute of Transportation Engineers

Parking Lot 10 Improvements & Green Infrastructure Elements, Village of Oak Park – Oak Park, Illinois

| Traffic Engineer for the traffic impact study of Parking Lot 10 as part of a green infrastructure partnership program grant awarded to the Village by Metropolitan Water Reclamation District of Greater Chicago. The study will determine if a one-way option can be configured to allow for better traffic flow as well as to gain more space for sidewalks. The parking lot will likely be designed as a permeable paver lot to mimic the look of the rest of the Village's brick sidewalks and streets, and lighting improvements to the parking lot will also be considered.

Traffic Engineering Review Services, Villages of Woodridge & Villa Park – Woodridge & Villa Park, Illinois

| Project Manager providing traffic engineering and review services as part of larger Village review services contracts and include traffic projections, traffic modeling, transportation studies, intersection design studies, and traffic signal design. V3 has developed a streamlined approach to review services that benefit both the client and developers. In addition, improvements are recommended to existing transportation systems to improve safety and mobility for vehicular and non-vehicular traffic through a reduction in congestion and increased efficiency.

Main Street & 63rd Street Redevelopment, Vequity (7-Eleven)

– Downers Grove, Illinois | Traffic Engineer for the redevelopment of an existing gas station that, using access management best practices, consolidated the four existing driveways to one full access driveway on Main Street and one full access driveway on 63rd Street. Peter completed a traffic impact study that analyzed the signalized intersection and the site driveways for the proposed redevelopment, including collecting traffic counts which were utilized in the intersection capacity analyses. The traffic study was approved by the Village and by DuPage County DOT.

Madison Street Road Diet Assessment, Village of Oak Park – Oak Park, Illinois

| Project Manager for this assessment of pre- and post-road diet conditions along Madison Street and adjacent roadways and intersections through the Village. Peter is leading the technical team reviewing the changes in travel speeds, volumes, crashes, and comparing the conditions before and after the road diet along Madison Street. The study will review locations that are impacted by the road diet or have seen increases in crashes and travel speed and develop traffic calming mitigations. Additionally, a Synchro model of Madison Street and adjacent signalized intersections was developed to improve the traffic flow and efficiency of the corridor.



Jason is a Senior Project Manager with experience focusing on arterial and expressway design, complex traffic staging, bicycle and pedestrian facilities, utility design/coordination, and constructability reviews. In addition to his extensive roadway design and contract document preparation experience. Jason's expertise also includes construction inspection and topographic survey. Jason specializes in finding solutions to unique project challenges while maintaining schedules and budgets.

 **YEARS OF EXPERIENCE**

V3: 23 | Total: 25

 **EDUCATION**

Bachelor of Science, Civil Engineering,
Valparaiso University

 **REGISTRATIONS**

Professional Engineer:

- *Illinois, #062-059941, 2007*
- *Indiana, #PE12200901, 2022*
- *Ohio, #PE.86380, 2021*

Oak Park 2023 Resurfacing Program, Village of Oak Park – Oak Park, Illinois |

Project Manager for the replacement of existing curbs, sidewalks and gutters that are in poor condition at 12 separate locations. Our team is completing onsite inventories of needed repairs at each location so the contractor can excavate and remove the damaged material, and frame the repairs, and repour the sidewalks, curbs, and gutters as well as install ADA ramps where necessary. Tree protection, including root punning, will be put in place for nearby trees to prevent damage during excavation.

Parking Lot 10 Improvements & Green Infrastructure Elements, Village of Oak Park – Oak Park, Illinois |

Project Manager for the traffic impact study of Parking Lot 10 as part of a green infrastructure partnership program grant awarded to the Village by Metropolitan Water Reclamation District of Greater Chicago. The study will determine if a one-way option can be configured to allow for better traffic flow as well as to gain more space for sidewalks. The parking lot will likely be designed as a permeable paver lot to mimic the look of the rest of the Village's brick sidewalks and streets, and lighting improvements to the parking lot will also be considered.

Oak Park "Bike Boulevard" Access Program, Village of Oak Park – Oak Park, Illinois |

Project Manager for the implementation of the first phase of "Bike Boulevard," an access program that provides dedicated streets for bike riders wherein they are able to utilize the entire street and not be restricted to a small bike lane on either side of the road. Our team produced design documents for two streets: Erie Street from Kenilworth Avenue to Scoville Avenue and Scoville Avenue from Erie Street to South Boulevard.

Oak Park Task Order 22-1E, Village of Oak Park – Oak Park, Illinois |

Project Manager for the design of 2,554 feet of combined sewer main replacement and roadway reconstruction along three separate streets. A key challenge of this project was deciphering whether existing utilities, including water, sanitary, and gas services, were abandoned or still functional in this older community. Ancillary improvements included curb and gutter replacements, ADA updates, and driveway access enhancement. Utility coordination and permitting was required through MWRD.



PROFESSIONAL REGISTRATIONS

Professional Engineer, Illinois,
#062.073388, 2021

Professional Traffic Operations
Engineer, #5163, 2021

YEARS OF EXPERIENCE

7 / 7 at HLR

EDUCATION

B.S., Civil Engineering, 2017,
Valparaiso University, Valparaiso, IN

PROFESSIONAL CERTIFICATIONS

Traffic Signal Level II, IMSA, 2019

Work Zone Safety Specialist, IMSA,
2018

Signs and Marking Specialist Level I,
IMSA, 2018

Traffic Signal Inspector, IMSA, 2018

Documentation of Contract Quantities,
IDOT, #22-19674

OSHA 10-Hour General Industry Safety
and Health, 2019

CONTINUING EDUCATION

Communicating Credibility Training,
2019

Traffic Control Corporation Expo, 2019,
2017, & 2022

ITS Awareness FHWA Course, 2019

MoboTrex User's Group, 2019, 2021, &
2022

ATC Training, Traffic Control
Corporation, 2018

Aries Training, Traffic Control
Corporation, 2018

Writing-At-Work Seminar, 2018

Traffic 101 Seminar, 2018

Qualifications Based Selection Seminar,
2018

Nick is a dedicated Project Engineer within HLR's Traffic Engineering department, entrusted with a multifaceted array of responsibilities. His role encompasses the meticulous preparation of traffic management plans, environmental survey requests, Intersection Design Studies, and comprehensive project reports. Nick's expertise extends to orchestrating and executing traffic studies, crafting intricate traffic signal designs, and meticulously coordinating signal coordination and timing (SCAT) plans, alongside overseeing various traffic-related construction projects. Drawing from his background in information technology, Nick assumes a pivotal role in leading HLR's Intelligent Transportation System (ITS) design, pioneering innovative solutions to meet the diverse needs of our clients.

REPRESENTATIVE PROJECTS

Traffic Signal Operations Management and Engineering, City of Elgin. Responsible for maintaining an inventory of traffic signal equipment and developing and implementing optimized traffic signal timing plans for various time periods. The overall project consists of assisting the City with the management of its traffic signals. Tasks include checking the traffic signal controller programmed databases (auto-compare) once a week for unauthorized changes, detection problems, and communication problems; coordinating with the City's Electrical Maintenance Contractor daily to address and resolve maintenance issues; and performing quarterly field checks of all traffic signals to ensure all contract traffic signal maintenance is being properly performed. Also developed a scope of long-term modernization updates to the City's traffic signal infrastructure.

Glenview Railroad Monitoring, Village of Glenview. Traffic Engineer performing weekly monitoring and detector diagnostics via modem for four intersections with railroad interconnects in Glenview (Dewes & Harlem, Glenview & Harlem, Glenview & Washington, and Chestnut & Lehigh). Weekly report included. On-site meetings for troubleshooting and complaints completed upon request.

Signal Coordination and Timing (SCAT), PTBs 185-003 & 161-010, IDOT District 1. Project Engineer for optimization of various traffic signal systems in IDOT District 1 per District Traffic Signal Special Provisions including preparation of a SCAT Report with a Traffic Responsive Program and Time-Of-Day plans. Also provided on-call assistance to the Bureau of Traffic Area Engineers. Systems optimized include IL 68 & U.S. 14 (Eagle 4K), IL 31 & IL 56 (Eagle 8P), IL 43/Harlem Avenue (Econ 61), U.S. 6/159th Street (Eagle 6), IL 132/Grand Avenue (Eagle 7F), IL 59 (Econ 133), U.S. 6/Southwest Highway (Econ 181), U.S. 34/Ogden Avenue (Econ 42), IL 131/Green Bay Road (Eagle 4P), IL 43/Harlem Avenue (Eagle 5J), State Street (Eagle 6H), IL 62/Algonquin Road (Econ 4), IL 59 & IL 64 (Eagle 5A), US45/IL21 & IL 22 (Former Econ 24), and IL 171 (Eagle 5E).

Interstate 55 at Weber Road Diverging Diamond Interchange System Optimization, IDOT District 1. This previous diamond interchange has been a congestion point in this area for many years as more businesses developed along the I-55 corridor. The DDI is unique in that traffic from the right side of the road transitions to the left side of the road and then back again. This allows for all left turns to occur without having to cross opposing traffic resulting in fewer conflict points. Nick conducted the Signal Coordination and Timing (SCAT) optimization from Lily Cache Road to Romeo Road. This was conducted per District 1 Traffic Signal Special Provisions including preparation of optimized signal timings and system cycle lengths, performing a floating car delay study, and a final SCAT Report with a Traffic Responsive Program and Time-of-Day plans showing the environmental impact of the improvements.

Green Bay Road Signal Timing Evaluation, City of Highland Park. The City had been receiving citizen inquiries into traffic signal operations along Green Bay Road from Park Avenue West to Laurel Avenue. Nick conducted observations via Lake County's PASSAGE ATMS along with evaluating the current traffic signal timing setup at each signalized intersection in the corridor. A list of recommendations was made and summarized into a memorandum to the City. The recommendations subsequently proceeded which Nick implemented.



The Village of Oak Park
Village Hall
123 Madison Street
Oak Park, Illinois 60302-4272

P: 708.383.6400
F: 708.383.9584
www.oak-park.us
village@oak-park.us

Addendum

Addendum Number:	1
Addendum Date:	4/24/2024
Project Name:	Transportation Engineering Services
Project Number:	n/a
Prepared By:	Abby Zielinski
To:	All bidders of record

This addendum amends the original RFQ. Where any part of the RFQ is amended, the unaltered provisions are to remain in effect.

Proposers must acknowledge receipt of any and all addenda as required by the General Requirements of the RFQ and in Section 4 of this document. The acknowledgement page should be signed and included in the proposal document and does not count toward the 30-page limit. Failure to include the addendum acknowledgement will result in rejection of the proposal.

All requirements of the Contract Documents remain unchanged, except as cited herein.

Part 1 – Amendments to the RFQ

1. Change to the “Presentations” section: replace “interviews will be held on May 16-17, 2024” with “interviews will be held on May 20-21, 2024”.
2. Change to the “Scope of Services” section: The first bullet point on page 2 of the RFQ shall be revised to “Special Studies – Signal Coordination & Timing (SCAT), Traffic Studies, and Safety”. Note – this is only a clarification that “SCAT” is not separate from “Signal Coordination & Timing”.

Part 2 – Attachments

1. None

Part 3 – Questions & Answers

- 1) For the part-time embedded staff, is there a certain range of experience or licensure that is preferred?

ANSWER: Professional Traffic Operations Engineer (PTOE) certification is preferred, but not required. Equivalent experience in place of the certification is acceptable.

- 2) Does the embedded staff need to be limited to a single-person or could multiple people help fill the role? For example, Project Manager for 1 day/week and Project Engineer for 2 days/week.

ANSWER: The embedded staff can be more than one person, but it should be limited to as few people as possible. The intent is for the embedded staff to develop long-term familiarity with the Village’s transportation work.

3) Will the IDOT Prequalification Letter count against the 30-page limit?

ANSWER: The IDOT prequalification letter will count towards the 30-page limit.

4) Will resumes included in the appendix count toward the 30-page limit?

ANSWER: Resumes will count towards the 30-page limit.

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ANSWER: Consultants can use subconsultants as long as the prime firm self-performs at least 65% of the work.

6) How can we identify other firms that may apply for this RFQ?

ANSWER: Firms with prequalification are listed on IDOT's website here: <https://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/prequalification.html>

7) Was there a pre-bid meeting for this RFQ?

ANSWER: There is no pre-bid meeting for this RFQ.

Part 4 – Acknowledgement

I acknowledge the receipt of this addendum for the referenced project by signing the acknowledgement and returning it with the bid. This acknowledgement must be signed and included with bid. Failure to properly acknowledge this addendum as noted above may result in disqualification of the associated bid.

Addendum Number:	1
Date:	4.24.2024
Name:	Chris Wolff, P.E.
Signature:	
Company:	Civiltech Engineering, Inc.

End of Addendum



Request for Qualifications (RFQ)

for

Transportation Engineering Services

for the

Village of Oak Park

RFQ Issued: April 12, 2024

Response Due: 11:00 AM on May 2, 2024

The Village of Oak Park is seeking a qualified Transportation Engineering Consultant to provide part-time staffing support to oversee various transportation-related projects and initiatives within our community as well as perform various traffic/transportation related studies and tasks as needed. The selected consultant will play a pivotal role in managing and coordinating a range of transportation planning and engineering activities, including but not limited to, Vision Zero, bike planning, safety initiatives, traffic studies, signal network management, signage system oversight, and project review.

To have your qualifications considered, the documents must be submitted in a sealed envelope containing one (1) unbound original, one (1) bound copy, and one (1) electronic PDF on a USB drive, plainly marked:

Transportation Engineering Services
for the
Village of Oak Park

Qualifications must be received at the Office of the Village Engineer, 201 South Boulevard, Oak Park, Illinois 60302, no later than 11:00 AM on May 2, 2024. Qualifications received after the closing time and date will not be considered.

Project Information

Notice to Firms

The Village of Oak Park, Illinois (the Village) is issuing a Request for Qualifications (RFQ) seeking a qualified Transportation Engineering Consultant to provide part-time staffing support as well as various transportation-related projects and initiatives within our community as well as perform various traffic/transportation related studies and tasks as needed. These services will be procured in accordance with the Village's policy on Qualifications Based Selection (QBS).

Project Objective

The Village seeks to secure a qualified Transportation Engineering/Planning Consultant who will oversee and manage various transportation-related initiatives within the Village as well as perform various tasks and studies, as needed. There are two aspects of this contract; 1. Staffing support, 2. Preparation of studies, plans and various tasks, as needed.

This contract includes the provision for embedded staff and general transportation engineering expertise. The selected consultant will serve as the primary transportation engineer for the Village, overseeing various transportation-related projects and initiatives. The consultant will play a crucial role in coordinating and directing efforts related to transportation planning and engineering and providing staffing support.

From time to time, the Village may require the selected consultant to perform various studies and develop plans. The successful consultant will need to provide an Ethics plan that eliminates any real or perceived conflicts of interest.

By engaging a skilled consultant, the Village aims to enhance transportation planning processes, improve traffic safety, and ensure the effective implementation of transportation policies and plans, including complete streets, vision zero, and bike plans. Ultimately, the project seeks to maintain and improve upon the safe, accessible, and sustainable transportation environment for residents and visitors of the Village.

Budget

The Village currently does not have a budget identified for these services since they are primarily in response to staffing changes. Budgets will be developed during negotiations with the selected firm for the work planned for 2024. The selected consultant will develop proposed budget levels for 2025 and beyond with Village staff for Transportation Engineering Services.

Scope of Services

Firms responding to this RFQ must be prequalified by IDOT for the following categories:

- Special Studies – Signal Coordination & Timing, SCAT, Traffic Studies, and Safety
- Special Plans – Traffic Signals

Prime firms may utilize the service of a subconsultant for any of the prequalifications as long as the prime has at least one of the prequalifications listed above. Prime firms must self-perform at least 65% of the work.

The selected consultant shall be responsible for, but not limited to, the following services:

1. Provision for Embedded Staff:
 - a. 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. The number of hours for in-person services versus remote can be negotiated based on anticipated staff's availability especially for the 2024 calendar year and can be revised for future years based on lessons learned in 2024.
 - b. Serve as the primary point of contact for all transportation engineering needs for the Village Engineer

- c. 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.
 - d. Conducting traffic engineering studies, analyses, and evaluations as necessary.
 - e. Provide expertise on transportation-related policies, regulations, and best practices.
 - f. 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's 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.

Schedule

It is anticipated that the contract will be presented at the June 4, 2024 Village Board meeting. The contract term shall be for a period of three years, with the option to extend annually for up to two additional years. The selected consultant shall be responsible for providing all services outlined in this RFQ within the agreed-upon timeframe.

Submittal Organization and Format

Proposals will address the following general topics and also emphasize the Consultant's qualifications to perform the services. Proposals will be evaluated on the basis of the information presented by the Consultant and the evaluation criteria set forth in this RFQ. This selection is a QBS process and no firm shall submit estimates of cost with its proposal.

Consultants will follow the proposal format outlined in this section. Failure to adhere to the prescribed format may result in rejection of the Consultant's proposal. All proposal elements shall be included and shall include at a minimum the following:

Transmittal or cover letter

A transmittal letter or cover letter must be prepared on the Consultant's letterhead, must accompany the proposal, and must be signed by a duly authorized representative of the Consultant. The transmittal or cover letter must include an affirmative statement that binds the firm to the terms, conditions; specifications contained in the RFQ. The transmittal or cover letter is not included in the overall page count for the proposal and therefore should not exceed one page. At minimum, the letter must include all of the following information:

1. Consultant's full legal name
2. Type of entity and state of organization or incorporation
3. Consultant's principal address
4. Consultant's mailing address (if different)
5. Name and title of contact for the purposes of this RFQ
6. Telephone number and email address of principal contact

Background

This section will include a brief history of the firm and its organization, including name and contact information of the principal or officer who will serve as the primary point of contact for the Consultant and who will have authority to negotiate on behalf of the Consultant. This section will also include a general description of the Consultant's experience in providing the services described in this RFQ, including any special qualifications, experience, awards, etc. At the election of the Consultant, the Background may be included in the Consultant's transmittal or cover letter.

Project Approach

The purpose of this section is to present the Consultant's understanding of the project requirements. This section shall include a preliminary proposed management plan based on the scope of services outlined in this RFQ, including coordination of multiple concurrent tasks and how they will be accomplished to meet schedule and budget constraints. Include in this section a discussion of any joint ventures and subcontractors to be used. Any specific challenges or critical project elements shall also be identified in this section. A discussion of the Consultant's approach to quality control/quality assurance will be included in this section. The responsibilities of each joint venture contractor or subcontractor will also be discussed. The Consultant should address how Village staff will be integrated into the services to be provided under this RFQ.

Project Personnel

This section will contain the names, background, and experience on similar types of projects of the key personnel proposed for these services. An organizational chart showing duties, responsibilities, and the lines of communication will be included in this section. Resumes that demonstrate experience on similar projects and specify the individual's duties on those projects will be included as an appendix to the proposal. Include in this section guarantees that, for so long as its members continue to be employed by the Consultant, the project team will remain as proposed and will be assigned to this project for its duration. Following award of a contract hereunder (if any), any substitution or other change in project team personnel must be approved in advance by the Village.

Experience and Qualifications

This section should discuss the experience and qualifications of the Consultant and the project team in the performance of projects of similar size and nature as that described herein. For joint ventures, the experience of all firms as it relates to this project must be discussed. In order for a Consultant to be deemed qualified to perform the services described in this RFQ, the experience listed in this section of the proposal must be in accordance with or contain the following:

1. Have been completed within the last five (5) years from the issuance date of the RFQ
2. Be of a scope similar to that outlined in this RFQ
3. Brief description of the project
4. Scope of services provided by the Consultant
5. Identify the project manager and other key team members
6. Provide contact information for references

Financial Responsibility

The Consultant will provide evidence of financial responsibility including a copy of current Illinois Department of Transportation Pre-Qualification Certification.

Format

The proposal in its entirety shall be on 8.5"x11" (landscape or portrait) sheets, tabbed by section and be a maximum of 30 single-sided pages using size 12 font. If used, tabs do not count in the overall sheet count providing they are only used for graphics and heading callouts. If a submitting firm is confident that their qualifications for the work can be exhibited in fewer pages than the maximum they are encouraged to do so.

Selection Criteria

All submittals will be evaluated based up on the following criteria and respective weights:

1. Technical Approach (10%)
2. Firm Experience (20%)
3. Specialized Expertise (15%)
4. Staff Capabilities (45%)
5. Past Performance (10%)

General Requirements

General

The following general information is provided and will be carefully followed by all Consultants to ensure the qualifications are properly prepared.

1. All submitting Consultants must furnish all information required by this RFQ.
2. The Village reserves the right to conduct discussions with qualified Consultants in any manner necessary to serve the best interest of the Village and consistent with the Illinois Procurement Code (30 ILCS 500/).

Proprietary Information

1. Except as provided herein or as otherwise set forth in the Illinois Procurement Code, all proceedings, records, contracts, and other public records relating to procurement transactions will be open to inspection in accordance with the Illinois Freedom of Information Act (5 ILCS 140/).
2. Each Consultant has the right to identify data or other materials submitted in connection with this procurement as trade secrets or proprietary information, which will not be subject to inspection pursuant to the Illinois Freedom of Information Act, by stating such in respect to the relevant portions at the time of submission of its proposal.

Questions and Communication

1. All contact between prospective Consultants and the Village with respect to this RFQ will be formally held at scheduled meetings or in writing through the issuing representative. **Questions and comments regarding meaning or interpretation of any aspect of this RFQ must be submitted in writing to: Abby Zielinski AZielinski@oak-park.us and must be received on or before April 23, 2024.** Only written questions will be accepted. Questions and/or comments which are submitted after the deadline set forth within this RFQ will not be answered.
2. The Village will respond to all questions and comments that are submitted hereunder and are deemed to address a matter that is relevant and substantive in nature within a reasonable period of time, in the form of a written Addendum that will be transmitted to all prospective Consultants at the address furnished to the Village for such purpose. Oral communications between the Village and Consultant regarding the interpretation or meaning of any aspect of this RFQ are not authorized and may not be relied upon for any purpose.

Addenda to the RFQ

1. The Village reserves the right to amend this RFQ at any time prior to the deadline for submitting qualifications. If it becomes necessary to revise any part of this RFQ, notice of the revision will be given in the form of an Addendum that will be provided to all prospective Consultants who are on record with the Village as having received this RFQ. If, in the opinion of the Village, the deadline for the submission of proposals does not provide sufficient time for consideration of any Addendum, then such deadline may be extended at the discretion of the Village.
2. It will be the responsibility of each Consultant to contact the procurement contact identified in the RFQ prior to submission of a proposal hereunder in order to determine whether any addenda have been issued in connection with this proposal. Notwithstanding any provisions to the contrary, the failure of any Consultant to receive any Addenda will neither constitute grounds for withdrawal of its proposal nor relieve such Consultant from any responsibility for incorporating the provisions of any Addenda in its proposal. Upon issuance by the Village, Addenda will be deemed to have become a part of this RFQ to the same extent as if set forth fully herein.

Arrearage, Debarment, and Suspension

By submitting qualifications in response to this RFQ, the Consultant will be deemed to represent that it is not in arrears in the payment of any obligation due and owing the Village, the State of Illinois, or any public body in Illinois. This representation will be deemed to include the payment of taxes and employee benefits. The Consultant further agrees that, in the event it is awarded a contract hereunder, it will not become in arrears to any such public body during the

term of the contract. The Consultant agrees that that no officer or employee thereof has been debarred or suspended or otherwise excluded from or ineligible for participation in, any public procurement activity of a nature similar to this RFQ. The Consultant will not knowingly engage any subcontractor who has been debarred or suspended or who is otherwise excluded from or ineligible for participation in public procurement activity and will include in each of its subcontractors and subcontractor agreements certifications on the part of its subcontractors that satisfy the requirements of this provision. The consultant also represents that the firm does not appear on any active suspension or debarment lists with the State of Illinois: <https://cpo-dot.illinois.gov/suspensions.html>

Submitting Qualifications

1. The deadline for submitting qualifications has been provided herein. Submittals will be opened in accordance with the provisions of the Illinois Procurement Code. There will be no public opening. The list of prospective Consultants will be available for public inspection only after Contract award or upon cancellation of the RFQ.
2. Except as set forth below, the required transmittal or cover letter must accompany the proposal. The purpose of the transmittal or cover letter in to formally submit the qualifications to the Village and to bind the Consultant to the terms, conditions and specifications contained in the RFQ. The transmittal or cover letter must be signed by an individual who is authorized to bind the Consultant to all matters set forth in the qualifications.

Late Qualifications

Qualifications or unsolicited amendments to qualifications arriving after the deadline will not be considered. Qualifications received after the deadline will be returned to the Consultant unopened providing that sufficient proposal identification information is shown on the outside envelope.

Rejection of Qualifications

The Village reserves the right to: (a) reject any or all qualifications received; (b) cancel the RFQ at any time prior to award; and/or (c) waive informalities in the event the Village determines such action is in its best interest. Qualifications must meet or exceed the mandatory requirements of this RFQ. If a Consultant does not meet a mandatory requirement, it will be rejected.

Presentations

Notification of interviews will be made on or around May 10, 2024 and interviews will be held on May 16-17, 2024.

Negotiation

The Village requires a minimum three-person team to negotiate with firms. The team will consist of the Village Engineer and two Civil Engineers. The team may delegate this responsibility to staff members.

In the event that the Village determines in writing and in its sole discretion that only one Consultant is fully qualified, or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Consultant. The Village reserves the right to negotiate any aspect of the proposal or the Contract in any manner that best services the needs of the Village and is within the scope of this RFQ. The Village is under no obligation to award, but may do so based upon an analysis of submitted qualifications and subsequent negotiations.

Cost

The Village will not be liable in any way for any costs incurred by respondents in replying to this RFQ.

Village of Oak Park Qualifications Based Selection Policy

The Village receives federal funds, which may be used to fund the engineering and design related consultant services. Our written policies and procedures as described herein for QBS will meet the requirements of 23 CFR 172 and the Brooks Act.

1. Initial Administration. The Village QBS policy and procedures assign responsibilities to the Village Engineer with the Village for the procurement, management, and administration for consultant services.
2. Written Policies and Procedures. The Village believes their written policies and procedures substantially follows Section 5-5 of the BLRS Manual and specifically Section 5-5.06(e), therefore; approval from IDOT is not required.
3. Project Description. The Village will use the following five items when developing the project description and may include additional items when unique circumstances exist.
 - Describe in general terms the need, purpose, and objective of the project;
 - Identify the various project components;
 - Establish the desired timetable for the effort;
 - Identify any expected problems;
 - Determine the total project budget.
4. Public Notice. The Village will post an announcement on our website www.oak-park.us and/or publish an ad in a newspaper with appropriate circulation. The item will be advertised for at least 14 days prior to the acceptance of proposals, and at least twice in the newspaper and/or on continuous display on our website.
5. Conflict of Interest. The Village requires consultants to submit a disclosure statement with their procedures. The Village requires the use of the IDOT BDE DISC 2 Template as their conflict of interest form. This form will only be requested from the selected consultant(s).
6. Suspension and Debarment. The Village will verify suspensions and/or debarment actions by use of the System for Award Management (SAM) Exclusions, IDOT's Chief Procurement Office (CPO) website, Capital Development Board CPO, General Services CPO, Higher Education CPO, Illinois Department of Labor, and the Illinois Department of Human Rights websites to ensure the eligibility of firms short listed and selected for projects.
7. Evaluation Factors. The Village allows the Village Engineer to set the evaluation factors for each project but must include a minimum of five criterion and stay within the established weighting range. The maximum of Disadvantaged Business Enterprise (DBE) and local presence combined will not be more that 10% on projects where federal funds are used. Project specific evaluation factors will be included at a minimum in the Request for Qualifications.
 - Technical Approach (10 - 30%)
 - Firm Experience (10 - 30%)
 - Specialized Expertise (10 - 30%)
 - Staff Capabilities (Prime/Sub) (10 - 30%)
 - Work Load Capacity (10 - 30%)
 - Past Performance (10 - 30%)
 - In-State or Local Presence (0 - 5%)
 - DBE (0 - 5%)
8. Selection. The Village requires a minimum three-person selection committee. Typically, the selection committee members include the Village Engineer and two Civil Engineers. The selection committee members must certify that they do not have a conflict of interest. Selection committee members are chosen by the Village Engineer for each project. The Village requires each member of the selection committee to provide an independent score for each submittal using the form below prior to the selection committee meeting. The selection committee members' scores are averaged for a committee score which is used to establish a short list of three firms. The committee score is adjusted by the committee based on group discussion and information gained from

presentations and interviews to develop a final ranking. If there are other firms within 10% of the minimum score, the Village Engineer may choose to expand the short list to include more than three firms.

Criteria	Weighting	Points	Firm 1	Firm 2	Firm X
Criterion 1					
Criterion 2					
Criterion X					
Total	100%	100			

9. Independent Estimate. The Village will prepare an independent in-house estimate for the project prior to contract negotiation. The estimate is used in the negotiation.
10. Contract Negotiation. The Village requires a two-person team to negotiate with firms. The team consists of the Village Engineer and Civil Engineer. Members of the negotiation team may delegate this responsibility to staff members. A cost proposal will only be requested from the first ranked firm. If an agreement cannot be made on an agreed cost, a proposal will be requested from the second ranked firm, and so on until a negotiated cost can be agreed to. Any cost proposals from firms that were not selected will be disposed of.
11. Acceptable Costs. The Village requires the Village Engineer to review the contract costs and the indirect cost rates to assure they are compliant with Federal cost principles prior to submission to IDOT.
12. Invoice Processing. The Village requires the Project Manager assigned to any project using federal funds to review and approve all invoices prior to payment and submission to IDOT for reimbursement.

Project Administration. The Village requires the assigned Project Manager to monitor work on the project in accordance with the contract and to file reports with the Village Engineer. The Village procedures require an evaluation of the consultant’s work at the end of each project. These reports are maintained in the Village’s consultant information database. The Village follows IDOT’s requirements and the required submission of Form BLR 05613 to the IDOT district at contract close-out along with the final invoice. Record retention, responsibility, remedies to violations or breaches to a contract and resolution of disputes are covered under the Village’s standard agreement language that will be executed with the successful vendor.



Addendum

Addendum Number:	1
Addendum Date:	4/24/2024
Project Name:	Transportation Engineering Services
Project Number:	n/a
Prepared By:	Abby Zielinski
To:	All bidders of record

This addendum amends the original RFQ. Where any part of the RFQ is amended, the unaltered provisions are to remain in effect.

Proposers must acknowledge receipt of any and all addenda as required by the General Requirements of the RFQ and in Section 4 of this document. The acknowledgement page should be signed and included in the proposal document and does not count toward the 30-page limit. Failure to include the addendum acknowledgement will result in rejection of the proposal.

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Part 2 – Attachments

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ANSWER: Firms with prequalification are listed on IDOT's website here: <https://idot.illinois.gov/doing-business/procurements/engineering-architectural-professional-services/prequalification.html>

7) Was there a pre-bid meeting for this RFQ?

ANSWER: There is no pre-bid meeting for this RFQ.

Part 4 – Acknowledgement

I acknowledge the receipt of this addendum for the referenced project by signing the acknowledgement and returning it with the bid. This acknowledgement must be signed and included with bid. Failure to properly acknowledge this addendum as noted above may result in disqualification of the associated bid.

Addendum Number:	
Date:	
Name:	
Signature:	
Company:	

End of Addendum



Office of the Secretary of State

ilsos.gov

Business Entity Search

Entity Information

Entity Name	CIVILTECH ENGINEERING, INC.		
File Number	55255229	Status	ACTIVE
Entity Type	CORPORATION	Type of Corp	DOMESTIC BCA
Incorporation Date (Domestic)	10-12-1988	State	ILLINOIS
Duration Date	PERPETUAL		
Annual Report Filing Date	10-17-2023	Annual Report Year	2023
Agent Information	JONATHAN R VANA TWO PIERCE PLACE SUITE 1400 ITASCA ,IL 60143	Agent Change Date	06-01-2017

Services and More Information

Choose a tab below to view services available to this business and more information about this business.

Purchase Master Entity Certificate of Good Standing

Change of Registered Agent and/or Registered Office

Articles of Amendment Effecting A Name Change

Adopting Assumed Name
