



April 21, 2023

# Professional Services for the Vision Zero Oak Park Plan

Submitted to:



Submitted by:

**Sam  
Schwartz**  
A TYLin Company

**Sam Schwartz**  
200 South Wacker, Suite 1400  
Chicago, IL 60606  
(773) 305-0800  
samschwartz.com



April 21, 2023

Village of Oak Park  
Office of the Village Engineer  
201 South Boulevard  
Oak Park, IL 60302

**RE: Professional Services for the Vision Zero Oak Park Plan**

Dear Mr. McKenna:

Oak Park is charting a bold path to eliminate traffic fatalities and severe injuries and increase safe, healthy, equitable mobility for all its citizens. The development of the Vision Zero Oak Park Plan will be a critical step along this path, and we are excited to present this proposal to partner with the Village and stakeholders to develop a compelling plan that builds community support and details a clear path toward meeting the Village's goals.

Sam Schwartz is an industry leader in advancing Vision Zero at both the national and local levels. Our Vision Zero experience covers a broad range of scales: national research on safety best practices, citywide programs and initiatives, community action plans, and safety studies for specific corridors. We are also in the unique position of being integrated into Chicago's Vision Zero program, managing a group of staff who are 100% committed to the tasks laid out in the City's Vision Zero Action Plan.

We are joined by MUSE Community + Design, which will lead the development and execution of an equitable engagement strategy to inform and support the plan. MUSE brings a wealth of experience in engaging diverse audiences in transportation planning projects that focus on safety and Vision Zero. Sam Schwartz and MUSE are frequent collaborators and work together to support Chicago's Vision Zero Program.

Together, Sam Schwartz and MUSE possess the skills, experience, and expertise needed to develop an actionable Vision Zero Oak Park Plan. We are focused on developing a clear plan that combines community knowledge and innovative data analysis to identify concrete steps the Village can take to increase safety for people walking and biking and eliminate serious traffic crashes. We will also leverage our own firsthand experience managing and implementing a Vision Zero program to identify strategies that integrate a safe systems approach into existing processes and day-to-day responsibilities.

Sam Schwartz Engineering, DPC is a corporation, incorporated in New York, and has had an office in downtown Chicago for over 10 years. We are in receipt of the addendum to the Request for Qualifications issued on April 17<sup>th</sup> and agree to abide by the terms, conditions, and specifications outlined in the Request for Qualifications.

Sincerely,

A handwritten signature in dark ink, appearing to read "S. Meekins". The signature is fluid and cursive, with a large initial "S" and a stylized "M".

Stacey Meekins, AICP  
Principal and National Practice Leader, Complete Streets  
312.736.2547 | stacey.meekins@samschwartz.com

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# 02. Background

With over twenty-five years of practice on a wide array of complex transportation issues, **Sam Schwartz** is a national leader in multimodal transportation planning and engineering. With respect to traffic safety and Vision Zero, Sam Schwartz offers a forward-looking but pragmatic approach and holds unparalleled technical and problem-solving expertise across its staff. Sam Schwartz is made up of a diverse, talented team of professional engineers, planners, data scientists, and designers located in eight offices across the United States. We help clients make data-driven, strategic decisions to achieve their long-term transportation, sustainability, and equity goals. Multi-disciplinary collaboration, effective data analytics, compelling graphic design, and robust stakeholder engagement are hallmarks of our planning and implementation processes.

On the national level, Sam Schwartz staff have served as subject matter experts to the Federal Highway Administration for projects of national significance focused on road diets, separated bike lanes, signalized intersections, roundabouts, Highway Safety Improvement Programs, and speed management. At the state, county and local levels, Sam Schwartz has turned that research into practical application, playing a key role in supporting traffic safety ranging in scale from intersection and corridor-specific safety improvement plans to citywide Vision Zero programs from coast to coast. In Chicago, the Sam Schwartz team has overseen the Chicago Department of Transportation's comprehensive Vision Zero program for the past five years, spearheading policy initiatives, overseeing capital improvement projects, developing local neighborhood-based action plans, and providing direct education to residents and students throughout the City. This well-rounded experience allows us to easily identify issues and opportunities from multiple perspectives – the multi-disciplinary experience that is necessary for the culture shift needed to achieve Vision Zero.

**MUSE Community + Design** is a Chicago-based, woman-owned planning firm that brings inspired, collaborative change to communities. They design people-first processes that lead to actionable and sustained change for good. MUSE's award-winning team of planners and communicators create engaging, participatory experiences that make planning relevant to stakeholders' everyday lives. They help clients nurture the relationships essential to creating thriving, inclusive places for all. MUSE's team is made up of creative problem-solvers working for communities, centering equity at every step.



**Key Contact**

- ▶ Stacey Meekins, AICP
- ▶ Principal and National Practice Leader, Complete Streets
- ▶ 312.736.2547
- ▶ [stacey.meekins@samschwartz.com](mailto:stacey.meekins@samschwartz.com)



## 03. Project Approach

**The sheer volume of traffic crashes on our roadways can inure us to their true impacts, but we must never lose sight of the human impact that fatal and serious-injury crashes have on victims and their families.**

There is an international movement afoot that recognizes that most, if not all, of these tragedies are preventable and that we have the tools now to prevent them. Through engineering and technology solutions, education and encouragement, and a shift in a culture that values time savings and speed over injury to human life, we can make our streets places where everyone can travel safely and comfortably and still get where they need to go.

In 2018 and 2019, there were over 4,000 crashes in Oak Park, including four fatalities and 15 injuries. Our team understands the immediacy of the Vision Zero movement. One more life lost is too many. Through the Vision Zero Oak Park Plan, the Sam Schwartz Team will work with the Village of Oak Park to develop a list of actionable safety projects, policies, and programs to reduce and ultimately eliminate severe injuries and fatalities.

Our approach is designed to unearth the collective vision of Oak Park's communities through with **detailed analysis of crash data and related factors**, balanced with an **extensive public and stakeholder engagement process**. We will work closely with Village staff, stakeholders, and the community to articulate the Village's goals and objectives and develop strategies that see these goals and objectives through to reality.

Our team is also intently focused on delivering a plan for Oak Park that is actionable and implementable. We have experience not only developing Vision Zero plans and projects but implementing them ourselves. Our experience managing Chicago's Vision Zero program will enable us to develop a roadmap for Oak Park that brings together data, design, communications, and education and equips the Village to start making changes immediately and makes sure they are lasting.

Sam Schwartz brings unique expertise in identifying and addressing the root causes that can impede progress—like outdated

### Vision Zero



structures and overly prescriptive guidelines—and are experts in crafting new policies and processes that institutionalize change. Sam Schwartz led a national study for the National Association of Transportation Officials (NACTO) on organizational and process-related best practices for transportation agencies, covering topics like project development and prioritization, evaluation and reporting, construction coordination, and community engagement. We will draw on these lessons and innovative practices from across the country to help Oak Park **update existing systems (and develop new ones where necessary) to deliver on the recommendations of the Vision Zero Plan.**

## **Task 1. Project Management**

The ability to manage projects of all sizes and complexities is a core Sam Schwartz strength. Stacey Meekins, Principal and National Practice Leader for Complete Streets, will act as the project director for the Oak Park Vision Zero Plan—overseeing the project team’s efforts, guiding project selection and design, and leading the QA/QC of all deliverables. Alex Hanson will serve as Project Manager—acting as the Village’s day-to-day contact, coordinating the workplan for all tasks and team members, and leading the development of recommendations and the final plan document. Over the past five years, Stacey and Alex have worked together to develop award-winning plans, policies, and projects in Des Moines, IA ; Ann Arbor, MI ; Chicago, IL ; Phoenix, AZ; and other cities across the country.

### **Task 1A. Kick-Off Meeting**

The Sam Schwartz team will plan and facilitate a kick-off meeting with Oak Park within two weeks of the project start date. The meeting will review the project scope and schedule, and focus on how the Consultant Team and Village staff can effectively work together to complete the Vision Zero Oak Park Plan.

### **Task 1B. Project Coordination**

The Consultant Team will meet biweekly with Oak Park throughout the course of the project to provide updates on analysis and deliverables, discuss any challenges, and preview materials for future engagement or Steering Committee meetings. The bi-weekly meetings will be held virtually , although in-person meetings may be organized for key project milestones. The Consultant Team will provide monthly progress reports and invoices to Oak Park, including a summary of work completed in the previous month and work anticipated in the upcoming month.

#### **Task 1 Deliverables:**

» *Monthly progress reports and invoices*

» *Meeting agenda and summary for kick-off meeting and biweekly meetings*

## **Task 2. Stakeholder Engagement**

Our team understands stakeholder engagement to be a distinct process from public engagement. Stakeholder engagement is critical for the development of an implementable and action-focused plan, fostering plan champions and ensuring recommendations are feasible through the eyes of the parties responsible for implementation.

### **Task 2A. Vision Zero Oak Park Steering Committee**

Our team will work with Village staff to identify, recruit, and facilitate a Vision Zero Oak Park Steering Committee. This group of 12-14 stakeholders will provide input and guidance on public engagement efforts and will review and advise on key project deliverables. The Steering Committee will convene quarterly, with up to five meetings throughout the planning process. Members of the Steering Committee may include but not be limited to:

- Village and partner department/agency staff (e.g., Park District, DEI office)
- Youth support organizations
- Active transportation advocates
- Community and advocacy groups
- Related Village Commissions (e.g., Disability Access, Community Relations)

### **Task 2B. Key Stakeholder Interviews and Focus Groups**

The consultant team will hold a series of key stakeholder interviews (up to 5) and focus group conversations (up to 4) to help ground our understanding of issues and opportunities related to launching the Vision Zero Oak Park Plan. Conversations will be focused

around key issues and, if relevant, geographies. Participants in stakeholder interviews and focus groups who are not participating in a professional capacity will be compensated for their time and contributions.

Potential groupings for focus groups and stakeholder interviews include:

- Parks and Schools staff
- Traffic Enforcement and Safety
- Seniors (60+)
- Active transportation champions (cyclists, walkers, transit reliant, etc.)
- Families with children younger than 12
- Youth (13-18)
- Local businesses
- Residents and Stakeholders who live/work along the High Injury Network

## Task 2C. Transportation Committee Engagement

The consultant team will collaborate regularly with the Village of Oak Park's Transportation Commission throughout the planning process. We anticipate four meetings with the Transportation Committee aligned with key project milestones: project kickoff and developing the engagement strategy, crash analysis memo, infrastructure improvements and policies and process memo, and the draft final plan.

### **Task 2 Deliverables:**

- » Steering committee recruitment materials
- » Steering committee meeting materials and meeting summaries
- » Stakeholder interviews and focus group summary memo
- » Transportation Committee meeting materials

## Task 3. Community Engagement

To effect change of the magnitude of Vision Zero, we need to develop a deep understanding of the communities we are working with and the issues, concerns, and priorities that matter most to them. It is also critical to provide the community with meaningful opportunities to shape the strategies—the projects, policies, and programs— that lead to the shared goal of zero fatalities and severe injuries on Oak Park's streets.

Sam Schwartz and Muse Community Design place tremendous importance on active community engagement in every project. We know that communicating complex transportation concepts to a broad base of stakeholders and the general public can be challenging. Our planning process is specifically designed to be accessible to planners and non-planners alike and presents complex concepts in a manner that people from different backgrounds and interests can readily digest, giving them confidence that their input matters.

### Task 3A. Public Engagement Strategy

At the onset of the project, we will work closely with Village staff and stakeholders to develop a public engagement strategy, including a schedule of outreach activities, tactics to be used, materials to be developed, and communications plan. The project Steering Committee will have an opportunity to review a draft version of this strategy and suggest additions and edits before the strategy is finalized.

### Task 3B. Project Communications

Consistent branding and messaging play an important role in creating recognition around Vision Zero and the planning process. Our team will develop a light branding concept for the project, aligning with Village branding guidelines. We will also develop content for a project website, which we envision will be hosted by the Village. Content will include key project information and details on engagement opportunities.

Our team will develop print and digital assets to promote the project, the engagement process in general, and specific opportunities for the public to provide input. These materials will be designed for distribution by the Village and other project partners via social media, digital newsletters, flyers, and more.

### Task 3C. Digital Survey

Our team will develop a brief and accessible survey to identify safety challenges, hotspots, and reckless driving concerns from Oak Park residents' perspectives. Results from the survey will be incorporated into the crash analysis memo, providing Village staff with a well-rounded understanding of current conditions and priority sites for countermeasures.

### Task 3D. Community Walkshop

We will organize a walkshop—a walking workshop—with staff, stakeholders, and community members to identify and discuss challenging locations or places of concern in a portion of the Village (to be guided by crash data and analysis). A walking tour led by the project team will provide the opportunity for on-the-ground analysis and documentation and enable us to hear directly from community members about their day-to-day experiences.

### Task 3E. Open House Workshops (2)

The team will organize two open house workshops to engage the general public around traffic safety concerns and Vision Zero projects and policies. The first open house will be designed primarily for listening. This will be an opportunity for the project team to hear directly from residents about their concerns, ideas, and values when it comes to traffic safety. This in-person event will feature interactive stations and tables that help make Vision Zero, Complete Streets, and other planning concepts accessible to a non-technical audience, with a focus on how residents move through their community and the Village.

The second open house will be designed for feedback on proposed recommendations and plan elements. This will be an opportunity for residents and stakeholders to react to and reflect on alternatives and ideas presented by the project team.

### Task 3F. Pop-up Engagements (2)

The team will table at two pop-up engagements at community events or at targeted community hubs. Pop-up engagements can be targeted to connect with residents from particular geographies or demographics that have been under-represented in the process and will include similar activities to those at the Open House Workshops. For example, we may table outside of a school during pickup in order to connect with parents, or we may attend a local festival or block party.

MUSE will bring their custom Design-A-Street activity, which is a hands-on and playful way to begin conversations about the built environment with neighbors of all ages and backgrounds.

#### **Task 3 Deliverables:**

- » Draft and final engagement plan
- » Draft and final website content (ongoing)
- » Draft and final promotional assets (ongoing)
- » Draft and final digital survey
- » Digital survey summary memo
- » Walkability Tour materials and summary
- » Open House plans and summary (x2)
- » Pop-up Engagements materials and summary (x2)

## **Task 4. Data Collection**

In order to develop a plan that achieves Oak Park's Vision Zero goals, we must first build a holistic, detailed understanding of the Village's safety issues and environment. Sam Schwartz and our team of planners, engineers, and data scientists offer unique capabilities to collect, organize, analyze, visualize and interpret the vast array of transportation data that is available today. Our team also has extensive experience bringing our skills and innovative approach to data analysis to bear on Vision Zero efforts and other projects emphasizing safety. We pride ourselves on our ability to find the stories that matter within the data and communicate these findings to diverse audiences.



*Walkshop with community stakeholders for Ann Arbor Vision Zero project*



*Our team emphasizes engaging activities that gather input from a wide variety of community members*



## Task 4A. Policy and Plan Review

Our team will review key planning documents from the Oak Park, the Chicago Metropolitan Agency for Planning (CMAP), Illinois Department of Transportation (IDOT), and others so that Oak Park's Vision Zero Plan draws from, builds upon, and integrates previous and ongoing planning efforts and initiatives.

## Task 4B. Compile & Review Existing Data

The Consultant Team will compile available existing documentation and information for Oak Park. Data sources will include but are not limited to IDOT, CMAP, local data from Oak Park, and Replica—a mobility data platform that uses aggregated and anonymized cellphone location data to model travel patterns.

- **Crash Data** the basis of any Vision Zero Action Plan is the crash data. This provides information about the who, what, when, where, and why of a crash.
- **Transportation Network Data** includes characteristics about the roadway itself – the number of lanes, the speed limit, intersection control, the presence of bicycle or pedestrian facilities, etc. This data helps identify trends in the crash data, and allows us to look beyond just locations where crashes occur, to what types of safety countermeasure can reduce the likelihood of crashes at locations which share similar characteristics.
- **Volume Data** represents activity on the transportation network, by motorists, bicyclists, and pedestrians. Volumes – also referred to as exposure – are a common determinant in how frequently crashes occur at a given location. The consultant team will conduct in-person bicycle and pedestrian counts for up to 8 locations and utilize this in tandem with Replica to estimate walking and biking volumes across the Village in order to measure crash exposure.
- **Land Use Data** describes the physical environment throughout the Village, including the density of housing and location of key destinations, like parks or transit stations. Some land use types – such as schools – will be a specific focus of the plan. This data allows the crash analysis to provide insight into the frequency of crashes in proximity to different key destinations and land use contexts throughout the Village.
- **Demographic Data** provides insight into potential disparities in where crashes occur and who is exposed to traffic safety issues. This data will inform an equity analysis, both of existing conditions as well as of recommended infrastructure improvements.

## Task 4C. Develop Network Databases

In this task, the Consultant Team will combine the key variables from each of the above datasets to develop intersection and segment databases that includes the relevant crash, transportation, volume, land use, and demographic data. These consolidated datasets will serve as the basis of the analyses completed in Task 5.

### Task 4 Deliverables:

» Crash Database (including all data listed above)

## Task 5. Crash Analysis

The crash analysis is the foundation of the Vision Zero Plan, as a clear understanding of crash trends throughout Oak Park is needed to identify effective treatments to improve safety. Through this task, the Consultant Team will develop descriptive statistics, conduct a systemic safety analysis, identify a high-injury network, and complete an equity analysis of existing crash trends. The task will culminate in a Crash Analysis Memo summarizing our findings.

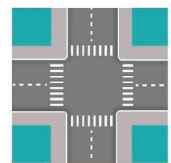
### Task 5A. Descriptive Statistics

The initial task for the crash analysis is to develop descriptive statistics, a high-level summary of the crash data. This task will summarize crash times (time of day, day of the week, and month of the year) by mode and severity, as well as crash types and other contributing factors to provide an overview to the crash landscape in Oak Park.

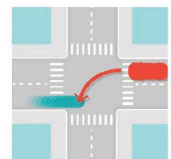
*Insights discovered through crash analysis conducted in Ann Arbor, MI.*

### Crashes at Intersections<sup>29</sup>

**80%**  
of crashes where a person biking was killed or seriously injured occurred at intersections



Crashes where a **vehicle is turning left** are particularly dangerous due to higher speeds and greater exposure.



## Task 5B. Systemic Analysis

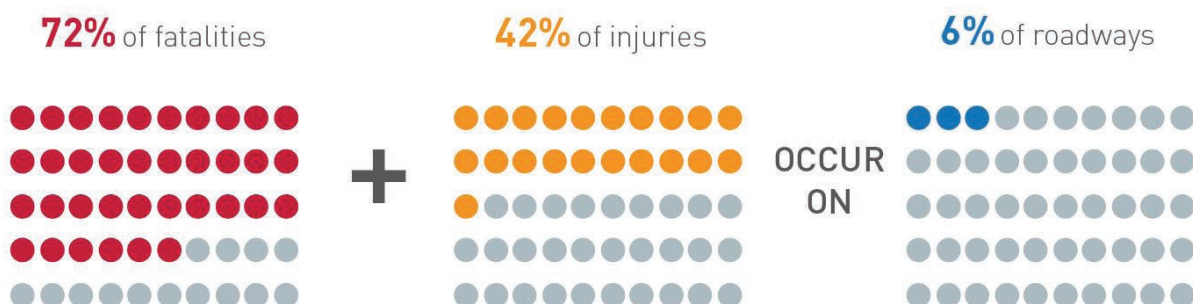
Following the high-level overview, the Consultant Team will conduct a systemic analysis, identifying the roadway types and intersection attributes where crashes are most common. Common attributes in a systemic analysis include speed limit, number of lanes, and traffic volumes, as well as bicycle and pedestrian infrastructure. This analysis will be disaggregated by crash mode and severity.

## Task 5C. High Injury Network

Our team believes that a hybrid approach to addressing serious injury crashes is the most effective, combining a focused effort on the most critical locations with a systemic approach to safe street designs. Defining the high injury network to identify those priority locations is a customized process in each community. It involves evaluating the crashes for a density of high-injury and high-risk crashes, relative to the crash trends in the community at-large. Through this task, the Consultant Team will narrow in on priority corridors for safety improvements within Oak Park.

## UNSAFE CONDITIONS

Everyone in Atlanta should be able to get to their destination safely, regardless of who they are, how they travel, or where they are going. However, on certain streets and for certain populations, the risk of injury or death is unacceptably high.



*Sam Schwartz supported the development of the One Atlanta Strategic Transportation Plan, which focused on improving traffic safety and progressing towards Vision Zero.*

## Task 5D. Equity Analysis

Nationally, people of color – particularly Black Americans - are more likely to die while walking than other racial and ethnic groups, and people walking in low-income communities are killed at far higher rates than their more affluent counterparts (Dangerous by Design, 2022). Demographic data collected as a part of Task 4 will be integrated into the crash analysis to effectively work towards Vision Zero. The demographic data may include but is not limited to income, national origin, English proficiency, age, and vehicle access. This task will review the descriptive statistics, systemic analysis, and High-Injury Network through an equity lens to identify existing disparities.

## Task 5E. Crash Analysis Memo

The Crash Analysis Memorandum will summarize the findings of the previous subtasks and will include a map of the High-Injury Network. The memo will focus on key findings and will present information graphically and in easily digestible formats. Sam Schwartz will develop a final memorandum based on one round of consolidated comments.

### **Task 5 Deliverables:**

» Draft and Final Crash Analysis Memo

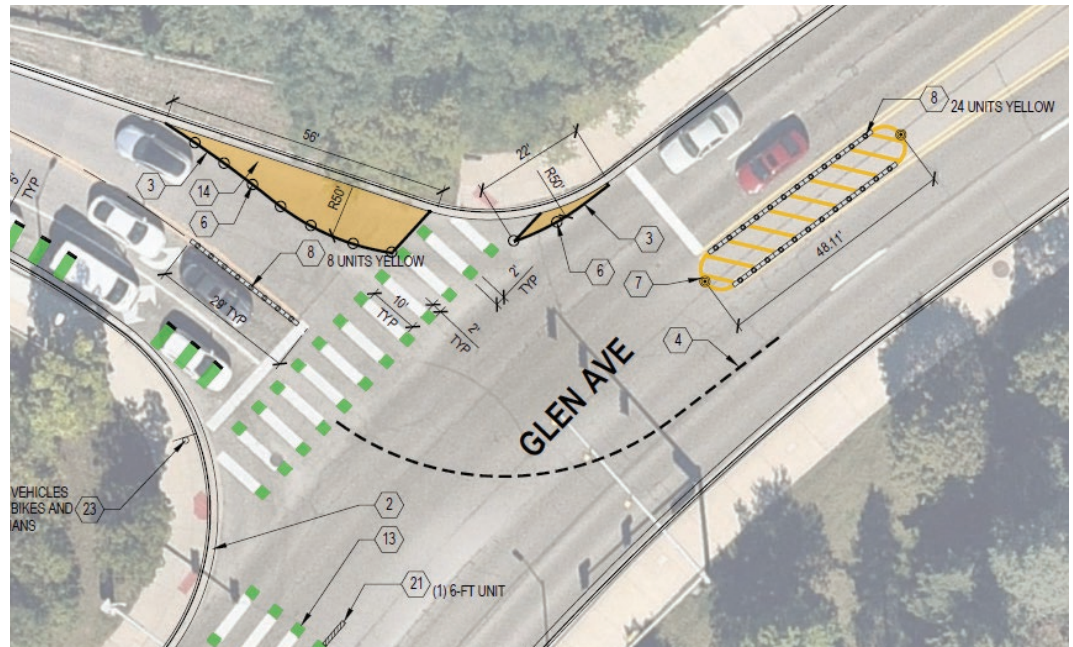
## Task 6. Infrastructure Improvements

While Task 5 identifies safety challenges within Oak Park, Task 6 focuses on how the Village can address these safety challenges and reduce the likelihood of future crashes on its roadway network. The infrastructure improvements recommended through this task will fall into two broad categories: systemic safety and High Injury Network improvements. Each of the recommended

improvements will be accompanied by a generalized cost estimate, and the task will be summarized through an Infrastructure Improvements Memo.

## Task 6A. Systemic Safety

Systemic safety treatments are low-cost treatments that can be implemented with limited planning and design. While large capital projects are a necessary part of Vision Zero, systemic safety improvements play a key role as well. With these low-cost treatments, agencies can reduce crash risk at dozens



## Conceptual redesign of a high crash intersection in Ann Arbor, MI.

of locations within the cost of just one large capital project. These improvements do not necessarily only need to be “paint and post” solutions and strategies that integrate safety improvements into other routine work will also be explored.

The Consultant Team will develop a toolkit of up to 20 systemic safety treatments that can be implemented in Oak Park. Each treatment will include a description, an overview of the treatment's safety benefits, a summary of general contexts where the treatment can be implemented, and a list of specific locations in the Village where the treatment is recommended.

## Task 6B. High Injury Network Improvements

The Consultant Team will identify up to six priority capital projects along the High Injury Network. In contrast to the systemic safety improvements, these projects will be larger capital investments, and require additional planning and design prior to implementation. These projects may be linear corridor improvements, or they may include the redesign of an existing intersection.

The Consultant Team will develop a summary of each project, noting the crash history and crash types at the location, summarizing the recommended improvement and project benefits, and noting the expected crash reduction of the proposed improvement (if available in existing academic literature). This evidence-based documentation will help the Village in communicating changes to stakeholders and will set the Village up for competitive grant applications. Each project will include a generalized concept drawing of the proposed improvement relative to the existing cross-section or intersection configuration.

### Task 6C. Cost Estimates

The Consultant Team will provide planning-level cost estimates for the safety improvements identified in Tasks 6A and 6B. Where possible, the estimates will be based on previous local projects and/or state precedents.



*Project summary example for a high risk segment in downtown Chicago.*



## Task 6D. Infrastructure Improvements Memo

The Infrastructure Improvements Memorandum will summarize the findings of the previous subtasks, including the systemic safety toolkits and cut sheets and potential designs for the identified projects along the High Injury Network. Sam Schwartz will develop a final memorandum based on one round of consolidated comments.

### Task 6 Deliverables:

» Draft and Final Infrastructure Improvements Memorandum

## Task 7. Policies & Processes

Vision Zero focuses on systems-level changes, which require policies and processes that instill safety as the top priority and ensure human life and health are always prioritized. Working with the Village, Steering Committee, and Transportation Commission, our team will identify and review key federal, state, regional, and local policies and processes that impact traffic safety in Oak Park. Sam Schwartz brings unparalleled experience in partnering with cities to uncover the root causes of structural and process roadblocks and collaboratively developing solutions to help cities achieve their transportation vision and goals.

### Task 7A. Assessment of Current Policies

The Sam Schwartz Team will work with Oak Park staff and stakeholders to identify relevant existing policies related to transportation, safety, capital project implementation, and street maintenance. We will develop an inventory of existing policies, which will be the foundation for the recommended policies and actions developed through this task. This subtask will include specific conversations with the Police Department and DEI Office to understand current enforcement policies and discussion of enforcement's role in the Vision Zero program.

### Task 7B. Draft Policy Recommendations & Actions

Through this task, the Consultant Team will identify policies, processes, and associated actions for implementing Vision Zero in Oak Park. The task will include identifying updates to existing policies, processes, and structures and/or new strategies that can further Vision Zero. For each action, we will identify the responsible department, partner agencies or groups, and timeline. We will then work with the identified stakeholders to define short-term actions and targets for each policy, where possible. These actions will include tasks that can be achieved within the next two years.

### Task 7C. Evaluation, Monitoring, and Reporting Framework

Continual evaluation and learning is a critical component to achieve sustained, systematic success in reducing traffic injuries and fatalities. Establishing a coordinated, comprehensive evaluation framework for Oak Park's Vision Zero program will help to build transparency with elected officials and community members, create defined feedback loops between implementation and future design and investment choices, and enable adaptation moving forward while adhering to the Village's core values and desired outcomes.

Our team will work closely with Oak Park staff, the Steering Committee, and Transportation Commission to develop an evaluation, monitoring, and reporting framework including:

#### RECTANGULAR RAPID FLASHING BEACON (RRFB)

Rectangular Rapid Flashing Beacons (RRFB) are user-activated warning lights. Bicyclists and pedestrians push a button to activate the warning lights before attempting to cross the roadway. The unique flashing pattern of the RRFBs have been shown to induce vehicle yielding at a much higher rate than traditional warning lights. Care should be taken to ensure that the button used to activate the RRFB is easy to reach for a bicyclist without dismounting the bicycle, children, and for people in wheelchairs. Roadway geometry should be taken into consideration.



COST	\$
TIMELINE	■ ■ ■
LOCATION	MAJOR STREETS



#### PEDESTRIAN HYBRID BEACON

Pedestrian hybrid beacons are overhead, pedestrian-activated signals placed at uncontrolled, marked crosswalks that, when activated, stop motor vehicle traffic and allow pedestrians and/or people biking to safely cross the roadway. Pedestrian hybrid beacons are often installed at locations where pedestrians need to cross the street and vehicle speeds and/or volumes are high, but traffic signal warrants are not met.

COST	\$\$\$
TIMELINE	■ ■ ■
LOCATION	MAJOR STREETS

Image Sources: RRFB [Sam Schwartz Consulting]; Pedestrian Hybrid Beacon [FHWA.dot.gov]

*Example of traffic safety toolbox developed as part of the Northwest Municipal Conference Multimodal Plan*



- **Indicators and targets** - Identify performance indicators to measure key outcomes such as safety and equity as well as track the Vision Zero programs' outputs and impacts. Once indicators are selected, we will work with Village staff and the Vision Zero Task Force to establish time-bound targets for appropriate indicators.
- **Project evaluation** - In addition to measuring the performance of the overall Vision Zero program, it is equally important to create a structure for consistently evaluating individual improvements as they are implemented. We will work with the Village to establish standards and processes for collecting and analyzing before/after data and sharing findings both internally and externally.
- **Tracking and reporting** - Working with the Village, we will establish processes, structures, tools, and templates that enable staff to track and report on the indicators and targets in a replicable manner that minimizes the level of effort required.

## Task 7D. Policy & Actions Memo

The Consultant Team will conclude Task 7 with a Policies & Actions Memorandum, including a summary of existing policies and processes as well as recommendations for Oak Park. The Village will provide one round of consolidated comments on the memo.

### **Task 7 Deliverables:**

» *Draft and Final Policy and Actions Memorandum*

## Task 8. Plan Development

A key component of a transportation plan that aims to build ownership among the public is a final product that everyone can understand and use to help shape a better future in Oak Park. Sam Schwartz has developed many groundbreaking public-facing plan documents and understands the importance of visual layout and the relationship between information design and graphic design. We will create a format for the Vision Zero Oak Park Plan that brings all of the conversations, analysis, and decisions of this wide-reaching process into a tight, visually appealing package that speaks to all audiences in an effective manner. Our team will also work with Village staff to support the adoption process for the plan.

The Vision Zero Oak Park Plan will fulfill each of the components of a Vision Zero Action Plan as defined through the Notice of Funding for the Safe Streets and Roads for All (SS4A) grant program, and it will provide Oak Park with eligibility to apply for future SS4A implementation funds.

### Task 8A. Draft & Final Plan

The Vision Zero Action Plan will tie together the individual deliverables completed throughout the project, and it will provide a visually appealing, concise summary of plan engagement, safety challenges, recommended improvements, and proposed policies and actions. Oak Park staff will have reviewed each of the plan elements earlier in the project, and staff will be asked to provide one round of consolidated comments on the draft plan.

### Task 8B. Transfer of Data

At the completion of the project, the Sam Schwartz will provide Oak Park with the data, analysis, and outreach materials developed through the planning process, including Excel files, GIS shapefiles, outreach materials, and templates for ongoing engagement, communications, and reporting.

### **Task 8 Deliverables:**

» *Draft and Final Vision Zero Action Plan*

» *Data Transfer*

## Optional Task. Grant Application Support

The goal of this Vision Zero Action Plan is to empower Oak Park to be eligible and competitive for federal SS4A funding as well as other state and local funding programs. This optional task provides grant application support to Oak Park for up to two grant applications through the SS4A program or other programs.

## 04. Project Personnel

**Stacey Meekins, AICP**, is a Principal with Sam Schwartz and the National Practice Leader of Complete Streets. Stacey has



devoted her career to assisting communities to increase mobility choices, helping to implement visions which contribute to overall social and economic development while increasing safety, accessibility, and promoting transportation equity. Stacey is a leading expert in multimodal safety and mobility and much of her work is centered around Vision Zero and safety planning, design, and policy development. She has worked with agencies across the country to institutionalize safe street designs by establishing tools and strategies tailored to an individual community drawing from national best practices. She currently oversees the team implementing Chicago's Vision Zero and Pedestrian programs and manages the Ann Arbor Vision Zero Implementation and Action Plan. She oversaw the development of Ann Arbor's successful grant application for Safe Streets and Roads for All (SS4A) and is working to support the City of St. Paul on the development of a safety action plan and SS4A grant application. Stacey will serve as the Project Director for the Vision Zero Oak Park Plan.

**Alex Hanson, AICP**, is a Senior Associate at Sam Schwartz who works with clients around the country to align transportation



policy, street design, and operations to the safe systems approach. He brings a wealth of experience in multimodal safety planning, policy, design, and funding. Alex specializes in leveraging emerging data sources to understand complex transportation challenges and combining data with community input and lived experience to tell compelling stories that build support for transformative projects and plans. He has worked with dozens of communities across the Chicago Region region to improve safety for people walking, biking, and accessing transit. Alex was selected as a specialized consultant for the American Cities Climate Challenge and co-authored NACTO's recently released Structured for Success, a best practice guide to organizational structure and effectiveness in transportation agencies. Alex will serve as the Project Manager for the Vision Zero Oak Park Plan.

**Katherine Nickelle, AICP**, is a Transportation Planner at Sam Schwartz, specializing in bicycle and pedestrian safety and design



and values the need to prioritize safety in transportation planning. Through her work on the Chicago Department of Transportation Vision Zero team, she is familiar with spotlighting Vision Zero goals within city policies, projects, and processes. Katherine is currently working with the City of Ann Arbor to create an implementation plan for their Vision Zero efforts, which includes identifying and recommending projects for quick-build traffic calming efforts, helping streamline systemic processes, and creating an easy-to-understand online snapshot for community members. Fluent in Spanish, Katherine provides bilingual community engagement and outreach.

**Siddarth Shah, AICP**, is a Senior Planner at Sam Schwartz with extensive experience developing and implementing improve-

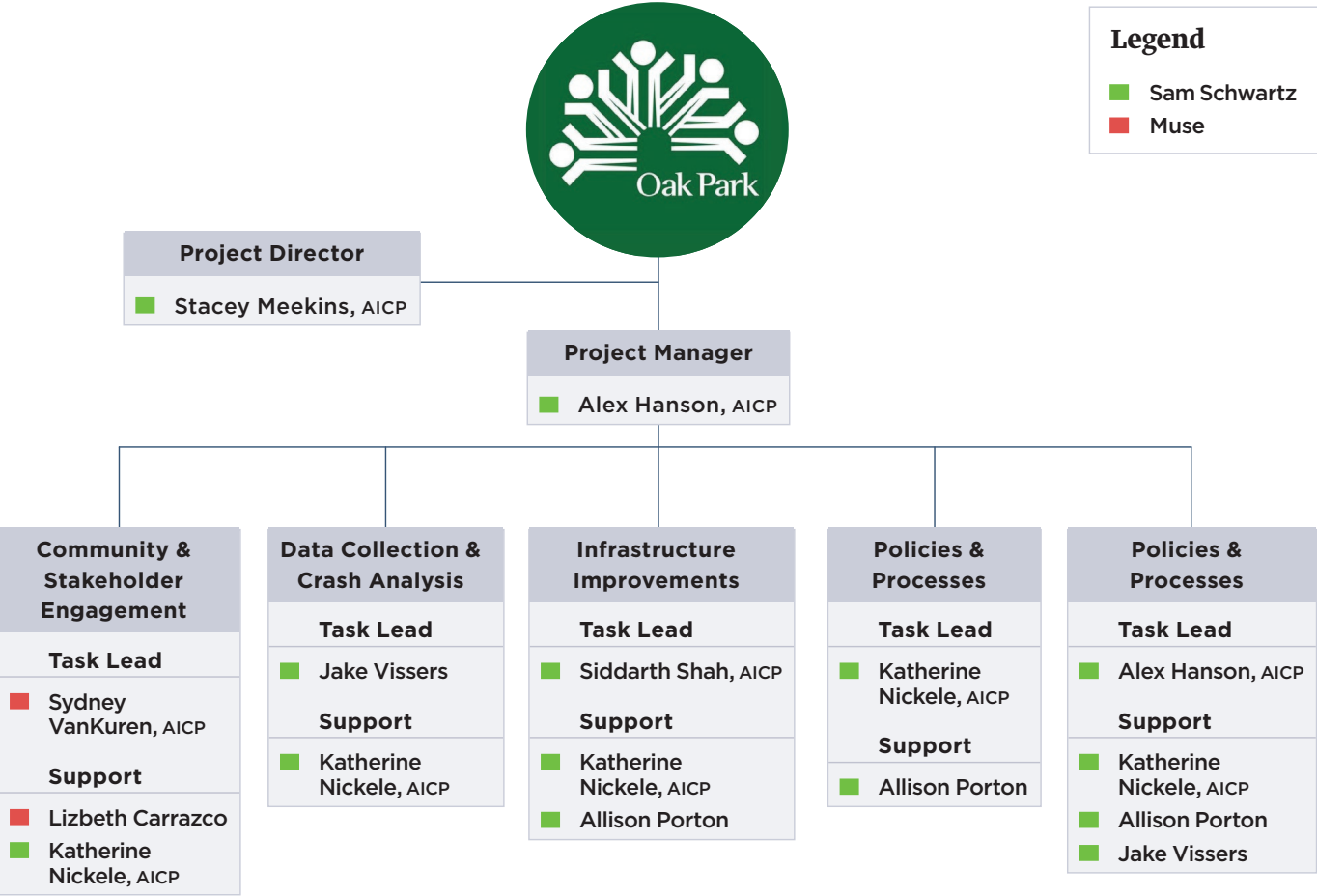


ments that make streets safer for all people walking, biking, riding transit, and driving. He has worked with the City of Chicago Department of Transportation and the city of Ann Arbor on developing Vision Zero Action Plans and provided recommendations on systemic changes that have already resulted in physical improvements. He has developed multiple pedestrian safety programs for the Chicago Department of Transportation, including the Left Turn Traffic Calming program and the local Safe Routes to School program. Additionally, he has worked extensively with data to identify patterns and trends in traffic safety that further inform policy and infrastructure improvements. His work with the Chicago Department of Transportation to lower the default speed limits on local roads highlight his aptitude for collecting, analyzing, and conveying the information deduced from transportation-related data to inform safer street designs and policies.

**Jake Vissers** is a Transportation Planner at Sam Schwartz. He has over 3 years of experience in transportation planning and has developed expertise in using data analysis to guide planning recommendations. Since joining Sam Schwartz, Mr. Vissers has led the data analysis for a variety of traffic safety projects, including ongoing work to support the Chicago Department of Transportation Vision Zero efforts. Through his work with Vision Zero Chicago, he's established a robust understanding of how to utilize crash and speed data analyses to inform recommendations for roadway safety improvements. Jake will serve as a Planner supporting crash analysis for the Vision Zero Oak Park Plan.



**Sydney VanKuren, AICP** is an urban planner at MUSE Community + Design with more than eight years of experience in the field. Her focus is on empowering communities to embrace and accelerate positive changes towards increased resilience and sustainability. A systems thinker, she uses an empathetic planning approach to help turn strangers into neighbors and build lasting bonds within the community. Sydney's engagement approach is grounded in her National Charrette Institute and EcoDistricts Accredited Professional credentials. These tools focus on transparency and collaboration, include at least three feedback loops, and are based on a foundation of equity and resilience. Sydney is currently working with Sam Schwartz Engineering on the Chicago Department of Transportation's Vision Zero South Side Action Plan, leading community and stakeholder engagement initiatives for the plan. She also worked with Sam Schwartz Engineering on the development of the recently adopted Regional Transportation Authority's (RTA) Strategic Plan. Other recent and ongoing projects include: Harvey Metra Transportation Center Redevelopment, Washington Park Framework Plan, Invest in Cook, and Cook County Electric Vehicle Station Program.



# Stacey Meekins, AICP

## Principal + National Practice Leader, Complete Streets



Ms. Meekins is a leading expert in multimodal safety and mobility. She has focused her career on helping communities implement solutions to make their transportation systems more inclusive; establishing safer, more inviting environments that promote and empower walking and bicycling as integral modes of transportation.

### Relevant Experience

#### **Vision Zero South Side Neighborhood Action Plan, CHICAGO, IL**

Sam Schwartz is leading a neighborhood-based action plan to improve traffic safety in two high crash areas on the City's south side in neighborhoods that have long experienced disinvestment. The team is using a deliberately immersive approach in the community to allow community leaders to help shape the overall engagement process so that the resulting plan is truly community-driven and therefore responsive to their unique needs and concerns. Ms. Meekins serves as the Project Manager for this plan.

#### **Vision Zero Implementation and Action Plan, ANN ARBOR, MI**

Sam Schwartz was contracted by the City of Ann Arbor to develop a 5-year action plan to improve traffic safety throughout the city. A key component of this effort is the planning, design, and installation of quick-build treatments at some of the sites with the highest crash severity. Ms. Meekins serves as the Project Manager for this plan.

#### **Complex Intersections Study, CHICAGO, IL**

Sam Schwartz is providing support on a comprehensive review of complex intersections in the City of Chicago. The study involves creating an inventory of all complex intersections, defined by the number of legs, skew angles, and proximity to rail crossings; developing concept plans for improving safety and access at 100 major intersections; and developing a framework plan and toolbox for enhancements to minor intersections. Sam Schwartz is leading the framework plan and a subset of the 100 concept plans. Ms. Meekins serves as Principal in Charge for the Sam Schwartz efforts on this study.

#### **Alabama Avenue SE Corridor Safety Study, WASHINGTON, DC**

Ms. Meekins served as the Complete Streets advisor on this comprehensive safety study for the District Department of Transportation. The goal of the project was to identify operational and safety improvements along

**Sam Schwartz** | Project Personnel

### Years of Experience

18 Years

### Education

#### **Master Urban Planning + Policy**

University of Illinois at Chicago, 2005

#### **B.S. Civil Engineering**

Northwestern University, 2000

### Certifications

American Institute of Certified Planners

### Professional Affiliations

American Planning Association

Association of Pedestrian and Bicycle Professionals

Active Transportation Alliance

Women's Transportation Seminar

### Presentations

National Complete Streets Coalition Instructor

Vision Zero: From Concept to Practice, Presenter, Ontario Traffic Council Vision Zero Symposium, 2021

Equity in Bikeshare, Panel Moderator, WTS Annual Conference, 2015; Chicago, IL

Vision Zero: From Concept to Practice, Presenter, Ontario Traffic Council, 2020

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a 4-mile section of Alabama Avenue. Key issues along the corridor included speeding, limited safe pedestrian crossings, an inhospitable pedestrian realm, and a lack of bicycle facilities. Ms. Meekins assist-ed the team with identifying options for multimodal improvements, such as new and enhanced crosswalk markings, rapid flash beacons, curb bump-outs, pedestrian refuge islands, and buffered bike lanes. Crossing improvements were prioritized at key destinations.

## **Pedestrian Capital Program Planning and Design, CHICAGO, IL**

Sam Schwartz is providing Phase I engineering to the Chicago Department of Transportation for pedestrian safety improvements throughout three neighborhoods as part of a \$20 million capital investment program. Sam Schwartz's role includes prioritizing locations, identifying the interventions, and developing preliminary engineering designs. Ms. Meekins serves as Principal in Charge for this effort.

## **School Pedestrian Safety Study, DOWNERS GROVE, IL**

Ms. Meekins serves as Principal-in-charge for this pedestrian safety study jointly commissioned by High School District 99 and the Village for areas surrounding the community's two public high school campuses. The alternatives analysis included outreach, multimodal transportation planning, traffic modeling, and conceptual design services and will conclude with a preferred alternative to provide the safest routes to each school.

## **Traffic Safety Education Programs and Planning, CHICAGO, IL**

Sam Schwartz was contracted by the Chicago Department of Transportation to manage and administer the City's Vision Zero and Pedestrian programs. In 2017, the City of Chicago released its Vision Zero Action Plan with a commitment to eliminate deaths and serious injuries from traffic crashes by 2023. Led by Ms. Meekins, Sam Schwartz and team are tasked with implementing the Action Plan. Through these programs, a significant focus is put on identifying and implementing near-term

improvements to intersections that have a history of high crashes to improve safety for all modes.

## **Ann Arbor Transportation Master Plan, ANN ARBOR, MI**

Ms. Meekins was the Project Manager for a city-wide transportation master plan in Ann Arbor, Michigan. The plan used traditional data analyses combined with innovative approaches to assess the state of transportation relative to the City's goals. With a prominent goal being to achieve zero deaths and serious injuries from traffic crashes, a strong focus has been devoted to safety analyses and the development of strategies that make the transportation network safe for all users, in addition to working well as a whole system.

## **Randolph Street Corridor Improvement Study, CHICAGO, IL**

Ms. Meekins is serving as the planning lead for this multi-disciplinary study to analyze the configuration and operation of Randolph Street through Chicago's West Loop neighborhood. Randolph Street serves a wide range of land uses from industrial land uses which at one point lined the majority of the corridor to a concentration of high-end restaurants and nightlife. The current layout of the street no longer suits the diversity of uses and users along it. Sam Schwartz is leading an analysis to study alternatives for the operations and physical environment along this important corridor.

## **31st Street Corridor Study, CHICAGO, IL**

Sam Schwartz is leading a corridor study along a 2-mile segment of 31<sup>st</sup> Street through the neighborhood of Little Village. The corridor traverses a diverse and divergent set of uses, serving single-family homes, parks, and schools, as well as industrial land uses and areas transitioning from industrial. The corridor also serves several bus routes and carries a significant amount of freight traffic. Sam Schwartz is analyzing the existing use of the corridor and learning from community stakeholders to identify ways to improve the multimodal nature of the street. Ms. Meekins is serving as Project Manager of this study.

# Alex Hanson, AICP

## Senior Associate



Alex Hanson works with clients around the country to align transportation policy, street design, and operations to the safe systems approach. He brings a wealth of experience in multimodal safety planning, policy, design, and funding and specializes in employing data to tell compelling stories that build support for transformative projects and plans.

### Relevant Experience

#### **Moving Together Towards Vision Zero: Transportation Master Plan,**

ANN ARBOR, MI

Sam Schwartz partnered with the City of Ann Arbor to develop a transformative update to the City's Transportation Master Plan focused on eliminating deaths and serious injuries related to traffic crashes and enabling a rapid shift to a carbon neutral transportation system by 2030. Mr. Hanson acted as deputy project manager and technical lead for the project, helping to develop a successful community engagement process that involved thousands of residents and an innovative analytical approach to understand safety and other transportation needs. He also led the design of the all ages and abilities bike network, crafted strategies to address dangerous driving behaviors and high crash locations, and developed a values-based method to prioritize investments across the City.

#### **Vision Zero Implementation and Action Plan, ANN ARBOR, MI**

Sam Schwartz was retained by the City of Ann Arbor to develop an Implementation and Action Plan to achieve Vision Zero. This work follows the development of a Vision Zero-focused long range transportation plan that was unanimously adopted by City Council. Mr. Hanson supported analysis and design components of the project, as well as advising Ann Arbor on strategies to incorporate safety improvements into routine maintenance and existing processes.

#### **Chicago Vision Zero Data Analysis, CHICAGO, IL**

Mr. Hanson acted as project manager for Sam Schwartz' work with the Chicago Department of Transportation to analyze a myriad of data streams related to speeding, traffic safety, and driver behavior and determine how the City can use this information to advance Chicago's Vision Zero Action Plan. Mr. Hanson developed speed profiles for arterial and collector roadways across the City and investigated temporal, demographic, geographic, and built environment-related patterns within the data. He has also provided advice to CDOT on Vision Zero reporting and structure.

**Sam Schwartz** | Project Personnel

### Years of Experience

10 Years

### Education

**M.S. City & Regional Planning**  
Georgia Institute of Technology, 2017

### B.S. Foreign Service

Georgetown University, 2011

### Certifications

American Institute of Certified Planners

### Professional Affiliations

American Cities Climate Challenge, Specialized Consultant

ULI Chicago Resiliency Initiative, Physical Infrastructure Task Force

Board Member, Association of Pedestrian and Bicycle Professionals - Chicagoland

American Planning Association

### Publications

NACTO Designing Cities, From Pop-Up to Permanent: Delivering Lasting Impact from Pilot Projects, 2020.

Transportation Research Board, Aligning Organizational Structure with Strategic Direction in City Transportation Agencies, 2020

Association of Pedestrian and Bicycle Professionals, Street Typologies: An organizing framework for more walkable, bikeable streets, 2020

Walk/Bike/Places, Using Data to Assess the Potential Impacts of Dockless Bike Share in Your City, 2018

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## **Phoenix Key Corridors Master Plan, PHOENIX, AZ**

The Key Corridors Master Plan is Phoenix's guiding document for determining modal and functional priorities on all major streets and prioritizing and coordinating transportation improvements. As part of the Kittelson & Associates team, Mr. Hanson led Sam Schwartz' assessment of the existing transportation system and development of new street typologies—incorporating innovative performance metrics that examine access to jobs via different modes and quantify transit's contributions in reducing congestion and increasing overall people throughput. He also led a citywide safety assessment and developed a toolbox of design and policy solutions as part of a safety action plan.

## **New York City Streets Plan, NEW YORK, NY**

Sam Schwartz led the development of New York City's Streets Plan, which spurred a historic investment of more than \$900M to deliver a safer, healthier, and greener city for all New Yorkers. In response to City Council legislation, NYC DOT developed a comprehensive plan to prioritize street improvements and other investments that improve safety, access, equity, and sustainability. Mr. Hanson worked with NYC DOT to develop a performance tracking framework for the plan—identifying performance indicators and targets for the department's key goals. He also led an assessment of NYC DOT's internal processes and systems, focused on how to improve project development and delivery, better engage the public in the process, and enhance internal coordination to improve efficiency and effectiveness.

## **The Northwest Municipal Conference (NWMC) Multimodal Transportation Plan, CHICAGOLAND, IL**

NWMC includes more than 1.3 million citizens residing in 41 municipalities and 1 township across Chicago's north and northwest suburbs. As deputy project manager and technical lead for this regional plan (funded by CMAP's Local Technical Assistance Program), Mr. Hanson organized and led a broad coalition of municipalities, county and state DOTs, transit agencies, county forest preserves, and other stakeholders in identifying

regional bike corridors and developing design guidelines and policy recommendations to make it easier for people to walk and bike to transit. He oversaw a survey of more than 2,000 centerline miles of sidewalks across the region and developed a methodology to identify high priority sidewalk gaps near schools and transit. Mr. Hanson also led the development of the final plan document, which includes a comprehensive toolbox on bicycle and pedestrian design strategies.

## **Atlanta's Strategic Transportation Plan, ATLANTA, GA**

Sam Schwartz partnered with Bloomberg Associates to help realize Atlanta Mayor Keisha Lance Bottoms' vision to create a new department of transportation and deliver safe, equitable mobility for all Atlantans. Mr. Hanson managed the Sam Schwartz team and helped facilitate a series of workshops to understand opportunities and challenges and craft the mission and vision for the new department. He also led the design of the final Strategic Plan document, creating a visually engaging format to help build excitement and support for the plan.

## **Planning for Stress-Free Bicycle Connections, LOS ANGELES, CA**

Sam Schwartz worked with the LADOT and communities in central Los Angeles to create a network of stress-free neighborhood streets for walking and biking. Mr. Hanson acted as Sam Schwartz' project manager and coordinated with cities across California, and other cities with robust networks of bicycle boulevards, to gather data on the impact of these projects and developed a process to estimate reductions in VMT and GHG emissions. He led the development of methodologies to quantify the emissions, health, and economic benefits of designing safe, comfortable neighborhood streets and conducted a detailed cost-benefit analysis that found a 5x return from investing in stress-free connections. Mr. Hanson also collaborated with the California Air Resources board to update the process for allocating greenhouse gas reduction funds statewide to account for the benefits of neighborhood connections.

# Katherine Nickele, AICP

## Transportation Planner



Katherine Nickele is a transportation planner at Sam Schwartz specializing in bicycle and pedestrian safety and design. With a background in public health, Ms. Nickele previously designed community-engaged research and evaluation centered around active recreation and transportation within the built environment. She leverages this background to frame conversations surrounding traffic safety with easy-to-understand language and graphics.

### Relevant Experience

#### **Chicago Department of Transportation Traffic Safety Education & Planning—Vision Zero, CHICAGO, IL**

Ms. Nickele provides in-house support for Chicago Department of Transportation's Vision Zero team. Ms. Nickele leads the City's multi-agency Fatal Crash Response Coordination Committee, managing infrastructure recommendations and emerging issues. Her work helps guide pedestrian-focused rapid delivery project identification for high crash locations, including the recent implementation of left-turn traffic calming. Ms. Nickele develops and prepares crash summaries, along with reports and documents surrounding for areas of focus.

#### **Ann Arbor Vision Zero Action Plan, ANN ARBOR, MI**

Ms. Nickele is part of the Sam Schwartz team working to develop a Vision Zero Action Plan and Implementation Program to move forward the city's goal of eliminating traffic fatalities and serious injuries by 2025. Ms. Nickele leads the review of crash data and assists the team in identifying locations and project ideas for immediate-term implementation. Ms. Nickele is developing the city's annual snapshot, a public, online resource for residents to follow along with Ann Arbor's enhancements and progress towards Vision Zero. The snapshot provides easy-to-understand graphics and interactive maps.

#### **Ann Arbor Comprehensive Transportation Plan Update, ANN ARBOR, MI**

Sam Schwartz partnered with the City of Ann Arbor to develop a transformative update to the City's Comprehensive Transportation Plan, Ann Arbor Moving Together Towards Vision Zero, that detailed a clear path towards eliminating deaths and serious injuries related to traffic crashes, increasing residents' transportation choices, and reducing emissions from **Sam Schwartz** | Project Personnel

### Years of Experience

9 Years

### Education

**Master Urban Planning and Policy**  
University of Illinois at Chicago,  
2019

**Master of Public Health**  
University of Illinois at Chicago,  
2018

**BA Spanish, Global Health**  
Northwestern University, 2012

### Professional Affiliations

American Planning Association

Association of Pedestrian and  
Bicycle Professionals

### Publications + Presentations

Transport Chicago, Bikeway Design  
Made Easy: How to Evaluate and  
Design the Right Facilities for Your  
Community, 2020

Illinois Bike Summit, Bike Equity in  
Chicago: An Observational Tool for  
Neighborhood Bikeability, 2018

APA National Planning Conference,  
Bike Equity: An Observational Tool,  
2018

Active Living Research  
Conference, Lessons learned for  
facilitating multi-sectoral policy  
& environmental changes in  
communities, 2018

Active Living Research Conference,  
Creating active-friendly  
communities and schools, 2017

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the transportation sector. Ms. Nickele served as an analyst and assisted in the creation of Plan's high crash focus corridors and intersections. Ms. Nickele assisted in the development of a framework for a low-stress bike network throughout the city and coordinated online interactive mapping activities. Additionally, Ms. Nickele helped prepare presentations for the city's Transportation Commission.

## **Glendale Heights Bicycle and Pedestrian Plan,** **GLENDALE HEIGHTS, IL**

Sam Schwartz is currently working with the Village of Glendale Heights to create a plan to make walking and bicycling more safe, comfortable, and access. Ms. Nickele manages the development of the bicycle and pedestrian plan (funded by CMAP's Local Technical Assistance Program). Ms. Nickele coordinates with the Village to develop diverse outreach through the project website management, Steering Committee, and key stakeholders. Additionally, Ms. Nickele translated engagement activities into Spanish, including the project website and event promotion graphics.

## **Northwestern University Active Transportation Plan,** **CHICAGO, IL**

Ms. Nickele acts as lead planner for Sam Schwartz's partnership with Northwestern University to develop an active transportation plan for the campus. Ms. Nickele leads stakeholder engagement efforts and the plan recommendation guidelines and strategy.

## **Illinois Medical District Bicycle and Pedestrian Safety Action Plan,** **CHICAGO, IL**

Ms. Nickele serves as lead planner for Sam Schwartz's partnership with the Illinois Medical District to develop a bicycle and pedestrian plan for the District. Ms. Nickele leads the existing conditions analysis, examining dangerous behaviors, locations, and trends.

## **Ann Arbor Pedestrian Crossing Study,**

### **ANN ARBOR, MI**

Ms. Nickele assisted with an inventory and audit of key pedestrian crossing characteristics throughout the city. Ms. Nickele reviewed existing crossing guidelines and traffic calming toolboxes. The analysis resulted in a set of recommendations to improve crosswalk safety and visibility for application on a city-wide scale.

## **Milwaukee Reckless Messaging Mini-Grant Program Development,** **MILWAUKEE, WI**

Ms. Nickele served as lead planner in the development of the mini-grant program to combat reckless driving. Ms. Nickele reviewed existing efforts and best practices of grant programs nationwide and produced grant components including the project information, and application, reporting, and evaluation forms. Ms. Nickele provided the initial Spanish translation of materials.

## **Northwest Municipal Conference Multimodal Transportation Plan,**

### **CHICAGOLAND WESTERN SUBURBS, IL**

Ms. Nickele supported a planning effort encompassing 43 municipalities in the north and northwest suburbs of Chicago intended to better connect the region's bikeway system and create comprehensive guidelines that will outline a regional bicycle and pedestrian network that is safe and comfortable for all ages and abilities. Ms. Nickele developed community outreach activities aimed at understanding resident perception of public and active transportation and led the team's GIS analyses of the region's network connectivity and safety.

# Siddharth Shah, AICP

## Senior Transportation Planner



Mr. Shah is a Planner + Engineer with experience in developing and implementing improvements that make our streets safer for all people walking, biking, riding transit, and driving. Additionally, he has worked extensively with data to identify patterns and trends in traffic safety that further inform policy and infrastructure improvements.

### Relevant Experience

#### **CDOT Pedestrian Safety Projects, CHICAGO, IL**

Mr. Shah manages the Chicago Department of Transportation's (CDOT) Pedestrian Projects Program. In this role, he leads the location selection and project management for installing pedestrian safety improvements such as concrete curb extensions, pedestrian refuge islands, raised crosswalks, and pavement marking upgrades. In addition, Mr. Shah develops conceptual designs for locations and coordinates within the department to produce engineering drawings and work orders. Additionally, he coordinates with the Ward offices and key stakeholders before project installation and helps them with analysis to provide statistics on improved traffic safety post project installation.

#### **Ann Arbor Vision Zero Implementation Plan, ANN ARBOR, MI**

Sam Schwartz is contracted by the city of Ann Arbor to develop an implementation plan for their Vision Zero goals. Mr. Shah is the lead on developing a capital projects strategy to prioritize projects for implementation. Mr. Shah is also advising the city on implementing new Safe Systems policies and Quick Build infrastructure to help the city achieve their targets per the Ann Arbor Moving Together Action Plan.

#### **Rapid Delivery Projects, CHICAGO, IL**

Mr. Shah analyzes crash data and street conditions to identify locations for the Chicago Department of Transportation to implement Rapid Delivery Projects. Rapid Delivery Projects are low-cost, quick improvements on city streets using tools such as paint markings to make the streets safer for vulnerable road users. Mr. Shah helps implement these improvements by developing conceptual drawings and preparing preliminary cost estimates for the Rapid Delivery Projects. Mr. Shah is currently developing a Left Turn Traffic Calming program for targeted quick-build projects to improve pedestrian safety in the city of Chicago.

**Sam Schwartz** | Project Personnel

### Years of Experience

4 Years

### Education

#### **Master of Urban Planning**

New York University, 2018

#### **M.S. Civil Engineering**

University of Illinois at Urbana-Champaign, 2016

#### **B.Tech. Civil**

#### **Engineering-Construction**

CEPT University, 2015

### Certifications

AICP

### Professional Affiliations

American Planning Association

Young Professionals in Transportation

Chi Epsilon-Civil Engineering Honor Society

### Presentations

From Pop-up to Permanent: Tactical Implementation beyond COVID-19, Presenter and Panelist, 29th Congress for New Urbanism, 2021

Pop-up to Permanent: Delivering Lasting Impacts from Pilot Projects, Presenter and Workshop Facilitator, NACTO Designing Cities, 2020

Pedestrian Safety, Acceptable Risks, and Public Health Equity, Presenter, APA-IL State Conference, 2019

Rapid Delivery Project on Milwaukee Avenue, Presenter, Transport Chicago, 2019

## Sam Schwartz

## **Vision Zero Downtown Action Plan, CHICAGO, IL**

The Chicago Department of Transportation retained Sam Schwartz to develop a Vision Zero Action Plan for the high crash area of downtown Chicago. The services provided by Sam Schwartz included assembling a Vision Zero Downtown task force, facilitating the task force's public meetings, providing data analysis and data-driven insights, developing recommendations, and drafting the action plan document for a wide audience. Mr. Shah was involved in each task and specifically worked on data analysis, developed visualizations for stakeholder presentations, assisted in stakeholder meetings, and provided data and graphics for the action plan document.

## **Milwaukee Ave Project Evaluation Report,**

**CHICAGO, IL**

Mr. Shah designed and compiled the evaluation report for the Milwaukee Avenue Rapid Delivery project to help the Chicago Department of Transportation communicate the safety benefits of the project to a wide audience. The evaluation report detailed how the project increased safety along the project corridor for people traveling in all modes of transportation and increased comfort for people walking and biking along the corridor.

## **Data Working Group for Vision Zero Chicago,**

**CHICAGO, IL**

Mr. Shah facilitated the Vision Zero Chicago Data Working Group for the Chicago Department of Transportation. He coordinated with multiple agencies, including the Chicago Department of Public Health, Chicago Police Department, and Chicago Metropolitan Planning Association, for the stakeholders to have a platform to discuss and address issues related to crash data and other traffic safety and equity data. As part of the Data Working Group's tasks, Mr. Shah set up an automated notification system for all aldermanic offices to receive emails whenever there

is a severe crash in their ward. Mr. Shah currently supervises the agenda development for the working group and reviews data analysis for the working group.

## **Borough Pedestrian Safety Action Plans Update, NEW YORK, NY**

Prior to joining Sam Schwartz, Mr. Shah was a September 11 Memorial Scholar at the New York City Department of Transportation. Mr. Shah composed a draft of New York City's update to its Pedestrian Safety Action Plan which was released in its final version in February 2019. He produced data analysis tables and maps for the Action Plan to communicate the change in pedestrian safety conditions across the five boroughs of New York City. Additionally, he tracked progress on the commitments outlined in the 2014 Action Plans and compiled case studies of safety improvements installed along major corridors in each city's boroughs.

# M. Jake Visser

## Planner



Mr. Visser specializes in planning, modeling, and analysis for multi-modal transportation systems, with an emphasis on bicycles, pedestrians, and traffic safety. He has experience working with bicycle facility and bikeshare planning in multiple cities and excels at using data to build models, identify trends, and develop recommendations grounded in robust analysis.

### Relevant Experience

#### **Chicago Vision Zero Data Analyst, CHICAGO, IL**

Mr. Visser has worked with the Chicago Department of Transportation (CDOT) since March 2022 leading efforts on crash and speed data analysis. Using historic and current data, he has helped demonstrate ongoing trends in traffic safety and inform decisions around road safety improvements. Using geospatial analysis, he has also helped identify high-crash and high-speed locations and corridors to provide context for future project and funding decisions. For this task, he has processed large sets of IDOT crash data and Wejo speed data to tie speeding and crash locations to individual street segments and normalize for length. This allows the team to precisely identify where crashes and speeding incidents are most common on a per-mile basis. He has then supported maintaining this data in an online map, which serves as an essential tool for decision-makers across the department.

#### **Chicago DOT Streets for Cycling, CHICAGO, IL**

Mr. Visser has worked with the Chicago Department of Transportation (CDOT) to help provide traffic safety and crash analyses for ongoing bicycle infrastructure projects throughout the city. For this effort, he has utilized his crash data expertise to identify crashes along key project corridors, summarize the modes and severity of these crashes, and identify problem intersections. These crash summaries have served as essential pieces in guiding recommendations for specific design decisions along project corridors.

#### **Seattle DOT Climate Model, SEATTLE, WA**

Mr. Visser supported the development of a transportation climate impact model for the City of Seattle. The model compares the projected bene-

### Years of Experience

3 Years

### Education

#### **Master of Community + Regional Planning**

University of British Columbia,  
2020

#### **B.S. Mechanical Engineering**

University of Colorado Boulder,  
2016

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fit of a variety of emission-reduction strategies, including bus-only lanes, micro transit, cycling improvements and reduced transit fares. Existing data and case studies were used to project each strategies mode shift, VMT reduction, and emissions reduction.

## **Divvy Bikeshare, CHICAGO, IL**

Mr. Vissers has led the data monitoring and analytics for Divvy Bikeshare at the Chicago Department of Transportation (CDOT) since 2021. His responsibilities include collecting and analyzing data to audit vendor performance and communicating these metrics to the public and key city staff, as well as providing analytically based recommendations for system growth and improvements. To further enhance CDOT's data collection capacity, he has implemented Python scripts to automate key data collection processes and used this data to analyze trends and recommend operational changes. Most recently, he used a detailed analysis of system operations to recommend changes to the service level agreements (SLAs) between the city and their operator. These SLAs were specifically crafted to shore up weak spots identified in the operational analysis and provide Chicago residents with the highest possible level of service.

## **Seattle Transportation Network Company (TNC) Analysis, SEATTLE, WA**

Mr. Vissers is supporting a project with the Seattle Department of Transportation (SDOT) which aims to assess the impacts of a minimum compensation ordinance that went into effect in 2021. For this effort, he has developed Python scripts to clean and analyze enormous raw datasets, exploring metrics such as hourly pay, hours worked per week and passenger wait times. These scripts also generate visualizations to further illustrate the full impacts of the policy.

## **NYC Streets Plan Survey Analysis, NEW YORK, NY**

Mr. Vissers supported public engagement for an NYC Streets Plan update by analyzing comment responses across several surveys. Mr. Vissers utilized Python to merge these disparate data sources, translate any Spanish responses and categorize responses by themes and geography. He then incorporated keyword analysis software to pull out unique comments and help further identify trends, providing an efficient way to incorporate public feedback planning documents.

## **NYC DOT Bicycle Exposure Model, NEW YORK, NY**

Mr. Vissers helped develop a framework for NYC DOT to track their internal bike count data and compare it to estimated volumes from 3 mobility data vendors: Strava, Streetlight and Replica. He helped develop a Python code to systematically extract bike volumes along targeted segments and timeframes from vendor sources, match to DOT bike count locations, and populate a database. He also demonstrated several database applications, including validating vendor data accuracy, exploring accuracy across geography and facility type, and calibrating vendor data to bike counts to refine their volume projections

# Allison Porton

## Transportation Planner



Ms. Porton serves as a consultant to the Chicago Department of Transportation as the Vision Zero Chicago team's planning and policy analyst. In this role, she leads actionable traffic safety policy work amongst CDOT staff and stakeholders, bringing traffic safety best practices and original local analyses to policy formation and implementation.

### Relevant Experience

#### **Vision Zero South Side Neighborhood Action Plan, CHICAGO, IL**

Sam Schwartz led a neighborhood-based action plan to improve traffic safety in two high crash areas on the City's south side in neighborhoods that have long experienced disinvestment. The team is using a deliberately immersive approach in the community to allow community leaders to help shape the overall engagement process so that the resulting plan is truly community-driven and therefore responsive to their unique needs and concerns. Ms. Porton's responsibilities on the project included conducting a safety analysis of the study areas.

#### **State Street High Crash Corridor Before-and-After Study, CHICAGO, IL**

Sam Schwartz conducted a before-and-after study of corridor safety improvements that were installed on the State Street high crash corridor in the Central Business District. Ms. Porton reviewed best practices and designed a data collection procedure to measure impact on safety. Analyses was conducted on the data and marketing materials were produced to communicate the results with the public.

#### **Vision Zero Chicago, Downtown Action Planning, CHICAGO, IL**

As part of the Vision Zero Chicago team, Ms. Porton facilitated the stakeholder-driven process of developing a crash reduction plan for Chicago's Central Business district. As part of this effort, she matched stakeholder input and experience with local data and national policy standards to develop the plan's policy recommendations, exploring both familiar and specialized opportunities.

### Years of Experience

4 Years

### Education

**Master of Urban Planning + Policy,** University of Illinois at Chicago, 2018

### B.A.

The George Washington University, 2010

# MUSE



## Sydney VanKuren, AICP

### Senior Associate

Sydney is an urban planner with more than eight years of experience in the field. Her focus is on empowering communities to embrace and accelerate positive changes towards increased resilience and sustainability. A systems thinker, she uses an empathetic planning approach to help turn strangers into neighbors and build lasting bonds within the community. Prior to joining MUSE, she served as an Associate at Farr Associates where she led planning and urban design projects and brought a deep knowledge of sustainable urbanism and decarbonization best practices to her work.

#### EDUCATION

##### University of Illinois at Chicago

Masters in Urban Planning and Policy, 2015

##### Cornell University

Bachelor of Science in Natural Resources, 2010

#### CONTINUING EDUCATION

American Institute of Certified Planners (AICP)

Certified Charrette Facilitator, National Charrette Institute

EcoDistricts Accredited Professional

LEED Green Associate, US Green Building Council

#### AFFILIATIONS

American Planning Association, Illinois Chapter

Associate Board Secretary, Center for Neighborhood Technology, 2018-2020

#### AWARDS

Best Masters Project Award, University of Illinois at Chicago 2015

[musecommunitydesign.com](http://musecommunitydesign.com)  
(312) 416.2816

#### Vision Zero South Side Plan, Chicago, IL

Sydney is leading community engagement for the City of Chicago's Vision Zero South Side initiative to help save lives and boost economic development in communities identified as High Crash Areas. The planning process includes robust engagement such as community walks, safety workshops, and art activations to capture the community's desires for improvements that help save lives and boost economic development.

#### RTA Strategic Plan, Chicago, IL

The Regional Transportation Authority (RTA), in partnership with Sam Schwartz Engineering, undertook an ambitious strategic action planning process. Sydney designed thoughtful facilitation and engagement tools for 18 working group meetings in which participants brainstormed and refined goals, strategies, and metrics to be included in the plan. Sydney also supported in-person engagement at community events across the RTA service area.

#### Cook County Electric Vehicle Outreach + Evaluation Study, Cook County, IL

MUSE is leading community outreach and engagement related to Cook County's installation of public electric vehicle (EV) chargers in 25 suburban municipalities that have historically been marginalized and under-resourced. Sydney's role involves designing an engagement strategy, including an interactive mapping survey, pop-up events, public meetings, and focus groups as opportunities to have conversations with local stakeholders about their preferences around mobility, equity, and access related to EV charging stations.

#### Washington Park Framework Plan, Chicago, IL

Sydney is leading community engagement for a project team developing the framework planning process for Washington Park. The process, rooted in the idea that "parks are for people", includes equitable representation on community and technical steering committees to guide the development of the plan. The resulting recommendations will guide the Chicago Park District through an implementation-driven plan that reinforces Washington Park as a community hub for South Side neighbors.

#### Kedzie Avenue Corridor Study, Cook County, IL

Sydney manages community engagement for Cook County's Kedzie Avenue Phase I Study from 159th Street to Vollmer Road. This study will review improvements to address existing deficiencies, with the goal of increasing safety for all users along the 5-mile corridor. The Public Involvement Plan includes thoughtful and targeted outreach including a project website, stakeholder meetings, digital survey, and two public meetings.

# MUSE



## EDUCATION

### DePaul University

Master of Arts in  
Sustainable Urban  
Development, 2022

### University of Illinois in Chicago

Bachelor of Arts in Urban  
Studies, 2019

## Lizbeth Carrazco

### Associate

Lizbeth Carrazco is a Chicago native passionate about helping communities build sustainable futures. Throughout her life, Lizbeth was able to experience first-hand the benefits of City programs. Her experiences volunteering across the city has helped shape her approach to boosting and amplifying communities' voices and ideas. She ensures that everyone has a seat at the table and no viewpoint is overlooked. She is a firm believer that "la comunidad es siempre en el mente y en el frente" (The community is always in front and in mind).

### We Will Chicago - Summer Engagement, Chicago, IL

Lizbeth supported public engagement, including facilitating Spanish conversations, for the We Will Chicago planning process. Attending community events, the We Will Chicago promotion team collected quantitative data via brief digital surveys about the draft plan's goals. We Will Chicago is the first citywide plan in more than 50 years, led by the Chicago Department of Planning and Development.

### RTA Strategic Plan, Chicago, IL

The Regional Transportation Authority (RTA), in partnership with Sam Schwartz Engineering, recently completed an ambitious strategic action planning process. MUSE crafted thoughtful facilitation and engagement tools for 18 Working Group meetings, in which participants brainstormed and refined goals, strategies, and metrics to be included in the plan. Lizbeth led quantitative analysis and coding to create an understanding of open-ended feedback collected during public engagement.

### CTA Red Purple Modernization Next Phases Study, Chicago and Evanston, IL

As the CTA looks ahead to future phases of the Red Purple Modernization Project (RPM), MUSE is leading the development of a community engagement plan and stakeholder engagement strategy for Chicago, Evanston, and Wilmette communities near the 9.6-mile corridor in the study. Lizbeth is supporting stakeholder and public meeting facilitation as well as digital survey design and analysis.

### Washington Park Framework Plan, Chicago, IL

Lizbeth is supporting community engagement efforts as MUSE leads the framework planning process for Washington Park. The process, rooted in the idea that "parks are for people", includes equitable representation on community and technical steering committees to guide the development of the plan. The resulting recommendations will guide the Chicago Park District through an implementation-driven plan that reinforces Washington Park as a community hub for South Side neighbors.

### CDOT South Branch Access Study, Chicago, IL

MUSE is leading engagement regarding community access to parks, transit, and neighborhoods around Ashland Avenue along the South Branch of the Chicago River. Lizbeth is supporting bilingual engagement efforts for this project. The study, led by HDR, consists of an existing conditions analysis and development of "access strategies" that will focus on providing better and safer access from river-adjacent parks and neighborhoods to transit along Ashland Avenue, including the Ashland Orange Line Station.

[musecommunitydesign.com](http://musecommunitydesign.com)  
(312) 416.2816



# Downtown Vision Zero Action Plan

Chicago, IL



Sam Schwartz was retained by the Chicago Department of Transportation to manage and administer the City's Vision Zero and Pedestrian programs. In 2017, the City of Chicago released its Vision Zero Action Plan with a commitment to eliminate deaths and serious injuries from traffic crashes by 2023.

The Action Plan calls for tailored, neighborhood-specific plans to address traffic safety in a culturally sensitive and site-specific way in areas with a history of high crashes. As part of this larger effort, Sam Schwartz led the development of the plan for the downtown high crash area. This process included a task force of prominent stakeholders, chaired by Alderman Reilly, to discuss solutions to traffic safety from a multi-disciplinary approach including engineering strategies, revised policies and enforcement strategies, and educational and encouragement approaches.

The plan took a bold approach to addressing traffic safety, including piloting new treatments to slow turning vehicles along State Street, one of the corridors with the highest number of crashes and heavy pedestrian traffic. These new measures are currently being evaluated and if effective, can be implemented on a widespread basis throughout the City. Broader policies being explored, such as a reduced speed limit throughout the downtown and turning restrictions, are likely to have a big impact without significant investment.

## Client

Chicago Department of Transportation

## Contact

Sean Wiedel, AICP  
Assistant Commissioner,  
Citywide Services  
Chicago Department of Transportation  
2 N. LaSalle Street, Suite 1110  
Chicago, IL 60602  
312.744.8182

## Services

- » Transportation Planning
- » Transportation Safety
- » Multimodal Planning

## Cost

\$60,000

## Dates

2018–2019

## Key Staff

Stacey Meekins, AICP  
*Project Director*  
Allison Porton  
Sid Shah, AICP  
Alex Hanson, AICP

# Vision Zero South Side Neighborhood Action Plans

Chicago, IL



Sam Schwartz is leading a Vision Zero Action Plan in four communities on Chicago's south side. These communities had previously been identified in the Vision Zero Chicago Action Plan as High Crash Areas and in need of additional focus to determine the best strategies to improve safety. In addition to traditional safety and mobility analyses to understand the issues and opportunities, our team is taking a community-led approach to guide the process. Our team is using a deliberately immersive approach to allow community leaders to help shape the overall engagement process so that the resulting plan is truly community-driven and therefore responsive to their unique needs and concerns. The Greater Englewood, Washington Park, and Grand Boulevard action plans will identify specific opportunities within each community to make it easier and safer to move around their neighborhoods, whether walking to the park, biking to school, or visiting friends. The plan also sets up the City to make routine safety investments at and approaching schools in these neighborhoods and citywide by adopting a school safety toolbox with templates for various school siting contexts.

## Client

Chicago Department of Transportation (CDOT)

## Contact

Michael Kent  
Vision Zero Coordinator  
CDOT  
2 N. LaSalle Street, Suite 950  
Chicago, IL 60602  
312.744.3019  
michael.kent@cityofchicago.org

## Services

- » Transportation Planning
- » Safety
- » Vision Zero

## Cost

\$300,000

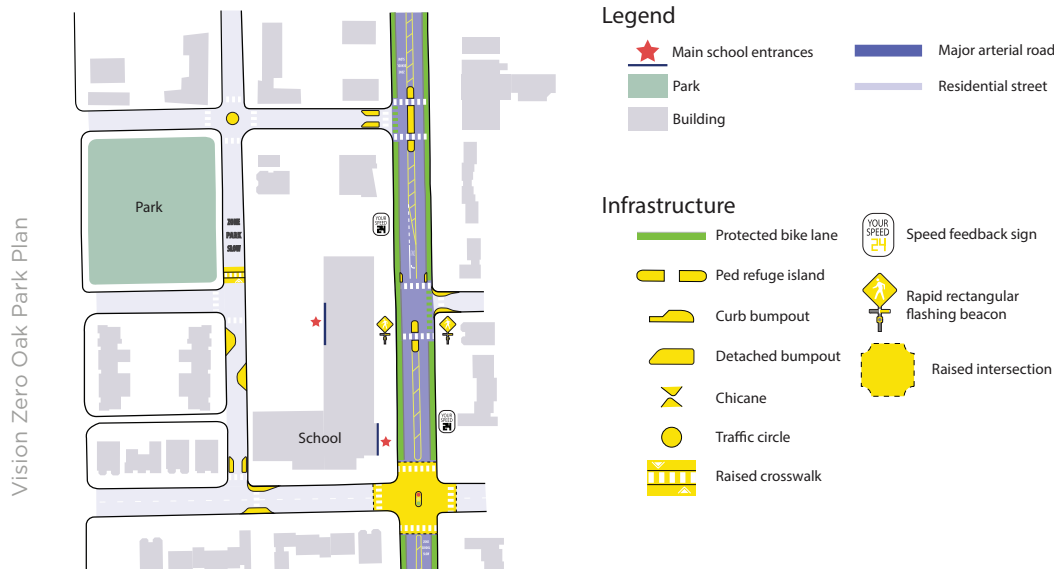
## Dates

2021-Present

## Key Staff

Stacey Meekins, AICP  
Project Manager  
Allison Porton  
Transportation Planner

## Type I – Arterial fronts one side of building

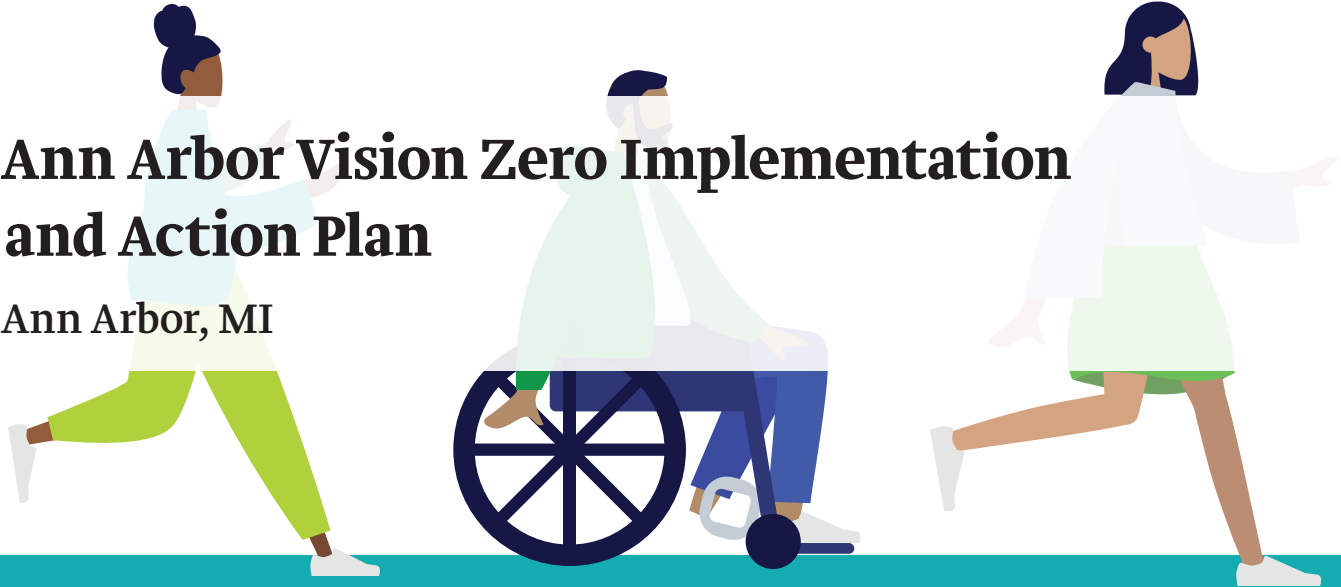


Vision Zero Oak Park Plan



# Ann Arbor Vision Zero Implementation and Action Plan

Ann Arbor, MI



Illustrations by Pablo Stanley

Sam Schwartz was retained by the City of Ann Arbor to develop an Implementation and Action Plan to achieve Vision Zero. This work follows the development of a Vision Zero-focused long range transportation plan that was unanimously adopted by City Council.

The Implementation and Action Plan included immediate identification of quick-build safety improvements that were programmed for installation within months of the contract initiation. Fifteen intersections and two mile-long corridors that were among the most severe crash locations in the city were addressed with this first round of interventions. The implementation and action plan also includes the development of a speed management program that will provide the city with tools to address high speeds on even the most challenging corridors as well as a 5-year action plan for continued investments.

## Client

City of Ann Arbor

## Contact

Suzann Flowers  
Transportation Program  
Manager, City of Ann Arbor  
301 E. Huron St. 4th Floor  
Ann Arbor, MI 48104  
sflowers@a2gov.org  
734.794.6430 x43710

## Services

- » Vision Zero Planning
- » Action Planning
- » Strategic Planning
- » Transportation Planning
- » Design Engineering

## Cost

\$300,000

## Dates

December 2021–Present

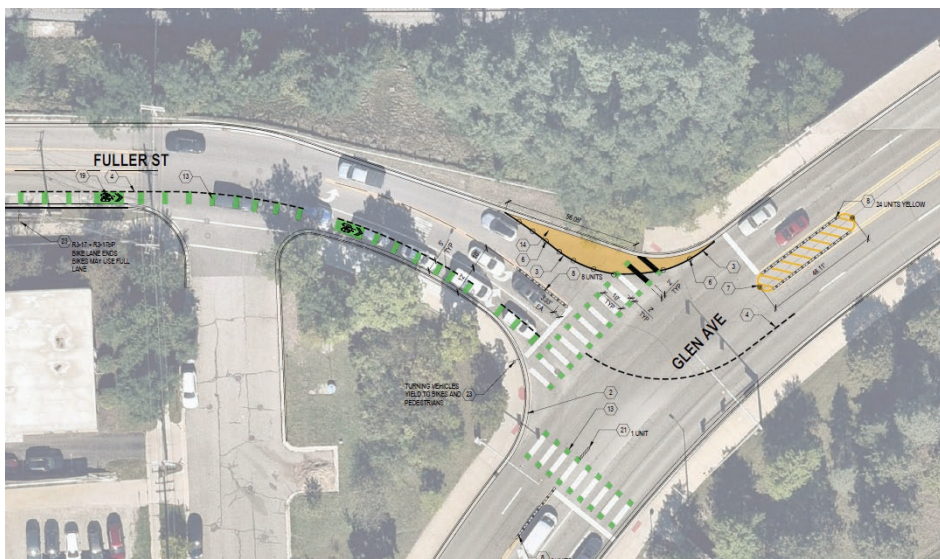
## Key Staff

Stacey Meekins, AICP  
Project Manager

Sid Shah, AICP  
Project Planner

Katherine Nickele, AICP  
Alex Hanson, AICP

Vision Zero Oak Park Plan



# MUSE

## Vision Zero West Side Action Plan



**CLIENT:** Chicago Department of Transportation

**PROJECT:** Vision Zero West Side

### MUSE convened neighbors and local leaders to collectively design Chicago's first neighborhood-level Vision Zero action plan.

Leveraging the power of established community organizations and City agencies active in the Austin, East and West Garfield Park, and North Lawndale neighborhoods, MUSE led innovative and tactile engagement to build safer communities. We brought our hands-on “Design A Street” activity out to community events, created a pop-up runners’ lounge during a 5K, and experimented with creating sidewalk bumpouts.

We developed a social media strategy to bolster visibility and engagement, and created stickers and other swag to hand out in the neighborhoods to help locals voice their traffic concerns.

The engagement and plan development process resulted in community-supported short-, medium-, and long-term recommendations to make streets on Chicago’s West Side safer. In 2019, Mayor Lightfoot committed \$6 million to implement the recommendations put forth in the plan.

#### TIMELINE

2018 - 2019

#### LOCATION

Chicago, IL

#### SERVICES

Community Engagement  
Data Analysis  
Plan Development

#### PROJECT CONTACT

Sean S. Wiedel, AICP  
Sean.Wiedel@cityofchicago.org  
312-744-8182





## o6. Financial Responsibility

With 27+ years of excellent service, project management, and integrity in business, Sam Schwartz is in excellent financial standing and has never had to withdraw from any contract due to financial capacity. With a healthy backlog of work, ever-growing staff and client relationships, and no history of financial hardship or bankruptcy, we have no doubt that our team will be able to execute this contract and all the work it entails with full capacity, stability, and integrity. Our company has access to a comprehensive network of professionals in a wide array of service areas with a deep bench of experience while still maintaining a small (170-person), intimate and accessible culture across our eight national offices (New York, NY (HQ); Jersey City, NJ; Washington DC; Chicago, IL; Tampa, FL; Los Angeles, CA; Oakland, CA; Seattle, WA).

## 07. Appendix

Addendum

IDOT Prequalification Letter

DBE Certification



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](http://www.oak-park.us)  
[village@oak-park.us](mailto:village@oak-park.us)

## Addendum

Addendum Number:	1
Addendum Date:	4/17/23
Site Name:	n/a
Project Name:	RFQ for Professional Services for the Vision Zero Oak Park Plan
Project Number:	n/a
Prepared By:	Lanyea Griffin
To:	All bidders of record

This addendum forms a part of the Contract Documents and amends the original documents and the Plans and Special Provisions. Where any part of the contract documents is amended, the unaltered provisions are to remain in effect.

Bidders must acknowledge receipt of any and all addenda in the space provided in Part 4. Failure to do so will result in rejection of the bid.

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

### Part 1 – Amendments to the Bid Documents

1. None

### Part 2 – Attachments

1. None

### Part 3 – Questions & Answers

1. (Summarized question from multiple responders) Will prequalification certificates, transmittal sheets, and cover pages count toward the 30-page limit?

ANSWER: Prequalification certificates, transmittal sheets, and cover sheets do not count toward the 30-page limit.

2. Will resumés count toward the 30-page limit?

ANSWER: Resumés will count toward the 30-page limit.

3. Will the Village of Oak Park provide additional information to the selected consultant to support the preparation of the Vision Zero Oak Park Plan?

ANSWER: The Village of Oak Park will provide any additional information it has to the selected consultant to support the preparation of the Vision Zero Oak Park Plan.

4. Can you confirm the DBE participation percentage requirement/goal for this RFQ?

ANSWER: There is no DBE participation percentage requirement/goal, however, firms could consider providing opportunities to DBE firms.


5. Will the respondent's IDOT SEFC Prequalification letter/certification count toward the 30-page limit for responses? Should respondents also include the IDOT letters of their proposed subconsultants

ANSWER: As stated above, the respondent's IDOT SEFC Prequalification letter/certification does not count toward the 30-page limit for responses. Respondents should also include the IDOT letters of their proposed subconsultants.



## 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:	04.17.23
Name:	RFQ for Professional Services for the Vision Zero Oak Park Plan
Signature:	
Company:	Sam Schwartz

End of Addendum



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

April 27, 2022

Subject: PRELIMINARY ENGINEERING  
Consultant Unit  
Prequalification File

Peter Wojtkiewicz  
Sam Schwartz Engineering, D.P.C  
223 W. Jackson Boulevard  
Suite 1101  
Chicago, IL 60606

Dear Peter Wojtkiewicz,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2020. Your firm's total annual transportation fee capacity will be \$7,200,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 157.61% 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, 2021. 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 Sam Schwartz Engineering, D.P.C

CATEGORY	STATUS
Transportation Studies - Mass Transit	A
Special Studies - Signal Coordination & Timing (SCAT)	X
Special Studies - Safety	X
Special Plans - Traffic Signals	X
Special Studies - Traffic Studies	X
Special Studies - Feasibility	A
Highways - Roads and Streets	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



# Illinois Department of Transportation

Office of Business & Workforce Diversity  
2300 South Dirksen Parkway / Springfield, Illinois 62764

November 7, 2022

## CERTIFIED-RETURN RECEIPT REQUESTED

Ms. Courtney Kashima  
Muse Community + Design  
1212 N. Ashland, 2nd Flr.  
Chicago, IL 60622

Dear Ms. Kashima:

The Illinois Department of Transportation (IDOT) has approved the *No Change Affidavit* for Muse Community + Design and determined that the firm continues to meet DBE eligibility standards to perform work towards DBE goals.

To remain certified and in good standing, you must annually submit a *No Change Affidavit*. Your firm's next affidavit is due on **December 1, 2023**. IDOT will send an affidavit form 60 days prior to that date.

Should the submitted information change, you are required to notify IDOT's Bureau of Small Business Enterprises within 30 days of the change.

**Note:** Pursuant to 49 CFR Part 26.83(i), whenever there is a change in circumstances affecting your firm's eligibility status, your firm must provide written notification to IDOT within 30 days of the occurrence of the change. If you fail to make timely notification, it may result in the loss of your firm's certification.

If you have any questions, please contact the Bureau of Small Business Enterprises at (217) 782-5490.

Sincerely,

A handwritten signature in blue ink that reads "Tony L. Day".

Tony L. Day  
DBE Certification Section Manager  
Bureau of Small Business Enterprises





**Sam  
Schwartz**  
A TYLin Company

200 S. Wacker Drive, Suite 1400  
Chicago, IL 60606  
773.305.0800  
[samschwartz.com](http://samschwartz.com)