



AGENDA
Transportation & Road Improvement Committee
Regular Meeting
Village Hall
1900 Hassell Road, Hoffman Estates, IL 60169

January 12, 2026	Council Chambers	Immediately Following General Administration & Personnel Committee
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1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
 - A. Transportation & Road Improvement Committee 12-08-2025
3. **PUBLIC COMMENT**
4. **NEW BUSINESS**
 - A. Approval of a Resolution with IDOT appropriating Motor Fuel Tax funds for the 2026 Street Revitalization Project, in the amount of \$2,700,000
 - B. Approval a Supplemental Resolution with IDOT appropriating Motor Fuel Tax funds for the 2024 Street Revitalization Project, in the amount of \$38,759
 - C. Approval of an Ordinance creating the Active Transportation Advisory Committee of the Village of Hoffman Estates
 - D. Approval of a Resolution authorizing an Intergovernmental Agreement with the Village of Schaumburg for Phase I Engineering for IL 72 (Roselle Road - Glen Lake Road) Shared Use Path
5. **REPORTS**
 - A. Transportation Division Monthly Report
6. **PRESIDENT'S REPORT**
7. **ITEMS IN REVIEW**
8. **OTHER**
9. **ADJOURNMENT**

Further details and information can be found in the agenda packet attached hereto and incorporated herein and can also be viewed online at www.hoffmanestates.org and/or in person in the Village Clerk's office. The Village of Hoffman Estates complies with the Americans with Disabilities Act (ADA). For accessibility assistance, call the ADA Coordinator at 847/882-9100.

**TRANSPORTATION & ROAD IMPROVEMENT
COMMITTEE MEETING MINUTES**

December 8, 2025

1. ROLL CALL

Members in Attendance:

**Karen Arnet, Chair
Patrick Kinnane, Vice Chair
Gary Stanton, Trustee
Karen Mills, Trustee
Anna Newell, Trustee
Mayor William D. McLeod**

Members Absent:

Gary Pilafas, Trustee

**Management Team Members
in Attendance:**

**Eric Palm, Village Manager
Jon Pape, Assistant Village Manager
Dan O'Malley, Deputy Village Manager
Arthur Janura, Corporation Counsel
Patrick Seger, Director of HRM
Alan Wenderski, Director of Engineering
Jennifer Horn, Director of Trans. & Eng.
Kevin Kramer, Dir. Of Economic Dev.
Kasia Cawley, Police Chief
Ric Signorella, Cable TV Coordinator
Amy Senior, Production Assistant**

The Transportation & Road Improvement Committee meeting was called to order at 7:07 p.m.

2. APPROVAL OF MINUTES

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve the Transportation & Road Improvement Committee meeting minutes of November 10, 2025. Voice vote taken. All ayes. Motion carried.

3. PUBLIC COMMENT

4. NEW BUSINESS

A. Approval of an Ordinance amending Municipal Code Section 6-2-1-HE-11-1302-A, Additional No Parking Streets and Area – 1955 Cheltenham Place and 1949 Whittingham Lane.

An item summary sheet from Sonia Zala was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Mills, to approve an Ordinance amending Municipal Code Section 6-2-1-HE-11-1302-A, Additional No Parking Streets and Area – 1955 Cheltenham Place and 1949 Whittingham Lane. Voice vote taken. All ayes. Motion carried.

B. Approval of a Resolution authorizing an Intergovernmental Agreement with IDOT for improvements on IL 72 at Huntington Boulevard.

An item summary sheet from Al Wenderski was presented to Committee.

Motion by Mayor McLeod, seconded by Trustee Pilafas, to approve a Resolution authorizing an Intergovernmental Agreement with IDOT for improvements on IL 72 at Huntington Boulevard. Voice vote taken. All ayes. Motion carried.

5. REPORTS (INFORMATION ONLY)

A. Transportation Division Monthly Report.

The Transportation Division Monthly Report was received and filed.

6. PRESIDENT'S REPORT

7. ITEMS IN REVIEW

8. OTHER

Happy Birthday to Trustee Newell.

9. ADJOURNMENT

Motion by Trustee Mills, seconded by Trustee Stanton, to adjourn the meeting at 7:11 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

Jennifer Djordjevic, Dir. Of Operations/Outreach
Office of the Mayor and Board

Date



AGENDA ITEM REPORT

Transportation & Road Improvement Committee
January 12, 2026
ITEM 4A

REQUEST: Approval of a Resolution with IDOT appropriating Motor Fuel Tax funds for the 2026 Street Revitalization Project, in the amount of \$2,700,000

FROM: Alan Wenderski, Director of Engineering

ITEM TYPE: Resolution - Committee

REQUEST SUMMARY

When Motor Fuel Tax (MFT) Funds are used to pay for a qualified improvement or maintenance, an IDOT resolution is required to be executed prior to spending funds. As part of the annual budget, MFT funds totaling \$2,700,000 are allocated for the 2026 Street Revitalization project. A draft resolution for the 2026 street project, in the required IDOT form, is attached. Project plans are under development with a goal of starting construction in March/April. While the full scope of the budgeted 2026 street improvements will be administered in multiple contracts, the full amount of MFT funds will be allocated to the 2026 Street Revitalization project for administrative efficiency.

FINANCIAL IMPACT

The State collects and then distributes MFT funds to local agencies. The amounts received by the Village are determined on a per capita basis applied to the amount of motor fuel tax collected and available for local use. The amount of \$2,700,000 allocated to the 2026 Street Revitalization represents the anticipated annual allocation plus fund balance that accrued due to cost savings on previous projects.

RECOMMENDATION

Approve a Resolution with IDOT appropriating Motor Fuel Tax funds for the 2026 Street Revitalization Project, in the amount of \$2,700,000.

ATTACHMENTS

1. IDOT MFT Resolution - 2026 Street Revitalization Project



Resolution for Improvement Under the Illinois Highway Code

Is this project a bondable capital improvement?

☒ Yes ☐ No

Resolution Type

Original

Resolution Number

Section Number

26-00119-00-RS

BE IT RESOLVED, by the President and Board of Trustees of the Village

Governing Body Type

Local Public Agency Type

of Hoffman Estates Illinois that the following described street(s)/road(s)/structure be improved under
Name of Local Public Agency

the Illinois Highway Code. Work shall be done by Contract.
Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
see attached				

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

The reconstruction & resurfacing of various streets in Hoffman Estates

2. That there is hereby appropriated the sum of two million seven hundred thousand

Dollars (\$2,700,000.00) for the improvement of

said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Patty Richter

Name of Clerk

Village

Local Public Agency Type

Clerk in and for said Village

Local Public Agency Type

of Hoffman Estates in the State aforesaid, and keeper of the records and files thereof, as provided by
Name of Local Public Agency

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

President and Board of Trustees of Hoffman Estates at a meeting held on January 19, 2026.
Governing Body Type Name of Local Public Agency Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____.
Day Month, Year

(SEAL, if required by the LPA)

Clerk Signature & Date

--

Approved

Regional Engineer Signature & Date
Department of Transportation

Approved by IDOT per
agreement dated 3/4/22

PROPOSED 2026 STREET REVITALIZATION PROJECT

VOHE 2026 Reconstruction Streets

Street	Begin	End
HARVARD LN	FREMONT RD	HILLCREST BLVD

VOHE 2026 Resurfacing Streets

Street	Begin	End
ACORN CT	WHITE OAK DR	END OF THE STREET
ACORN DR	ESSEX DR	ACORN CT
AVON DR	LEEDS RD	HAVERFORD WAY
BERKLEY LN W	GRAND CANYON	EVANSTON ST
BRENTWOOD DR	CARIBOU LN	FOX PATH LN
CASTAWAY LN	PALATINE RD	BRADWELL RD
CHESAPEAKE DR	FREEMAN RD	FREEMAN RD
COTTONWOOD TRL W	HUNTINGTON BLVD	1800 COTTONWOOD TRL
GLEN LN	GLEN LAKE RD	HERMITAGE DR
HAMPSHIRE DR	LEEDS RD	ETON DR
HILLCREST BLVD	CHIPPENDALE RD	JONES RD
KINGSDALE RD	HIGGINS RD	GLEN LAKE RD
MAUREEN DR	RUSSELL DR	SHOE FACTORY RD
NEW BRITTON DR	FREEMAN RD	VICTORIA DR
OAK KNOLL LN	COTTONWOOD TRL	PEBBLEWOOD LN
PEMBROKE AVE	HASSELL RD	END OF THE STREET
PROVIDENCE DR	ESSEX DR	CARIBOU LN
RALEIGH LN	SUDBURY DR	GOVERNORS LN
RIVER BIRCH DR	ESSEX DR	CARIBOU LN
RUSSELL DR	MUNICIPAL LIMIT	IRENE DR
STEFFEN DR	LEEDS RD	HAVERFORD WAY
VICTORIA DR	NEW BRITTON	FREEMAN RD



AGENDA ITEM REPORT

Transportation & Road Improvement Committee
January 12, 2026
ITEM 4B

REQUEST: Approval a Supplemental Resolution with IDOT appropriating Motor Fuel Tax funds for the 2024 Street Revitalization Project, in the amount of \$38,759

FROM: Alan Wenderski, Director of Engineering

ITEM TYPE: Resolution - Committee

REQUEST SUMMARY

In January 2024, a resolution appropriating Motor Fuel Tax (MFT) funds for the 2024 Street Revitalization project in the amount of \$2,200,000 was passed. In review of final records, it was determined that \$2,238,759 of MFT funds were expended for the 2024 project. In order to rectify IDOT audit records, a supplemental resolution is required to be passed for the additional \$38,759.

FINANCIAL IMPACT

The supplemental resolution is not a change order and does not represent expenditure of funds above the awarded contract value. The additional MFT funding was utilized in lieu of planned Road Improvement Fund balance and was available due to MFT revenues exceeding estimated budget amounts.

RECOMMENDATION

Approve a Supplemental Resolution with IDOT appropriating Motor Fuel Tax funds for the 2024 Street Revitalization Project, in the amount of \$38,759.

ATTACHMENTS

1. IDOT MFT Resolution Supplement No. 1 - 2024 Street Revitalization Project



Resolution for Improvement Under the Illinois Highway Code

Is this project a bondable capital improvement?

☒ Yes ☐ No

Resolution Type

Supplemental

Resolution Number

Section Number

24-00115-00-PV

BE IT RESOLVED, by the President and Board of Trustees of the Village

Governing Body Type

Local Public Agency Type

of Hoffman Estates Illinois that the following described street(s)/road(s)/structure be improved under

Name of Local Public Agency

the Illinois Highway Code. Work shall be done by Contract.

Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
see attached				

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

The reconstruction & resurfacing of various streets in Hoffman Estates

2. That there is hereby appropriated the sum of thirty-eight thousand seven hundred fifty-nine

Dollars (\$38,759.00) for the improvement of

said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Patty Richter

Name of Clerk

Village

Local Public Agency Type

Clerk in and for said Village

Local Public Agency Type

of Hoffman Estates

Name of Local Public Agency

in the State aforesaid, and keeper of the records and files thereof, as provided by

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

President and Board of Trustees of Hoffman Estates at a meeting held on January 19, 2026.

Governing Body Type

Name of Local Public Agency

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this _____ day of _____.

(SEAL, if required by the LPA)

Clerk Signature & Date

--

Approved

Regional Engineer Signature & Date
Department of Transportation

Approved by IDOT per
agreement dated 3/4/22

VOHE 2024 Reconstruction Streets

Street	Begin	End
GOLDENROD LN	MUMFORD DR	SUMAC TR

VOHE 2024 Resurfacing Streets

Street	Begin	End
ASHLEY RD	CAMBRIDGE LN	EVERGREEN LN
BICEK CT	BICEK DR	END OF THE ST
BICEK DR	HUNTINGTON BLVD	SAPPHIRE DR
CAMERON CT	ROCHESTER DR	END OF THE ST
CHIPPENDALE RD	HASSELL RD	END OF THE ST
COOPER RD	CAMBRIDGE LN	DURHAM LN
CRESCENT LN	BROOKSIDE DR	VOLID DR
DEXTER LN N	WAINSFORD DR	DOVINGTON DR
EVANSTON ST	ILLINOIS BLVD	BODE RD
EXETER CT	KINGSTON DR	END OF THE ST
FAIRMONT RD	GOLF RD	HIGGINS RD
LICHFIELD DR (S)	CHAMBERS DR	SOMERTON DR
MAYWOOD LN	WASHINGTON BLVD	OLIVE ST
RED OAK DR	ESSEX DR	ROHRSEN RD
ROCHESTER DR	CHAMBERS DR	KINGSTON DR
WARWICK CIR (S)	GANNON DR	WORTHINGTON DR

VOHE 2024 Structural Overlay Streets

Street	Begin	End
ASCOT CT	PARTRIDGE HILL DR	END OF THE ST
CANDLEWOOD LN	KINGSDALE RD	DARLINGTON CIR
CARMEL CT	PEBBLE BEACH DR	END OF THE ST
PEBBLE BEACH DR	MOON LAKE BLVD	VOLID DR
WILDWOOD CT	WESTBURY DR	END OF THE ST



AGENDA ITEM REPORT

Transportation & Road Improvement Committee
January 12, 2026
ITEM 4C

REQUEST: Approval of an Ordinance creating the Active Transportation Advisory Committee of the Village of Hoffman Estates

FROM: Phil Green, Transportation & Long Range Planner
Jennifer Horn, Director of Planning & Transportation

ITEM TYPE: Ordinance - Committee

REQUEST SUMMARY

On October 20, 2025, the Village Board adopted *Hoffman in Motion*, the Village's multimodal transportation plan. One of the key proposals of that plan was the creation of an Active Transportation Advisory Committee, consisting of residents, representatives from local businesses, school districts, or other partner agencies and organizations. This Committee would act in an advisory capacity only to the Village Board, assisting in the implementation and monitoring of *Hoffman in Motion*, and acting as community ambassadors for multimodal transportation, including walking, biking, and riding transit.

The Committee is anticipated to meet quarterly, with most meetings being held virtually to accommodate the working schedules of members. All members will be appointed by the Mayor with the consent of the Village Board.

FINANCIAL IMPACT

N/A

RECOMMENDATION

Approval of an Ordinance creating the Active Transportation Advisory Committee of the Village of Hoffman Estates.

ATTACHMENTS

1. Ordinance - Active Transportation Advisory Committee Creation (1)

VILLAGE OF HOFFMAN ESTATES

AN ORDINANCE CREATING THE
ACTIVE TRANSPORTATION ADVISORY COMMITTEE
OF THE VILLAGE OF HOFFMAN ESTATES

NOW, THEREFORE, BE IT ORDAINED, by the President and Board of Trustees of the Village of Hoffman Estates, Cook County, Illinois, as follows:

Section 1: The Active Transportation Advisory Committee of the Village of Hoffman Estates is hereby created as follows:

A. Establishment.

The Active Transportation Advisory Committee of the Village of Hoffman Estates is hereby established.

B. Membership and Terms.

The Active Transportation Advisory Committee shall consist of up to eleven (11) members. These members may include residents or representatives from local businesses, school districts, park district, or other partner agencies or organizations. All members shall be appointed by the Village President with the advice and consent of the corporate authorities voting jointly, with one member appointed as Chairperson. The Village Board shall have the authority to fill vacancies and modify membership as deemed necessary. All newly appointed members shall be appointed for a term of two (2) years.

C. Duties.

The duties of the Active Transportation Advisory Committee shall be as follows:

1. To assist in the implementation and monitoring of the *Hoffman in Motion* Multimodal Transportation Plan or any other transportation plans adopted by the Village.
2. To advise the Village Board on community priorities for transportation improvements.
3. To promote active transportation programming within the community.
4. To promote available transportation services to the community.
5. To perform any other duties as may be determined by the Village Board.

D. Quorum

A quorum shall be a majority of members then appointed and shall not include vacancies.

Section 2: The Village Clerk is hereby authorized to publish this Ordinance in pamphlet form.

Section 3: This Ordinance shall be in full force and effect immediately from and after its passage and approval.

PASSED THIS _____ day of _____, 2026

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2026

Village President

ATTEST:

Village Clerk

Published in pamphlet form this _____ day of _____, 2026.



AGENDA ITEM REPORT

Transportation & Road Improvement Committee
January 12, 2026
ITEM 4D

REQUEST: Approval of a Resolution authorizing an Intergovernmental Agreement with the Village of Schaumburg for Phase I Engineering for IL 72 (Roselle Road - Glen Lake Road) Shared Use Path

FROM: Alan Wenderski, Director of Engineering
Sonia Zala, Senior Transportation Engineer

ITEM TYPE: Resolution - Committee

REQUEST SUMMARY

The Village of Schaumburg initiated a Request for Proposals (RFP) for Phase I Engineering for an off-street shared use path along IL 72 from Roselle Road to Glen Lake Road. Approximately 30% of the project study limits are within Hoffman Estates with the remainder within Schaumburg. The path would provide connectivity from Hoffman Estates residential areas, the future Gannon Drive path, Hoffman Estates High School, Vogeley Park, multiple commercial centers and connect to an existing path system (within Hoffman Estates and Schaumburg) near Roselle Road. This corridor is identified for a future shared use path within the Hoffman in Motion Transportation Plan.

Schaumburg released the RFP to pre-qualified firms and received three proposals. Upon Schaumburg's staff review of proposals, Civiltech was the top-ranked firm. Hoffman Estates staff reviewed the top-ranked proposal and concurred with the selection. Staff from both Villages met with Civiltech to come to an agreement on the appropriate scope, hours, and corresponding fee for the study. Given the project area is within State ROW and impacts multiple State-controlled intersections, the efforts to complete Phase I Engineering are substantial and require a high level of coordination with IDOT. The Phase I process will be completed in a manner for future phases of the project to remain eligible for state/federal grant funding. The project schedule indicates completion of Phase I Engineering at the end of 2027.

The Intergovernmental Agreement (IGA) designates Schaumburg as the lead agency for the project. Project costs will be split 68.6% (Schaumburg) and 31.4% (Hoffman Estates) based on the project length within each jurisdiction. Schaumburg will invoice quarterly throughout the duration of the project. The IGA provides no obligation for commitment to future phases of the project and is only applicable to Phase I Engineering.

FINANCIAL IMPACT

The total not to exceed cost for the Phase I Engineering is \$427,378.89. The Hoffman Estates share (31.4%) is \$134,196.97. The 2026 budget appropriates \$60,000 for

engineering costs for this project. \$60,000 is expected to be sufficient to cover the 2026 expenses. The balance of funding will be allocated in the 2027 budget.

RECOMMENDATION

Approve a Resolution authorizing an Intergovernmental Agreement with the Village of Schaumburg for Phase I Engineering for IL 72 (Roselle Road - Glen Lake Road) Shared Use Path.

ATTACHMENTS

1. RESOLUTION IGA w-Schaumburg IL 72 Path PH I
2. Location Map
3. IL 72 Path IGA PH I w/Schaumburg

RESOLUTION NO. ____-2026

VILLAGE OF HOFFMAN ESTATES

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT WITH
THE VILLAGE OF SCHAUMBURG FOR PHASE I ENGINEERING FOR IL 72
(ROSELLE ROAD – GLEN LAKE ROAD) SHARED USE PATH PROJECT

WHEREAS, the Village of Hoffman Estates (“the Village”) is a home-rule municipality located in Cook County, Illinois; and

WHEREAS, construction of a shared used path along the IL 72 corridor was identified as a priority in the adopted Hoffman in Motion Transportation Plan; and

WHEREAS, the Village of Schaumburg received proposals from prequalified engineering design firms; and

WHEREAS, the Villages of Hoffman Estates and Schaumburg have identified Civiltech, Inc. as the most responsible vendor and able to best meet the needs of the Villages; and

WHEREAS, the Corporate Authorities have determined that it is in the public interest for the Village to approve an intergovernmental agreement with the Village of Schaumburg for Phase I Engineering for IL 72 (Roselle Road – Glen Lake Road) Shared Use Path Project.

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Hoffman Estates, as follows:

Section 1: RECITALS. The facts and statements contained in the preamble of this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

Section 2: APPROVAL OF AGREEMENT. The President and Board of Trustees hereby approve an intergovernmental agreement with the Village of Schaumburg for Phase I Engineering for IL 72 (Roselle Road – Glen Lake Road) Shared Use Path Project.

Section 3: AUTHORIZATION TO EXECUTE AGREEMENT. The President or Village Manager is hereby authorized to execute the intergovernmental agreement attached hereto as Exhibit A, incorporated herein and made part hereof by reference, and to execute any other documents in furtherance of this Resolution in accordance with the Village Code and state and federal law.

Section 4: EFFECTIVE DATE. This Resolution will be in full force and effect from and after its passage and approval as provided by law.

RESOLVED THIS _____ day of _____, 2026

VOTE	AYE	NAY	ABSENT	ABSTAIN
Trustee Karen V. Mills	_____	_____	_____	_____
Trustee Anna Newell	_____	_____	_____	_____
Trustee Gary J. Pilafas	_____	_____	_____	_____
Trustee Gary G. Stanton	_____	_____	_____	_____
Trustee Karen Arnet	_____	_____	_____	_____
Trustee Patrick Kinnane	_____	_____	_____	_____
President William D. McLeod	_____	_____	_____	_____

APPROVED THIS _____ DAY OF _____, 2026

Village President

ATTEST:

Village Clerk

JURISDICTION CALCULATIONS

VOS: 6,585 LF

Hoffman Estates: 3,015 LF

Total Right-of-Way: 9,600 LF



Printed: November 18, 2025
Author: VOS Transportation, RAA

0 350 700 1,400
Feet

Map prepared by the Village of Schaumburg IT Department.
Information is for reference only and provided without warranty
or any representation of accuracy, timeliness, or completeness.
It is the responsibility of the requestor to determine the accuracy,
timeliness, completeness, or appropriateness of its use.

Data Source: Village of Schaumburg; Cook County



VILLAGE OF SCHAUMBURG

Location Map- Higgins Road (IL-72) Bike Path Project

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE VILLAGE OF SCHAUMBURG AND
THE VILLAGE OF HOFFMAN ESTATES RELATED TO
THE HIGGINS ROAD (IL-72) BIKE PATH PROJECT
FROM ROSELLE ROAD TO GLEN LAKE ROAD**

This INTERGOVERNMENTAL AGREEMENT (hereinafter referred to as the “Agreement”) is entered into this _____ day of _____, 2025, by and between THE VILLAGE OF SCHAUMBURG, (hereinafter called “Schaumburg”), and THE VILLAGE OF HOFFMAN ESTATES, (hereinafter called “Hoffman Estates”) individually referred to as “Party”, and collectively referred to as “Parties”.

WITNESSETH:

WHEREAS, Schaumburg and Hoffman Estates are Illinois Municipal Corporations with the constitutional and statutory power to enter into intergovernmental agreements; and

WHEREAS, Schaumburg and Hoffman Estates have determined that improvements are necessary for the Higgins Road Bike Path between Roselle Road and Glen Lake Road (hereinafter the “Project”), with Higgins Road being within the corporate boundaries of each Party, in part. The property line at the juncture to the Parties’ respective jurisdictions shall be referred to as the “Work Boundary”; and

WHEREAS, the Project is planned to proceed in Phases; and

WHEREAS, Schaumburg and Hoffman Estates desire to work jointly to complete Phase I Preliminary Engineering of the Project in conformance with the terms of this Agreement; and

WHEREAS, Phase I of the Project includes the engineering required to complete construction of a shared use path between Roselle Road and Glen Lake Road and will also consider drainage, lighting, safety, and accessibility improvements; and

WHEREAS, Schaumburg and Hoffman Estates agree to cooperate on Phase I of the Project to complete its Phase I goals in an efficient and timely manner subject to their respective budgeting constraints; and

WHEREAS, Schaumburg and Hoffman Estates desire to share the costs of completing the Phase I engineering work;

NOW, THEREFORE, in consideration of the aforementioned recitals and the mutual covenants contained herein, the PARTIES hereto agree as follows:

SECTION 1. INCORPORATION OF RECITALS

The above recitals are incorporated into this Agreement as if fully set forth herein as representing the intent of the Parties and as substantive provisions.

SECTION 2. PROJECT OBLIGATIONS

- A. **Higgins Road Bike Path Project Phase I Work.** For purposes of this Agreement, the Higgins Road Bike Path Project Phase I Work (“Work”) shall include all engineering services as set forth in the *Higgins Road Bike Path Improvements (Roselle Road to Glen Lake Road) Request for Proposal for Phase I Engineering Services*, dated September 10, 2025, and attached hereto as **Exhibit A**.
- B. **Engineering Services.** Schaumburg has solicited proposals and entered into a contract with the engineering consultant Civiltech Engineering, Inc., for the Work in the amount of \$427,378.89. Hoffman Estates agrees that any Schaumburg prequalified engineer is qualified to perform the Work. The Parties shall attend all Project meetings and provide joint coordination of public notification of scope, timing, and duration of the Project, as appropriate. The Parties shall each review and make final decisions on all aspects of the Work that fall within their jurisdiction. Each Party shall have the final determination of all aspects of the Project to be included in their jurisdiction but shall notify the other Party of their decisions especially if there is an impact to the other Party’s portion of the Work. The Parties shall jointly review the Work deliverables regarding all aspects of the Project that fall within their jurisdiction and address comments to reach design approval.
- C. **Reimbursement.** The overall estimated cost of the Work is \$427,378.89, as indicated on **Exhibit B**, attached hereto, and will be divided proportionately between Schaumburg and Hoffman Estates, as indicated on **Exhibit C**. Hoffman Estates shall reimburse Schaumburg for thirty-one and four-tenths percent (31.4%) of the actual cost of the Work, not to exceed an estimated amount of \$134,196.97 unless otherwise approved in writing by the Parties.

Hoffman Estates shall make quarterly reimbursement payments to Schaumburg based on Hoffman Estates’ proportionate share of the Work costs incurred during each quarter. Quarterly invoices shall be issued by Schaumburg following the close of each fiscal quarter in accordance with Schaumburg’s fiscal year, defined as follows:

- a. **Q1:** May, June, July
- b. **Q2:** August, September, October
- c. **Q3:** November, December, January
- d. **Q4:** February, March, April

Each quarterly payment shall be due within thirty (30) days of Hoffman Estates' receipt of Schaumburg's invoice and shall be paid in accordance with the Local Government Prompt Payment Act. Schaumburg shall provide reasonable supporting documentation with each invoice reflecting the Work performed during the applicable quarter.

Final reconciliation of costs shall occur upon Schaumburg's approval of the engineer's final invoice. Any remaining balance owed by Hoffman Estates shall be paid within thirty (30) days of invoicing, and any overpayment shall be credited or refunded as appropriate.

- D. Change Order.** All change orders for the Work must be approved in writing by both Parties. The distribution of the cost related to each change order will be mutually agreed upon in writing by both Parties prior to proceeding with any work outside of the original scope of the contract. This provision in no way obligates any Party to approve any change order if that Party has determined it is not in its best interests to approve such change order. In the event that one Party desires to approve a change order and one Party opposes that same change order, the approving Party may approve the change order without the consent of the opposing Party, but only if that approving Party agrees to solely pay for all costs associated with the change order.
- E. Phase II and Phase III Construction and Construction Engineering.** This Agreement does not apply to Phase II Final Design or Phase III Construction or Construction Engineering. This Agreement in no way obligates the Parties to undertake any further phase of the Project or participate in further cost sharing related to the Project.

SECTION 3. GENERAL PROVISIONS

- A.** It is understood and agreed that this is an Agreement between Schaumburg and Hoffman Estates.
- B.** It is understood and agreed that this Agreement constitutes the complete and exclusive statement of the agreement of the Parties relative to the subject matter hereof and supersedes all previous oral and written proposals, negotiations, representations, or understandings concerning such subject matter.
- C.** Wherever in this Agreement approval or review by Schaumburg or Hoffman Estates is provided for, said approval or review shall not be unreasonably delayed or withheld.
- D.** This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original and all of which shall be deemed one and the same instrument.

- E.** This Agreement may only be modified by written modification executed by duly authorized representatives of the Parties hereto.
- F.** This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and approved assigns.
- G.** The descriptive headings used in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the provisions hereof.
- H.** The failure by Schaumburg or Hoffman Estates to seek redress for violation of or to insist upon the strict performance of any condition or covenant of this Agreement shall not constitute a waiver of any such breach or subsequent breach of such covenants, terms, conditions, rights and remedies. No provision of this Agreement shall be deemed waived by Schaumburg or Hoffman Estates unless such provision is waived in writing.
- I.** The Parties shall consult and negotiate with each other in good faith to address and resolve any concerns raised by the Parties with respect to the Work of the Project.
- J.** It is agreed that the laws of the State of Illinois shall apply to this Agreement and that, in the event of litigation, venue shall lie in Cook County, Illinois.
- K.** The Parties shall at all times observe and comply with all laws, ordinances, rules or regulations of the Federal, State, County and local governments, as amended from time to time, which may in any manner affect the performance of this Agreement.
- L.** All written reports, notices and other communications related to this Agreement shall be in writing and shall be personally delivered, mailed via certified mail, overnight mail delivery, or electronic mail delivery to the following persons at the following addresses:

To HOFFMAN ESTATES:

The Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, Illinois 60169
Attn: Jennifer Horn

To SCHAUMBURG :

The Village of Schaumburg
101 Schaumburg Court
Schaumburg, Illinois 60193
Attn: Sidney Kenyon

IN WITNESS WHEREOF, Schaumburg and Hoffman Estates have caused this Agreement to be executed by their respective officials on the dates as shown.

**The Village of Schaumburg,
a Municipal Corporation**

By: _____
Tom Dailly, Village President

Attest:

Jane E. Lentino, Village Clerk

**The Village of Hoffman Estates,
a Municipal Corporation**

By: _____
William D. McLeod, Mayor

Attest:

Patty Richter, Village Clerk

Exhibit A

*Higgins Road (IL-72) Bike Path Project (Roselle Road to Glen Lake Road)
Request for Proposal for Phase I Engineering Services, dated September 10, 2025*



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

September 10, 2025

Subject: Request for Proposals for Phase I Engineering Services for the Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

The Village of Schaumburg is seeking the assistance of a Consulting Engineer for Phase I Engineering Services for the proposed Higgins Road (IL-72) Bike Path between Roselle Road and Glen Lake Road. Higgins Road is under the jurisdiction of the Illinois Department of Transportation (IDOT), and Roselle Road is under the jurisdiction of Cook County (CCDOH). The project scope and schedule should include any requirements necessary to make the project eligible for grant funding, such as the completion of a Phase I Preliminary Design Reports and submittal to IDOT.

The Consulting Engineer shall perform and carry out, in a professional and satisfactory manner, the necessary services required to complete the requirements included in the project. The Village will provide a qualified Liaison to assist the Consulting Engineer in Village interpretations. Phase I of the project will be managed through the Village's Transportation Department in coordination with the Engineering and Public Works Department and the Village of Hoffman Estates. The services to be provided related to this Request for Proposal (RFP) are described in the Minimum Scope of Services section of this RFP. All work must adhere to Village and IDOT standards as required.

The Consulting Engineer shall have successfully completed a minimum of three projects of a similar size and type as this bikeway improvement project within the past five years. The proposed Phase I Project Manager shall have a minimum of five years of Phase I project management experience following IDOT Bureau of Design and Environment (BDE) guidelines. A list of these projects, the IDOT contact, and local agency contact (or equivalent contacts) for the project should be provided.

Your firm has been selected to submit an RFP based on your experience and expertise in these types of projects.

Project Description

This project will seek to construct approximately 1.75 miles of a shared use path on the northerly side of Higgins Road, from Roselle Road to Glen Lake Road. The path will close a gap in the regional bicycle network and is a Priority Corridor in the Northwest Municipal Conference Bicycle Plan. In addition, the path will expand access to existing and planned facilities, residential areas, commercial uses, employment centers, and Hoffman Estates High School.

A map depicting the general project limits along Higgins Road is attached.

Minimum Scope of Services - Phase I Engineering

- Attend, with Village staff, all appropriate meetings with other agencies involved to support project coordination. The selected Consulting Engineer must be familiar with the submittal requirements as set forth by the Village and the Chicago Metropolitan Agency for Planning (CMAP). The consultant shall coordinate the project on behalf of the Village with IDOT, CCDOH, NWMC, CMAP, and any other

Transportation

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agencies as deemed necessary by the Village.

- Prepare all necessary design reports and studies as required by the Village, CCDOTH, and IDOT in the processing of the project. These include, but are not limited to, project reports, drainage reports, intersection studies, and environmental reports. Refer to the IDOT Bureau of Design and Environment Manual and Bureau of Local Roads Manual for additional information on Phase I Engineering requirements.
- Obtain updated development plans, maps, traffic data, and crash reports. The Village will be able to provide this information as requested.
- Perform a detailed topographic and boundary survey of the project area for use in Phase I Engineering. The survey information shall meet all necessary requirements of IDOT and the Village for project implementation. The survey shall also be suitable for use during Phase II engineering.
- Determination of any needed right-of-way, temporary, and/or permanent easements required for the proposed improvement.
- Meet with affected property owners as necessary to discuss access requirements, right-of-way requirements, construction staging, schedule, and project-related issues.
- Coordinate with private utility companies to identify potential conflicts.
- Conduct regularly scheduled meetings with the Village throughout the duration of the project to present design studies, obtain environmental and design concerns, and administer the project. Regular meetings should be held once per month.
- Conduct public outreach such as property owner letters or a public meeting as required. Consulting Engineer will be responsible for mailing letters and publishing legal notices.
- Preliminary estimates of cost based on the improvement plan shall be prepared when requested by the Village. The Village funding cycle is different than other agencies, and it is important to ensure that the Consulting Engineer provide accurate information to the Village on all identified issues which may impact the budget.
- Develop implementation/phasing strategies that would best qualify the project(s) for local, state, and federal funding. Prepare corresponding grant applications for any eligible funding opportunities.

Deliverables

Submittals shall include:

- Statement of Project Understanding: A brief description of the scope of the project and items that may require special attention or detail. Not to exceed two (2) pages.
- Statement of Qualifications: A brief summary that shall contain a list of the names and roles of each of the personnel assigned to the project, including subconsultants. Not to exceed two (2) pages.
- Project Team: Resumes for three key personnel on the project. Not to exceed one (1) page each.
- Project References: Up to five (5) project summaries for recent related projects completed by the proposed project team, not to exceed three (3) pages total. Project references should include:
 - Project Name
 - Brief Summary
 - Project Manager
 - Local Agency Contact Information
- Project Schedule: A schedule demonstrating how the work is planned to be implemented. Not to exceed two (2) pages. The schedule shall include the following activities and milestones (at a minimum), and any

other activities or milestones deemed relevant to the successful completion of the project:

- o Assume a November 19, 2025 project start date.
 - o Phase I Kick-off Meeting with the Village of Schaumburg, Village of Hoffman Estates and any other relevant parties.
 - o IDOT/FHWA/Municipality coordination meeting
 - o Submittal of preliminary plans to Village for review.
 - o Village review of preliminary plans (approximately 4 weeks).
 - o Response to the Village's review and comments (Consulting Engineer to estimate duration).
 - o Submittal of draft Phase I PDR to IDOT.
 - o IDOT review and comment (Consulting Engineer to estimate duration).
 - o Response to IDOT's review and comments (Consulting Engineer to estimate duration).
 - o Submittal of final Phase I PDR to IDOT.
 - o IDOT approval of Phase I PDR.
 - o Preparation of corresponding possible grant applications.
- **Cost Proposal:** A fee and hour-based proposal shall be provided in a **separate file** due at the same time as the proposal.

Due Date

The Village is requesting that responses be submitted no later than **Monday, October 6, 2025, at 4:00 PM CST**. Proposals must be submitted via the Village's OpenGov portal.

Selection Procedure

The Village reserves the right to reject any or all of the Proposals, to waive any and all technicalities, or to accept the proposal deemed most advantageous to the Village. The winning selections will be based upon professional qualifications, personnel, project approach, and previous municipal experience.

Responses will be reviewed by the Village evaluation team for the purpose of identifying and recommending the firm offering the highest qualifications and experience with this scope of work. If desired, the Village may interview a short-list of applicants in order to better evaluate and compare. Interviews may be waived if determined unnecessary, in order to reduce the amount of effort requested by unsuccessful applicants.

Proposal Evaluation

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Maximum Points
Key Personnel	5
Qualifications of Firm and Team	15
Project Approach and Understanding	20
Relevant Experience	10
Total	50

Proposals will be scored for each criterion. Criterion totals are then summed and the firm with the highest total is selected.

Exhibit B
Estimated Cost of Work

Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

COST PROPOSAL



Village of Schaumburg

October 6, 2025

Revised November 17, 2025





SCOPE OF SERVICES

The Village of Schaumburg (Village) is looking to secure federal funds for construction and construction engineering for the implementation of a bike path along Higgins Road (IL Route 72) between Glen Lake Road and Roselle Road. The use of federal funds requires the preparation of a Phase I Engineering study. This section of path is part of the Northwest Municipal Conference’s (NWMC) Priority Corridor Plan and is partially located in the Village of Hoffman Estates.

Higgins Road is an Other Principal Arterial roadway under the maintenance and jurisdiction of the Illinois Department of Transportation (IDOT). A continuous sidewalk is present along the north side of Higgins Road within the proposed project limits; however, there are currently no bicycle accommodations provided. Land use is primarily commercial in nature. Intersections of Higgins Road (IL Route 72) with Gannon Drive, Salem Drive, Golf Road (IL Route 58), Spring Mill Drive, Grand Canyon Parkway, and Roselle Road are signalized. The remaining intersections are minor-leg stop-controlled. A continuous off-street, shared-use path is anticipated to be provided on the north side of Higgins Road (IL Route 72). All facilities will be evaluated for compliance with the Americans with Disabilities Act (ADA).

The Phase I scope of services assumes that this project will be processed as a Federal Approved Categorical Exclusion with the preparation of a Project Development Report using IDOT’s BLR 22210 form. It is also assumed that this project will be processed under BDE Chapter 17 Bicycle and Pedestrian Accommodation Guidelines. The path improvements are proposed adjacent to Hoffman Estates High School and Vogeley Park. Upon preliminary review, it appears there is enough public right-of-way near Vogeley Park to avoid impacts to this recreational area and the portions of Hoffman Estates High School that are adjacent to the roadway do not have recreational use. Because of this, it is not anticipated that Section 4(f) documentation will be needed.

It is also assumed that the preferred route will utilize existing crosswalks and pedestrian signal equipment. Therefore, it is not anticipated that IDOT will require the preparation of capacity analyses or Intersection Design Studies (IDS). Submittals and other analyses are not anticipated to require existing traffic counts. No traffic analysis tasks are included in this scope. The scope also assumes that no Maximum Extent Feasible (MEF) conditions will be proposed and therefore no ADA detail sheets will be necessary. It is assumed that the pedestrian structure over the Salt Creek West Tributary will not require modifications. Because the path will be located within state right-of-way, it is assumed that IDOT will perform the PESA.

The Phase I Engineering for Higgins Road (IL Route 72) Bike Path Project will include environmental and location-design studies needed to develop and refine geometric improvements, evaluate costs and impacts, and undertake coordination with jurisdictional agencies and the public. The primary objective of the Phase I Engineering Study is to develop a conceptual improvement plan which provides the desired level of safety and operation, minimizes impacts to adjacent properties, and which fulfills all of the requirements for processing and funding of this project by the Village of Schaumburg, Village of Hoffman Estates, Illinois Department of Transportation (IDOT), and the Federal Highway Administration (FHWA).

Task 1:

Early Coordination and Data Collection

This work item will consist of collecting available existing information as follows:

- a. Collect and review previous studies and existing roadway plans from IDOT and the Villages.
- b. Collect land use, public transit, zoning, school district, driveway permits, maps and plans.
- c. Obtain public and private utility atlases, including a call to JULIE, continued coordination with utility companies, and incorporation of atlases into survey files.
- d. Obtain and review existing traffic signal timings and plans.
- e. Obtain existing right-of-way data.
- f. Perform 1 field visit to the project area to confirm desktop observations and capture corridor photos for use in photologs.
- g. Obtain recent stock digital aerial photography of study area at a scale of 1" = 50'.



Task 2:

Field Survey and Preparation of Base Maps

In order to develop accurate construction costs and limits of grading needed for driveways, and the path to meet Americans with Disability Act (ADA) requirements, a topographic survey will be collected along the north side of the roadway from the back-of-curb or shoulder to 25 feet beyond the right-of-way at 50-foot cross sections. The topographic survey will include: structures, ground shots, roadway shots, drainage and utilities, street lighting, vegetation, and other pertinent items within the project corridor. The surveyor will identify tree location and size. Cross sections will also be taken at all intersecting side streets and driveways on the north side of the roadway to aid in the final design. An attempt will be made to recover as many property and/or other survey monuments as can be located for use in calculating the existing right-of-way.

The survey will include the establishment of the existing right-of-way lines within the project corridor. Location and elevation of survey control points will be established.

The preparation of the project CAD base files will include identification and drafting of all existing public and private utilities within the project limits. Existing cross section information would be generated from the survey data to aid in the review of compliance with ADA grades of the proposed path and driveway improvements.

A surveying subconsultant will perform the above tasks. We propose using Jorgensen and Associates, Inc. as a subconsultant to perform the field survey. A copy of their detailed proposal is included in Attachment B.

This item includes the following tasks (performed by Civiltech):

- a. Prepare a base map to be used in all elements of the study, including right-of-way and property lines, street names, and individual house/business addresses.
- b. Coordination with the subconsultant and desk review of the field survey files.

Task 3:

Environmental Survey Request

In order to meet requirements of the Federal-aid process, environmental clearances must be obtained prior to project approval. Environmental Pre-Screening Forms for biological and cultural clearance reviews will be submitted to IDOT as required to verify method of processing environmental reviews. It is anticipated that after completing the IDOT ESR Prescreening process, an Environmental Survey Request (ESR) will need to be prepared and processed through IDOT. The following tasks comprise this item:

- a. Prepare and submit Natural Resources and Cultural Resources Pre-Screening Forms and appropriate exhibits including location map, USGS map, National Wetlands Inventory map, cultural resources map, and Environmental Survey Limits exhibits.
- b. It is anticipated that a Bridge Bat Assessment will be necessary for the pedestrian structure as well as the large culverts in the project area that carry the Salt Creek West Tributary under driveways and Higgins Road (IL Route 72). This task will require one field visit.
- c. Identify properties greater than 40-years old. Prepare 40-year-old Building Photolog and Summary Table. (Assumes photos will be acquired from online sources)
- d. Prepare and submit ESR Form.
- e. Prepare GIS Shape Files for inclusion in ESR submittal.

It is assumed that an Addendum Environmental Survey Request submittal is not included as part of this scope of services and will be completed during Phase II design if necessary.



Task 4:

Crash Analyses

In order to satisfy IDOT and FHWA requirements, it will be necessary to gather and review crash data for the study area to determine the existence of any safety hazards. It is anticipated that only pedestrian and bicyclist crashes will need to be analyzed, and roadway crash analysis will not be necessary. This work item will consist of the following tasks:

- a. Collect 5 years of police crash reports (SR-1050) for all pedestrian and bicycle crashes in the corridor. (To be provided by the Villages.)
- b. Tabulate data and plot collision diagrams for bicycle and pedestrian crashes.
- c. Evaluate safety improvement needs, identify countermeasures and recommendations to increase safety for pedestrians and cyclists, and write crash analysis text for the PDR.

Task 5:

Geometric Studies

Geometric studies will be performed to meet the requirements of the Bureau of Design and Environmental Manual, Americans with Disabilities Act (ADA), AASHTO Guide for the Development of Bicycle Facilities, the Village of Schaumburg design criteria, and the Village of Hoffman Estates design criteria. Where meeting design criteria is not feasible, justifications for design exceptions will be developed. This item will consist of the following tasks:

Alternatives Evaluation

There are numerous constraints within the parkway between Higgins Road and the northerly right-of-way line, including trees, landscaped areas, ditches, potential wetlands, a tributary to Salt Creek, culvert crossings, steep grades, utilities, light posts, traffic signal equipment, driveway crossings, other sidewalk or bike path intersections, and the right-of-way line itself. To avoid or minimize impacts to these features, it is possible that there could be multiple bike path alignment alternatives within any given segment of the corridor. For example, the path alignment could be placed near the right-of-way line, or adjacent to the back of curb or shoulder on Higgins Road. Or, in some cases, it would be reasonable to place the path adjacent to Higgins Road while maintaining the existing sidewalk near the right-of-way line.

- a. Conceptually evaluate two alternatives for the proposed bike path alignment. This will be done using aerial photography, topographic survey, plotted contours, and field visit information versus a detailed geometric analysis of profiles and cross-sections.
- b. Prepare an alternatives memorandum summarizing the conceptual alignment evaluation.
- c. Prepare exhibits for the alternatives memorandum and submit memorandum to the Villages. Includes one revision.

Preferred Alignment

- d. Prepare detailed horizontal geometrics on topographic base sheets.
- e. Define vertical geometrics including analysis of proposed cross sections.
- f. Determine grading limits and driveway tie-ins to confirm where right-of-way acquisition and temporary easements are required.
- g. Determine existence of and potential for environmental impacts due to the proposed improvement.
- h. Preparation of tree impact exhibits and tabulations.
- i. Evaluate retaining walls and grading strategies to avoid/minimize wetland and floodplain impacts.
- j. Prepare Plan and Profile exhibits.
- k. Cross-section sheets will be prepared showing sections on 50-foot intervals and at all 28 driveways along Higgins Road (IL Route 72).
- l. Submit detailed geometrics to both Villages. Includes up to 2 revisions.



- m. Prepare a Geometric Technical Memorandum for IDOT-Geometric review and approval for the proposed improvements along Higgins Road (IL Route 72). Up to 2 revisions are included with this task.
- n. Submittal of Geometric Memorandum to CCDOTH for improvements at Roselle Road.
- o. While it is anticipated that traffic analyses will not be necessary, assess existing traffic signal equipment to determine if pedestrian signal equipment meets current ADA/

PROWAG standards and if any of the intersections will need upgrades to APS. If APS is not present, IDOT will require APS upgrades for the entire intersection at any of the proposed path crossings. This assessment will be integral to preparing an accurate cost estimate.

- p. Complete ADA/PROWAG Project Alert Form (D1 PD0038).
- q. Complete Bicycle Travel Assessment Form (BDE 1702) and applicable exhibits.

It is assumed that ADA improvements, other than possible APS installation, will not be required for any corners that are not within the route of the proposed path.

Task 6:

Location Drainage Technical Memo and Hydraulic Report

Since the project follows Higgins Road, an IDOT route, and will modify drainage conditions within the IDOT right-of-way, a Location Drainage Technical Memorandum that includes an analysis of the existing drainage and impacts to the existing drainage as a result of the proposed improvements will be required and coordinated through IDOT – Hydraulics. In addition there is a Zone A mapped FEMA floodplain as well as waterway structure crossings within the project limits. Parallel to Higgins Road between approximately Evanston Street and Roselle there is a section of Salt Creek West Branch Tributary A that will likely be impacted due to the proposed improvements and therefore we anticipate that a detailed Hydraulic Report will be required by IDOT. The following tasks will be performed as part of this item.

Existing Drainage Plan

- a. Obtain and review previous drainage studies, applicable permits, and documented drainage problems and complaints.
- b. Prepare General Location Drainage Map.
- c. Obtain contour mapping of study area.
- d. Determine watershed divides and identify drainage features.
- e. Identify drainage outlets and determine interpreted drainage divides.
- f. Identify existing drainage problems within the project limits.
- g. Perform plan in hand field reconnaissance to review existing drainage conditions.
- h. Develop Existing Drainage Plan sheets for the project study limits which will be a plan view exhibit at 1-inch = 50 feet scale.
- i. Submit Existing Drainage Plan (EDP) to the Villages.

Proposed Drainage Plan

- j. Develop and document design criteria for the proposed drainage design.
- k. Address project compliance with the MWRD Watershed Management Ordinance as well as IDNR floodplain requirements.
- l. Develop recommended Proposed Drainage Plan for the project study limits. The Proposed Drainage Plan will be a plan over profile sheet that matches the proposed roadway plan over profile sheet layout.
- m. Submit Proposed Drainage Plan (PDP) to the Villages.



Location Drainage Technical Memorandum

- n. Develop a Drainage Technical Memorandum (DTM) that summarizes the existing and proposed drainage plan, drainage design criteria, and recommendations.
- o. Submit the LDTM to the Villages. Includes one revision and disposition of comments.
- p. Submit the LDTM to IDOT-Hydraulics. Includes up to two revisions and a disposition of comments.

Hydraulic Report for Salt Creek West Branch Tributary A

The tasks that will be completed for completion of the Hydraulic Report item include the following:

- q. Obtain the existing regulatory floodplain model.
- r. Verify the regulatory hydraulic analysis and create an existing condition hydraulic model and analysis for the project area by extending the upstream limits of the existing regulatory model.
- s. Develop the proposed condition hydraulic analysis based on the proposed improvements.
- t. Evaluate any proposed condition alternatives such as culvert replacement or various alignments and waterway impacts as a result of the proposed path.
- u. Evaluate roadway profile and existing structures for structure for floodplain freeboard and clearance design requirements.
- v. Evaluate any floodplain encroachments and the need and locations for floodplain compensatory storage (if required).
- w. Prepare Hydraulic Report(s) documenting analysis, results, and recommendations.
- x. Prepare Hydraulic Report exhibits.
- y. Submit Hydraulic Report(s) to IDOT Hydraulics for approval. Includes one revision and disposition of comments.

Task 7:

Wetland Study

Available resources identify potential wetlands are located within the project limits. The National Wetland Inventory (NWI) maps, Cook County GIS, NRCS Soil Survey, FEMA Flood Insurance Rate Maps, and Google Earth aerial imagery indicate wetlands, water bodies, hydrophytic vegetation, hydric soils, floodplains, and depressional areas may be located within the limits of the project. Therefore, a Wetland and Water Body Delineation Report for all potential wetland and water body areas within the project limits will be prepared. This includes riparian environment and Ordinary High Water Mark (OHWM) delineations when applicable. Although preliminary regulatory coordination is not included in this scope of services, preliminary coordination with the U.S. Army Corps of Engineers (USACE) Chicago District, the Metropolitan Water Reclamation District of Greater Chicago (MWRD), and the Village of Schaumburg may be necessary for regulatory, methodology, and/or access coordination.

The proposed wetland science services will be completed in accordance with the USACE Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region (Version 2.0), (Midwest Regional Supplement), and the MWRD Watershed Management Ordinance (WMO). Delineating both USACE jurisdictional "waters of the U.S." (WOUS) and MWRD regulated Isolated Wetlands will satisfy requirements of the Illinois Interagency Wetlands Policy Act (IWPA) of 1989 for the Illinois Department of Natural Resources (IDNR) and the Illinois Department of Transportation (IDOT) Phase I process. Tasks for the Wetland Study include:

- a. Resource Review** - An off-site records/document review of the project limits and all areas within 100 feet of the project limits, using available historical and current topographic maps, aerial imagery, NWI data, watershed plans, flood maps, and soil survey data.
- b. Field Investigation** - An on-site investigation of the project limits and all areas within 100 feet of the project limits, including testing for the presence of hydrologic soils, hydrophytic vegetation, and wetland hydrology to determine wetland areas and boundaries, including the determination of High-Quality Aquatic Resources. A Floristic Quality Assessment will be conducted for each identified wetland, as required by MWRD. All wetland boundaries will be flagged and surveyed using GPS collection systems. The field investigation includes the determination of riparian environments, buffers, and OHWM as outlined in the WMO.



- c. **Wetland and Water Body Delineation Report** - A Wetland and Water Body Delineation Report that documents the findings of the on-site investigation.
- d. **Wetland Impact Evaluation (WIE)** - Preparation and submittal of the IDOT WIE form and impact exhibits, once impacts from the proposed improvements have been identified. One resubmittal is included in this scope of services.

Task 8:

Draft Project Development Report

This item consists of preparation of the Local Project Development Form for Categorical Exclusions and Design Approval (BLR 22210) and required attachments (PDR). This item consists of the following tasks:

- a. Prepare report exhibits.
- b. Write Draft PDR (BLR 22210) text.
- c. Compile appendices.
- d. Prepare Design Exception forms (BDE 3100), if necessary. Assume no more than four design exception requests will be necessary.
- e. Draft PDR Submittals will be the following:
 - i. Submit Draft PDR to Villages of Schaumburg and Hoffman Estates for review.
 - ii. Address one set of both Villages' comments and provide a disposition of comments. Submit Draft PDR to IDOT for review.
- f. Conduct review meeting with both Villages and IDOT, if necessary.

Task 9:

Cost Estimate

It is important for both planning and funding purposes to maintain an accurate and up-to-date project cost throughout the Phase I Study. This task item includes preparing an initial construction cost and revising it throughout the project study. Up to three revisions are included at the project milestone submittals as noted below:

- a. Funding Application
- b. Draft PDR
- c. Final PDR

This item also includes time for Civiltech's internal Quality Assurance/Quality Control (QA/QC) review process with Phase II, Phase III, and Right-of-Way Acquisition staff.

Task 10:

Agency Coordination

The efficiency and timeliness of executing a project can hinge on the level and frequency of coordination with applicable jurisdictional agencies. In addition to a kick-off meeting with the Village and IDOT and an IDOT/FHWA Coordination Meeting, we propose to schedule the following meetings listed below. It is assumed all meetings will be virtual unless specifically noted. All meetings will include preparation of an agenda, exhibits, meeting attendance, and preparation of meeting minutes. Meetings are summarized as follows:



Request for Proposals for Phase I Engineering Services
Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

Village of Schaumburg

- a. Kickoff meeting with the Village of Schaumburg and the Village of Hoffman Estates.
- b. IDOT kickoff meeting.
- c. FHWA/IDOT Coordination Meeting including preparation of Coordination Meeting Data form (BLR 22410). Assume one meeting.
- d. Phone/email coordination with Village of Schaumburg and Village of Hoffman Estates Police and Fire, schools, Post Office, Park District, bicycle groups and local businesses to inform them of the project.
- e. Coordination with Cook County Department of Transportation and Highways (CCDOTH) for improvements at Roselle Road. Assume two meetings.
- f. Prepare for and present Design Exceptions at IDOT MEF/DE meeting.
- g. Coordination with PACE.
- h. Coordination with Hoffman Estates High School regarding anticipated impacts to the school property. Assume one meeting.
- i. Coordination with IDOT regarding processing of submittals and reviews.

Task 11:

Federal Funding Application

This item consists of aiding in the application process to obtain funding for the construction of the bike path. This item assumes the completion of an application for Congestion Mitigation and Air Quality Improvement Program (CMAQ)/Transportation Alternatives Program-Local (TAP-L) funding grant in the fall of 2026. This will consist of the following tasks:

- a. Funding Application text
- b. Narrative Project Summary
- c. Exhibits and Tables
- d. Cost Estimate (workhours for this task are included in Item 9 – Cost Estimate)
- e. Milestone Schedule

Task 12:

Public Involvement

The purpose of public involvement process is to promote a proactive and responsive approach that seeks the input of all concerned stakeholders early and often, and that provides for appropriate input at key points in the project decision making process. It is anticipated that one open house style public information meeting will be held for the project. This scope also includes time for meeting with individual project stakeholders should that become necessary. Following are the specific public involvement tasks that are anticipated:

Public Information Meeting

- a. Select and coordinate with public meeting venue.
- b. Prepare public meeting newspaper legal notice.
- c. Prepare public meeting brochure.
- d. Prepare and distribute public meeting notification letters to area residents and businesses. This task includes the preparation of certified letters for residents/business owners whose property will be impacted.
- e. Prepare public meeting exhibits.
- f. Prepare for and attend public meeting dry run with both Villages.
- g. Attend public information meeting.
- h. Prepare meeting summary and responses to comments received.
- i. Provide public meeting materials to both Villages for inclusion on websites.



Individual Stakeholder Meetings

- j. Initial coordination with business/property identified as having particular interest or concern.
- k. Prepare meeting materials and/or presentation.
- l. Attend up to three virtual meetings with property owners.
- m. Prepare meeting minutes/summaries and responses to comments received.
- n. Provide post-meeting materials to Villages and property owners.

Task 13:

Pre-Final and Final Project Development Report

Based on the outcome of the draft report review by the Village and IDOT as well as the public involvement activities and comments, the Final PDR will be prepared. Design Approval will be requested from IDOT. It is assumed the Final PDR submittal will be electronic. This work item consists of the following tasks:

- a. Complete Checklist for Determination of State/Federal Approved Categorical Exclusions (BLR 19110).
- b. Prepare a disposition of IDOT comments on the Draft PDR.
- c. Revise, proofread and edit the Draft PDR.
- d. Revise Draft PDR exhibits and appendices.
- e. Provide Pre-Final PDR for Villages' approval.
- f. Provide a disposition of Villages' comments and revise Pre-Final PDR up to one time.
- g. Submit Pre-Final PDR to IDOT for review.
- h. Prepare a disposition of IDOT comments on the Pre-Final PDR.
- i. Revise, proofread and edit the Pre-Final PDR report.
- j. Revise Pre-Final PDR exhibits and appendices.
- k. Provide Final PDR for Village signature.
- l. Submit the Final PDR to IDOT for Design Approval.

Task 14:

Supervision, Administration and Project Coordination

This item includes project setup, monthly invoicing and preparation of status reports, client coordination and meetings as well as in-house coordination meetings. This item also includes implementation of Civiltech's Quality Assurance/Quality Control in-house review process. The duration of the project is estimated to be 24 months. Specifically, the following items are included:

- a. Project setup.
- b. Monthly invoicing and status reports (assume 24 months).
- c. Internal coordination meetings (assume 3 people, 24 meetings, 1 hour each).
- d. Regular client coordination meetings as needed (assume 2 people, 12 remote meetings, 1 hour each consisting of preparation, attendance, and summary e-mail).
- e. NWMC Quarterly Status Reports (assume 3 to be prepared following funding award).
- f. Prepare Project Program Information (PPI) Form (#D1-PI0004) as per IDOT requirements. Revise up to one time.
- g. Implementation of QA/QC procedures.



ATTACHMENT A

Civiltech Engineering, Inc.



Request for Proposals for Phase I Engineering Services
Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

Village of Schaumburg

COST ESTIMATE OF CONSULTANT SERVICES

Work Item	Staff Classifications, Billing Rate and Workhours											Total Workhours	% of Workhours	Labor Cost
	Director & QA/QC	Sr. Project Manager	Engineer IV	Engineer I	Sr. Design Technician	Sr. Water Resources Engineer	Water Resources Engineer III	Sr. Prof. Wetland Scientist	Certified Wetland Specialist	Ecological Engineer I	Admin. Assistant			
Hourly Rates	\$79.50	\$71.50	\$46.00	\$37.00	\$45.50	\$90.00	\$45.50	\$82.50	\$47.50	\$37.00	\$25.00			
Item 1 - Early Coordination and Data Collection	0	6	16	36	12	0	0	0	0	0	0	70	3%	\$3,043.00
Item 2 - Field Survey and Preparation of Base Maps	0	2	0	8	16	0	0	0	0	0	0	26	1%	\$1,167.00
Item 3 - Environmental Survey Request	0	10	14	46	30	0	0	2	0	8	0	110	4%	\$4,887.00
Item 4 - Crash Analyses	0	6	6	12	0	0	0	0	0	0	0	24	1%	\$1,149.00
Item 5 - Geometric Studies	22	96	138	386	132	0	0	0	0	0	0	774	29%	\$35,249.00
Item 6 - Location Drainage Technical Memo and Hydraulic Report	0	8	0	0	4	50	368	0	0	0	0	430	16%	\$21,998.00
Item 7 - Wetland Study	0	0	0	0	0	0	0	7	45	32	0	84	3%	\$3,899.00
Item 8 - Draft Project Development Report	0	38	32	132	24	0	0	0	0	0	0	226	8%	\$10,165.00
Item 9 - Cost Estimate	14	14	14	68	0	0	0	0	0	0	0	110	4%	\$5,274.00
Item 10 - Agency Coordination	0	32	26	32	30	0	0	0	0	0	0	120	4%	\$6,033.00
Item 11 - Federal Funding Application	4	12	20	34	0	0	0	0	0	0	0	70	3%	\$3,354.00
Item 12 - Public Involvement	0	42	50	124	48	0	0	0	0	0	16	280	10%	\$12,475.00
Item 13 - Pre-Final and Final Project Development Report	0	24	24	56	16	0	0	0	0	0	0	120	4%	\$5,620.00
Item 14 - Supervision, Administration, and Project Coordination	40	70	92	32	0	0	0	0	0	0	0	234	9%	\$13,601.00
Total Workhours by Staff Classification:	80	360	432	966	312	50	368	9	45	40	16	2,678		
Percentage of Total Workhours:	3%	13%	16%	36%	12%	2%	14%	0%	2%	1%	1%	100%		
Direct Labor Cost by Staff Classification:	\$6,360.00	\$25,740.00	\$19,872.00	\$35,742.00	\$14,196.00	\$4,500.00	\$16,744.00	\$742.50	\$2,137.50	\$1,480.00	\$400.00			

Total Labor Cost: \$127,914.00

2.6831 Multiplier*: \$343,206.05

Total In-House Direct & Subconsultant Costs (see separate calculation): \$84,172.84

PROJECT TOTALS:

2,678 100% \$427,378.89

* Developed using Civiltech's current IDOT-approved Overhead Rate of 134.33% and IDOT BLRS Cost Plus Fixed Fee Method 1 formula: 14.5%[DL+R(DL)+ OH(DL)+IHDC], where DL = Direct Labor, R = Complexity Factor (use "0"), OH = Overhead Rate, and IHDC = In-House Direct Costs (Use \$0).



Request for Proposals for Phase I Engineering Services
Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

Village of Schaumburg

WORKHOURS

Work Item and Sub-items		Staff Classifications & Workhours											Total Workhours	% of Workhours	
		Director & QA/QC	Sr. Project Manager	Engineer IV	Engineer I	Sr. Design Technician	Sr. Water Resources Engineer	Water Resources Engineer III	Sr. Prof. Wetland Scientist	Certified Wetland Specialist	Ecological Engineer I	Admin. Assistant			
Item 1 - Early Coordination and Data Collection															
By Civiltech															
A. Collect previous studies and existing roadway plans.			2	4	8									14	20.0%
B. Collect land use, public transit, zoning, school district, driveway permits, maps, and plans.				2	4									6	8.6%
C. Obtain private and public utility atlases.			2	4	12									18	25.7%
D. Obtain and review existing traffic signal timing and plans.				2	4									6	8.6%
E. Obtain existing right-of-way data.					4	4								8	11.4%
F. Perform 1 field visits to the project area.			2	4	4									10	14.3%
G. Obtain recent digital aerial photography of the study area.						8								8	11.4%
Subtotal:		0	6	16	36	12	0	0	0	0	0	0	0	70	100%
Item 2 - Field Survey and Preparation of Base Maps															
By Civiltech and Jorgensen and Associates, Inc.															
A. Prepare a base map to be used in all phases of the study, including right-of-way and property lines, street names, and individual house/business addresses.					4	12								16	61.5%
B. Subconsultant coordination and review of survey files.			2		4	4								10	38.5%
Subtotal:		0	2	0	8	16	0	0	0	0	0	0	0	26	100.0%
Item 3 - Environmental Survey Request															
By Civiltech															
A. Prepare and submit Natural Resources and Cultural Resources Pre-Screening Forms and appropriate exhibits.			4	8	24	24								60	54.5%
B. Bridge Bat Assessments.					8				2		8			18	16.4%
C. Identify properties greater than 40-years old. Prepare photolog and summary table.			2	2	4									8	7.3%
D. Prepare and submit ESR Form.			4	4	8	4								20	18.2%
E. Prepare GIS Shapefiles of ESR Boundary.					2	2								4	3.6%
Subtotal:		0	10	14	46	30	0	0	2	0	8	0	0	110	100.0%



Request for Proposals for Phase I Engineering Services
Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

Village of Schaumburg

WORKHOURS (CONTINUED)

Work Item and Sub-items		Staff Classifications & Workhours											Total Workhours	% of Workhours	
		Director & QA/QC	Sr. Project Manager	Engineer IV	Engineer I	Sr. Design Technician	Sr. Water Resources Engineer	Water Resources Engineer III	Sr. Prof. Wetland Scientist	Certified Wetland Specialist	Ecological Engineer I	Admin. Assistant			
Item 4 - Crash Analyses															
By Civiltech															
A. Collect 5 years of crash data from the Villages for all pedestrian/bike crashes.			2	2										4	16.7%
B. Tabulate data and plot collision diagrams.			2	2	8									12	50.0%
C. Evaluate safety improvement needs, identify countermeasures, and write crash analysis text.			2	2	4									8	33.3%
Subtotal:		0	6	6	12	0	0	0	0	0	0	0	0	24	100.0%
Item 5 - Geometric Studies															
By Civiltech															
A. Conceptually evaluate two alternatives for the path alignment with desktop data sources.		4	8	12	36	12								72	9.3%
B. Prepare an alternatives memo summarizing two concepts.		2	4	4	12									22	2.8%
C. Prepare exhibits for the alternatives memo and submit to the Villages. Includes 1 revision.		2	4	8	16	20								50	6.5%
D. Prepare detailed horizontal geometrics on topographic base sheets.		2	10	10	48									70	9.0%
E. Define vertical geometrics including analysis of cross sections.		2	16	24	48									90	11.6%
F. Determine grading limits and driveway tie-ins to confirm where right-of-way acquisition and temporary easements will be required.			4	4	8									16	2.1%
G. Determine existence and potential for environmental impacts.			2	2	8									12	1.6%
H. Prepare exhibits and tabulations of tree impacts.			2	2	4	8								16	2.1%
I. Evaluate retaining walls and grading strategies to avoid/minimize wetland and floodplain impacts.			2	4	8									14	1.8%
J. Prepare Plan and Profile Sheets.		2	8	8	48	20								86	11.1%
K. Prepare cross section sheets on 50-foot intervals and at all driveways.			8	24	48									80	10.3%
L. Submit detailed geometrics to Villages. Includes 2 revisions.		2	4	4	30	24								64	8.3%



Request for Proposals for Phase I Engineering Services
Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

Village of Schaumburg

WORKHOURS (CONTINUED)

Work Item and Sub-items	Staff Classifications & Workhours											Total Workhours	% of Workhours
	Director & QA/QC	Sr. Project Manager	Engineer IV	Engineer I	Sr. Design Technician	Sr. Water Resources Engineer	Water Resources Engineer III	Sr. Prof. Wetland Scientist	Certified Wetland Specialist	Ecological Engineer I	Admin. Assistant		
M. Prepare a Geometric Technical Memorandum for IDOT-Geometrics Review. Up to 2 revisions.	4	12	16	48	40							120	15.5%
N. Submittal of a Geometric Technical Memorandum to CCDOH for Roselle Road.	2	2	4	8	4							20	2.6%
O. Assess existing signals for ADA/PROWAG compliance and need for APS upgrades.		8	8	8								24	3.1%
P. Complete ADA/PROWAG Project Alert Form.		1	2	4	2							9	1.2%
Q. Complete Bicycle Travel Assessment Form and exhibits.		1	2	4	2							9	1.2%
Subtotal:	22	96	138	386	132	0	0	0	0	0	0	774	100.0%

Item 6 - Location Drainage Technical Memo and Hydraulic Report													
<i>By Civiltech</i>													
<i>Existing Drainage Plan</i>													
A. Data Collection						1	6					7	1.6%
B. Prepare General Location Drainage Exhibit						1	6					7	1.6%
C. Contour mapping							4					4	0.9%
D. Watershed Divides						1	8					9	2.1%
E. Identify Drainage Outlets						2	12					14	3.3%
F. Identify Existing Drainage Problems						1	6					7	1.6%
G. Field Visit						4	4					8	1.9%
H. Existing Drainage Plan - Exhibits (6 sheets)		2				6	60					68	15.8%
I. Submit EDP to Villages		2				2						4	0.9%
<i>Proposed Drainage Plans</i>													
J. Develop Design Criteria						1	6					7	1.6%
K. Address MWRD WMO						1	4					5	1.2%
L. Proposed Drainage Plan Exhibits (6 sheets)						6	96					102	23.7%
M. Submit Proposed Drainage Plan		1				1						2	0.5%
<i>Location Drainage Technical Memorandum</i>													
N. LDTM Narrative						2	16					18	4.2%
O. Submit LDTM to Village		1				1	2					4	0.9%
P. Submit LDTM to IDOT		1			2	1	2					6	1.4%
<i>Hydraulic Report</i>													
Q. Obtain Regulatory Model						1	6					7	1.6%
R. Existing Condition Model and Analysis						4	24					28	6.5%
S. Proposed Condition Model and Analysis						4	32					36	8.4%
T. Analysis of Alternatives						2	16					18	4.2%



WORKHOURS (CONTINUED)

Work Item and Sub-items	Staff Classifications & Workhours											Total Workhours	% of Workhours
	Director & QA/QC	Sr. Project Manager	Engineer IV	Engineer I	Sr. Design Technician	Sr. Water Resources Engineer	Water Resources Engineer III	Sr. Prof. Wetland Scientist	Certified Wetland Specialist	Ecological Engineer I	Admin. Assistant		
U. Evaluate Freeboard/Clearance						1	4					5	1.2%
V. Floodplain Encroachment Evaluation						2	20					22	5.1%
W. Hydraulic Report Narrative						2	12					14	3.3%
X. Hydraulic Report Exhibits						2	20					22	5.1%
Y. Submit Hydraulic Report to IDOT		1			2	1	2					6	1.4%
Subtotal:	0	8	0	0	4	50	368	0	0	0	0	430	100.0%
Item 7 - Wetland Study													
<i>By Civiltech</i>													
A. Conduct desktop resource review.								1	1	4		6	7.1%
B. Complete field investigation.								2	12	8		22	26.2%
C. Prepare and submit Wetland and Water Body Delineation Report.								2	32	16		50	59.5%
D. Prepare and submit Wetland Impact Evaluation and applicable exhibits.								2		4		6	7.1%
Subtotal:	0	0	0	0	0	0	0	7	45	32	0	84	100.0%
Item 8 - Draft Project Development Report													
<i>By Civiltech</i>													
A. Prepare report exhibits.		8	8	36	24							76	33.6%
B. Write Draft PDR text.		8	8	36								52	23.0%
C. Compile appendices.		8	4	24								36	15.9%
D. Prepare Design Exception forms, if necessary. Assume no more than 4 design exceptions.		2	4	28								34	15.0%
E. Draft PDR Submittals.		8	4	8								20	8.8%
F. Conduct review meeting with both Villages and IDOT.		4	4									8	3.5%
Subtotal:	0	38	32	132	24	0	0	0	0	0	0	226	100.0%
Item 9 - Cost Estimate													
<i>By Civiltech</i>													
A. Funding Application	14	8	8	48								78	70.9%
B. Draft PDR		4	4	16								24	21.8%
C. Final PDR		2	2	4								8	7.3%
Subtotal:	14	14	14	68	0	0	0	0	0	0	0	110	100.0%



Request for Proposals for Phase I Engineering Services
Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

Village of Schaumburg

WORKHOURS (CONTINUED)

	Work Item and Sub-items	Staff Classifications & Workhours											Total Workhours	% of Workhours	
		Director & QA/QC	Sr. Project Manager	Engineer IV	Engineer I	Sr. Design Technician	Sr. Water Resources Engineer	Water Resources Engineer III	Sr. Prof. Wetland Scientist	Certified Wetland Specialist	Ecological Engineer I	Admin. Assistant			
Item 10 - Agency Coordination															
By Civiltech															
	A. Kickoff meeting with the Village of Schaumburg and the Village of Hoffman Estates.		2	4	4	2							12	10.0%	
	B. IDOT kickoff meeting.		4	4	4	8							20	16.7%	
	C. FHWA/IDOT Coordination Meeting and preparation of materials.		8	8	16	16							48	40.0%	
	D. Phone/email coordination with Village Police, Fire, Schools, Post Office Park District, etc.		2	2	2	2							8	6.7%	
	E. Coordination with CCDOTH.		2	2	2	2							8	6.7%	
	F. Prepare for and present at IDOT MEF/DE meeting.		2	2	2								6	5.0%	
	G. Coordination with PACE.		2	2									4	3.3%	
	H. Coordination with Hoffman Estates High School.		2	2	2								6	5.0%	
	I. Coordination with IDOT regarding processing of submittals and reviews.		8										8	6.7%	
Subtotal:		0	32	26	32	30	0	0	0	0	0	0	120	100.0%	
Item 11 - Federal Funding Application															
By Civiltech															
	A. Funding application text.	2	2	6	8								18	25.7%	
	B. Narrative project summary.	2	2	4	6								14	20.0%	
	C. Exhibits and tables.		6	8	18								32	45.7%	
	D. Cost Estimate. Included in Item 9.												0		
	E. Milestone schedule		2	2	2								6	8.6%	
Subtotal:		4	12	20	34	0	0	0	0	0	0	0	70	100.0%	
Item 12 - Public Involvement															
By Civiltech															
	A. Select and coordinate with pubic meeting venue.		2	2									4	1.4%	
	B. Prepare public meeting newspaper legal notice.		2	2	2								6	2.1%	
	C. Prepare public meeting brochure.		2	4	12								18	6.4%	
	D. Prepare and distribute public meeting notification letters to area residents and businesses.		2	4	24							16	46	16.4%	
	E. Prepare public meeting exhibits.		8	16	48	48							120	42.9%	
	F. Prepare for and attend public meeting dry run with both Villages.		4	4	4								12	4.3%	



Request for Proposals for Phase I Engineering Services
Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

Village of Schaumburg

WORKHOURS (CONTINUED)

Work Item and Sub-items	Staff Classifications & Workhours											Total Workhours	% of Workhours
	Director & QA/QC	Sr. Project Manager	Engineer IV	Engineer I	Sr. Design Technician	Sr. Water Resources Engineer	Water Resources Engineer III	Sr. Prof. Wetland Scientist	Certified Wetland Specialist	Ecological Engineer I	Admin. Assistant		
G. Attend public information meeting.		6	6	6								18	6.4%
H. Prepare meeting summary and responses to comments.		2	2	8								12	4.3%
I. Provide public meeting materials to both Villages.		2										2	0.7%
J. Initial coordination with business/property owners.		2	2	2								6	2.1%
K. Prepare meeting materials/presentation for business/property owner meetings.		2	2	8								12	4.3%
L. Attend up to 3 virtual meetings.		4	4	4								12	4.3%
M. Prepare meeting minutes/summaries and responses to comments received.		2	2	6								10	3.6%
N. Provide post-meeting materials to Villages and property owners.		2										2	0.7%
Subtotal:	0	42	50	124	48	0	0	0	0	0	16	280	100.0%
Item 13 - Pre-Final and Final Project Development Report													
<i>By Civiltech</i>													
A. Complete Checklist for Determination of State/Federal Approved Categorical Exclusion.		2	2	4								8	6.7%
B. Prepare a disposition of IDOT comments on the Draft PDR.		4	4	8								16	13.3%
C. Revise, proofread, and edit the Draft PDR.		4	8	12								24	20.0%
D. Revise Draft PDR exhibits and appendices.		2	2	12	12							28	23.3%
E. Provide Pre-Final PDR to IDOT for review.		2										2	1.7%
F. Prepare a disposition of IDOT comments on the Pre-Final PDR.		4	4	8								16	13.3%
G. Revise, proofread, and edit the Pre-Final PDR.		2	4	8								14	11.7%
H. Revise Pre-Final PDR Exhibits and appendices.				4	4							8	6.7%
I. Provide Final PDR for Village signature.		2										2	1.7%
J. Submit Final PDR to IDOT for Design Approval.		2										2	1.7%
Subtotal:	0	24	24	56	16	0	0	0	0	0	0	120	100.0%
Item 14 - Supervision, Administration, and Project Coordination													
<i>By Civiltech</i>													
A. Project setup.		4										4	1.7%



WORKHOURS (CONTINUED)

Work Item and Sub-items		Staff Classifications & Workhours										Total Workhours	% of Workhours	
		Director & QA/QC	Sr. Project Manager	Engineer IV	Engineer I	Sr. Design Technician	Sr. Water Resources Engineer	Water Resources Engineer III	Sr. Prof. Wetland Scientist	Certified Wetland Specialist	Ecological Engineer I			Admin. Assistant
B.	Monthly invoicing and status reports. Assume 24 months.		24	48									72	30.8%
C.	Internal coordination meetings.		24	24	24								72	30.8%
D.	Regular client coordination meetings as needed.		12	12									24	10.3%
E.	NWMC Quarterly Status Reports.		4	4									8	3.4%
F.	Prepare Project Program Information (PPI) form. Includes one revision.		2	4	8								14	6.0%
G.	Implementation of QA/QC procedures.	40											40	17.1%
Subtotal:		40	70	92	32	0	0	0	0	0	0	0	234	100.0%
Total:		80	360	432	966	312	50	368	9	45	40	16	2,678	
% of Workhours:		2.99%	13.44%	16.13%	36.07%	11.65%	1.87%	13.74%	0.34%	1.68%	1.49%	0.60%		



Request for Proposals for Phase I Engineering Services
Higgins Road (IL-72) Bike Path Project, Roselle Road to Glen Lake Road

Village of Schaumburg

DIRECT COSTS

Item No.	Work Item	In-House Direct Cost	Sub-Consultant Cost
Item 1 - Early Coordination and Data Collection			
	Mileage: 1 trip @ 16 mi./round trip @ \$0.70/mi	\$22.40	
	Item 1 Subtotal	\$22.40	
Item 2 - Field Survey and Preparation of Base Maps			
	Subconsultant: Jorgensen and Associates, Inc.		\$81,691.14
	Item 2 Subtotal		\$81,691.14
Item 3 - Environmental Survey Request			
	Mileage: 1 trip @ 16 mi./round trip @ \$0.70/mi	\$22.40	
	Item 3 Subtotal	\$22.40	
Item 6 - Location Drainage Technical Memo and Hydraulic Report			
	FEMA Data Request	\$500.00	
	Item 6 Subtotal	\$500.00	
Item 7 - Wetland Study			
	Mileage: 2 trips @ 16 mi./round trip @ \$0.7/mi.	\$44.80	
	Item 7 Subtotal	\$44.80	
Item 11 - Federal Funding Application			
	Mileage: 1 trip @ 16 mi./round trip @ \$0.70/mi.	\$22.40	
	Item 11 Subtotal	\$22.40	
Item 12 - Public Involvement			
	Mileage: 2 trips @ 16 mi./round trip @ \$0.70/mi.	\$67.20	
	Printing: 750 8"x11" pages @ \$0.30/ea.	\$225.00	
	Printing: 75 11"x17" pages @ \$0.50/ea.	\$37.50	
	Printing: 50 22"x34" sheets @ \$1.50/ea.	\$75.00	
	Legal Ad: 2 each @ \$250	\$500.00	
	Public Meeting Supplies (foam core board, easels, etc.):	\$500.00	
	Postage: 1 meeting @ 500 letters @ \$0.73 each	\$365.00	
	Certified Letters: 10 letters	\$100.00	
	Item 12 Subtotal	\$1,869.70	
	Total In-House Direct Costs:	\$2,481.70	-
	Total Subconsultant Costs:	-	\$81,691.14
	TOTAL IN-HOUSE DIRECT & SUBCONSULTANT COSTS:	\$84,172.84	



ATTACHMENT B

Jorgensen & Associates, Inc.

SCOPE OF SERVICES

Topographic Survey

The project corridor being along Higgins Road (IL Route 72) from the west side of Glen Lake Road to the east side of Roselle Road on the north side of the roadway with additional areas at various intersections along the corridor.

Establish horizontal and vertical control based on NGS geodetic survey monuments (if available) and using G.P.S. survey methods. The project control will be based on NAD 83 (2011 adjustment) and NAVD 88 datums. Horizontal control will be tied and benchmarks will be located and described.

The topographic survey will include structures, ground shots, roadway shots, drainage and utilities, street lighting, vegetation, trees with diameter at breast-height, curb and gutters, and all other pertinent items within the project corridor. All surveyed structures to include inverts. Cross sections will also be obtained at all intersecting side street and driveways on the north side of the roadway. The cross-sections will be at 50 foot intervals and will extend 10 feet beyond existing right-of-way or to nearest back of curb of parking lot. The southerly topo limit is generally the back of shoulder or curb along the north side of Higgins Road.

An attempt will be made to recover as many property and/or other survey monuments within the project corridor in order to identify and compute the existing right-of-way within the project corridor. The existing right-of-way will be drawn and included in the topographic cad files.

Route: Higgins Road
Section: Glen Lake Road to Roselle Road
County: Cook
Job No.:

Exhibit "A"

Payroll Burden & Fringe Costs

	<u>% of Direct Productive Payroll</u>
Federal Insurance Contributions Act _____	11.96%
State Unemployment Compensation _____	0.32%
Federal Unemployment Compensation _____	0.13%
Workmen's Compensation Insurance _____	1.35%
Paid Holidays, Vacation, Sick Leave, Personal Leave _____	11.22%
Bonus _____	4.12%
401(K) _____	0.88%
Group Insurance _____	<u>42.24%</u>
Total Payroll Burden & Fringe Costs	72.22%

Route: Higgins Road
Section: Glen Lake Road to Roselle Road
County: Cook
Job No.:

Exhibit "B"

Overhead and Indirect Costs

	<u>% of Direct Productive Payroll</u>
Business Insurance _____	4.26%
Depreciation _____	4.22%
Indirect wages and salaries _____	43.10%
Office Expenses _____	1.18%
Office Supplies _____	2.59%
Dues & Subscriptions _____	0.54%
Computer Software _____	4.32%
Professional Fees _____	1.57%
Telephone _____	2.77%
Fees, license & dues _____	0.05%
Repairs and maintenance _____	2.30%
Business space rent _____	4.74%
Facilities - capital _____	0.33%
In-house mileage _____	-5.71%
Survey Supplies _____	0.80%
Automobile/travel expense _____	7.16%
Miscellaneous Expense _____	0.54%
State Income Tax _____	0.39%
Recruiting _____	1.05%
Postage _____	0.10%
Educational & Professional Registrations _____	0.26%
Tech _____	<u>1.66%</u>
Total Overhead	78.22%

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME Jorgensen & Associates, Inc.
PRIME/SUPPLEMENT Prime

DATE 11/14/25
PTB NO. _____

CONTRACT TERM 12 MONTHS
START DATE 11/14/2025
RAISE DATE 6/1/2026

OVERHEAD RATE 150.44%
COMPLEXITY FACTOR _____
% OF RAISE 0.00%

ESCALATION PER YEAR

11/14/2025 - 6/1/2026 7 12	6/2/2026 - 11/1/2026 5 12			
= 58.33%	= 41.67%			
= 1.0000				
The total escalation for this project would be:		0.00%		

11/14/25

FIRM NAME**PRIME/SUPPLEMENT**

PSB NO.

Prime

ESCALATION FACTOR

0.00%

[illegible]

0

DBE 0.00%

PREPARED BY THE CONSULTANT

SHEET 1 OF 1

Bureau of Design and
Environment (Rev. 05/08/15) Page 52 of 61

Route: Higgins Road
Section: Glen Lake Road to Roselle Road
County: Cook
Job No.:

**Manhour Breakdown
Topographic Survey Estimate**

Higgins Road $\pm 9,250' = \pm 1.752 \text{ miles}$

Total Length $\pm 9,250' = \pm 1.752 \text{ miles}$

1. Field – Topographic Survey

a. Measure traverse, level circuit & G.P.S. survey 32 hours x 2 men =	64 MH
b. Search & locate existing R.O.W. lines 80 hours x 2 men =	160 MH
c. Locate existing topography & inverts 236 hours x 2 men =	<u>472 MH</u>
Sub-total Item #1	696 MH

2. Office - Compile Field Data

a. Compute traverse, level circuit & G.P.S. survey 8 hours x 1 man =	8 MH
b. Edit & compile field data 40 hours x 1 man =	40 MH
c. Research records 4 hours x 1 man =	4 MH
d. Compute existing R.O.W. lines 64 hours x 1 man =	<u>64 MH</u>
Sub-total Item #2	116 MH

3. Office - Create Existing Topography Base File	
a. Layout and drafting	
92 hours x 1 man =	92 MH
4. Office - Create T.I.N. & Contours	
a. Compute contours	
16 hours x 1 man =	16 MH
5. QC/QA	
a. Check topographic survey & contours	
24 hours x 1 man =	<u>24 MH</u>
Total All Items	944 MH

Route: Higgins Road
Section: Glen Lake Road to Roselle Road
County: Cook
Job No.:

**Breakdown of
In House Direct Costs**

Item

1. Field – Topographic Survey

a. Trips to project site – 44 each
 $\pm 80 \text{ miles/trip} \times 44 \text{ trips} = \pm 3,520 \text{ miles}$
 $\pm 3,520 \text{ miles @ } \$0.70/\text{mile} =$ \$ 2,464.00

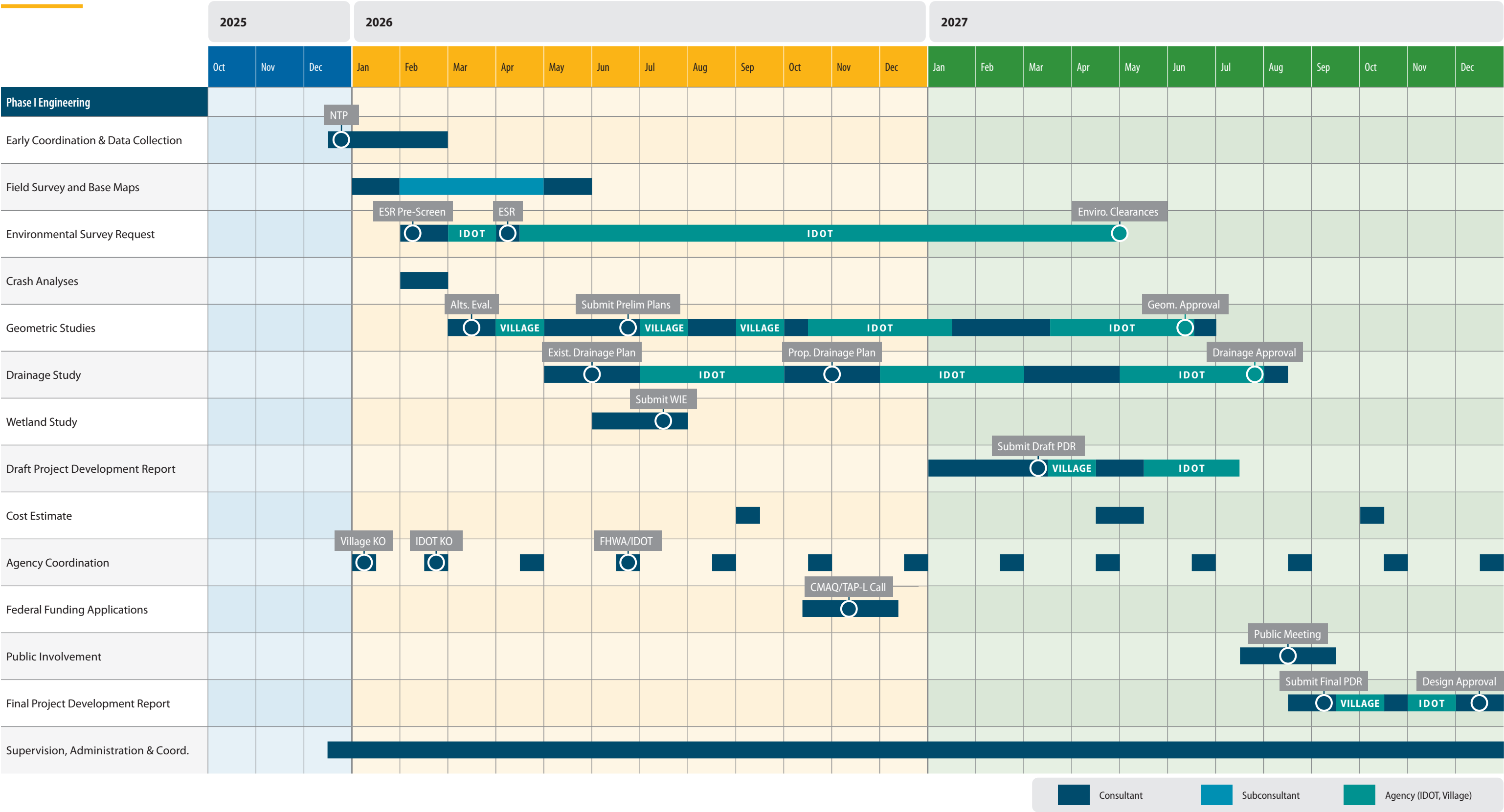
2. Office – Compile Field Data

a. Subdivisions and deeds = \$ 880.00

Total All Items \$ 3,344.00



SCHEDULE



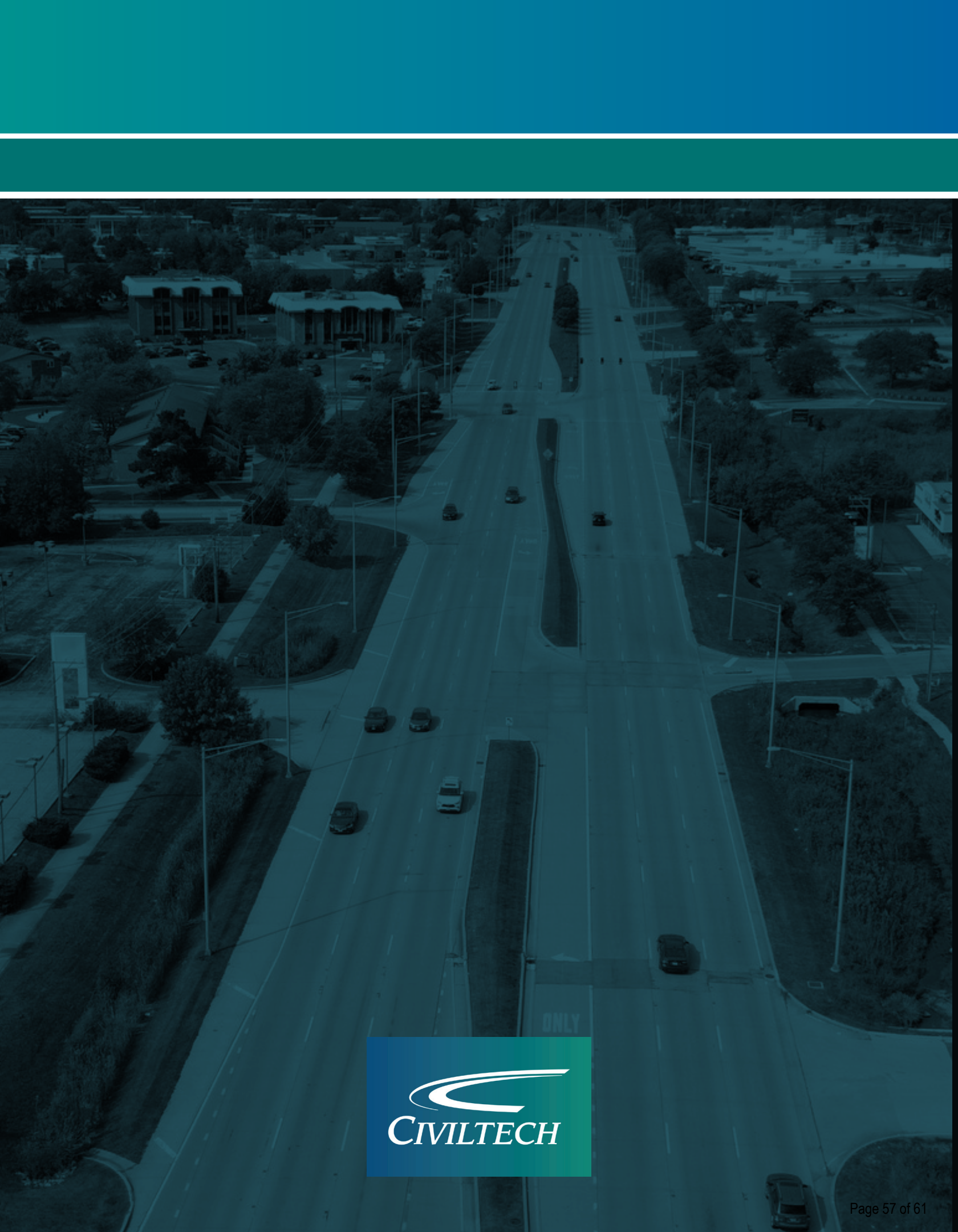


Exhibit C
Project Limits and Jurisdiction

VOS: 6,585 LF

Hoffman Estates: 3,015 LF

Total Right-of-Way: 9,600 LF





VILLAGE OF HOFFMAN ESTATES
DEPARTMENT OF DEVELOPMENT SERVICES
TRANSPORTATION DIVISION MONTHLY REPORT

SUBMITTED TO: TRANSPORTATION & ROAD IMPROVEMENT COMMITTEE
BY: Jennifer Horn, Director of Planning & Transportation

January 2026

GENERAL UPDATES

- Staff participated in several meetings with partners to begin implementation of the newly adopted *Hoffman In Motion* transportation plan.
- Establishment of new Active Transportation Advisory Commission will be considered by Committee on 1/12/26. The new ATAC is intended to assist in the implementation of the *Hoffman In Motion* transportation plan.

TRANSPORTATION PROJECT UPDATES

Village Projects

Street/Project	Begin	End	Improvement	Construction Year
Gannon Drive	IL 72 (Higgins Road)	IL 58 (Golf Road)	Bicycle Path/Roadway Resurfacing (Invest in Cook Grant)	2026
Hassell Road/ Pembroke Ave / Stonington Ave	Barrington Road	Huntington Boulevard	Pedestrian and Bicycle Improvements (ITEP Grant)	2027
Higgins Road	Glen Lake Road	Roselle Road	10' Sidepath Feasibility Study (Village of Schaumburg as lead)	TBD
Jones Road	Highland Boulevard	Higgins Road	Resurfacing (STP Grant)	2027
2025 Street Revitalization	Various	Various	Annual Program Resurfacing & Reconstruction	Grand Canyon Pkwy resurfacing deferred to 2026

IDOT Projects

Street	Begin	End	Improvement	Construction Year
IL 58 (Golf Road)	at Barrington Road		Intersection Improvement	2025-2026
IL 58 (Golf Road)	IL 59 (Sutton Road)	Windsong Drive (Schaumburg)	Pavement Resurfacing	TBD
IL 59 (Sutton Road)	Arboretum Blvd (South Barrington)	Cook/DuPage County Line (Bartlett)	Pavement Resurfacing	TBD
IL 72 (Higgins Road)	E of I-90	W of Barrington Road	Pavement Resurfacing	TBD
IL 72 (Higgins Road)	E of Barrington Road	Glen Lake Road	Crack Sealing	TBD
IL 72 (Higgins Road)	at Huntington Blvd		Intersection Improvement	2026
Barrington Road	S of IL 72 (Higgins Road)	N of US 20 (Lake St) (Hanover Park)	Pavement Resurfacing	TBD
Barrington Road	Central Road	IL 62 (Algonquin Road)	Widening and Reconstruction	2026-2027

Cook County Projects

Street	Begin	End	Improvement	Construction Year
Central Road	Barrington Road	Huntington Boulevard	Reconstruction	2026-2027
Shoe Factory Road	Essex Drive	Beverly Road	Reconstruction	2026-2027
Shoe Factory Road	Bartlett Road	IL 72 (Higgins Road)	Pavement Resurfacing	2026
Ela Road	Central Road	IL 68 (Dundee Road) (Inverness)	Pavement Resurfacing	2026
Huntington Blvd	Mundhank Road	IL 62 (Algonquin Road)	Pavement Resurfacing	2026

Taxi Discount Program

Program registration is ongoing with identification cards and coupons sent to residents. Since its inception, 852 residents have registered for the program, with 378 current eligible registrants. The graph below shows historical, year-to-date use, and an estimate of the 2025 usage. The most recent coupons turned in covered through early-November.

