



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

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**October 14, 2024**

**Council Chambers**

**7:00 PM**

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1. **CALL TO ORDER/ROLL CALL**
2. **APPROVAL OF MINUTES**
  - A. Transportation & Road Improvement Committee 09-09-2024
3. **PUBLIC COMMENT**
4. **NEW BUSINESS**
  - A. Approval of Phase II Engineering Services Agreement with Strand Associates, Inc. for the Hassell Road Bicycle and Pedestrian Illinois Transportation Enhancement Program project, in an amount not to exceed \$200,273
  - B. Approval of Phase II Engineering Services Agreement with Chastain & Associates, LLC for the Jones Road STP Resurfacing project, in an amount not to exceed \$82,113
  - C. Approval of an Intergovernmental Agreement with the Cook County Department of Transportation and Highways for the Central Road Reconstruction Project
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](http://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**

September 9, 2024

**1. ROLL CALL**

**Members in Attendance:**

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

**Management Team Members  
in Attendance:**

**Eric Palm, Village Manager  
Dan O'Malley, Deputy Village Manager  
Arthur Janura, Corporation Counsel  
Jon Pape, Assistant Village Manager  
Alan Wax, Fire Chief  
Kathryn Cawley, Police Chief  
Patrick Seger, Director of HRM  
Bryan Ackerland, Director of Code Enf.  
Andy LoBosco, Sr. Program Mgr. – Eng.  
Jennifer Horn, Dir. Planning and Trans.  
Phil Green, Trans. & Long Range Planner  
Kevin Kramer, Econ. Dev. Director  
Sonia Zala, St. Transportation Eng.  
Ric Signorella, Multimedia Production Mgr.**

The Transportation & Road Improvement Committee meeting was called to order at 7:02 p.m.

**2. APPROVAL OF MINUTES**

Motion by Trustee Kinnane, seconded by Trustee Stanton, to approve the Transportation & Road Improvement Committee meeting minutes of August 5, 2024. 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 Areas – 1957 Chelmsford Place.**

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

Motion by Trustee Pilafas, seconded by Trustee Stanton, to approve an ordinance amending Municipal Code Section 6-2-1-HE-11-1302-A, Additional No Parking Streets and Areas at 1957 Chelmsford Place. Voice vote taken. All ayes. Motion carried.

**B. Hoffman in Motion Transportation Plan Update.**

An item summary sheet from Phil Green was presented to Committee.

Phil Green addressed the Committee and provided an update on the Plan. He explained that the project is at the end of Phase I, the Existing Conditions Report. Several public engagement events have been held with good attendance. An online survey received 423 completed responses. Phase II of the planning effort will use Existing Conditions Report findings and public input to develop draft recommendations and a preliminary version of the final plan. There will be further review and public engagement.

**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**

**9. ADJOURNMENT**

Motion by Trustee Pilafas, seconded by Trustee Stanton, to adjourn the meeting at 7:37 p.m. Voice vote taken. All ayes. Motion carried.

Minutes submitted by:

\_\_\_\_\_  
Debbie Schoop, Executive Assistant

\_\_\_\_\_  
Date



## AGENDA ITEM REPORT

Transportation & Road Improvement Committee  
October 14, 2024  
ITEM 4A

**REQUEST:** Approval of Phase II Engineering Services Agreement with Strand Associates, Inc. for the Hassell Road Bicycle and Pedestrian Illinois Transportation Enhancement Program project, in an amount not to exceed \$200,273

**FROM:** Sonia Zala, Senior Transportation Engineer  
Phil Green, Transportation & Long Range Planner

**ITEM TYPE:** Agreement - Committee

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### REQUEST SUMMARY

The Hassell Road Bicycle and Pedestrian Enhancement project was selected by the Illinois Department of Transportation (IDOT) to receive *Illinois Transportation Enhancement Program* (ITEP) funds. The project scope includes pedestrian, bicycle, lighting, and other streetscape enhancements along Hassell Road, Pembroke Avenue and Stonington Avenue to improve safety and access for transit users of the Pace Barrington Road station. The grant funding will cover all three phases of engineering and construction with a deadline of September 2025 to obligate the funds. Efforts are underway to seek an extension of this deadline. The next step in the process is to provide final engineering plans, specifications, and an engineer's cost estimate for the project, so contractors can bid on the work.

A requirement of the selection process is to follow the Qualifications Based Selections (QBS) process per federal policy when selecting a firm to provide professional services. The Village's QBS policy, which mirrors the federal policy, was followed during the solicitation and evaluation of responding firms.

A Request for Qualifications to provide Phase II engineering services was released on June 11, 2024, with a response date of July 10, 2024. Responses to questions received in the RFQ were posted to the website. Six firms replied with statements of interest and qualifications by the submittal deadline. The review team included three individuals from the Development Services Department. Submittals were individually reviewed and scored by each review team member according to the criteria listed in the RFQ, which follows the required QBS process. The evaluation categories included project understanding, technical approach, firm experience/past performance, staff capabilities, and specialized experience with ITEP projects.

Firms were required to be prequalified with IDOT, and were asked to demonstrate their experience and capability through work on similar projects. Each reviewer rated the responses from each firm independently before meeting as a group to discuss further, after which Strand Associates was chosen as the top respondent. While many of the firms cited relevant experience and capability in one or more areas, Strand Associates

received the highest overall rating based on its experience on similar projects, technical approach, staff capabilities, and specific experience with similar ITEP projects. As the chosen firm, Strand Associates was asked to submit a specific scope of work detailing their proposed tasks, hours, direct costs, labor costs, and subconsultants to be used. Staff negotiated with Strand Associates to reduce the hours and eliminate some tasks deemed non-essential, which reduced costs, while still meeting the requirements of the Phase II scope of work. The attached contract form and proposal are the result of the negotiation process.

The project schedule calls for Phase II engineering to be completed in late 2025 with letting for construction occurring in early 2026.

**FINANCIAL IMPACT**

The ITEP commitment for this project will cover 100% of the estimated costs for all phases of engineering and construction, up to a total cost of \$1,749,638. The following table summarizes the estimated costs per phase as included in the ITEP application.

**Summary of Estimated Costs:**

<b>Work Item</b>	<b>ITEP Estimate</b>
Preliminary Engineering Phase I (5%)	\$67,294
Final Engineering Phase II (10%)	\$134,588
Construction Engineering Phase III (15%)	\$201,881
Construction	\$1,345,875
<b>Total Project Cost Summary</b>	<b>\$1,749,638</b>

The estimated Phase II engineering cost as included in the ITEP application was \$134,588 (10% of estimated construction cost). Strand Associates’ proposed scope and fee for Phase II engineering is \$200,273. This higher cost came as a result of required land acquisition work and cost escalations since project inception. As such, the Village is seeking to cover this overage by utilizing funds from Phase III for Phase II. A \$250,000 cost increase of the ITEP grant is being requested for the project to cover the construction phase.

**RECOMMENDATION**

Approval of Phase II Engineering Services Agreement with Strand Associates, Inc. for the Hassell Road Bicycle and Pedestrian Illinois Transportation Enhancement Program project, in an amount not to exceed \$200,273.

**ATTACHMENTS**

1. Strand Proposal and Agreement



# Local Public Agency Engineering Services Agreement

Using Federal Funds?  Yes  No

Agreement For:  Agreement Type:

### LOCAL PUBLIC AGENCY

Local Public Agency	County	Section Number	Job Number
Village of Hoffman Estates	Cook	21-00109-00-BT	
Project Number	Contact Name	Phone Number	Email
	Phil Green	(847) 252-5801	phil.green@vohe.org

### SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Hassell Road	FAU 1100	1.27 miles	N/A
Location Termini			<input type="button" value="Add Location"/>
Barrington Road to Rosedale Lane			<input type="button" value="Remove Location"/>

### SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Pembroke Avenue	MUNI 2016	0.55 miles	N/A
Location Termini			<input type="button" value="Add Location"/>
Hassell Road and eastern end of Pembroke Avenue			<input type="button" value="Remove Location"/>

### SECTION PROVISIONS

Local Street/Road Name	Key Route	Length	Structure Number
Stonington Avenue	MUNI 2015	0.34 miles	N/A
Location Termini			<input type="button" value="Add Location"/>
Hassell Road to Pembroke Avenue			<input type="button" value="Remove Location"/>

**Project Description**  
 Phase II engineering for new sidewalk on Pembroke Avenue from the Pace Transit Station and Kiss-n-Ride at Barrington Road to the eastern terminus of Pembroke Avenue, new crosswalks and pedestrian connections, new bus pads and intersection improvements on Hassell Road, improved on-street bicycle pavement markings, new directional and guide signage, new streetscape features, and new street lighting along Hassell Road, Pembroke Avenue, and Stonington Avenue

Engineering Funding  Federal  MFT/TBP  State  Other

Anticipated Construction Funding  Federal  MFT/TBP  State  Other

### AGREEMENT FOR

Phase I - Preliminary Engineering  Phase II - Design Engineering

### CONSULTANT

Prime Consultant (Firm) Name	Contact Name	Phone Number	Email
Strand Associates, Inc.	Ryan Smith	(815) 744-4200	ryan.smith@strand.com
Address	City	State	Zip Code
1170 South Houbolt Road	Joliet	IL	60431

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
In Responsible Charge Contractor	A full time LPA employee authorized to administer inherently governmental PROJECT activities Company or Companies to which the construction contract was awarded

**AGREEMENT EXHIBITS**

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CESCS) Worksheet (BLR 05513 or BLR 05514 )
- EXHIBIT E: Subconsultant CECS and Direct Costs
- \_\_\_\_\_
- \_\_\_\_\_

**I. THE ENGINEER AGREES,**

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of United States Department of Transportation (US DOT) assisted contract. Failure by the Engineer to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
9. That none of the services to be furnished by the ENGINEER shall be sublet assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affix the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated in Exhibit A (Scope of Services).
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

## II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
  - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
  - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
  - (b) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

Lump Sum

Specific Rate

Cost plus Fixed Fee:

Fixed

(Maximum Fee \$40,000) (For federal funds the lump sum shall be developed using Cost Plus Fixed Fee Formula.)

(Maximum Fee \$150,000) (For Federal Projects this limited to testing services only)

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where  $FF = (0.33 + R) DL + \%SubDL$ , where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US DOT assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this AGREEMENT. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C 3801 et seq.).

### III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General, and the DEPARTMENT: the Federal Highways Administration (FHWA) or any authorized representative of the federal government, and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.  
The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this

AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
  - (f) are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph e and
  - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. This certification is required by the Drug Free Workplace Act (30 ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the DEPARTMENT unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to suspension of contract on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an entity with twenty-five (25) or more employees at the time of issuing the grant or a department, division or other unit thereof, directly responsible for the specific performance under contract or grant of \$5,000 or more from the DEPARTMENT, as defined the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
  - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
  - (2) Specifying actions that will be taken against employees for violations of such prohibition.
  - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
    - (a) abide by the terms of the statement; and
    - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than (5) days after such conviction.
- (b) Establishing a drug free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's or contractor's policy of maintain a drug free workplace;

- (3) Any available drug counseling, rehabilitation and employee assistance program; and
- (4) The penalties that may be imposed upon an employee for drug violations.
- (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- (d) Notifying the contracting, or granting agency within ten (10) days after receiving notice under part (b) of paragraph (3) of subsection (a) above from an employee or otherwise, receiving actual notice of such conviction.
- (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program.
- (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 12. For Preliminary Engineering Contracts:
  - (a) That tracing, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.

**AGREEMENT SUMMARY**

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Strand Associates, Inc.	39-1020418	\$145,273.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
American Surveying & Engineering, Ltd.	36-3307274	\$40,137.00
Hitchcock Design Group	36-3059328	\$14,863.00
Subconsultant Total		\$55,000.00
Prime Consultant Total		\$145,273.00
Total for all work		\$200,273.00

**AGREEMENT SIGNATURES**

Executed by the LPA:

The  of

Attest:

By (Signature & Date)

By (Signature & Date)

Name of Local Public Agency  Local Public Agency Type  Clerk

Title

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

By (Signature & Date)

By (Signature & Date)

Title

Title

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hoffman Estates	Strand Associates, Inc.	Cook	21-00109-00-BT

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

**EXHIBIT A  
SCOPE OF SERVICES**

**FOR FEDERAL PARTICIPATION PROJECTS**

See attached Exhibit A.

**SCOPE OF SERVICES  
PHASE II DESIGN ENGINEERING SERVICES**

Village of Hoffman Estates, Illinois (LPA)  
Strand Associates, Inc.® (ENGINEER)  
Illinois Department of Transportation (DEPARTMENT)

**PROJECT Understanding**

The Hassell Road Pedestrian and Bicycle Phase II PROJECT termini are Hassell Road, from Barrington Road to Rosedale Lane (western intersection east of Huntington Boulevard); Pembroke Avenue, from Hassell Road to the eastern terminus of Pembroke Avenue; and Stonington Avenue, from Hassell Road to Pembroke Avenue in the Village of Hoffman Estates, Illinois. PROJECT will be funded with Illinois Transportation Enhancement Program (ITEP) and local Motor Fuel Tax funds.

Hassell Road, Pembroke Avenue, and Stonington Avenue are all under the jurisdiction of the LPA. Barrington Road is under the jurisdiction of the DEPARTMENT. All other streets that intersect Hassell Road, Pembroke Avenue, and Stonington Avenue within the PROJECT limits are under the jurisdiction of the LPA.

A Phase I Study (Section Number: 21-00109-00-BT) was prepared by others and approved by the DEPARTMENT in July 2024. The Phase I Study's improvements included new sidewalk on Pembroke Avenue, from the Pace Transit Station and Kiss-n-Ride at Barrington Road to the eastern terminus of Pembroke Avenue across from the LPA's Public Works facility; new crosswalks and pedestrian connections; new bus pads and intersection improvements on Hassell Road; improved on-street bicycle pavement markings; new directional and guide signage; new streetscape features; and new street lighting along Hassell Road, Pembroke Avenue, and Stonington Avenue. It is anticipated the Phase I consultant will provide all PROJECT computer-aided draft and design (CADD) files to the ENGINEER for use in developing the Phase II drawings.

The Phase II engineering services generally include preparation of drawings, special provisions (SPs), opinions of probable construction cost (OPCC), and an estimate of construction duration.

**PROJECT Schedule**

The PROJECT schedule anticipates receiving notice to proceed from the LPA the week of November 1, 2024. The current deadline for obligation of ITEP funds, including construction and Phase III engineering, is September 2025. An extension of this deadline is anticipated to be approved. The anticipated letting date, after the obligation time extension is approved, is January 2026.

**Scope of Services**

ENGINEER will provide the following Services in accordance with the DEPARTMENT's Bureau of Local Roads and Streets (BLRS) Manual.

## 1.0 Administration and Meetings

- 1.01 Track PROJECT schedule, budget, and task completion.
- 1.02 Prepare and submit invoices.
- 1.03 Develop SUBCONSULTANT agreements and track SUBCONSULTANT schedules, budgets, and task completion.
- 1.04 Assist LPA with a request for additional funding and schedule extension from Northwest Council of Mayors (NWCM), if appropriate.
- 1.05 Prepare and submit up to six quarterly status updates to NWCM.
- 1.06 Organize, conduct, and prepare meeting minutes for distribution to attending parties for the following meetings:
  - a. One virtual DEPARTMENT Phase II kickoff meeting with LPA and DEPARTMENT BLR.
  - b. Two progress meetings with LPA.
  - c. One plan-in-hand walkthrough on site with LPA.

## 2.0 Data Collection

- 2.01 Submit a J.U.L.I.E. design stage ticket for utility location. Compare the list of utility companies that responded to the Phase I J.U.L.I.E. design stage ticket against the Phase II utility company response list.
- 2.02 Obtain from LPA existing data including as-built drawings, crash data, and LPA standards.
- 2.03 Obtain from LPA Phase I data including photometrics, mailing lists, CADD files, topographic survey notes, control points, benchmarks, and terrain surface files.
- 2.04 Obtain from DEPARTMENT existing data including as-built drawings of lighting and traffic signals for the intersection of Hassell Road and Barrington Road.
- 2.05 Update LPA's Phase I mailing list of stakeholders including local agencies, utility companies, and private parties that may be affected by the PROJECT.

## 3.0 Topographical Survey

- 3.01 See SUBCONSULTANT American Survey & Engineering, Ltd. (ASE) scope of services for topographical survey.
- 3.02 Develop a base map in MicroStation and Geopak Select Series 4/10.
- 3.03 Import spatially tied aerial photography provided by the LPA.
- 3.04 Communicate with ASE regarding their topographic survey scope of services.

#### 4.0 Land Acquisition

- 4.01 Communicate with Wheatland Title Company (Wheatland) regarding title acquisition. Title will be requested by ENGINEER and provided by Wheatland.
- 4.02 See SUBCONSULTANT ASE's scope of services for land acquisition survey, Plat of Highway and legal descriptions, appraisal, and negotiations.
- 4.03 See SUBCONSULTANT Polach Appraisal Group, Inc.'s (Polach) scope of services for appraisal review.
- 4.04 Submit land acquisition documents to DEPARTMENT Bureau of Land Acquisition to obtain right-of-way certification.
- 4.05 Communicate with LPA, DEPARTMENT, ASE, Polach, and Wheatland regarding land acquisition scope of services and proceedings.

#### 5.0 Public Information Meeting

ENGINEER will attend one public information meeting held by LPA at its village hall. Public information meeting notification letters shall be created and distributed by LPA. LPA shall advertise the public meeting in publications servicing the PROJECT area. LPA shall mail responses to comments received. ENGINEER will provide the following services for the meeting.

- 5.01 Prepare up to ten exhibit boards (to be displayed on easels) and aerial exhibits (to be laid flat on a table) summarizing the PROJECT including the current status and next steps. Make exhibits available for review by LPA prior to the meeting. The exhibit boards will be used to facilitate discussions about the PROJECT with members of the public.
- 5.02 Facilitate the public information meeting in an open house format. It is anticipated that the open house will last up to three hours and will be held on a weeknight.
- 5.03 Provide a sign-in sheet and comment forms for members of the public. Collect comment forms at the end of the open house.
- 5.04 Prepare an electronic log of up to 100 written comments received before, during, and up to two weeks after the public information meeting. Formal responses on LPA letterhead will be emailed or mailed to respond to each comment received within that timeframe.
- 5.05 Prepare a written summary of the public information meeting, including information about the number of attendees and a summary of the comments that were received. The written summary will be made available to LPA.

#### 6.0 Environmental

- 6.01 Review the Phase I Preliminary Environmental Site Assessment (PESA) and prepare PESA response and forms for PESA validation with supporting exhibits using the DEPARTMENT forms. Quantify earthwork including the volume, area of disturbance, and depth of excavation for each parcel identified in the PESA. Earthwork will be quantified for each parcel and the LPA's right of way regardless of whether it has been identified to contain potential Recognized Environmental Conditions.

- 6.02 Communicate with LPA regarding the Preliminary Site Investigation (PSI) prepared by others.
- 6.03 Review Phase I environmental clearances. Communicate with the DEPARTMENT to obtain an update to the biological/natural resources clearance expiring in March 2025, prior to the anticipated letting.

#### 7.0 Sidewalk, Pavement Marking, and Signage Design

- 7.01 Design up to 1,750 feet of sidewalk horizontal alignment and vertical profile.
- 7.02 Develop 14 American with Disability Act (ADA)-compliant curb ramp designs.
- 7.03 Develop sidewalk model and proposed terrain file to generate cross sections at 50-foot intervals for the proposed sidewalk along Pembroke Avenue. Show existing and proposed surface geometry in the cross sections.
- 7.04 See SUBCONSULTANT Hitchcock Design Group (HDG) scope of services for wayfinding signage.

#### 8.0 Street Lighting Design

- 8.01 Conduct one site visit and review and catalog existing lighting facilities.
- 8.02 Communicate with LPA on light pole and fixture selections, including aesthetics.
- 8.03 Attend one virtual meeting with LPA's Department of Public Works to discuss existing and proposed lighting system.
- 8.04 Review Phase I Agi32 lighting photometrics and lighting calculations prepared for Hassell Road, Pembroke Avenue, and Stonington Avenue.
- 8.05 Prepare Agi32 photometrics for LPA selected pole and fixture at up to three intersection locations. It will be assumed that photometric results of these three intersections apply to intersections with similar geometric layouts within the project limits.
- 8.06 Communicate with ComEd and submit new business electric service requests.
- 8.07 Prepare voltage drop calculations.

#### 9.0 Landscaping and Aesthetics

- 9.01 See SUBCONSULTANT HDG's scope of services for landscaping and aesthetics.
- 9.02 Communicate with HDG regarding its scope of services.

10.0 Permitting

- 10.01 Communicate with Illinois Department of Natural Resources Office of Water Resources regarding floodway permitting requirements. It is anticipated that the proposed improvements will be covered by Part 3708 Regional Permit 3 and that no formal permit application submittal will be required.
- 10.02 Communicate with and submit a permit inquiry to Metropolitan Water Reclamation District Greater Chicago.

11.0 Drawings, Specifications, Opinion of Probable Construction Costs, and Opinion of Construction Duration

Provide the following services in accordance with the DEPARTMENT's BLRS Manual.

- 11.01 Prepare the following drawings.

<u>Drawing Name</u>	<u>No. of Drawings</u>
Cover Drawing	1
Index of Drawings and Standards	1
General Notes and Commitments	1
Summary of Quantities	4
Schedule of Quantities	2
Alignment, Ties, and Benchmarks	3
Typical Sections	4
Existing Conditions and Removal Plan	3
Suggest Maintenance of Traffic General Notes	2
Sidewalk, Pavement Marking, and Signage Drawings	13
Roadway Details	3
ADA Curb Ramp Details (two details per Drawing)	8
Landscape Details	2
Temporary and Permanent Erosion and Sediment Control	2
Street Lighting Drawings	22
Street Lighting Details	6
DEPARTMENT District One Details	4
LPA Details	4
Cross Sections (five cross sections per drawing)	10

- 11.02 Prepare an OPCC for the PROJECT on the DEPARTMENT's BDE 213 Form using the pay items and quantities developed. Base unit costs on comparable projects recently let by the LPA and DEPARTMENT. Prepare an OPCC and submit at prefinal and final submittals. Submit lump sum breakdowns for lump sum pay items at prefinal and final submittals. Any OPCC prepared by ENGINEER are supplied for general guidance of LPA only. ENGINEER has no control over competitive bidding or market conditions and cannot guarantee the accuracy of such OPCCs as compared to contract bids or actual costs to LPA.
- 11.03 Prepare opinion of construction duration on the DEPARTMENT's standard form. Production rates provided in BDE Chapter 63 will be used. Opinion of construction duration will be developed for the final submittal only.

- 11.04 Prepare specifications for prefinal and final submittals. Specifications shall contain the following:
- a. DEPARTMENT Recurring and Supplemental SPs.
  - b. DEPARTMENT Bureau of Design and Environment SPs.
  - c. DEPARTMENT District One SPs.
  - d. PROJECT-specific SPs (including LPA SPs).

## 12.0 Quality Assurance (QA) and Quality Control (QC)

Perform QA and QC reviews.

## 13.0 Submittal Process

- 13.01 Submit 65 percent preliminary drawings to LPA.
- 13.02 Incorporate 65 percent preliminary drawing review comments from LPA, as appropriate.
- 13.03 Submit 95 percent prefinal drawings, specifications, and OPCC concurrently to LPA, DEPARTMENT, jurisdictional permitting agencies, and private utility companies. Private utility company conflict resolution that causes design changes shall be considered additional services.
- 13.04 Incorporate 95 percent prefinal drawings, specifications, and OPCC comments from LPA, DEPARTMENT, and jurisdictional permitting agencies, as appropriate.
- 13.05 Submit final documents concurrently to LPA, DEPARTMENT, jurisdictional permitting agencies, and private utility companies.

## 14.0 Services Elements Not Included

- 14.01 Preparing environmental survey request addenda.
- 14.02 Preparing ADA Maximum Extent Practicable Forms.
- 14.03 Providing geotechnical engineering services.
- 14.04 Providing Phase III construction engineering services including prebid information and preconstruction meetings.
- 14.05 Revising Phase I Agi32 photometrics based on alternative pole and/or fixture selection by LPA.
- 14.06 Preparing Agi32 photometrics at the intersection of Barrington Road and Hassell Road.
- 14.07 Preparing Agi32 photometrics for more than three intersection locations.
- 14.08 Preparing a PSI.

### **Further Clarification**

Modify the following in the Agreement Provisions of the Local Public Agency Engineering Services Agreement.

1. Wherever the term “work” is used, REPLACE with “services.”
2. Wherever the term “work is” is used, REPLACE with “services are.”
3. Wherever the term “estimate of cost” is used, REPLACE with “opinion of probable construction cost.”
4. Wherever the term “recipient” is used, REPLACE with “LPA.”
5. Wherever the term “firm” is used, REPLACE with “ENGINEER.”
6. Wherever “Department” is used, REPLACE with “DEPARTMENT.”
7. Wherever “contract” is used, REPLACE with “agreement.”

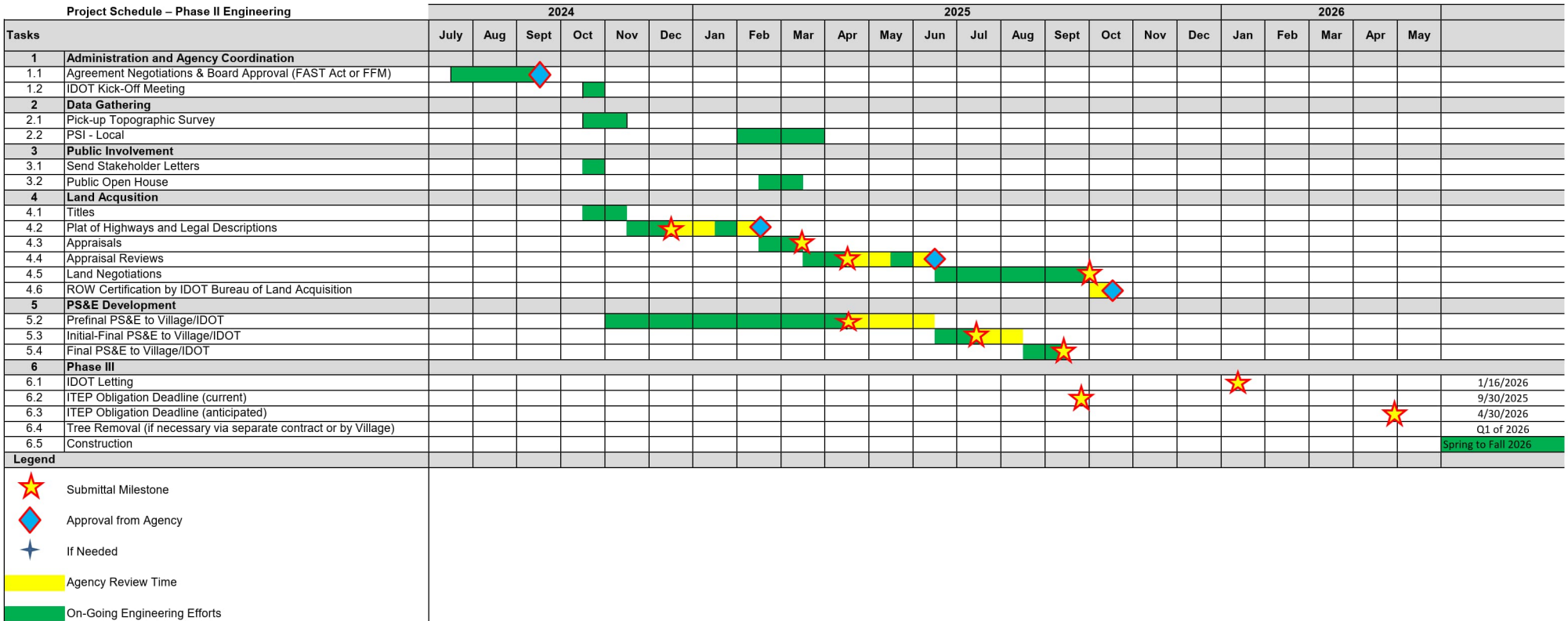
Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hoffman Estates	Strand Associates, Inc.	Cook	21-00109-00-BT

**EXHIBIT B  
PROJECT SCHEDULE**

See attached Exhibit B.

# EXHIBIT B

Client: Village of Hoffman Estates  
 Project: Hassell Road Pedestrian and Bicycle Project



Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hoffman Estates	Strand Associates, Inc.	Cook	21-00109-00-BT

**Exhibit C  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
Project Understanding	20%
Technical Approach	25%
Firm Experience / Past Performance	20%
Staff Capabilities	20%
Specialized experience - Federal aid projects	15%

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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Selection committee (titles) for this project

Top three consultants ranked for this project in order	
1	<input type="text" value="Strand Associates, Inc."/>
2	<input type="text" value="TranSystems Corporation"/>
3	<input type="text" value="Epstein A. &amp; Sons Intern, Inc."/>

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
12	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
Village of Hoffman Estates	Strand Associates, Inc.	Cook	21-00109-00-BT
16 LPA is a home rule community (Exempt from QBS).			<input type="checkbox"/> <input checked="" type="checkbox"/>

<b>Local Public Agency</b> Village of Hoffman Estates	<b>County</b> Cook	<b>Section Number</b> 21-00109-00-BT
<b>Prime Consultant (Firm) Name</b> Strand Associates, Inc.	<b>Prepared By</b> Ryan Smith	<b>Date</b> 9/20/2024
<b>Consultant / Subconsultant Name</b> Strand Associates, Inc.	<b>Job Number</b> 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

### PAYROLL ESCALATION TABLE

<b>CONTRACT TERM</b>	16	MONTHS	<b>OVERHEAD RATE</b>	145.10%
<b>START DATE</b>	11/1/2024		<b>COMPLEXITY FACTOR</b>	2.00%
<b>RAISE DATE</b>	7/1/2025		<b>% OF RAISE</b>	2.00%
<b>END DATE</b>	2/28/2026			

### ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	11/1/2024	7/1/2025	8	50.00%
1	7/2/2025	3/1/2026	8	51.00%

**The total escalation = 1.00%**





**Local Public Agency**  
 Village of Hoffman Estates

**Consultant / Subconsultant Name**  
 Strand Associates, Inc.

**County**  
 Cook

**Section Number**  
 21-00109-00-BT

**Job Number**

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
 EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	300	\$0.67	\$201.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)	3260	\$0.15	\$489.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)	482	\$14.00	\$6,748.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Copies, Oversized	Actual cost (per square foot)	1500	\$0.30	\$450.00
Copies, Color	Actual cost (each)	300	\$0.75	\$225.00
Non-CADD	Actual Cost (Max \$15/hour)	134	\$14.00	\$1,876.00
Titles and Appraisal Reviews	Actual Cost	1	\$5,985.00	\$5,985.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$15,974.00</b>

BLR 05514 (Rev. 02/09/23)  
 \$5,985.00 DIRECT COSTS

HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN  
 VILLAGE OF HOFFMAN ESTATES



**Direct Costs**

**XEROX (In-House)**

TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration		400	\$0.15	\$60.00
2.0 Data Collection			\$0.15	\$0.00
3.0 Pickup Topographical Survey			\$0.15	\$0.00
4.0 Land Acquisition			\$0.15	\$0.00
5.0 Public Information Meeting		500	\$0.15	\$75.00
6.0 Environmental			\$0.15	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		60	\$0.15	\$9.00
8.0 Street Lighting Design		400	\$0.15	\$60.00
9.0 Landscaping and Aesthetics			\$0.15	\$0.00
10.0 Permitting			\$0.15	\$0.00
11.0 Drawings		400	\$0.15	\$60.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.15	\$0.00
<b>TOTALS</b>		1760	\$0.15	\$264.00

**XEROX 11"X17" (In-House)**

TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration			\$0.15	\$0.00
2.0 Data Collection			\$0.15	\$0.00
3.0 Pickup Topographical Survey			\$0.15	\$0.00
4.0 Land Acquisition			\$0.15	\$0.00
5.0 Public Information Meeting		500	\$0.15	\$75.00
6.0 Environmental			\$0.15	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		100	\$0.15	\$15.00
8.0 Street Lighting Design		200	\$0.15	\$30.00
9.0 Landscaping and Aesthetics			\$0.15	\$0.00
10.0 Permitting			\$0.15	\$0.00
11.0 Drawings		700	\$0.15	\$105.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.15	\$0.00
<b>TOTALS</b>		1500	\$0.15	\$225.00

**HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN**  
**VILLAGE OF HOFFMAN ESTATES**  
**XEROX OVERSIZED (In-House)**



**Direct Costs**

TASK	DESCRIPTION	QTY (SQ FT)	RATE	TOTAL
1.0 Administration			\$0.30	\$0.00
2.0 Data Collection			\$0.30	\$0.00
3.0 Pickup Topographical Survey			\$0.30	\$0.00
4.0 Land Acquisition			\$0.30	\$0.00
5.0 Public Information Meeting		1500	\$0.30	\$450.00
6.0 Environmental			\$0.30	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design			\$0.30	\$0.00
8.0 Street Lighting Design			\$0.30	\$0.00
9.0 Landscaping and Aesthetics			\$0.30	\$0.00
10.0 Permitting			\$0.30	\$0.00
11.0 Drawings			\$0.30	\$0.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.30	\$0.00
<b>TOTALS</b>		1500	\$0.30	\$450.00

**MILEAGE (Outside)**

TASK	DESCRIPTION (V=vehicle, T=trip, M=miles)	MILES	RATE	TOTAL
1.0 Administration	1V x 1T x 100 M (round trip)	100	\$0.67	\$67.00
2.0 Data Collection			\$0.67	\$0.00
3.0 Pickup Topographical Survey			\$0.67	\$0.00
4.0 Land Acquisition			\$0.67	\$0.00
5.0 Public Information Meeting	2V x 1T x 100 M (round trip)	200	\$0.67	\$134.00
6.0 Environmental			\$0.67	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design			\$0.67	\$0.00
8.0 Street Lighting Design			\$0.67	\$0.00
9.0 Landscaping and Aesthetics			\$0.67	\$0.00
10.0 Permitting			\$0.67	\$0.00
11.0 Drawings			\$0.67	\$0.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.67	\$0.00
<b>TOTALS</b>		300	\$0.67	\$201.00

**HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN**  
**VILLAGE OF HOFFMAN ESTATES**  
**Non-CADD Computer (In-House)**



**Direct Costs**

TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration		16	\$14.00	\$224.00
2.0 Data Collection		8	\$14.00	\$112.00
3.0 Pickup Topographical Survey			\$14.00	\$0.00
4.0 Land Acquisition			\$14.00	\$0.00
5.0 Public Information Meeting		16	\$14.00	\$224.00
6.0 Environmental			\$14.00	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		8	\$14.00	\$112.00
8.0 Street Lighting Design		16	\$14.00	\$224.00
9.0 Landscaping and Aesthetics			\$14.00	\$0.00
10.0 Permitting			\$14.00	\$0.00
11.0 Drawings		60	\$14.00	\$840.00
12.0 Quality Assurance (QA) and Quality Control (QC)		10	\$14.00	\$140.00
<b>TOTALS</b>		134	\$14.00	\$1,876.00

**CADD (In-House)**

TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration			\$14.00	\$0.00
2.0 Data Collection			\$14.00	\$0.00
3.0 Pickup Topographical Survey		4	\$14.00	\$56.00
4.0 Land Acquisition			\$14.00	\$0.00
5.0 Public Information Meeting		24	\$14.00	\$336.00
6.0 Environmental			\$14.00	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		32	\$14.00	\$448.00
8.0 Street Lighting Design		32	\$14.00	\$448.00
9.0 Landscaping and Aesthetics			\$14.00	\$0.00
10.0 Permitting			\$14.00	\$0.00
11.0 Drawings		380	\$14.00	\$5,320.00
12.0 Quality Assurance (QA) and Quality Control (QC)		10	\$14.00	\$140.00
<b>TOTALS</b>		482	\$14.00	\$6,748.00

HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN

VILLAGE OF HOFFMAN ESTATES  
 TITLES and APPRAISAL REVIEWS (Outside)

Direct Costs



TASK	DESCRIPTION	QTY	RATE	TOTAL
1.0 Administration				\$0.00
2.0 Data Collection				\$0.00
3.0 Pickup Topographical Survey				\$0.00
4.0 Land Acquisition	Polach for Appraisal Reviews and Wheatland for Title	1	\$5,985.00	\$5,985.00
5.0 Public Information Meeting				\$0.00
6.0 Environmental				\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design				\$0.00
8.0 Street Lighting Design				\$0.00
9.0 Landscaping and Aesthetics				\$0.00
10.0 Permitting				\$0.00
11.0 Drawings				\$0.00
12.0 Quality Assurance (QA) and Quality Control (QC)				\$0.00
<b>TOTALS</b>		1		\$5,985.00

**COLOR COPIES (In-House)**

TASK	DESCRIPTION	Sheets	RATE	TOTAL
1.0 Administration			\$0.75	\$0.00
2.0 Data Collection			\$0.75	\$0.00
3.0 Pickup Topographical Survey			\$0.75	\$0.00
4.0 Land Acquisition			\$0.75	\$0.00
5.0 Public Information Meeting		300	\$0.75	\$225.00
6.0 Environmental			\$0.75	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design			\$0.75	\$0.00
8.0 Street Lighting Design			\$0.75	\$0.00
9.0 Landscaping and Aesthetics			\$0.75	\$0.00
10.0 Permitting			\$0.75	\$0.00
11.0 Drawings			\$0.75	\$0.00
12.0 Quality Assurance (QA) and Quality Control (QC)			\$0.75	\$0.00
<b>TOTALS</b>		300	\$0.75	\$225.00

HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - DIRECT COSTS BREAKDOWN

VILLAGE OF HOFFMAN ESTATES

Direct Costs



TOTAL		(In-House)	(Outside)	TOTAL
1.0 Administration		\$284.00	\$67.00	\$351.00
2.0 Data Collection		\$112.00	\$0.00	\$112.00
3.0 Pickup Topographical Survey		\$56.00	\$0.00	\$56.00
4.0 Land Acquisition		\$0.00	\$5,985.00	\$5,985.00
5.0 Public Information Meeting		\$1,385.00	\$134.00	\$1,519.00
6.0 Environmental		\$0.00	\$0.00	\$0.00
7.0 Sidewalk, Pavement Marking, and Signage Design		\$584.00	\$0.00	\$584.00
8.0 Street Lighting Design		\$762.00	\$0.00	\$762.00
9.0 Landscaping and Aesthetics		\$0.00	\$0.00	\$0.00
10.0 Permitting		\$0.00	\$0.00	\$0.00
11.0 Drawings		\$6,325.00	\$0.00	\$6,325.00
12.0 Quality Assurance (QA) and Quality Control (QC)		\$280.00	\$0.00	\$280.00
	<b>TOTALS</b>	<b>\$9,788.00</b>	<b>\$6,186.00</b>	<b>\$15,974.00</b>

**Local Public Agency**

Village of Hoffman Estates

**County**

Cook

**Section Number**

21-00109-00-BT

**Consultant / Subconsultant Name**

Strand Associates, Inc.

**Job Number**

**COST ESTIMATE WORKSHEET**

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE **145.10%**

COMPLEXITY FACTOR **0**

TASK	DIRECT COSTS (not included in row totals)	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
1.0 Administration	351	48	2,969	4,309	980		8,258	4.12%
2.0 Data Collection	112	10	555	806	183		1,544	0.77%
3.0 Pickup Topographical Survey	56	8	436	633	144		1,213	0.61%
4.0 Land Acquisition	5,985	6	337	489	111		937	0.47%
5.0 Public Information Meeting	1,519	78	4,129	5,991	1,362		11,482	5.73%
6.0 Environmental	0	8	440	638	145		1,223	0.61%
7.0 Sidewalk, Pavement Marking, and	584	48	2,573	3,734	849		7,156	3.57%
8.0 Street Lighting Design	762	55	3,171	4,602	1,047		8,820	4.40%
9.0 Landscaping and Aesthetics	0	2	132	191	43		366	0.18%
10.0 Permitting	0	2	132	191	43		366	0.18%
11.0 Drawings	6,325	537	28,472	41,313	9,396		79,181	39.54%
12.0 Quality Assurance (QA) and Qua	280	36	2,658	3,857	877		7,392	3.69%
			-	-	-		-	-
			-	-	-		-	-
			-	-	-		-	-
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			-	-	-		-	-
			-	-	-		-	-
			-	-	-		-	-
			-	-	-		-	-
American Surveying & Engineering, Ltd.			-	-	-	40,137	40,137	20.04%
Hitchcock Design Group			-	-	-	14,863	14,863	7.42%
			-	-	-		-	-
			-	-	-		-	-
<b>Subconsultant DL</b>							\$1,360.50	0.68%
<b>Direct Costs Total ==&gt;</b>	\$15,974.00						<b>\$15,974.00</b>	7.98%
<b>TOTALS</b>		838	46,004	66,754	15,180	55,000	200,273	100.00%

**Local Public Agency**

Village of Hoffman Estates

**County**

Cook

**Section Number**

21-00109-00-BT

**Consultant / Subconsultant Name**

Strand Associates, Inc.

**Job Number**

**AVERAGE HOURLY PROJECT RATES**

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1.0 Administration			2.0 Data Collection			3.0 Pickup Topographical Survey			4.0 Land Acquisition			5.0 Public Information Meeting		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
R1 Principal	86.00	2.0	0.24%	0.21	2	4.17%	3.58												
R1 Project Manager	80.25	117.0	13.96%	11.20	20	41.67%	33.44	2	20.00%	16.05	1	12.50%	10.03	1	16.67%	13.38	10	12.82%	10.29
R1 Structural	78.91	0.0																	
R1 Project Engineer	51.36	409.0	48.81%	25.07	8	16.67%	8.56	6	60.00%	30.82	1	12.50%	6.42	5	83.33%	42.80	36	46.15%	23.70
R1 Technician	50.74	270.0	32.22%	16.35							6	75.00%	38.06				12	15.38%	7.81
R1 Clerical	43.41	40.0	4.77%	2.07	18	37.50%	16.28	2	20.00%	8.68							20	25.64%	11.13
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<b>TOTALS</b>		838.0	100%	\$54.90	48.0	100.00%	\$61.86	10.0	100%	\$55.55	8.0	100%	\$54.51	6.0	100%	\$56.17	78.0	100%	\$52.93









HASSELL ROAD PEDESTRIAN AND BICYCLE PROJECT PHASE II ENGINEERING - MANHOURS BREAKDOWN  
VILLAGE OF HOFFMAN ESTATES

TASK	NO. OF	HOURS PER	HOURS	SAI SCOPING COMMENTS
<b>9.0 LANDSCAPE AND AESTHETICS</b>				
Communicate with Hitchcock regarding their scope of services.			2	
<b>9.0 LANDSCAPE AND AESTHETICS</b>			<b>2</b>	
<b>10.0 PERMITTING</b>				
10.01 Communicate with IDNR-OWR regarding floodway permitting requirements. It is anticipated that the proposed improvements will be covered by Part 3708 Regional Permit 3 and that no formal permit application submittal will be required.			1	
10.02 Communicate with and submit a permit inquiry to Metropolitan Water Reclamation District.			1	
<b>10.0 PERMITTING TOTAL</b>			<b>2</b>	
<b>11.0 DRAWINGS, SPECIFICATIONS, OPCC, AND OPINION OF CONSTRUCTION TIMELINE</b>				
11.01 Prepare the following drawings in accordance with the DEPARTMENTS's BLRS Manual.				
Cover Drawing	1	4	4	
Index of Drawings and Standards	1	6	6	
General Notes and Commitments	1	8	8	
Summary of Quantities	4	8	32	Includes quantity calculation effort
Schedule of Quantities	2	8	16	Includes quantity calculation effort
Earthwork Schedule	1	10	10	
Alignment, Ties, and Benchmarks				
Hassell Road	1	8	8	
Pembroke Avenue	1	6	6	
Stonington Avenue	1	6	6	
Typical Sections				
Hassell Road	3	6	18	
Pembroke Avenue	1	6	6	
Stonington Avenue	0	8	0	A typically section is not anticipated for Stonington Avenue
Existing Conditions and Removal Plan				
Hassell Road	2	6	12	
Pembroke Avenue	1	6	6	
Stonington Avenue	0	6	0	No existing conditions and removal plan is anticipated for Stonington Avenue
Suggest Maintenance of Traffic General Notes	2	6	12	
Sidewalk, Pavement Marking, and Signage Drawings				
Hassell Road-Dual Pane Plan-Plan	8	8	64	
Pembroke Avenue-Dual Pane Plan-Plan	1	8	8	
Pembroke Avenue-Dual Pane Plan-Profile	4	8	32	
Stonington Avenue-Dual Pane Plan-Plan	0	8	0	No sidewalk, pavement marking, and signage drawings are anticipated for Stonington Avenue
Roadway Details				
Driveway Detail	1	8	8	
Bench/Planter Details			0	See Hitchcock Design Scope of Services
Bus Stop Details	2	6	12	
ADA Curb Ramp Details				
Hassell and Barrington Town Square	2	2	4	
Hassell and Holbrook Lane	1	2	2	
Hassell and Oxford Lane	2	2	4	
Pembroke Avenue and Stonington Avenue	2	2	4	
End of Pembroke Avenue	1	2	2	
Signing Details			0	See Hitchcock Design Scope of Services
Landscape Details			0	See Hitchcock Design Scope of Services
Temporary and Permanent Erosion and Sediment Control	2	8	16	
Street Lighting Drawings				
Lighting General Notes and Legend Sheet	1	8	8	
Hassell Road-Dual Pane Plan-Plan (Removal)	3	4	12	
Pembroke Avenue-Dual Pane Plan-Plan (Removal)	2	4	8	
Stonington Avenue-Dual Pane Plan-Plan (Removal)	2	4	8	
Hassell Road-Dual Pane Plan-Plan	8	10	80	
Pembroke Avenue-Dual Pane Plan-Plan	3	12	36	
Stonington Avenue-Dual Pane Plan-Plan	2	12	24	
Single Line Diagram	1	12	12	
Street Lighting Details (IDOT BE Standards and LPA Standards)	6	0.5	3	
DEPARTMENT District One Details	4	0.5	2	
LPA Details	4	0.5	2	
Cross Sections (Five Cross Sections per Drawing)				
Hassell Road				
Pembroke Avenue-50	10	1	10	
Stonington Avenue				
11.02 Prepare an OPCC.			6	
11.03 Prepare an opinion of probable construction duration.			4	
11.04 Prepare specifications.			16	
<b>11.0 DRAWINGS TOTAL</b>			<b>537</b>	
<b>12.0 QUALITY CONTROL/QUALITY ASSURANCE</b>				
QUALITY CONTROL/QUALITY ASSURANCE			36	Approximate 4% of total hours
<b>12.0 QUALITY CONTROL/QUALITY ASSURANCE TOTAL</b>			<b>36</b>	
<b>PROJECT MANHOOUR TOTALS</b>			<b>838.00</b>	

# Scope of Work



**AMERICAN**  
SURVEYING & ENGINEERING, LTD.

## PROJECT SUMMARY

**Project Name:** Hassell Road Pedestrian and Bicycle Enhancements      ASE Proposal No. 224087

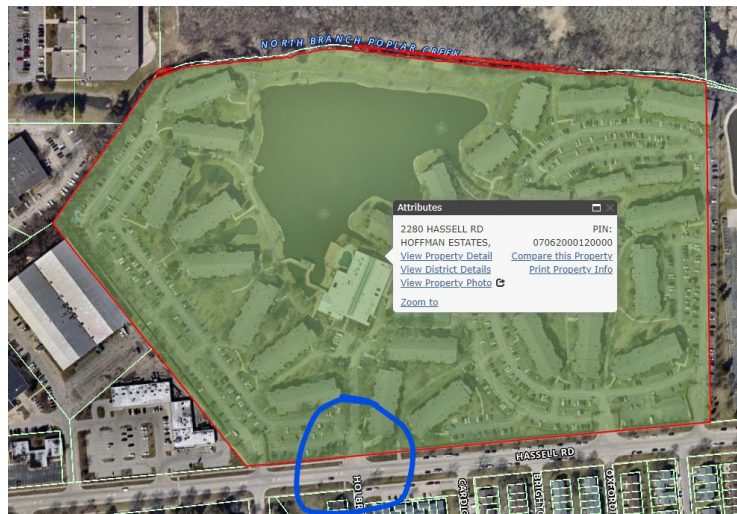
**Owner:** Village of Hoffman Estates      Date August 21, 2024

**Agent:** Strand Associates      Revision Date September 20, 2024

**Project Description** – ASE will provide professional services, including Land Acquisition Survey, Appraisal, and Negotiation for one (1) Temporary Easement acquisition in support of the project. In addition, ASE will provide a supplemental topographic survey for approximately 1,850’ of Pembroke Ave., where ComEd recently completed an underground project.

The location of the parent parcel for the Temporary Easement is shown below outlined in red in this client supplied exhibit. The approximate location of the Temporary Easement is circled in blue.

PIN 07-06-200-012-0000



Topographic Survey Location and Limits are shown below in this ASE prepared Exhibit. The proposed limits are a 50’ strip, 40’ north and 10’ south of the existing north curb of Pembroke Avenue.



## GENERAL CONDITIONS AND SCOPE ASSUMPTIONS

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1. All professional services will be performed to appropriate Minimum Standards of practice and Section 1270.56, Minimum Standards of Practice for surveys in Illinois.
2. Horizontal Control will use NAD 83 (2011) IL East Zone State Plane Coordinates. Vertical Control will use GPS-derived NAVD88 values.
3. All previous and relevant survey information such as pertinent site information including, but not limited to previous horizontal and vertical survey control survey information, existing aerial photography, Right-of-Way plans, centerline alignment, construction plans and plats of highway will be furnished to ASE, at no cost to ASE, prior to commencement of field operations.
4. Owner/Agent will provide a Letter of Introduction to facilitate field operations.
5. American Surveying & Engineering shall not be responsible for any erroneous or missing information provided by underground utility providers.
6. Hazardous Waste sites designated as requiring protective equipment of "Class D" or greater will not be entered unless provided for otherwise in the Scope of Work Tasks.
7. American Surveying & Engineering is not signatory to any organized labor agreements. We will not provide services in any capacity where labor disputes may exist. We will not be responsible for costs or delays associated with labor disputes relevant to work on this project.
8. Field work performed on this project is subject to the vagaries of weather. In the event weather impairs our ability to perform any specified professional services, we will contact the Owner/Agent to determine changes in schedule or cost. No additional work will be performed until the owner/agent has reviewed and approved a revised cost or schedule.
9. This proposal assumes the flowlines of project drainage structures (culverts, manholes, inlets, etc.) will be surveyed as existing conditions. ASE will not clean, excavate, pump or otherwise remove debris, silt, trash or other material from project structures.
10. ASE will begin work after Notice to Proceed at a mutually agreed upon date.
11. This SOW shall become part of the contract between Owner/Agent and ASE.
12. Title Commitments will be supplied to ASE by others.

## PROPOSED TASKS

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1. Administration
  - 1.1. Meetings with Owner or Agent, including in-house meetings. Progress Reports, scheduling, invoicing, and other project administrative tasks.
  - 1.2. Technical direction of staff.
  - 1.3. Project Management, resource coordination.
2. Document Compilation
  - 2.1. Obtain relevant project documents from Owner/Agent.
  - 2.2. Compile, review, and index information.
  - 2.3. Prepare compiled information for field and office tasks.

3. Horizontal and Vertical Control
  - 3.1. Search and reconnaissance for record control points. Recover and verify previous control points. Set secondary control.
  - 3.2. Traverse/GPS/level through found monuments to establish primary control. Traverse/GPS/level through secondary control to densify control.
  - 3.3. Office calculations, adjustment, tabulations of coordinates, and working drawings.
  
4. Land Acquisition Surveys (assume 1 acquisition parcel)
  - 4.1. Perform courthouse research. Record Descriptions or Title Commitments of property to be surveyed shall be furnished by others prior to commencement of Boundary Survey.
  - 4.2. Search and locate section/quarter corners – assume 5 corners to be surveyed.
  - 4.3. Search property boundary corner monumentation and evidence.
  - 4.4. Calculate property boundaries and Existing Right-of-Way within project location.
  - 4.5. Calculate areas for proposed temporary easement.
  - 4.6. Prepare legal description and Plat of Highway. Note that individual Parcel Plats will not be prepared and are not part of this contract.
  
5. Appraisal – Unit Cost (does not include expert witness or court exhibits for condemnation proceedings)
  - 5.1. Document collection and property visit.
  - 5.2. Data analysis and review.
  - 5.3. Prepare Appraisal Report.
  - 5.4. Professional service support and coordination time.
  
6. Negotiations – Unit Cost
  - 6.1. Assemble and review title, plat, appraisal, contract plans and conveyance documents.
  - 6.2. Prepare Introductory Letter in name of the Village of Hoffman Estates.
  - 6.3. Schedule and conduct meeting with property owner to present Offer to Purchase, appraisal, and proper conveyance documents.
  - 6.4. Negotiate with owner, communicate owner concerns to the county with eye on settlement. If no progress is made after 3 contacts with owner, a 60-day letter will be recommended, with negotiations continuing during the 60-day period.
  - 6.5. Present any counteroffers to the Village.
  - 6.6. Prepare and send 60-day letter if necessary.
  - 6.7. Obtain IDOT certification if required.
  - 6.8. Maintain Negotiator’s Log.
  
7. Topographic Survey
  - 7.1. Locate the following visible, marked, or available from record man-made topographic features within the survey limits: Point(s) of access to property(ies), sewers, culverts, and discharge pipes (including size and invert elevation), catch basins, inlets, drainage structures, fire hydrants, manholes, hand holes, traffic signals, wells, guardrails, retaining walls, large and/or overhead signs, railroad tracks, pavement, curbs and other manmade improvements.
    - 7.1.1. Locate Buildings. Dimension buildings with exterior dimensions at ground level.
    - 7.1.2. Locate roadways, driveways, sidewalks, paved paths, and parking lots.
    - 7.1.3. Locate fences and other evidence of occupation.
  - 7.2. Conduct elevation surveys at intervals and at locations necessary to create DTM (Note: Shots may be taken on random stationing and locations as required to create a Digital Terrain Model “DTM”). Elevations shall be obtained to provide client with a DTM with an appropriate

accuracy to depict existing conditions. Hard surface elevations will be obtained to an equivalent of cross sections at 50-foot intervals. Cross sections will extend to the survey limits on either side (previously described in this scope). Locations may be obtained with terrestrial based, 3-D LiDAR scanning or conventional survey methods.

- 7.2.1. Site elevations shall be obtained to provide client with a DTM. Provide elevation data at apparent Right-of Way, edge of sidewalks, centerline of driveways, edge of pavement, centerline of pavement, edge of curb, flowline of curb and back of curb, and ground elevations at break points.
- 7.2.2. Elevations on paved surfaces shall be reported to 0.01 of a foot.
- 7.2.3. Elevations on other surfaces shall be reported to 0.1 of a foot.
- 7.3. Office calculations for data, downloading, and editing.
- 7.4. CADD drafting and incorporate the following topographic features into mapping:
  - 7.4.1. Digital Terrain Model (DTM) will be generated and will include one-foot contours.

## 8. QA/QC

- 8.1. Review contract documents and survey requirements to verify ASE project QA/QC requirements. Create project-specific QA/QC plan.
- 8.2. Final review and report of QA/QC compliance.

## ASE WILL DELIVER TO CLIENT:

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- A. Plat of Highway and legal description for one land acquisition parcel. Plat of Highway to be completed per IDOT D1 Standards.
- B. Completed Appraisal Dossier.
- C. Negotiator's Log and closing documents or recommendation for condemnation.
- D. Electronic versions of drawings in Open Roads.
- E. Field detail drawing sheets of underground structures.

## DIRECT/UNIT COST ITEMS

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- A. Courthouse Cost – assume \$75.
- B. Appraisal – assume one at \$6,970.00.
- C. Negotiation – assume one at \$6,245.00.

## ITEMS SUPPLIED BY OTHERS

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- A. Record plans, including any previous survey information (if available).
- B. All pertinent site information including, but not limited to previous horizontal and vertical survey control information, existing aerial photography, Right-of-Way plans, centerline alignment, construction plans and plats of highway will be furnished to ASE, at no cost to ASE, prior to commencement of field operations.
- C. Permission and access to closed or locked areas requiring access to complete the survey.
- D. Letter of Introduction and written authorization for access to subject property for ASE's services on subject site.



PROJECT: Hassel Road - Temporary Easment & Topo Survey

LOCATION: Hoffman Estates

PROPOSAL No.: 224087

CLIENT: Strand

DATE: 9/20/2024

TASK 1.0 Administration		Man Hours																						
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL	
1.1	Meetings, reports, scheduling, etc.		1			1																2		4
1.2	Technical Direction of Staff		1																					1
1.3	Project management & coordination		1		1																			2
1.4																								0
1.5																								0
1.6																								0
1.7																								0
1.8																								0
1.9																								0
TOTAL HOURS		0	3	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	7

TASK 2.0 Data Compilation		Man Hours																						
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL	
2.1	Retrieve Existing Survey information		2																					2
2.2	Prepare working drawings		2																					2
2.3	Catalog and transfer to field		2																					2
2.4																								0
2.5																								0
2.6																								0
2.7																								0
2.8																								0
2.9																								0
TOTAL HOURS		0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6

TASK 3.0 Horizontal & Vertical Control		Man Hours																						
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL	
3.1	Recon. & locate existing mon's.		1								4	4												9
3.2	Traverse/GPS				2						2	2												6
3.3	Office Calc's.		1		2																			3
3.4																								0
3.5																								0
3.6																								0
3.7																								0
3.8																								0
3.9																								0
TOTAL HOURS		0	2	0	4	0	0	0	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	18

TASK 4.0 Land Acquisition Survey		Man Hours																						
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL	
4.1	Courthouse research.		4																					4
4.2	Search and locate section corners		2		4						12	12												30
4.3	Search Property corners										8	8												16
4.4	Calculate boundaries and Existing ROW		2		8																			10
4.5	Calculate area for temporary easement				4																			4
4.6	Prepare legal description and Plat of Highway		4		2			16																22
4.7																								0
4.8																								0
4.9																								0
TOTAL HOURS		0	12	0	18	0	0	16	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	86



PROJECT: Hassel Road - Temporary Easment & Topo Survey  
 LOCATION: Hoffman Estates PROPOSAL No. 224087  
 CLIENT: Strand DATE: 9/20/2024

TASK 5.0 Appraisal - Unit Cost		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
5.1	Market Data Analysis																						0
5.2	Market Data Research																						0
5.3	Meet with owner to conduct inspection.																						0
5.4	Comparable sale properties.																						0
5.5	Valuation analysis																						0
5.6	Appraisal reports																						0
5.7																							0
5.8																							0
5.9																							0
TOTAL HOURS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TASK 6.0 Negotiations - Unit Cost		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
6.1	Assemble and review title																						0
6.2	Prepare letter.																						0
6.3	Schedule and conduct meeting to present offer.																						0
6.4	Negotiate with owner.																						0
6.5	Present any counter offers to the Village																						0
6.6	Secure proper conveyance documents																						0
6.7	Maintain Negotiators Log																						0
6.8																							0
6.9																							0
TOTAL HOURS		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

TASK 7.0 Topographic Survey		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
7.1	Locate planimetric features		1						4	4													9
7.2	Measure contours								4	4													8
7.3	Office Calcs		2		2																		4
7.4	CADD drafting of Topo basesheet		1		2			8															11
7.5																							0
7.6																							0
7.7																							0
7.8																							0
7.9																							0
TOTAL HOURS		0	4	0	4	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	32

TASK 8.0 QA/QC		Man Hours																					
ITEM	Description	PIC	PM	P S/E 4	P S/E 3	P S/E 2	P S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL
8.1	Review contract and prepare plan.		1		1																		2
8.2	Final review and report.		1		1																		2
8.3																							0
8.4																							0
8.5																							0
8.6																							0
8.7																							0
8.8																							0
8.9																							0
TOTAL HOURS		0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4



PROJECT: Hassel Road - Temporary Easment & Topo Survey

LOCATION: Hoffman Estates

CLIENT: Strand

PROPOSAL No. : 224087

DATE: 9/20/2024

SUMMARY OF TASKS	MANHOURS																						
TASK	PIC	PM	P/S/E 4	P/S/E 3	P/S/E 2	P/S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 4	SUE 3	SUE 2	SUE 1	A/C 3	A/C 2	TOTAL	
1.0 Administration	0	3	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	7
2.0 Data Compilation	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
3.0 Horizontal & Vertical Contro	0	2	0	4	0	0	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	18
4.0 Land Acquisition Survey	0	12	0	18	0	0	16	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0	86
5.0 Appraisal - Unit Cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6.0 Negotiations - Unit Cost	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7.0 Topographic Survey	0	4	0	4	0	0	8	8	8	0	0	0	0	0	0	0	0	0	0	0	0	0	32
8.0 QA/QC	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Hours</b>	0	29	0	30	0	0	24	8	34	26	0	0	0	0	0	0	0	0	0	0	2	0	153



**COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

**FIXED RAISE**

<b>Local Public Agency</b> Village of Hoffman Estates	<b>County</b> Cook	<b>Section Number</b> 21-00109-00-BT
<b>Prime Consultant (Firm) Name</b> Strand Associates, Inc.	<b>Prepared By</b> TB	<b>Date</b> 09.20.24
<b>Consultant / Subconsultant Name</b> American Surveying & Engineering, Ltd.	<b>Job Number</b> ASE No. 224087	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

**PAYROLL ESCALATION TABLE**

<b>CONTRACT TERM</b>	6	<b>MONTHS</b>	<b>OVERHEAD RATE</b>	178.20%
<b>START DATE</b>	11/1/2024		<b>COMPLEXITY FACTOR</b>	
<b>RAISE DATE</b>	1/1/2025		<b>% OF RAISE</b>	2.00%
<b>END DATE</b>	4/30/2025			

**ESCALATION PER YEAR**

Year	First Date	Last Date	Months	% of Contract
0	11/1/2024	1/1/2025	2	33.33%
1	1/2/2025	5/1/2025	4	68.00%

**The total escalation = 1.33%**

<b>Local Public Agency</b>	<b>County</b>	<b>Section Number</b>
Village of Hoffman Estates	Cook	21-00109-00-BT
<b>Consultant / Subconsultant Name</b>		<b>Job Number</b>
American Surveying & Engineering, Ltd.		ASE No. 224087

**PAYROLL RATES**

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

<b>MAXIMUM PAYROLL RATE</b>	<b>86.00</b>
<b>ESCALATION FACTOR</b>	<b>1.33%</b>

<b>CLASSIFICATION</b>	<b>IDOT PAYROLL RATES ON FILE</b>	<b>CALCULATED RATE</b>
PRINCIPAL IN CHARGE	\$89.44	\$86.00
PROJECT MANAGER	\$84.45	\$85.58
PROJECT SURVEYOR/ENGINEER 4	\$79.96	\$81.03
PROJECT SURVEYOR/ENGINEER 3	\$67.52	\$68.42
PROJECT SURVEYOR/ENGINEER 2	\$51.46	\$52.15
PROJECT SURVEYOR/ENGINEER 1	\$38.43	\$38.94
CADD TECHNICIANS	\$45.52	\$46.13
ENGINEERING/SURVEY TECHNICIAN 4	\$67.12	\$68.01
ENGINEERING/SURVEY TECHNICIAN 3	\$43.72	\$44.30
ENGINEERING/SURVEY TECHNICIAN 2	\$33.04	\$33.48
ENGINEERING/SURVEY TECHNICIAN 1	\$21.10	\$21.38
RIGHT-OF-WAY SPECIALIST 4	\$65.04	\$65.91
RIGHT-OF-WAY SPECIALIST 3	\$44.75	\$45.35
RIGHT-OF-WAY SPECIALIST 2	\$35.11	\$35.58
RIGHT-OF-WAY SPECIALIST 1	\$22.50	\$22.80
SUBSURFACE UTILITY ENGINEER 4	\$50.00	\$50.67
SUBSURFACE UTILITY ENGINEER 3	\$44.72	\$45.32
SUBSURFACE UTILITY ENGINEER 2	\$31.04	\$31.45
SUBSURFACE UTILITY ENGINEER 1	\$25.00	\$25.33
ADMINISTRATIVE/CLERICAL 3	\$32.00	\$32.43
ADMINISTRATIVE/CLERICAL 2	\$21.63	\$21.92

**Local Public Agency**

Village of Hoffman Estates

**County**

Cook

**Section Number**

21-00109-00-BT

**Consultant / Subconsultant Name**

American Surveying & Engineering, Ltd.

**Job Number**

ASE No. 224087

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost	1	\$75.00	\$75.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Title Commitment	Actual Cost - Estimated \$990	0	\$990.00	\$0.00
Appraisal	Unit Cost	1	\$6,970.00	\$6,970.00
Negotiation	Unit Cost	1	\$6,245.00	\$6,245.00
				\$0.00

**TOTAL DIRECT COSTS:** **\$13,290.00**



**Local Public Agency**

Village of Hoffman Estates

**County**

Cook

**Consultant / Subconsultant Name**

American Surveying & Engineering, Ltd.

**AVERAGE HOURLY PROJECT RATES**  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1.0 Administration			2.0 Data Compilation			3.0 Horizontal & Vertical Control			4.0 Land Acquisition Survey			5.0 Appraisal - Unit Cost		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
PRINCIPAL IN CHARGE	86.00	0.0			0			0			0			0			0		
PROJECT MANAGER	85.58	29.0	18.95%	16.22	3	42.86%	36.68	6	100.00%	85.58	2	11.11%	9.51	12	13.95%	11.94	0		
PROJECT SURVEYOR/ENGINEER 4	81.03	0.0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 3	68.42	30.0	19.61%	13.42	2	28.57%	19.55	0			4	22.22%	15.20	18	20.93%	14.32	0		
PROJECT SURVEYOR/ENGINEER 2	52.15	0.0			0			0			0			0			0		
PROJECT SURVEYOR/ENGINEER 1	38.94	0.0			0			0			0			0			0		
CADD TECHNICIANS	46.13	24.0	15.69%	7.24	0			0			0			16	18.60%	8.58	0		
ENGINEERING/SURVEY TECHNICIAN 4	68.01	8.0	5.23%	3.56	0			0			0			0			0		
ENGINEERING/SURVEY TECHNICIAN 3	44.30	34.0	22.22%	9.85	0			0			6	33.33%	14.77	20	23.26%	10.30	0		
ENGINEERING/SURVEY TECHNICIAN 2	33.48	26.0	16.99%	5.69	0			0			6	33.33%	11.16	20	23.26%	7.79	0		
ENGINEERING/SURVEY TECHNICIAN 1	21.38	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 4	65.91	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 3	45.35	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 2	35.58	0.0			0			0			0			0			0		
RIGHT-OF-WAY SPECIALIST 1	22.80	0.0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 4	50.67	0.0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 3	45.32	0.0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 2	31.45	0.0			0			0			0			0			0		
SUBSURFACE UTILITY ENGINEER 1	25.33	0.0			0			0			0			0			0		
ADMINISTRATIVE/CLERICAL 3	32.43	2.0	1.31%	0.42	2	28.57%	9.26	0			0			0			0		
ADMINISTRATIVE/CLERICAL 2	21.92	0.0			0			0			0			0			0		
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
<b>TOTALS</b>		153.0	100%	\$56.39	7.0	100.00%	\$65.49	6.0	100%	\$85.58	18.0	100%	\$50.64	86.0	100%	\$52.93	0.0	0%	\$0.00





September 11, 2024  
 Hoffman Estates Hassell Road Improvements  
 Page 1

## Scope of Services

### Phase II – Final Design and Engineering

The goal for this part of the engagement is to finalize the Plans, Specifications, and Estimates (PS&E) and submit the documents as required by IDOT for final approval and bid letting.

#### A. Preliminary Landscape Design

*Objective:* Reach consensus on the type, location, organization, scale, character, and potential cost of specific landscape improvements.

*Process:* Hitchcock Design Group will:

1. (Mtg 1) Participate in a kick-off meeting with Village representatives and project team members confirming:
  - a. Project area
  - b. Status of Phase I PDR approval
  - c. IDOT requirements
  - d. Preliminary budget costs
  - e. Team responsibilities
  - f. Communications protocol
  - g. Decision making
  - h. Stakeholder involvement
  - i. Schedule
2. Review the Phase I PDR to understand the project scope and requirements including:
  - a. Project limits
  - b. Topography
  - c. Right-of-way and property ownership
  - d. Utility locations
  - e. Improvement components
  - f. Preliminary construction cost estimate
3. Observe and photograph the project area and immediate surroundings to identify readily apparent physical conditions and patterns of use.
4. Using CAD files provided by others, prepare Base Maps at appropriate scales for the relevant areas of the study area.
5. Prepare up to (3) Schematic Landscape Design Alternatives including appropriate plan views, sections, elevations, and comparable project images to illustrate the organization, scale, and character of the landscape improvements including:
  - a. Seating area hardscape and curbed planters
  - b. Site furnishings
  - c. Plantings
  - d. Wayfinding signage
6. Prepare a Preliminary Construction Cost Estimate using recognized IDOT pay items for each schematic design alternative.
7. (Telecon) Review the Schematic Design Alternatives with Village representatives and project team members.
8. (Mtg 2) Prepare for and participate in a Public Open House to present the Schematic Design Alternatives and gather input from attendees regarding the Preferred Alternative to advance.



September 11, 2024  
Hoffman Estates Hassell Road Improvements  
Page 2

9. Based on input received from the public meeting and Village representatives, refine the Preferred Alternative (or combination of alternatives) including updating the preliminary Construction Cost Estimate.
10. (Telecon) Review the Preferred Alternative with Village representatives and project team members.

#### B. **Plan Development**

*Objective:* Produce the landscape plans, specifications, and estimates that will be incorporated into the overall project documents, for IDOT review and approval to bid and construct the improvements.

*Process:* Hitchcock Design Group will:

1. Prepare the plans based on IDOT standards for the landscape components, and submit to the engineer to incorporate into the overall project documents including:
  - a. Landscape Layout and Material plans including seating area hardscape, curbed planters, and site furnishings
  - b. Planting plans
  - c. Wayfinding signage plans
  - d. Construction details
2. Prepare the specifications and special provisions based on IDOT standards for the landscape components and submit to the engineer to incorporate into the overall project documents.
3. Prepare the quantity estimate and construction cost estimate using IDOT coded pay items and submit to the engineer to incorporate into the overall project documents.

#### C. **Plan Review**

*Objective:* Submit the plans, specifications, and estimates to the engineer to incorporate into the overall project documents, for IDOT review, and finalize the documents as necessary to bid and construct the improvements.

*Process:* Hitchcock Design Group will:

1. Submit the documents to IDOT for Preliminary Plan Review.
2. Revise the documents (1) time based on preliminary plan review and submit the documents to IDOT for Pre-Final Plan Review. Prepare a disposition of comments to include with the submittal.
3. Revise the documents (1) time based on pre-final plan review and submit the documents to IDOT for Final Plan Review. Prepare a disposition of comments to include with the submittal. The purpose of the final plan review is to ensure that the reviewer's comments from the pre-final plan review have been addressed. Additional revisions should not be necessary at this stage.
4. Submit the documents to the engineer to incorporate into the overall project documents for submittal to IDOT for Final Plan Approval and Release.

### **General Project Administration**

In addition to the services outlined above, HDG will administer the performance of its own work throughout the term of the contract by providing the following services:

#### A. **Communications**

1. Participate in periodic meetings.



September 11, 2024  
Hoffman Estates Hassell Road Improvements  
Page 3

2. Rehearse, attend, and present at public forums identified.
3. Periodically inform your representative about our progress.

**B. Schedules**

1. Contribute to development of the project schedule prepared by others.
2. Coordinate the activities of our staff with the project team.

**C. Staffing**

1. Select and assign staff members to appropriate tasks and services.
2. Prepare and administer consultant agreements.

**D. File Maintenance**

1. Establish and maintain appropriate correspondence, financial, drawing and data files.
2. Obtain appropriate insurance certificates as required.
3. Maintain appropriate time and expense records.

### Optional, Additional Services

Services or meetings not specified in this scope of services will be considered additional services. If circumstances arise during our performance of the outlined services that we believe require additional services, we will promptly notify you about the nature, extent, and cost of the additional services, and perform only such additional services following your written authorization.

The following items are excluded and will be considered additional services if required:

1. Design and documentation of components not listed in the Scope of Services.
2. Additional design alternatives beyond those listed in the Scope of Services.
3. Revisions to design alternatives beyond those listed in the Scope of Services.
4. Revisions based on IDOT comments beyond those listed in the Scope of Services.
5. Participation at in-person meetings beyond those listed in the Scope of Services.



COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET  
ANNIVERSARY RAISE

<b>Local Public Agency</b> Village of Hoffman Estates	<b>County</b> Cook	<b>Section Number</b> 
<b>Prime Consultant (Firm) Name</b> Strand Associates	<b>Prepared By</b> Tim King	<b>Date</b> 5/24/2024
<b>Consultant / Subconsultant Name</b> Hitchcock Design Group	<b>Job Number</b> 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

PAYROLL ESCALATION TABLE

CONTRACT TERM	12	MONTHS	OVERHEAD RATE	160.89%
START DATE	10/1/2024		COMPLEXITY FACTOR	
RAISE DATE	ANNIVERSARY		% OF RAISE	2.00%

ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

6

CALCULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

1.00%

The total escalation for this project would be: 1.00%





**Local Public Agency**  
 Village of Hoffman Estates  
**Consultant / Subconsultant Name**  
 Hitchcock Design Group

**County**  
 Cook

**Section Number**  
 EXHIBIT E  
**Job Number**

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
 EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	80	\$0.66	\$52.40
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)	5	\$15.00	\$75.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)	50	\$0.50	\$25.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)	50	\$1.50	\$75.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$227.40</b>



**Local Public Agency**

**County**

Section Number

Village of Hoffman Estates

Cook

**Consultant / Subconsultant Name**

Job Number

Hitchcock Design Group

**AVERAGE HOURLY PROJECT RATES**

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET ANNIVERSARY RAISE

SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			A.1. KICK OFF			A.2. REVIEW PDR			A.3. SITE REVIEW			A.4. BASE MAPS			A.5. (3) ALTERNATIVES		
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg
Senior Principal	61.81	0.0																	
Principal	61.81	6.0	4.11%	2.54													1	4.76%	2.94
Senior Associate	41.45	44.0	30.14%	12.49	3	100.00%	41.45	1	100.00%	41.45	1	100.00%	41.45				4	19.05%	7.90
Associate	32.58	0.0																	
Junior Associate	29.02	96.0	65.75%	19.08										2	100.00%	29.02	16	76.19%	22.11
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<b>TOTALS</b>		146.0	100%	\$34.11	3.0	100.00%	\$41.45	1.0	100%	#####	1.0	100%	\$41.45	2.0	100%	\$29.02	21.0	100%	\$32.95







## AGENDA ITEM REPORT

Transportation & Road Improvement Committee  
October 14, 2024  
ITEM 4B

**REQUEST:** Approval of Phase II Engineering Services Agreement with Chastain & Associates, LLC for the Jones Road STP Resurfacing project, in an amount not to exceed \$82,113

**FROM:** Alan Wenderski, Director of Engineering  
Oscar Gomez, Civil Engineer II

**ITEM TYPE:** Agreement - Committee

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### REQUEST SUMMARY

The project is located on Jones Road between Highland Boulevard and Higgins Road (IL 72). The project scope includes pavement resurfacing, along with curb & gutter and sidewalk repairs. A Surface Transportation Program - Local (STP-L) application for funding was submitted and approved in late 2022. The STP-L funding was granted for 75% funding for construction and construction engineering costs (up to \$750,000) with a target for fiscal year 2026. Design approval (Phase I engineering) was granted by IDOT in January 2023.

Since STP-L funding is being utilized, Phase II engineering, and subsequent project letting for construction, must be coordinated with IDOT. It is necessary to begin Phase II engineering by the start of 2025 to meet IDOT's submittal deadlines for a scheduled March 2026 letting.

Utilizing the prequalified engineering services short list, an RFP was sent to six firms (Chastain & Associates, Civiltech, Hancock Engineering, HLR, TranSystems, and V3) and submittals were reviewed by staff. The proposals were evaluated based on project approach and understanding, personnel assigned to the project, experience on comparable projects, and project schedule. Upon review, it was determined that Chastain & Associates provided the best overall proposal based on the evaluation criteria above. Upon staff request, Chastain & Associates submitted proposed scope, hours, and fees which were then reviewed and revised per staff comment. The full scope, hours, and fees are attached as part of the agreement.

The general scope of services includes:

1. Review of existing conditions
2. Spot field survey
3. IDOT Coordination
4. Preliminary (65%) and Pre-Final (90%) plans
5. Final Plans (100%)

## **FINANCIAL IMPACT**

Funds were not budgeted for this work in 2024 as it was originally planned to begin in 2025. Given IDOT review times, it is necessary to start this work in 2024 to maintain the target March 2026 construction letting. The proposed 2025 budget identified \$100,000 from the General Fund for Phase II engineering between 2024 and 2025 expenses. The not-to-exceed amount of \$82,113 is within the proposed \$100,000 budgeted amount.

## **RECOMMENDATION**

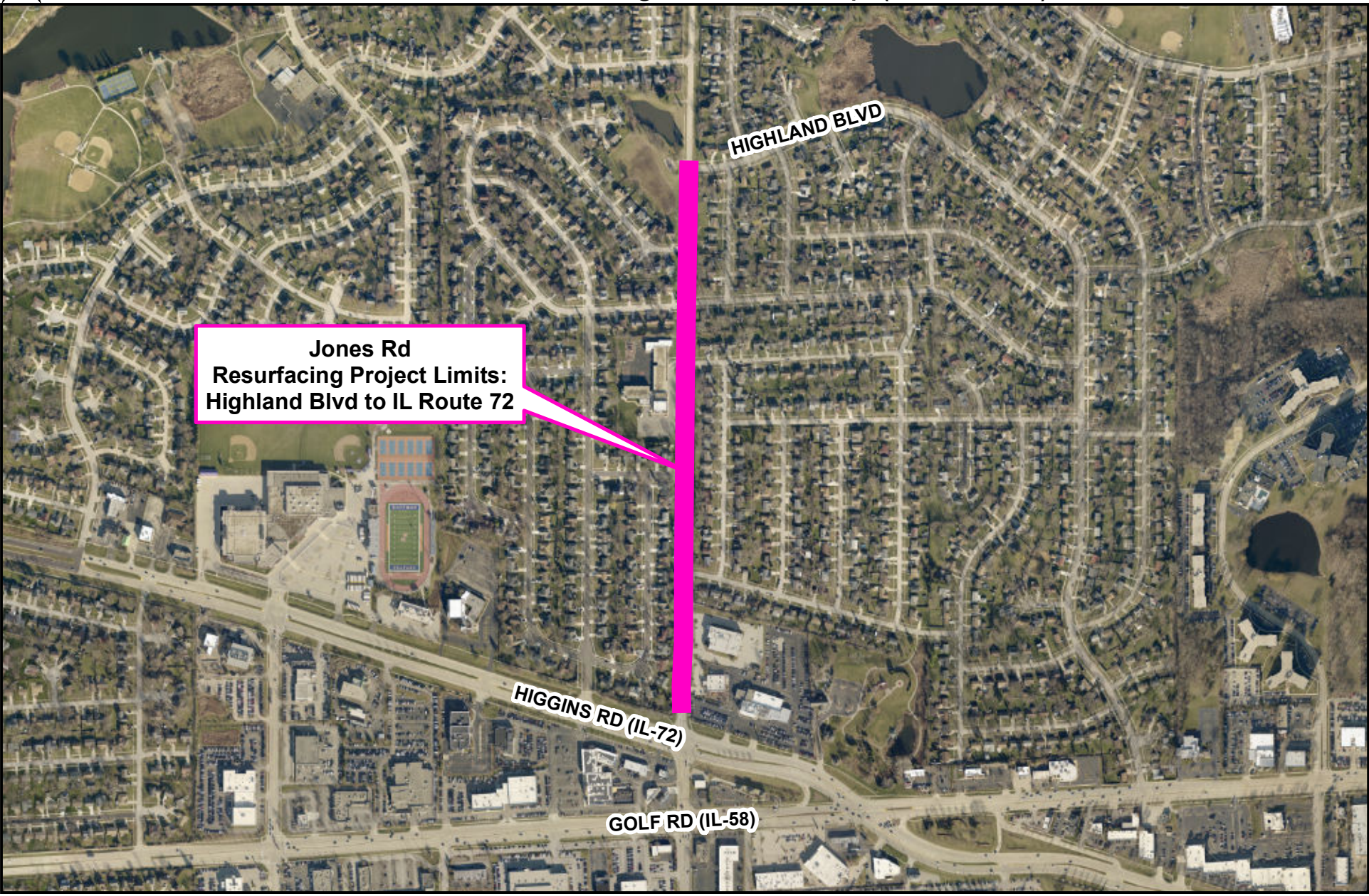
Approval of Phase II Engineering Services Agreement with Chastain & Associates, LLC for the Jones Road STP Resurfacing project, in an amount not to exceed \$82,113.

## **ATTACHMENTS**

1. Jones Rd (FAU 1101) Location Map
2. Jones Rd PH II Agreement



# Jones Rd Resurfacing Location Map (FAU 1101)



1 inch = 750 feet

Engineering Division  
Village of Hoffman Estates

# VILLAGE OF HOFFMAN ESTATES

## Professional Services Agreement

This Professional Services Agreement (the “Agreement”) is made and entered into this \_\_\_\_\_ day of October, 2024, by and between the VILLAGE OF HOFFMAN ESTATES, ILLINOIS, a municipal corporation located at 1900 Hassell Road, Hoffman Estates, IL (“Village”) and Chastain & Associates LLC, with a principal place of business at 120 W. Center Ct., Schaumburg, Illinois (“Contractor”) and sets forth the terms and conditions under which Contractor agrees to perform certain engineering services as set forth below.

This Agreement is made pursuant to Hoffman Estates RFP dated August 9, 2024 and Contractor’s Proposals dated August 30, 2024 attached hereto as Exhibit A and incorporated herein by reference.

### 1. SERVICES

Contractor shall perform engineering services detailed in scope of services, attached hereto as Exhibit A and incorporated herein by reference, at various locations within the Village of Hoffman Estates, Illinois.

Other than what is provided in Paragraph 3 below, Village shall not be responsible for the cost of materials and equipment necessary for the performance of the Services.

No claim for services furnished by Contractor, not specifically provided for in this Agreement, shall be allowed by the Village nor shall Contractor perform any services or furnish any material not covered by this Agreement without prior written approval by Village. Such approval shall be considered a modification of this Agreement.

### 2. TERM AND TERMINATION

This Agreement shall be effective and binding upon execution. The parties agree that the time for completion of the services outlined in Exhibit A is December 31, 2025. Failure to complete the services outlined in Exhibit A by the completion date shall be considered a breach of this Agreement unless an extension is agreed to in writing by both parties.

### 3. FEES AND PAYMENT TERMS

The total cost for services shall not exceed \$82,112.82.

Costs include all mobilization, equipment and labor charges incurred throughout the duration of the services. Traffic control, heavy clearing, root cutting, waste hauling and disposal, structure location, municipal water usage license, fees, permits, and or deposits are not considered part of the fee.

Any fee for additional services must be agreed to in writing by the Village.

Contractor shall not incur any expenses or costs on behalf of the Village or in performing the Services, other than what is provided for above, unless Village specifically authorizes in advance such expenses or costs in writing. Such additional expenses may include, but are not limited to, travel and lodging expenses.

#### 4. RELATIONSHIP OF THE PARTIES

In performing Services hereunder, Contractor shall at all times act as an independent contractor and not as an agent or employee of Village. The Services shall be completed to the satisfaction of Village; however, the actual details of the Services shall be under Contractor's control. Contractor agrees to comply with all applicable state and federal statutes and the Municipal Code of the Village. Contractor further agrees to indemnify and hold Village harmless for any and all claims made arising out of Contractor's breach of the obligations contained in this paragraph.

Contractor is in no way authorized to make any agreement, warranty or representation on behalf of Village or to incur any expenses or implied obligation on behalf of Village without first obtaining Village's prior written consent.

#### 5. INSURANCE

At Contractor's sole expense, Contractor shall be required to maintain at all times insurance of such types and such amounts, as are necessary to cover responsibilities and liabilities on a project of the character contemplated under this proposal. The Consultant shall meet all insurance requirements as stated in Article 107.27 of the "Standard Specifications for Road and Bridge Construction" adopted January 1, 2022. All insurance policies obtained for the project shall include the Village of Hoffman Estates and its duly authorized representatives as an additional insured.

Village shall be named as an additional insured and the address for certificate holder must read exactly as:

Village of Hoffman Estates  
1900 Hassell Rd.  
Hoffman Estates, IL

#### 6. THIRD PARTY MATERIALS

Contractor will not prepare any deliverables or other material for Village that contains any limitations by third parties on its use without first securing either (i) Village's prior written approval of such limitations, or (ii) the third party's prior written waiver of such limitations. Contractor will not use any materials produced or provided by any third party ("Third Party Materials") having said limitations without having secured the appropriate licenses or prior written approval of each said third party. In addition, Contractor will not, without Village's prior written approval, use any Third Party Materials pursuant to licenses or agreements that limit or

prohibit the assignment of Contractor's rights in and to such Third Party Materials to Village or Village's designee. Contractor shall maintain a copy of all such licenses and agreements and provide copies to Village upon Village's request.

7. OWNERSHIP OF WORK PRODUCT

Contractor agrees that all work product produced by Contractor hereunder, including, without limitation, all reports and other documents ("Work Product") shall be deemed to be works made for hire under U.S. copyright laws and that all right, title, and interest in and to the Work Product shall be the sole property of Village and Village shall have the exclusive right to the copyrights on the Work Product. To the extent that the Work Product is not deemed to satisfy the requirements for a work made for hire under U.S. copyright laws, Contractor hereby assigns to Village all copyrights the Work Product and agrees to execute any additional documents requested by Village to further such assignment at no additional cost to Village. Contractor warrants that the Work Product shall not infringe the patent, copyright or other intellectual property or proprietary right of any third party and agrees to defend, indemnify and hold Village harmless against any such third party claim.

8. ASSIGNMENT AND SUBCONTRACTING

This Agreement shall not be assigned by Contractor without prior written approval of the Village, subject to such conditions and provisions as the Village may deem necessary in its sole and absolute discretion. No such approval by the Village of any assignment shall be deemed in any event or in any manner to provide for the incurrence of any obligation of the Village in addition to the total agreed upon price. Approval by the Village of an assignment shall not be deemed a waiver of any right accrued or accruing against Contractor. No assignee of Contractor shall assign this Agreement without prior written approval of the Village. This Agreement shall be binding upon the parties and their respective heirs, successors, and assigns. Furthermore, Contractor shall not enter into any subcontract with any agency or individual with respect to the performance of Services under this Agreement without the written consent of the Village. Such consent Village may grant, condition or withhold in Village's sole discretion.

9. NOTICE

All notices and other communications required to be given under the Agreement shall be in writing and shall be deemed to have been given (i) when personally delivered; (ii) three (3) business days after sending certified mail, or (iii) sending via email to the addresses below.

If to Village: Village of Hoffman Estates  
Eric Palm, Village Manager  
1900 Hassell Rd.  
Hoffman Estates, IL 60169

If to Contractor: Brent Pendry

Chastain & Associates LLC  
120 West Center Court  
Schaumburg, IL 60195  
Email: [bpendry@chastainengineers.com](mailto:bpendry@chastainengineers.com)  
Phone: (224) 955-3015

10. GOVERNING LAW AND VENUE

The parties agree this Agreement has been executed and delivered in Illinois and that their relationship and any and all disputes, controversies or claims arising under this Agreement shall be governed by the laws of the State of Illinois, without regard to conflicts of laws principles. The parties further agree that the exclusive venue for all such disputes shall be the Circuit Court in Cook Village, Illinois, and the parties hereby consent to the personal jurisdiction thereof.

11. COMPLIANCE WITH LAWS

Each party hereto covenants and agrees to comply with all applicable federal, state, and local laws, codes, ordinances, rules and regulations.

12. SEVERABILITY

The invalidity or unenforceability of any particular word, phrase, sentence, paragraph or provision of this Agreement shall not affect the other words, phrases, sentences, paragraphs or provisions hereof. This Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted and the remainder construed so as to give them meaningful and valid effect. It is the intention of the parties that if any particular provision of this Agreement is capable of two constructions, one of which would render the provision void and the other of which would render the provision valid, the provision shall have the meaning which renders it valid.

13. WAIVER

Either Party's failure to insist upon strict compliance with any provision hereof or its failure to enforce any rights or remedy in any instance shall not constitute or be deemed to be a waiver of any provision, right or remedy.

14. ENTIRE AGREEMENT

This Agreement constitutes the entire agreement and understanding of the parties with regard to the subject matter contained herein and supersedes all prior agreements and understandings between the parties dealing with such subject matter, whether written or oral. No agreement hereafter made between the parties shall be binding on either party unless reduced in writing and signed by the party sought to be bound thereby.

IN WITNESS WHEREOF, the Parties have executed this contract as of the date first written above.

**The Village of Hoffman Estates**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Chastain & Associates LLC**


By:  \_\_\_\_\_  
Printed Name: Brent Pendry  
Title: Project Manager  
Date: September 25, 2024

EXHIBIT A  
SCOPE OF WORK

Jones Road Phase II Design – Village of Hoffman Estates

**Topographic Survey**

- Geometric survey of the existing roadway from Higgins Road (IL 72) to Highland Boulevard. Additional shots will be taken throughout the parkway where new sidewalk will be installed, and at all sidewalk ramps within the project limits.
- Downloading, processing, and editing survey data to develop base CAD drawings.
- Review of sidewalk, curb and gutter, and utility structure investigation - **will be completed by the Village.**
- Utility coordination – Coordinate with owners of public and private utilities within the project vicinity, draw utilities into base files, and keep a log of coordination
- Right-of-Way Investigation – Reasonable effort to locate and field survey property corners in areas where new sidewalk will be installed. Work also includes review of Cook County Viewer data.
- Visit project site to gather any additional information following the topographic survey.

**Soil Evaluation**

- Collect one (1) pavement core south of Cambridge Lane.
  - Existing pavement structure information north of Cambridge Lane to be **provided by the Village.**
- Soils in areas of possible excavation and disposal will be tested for CCDD compliance and the preparation of form LPC-663.
  - CCDD testing will be performed in accordance with IEPA requirements.
  - If the analytical testing indicates the soils fail to meet PH and MAC limits, additional testing and an additional disposal source may be necessary (Composite Non-Hazardous Non-Special Waste Analytical for landfill disposal if necessary).
- Pavement cores, soil testing, and preparation of LPC-663 will be provided by Rubino Engineering Inc.

**Final Plans – Phase II Design**

- Preparation of final engineering plans, specifications, and estimates in accordance with IDOT requirements and as described in this Scope of Work. Plan sheets to be prepared include:
  - Cover Sheet
  - General Notes
  - Summary of Quantities
  - Typical Sections
  - Roadway Plan and Profile showing proposed profile of new sidewalk
  - ADA Ramp Details
  - Cross Sections in areas with newly constructed sidewalk where it previously did not exist
- Assist in responding to questions received once the project is advertised for letting.

### Project Coordination and Management

- Collection of available project information.
- Project administration and coordination required for proper progress of project.
- Coordination and the preparation of forms and reports for the Northwest Municipal Conference (NWMC).
- One Village Kick-off meeting
- One IDOT Kick-off meeting
- One additional/plan review meeting with the Village

### Project Schedule

<b>TASK</b>	<b>DATE</b>
Award of PH II ESA	October 2024
Kick-off Meeting	November 2024
Pre-Final PS&E Submittal	September 2025
Final PS&E Submittal	November 2025
Target Letting	March 2026

**PROJECT HOURS AND FEE**

**Project: Hoffman Estates - Jones Road PH II**

Chastain Proj No: 9112  
Date: 9/25/2024

Task No.	Item Description	Sheet Count	Labor Code Budget		Labor						Direct Cost Estimate						
			Billing	Hours	Professional V	Professional III	Professional II	Professional I	Technician V	Admin	Task Direct Cost	\$18.00 CADD (Hours)	\$65.00 Vehicles (Days)	\$1.00 Rubino (Each)			
1	<u>Topographic Surveys</u>																
1.1	Topo and Cross Sections of Roadway and Parkway		\$4,701.84	42		2		40								4	
1.2	Download Data, Process, and DTM		\$1,302.91	12				12								1	
1.3	Review Village Sidewalk, C&G, and Structure Evaluation		\$1,531.92	10		2		8									
1.4	QA/QC		\$692.64	4						4							
1.5	Utilities		\$1,825.20	12		2		10									
1.6	Field Visit		\$358.80	2		2										1	
1.7	ROW Investigation		\$651.46	6				6									
Labor Subtotals			\$11,064.77	88	0	8	18	58	4	0		0	6	0			
Direct Cost			\$390.00								\$390.00	\$0.00	\$390.00	\$0.00			
Total			\$11,454.77														
2	<u>Evaluate Soils</u>																
2.1	Pavement Core & LPC 663															6050	
2.2	Review Soil Borings & LPC 663		\$358.80	2		2											
Labor Subtotals			\$358.80	2	0	2	0	0	0	0		0	0	6050			
Direct Cost			\$6,050.00								\$6,050.00	\$0.00	\$0.00	\$6,050.00			
Total			\$6,408.80														
3	<u>Final Plans - Roadway</u>																
3.1	Cover Sheet	1	\$346.32	2						2			2				
3.2	General Notes	1	\$998.40	6		2	2			2			4				
3.3	Summary of Quantities	2	\$639.60	4			2			2			4				
3.4	Typical sections	2	\$1,638.00	10		2	4			4			8				
3.5	Roadway Plan & Profile	6	\$10,402.08	70		8	18	20		24			24				
3.6	New Sidewalk Design & Cross Sections	5	\$8,605.58	56		4	8	14		30			20				
3.7	ADA Ramp Details	10	\$22,184.45	180		4	28	128		20			40				
3.8	Special Provisions & Bid Documents		\$3,063.84	20		4	16										
3.9	Quantities and Estimate of Cost		\$4,214.50	32		4	12	16									
3.10	QA/QC		\$1,497.60	6		6											
3.11	Contractor Bidding Questions		\$717.60	4			4										
Total Sheet Count				27													
Labor Subtotals			\$54,307.97	390	6	32	90	178	84	0		102	0	0			
Direct Cost			\$2,019.60								\$2,019.60	\$2,019.60	\$0.00	\$0.00			
Total			\$56,327.57														
4	<u>Project Coordination and Management</u>																
4.1	Project Administration & Management		\$4,236.96	28		20					8						
4.2	Project Coordination (NWMC)		\$1,435.20	8		8											
4.3	Meetings		\$2,249.52	14		6	8										
Labor Subtotals			\$7,921.68	50	0	34	8	0	0	8		0	0	0			
Direct Cost			\$0.00								\$0.00	\$0.00	\$0.00	\$0.00			
Total			\$7,921.68														
Total Project & QC/QA Personnel Hours				530													
Total Project & QC/QA Personnel Costs				\$73,653.22								\$8,459.60	\$2,019.60	\$390.00	\$6,050.00		
Total Project & QC/QA Direct Costs				\$8,459.60													
Total Project & QC/QA Costs				\$82,112.82													



## AGENDA ITEM REPORT

Transportation & Road Improvement Committee  
October 14, 2024  
ITEM 4C

**REQUEST:** Approval of an Intergovernmental Agreement with the Cook County Department of Transportation and Highways for the Central Road Reconstruction Project

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

**ITEM TYPE:** Agreement - Committee

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### REQUEST SUMMARY

In 2020, the Village was awarded federal *Congestion Mitigation and Air Quality* (CMAQ) and the Regional Transportation Authority's *Access to Transit* grant funding for a new shared-use bicycle path on the north side of Central Road from the existing Paul Douglas Forest Preserve path to the Pace Suburban Bus I-90 / Barrington Road station.

Cook County included design of the path with preliminary engineering plans to reconstruct Central Road. Phase I design was approved in 2021. Phase II design engineering is also being led by Cook County. The planned improvements include reconstruction of approximately 1.31 miles of Central Road between Huntington Boulevard and Barrington Road, combination curb and gutter, an enclosed storm water conveyance system, construction of a 10-foot-wide shared-use path along the north side of Central Road from the Paul Douglas Forest Preserve to the Pace station, traffic signal replacement at Huntington Boulevard, construction of retaining walls along portions of the path, and installation of transitional and mid-block crossing lighting near the Pace station and Claire's.

The attached IGA outlines the responsibilities for construction, engineering, funding, and long-term maintenance of the project. The County will assume the overall responsibility of the project, including obtaining permits, easements, and agreements, and managing pre-construction notices and public outreach. The County will pay all actual construction and construction engineering costs for the project. The Village will reimburse the County for actual costs of the emergency vehicle preemption (EVP) system on the traffic signal at Huntington Boulevard, decorative railings along portions of the shared-use path, and related construction engineering costs.

Upon completion of the project, the Village will own, operate, and maintain the shared-use path on the County right-of-way, the EVP system, and the mid-block crossing and transitional lighting near the Pace station. The Village will continue to contribute 1/3 of the cost of maintaining and energizing the traffic signal and Huntington Boulevard.

Cook County is expected to begin construction on the project in 2025.

**FINANCIAL IMPACT**

Estimated construction and construction engineering costs for the project are \$18,221,431. The awarded grant funding of \$540,000 will go toward the project. The Village's local share of the project is estimated to be \$37,270, which will be paid for by developer contributions previously collected by the Village for anticipated future construction of the path.

**RECOMMENDATION**

Approval of an Intergovernmental Agreement with the Cook County Department of Transportation and Highways for the Central Road Reconstruction Project.

**ATTACHMENTS**

- 1. Central Rd Project IGA

**INTERGOVERNMENTAL AGREEMENT**

County of Cook

Central Road  
Barrington Road to Huntington Blvd.

Village of Hoffman Estates

Section: 21-A6107-00-PV

**This Intergovernmental Agreement** (Agreement) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and between the County of Cook, a body politic and corporate of the State of Illinois (County), acting by and through its Department of Transportation and Highways (Department), and the Village of Hoffman Estates, a municipal corporation of the State of Illinois (Village). The County and Village are sometimes referred to herein individually as a “Party” and collectively as the “Parties.”

**RECITALS**

**WHEREAS**, in order to facilitate the free flow of traffic and ensure the safety of pedestrians, bicyclists, and the motoring public, the Parties desire to make improvements to Central Road from Barrington Road to Huntington Boulevard (Project);

**WHEREAS**, the planned improvements include, but are not limited to, reconstruction of approximately 1.31 miles of Central Road, combination curb and gutter, an enclosed storm water conveyance system, construction of a 10-foot-wide shared-use path along Central Road from near the entrance to Pace’s I-90 / Barrington Road station (Pace Station) to the Paul Douglas Preserve (Shared-Use Path), traffic signal installation at the intersection of Central Road and Huntington Boulevard, construction of retaining walls, and lighting installation at the mid-block crossing near Pace Station and Claire’s;

**WHEREAS**, the County has agreed to install an emergency vehicle preemption (EVP) system on the traffic signals at the intersection of Central Road and Huntington Boulevard, at the request of the Village, and to construct transitional lighting along Central Road near the entrance to Pace Station;

**WHEREAS**, the County has been awarded federal Congestion Mitigation and Air Quality (CMAQ) grant funding for the Project, and has received additional funding commitments from the Regional Transportation Authority and a Congressionally Directed Spending allocation;

**WHEREAS**, this Agreement sets forth the Parties’ respective responsibilities and obligations for construction and construction engineering, maintenance, and funding of the Project;

**WHEREAS**, the County, by virtue of its powers as set forth in the Counties Code, 55 ILCS 5/1-1 et seq., and the Illinois Highway Code, 605 ILCS 5/1-101 et seq., is authorized to enter into this Agreement;

**WHEREAS**, the Village, by virtue of its powers as set forth in the Illinois Municipal Code, 65 ILCS 5/1-1-1 et seq., is authorized to enter into this Agreement; and

**WHEREAS**, this Agreement is further authorized under Article VII, Section 10 of the Illinois Constitution and by the provisions of the Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

- **SECTION 1. CONSTRUCTION**

- A. **Plans and Specifications; Village Review.** The County will prepare final construction plans and specifications for the Project, including the Village Work. The County will submit the plans and specifications for the Project to the Village for review and approval at the following stages of plan preparation:

90% - Pre-Final

100% - Final

The Village may review the construction plans and specifications within 14 calendar days of receipt thereof. If the County does not receive comments from the Village within this time period, or receive a request for an extension of time, which request shall be reasonably considered, the lack of response will be deemed approval of the plans and specifications for the Project. In the event of disapproval, the Village will detail in writing its objections to the proposed plans and specifications for review and consideration by the County. The County will work cooperatively with the Village to address and resolve any objections raised by the Village with respect to the proposed plans and specifications for the Project.

- B. **Bid Documents.** The County will prepare contract bid documents for the Project, including, but not limited to, the minimum qualifications, plans and specifications, special provisions, and cost estimates.
- C. **Construction Contract.** The County will advertise, let, award, and execute a construction contract to furnish all labor and materials needed to complete the Project. In awarding and administering the contract, the County will comply with all applicable state and federal laws and regulations.

- D. **Insurance.** The County will require that its construction contractor name the Village as an additional insured party under the contractor's general liability insurance policy. All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition, or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon consent of the Cook County Department of Risk Management.
- E. **Construction Engineering Agreement.** The County will enter into an agreement with a professional engineering firm/consultant to perform construction engineering services for the Project. Construction engineering services may include, but are not limited to, attendance at pre-construction and progress meetings, providing full-time or part-time inspection services, and/or providing material testing reports. In awarding and administering the construction engineering agreement, the County will comply with all applicable state and federal laws and regulations.
- F. **Lead Agency.** The County will assume overall responsibility for the Project, including ensuring that all required permits, easements, and agreements are secured prior to the start of construction.
- G. **Pre-Construction Notices.** The County will provide not less than 14 calendar days' advance written notice to the Village prior to the pre-construction meeting for the Project and not less than seven calendar days' advance written notice to the Village prior to the start of construction.
- H. **Public Outreach.** The County will coordinate and control public notification of the scope, timing, and duration of the Project.
- I. **Right of Inspection.** The Village and its authorized agents will have reasonable rights of inspection (including pre-final and final inspection) during construction of the Project. The County will work cooperatively with the Village to address and resolve any concerns raised by the Village with respect to construction and/or construction engineering of the Project.
- J. **Final Inspection Notice.** The County will provide not less than 7 calendar days' advance written notice to the Village prior to final inspection of the Project. The Village will be provided the opportunity to attend the inspection and will submit final punch list items to the County on or within 7 calendar days prior to the final inspection date.
- K. **County Permits.** The County will apply for and the Village will not unreasonably withhold any and all permits for right of access (ingress or egress) and/or temporary

use of the Village's property within the Project limits to the County and/or its agents, without charge of permit fees to the County.

• **SECTION 2. FINANCIAL**

- A. **Cost Estimate.** Estimated construction and construction engineering costs for the Project are \$18,221,431.
- B. **County Cost Participation.** The County will pay all actual construction and construction engineering costs for the Project, subject to reimbursement by the Village as described below.
- C. **Village Cost Participation.** The Village will reimburse the County for the following Project costs:
- i. All actual construction costs for the installation of the EVP system on the traffic signals at the intersection of Central Road and Huntington Boulevard;
  - ii. All installation costs for a decorative railing at various points along the Shared-Use Path that are in excess of the costs of a standard railing; and
  - iii. Related construction engineering costs for the work set forth above in this subsection C., which shall be calculated as 15% of the actual construction costs that are to be reimbursed to the County by the Village.

The estimated cost to the Village under this Agreement is \$37,270.

- D. **Village Reimbursement.** Upon substantial completion of construction of the Project and receipt of an invoice from the Project, the Village will make payment to the County for the Village's financial obligations incurred under Section 2.C. of this Agreement. Payment will be submitted by the Village to the Superintendent of the Department within 60 calendar days of receipt of the invoice from the County.
- E. **Substitutions/Substitute Work.** Either Party may request in writing that bid work or materials be substituted with different work or materials. Provided that the substitute work and/or materials do not unreasonably delay the Project schedule, the County will cause said substitute work and/or materials to be included in the Project. Each Party will pay the costs of substitutions for their associated work items.
- F. **Additional Work.** Either Party may request in writing that additional work be added to the Project. Provided that the additional work does not unreasonably delay the Project schedule, the County will cause said additional work to be included in the

Project. Additional work will be paid for by force account or agreed unit price. Each Party will pay the costs of additional work for their associated work items.

G. **Funding Breakdown.** An estimated funding breakdown for the Project is incorporated into and made a part of this Agreement and attached as Exhibit A.

- **SECTION 3. TERM AND TERMINATION**

- A. **Term.** This Agreement will commence as of the date of final execution by both Parties and will continue until completion of the Project and final reimbursement to the County by the Village.

- B. **Termination.** This Agreement may be terminated prior to the expiration of its term by mutual agreement of the Parties in a writing signed by the Department's Superintendent and an authorized representative of the Village. This Agreement may also be terminated by either Party upon 90 calendar days' written notice sent to the other Party in accordance with Section 6.R. of this Agreement. If the Village elects to terminate this Agreement prior to its expiration, the Village will pay the County for its share of Project costs spent or incurred by the County up to the date such notice is provided to the County by the Village.

- **SECTION 4. POST-PROJECT MAINTENANCE - DEFINITIONS**

- A. As used herein, the terms "maintenance" or "maintain" mean keeping the facility being maintained in good and sufficient repair and appearance. Such maintenance includes the full responsibility for the construction, removal, and/or replacement of the maintained facility when needed. Maintenance includes, but is not limited to:

- i. "Routine maintenance," which refers to the day-to-day pavement maintenance, pothole repair, anti-icing and de-icing, snow removal, sweeping, pavement marking, mowing, litter and debris removal, and grate and scupper cleaning and repair, including compliance with State laws and local ordinances.

- ii. "Signal maintenance," which refers to all aspects of the installation, repair, replacement, timing, and operation of traffic signals, including signal loops, signal supports or bases, interconnects to Ramp Queue Detection Warning Systems and power, but shall not include permanently installed variable message signs or temporary signals or signs relating to construction or repair projects.

- iii. “Lighting maintenance,” which refers to all aspects of the installation, repair, replacement, and operation of roadway lighting, including power, but shall not include temporary lighting relating to construction or repair projects.
  - iv. “Emergency maintenance,” which refers to any maintenance activity that must be performed immediately in order to avoid or to repair a condition on the roadway or right-of-way that causes or threatens imminent danger or destruction to the Parties’ roadway facilities or right-of-way, to the motoring public, and/or to public health, safety, or welfare, including, but not limited to, accident restoration, chemical or biological removal or remediation, or response to acts of God or terrorism.
- B. The terms “be responsible for” or “responsibility” refer to the obligation to ensure performance of a duty or provision of a service under this Agreement, provided that a Party may arrange for actual performance of the duty or provision of the service by another competent entity if the other Party to this Agreement is notified of such arrangement, but in no case shall the Party with the duty be relieved of ultimate responsibility for performance of the duty or provision of the service.

• **SECTION 5. POST-PROJECT MAINTENANCE - RESPONSIBILITIES**

- A. **Bicycle and Pedestrian Facilities.** Upon completion of the Project, the Village will own, operate, and maintain those portions of the Shared Use-Path on County right-of-way within the Project limits, in compliance with the Americans with Disabilities Act, Public Right-of-Way Accessibility Guidelines, and all other applicable federal and State laws and regulations.

To the extent allowed by law, the Village will defend, indemnify, and hold harmless the County and its commissioners, officials, employees, agents, and representatives, and their respective heirs, successors, and assigns, from and against any and all costs, expenses, attorneys’ fees, losses, damages, and liabilities incurred and/or suffered, directly or indirectly, from or attributable to claims arising out of or incident to the use, repair, and/or maintenance of the Shared-Use Path.

- B. **EVP System.** Upon completion of the Project, the Village will own and be responsible for 100% of the maintenance costs for the EVP system installed on the traffic signals at the intersection of Central Road and Huntington Boulevard. The Village acknowledges that it will not have access to or on the County’s traffic signals at this location. The County will monitor the operational status of the EVP system at no cost to the Village and will inform the Village should it detect fault with the operation of the EVP system. In the event the County detects fault with the operation of the EVP system, the Village will enter into an agreement with a contractor prequalified by the

Illinois Department of Transportation in the following category: Electrical, for repair or removal and replacement of the EVP system.

- C. **Lighting.** Upon completion of the Project, the Village will own, operate, energize, and maintain the lighting installed at the mid-block crossing near Pace Station and Claire's and the transitional lighting along Central Road near the entrance to Pace Station.
- D. **Roadways.** Upon completion of the Project, the County will continue to own, operate, and maintain Central Road from Barrington Road to Huntington Boulevard, including, but not limited to, any existing or future County-owned utilities, signage, landscaping seed and sod, storm sewers and/or other drainage facilities on the County right-of-way, but excluding the new retaining walls, decorative railing along the Shared-Use Path, landscaping beyond seed and sod (e.g., trees and shrubs), and any Village-owned utilities on the County right-of-way.

Upon completion of the Project, the Village will continue to own, operate, and maintain those portions of Huntington Boulevard, Center Drive, Eagle Pointe Drive, and North Eagle Way under its established jurisdictional authority, including, but not limited to, any existing or future Village-owned utilities, signage, storm sewers and/or other drainage facilities on the Village right-of-way. The Village will also own and maintain the landscaping beyond seed and sod (e.g., trees and shrubs), decorative railing along the Shared-Use Path, and retaining walls along Central Road.

- E. **Traffic Signals.** Upon completion of the Project, the County will own, operate, and maintain the new traffic signals at the intersection of Central Road and Huntington Boulevard, including any associated interconnect system components. The financial responsibilities of the Parties for maintenance and electrical energy costs for the operation of these traffic signals, including any luminaires, are as follows:

	Maintenance	Electrical Energy
Cook County	66.67%	66.67%
Village of Hoffman Estates	33.33%	33.33%

- F. **Survives Termination.** The Parties' maintenance obligations described in this section will survive termination of this Agreement

• **SECTION 6. GENERAL TERMS AND CONDITIONS**

- A. **Audit and Document Retention.** Each Party, to the extent applicable, will maintain for a minimum of three years after completion of this Agreement, adequate books, records, and supporting documents related to the Agreement and any associated expenditures; such books, records, and supporting documents will be available for

review and audit by each Party and their internal or external auditors; and each Party will cooperate fully with any audit and provide full access to all relevant materials.

- B. **Binding Agreement.** This Agreement will be binding on and inure to the benefit of the Parties and their permitted successors and assigns, except that a Party will not assign its obligations under this Agreement without the other Party's express written consent, such consent not to be unreasonably withheld or delayed.
- C. **Compliance with Laws, Rules, and Regulations.** The Parties will at all times observe and comply with all applicable federal, state, and local laws and regulations, as amended from time to time, in carrying out the terms and conditions of this Agreement.
- D. **Conflict with Exhibits.** In the event of a conflict between any attached exhibit and the text of this Agreement, the text of this Agreement will control.
- E. **Cooperation.** The County and Village agree at all times to cooperate fully with one another in the implementation of this Agreement.
- F. **Counterparts.** This Agreement may be executed in counterparts, each of which will be deemed an original and all of which together will constitute one and the same instrument.
- G. **County Section Number.** The Project is hereby designated as County section number 21-A6107-00-PV. The Parties will include County section number 21-A6107-00-PV on all Project-related submittals, including, but not limited to, written correspondence and invoices.
- H. **Effective Date.** The Effective Date of this Agreement will be the date that the last authorized signatory signs and dates this Agreement. This Agreement will become effective only in the event the corporate authorities of each Party approve this Agreement.
- I. **Electronic or Digital Signatures.** The Parties agree that this Agreement may be signed by an electronic or digital signature. The Parties further agree that the electronic or digital signatures appearing on and affixed to this Agreement are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility, and are acknowledged as secure, genuine electronic signatures attributable to the Parties, pursuant to the Uniform Electronic Transactions Act, 815 ILCS 333/1 et seq., or any successor law.

- J. **Entire Agreement.** This Agreement sets forth the entire understanding between the Parties with respect to the subject matter thereof and supersedes all prior agreements or understandings with respect to its subject matter.
- K. **Force Majeure.** Neither Party will be liable for failing to fulfill any obligation under this Agreement if such failure is caused by an event beyond such Party's reasonable control and which is not caused by such Party's fault or negligence. Such events will include, but not be limited to, acts of God, acts of war, fires, lightning, earthquakes, floods, labor strikes or walkouts, epidemics, pandemics, and riots.
- L. **Governing Law and Venue.** This Agreement will be exclusively governed by and construed in accordance with the laws of the State of Illinois, without reference to or use of any conflict of laws provisions. The Parties irrevocably submit to the exclusive jurisdiction and venue of the Circuit Court of Cook County, Illinois, for the purposes of any and all proceedings arising out of this Agreement, to the exclusion of all other courts and venues, and both Parties waive any objection to such jurisdiction and venue.
- M. **Interpretation.** Any headings of this Agreement are for convenience of reference only and do not define or limit the provisions thereof. All references to any exhibit or document will be deemed to include all supplements and/or amendments to any such exhibit or document entered into in accordance with the terms and conditions thereof. All references to any person or entity will be deemed to include any person or entity succeeding to the rights, duties, and obligations of such person or entity in accordance with the terms and conditions of this Agreement.
- N. **Liability.** Subject to Section 5.A. herein, no official, officer, employee, attorney, agent, or assign of either Party will be liable for any negligent or wrongful act chargeable to the other unless such liability is imposed by a court of competent jurisdiction. The County assumes no liability for the actions of the Village and its officials, officers, employees, attorneys, or agents under this Agreement. The Village assumes no liability for the actions of the County and its officials, officers, employees, attorneys, or agents under this Agreement. Each Party agrees to be solely responsible for liability, suits, losses, judgments, damages, or other demands imposed upon it as a result of its own actions or omissions in the performance of its obligations specified in this Agreement. In the event of a claim for any wrongful or negligent act, each Party will bear the cost of its own defense.
- O. **Modifications.** No change or modification of this Agreement will be of any force or effect unless made in writing and duly signed by the Department's Superintendent and an authorized representative of the Village.

- P. **No Individual or Personal Liability.** The Parties agree that the actions taken, and representations made by each respective Party and by their respective corporate authorities have not been taken or made in anyone's individual capacity, and no mayor/president, board member, council member, official, officer, employee, volunteer, or representative of any Party will incur personal liability in conjunction with this Agreement.
- Q. **No Third-Party Beneficiaries.** This Agreement is not intended to benefit any person, entity, or municipality not a party to this Agreement, and no other person, entity, or municipality will be entitled to be treated as beneficiary of this Agreement. This Agreement is not intended to and does not create any third-party beneficiary or other rights in any third person or party, including, but not limited to, any agent, contractor, subcontractor, consultant, volunteer, or other representative of any Party. No agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of any Party will be deemed an agent, employee, contractor, subcontractor, consultant, volunteer, or other representative of the other.
- R. **Notices.** Unless otherwise specified, all notices and other communications related to this Agreement will be in writing and will be personally delivered or mailed via first class, certified or registered U.S. Mail or electronic mail delivery to the following persons at the following addresses:

*To the County:*

Cook County Department of Transportation and Highways  
Superintendent  
Attn: Jennifer "Sis" Killen, P.E., PTOE  
69 W. Washington Street, 24th Floor  
Chicago, IL 60602  
E-mail: [jennifer.killen@cookcountyil.gov](mailto:jennifer.killen@cookcountyil.gov)

*To the Village:*

Village of Hoffman Estates  
Village Manager  
Attn: Eric Palm  
1900 Hassell Road  
Hoffman Estates, IL 60169  
E-mail: [eric.palm@vohe.org](mailto:eric.palm@vohe.org)

- S. **Recitals.** The introductory recitals included at the beginning of this Agreement are agreed to and incorporated into and made a part of this Agreement.

- T. **Severability.** In the event any portion of this Agreement is held to be invalid or unenforceable, such portion will be construed as nearly as possible to reflect the original intent of the Parties, or if such construction cannot be made, such provision or portion thereof will be severable from this Agreement, provided that the same will not affect in any respect whatsoever the remainder of this Agreement.
  
- U. **Waivers of Default.** No waiver of any provision or breach of this Agreement (i) will be effective unless made in writing, or (ii) will operate as or be construed to be a continuing waiver of such provision or breach.
  
- V. **Warranties and Representations.** In connection with the execution of this Agreement, the County and Village each warrant and represent that it is legally authorized to execute and perform, or cause to be performed, this Agreement under the terms and conditions stated herein.

*(signature page to follow)*

**IN WITNESS WHEREOF**, the Parties have executed this Agreement on the dates indicated.

EXECUTED BY COUNTY OF COOK:

EXECUTED BY VILLAGE OF HOFFMAN ESTATES:

\_\_\_\_\_  
Toni Preckwinkle  
President  
Cook County Board of Commissioners

\_\_\_\_\_  
William D. McLeod  
Village President

This \_\_\_\_ day of \_\_\_\_\_, 2024

This \_\_\_\_ day of \_\_\_\_\_, 2024

ATTEST: \_\_\_\_\_  
County Clerk

ATTEST: \_\_\_\_\_  
Village Clerk

RECOMMENDED BY:

APPROVED AS TO FORM:  
Kimberly M. Foxx, State's Attorney

\_\_\_\_\_  
Jennifer "Sis" Killen, P.E., PTOE  
Superintendent  
County of Cook  
Department of Transportation and Highways

By: \_\_\_\_\_  
Assistant State's Attorney

**Exhibit A**

**Village Cost Responsibility Breakdown**

<b>ITEM</b>	<b>CMAQ</b>	<b>RTA</b>	<b>CONGRESSIONAL ALLOCATION</b>	<b>VILLAGE</b>	<b>COUNTY</b>	<b>TOTAL</b>
Construction	\$540,000	\$67,500	\$500,000	\$32,409	\$14,704,814	\$15,844,723
Construction Engineering	-	-	-	\$4,861	\$2,371,847*	\$2,376,708
<b>Total</b>	\$540,000	\$67,500	\$500,000	\$37,270	\$17,076,661	\$18,221,431

\*CE amount includes items covered by RTA grant and congressional allocation.



**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**

**October 2024**

**GENERAL UPDATES**

- Staff attended the APA Illinois State Planning Conference in Champaign, including an informative session on the proposed administrative changes to RTA, CTA, Metra, and Pace Suburban Bus.

**TRANSPORTATION PROJECT UPDATES**

**Roadway and Bike/Ped Projects in Design**

PROJECT	STATUS
<b>Barrington Road Widening - Algonquin to Central Road</b> <i>Lead Agency: IDOT</i>	<b>IDOT MYP for 2024-2028.</b> <i>IDOT construction timing undetermined.</i>
<b>Central Road Off-Street Bike Facility (Access to Transit / CMAQ)</b> <i>Lead Agency: Cook County</i> <i>Scope: Off-street path along the north side of Central Rd. between Paul Douglas Forest Preserve path and Pace Park-n-Ride at Barrington Rd.</i>	<b>Phase II Engineering</b> in progress (Ciorba Group). ROW and easements process underway. IGA for construction to be considered by Committee on 10/14/24. <i>Construction expected to begin in 2025.</i>
<b>Gannon Drive Bicycle and Roadway Resurfacing Project (Invest in Cook)</b> <i>Lead Agency: VOHE</i> <i>Scope: Resurfacing Gannon Dr. with bike lane between Higgins and Golf.</i>	<b>Phase I Engineering</b> in progress (TranSystems). Phase 1 design approval expected in October 2024. <i>Construction expected in 2026.</i>
<b>Golf Road / Barrington Road Intersection Improvement Study</b> <i>Lead Agency: IDOT</i>	<b>Phase II Engineering</b> in progress. Draft IGA under review. <i>IDOT construction timing undetermined.</i>
<b>Hassell Road Ped/Bike Enhancement Project (ITEP)</b> <i>Lead Agency: VOHE</i> <i>Scope: Ped/bike streetscape and safety enhancements along Hassell Rd., Pembroke and Stonington, leading to Pace Barrington Rd. transit station.</i>	<b>Phase I Engineering</b> design approval received 7/26. Phase II contract award by Committee on 10/14/24. <i>Construction expected in 2026.</i>
<b>Higgins Road / Huntington Blvd. Intersection Study</b> <i>Lead Agency: IDOT</i> <i>Scope: WB right-turn lane, ped crossing on the east leg, traffic signal, ADA ramps, and bike push button at the SEC of intersection.</i>	<b>Phase I Engineering</b> completed. <i>IDOT construction timing undetermined.</i>
<b>Shoe Factory Road Reconstruction and Off-Street Path</b> <i>Lead Agency: Cook County</i> <i>Scope: Widen and reconstruct Shoe Factory Road from Beverly Road to Essex Drive with off-road path north of Shoe Factory Road, west of Beverly.</i>	<b>Phase II Engineering</b> in progress (Civiltech). ROW and utility relocations in progress. <i>Construction expected in 2025.</i>

**Roadway and Bike/Ped Projects – 2024 Construction**

PROJECT	STATUS
<b>2024 Village Street Revitalization Project</b> <i>Lead Agency: VOHE</i>	Construction underway. Regular project updates are being sent out.
<b>Beverly Road Bicycle Facility and Resurfacing (Invest in Cook, STP-L)</b> <i>Lead Agency: VOHE</i> <i>Scope: Resurfacing from Prairie Stone Pkwy to Beacon Pointe Dr. and construction of a barrier-separated off-street path on the west side of Beverly Rd.</i>	Median and bridge deck work ongoing. NB/SB lane closures to be ongoing. <i>Construction is expected to be completed in November 2024.</i>

**TRANSIT UPDATES**

**Northwest Cook County Transit Plan**

Planning efforts on the plan continue. The plan will provide recommendations for more effective, efficient, coordinated transit services among and across the Hoffman Estates and Schaumburg area. Participating communities and organizations include the Villages of Hoffman Estates and Schaumburg, Townships of Hanover, Palatine and Schaumburg, Pace Suburban Bus, and Harper Community College. Public engagement is ongoing. Staff are participating on multiple fronts, including as a member of the steering committee, and the partner group. CMAP recently issued a change order to add additional public and partner engagement to the scope of the project.

**Taxi Discount Program**

Program registration is ongoing with identification cards and coupons sent to residents. Since its inception, 826 residents have registered for the program, with 352 current eligible registrants. The graph below shows historical, year-to-date use, and an estimate of the 2024 usage. The most recent coupons turned in covered through the end of August.

