

**VILLAGE OF SCHAUMBURG
PROFESSIONAL SERVICES AGREEMENT FOR
BRAINTREE DRIVE IMPROVEMENTS FROM WISE ROAD TO BODE ROAD -
PHASE I AND PHASE II ENGINEERING SERVICES**

THIS AGREEMENT is dated as of the ____ day of _____, 20__ ("**Agreement**") and is by and between the **VILLAGE OF SCHAUMBURG**, an Illinois municipal corporation ("**Village**") and the Consultant identified in Subsection 1A below.

IN CONSIDERATION OF the recitals and the mutual covenants and agreements set forth in the Agreement, and pursuant to the Village's statutory powers, the parties agree as follows:

SECTION 1. CONSULTANT.

A. Engagement of Consultant. The Village desires to engage the Consultant identified below to provide all necessary professional consulting services and to perform the work in connection with the project identified below:

Consultant Firm Name: Civiltech Engineering, Inc.
Street Address: Two Pierce Place, Suite 1400
City, State, Zip: Itasca, Illinois, 60143
Telephone: 630.735.3382
Email: jvana@civiltechinc.com

B. Project Description.

Phase I Engineering services for Braintree Drive from Weathersfield Way to Bode Road and Phase II Engineering services for Braintree Drive from Wise Road to Bode Road.

C. Representations of Consultant. The Consultant has submitted to the Village a description of the services to be provided by the Consultant, a copy of which is attached as Exhibit 1 to this Agreement ("**Services**"). The Consultant represents that it is financially solvent, has the necessary financial resources, and is sufficiently experienced and competent to perform and complete the professional consulting services set forth in Exhibit 1 in a manner consistent with the standards of professional practice by recognized consulting firms providing services of a similar nature.

D. Agreement Amount. The total amount billed by the Consultant for the Services under this Agreement shall not exceed \$1,318,566.40, as outlined in Exhibit 1, including reimbursable expenses as identified in Exhibit 1, unless amended pursuant to Subsection 8A of this Agreement.

SECTION 2. SCOPE OF SERVICES.

A. Retention of the Consultant. The Village retains the Consultant to perform, and the Consultant agrees to perform, the Services.

B. Services. The Consultant shall provide the Services pursuant to the terms and conditions of this Agreement.

C. **Commencement; Time of Performance.** The Consultant shall commence the Services immediately upon receipt of written notice from the Village that this Agreement has been fully executed by the Parties or on the date specified in Exhibit 1 (the "**Commencement Date**"). The Consultant shall diligently and continuously prosecute the Services until the completion of the Services, but in no event later than 365 days after the date of the execution of this Agreement ("**Time of Performance**").

D. **Reporting.** The Consultant shall regularly report to the Village, regarding the progress of the Services during the term of this Agreement.

SECTION 3. COMPENSATION AND METHOD OF PAYMENT.

A. **Agreement Amount.** The total amount billed for the Proposal during the term of this Agreement shall not exceed the amount identified as the Agreement Amount in Subsection 1D of this Agreement, without the prior express written authorization of the Village.

B. **Invoices and Payment.** The Consultant shall be paid as provided in Exhibit 1. The Consultant shall submit invoices to the Village in an approved format for those portions of the Services performed and completed by the Consultant. The amount billed in any such invoice shall be based on the method of payment set forth in Exhibit 1. The Village shall pay to the Consultant the amount billed within 30 days after its receipt and approval of such an invoice.

C. **Records.** The Consultant shall maintain records showing actual time devoted and costs incurred, and shall permit the authorized representative of the Village to inspect and audit all data and records of the Consultant for work done under the Agreement. The records shall be made available to the Village at reasonable times during the Agreement period, and for three years after the termination of the Agreement.

D. **Claim In Addition To Agreement Amount.** If the Consultant wishes to make a claim for additional compensation as a result of action taken by the Village, the Consultant shall provide written notice to the Village of such claim within 7 days after occurrence of such action as provided by Subsection 8D of this Agreement, and no claim for additional compensation shall be valid unless made in accordance with this Subsection. Any changes in the Agreement Amount shall be valid only upon written amendment pursuant to Subsection 8A of this Agreement. Regardless of the decision of the Village relative to a claim submitted by the Consultant, the Consultant shall proceed with all of the Services required to complete the Services under this Agreement as determined by the Village without interruption.

E. **Taxes, Benefits and Royalties.** The Agreement Amount includes all applicable federal, state, and local taxes of every kind and nature applicable to the Services as well as all taxes, contributions, and premiums for unemployment insurance, old age or retirement benefits, pensions, annuities, or similar benefits and all costs, royalties and fees arising from the use on, or the incorporation into, the Services, of patented or copyrighted equipment, materials, supplies, tools, appliances, devices, processes, or inventions. All claim or right to claim additional compensation by reason of the payment of any such tax, contribution, premium, costs, royalties, or fees is hereby waived and released by Consultant.

F. **Final Acceptance.** The Services, or, if the Services are to be performed in separate phases, each phase of the Services, shall be considered complete on the date of final written acceptance by the Village of the Services or each phase of the Services, as the case may be, which acceptance shall not be unreasonably withheld or delayed.

SECTION 4. PERSONNEL; SUBCONTRACTORS.

A. **Key Project Personnel.** The Key Project Personnel identified in Exhibit 1 shall be primarily responsible for carrying out the Services on behalf of the Consultant. The Key Project Personnel shall not be changed without the Village's prior written approval.

B. **Availability of Personnel.** The Consultant shall provide all personnel necessary to complete the Services including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the Village as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the Village for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassigning, or resignation.

C. **Approval and Use of Subcontractors.** The Consultant shall perform the Services with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by the Village in writing. All subcontractors and subcontracts used by the Consultant shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion of the Services as required by the Agreement. All Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

D. **Removal of Personnel and Subcontractors.** If any personnel or subcontractor fails to perform the Services in a manner satisfactory to the Village, the Consultant shall immediately upon notice from the Village remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

SECTION 5. CONFIDENTIAL INFORMATION.

A. **Confidential Information.** The term "***Confidential Information***" shall mean information designated as "Confidential" in the possession or under the control of the Village relating to the technical, business or corporate affairs of the Village; Village property; user information, including, without limitation, any information pertaining to usage of the Village's computer system, including and without limitation, any information obtained from server logs or other records of electronic or machine readable form; and the existence of, and terms and conditions of, this Agreement. Village Confidential Information shall not include information that can be demonstrated: (i) to have been rightfully in the possession of the Consultant from a source other than the Village prior to the time of disclosure of said information to the Consultant under this Agreement ("***Time of Disclosure***"); (ii) to have been in the public domain prior to the Time of Disclosure; (iii) to have become part of the public domain after the Time of Disclosure by a publication or by any other means except an unauthorized act or omission or breach of this Agreement on the part of the Consultant or the Village; or (iv) to have been supplied to the Consultant after the Time of Disclosure without restriction by a third party who is under no obligation to the Village to maintain such information in confidence.

B. No Disclosure of Confidential Information by the Consultant. The Consultant acknowledges that it shall, in performing the Services for the Village under this Agreement, have access to or be directly or indirectly exposed to Confidential Information. The Consultant shall hold confidential all Confidential Information and shall not disclose or use such Confidential Information without express prior written consent of the Village unless required to perform the Services set forth in this Agreement. The Consultant shall be permitted to disclose Confidential Information as necessary to its subcontractors to fulfill the obligations required by this Agreement. The Consultant shall use reasonable measures at least as strict as those the Consultant uses to protect its own confidential information. Such measures shall include, without limitation, requiring subcontractors of the Consultant to execute a non-disclosure agreement before obtaining access to Confidential Information.

SECTION 6. STANDARD OF CARE; INDEMNIFICATION; INSURANCE.

A. Standard of Care. The Consultant warrants that the Services shall be performed in accordance with the standards of professional practice, care, and diligence practiced by recognized consulting firms in performing services of a similar nature in the same locale in existence at the time of performance of this Agreement. The standard of care expressed shall be in addition to any other representations expressed in the Agreement, or expressed or implied by law, which are hereby reserved unto the Village.

B. Indemnification. The Consultant shall, without regard to the availability or unavailability of any insurance either of the Village or the Consultant, indemnify and save harmless, the Village, its officials, and its employees, against any and all damages, liabilities, losses, and expenses, including reasonable attorneys' fees and administrative expenses recoverable under applicable law, to the extent arising, out of or caused by, the Consultant's negligent or wrongful acts or omissions in the performance of, or failure to perform, the Services or any part thereof, except to the extent caused by the negligence of the Village.

C. Insurance. Contemporaneous with the Consultant's execution of this Agreement, the Consultant shall provide certificates of insurance and upon request, policies of insurance, all with coverages and limits acceptable to the Village, and evidencing at least the minimum insurance coverages and limits as set forth in Exhibit 2 to this Agreement. But in no event shall any work begin without an insurance certificate or policy having been provided and approved by the Village. Such certificates shall be from companies with a general rating of A and a financial size category of Class X or better, in Best's Insurance Guide. Such certificates of insurance shall provide that no insurer change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given to the Village. The Consultant shall, at all times during the term of this Agreement, maintain and keep in force, at the Consultant's expense, the insurance coverages provided above, including without limitation at all times to meet the Standard of Care requirements of Subsection 6(A) of this section.

D. No Personal Liability. No elected or appointed official or employee of the Village shall be personally liable, in law or in contract, to the Consultant as the result of the execution of this Agreement. Likewise, no claims or suits shall be made against the employees of the Consultant as a result of the execution of this Agreement.

SECTION 7. CONSULTANT AGREEMENT GENERAL PROVISIONS.

A. Relationship of the Parties. The Consultant shall act as an independent contractor in providing and performing the Services. Nothing, in or done pursuant to this Agreement, shall be construed (i) to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Village and Consultant; or (ii) to create any relationship between the Village and any subcontractor of the Consultant.

B. Conflict of Interest. The Consultant represents and certifies that, to the best of its knowledge, (1) no Village employee or agent is interested in the business of the Consultant or this Agreement; (2) as of the date of this Agreement neither the Consultant nor any person employed or associated with the Consultant has any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement; and (3) neither the Consultant nor any person employed by or associated with the Consultant shall at any time during the term of this Agreement obtain or acquire any interest that would conflict in any manner or degree with the performance of the obligations under this Agreement.

C. No Collusion. The Consultant represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless the Consultant is contesting, in accordance with the procedures established by the appropriate revenue act, its liability for the tax or the amount of the tax, as set forth in Section 11-42.1-1 *et seq.* of the Illinois Municipal Code, 65 ILCS 5/11-42.1-1 *et seq.*; or (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code, 720 ILCS 5/33E-1 *et seq.* The Consultant represents that the only persons, firms, or corporations interested in this Agreement as principals are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that the Consultant has, in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer, and this Agreement shall, at the Village's option, be null and void.

D. Sexual Harassment Policy. The Consultant certifies that it has a written sexual harassment policy in full compliance with Section 2-105(A) (4) of the Illinois Human Rights Act, 775 ILCS 5/2-105(A) (4).

E. Patriot Act Compliance. The Consultant represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants to the Village that the Consultant and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant hereby agrees to defend, indemnify and hold harmless the Village, its corporate authorities, and all Village elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from or related to any breach of the representations and warranties in this subsection.

F. **Termination.** Notwithstanding any other provision hereof, the Village may terminate this Agreement at any time upon 15 days prior written notice to the Consultant. In the event that this Agreement is so terminated, the Consultant shall be paid for Services actually performed and reimbursable expenses actually incurred, if any, prior to termination, not exceeding the value of the Services completed as determined as provided in Exhibit 1. The Consultant may also terminate the Agreement in the event the Village fails to make payment for services rendered, but only after the Consultant has provided written notice to the Village of the lack of payment and allowed the Village 30 days to make payment or contest the payment or amount.

G. **Term.** The time of performance of this Agreement, unless terminated pursuant to the terms of this Agreement, shall expire on the date the Village determines that all of the Services under this Agreement are completed or upon final payment to Consultant. A determination of completion shall not constitute a waiver of any rights or claims which the Village may have or thereafter acquire with respect to any breach hereof by the Consultant or any right of indemnification of the Village by the Consultant.

H. **Compliance with Laws and Grants.** Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, or other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable building and zoning statutes, ordinances, rules, and regulations, and the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq.*, and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* Consultant shall also comply with all conditions of any federal, state, or local grant received by Village and made known to the Consultant with respect to this Agreement or the Services.

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

I. **Default.** If it should appear at any time that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services with diligence at a rate that permits completion of the Services in full compliance with the requirements of this Agreement, or has otherwise failed, refused, or delayed to perform or satisfy the Services or any other material requirement of this Agreement ("***Event of Default***"), and fails to cure any such Event of Default within ten business days after the Consultant's receipt of written notice of such Event of Default from the Village, then the Village shall have the right, without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

1. **Cure by Consultant.** The Village may require the Consultant, within a reasonable time, to complete or correct all or any part of the Services that are the subject of the Event of Default; and to take any or all other action necessary to bring the Consultant and the Services into compliance with this Agreement.

2. **Termination of Agreement by Village.** The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement.

3. **Withholding of Payment by Village.** The Village may withhold from any payment, whether or not previously approved, or may recover from the Consultant, any and all costs, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default by the Consultant or as a result of reasonable actions taken by the Village in response to any Event of Default by the Consultant.

J. **No Additional Obligation.** The Parties acknowledge and agree that the Village is under no obligation under this Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Consultant or with any vendor solicited or recommended by the Consultant.

K. **Village Board Authority.** Notwithstanding any provision of this Agreement, any negotiations or agreements with, or representations by the Consultant to vendors shall be subject to the approval of the Village Board of Trustees. The Village shall not be liable to any vendor or other third party for any agreements made by the Consultant, purportedly on behalf of the Village, without the knowledge and approval of the Village Trustees.

L. **Mutual Cooperation.** The Village agrees to cooperate with the Consultant in the performance of the Services, including meeting with the Consultant and providing the Consultant with such non-confidential information that the Village may have that may be relevant and helpful to the Consultant's performance of the Services. The Consultant agrees to cooperate with the Village in the performance of the Services to complete the work and with any other consultants engaged by the Village.

M. **News Releases.** The Consultant shall not issue any news releases or other public statements regarding the Services without prior approval from the Village

N. **Ownership.** Designs, drawings, plans, specifications, photos, reports, information, observations, calculations, notes, and any other documents, data, or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be performed under this Agreement ("***Documents***") shall be and remain the exclusive property of the Village. At the Village's request, or upon termination of this Agreement, the Consultant shall cause the Documents to be promptly delivered to the Village upon payment of all sums due and owing Consultant under the Agreement. Any reuse of Documents other than for the purposes of this Agreement shall be at Village risk and Consultant shall not be liable for any reuse of the Documents.

O. **GIS Data.** [***NOTE: Use this only if applicable***] The Village has developed digital map information through Geographic Information Systems Technology ("***GIS Data***") concerning the real property located within the Village. If requested to do so by the Consultant, the Village agrees to supply the Consultant with a digital copy of the GIS Data, subject to the following conditions:

1. **Limited Access to GIS Data.** The GIS Data provided by the Village shall be limited to the scope of the Services that the Consultant is to provide for the Village;

2. **Purpose of GIS Data.** The Consultant shall limit its use of the GIS Data to its intended purpose of furtherance of the Services; and

3. **Agreement with Respect to GIS Data.** The Consultant does hereby acknowledge and agree that:

- a. **Trade Secrets of the Village.** The GIS Data constitutes proprietary materials and trade secrets of the Village and, shall remain the property of the Village;
- b. **Consent of Village Required.** The Consultant will not provide or make available the GIS Data in any form to anyone without the prior written consent of the Village;
- c. **Supply to Village.** At the request of the Village, the Consultant shall supply the Village with any and all information that may have been developed by the Consultant based on the GIS Data;
- d. **No Guarantee of Accuracy.** The Village makes no guarantee as to the accuracy, completeness, or suitability of the GIS Data in regard to the Consultant's intended use thereof; and
- e. **Discontinuation of Use.** At such time as the Services have been completed to the satisfaction of the Village, the Consultant shall cease its use of the GIS Data for any purpose whatsoever; and, upon request, an authorized representative of the Village shall be afforded sufficient access to the Consultant's premises and data processing equipment to verify that all use of the GIS Data has been discontinued.

SECTION 8. GENERAL PROVISIONS.

A. **Amendment.** No amendment or modification to this Agreement shall be effective unless and until such amendment or modification is in writing, properly approved in accordance with applicable procedures, and executed.

B. **Assignment.** This Agreement may not be assigned by the Village or by the Consultant without the prior written consent of the other party.

C. **Binding Effect.** The terms of this Agreement shall bind and inure to the benefit of the Parties hereto and their agents, successors, and assigns.

D. **Notice.** Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, (iv) by facsimile, or (v) by electronic internet mail ("e-mail"). Facsimile notices shall be deemed valid only to the extent that they are (a) actually received by the individual to whom addressed and (b) followed by delivery of actual notice in the manner described in either (i), (ii), or (iii) above within three business days thereafter at the appropriate address set forth below. E-mail notices shall be deemed valid and received by the addressee thereof when delivered by e-mail and (a) opened by the recipient on a business day at the address set forth below, and (b) followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt; (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit; or (c) three business days following deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Subsection, each Party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to the Village shall be addressed to, and delivered at, the following address:

Village of Schaumburg 714 S. Plum Grove Road
Schaumburg, Illinois 60193
Attention: Syed Mansoor
E-mail: smansoor@schaumburg.com

Notices and communications to the Consultant shall be addressed to, and delivered at, the following address:

Consultant Firm Name: Civiltech Engineering, Inc.
Street Address: Two Pierce Place, Suite 1400
City, State, Zip: Itasca, Illinois, 60143
Attention: Jonathan R. Vana, P.E.
Facsimile: 630.773.3975
Email: jvana@civiltechinc.com

E. Third Party Beneficiary. No claim as a third party beneficiary under this Agreement by any person, firm, or corporation other than the Consultant shall be made or be valid against the Village.

F. Provisions Severable. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

G. Time. Time is of the essence in the performance of this Agreement.

H. Governing Laws. This Agreement shall be interpreted according to the laws of the State of Illinois.

I. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all previous or contemporaneous oral or written agreements and negotiations between the Village and the Consultant with respect to the Proposal and the Services.

J. Waiver. No waiver of any provision of this Agreement shall be deemed to or constitute a waiver of any other provision of this Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in this Agreement.

K. Exhibit. Exhibits 1 and 2, are attached hereto, and by this reference incorporated in and made a part of this Agreement. In the event of a conflict between the Exhibit and the text of this Agreement, the text of this Agreement shall control.

L. Rights Cumulative. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other such rights, remedies, and benefits allowed by law.

M. **Counterpart Execution.** This Agreement may be executed in several counterparts, each of which, when executed, shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

[SIGNATURES FOLLOW]

VILLAGE OF SCHAUMBURG

By: _____
Village Manager

ATTEST:

By: _____
Village Clerk

CONSULTANT

By: J.R.V.

TITLE: President

ATTEST:
By: 

TITLE: Vice President

EXHIBIT 1

SCOPE OF SERVICES

AGREEMENT AMOUNT

[TO BE PREPARED BY CONSULTANT AND ACCEPTABLE TO VILLAGE]

***[INCLUDE HOURLY RATES, LUMP SUM AMOUNTS, REIMBURSABLE COSTS,
SCHEDULE FOR LUMP SUM OR INSTALLMENT PAYMENTS, INVOICE FORMAT, ETC.]***

[SHALL INCLUDE SCHEDULE]



PHASE I ENGINEERING

The Village of Schaumburg (Village) has secured Surface Transportation Program (STP) funds for construction and construction engineering of resurfacing two sections of Braintree Drive between Weathersfield Way and Schaumburg Road and Schaumburg Road to Bode Road. The use of STP-Local funds requires the preparation of a Phase I Engineering study. A Phase I kickoff meeting was held with IDOT on December 5, 2024 to inform the scope of work for the study. Based upon the coordination with IDOT, the two projects to resurface Braintree Drive from Weathersfield Way to Schaumburg Road and from Schaumburg Road to Bode Road will be combined and processed as one Phase I project.

Braintree Drive is a minor collector roadway under the maintenance and jurisdiction of the Village. Braintree Drive carries one lane in each direction and continuous sidewalks are present along both sides of the roadway. Adjacent land use is primarily residential in nature. Three all-way stop-controlled intersections meet Braintree Drive at Weathersfield Way, Sharon Lane and Bode Road and the intersection with Schaumburg Road is signalized. Schaumburg Road is under the maintenance and jurisdiction of the Cook County Department of Transportation and Highways (CCDOH). Bicycle facilities are present along Weatherfield Way within Campanelli Park and along Bode Road within Levitt Park. A continuous off-street, shared-use path is anticipated to be provided on the west side of Braintree Drive to connect to these facilities. With existing connections within Campanelli Park and Levitt Park, no work is anticipated to occur outside of the existing right-of-way to establish these connections, and therefore, no Section 4(f) coordination is required. All facilities will be evaluated for compliance with the Americans with Disabilities Act (ADA).

The Phase I scope of services assumes that this project will be processed as a State Approved Categorical Exclusion with the preparation of a Project Development Report using IDOT's BLR 22210 form. It is also assumed that this project will be processed under 3R Guidelines and therefore will utilize time of construction traffic volumes for design purposes. Further, it is assumed all work will occur within the existing right-of-way and no permanent acquisition will be required; temporary easements for construction of the shared-use path will be confirmed by concurrent Phase II design. Our approach will be to conduct Phase I and II engineering concurrently, where many of the tasks that will be required as part of the Phase I Study will be completed by Phase II staff. This would include using the plan and profile sheets in both the Phase II design plans and the Phase I project documentation. Pavement cores and pavement design analyses will be performed under the Phase II contract for the project.

The Phase I Engineering for this project will include environmental and location-design studies, evaluate costs and impacts, and undertake coordination with jurisdictional agencies and the public. The primary objective of the Phase I Engineering Study is to develop a conceptual improvement plan which provides the desired level of traffic safety and operation, minimizes impacts to adjacent properties, and which fulfills all requirements for processing and funding of this project by the Village of Schaumburg, CCDOH, the Illinois Department of Transportation, and the Federal Highway Administration (FHWA).

Following is the scope of services to complete the Braintree Drive – Weathersfield Way to Bode Road Resurfacing Improvements:

Item 1 – Data Collection and Early Coordination

This work item will include collecting available existing information required for the Phase I Report and performing the necessary classification and cataloging for use in subsequent tasks as follows:

- a. Collect and review previous studies and existing roadway plans.
- b. Collect land use, public transit, zoning, school district, driveway permits, maps and plans.
- c. Obtain public and private utility atlases.
- d. Obtain and review existing traffic signal timings and plans.



- e. Obtain existing right-of-way data.
- f. Perform project area reconnaissance.
- g. Obtain recent digital aerial photography of study area at a scale of 1" = 50'.

Item 2 – Environmental Survey Request

In order to meet requirements of the Federal-aid process, environmental clearances must be obtained prior to project approval. An Environmental Survey Request (ESR) will be prepared and processed through IDOT. The following tasks are included as part of this item:

- a. Prepare exhibits for ESR submittal including location map, USGS map, National Wetlands Inventory map, cultural resources map, and Environmental Survey Limits exhibits.
- b. Identify properties greater than 40-years old. Prepare 40-year old Building Photolog and Summary Table.
- c. Prepare and Submit ESR Form.
- d. Prepare GIS Shape Files of ESR boundary for inclusion in ESR submittal.

Item 3 – Traffic Analyses

IDOT requires that all signalized and all-way stop controlled intersections be evaluated for warrants and that the signalized intersections operate at an acceptable Level of Service (LOS). Traffic analyses will be required to determine the operational performance and required queue lengths at the signalized intersections along the corridor under time of construction conditions. It is assumed that all intersections will operate sufficiently under existing conditions and no additional capacity improvements are needed. It is assumed that an Intersection Design Study will not be required at Schaumburg Road. This item consists of the following tasks:

- a. Perform 24-hour turning movement, bicycle and pedestrian counts at the following locations using Miovision Scout traffic video camera systems:
 - The three all-way stop- controlled intersections at Weathersfield Way, Sharon Lane and Bode Road.
- b. In accordance with CCDOTH policy, perform 48-hour turning movement, bicycle and pedestrian counts at the following locations using Miovision Scout traffic video camera systems:
 - The signalized intersection at Schaumburg Road.
- c. Reduce and tabulate traffic count data; determine A.M. and P.M. peak hours; prepare traffic volume exhibits.
- d. Develop design hourly traffic volumes (DHF's) based on existing traffic volumes.
- e. Prepare A.M. and P.M. time of construction capacity analyses for the all-way stop controlled intersections.
- f. Perform all-way stop-controlled intersection warrants based on MUTCD standards and guidance.
- g. Perform A.M. and P.M. time of construction capacity analyses at the signalized intersection using Synchro to document the intersection operates at LOS D, or better.
- h. Confirm signal warrants at the Schaumburg Road intersection.
- i. Evaluate uncontrolled pedestrian crossing at Colwyn Drive utilizing IDOT's TRA-23 guidelines.
- j. Prepare queue length summaries including red-time calculations at the Schaumburg Road intersection.
- k. Traffic analyses and summaries will be submitted as part of the Project Development Report. One revision of capacity analyses and signal warrants, including responses to IDOT comments, is included.



Item 4 – Crash Analysis

In order to satisfy IDOT and FHWA requirements, it will be necessary to gather and review crash data for the study area to determine the existence of any safety hazards. The safety analysis will extend north of Bode Road to include the existing curve and on-street bike lanes to evaluate the potential impact of additional cyclists resulting from adding the off-street, shared-use path. This work item will include:

- a. Collect 5 years of Crash Data from the Village
- b. Tabulate data and plot collision diagrams
- c. Prepare wet/dry and lighting crash analysis
- d. Evaluate safety improvement needs, identify countermeasures and write crash analysis text.

Item 5 – Preliminary Environmental Site Assessment

As part of the environmental studies required for a Federal-aid project, it is necessary to perform a Special Waste Screening Analysis to determine if there are any sites located along the project area that may result in the need for further environmental investigation. Due to the current and previous land use and proposed excavation for the proposed sidewalk, it is anticipated that the initial screening will result in the need for a Preliminary Environmental Site Assessment (PESA) to be completed to determine the extent of any special remediation that may need to occur.

This work will be completed by a subconsultant, True North Consultants, Inc. A copy of their proposal is included in **Attachment B**.

Item 6 – Wetland Study

As part of the natural resource review requirements, it is necessary to complete a wetland study for all areas within the ESR boundary. This study will present findings from an on-site investigation to identify wetlands and waterways in accordance with the U.S. Army Corps of Engineers wetland delineation methodologies. This work item will include the following tasks:

- a. Conduct desktop Natural Resources Document Review.
- b. Perform on-site wetland and waterway investigation.
- c. Prepare Wetland and Waterway Delineation Report.
- d. Complete Wetland Impact Evaluation (WIE) Form and submit to Village for review. Includes one revision.
- e. Submit WIE to IDOT. Includes one revision.

Item 7 – Public Information Meeting

Although it may be possible to satisfy IDOT public meeting requirements through the offer of a public meeting, it is recommended that a Public Information Meeting be held due to the addition of a new bike path along Braintree Drive, which may be of concerns to adjacent residents. Therefore, this item will include the following tasks:

- a. Selection of and coordination with public meeting venue.
- b. Preparation of public meeting newspaper legal notice.
- c. Preparation of public meeting brochure.
- d. Preparation and distribution of public meeting notification letters to area residents and businesses.



- e. Preparation of public meeting exhibits (excludes existing/proposed renderings).
- f. Preparation for and attendance at public meeting dry run with Village.
- g. Attendance at public information meeting.
- h. Preparation of meeting summary and responses to comments received.
- i. Provide public meeting materials to Village for inclusion on website.

Item 8 - Draft Project Development Report

It is anticipated that the results of the environmental process will determine that the proposed improvement will meet the requirements of a State Approved Categorical Exclusion. Therefore, this work task will involve integration of project data and engineering studies into a Draft Project Development Report (PDR) that meets IDOT requirements as contained in BLR Form 22210. It is assumed the Draft PDR submittal will be electronic. Specifically this work item will include the following:

- a. Prepare report exhibits, including a location map, a land use exhibit, existing and proposed typical sections and maintenance of traffic exhibits including typical sections and plan views of construction stages.
- b. Write the Draft PDR text.
- c. Compile appendices.
- d. Prepare Design Exception Guideline (BLR 22000). Includes one revision based on IDOT comments.
- e. Prepare Design Exception forms (BLR 22120). Assume no more than 4 design exception requests will be necessary. Includes one revision of each design exception based on IDOT comments.
- f. Prepare a checklist and exhibits for bicycle accommodations in accordance with BLRS Chapter 42-2.
- g. Provide Draft PDR for Village review. Includes QA/QC before submittal.
- h. Provide a disposition of Village comments and revise Draft PDR up to one time. Includes QA/QC before submittal to IDOT.
- i. Submit the Draft PDR for IDOT review (assume one submittal).
- j. Attend review meeting/phone conference with IDOT and Village, if required.

Item 9 – Meetings and Coordination

This item includes time for Village, IDOT and other agency coordination. Preparation of materials for the meeting and meeting minutes are included with each meeting. For scoping purposes, it is assumed all meetings will occur virtually. An IDOT kickoff meeting was held on December 5, 2024. It is assumed that an FHWA Coordination meeting will not be required. The following tasks are included:

- a. Phone/email coordination with Village of Schaumburg Police and Fire, schools, Post Office, Park District, bicycle groups and potentially local businesses to inform them of the project, discuss potential detours, and construction staging. It is assumed only local routes would be utilized for proposed detours. Assume a maximum of two coordination meetings will also be conducted, if requested.
- b. Coordination with the Cook County Department of Transportation and Highways (CCDOH). Assume email coordination and two meetings.
- c. Coordination with IDOT regarding processing of submittals and reviews.

It is assumed that any necessary Village Board presentations will be coordinated and made by Village staff.



Item 10 – Final Project Development Report

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

- a. Prepare a disposition of IDOT comments on the draft PDR.
- b. Revise, proofread and edit the draft PDR report.
- c. Revise draft PDR exhibits and appendices.
- d. Provide Final PDR for Village approval. Includes QA/QC before submittal.
- e. Provide a disposition of Village comments and revise Final PDR up to one time. Includes QA/QC before submittal to IDOT.
- f. Prepare Checklist for Determination of State/Federal Approved Categorical Exclusions (BLR 19110).
- g. Provide Final PDR for Village signature. Includes QA/QC before submittal.
- h. Submit the Final PDR to IDOT for Design Approval.

Item 11 – Supervision, Administration and Project Coordination

This item includes project setup, monthly invoicing, preparation of status reports, and in-house coordination meetings. This item also includes regular client coordination and implementation of Civiltech's Quality Assurance/Quality Control (QA/QC) in-house review process. It is assumed that the Phase I Study will take 12 months to complete.



Statement of Qualifications for Phase I (all) Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

COST ESTIMATE OF CONSULTANT SERVICES

Task	Senior Project Manager	Project Engineer	Design Engineer	Senior Traffic Engineer	Traffic Engineer	Sr. Wetland Scientist	Wetland Scientist	Senior Drainage Engineer	Design Technician	Total Hours	% of Hours	Labor Cost
	\$80.00	\$45.00	\$36.00	\$58.00	\$48.00	\$80.00	\$45.00	\$86.00	\$45.00			
1 Data Collection and Early Coordination												
	4	16	22	0	0	0	0	0	4	46	4.1%	\$ 2,012
2 Environmental Survey Request												
	4	16	48	0	0	0	0	0	32	100	8.9%	\$ 4,208
3 Traffic Analyses												
	8	2	0	19	86	0	0	0	18	133	11.8%	\$ 6,770
4 Crash Analyses												
	6	18	46	0	0	0	0	0	0	70	6.2%	\$ 2,946
5 Preliminary Environmental Site Assessment												
	4	2	2	0	0	0	0	0	0	8	0.7%	\$ 482
6 Wetland Study												
	3	0	0	0	0	18	52	0	0	73	6.5%	\$ 4,020
7 Public Information Meeting												
	28	40	48	0	0	0	0	0	50	166	14.7%	\$ 8,018
8 Draft Project Development Report												
	22	50	84	0	4	2	0	4	34	200	17.7%	\$ 9,260
9 Meetings and Coordination												
	20	32	12	0	0	0	0	0	0	64	5.7%	\$ 3,472
10 Final Project Development Report												
	18	26	48	0	0	0	0	4	16	112	9.9%	\$ 5,402
11 Supervision, Administration and Project Coordination												
	80	40	12	8	0	0	0	16	0	156	13.8%	\$ 10,472
Sub-Total	197	242	322	27	90	20	52	24	154	1128		
% of Hours	17.5%	21.5%	28.5%	2.4%	8.0%	1.8%	4.6%	2.1%	13.7%		100.0%	
Total Cost	\$15,760	\$10,890	\$11,592	\$1,566	\$4,320	\$1,600	\$2,340	\$2,064	\$6,930			\$57,062
Multiplier*	2.70											\$154,067
Direct Costs (See Exhibit A-4)												\$5,544
Subconsultants (See Exhibit A-4)												\$5,000
Total Engineering Cost:												\$164,611



Statement of Qualifications for Phase I (all) Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

WORKHOURS

Item No.	Task	Personnel & Hours									Total Hours	% of Hours	
		Senior Project Manager	Project Engineer	Design Engineer	Senior Traffic Engineer	Traffic Engineer	Sr. Wetland Scientist	Wetland Scientist	Senior Drainage Engineer	Design Technician			
1	Data Collection and Early Coordination												
A.	Collect and review previous studies and existing roadway plans.	2	2	4							8	17.4%	
B.	Collect land use, public transit, zoning, school district, driveway permits, maps and plans.	2	2	4							8	17.4%	
C.	Obtain public and private utility atlases.		2	2					2		6	13.0%	
D.	Obtain and review existing traffic signal timings and plans.		2	2							4	8.7%	
E.	Obtain existing right-of-way data.		2	2							4	8.7%	
F.	Perform project area reconnaissance.		4	4							8	17.4%	
G.	Obtain recent digital aerial photography of study area at a scale of 1" = 50'		2	4						2	8	17.4%	
	Sub-total Item 1	4	16	22	0	0	0	0	0	4	46	100%	
2	Environmental Survey Request												
A.	Prepare ESR exhibits.	1	4	16						16	37	37.0%	
B.	40-year old building summary and photolog.	1	8	24						16	49	49.0%	
C.	Prepare ESR Form and Submit Files.	2	2	4							8	8.0%	
D.	Prepare GIS Shape Files.		2	4							6	6.0%	
	Sub-total Item 2	4	16	48	0	0	0	0	0	32	100	100%	
3	Traffic Analyses												
A.	Perform 24-hour turning movement counts at 3 all-way stop controlled intersections.						1				14	15	11.3%
B.	Perform 48-hour turning movement counts at Schaumburg Road intersection.						1				4	5	3.8%
C.	Process and format turning movement count data.												
D.	Prepare tables and exhibits.		2			2	16					20	15.0%
E.	Develop design hourly volumes. Prepare tables and exhibits.	1				2	8					11	8.3%
F.	Prepare A.M. and P.M. time of construction capacity analyses using HCS for the all-way stop controlled intersections and summarize results.	1				2	12					15	11.3%
G.	Conduct all-way stop warrant analysis.					2	6					8	6.0%
H.	Analyze traffic operations for signalized intersection under existing volumes and signal timings for the A.M. and P.M. peak hours using Synchro and summarize the results.	2				2	16					20	15.0%
I.	Confirm signal warrants at the Schaumburg Road intersection.					2	4					6	4.5%
J.	Evaluate uncontrolled pedestrian crossing at Colwyn Drive utilizing TRA-23.	1				1	2					4	3.0%
K.	Prepare queue length summaries including red-time calculations at the Schaumburg Road intersection.	1				2	4					7	5.3%
L.	Revise capacity analyses and signal warrants per IDOT comments including a disposition of comments.	2				4	16					22	16.5%
	Sub-total Item 3	8	2	0	19	86	0	0	0	18	133	100.0%	
4	Crash Analyses												
A.	Collect most recent 5 years of crash data available from the Village.	2	2									4	5.7%
B.	Tabulate data and prepare collision diagrams. Include one update.	2	8	30								40	57.1%
C.	Prepare roadway lighting warrant analysis.		2	2								4	5.7%
D.	Evaluate safety improvement needs, identify countermeasures and write crash analysis text.	2	6	14								22	31.4%
	Sub-total Item 4	6	18	46	0	0	0	0	0	0	70	100%	



Statement of Qualifications for Phase I (all) Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

WORKHOURS (CONTINUED)

Item No.	Task	Personnel & Hours									Total Hours	% of Hours
		Senior Project Manager	Project Engineer	Design Engineer	Senior Traffic Engineer	Traffic Engineer	Sr. Wetland Scientist	Wetland Scientist	Senior Drainage Engineer	Design Technician		
5	Preliminary Environmental Site Assessment											
	<i>Preliminary Environmental Site Assessment will be conducted by a subconsultant - True North Consultants, Inc.</i>											
A.	Coordination with subconsultant.	2									2	25.0%
B.	Review of PESA report.	2	2	2							6	75.0%
	Sub-total Item 5	4	2	2	0	0	0	0	0	0	8	100%
6	Wetland Study											
A.	Desktop Review						2	4			6	8.2%
B.	On-Site Investigation						8	8			16	21.9%
C.	Wetland Report	1					4	32			37	50.7%
D.	Submit WIE to Village. Includes one revision.	1					2	4			7	9.6%
E.	Submit WIE to IDOT. Includes one revision.	1					2	4			7	9.6%
	Sub-total Item 6	3	0	0	0	0	18	52	0	0	73	100%
7	Public Information Meeting											
A.	Selection of and coordination with meeting venue	2	2								4	2.4%
B.	Preparation of public meeting newspaper legal notice advertisement or similar.	2	2	2							6	3.6%
C.	Preparation of public meeting brochure.	2	8							12	22	13.3%
D.	Preparation and distribution of public meeting notification letters to area residents and businesses.	2	2	4						4	12	7.2%
E.	Preparation of public meeting exhibits.	6	10	24						24	64	38.6%
F.	Preparation for and attendance at public meeting dry run with Village.	4	4	4							12	7.2%
G.	Attendance at public information meeting.	6	6	6						6	24	14.5%
H.	Preparation of meeting summary and disposition of comments.	2	4	8							14	8.4%
I.	Provide public meeting materials to Village for inclusion on website.	2	2							4	8	4.8%
	Sub-total Item 7	28	40	48	0	0	0	0	0	50	166	100.0%
8	Draft Project Development Report											
A.	Prepare report exhibits.	2	8	12						20	42	21.0%
B.	Write the Draft PDR text.	2	16	28		2	2		4		54	27.0%
C.	Compile appendices.	2	8	14		2					26	13.0%
D.	Prepare Design Exception Guideline (BLR 22000)	2	2	4							8	4.0%
E.	Prepare Design Exception forms (BLR 22120). Assume 4 forms.	2	4	8						4	18	9.0%
F.	Prepare a checklist and exhibits for bicycle accommodations in accordance with BLRS Chapter 42-2.	2	2	4						2	10	5.0%
G.	Provide Draft PDR for Village review. Includes QA/QC before submittal.	4	2	6							12	6.0%
H.	Provide a disposition of comments and revise Draft PDR up to one time. Includes QA/QC before submittal to IDOT.	2	4	8						8	22	11.0%
I.	Submit the Draft PDR for IDOT review.	2	2								4	2.0%
J.	Attend review meeting/phone conference with the Village and IDOT, if required.	2	2								4	2.0%
	Sub-total Item 8	22	50	84	0	4	2	0	4	34	200	100.0%
9	Meetings and Coordination											
A.	Phone/email coordination with police and fire, schools, park district, etc. to discuss project and potential detours and construction staging. Includes 2 meetings.	8	8	4							20	31.3%
B.	Coordination with CCDOTH (assume emails and 2 meetings).	8	16								24	37.5%
C.	Coordination with IDOT regarding processing of submittals and reviews.	4	8	8							20	31.3%



Statement of Qualifications for Phase I (all) Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

WORKHOURS (CONTINUED)

Item No.	Task	Personnel & Hours								Total Hours	% of Hours	
		Senior Project Manager	Project Engineer	Design Engineer	Senior Traffic Engineer	Traffic Engineer	Sr. Wetland Scientist	Wetland Scientist	Senior Drainage Engineer			Design Technician
Sub-total Item 9		20	32	12	0	0	0	0	0	0	64	100.0%
10	Final Project Development Report											
A.	Prepare a disposition of IDOT comments on the draft PDR.	2	2	4							8	7.1%
B.	Revise, proofread and edit the draft PDR report.	2	8	16					4		30	26.8%
C.	Revise draft PDR exhibits and appendices.		4	12						12	28	25.0%
D.	Provide Final PDR for Village approval. Includes QA/QC before submittal.	4	2								6	5.4%
E.	Provide a disposition of Village comments and revise Final PDR up to one time. Includes QA/QC before submittal to IDOT.	2	4	8						4	18	16.1%
F.	Prepare Checklist for Determination of State/Federal Approved Categorical Exclusions (BLR 19110).	2	2	6							10	8.9%
G.	Provide Final PDR for Village signature. Includes QA/QC before submittal.	4	2	2							8	7.1%
H.	Submit Final PDR to IDOT for Design Approval.	2	2								4	3.6%
Sub-total Item 10		18	26	48	0	0	0	0	4	16	112	100.0%
11	Supervision, Administration and Project Coordination											
A.	Project setup.	4	4								8	5.1%
B.	Monthly invoicing and status report. Assume 12 months.	12	12								24	15.4%
C.	In-House Coordination meetings. Assume 3 people, 12 meetings, 1 hour/each.	12	12	12							36	23.1%
D.	Regular client coordination as needed including preparation, attendance and summary email. Assume 2 people, 12 remote meetings, 1 hour/each.	12	12								24	15.4%
E.	QA/QC Reviews.	40			8				16		64	41.0%
Sub-total Item 11		80	40	12	8	0	0	0	16	0	156	100.0%
Total Hours:		197	242	322	27	90	20	52	24	154	1128	
% of Hours:		17.5%	21.5%	28.5%	2.4%	8.0%	1.8%	4.6%	2.1%	13.7%	100.0%	



WISE ROAD TO WEATHERSFIELD WAY

The following scope and fee have been based on the March 2024 Project Development Report and the following assumptions:

- Braintree Drive will be reconstructed from Sta. 101+34 (north of Wise Road) to the north side of the intersection with Weathersfield Way.
- The intersection of Cambridge Drive and Braintree Drive will be reconfigured to be a 90 degree, T-shaped intersection.
- The stop controlled intersection of Braintree Drive and Weathersfield Way will be reconstructed as a single lane roundabout. The surface of the splitter islands and center island will be paved (not landscaped).
 - A PDR Addendum will be prepared by the Phase I consultant for the addition of the roundabout at the intersection of Braintree Drive and Weathersfield Way. The Phase II design will be based on the approved PDR Addendum. Since the draft PDR Addendum was not available at the time the Phase II proposal was prepared, the exhibit showing roundabout presented at the March 12, 2024 Village Board meeting has been used to determine the limits and scope of the roundabout construction.
- The sidewalk on the west side of Braintree Drive will be replaced with a 10' wide shared use path. This will include full replacement of the driveway aprons.
- The sidewalk on the east side of Braintree Drive will be spot repaired.
- The driveway aprons on the east side of Braintree Drive will be partially replaced based on the replacement of the curb and gutter and minor modifications to the roadway profile.
- ADA ramps will be replaced at all intersections.
- No impacts to the existing traffic signal at the intersection of Braintree Drive and Wise Road.
- The existing watermain will be replaced along Braintree Drive.
 - We have assumed that the existing storm sewer sizes and inverts were measured as part of the Phase I survey (which was not available at the time of this proposal).
- Landscaping will consist of seed/sod replacement of disturbed areas and replacement of trees impacted.
- The existing storm sewer system will not be replaced, and in the proposed condition will be maintained with only minor adjustments. However, some intersections will require new structures and frame and grades and modifications to the drainage system are anticipated at Cambridge Drive and at Weathersfield Way.
- Stormwater detention will not be required to comply with the MWRD Watershed Management Ordinance.
- IDNR floodway permitting and a USACE 404 permit will not be required for the proposed improvements crossing the culvert south of Radcliffe Lane.
- Lighting improvements will consist of:
 - Replacement/relocation of the existing light pole at Braintree and Cambridge
 - Installation of new lighting and controller at the Braintree and Weathersfield roundabout
 - The remaining existing lighting will remain.
- No land acquisition will be required.
- Topographic survey for the project limits has been performed by the Phase I consultant. A limited amount of supplemental survey (2 days of field work) is included in the Phase II scope for miscellaneous pick up supplemental survey



SCOPE OF SERVICES

1. Early Coordination and Data Collection

A. Initial Meeting with Village - Prior to our initial meeting with the Village, the Phase II staff will review the most current version of the PDR to familiarize ourselves with any commitments made during Phase I. We will come to the meeting prepared to discuss the Phase I report and project schedule, and request any outstanding or updated information from the Village such as existing plans, record drawings or other project information including municipal utility atlases. Meeting minutes will be prepared by Civiltech.

B. Obtain/Update and Review Record Data - We will obtain and review available Village data including, but not limited to, subdivision plans and plats, record plans, geotechnical reports, right-of-way data, sewer videos, aerial photography and contour mapping, other existing plans, and municipal utility atlases.

C. Preliminary Utility Company Coordination - We will call in a Design J.U.L.I.E. and send letters or e-mails and project location maps to the utility companies within the project limits in order to confirm or update the information obtained during Phase I.

There are existing pipelines that cross Braintree Drive between Radcliffe Lane and Concord Lane. We anticipate that the pipeline companies will require test holes to determine the elevations of their facilities to confirm cover and separation requirements. We will have this work performed by GSG Consultants.

D. Verify ESR Limits and Update Environmental Sign-Offs - We will obtain a copy of the original ESR submittal from the Village and confirm that the current project limits were shown. If the detailed design requires any work outside the original limits, we will submit an ESR Addendum to IDOT. It is anticipated that the biological clearance will expire before the planned letting. We will coordinate with IDOT to obtain an updated clearance.

This work will also include updating the bat assessment for the culvert south of Radcliffe Lane.

E. Geotechnical Investigation (Coordination Only) – GSG Consultants will obtain roadway borings to assess the sub-grade soil conditions. Pavement cores will also be obtained to determine the composition and thickness of the existing pavement. We will coordinate the locations of the borings with the Village and GSG.

F. Special Waste Investigations (PSI) / CCDD Testing (Coordination Only) - A Preliminary Environmental Site Assessment (PESA) was performed during Phase I. The results of this report will be used as the basis for the detailed investigation (PSI). The PSI will include sampling to further identify special waste project requirements for the construction documents, and determine whether excess material can be disposed of at a Clean Construction and Demolition Debris (CCDD) site. GSG Consultants will complete this work as a sub-consultant to Civiltech.

G. Supplemental Survey (Coordination Only) – The topographic survey and cross sections were completed during the Phase I portion of the project. We have assumed only minor, spot locations of supplemental survey will be required. We have included a nominal fee for use by Jorgensen and Associates to perform this work.

H. Drone Aerial – We will fly a drone along the project corridor to produce a high quality, current aerial image for use during design and for preparation of exhibits.

I. Field Review of Survey – This item includes review of the existing topographic survey and performing a “plan-in-hand” field check of the project site to verify the completeness and accuracy of the survey. We will also photo document the site and prepare a detailed inventory of existing signage and any other topographic features which may impact or be impacted by the proposed design. At this time we will also establish as accurately as possible, the locations of existing private utilities in the field using a combination of the atlases obtained during our Preliminary Utility Company Coordination and visual observation in the field.



J. Structure Inventory - We will prepare a structure inventory report which will include the type and condition for each manhole and valve vault within the project limits, and any catch basins or inlets that may remain in place after construction. We will assess the need for adjustment, reconstruction or replacement of these structures. Village staff will be invited to attend this field inventory.

K. IDOT Project Kick-off Meeting - We will conduct a joint meeting with the Illinois Department of Transportation, Village, and planning liaison to discuss the project and gain everyone's acceptance of the project schedule and commitment to timely reviews. Civiltech will prepare meeting minutes.

2. Preliminary Engineering

A. Plan Base Sheet Preparation - We will plot the existing topographic survey information and develop Phase II plan base sheets at a scale of 1" = 20' and 1"=50' for use in the development of contract plans. Cross sections will be prepared at 50-foot intervals and will include full sections at intersections and high and low points along the roadway profile. Half width cross sections will be prepared at driveways and access points. Any updated existing utility information that has been obtained during the data collection phase will also be plotted on the base sheets.

B. Pavement Design - We will complete a pavement design for Braintree Drive in accordance with the geotechnical report, IDOT specifications and procedures, and Village standards.

C. Drainage Design - The proposed drainage design will be based on the recommendations contained within the Project Development Report to maintain the existing storm sewer drainage system with minor adjustments and some additional inlets. This work will not include detailed inlet spacing and storm sewer sizing calculations or floodplain cut/fill calculations for the crossing of the West Branch of the DuPage River. We will confirm that stormwater detention is not required by the MWRD Watershed Management Ordinance based on the amount of increased impervious area associated with the project.

D. Preliminary Water Main Design - The water main will be replaced within the project limits. We will develop alternatives for the new water main alignment taking into consideration impacts to mature trees and other utilities, as well as construction staging. We will work closely with Village Public Works staff to discuss connection points, type of connections, valving strategy, services and fire hydrant spacing.

E. Lighting Design Calculations and Report - New lighting will be designed for the roundabout at Braintree Drive and Weathersfield Way. The lighting will be designed to meet IDOT guidelines for roundabouts. This will also include photometric calculations for the roundabout and crosswalk as required by IES guidelines. A new lighting controller will be designed to accommodate this lighting.

It is anticipated that the light pole at the intersection of Braintree and Cambridge will need to be relocated based on the revised geometry of the intersection.

A lighting design report will be completed providing preliminary layout, photometric calculations, catalog cuts of proposed fixtures, voltage drop calculations and any other applicable information.

F. Review and Confirm Project Right-of-Way Requirements - We have assumed that the Phase I consultant's surveyor has established the existing right-of-way. The Phase I report indicates that no right-of-way or easements will be required. We will confirm that the project can be constructed within the existing right-of-way early in the design phase.

G. Maintenance of Traffic Concept - We envision the construction staging and maintenance of traffic as a critical component to be addressed and resolved as part of the preliminary engineering. We will prepare a staging and maintenance of traffic concept memorandum for review and approval by the Village. Construction staging, maintenance of traffic concepts, and detour routes will be agreed to prior to the pre-final plan development.



H. Preliminary Plans (65%) - We will prepare preliminary plans containing the following drawings:

- Cover Sheet (1 sheet)
- General Notes and List of State and Local Standards (2 sheets)
- Existing Typical Sections (2 sheets)
- Proposed Typical Sections (2 sheets)
- Roadway Removal Plans (1"=20'; dual pane) (7 sheets)
- Plan and Profile (1"=20') (14 sheets)
- Roundabout / Splitter Island Details (2 sheets)
- Maintenance of Traffic Concept (2 stages) (1"=50') (6 sheets)
- Drainage and Utilities (1"=20') (14 sheets)
- Pavement Marking (1"=50'; dual pane) (3 sheets)
- Existing and Proposed Signing Plan (1"=50'; dual pane) (3 sheets)
- Roadway Lighting Plans (1"=20') (3 sheets)
- Cross Section - 50' interval and driveways (1"=10'H : 1"=5'V) (55 sheets)

Preliminary Plans will be developed using the findings and recommendations of the approved PDR and the design criteria contained in the Illinois Department of Transportation's Bureau of Local Roads and Streets (BLRS) manual and Bureau of Design and Environment (BDE) manual. The Preliminary Plan preparation and submittal will serve as a progress submittal for review by the Village staff, in an effort to identify and address any significant design issues prior to completing pre-final plans. We will communicate with the Village throughout the design process to resolve any current design issues.

We recognize that tree preservation is of the utmost importance to the Village and will design the project to minimize tree impacts. We will prepare and submit a list of tree removals and the reasons for those removals. This list will be for use by Village staff to begin the Village's process regarding tree removals.

In an effort to alert the various utility companies of possible conflicts and to advise them of the overall project schedule, we will submit the preliminary plans for their review. It is our intention that this submittal will allow the utility companies to review the plans to determine where additional information is needed concerning the location of their facilities.

I. Preliminary Quantity Calculations and Estimate of Cost - In order to ensure that the project remains within the projected budget, a cost estimate will be prepared using the portions of the plans that have been completed. Estimated costs will be included for those items that have not yet been designed or detailed.

J. Preliminary Design Review Meeting - We will coordinate a meeting with Village staff in order to discuss the project. The meeting will be scheduled such that all parties will have had an opportunity to review the preliminary plans and provide comments. We anticipate the meeting will include staff from each of the Village's underground departments.

3. Pre-Final (90%) Plans, Special Provisions and Estimates

A. Pre-Final Plans - The development of Pre-Final Contract Plans and documents will proceed throughout the Village's review of the Preliminary Plan Submittal. We will prepare pre-final contract plans based on comments received on the preliminary plans and in accordance with the approved PDR, the applicable sections of the BLRS and BDE manual, applicable IDOT Standards and in accordance with current Village standards and practices. We anticipate that the contract plans will contain the following drawings:

- Cover Sheet (1 sheet)
- General Notes and List of State and Local Standards (2 sheets)
- MWRD Sewer Routing Map (1 sheet)
- Summary of Quantities (10 sheets)
- Schedule of Quantities (4 sheets)
- MWRD General Notes (1 sheet)



- Existing Typical Sections (2 sheets)
- Proposed Typical Sections (2 sheets)
- Alignment, Ties, Benchmarks (1"=100') (2 sheets)
- Roadway Removal Plan (1"=20'; dual pane) (7 sheets)
- Roadway Plan and Profile (1"=20') (14 sheets)
- Maintenance of Traffic General Notes and Typical Sections (2 sheets)
- Maintenance of Traffic Plans (2 stages) (1"=50' dual pane) (6 sheets)
- Detour Plans (2 sheets)
- Drainage and Utilities (1"=20') (14 sheets)
- Intersection Grading Plans (1"=20') (8 sheets)
- Roundabout / Splitter Island Details (2 sheets)
- Curb Ramp Details (1"=5') (24 sheets)
- Pavement Marking (1"=50'; dual pane) (3 sheets)
- Existing and Proposed Signing Plan (1"=50'; dual pane) (3 sheets)
- Erosion Control Plan (1"=50' dual pane) (3 sheets)
- Landscaping Plan (1"=50'; dual pane) (3 sheets)
- Roadway Lighting General Notes, Legend, Bill of Material (1 sheet)
- Roadway Lighting Plans (1"=20') (3 sheets)
- Proposed Wiring Diagram (1 sheet)
- Lighting Controller Detail (1 sheet)
- Lighting Details (4 sheets)
- Construction Details (5 sheets)
- IDOT District One Standards (10 sheets)
- Cross Section - 50' interval and driveways (1"=10'H : 1"=5'V) (55 sheets)

We estimate that the contract plans will contain a total of **196 sheets**.

The pre-final contract documents will be submitted to the Village and IDOT for review. We will also submit the contract plans to the various utility companies. This submittal will sufficiently define the conflicts so that the utility companies can, at a minimum, perform the necessary engineering for any required utility relocations. This allows relocations to be performed in advance of the actual construction. Civiltech will perform the necessary coordination with the utility companies and follow up as needed on each of our submittals to ensure that no utility company is neglecting the project. Depending on the complexity of the utility involvement it may be necessary to conduct periodic coordination meetings.

B. Pre-Final Special Provisions - We will prepare special provisions that supplement or amend the specifications contained in the latest edition of the Standard Specifications for Road and Bridge Construction adopted by the Illinois Department of Transportation and the latest edition of the Standard Specifications for Sewer and Watermain Construction in Illinois. Applicable Village special provisions will be utilized to supplement the Standard Specifications. In addition, we will include the latest IDOT Recurring Special Provisions Check Sheet. The most recent set of IDOT's Bureau of Design and Environment (BDE) Special Provisions and District 1 Special Provisions will be reviewed and included in the special provisions where applicable.

C. Pre-Final Quantity Calculations - We will perform detailed quantity calculations at the pre-final stage of the plan development. Two sets of calculations will be performed by separate engineers in order to ensure the accuracy of the calculations.

D. Pre-Final Estimate of Cost and Construction Time - We will use the quantities of work in order to calculate an Engineer's Estimate of Cost and Time. The unit prices for the various items of work will be developed based on review and analysis of recent bid tabulations for projects of similar scope and magnitude.

E. Pre-Final Project Review Meetings - A project review meeting will be held with the Village and IDOT to address design issues and plan comments generated from the pre-final contract document review.



4. Final (100%) Plans, Special Provisions and Estimates

A. Final Plans - After completion of all agency reviews and resolution of any other agency or utility company concerns, the contract plans will be finalized. In order to assist the Resident Engineer (RE) we will furnish the Village, as part of our deliverables, detailed information including all design and quantity calculations. We will also prepare a technical memorandum to the RE highlighting any key issues, commitments, or special concerns that arose during the design stage of the project.

Construction of this project will be funded with Federal funds, therefore IDOT will be responsible for letting the project. We will provide IDOT with pdf's of the plans. We will also furnish the Village with the requested type and number of copies of the final documents.

B. Final Special Provisions - All comments received pertaining to the pre-final special provisions and bid documents will be addressed and a disposition will be submitted with the final bid documents. The status and schedule of all utility relocations, as of the date of the final plans, will be included in the bid documents.

C. Final Quantity Calculations - The quantities will be updated based on changes made to the plans after the pre-final stage.

D. Final Estimate of Cost and Construction Time - The estimates will be updated based on the revised quantities. Cost breakdowns for different funding sources will be provided to assist in the preparation of the joint agreement for construction. Civiltech will prepare this agreement on behalf of the Village, and with the Village's approval, we will submit it to IDOT through the planning liaison for approval prior to execution by the Village Board.

5. QA/QC Review

Reviews of the project will be performed at each of the key milestone submittals (preliminary, pre-final, and final) in accordance with Civiltech's Quality Assurance / Quality Control plans. The reviews will be performed by a professional engineer independent of the design team. One of Civiltech's Resident Engineers will also complete a full contract document review. The review will consider constructability issues as well as identification of missing pay items, quantities of work, and special provisions required.

6. Project Administration, Coordination and Permits

A. Project Administration - This item includes project setup, monthly invoicing, and preparation of status reports. In addition, this item includes coordinating meetings with the Village as well as internal project team coordination.

B. Project Submittals - As noted above, we will make the necessary document submittals, and follow through with each agency in regards to their review comments or arrange a review meeting to discuss plan changes necessary to resolve conflicts if possible. We will provide to the Village all reports, plans, studies and other information as requested in digital format.

C. Utility Company Coordination - As noted above, we will analyze the project for potential impacts to existing utilities. We will provide the utility companies with a list of areas of potential conflict so that additional information, such as horizontal locates or depth borings, can be obtained where necessary to further define the extent of conflicts. We will first attempt to address utility conflicts through design modifications while considering the impact those changes will have on the overall improvement.

Should any utility relocation work be necessary, we will work with the utility companies as they develop relocation plans, provide them with electronic files when requested and review those plans when they are submitted. We anticipate meeting holding three utility coordination meetings during the preparation of their relocation plans.



D. IDOT BLRS Coordination and Joint Agreement Preparation - We have included a nominal amount of time to work with the Village and IDOT in the preparation of project update forms, the Project Program Information Form, and the joint agreements for construction. This item will also include coordination with the planning liaison at the Northwest Municipal Conference to ensure that they are up to date on the project status from schedule and funding standpoints.

E. MWRD Watershed Management Ordinance Permit and Coordination – We anticipate the need for a permit from MWRD based on the disturbed area and in order to demonstrate compliance with the requirements of the Watershed Management Ordinance. We will confirm this early in the project by requesting a permit determination letter. Stormwater detention and volume control are not anticipated based on the area of new impervious surface. The permit will include a review of the project’s erosion control.

F. Cook County Department of Transportation and Highways Permit – The reconstruction of Braintree Drive will not directly impact Wise Road, which is under the jurisdiction of Cook County. However, it is anticipated that traffic control signs and lane closures (depending on the direction of the detour) will be required. We will complete the permit application and address comments received from the County.

G. NPDES Permitting and Documentation - The NPDES permit, along with a Stormwater Pollution Prevention Plan, will be prepared for inclusion in the contract documents for final execution by the successful bidder. All erosion control design will be in accordance with the latest IEPA, Village, and MWRD requirements.

H. IEPA Water Main Permit – We will prepare and submit the required information and applications for the permit required from the IEPA Division of Public Water Supplies.

I. GIS Integration – We will incorporate our GIS experts into the design process to ensure that the information about the new improvements is integrated into the Village’s GIS system.

J. Bid Phase Assistance – Since this project involves federal funds, IDOT will be responsible for letting the project. We will be available to respond to questions submitted to IDOT by contractors. We will also review the total bid numbers received by IDOT and make a recommendation to the Village regarding accepting the bids.

K. Pre-Construction Meeting Attendance - We will attend the pre-construction meeting at IDOT to answer any questions regarding the design and contract documents.

L. Stakeholders Meeting and Exhibits - We will coordinate a meeting with the property owners and residents along Braintree Drive to present the proposed roadway plans and the proposed staging of the project. The meeting will be scheduled after the Village has reviewed the pre-final plans and the comments have been addressed. We envision this meeting will be an open house-type forum. Civiltech will coordinate presentations with Village engineering staff including but not limited to a Power Point slide show, large scale aerial exhibits and plan sets to guide discussions with residents and other stakeholders. After this meeting, we will work with the Village to resolve any construction design issues presented by a stakeholder.



COST ESTIMATE OF CONSULTANT SERVICES

	Personnel & Hours													Total Hours	% of Hours	Labor Cost
	Director of Design Services	Senior Project Manager	Project Manager	Engineer V	Engineer II	Director of Water Resources	Engineer III (Drainage)	Senior Project Manager (Lighting)	Engineer V (Lighting)	Landscape Designer	GIS Analyst	Drone Flight Technician	Resident Engineer V			
1 Data Collection and Early Coordination	\$86.00	\$77.00	\$65.00	\$51.00	\$39.00	\$86.00	\$52.00	\$69.50	\$50.50	\$34.50	\$51.50	\$44.00	\$65.50			
	2	2	20	33	38	0	0	3	3	0	0	16	24	141	3.6%	\$7,427.00
2 Preliminary (65%) Engineering																
	4	52	214	506	710	20	104	8	56	0	0	0	0	1674	42.2%	\$82,266.00
3 Pre-Final (90%) Plans, Special Provisions and Estimates																
	2	28	170	412	567	2	8	6	26	30	0	0	0	1251	31.5%	\$59,856.00
4 Final (100%) Plans, Special Provisions and Estimates																
	0	16	52	104	132	0	0	2	8	7	0	0	0	321	8.1%	\$15,848.50
5 QA/QC Review																
	24	56	0	0	0	0	0	0	0	0	0	0	48	128	3.2%	\$9,520.00
6 Project Administration, Coordination and Permits																
	10	28	108	178	76	4	8	0	4	0	40	0	0	456	11.5%	\$25,100.00
Total Labor Cost																\$200,017.50
Multiplier (1.70)																\$340,029.75
Direct Costs and Sub Consultant Expense (See attached calculation)																\$57,516.54
Total Engineering Cost:														3971	100.0%	\$597,563.79



Statement of Qualifications for Phase II Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

WORKHOURS

Task No.	Task	Personnel & Hours													Total Hours	% of Hours			
		Director of Design Services	Senior Project Manager	Project Manager	Engineer V	Engineer II	Director of Water Resources	Engineer III (Drainage)	Senior Project Manager (Lighting)	Engineer V (Lighting)	Landscape Designer	GIS Analyst	Drone Flight Technician	Resident Engineer V					
1	Data Collection and Early Coordination																		
A.	Initial Meeting with Village	1	1	1	2													5	3.5%
B.	Obtain/Update and Review Record Data			2	3	2												7	5.0%
C.	Preliminary Utility Company Coordination				8													8	5.7%
D.	Verify ESR Limits and Update Environmental Sign-Offs			2	4	4												10	7.1%
E.	Geotechnical Investigation (Coordination Only)			2	2													4	2.8%
F.	Special Waste Investigations (PS) / CCDD Testing (Coordination Only)			2	2													4	2.8%
G.	Supplemental Survey (Coordination Only)			1	4													5	3.5%
H.	Drone Aerial												16					16	11.3%
I.	Field Review of Survey			8	8	8			3	3								30	21.3%
J.	Structure Inventory					24										24		48	34.0%
K.	IDOT Project Kick-off Meeting	1	1	2														4	2.8%
	Sub-total Item 1	2	2	20	33	38	0	0	3	3	0	0	16	24			141	100.0%	
2	Preliminary (65%) Engineering																		
A.	Plan Base Sheet Preparation				4	16												20	1.2%
B.	Pavement Design			1	4													5	0.3%
C.	Drainage Design		2				16	80										98	5.9%
D.	Preliminary Water Main Design	2	8	24	48	32												114	6.8%
E.	Lighting Design Calculations and Report								4	32								36	2.2%
F.	Review and Confirm Project Right-of-Way Requirements		2	8	24	16												50	3.0%
G.	Maintenance of Traffic Concept		2	8	24	48												82	4.9%
H.	Preliminary Plans (65%)	Sheet Count																0	0.0%
	Cover Sheet	1			1	1												2	0.1%
	General Notes and List of State and Local Standards	2			1	1												2	0.1%
	Existing Typical Sections	2			4	12												19	1.1%
	Proposed Typical Sections	2	1	2	4	12												19	1.1%
	Roadway Removal Plans	7	2	8	32	40												82	4.9%
	Plan and Profile	14	16	64	100	140												320	19.1%
	Roundabout / Splitter Island Details	2	2	8	24	40												74	4.4%
	Maintenance of Traffic Concept (2 stages)	6	2	16	32	48												98	5.9%
	Drainage and Utilities	14	4	32	64	80	4	24										208	12.4%
	Pavement Marking	3		2	4	8												14	0.8%
	Existing and Proposed Signing Plan	3		2	4	8												14	0.8%
	Roadway Lighting Plans	3							4	24								28	1.7%
	Cross Sections (20 sheets)	55		8	32	160												300	17.9%
I.	Preliminary Quantity Calculations and Estimate of Cost			2	32	48												82	4.9%
J.	Preliminary Design Review Meeting	2	2	3														7	0.4%
	Sub-total Item 2	4	52	214	506	710	20	104	8	56	0	0	0	0			1674	100.0%	
3	Pre-Final (90%) Plans, Special Provisions and Estimates																		
A.	Pre-Final Plans	Sheet Count																	
	Cover Sheet	1				1												1	0.1%
	General Notes and List of State and Local Standards	2				1												1	0.1%
	MWRD General Notes (1 sheet)	1				1												1	0.1%
	MWRD Sewer Routing Map	1				4												4	0.3%
	Summary of Quantities	10			1	2												3	0.2%
	Schedule of Quantities	4		1	4	8												13	1.0%
	Existing Typical Sections	2		2	4	8												14	1.1%
	Proposed Typical Sections	2		2	4	8												14	1.1%



Statement of Qualifications for Phase II Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

WORKHOURS (CONTINUED)

Task No.	Task	Personnel & Hours													Total Hours	% of Hours		
		Director of Design Services	Senior Project Manager	Project Manager	Engineer V	Engineer II	Director of Water Resources	Engineer III (Drainage)	Senior Project Manager (Lighting)	Engineer V (Lighting)	Landscape Designer	GIS Analyst	Drone Flight Technician	Resident Engineer V				
	Alignment, Ties and Benchmarks	2		2	4	16											22	1.8%
	Roadway Removal Plans	7	2	8	16	40											66	5.3%
	Roadway Plan and Profile	14	2	16	32	48											98	7.8%
	Maintenance of Traffic General Notes and Typical Sections	2		2	2	8											12	1.0%
	Maintenance of Traffic Plans	6	2	8	24	40											74	5.9%
	Detour Plans	2	1	2	4	16											23	1.8%
	Drainage and Utilities	14	2	8	16	32	2	8									68	5.4%
	Intersection Grading Plans	8	2	16	64	40											122	9.8%
	Roundabout / Splitter Island Details	2	2	8	24	32											66	5.3%
	Curb Ramp Details	24	8	24	80	80											192	15.3%
	Pavement Marking	3		1	2	8											11	0.9%
	Existing and Proposed Signing Plan	3		1	2	8											11	0.9%
	Erosion Control Plan	3	1	4	8	16											29	2.3%
	Landscaping Plan	3		2	4	8					24						38	3.0%
	Roadway Lighting General Notes, Legend, Bill of Material	1							1	2							3	0.2%
	Roadway Lighting Plan	3							2	16							18	1.4%
	Proposed Wiring Diagram	1							1	4							5	0.4%
	Lighting Controller Detail	1							1	2							3	0.2%
	Lighting Details	4							1	2							3	0.2%
	Construction Details	5		2	4	8											14	1.1%
	IDOT District One Standards	10			1	2											3	0.2%
	Cross Sections	55	4	24	80	100											208	16.6%
B.	Pre-Final Special Provisions			32	16						2						50	4.0%
C.	Pre-Final Quantity Calculations				16	32					4						52	4.2%
D.	Pre-Final Estimate of Cost and Construction Time			2													2	0.2%
E.	Pre-Final Project Review Meeting	2	2	3													7	0.6%
	Sub-total Item 3	2	28	170	412	567	2	8	6	26	30	0	0	0	0	1251	100.0%	
4	Final (100%) Plans, Special Provisions and Estimates																	
A.	Final Plans		16	48	80	100			2	8	4						258	80.4%
B.	Final Special Provisions			2	8						2						12	3.7%
C.	Final Quantity Calculations				16	32					1						49	15.3%
D.	Final Estimate of Cost and Construction Time			2													2	0.6%
	Sub-total Item 4	0	16	52	104	132	0	0	2	8	7	0	0	0	0	321	100.0%	
5	QA/QC Review																	
A.	Preliminary Review	8	16													8	32	25.0%
B.	Pre-Final Review	8	24													32	64	50.0%
C.	Final Review	8	16													8	32	25.0%
	Sub-total Item 5	24	56	0	0	0	0	0	0	0	0	0	0	0	48	128	100.0%	
6	Project Administration, Coordination and Permits																	
A.	Project Administration	8	8	24	8	8											56	12.3%
B.	Project Submittals			4	8	8											20	4.4%
C.	Utility Company Coordination		8	40	80	28				4							160	35.1%
D.	IDOT BLRS Coordination and Joint Agreement Preparation		2	8													10	2.2%
E.	MWRD Watershed Management Ordinance Permit and Coordination		2	4	24		4	8									42	9.2%
F.	Cook County Department of Transportation and Highways Permit		2	4	16												22	4.8%
G.	NPDES Permitting and Documentation			4	8												12	2.6%
H.	IEPA Water Main Permit		2	2	8												12	2.6%
I.	GIS Integration													40			40	8.8%
J.	Bid Phase Assistance			8	8												16	3.5%
K.	Pre-Construction Meeting Attendance			2	2												4	0.9%
L.	Stakeholder Meeting and Exhibits	2	4	8	16	32											62	13.6%
	Sub-total Item 6	10	28	108	178	76	4	8	0	4	0	40	0	0	0	456	100.0%	
	Total Hours:	42	182	564	1233	1523	26	120	19	97	37	40	16	72	3971			
	% of Hours:	1.1%	4.6%	14.2%	31.1%	38.4%	0.7%	3.0%	0.5%	2.4%	0.9%	1.0%	0.4%	1.8%	100.0%			



WEATHERSFIELD WAY TO SCHAUMBURG ROAD

The following scope and fee have been based on the following assumptions:

- Braintree Drive will be resurfaced from north of the proposed roundabout at Weathersfield Way to Schaumburg Road (limit at the HMA/PCC joint on the south leg of the intersection).
- The sidewalk on one side of Braintree Drive will be replaced with a 10' wide shared use path. This will include full replacement of the driveway aprons.
- The sidewalk on the opposite side of Braintree Drive will be spot repaired.
- ADA ramps will be replaced at all intersections. The ramps at the Schaumburg Road intersection were recently replaced by the County and are excluded from this project.
- Cook County is currently replacing the traffic signal at the intersection of Braintree Drive and Schaumburg Road. The plans indicate that the loops on Braintree Drive will be replaced with radar detection. Therefore, no impacts to the traffic signal are anticipated.
- The existing watermain will be replaced.
- Landscaping will consist of seed/sod replacement of disturbed areas and replacement of trees impacted.
- The existing storm sewer system will be maintained, and drainage improvements will be limited to adjustment or reconstruction of existing drainage structures. Analyses of the existing capacity or inlet spacing are not included.
- Stormwater detention will not be required to comply with the MWRD Watershed Management Ordinance.
- There are no floodplain or floodways within the project limits.
- No lighting improvements are planned.
- No land acquisition will be required.
- Topographic survey for the project limits has been performed by another consultant. A limited amount of supplemental survey) is included in the Phase II scope for miscellaneous pick up supplemental survey, including property corners.
- The environmental clearances will be obtained as part of the Phase I engineering and will remain valid until the letting date.
- A public information meeting will be held as part of the Phase I engineering. A pre-construction meeting will be held for the overall improvements from Wise Road to Bode Road. Hours for preparation and attendance at the meeting are included in the reconstruction section Phase II contract.

SCOPE OF SERVICES

1. Early Coordination and Data Collection

A. Initial Meeting with Village - We will conduct a joint kick-off meeting with the Village and the Phase I staff from Civiltech and meeting minutes will be prepared by Civiltech.

B. Preliminary Utility Company Coordination - We will call in a Design J.U.L.I.E. and send letters or e-mails and project location maps to the utility companies within the project limits.

C. Geotechnical Investigation (Coordination Only) – GSG Consultants will obtain pavement cores to determine the composition and thickness of the existing pavement. We will coordinate the locations of the cores with the Village and GSG.



D. CCDD Testing (Coordination Only) – The Preliminary Environmental Site Assessment (PESA) will be performed as part of the Phase I engineering. Given the residential nature of the project corridor, we have assumed that the results of the PESA will indicate that a PSI will not be required. Limited soils testing in support of the use of the LPC-662 form will be performed by GSG Consultants as a sub-consultant to Civiltech.

E. Supplemental Survey (Coordination Only) – The topographic survey and cross sections were completed during the Phase I of the Wise Road to Weathersfield Way project. We have assumed only minor, spot locations of supplemental survey will be required. We have included a nominal fee for use by Jorgensen and Associates to perform this work.

F. Drone Aerial – We will fly a drone along the project corridor to produce a high quality, current aerial image for use during design and for preparation of exhibits.

G. Field Review of Survey – This item includes review of the existing topographic survey and performing a “plan-in-hand” field check of the project site to verify the completeness and accuracy of the survey. We will also photo document the site and prepare a detailed inventory of existing signage and any other topographic features which may impact or be impacted by the proposed design. At this time we will also establish as accurately as possible, the locations of existing private utilities in the field using a combination of the atlases obtained during our Preliminary Utility Company Coordination and visual observation in the field.

H. Patching Survey – We will prepare a pavement and curb and gutter patching survey. This work will be performed by one of Civiltech’s Resident Engineers experienced in overseeing patching projects.

I. Structure Inventory - We will prepare a structure inventory report which will include the type and condition for each manhole and valve vault within the project limits, and any catch basins or inlets that may remain in place after construction. We will assess the need for adjustment, reconstruction or replacement of these structures. Village staff will be invited to attend this field inventory.

J. IDOT Project Kick-off Meeting - We will conduct a joint meeting with the Illinois Department of Transportation, Village, and planning liaison to discuss the project and gain everyone’s acceptance of the project schedule and commitment to timely reviews. Civiltech will prepare meeting minutes.

2. Preliminary and Pre-Final (95%) Engineering

A. Plan Base Sheet Preparation - We will plot the existing topographic survey information and develop Phase II plan base sheets at a scale of 1" = 20' and 1"=50' for use in the development of contract plans. Cross sections will be prepared at 50-foot intervals and will include full sections at intersections and high and low points along the roadway profile. Half width cross sections will be prepared at driveways and access points.

B. Pavement Design – We will complete a pavement design for the resurfacing of Braintree Drive in accordance with the geotechnical report, IDOT specifications and procedures, and Village standards.

C. Preliminary Water Main Design – The water main will be replaced within the project limits. We will develop alternatives for the new water main alignment taking into consideration impacts to mature trees and other utilities, as well as construction staging. We will work closely with Village Public Works staff to discuss connection points, type of connections, valving strategy, services and fire hydrant spacing.

D. Preliminary Bike Path Design – We will perform a preliminary design of the bike path to determine which side of the Braintree Drive can accommodate the path without land acquisition and/or to minimize impacts to trees. Preliminary plan exhibits and cross sections will be developed for review by the Village prior to completing the detailed plans.



E. Review and Confirm Project Right-of-Way Requirements - We will confirm that the project can be constructed within the existing right-of-way early in the design phase.

F. Maintenance of Traffic Concept - We envision the construction staging and maintenance of traffic as a critical component to be addressed and resolved as part of the preliminary engineering. We will prepare a staging and maintenance of traffic concept memorandum for review and approval by the Village. Construction staging, maintenance of traffic concepts, and detour routes will be agreed to prior to the pre-final plan development.

G. Pre-final Plans (95%) - We will prepare pre-final plans containing the following drawings:

- Cover Sheet (1 sheet)
- General Notes and List of State and Local Standards (2 sheets)
- MWRD General Notes (1 sheet)
- MWRD Sewer Routing Map (1 sheet)
- Summary of Quantities (10 sheets)
- Schedule of Quantities (4 sheets)
- Existing Typical Sections (1 sheet)
- Proposed Typical Sections (1 sheet)
- Alignment, Ties, Benchmarks (1"=100') (1 sheet)
- Plan and Profile (1"=20') (5 sheets)
- Maintenance of Traffic General Notes and Typical Sections (2 sheets)
- Maintenance of Traffic Plans (2 stages) (1"=50' dual pane) (4 sheets)
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- Curb Ramp Details (1"=5') (18 sheets)
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- IDOT District One Standards (10 sheets)
- Cross Section - 50' interval and driveways (1"=10'H : 1"=5'V) (13 sheets)

Pre-Final Plans will be developed using the findings and recommendations of the approved PDR and the design criteria contained in the Illinois Department of Transportation's Bureau of Local Roads and Streets (BLRS) manual and Bureau of Design and Environment (BDE) manual. The Pre-Final Plan preparation and submittal will serve as a progress submittal for review by the Village staff, in an effort to identify and address any significant design issues prior to completing pre-final plans. We will communicate with the Village throughout the design process to resolve any current design issues.

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H. Pre-Final Special Provisions - We will prepare special provisions that supplement or amend the specifications contained in the latest edition of the Standard Specifications for Road and Bridge Construction adopted by the Illinois Department of Transportation and the latest edition of the Standard Specifications for Sewer and Watermain Construction in Illinois. Applicable Village special provisions will



be utilized to supplement the Standard Specifications. In addition, we will include the latest IDOT Recurring Special Provisions Check Sheet. The most recent set of IDOT's Bureau of Design and Environment (BDE) Special Provisions and District 1 Special Provisions will be reviewed and included in the special provisions where applicable.

I. Pre-Final Quantity Calculations - We will perform detailed quantity calculations at the pre-final stage of the plan development. Two sets of calculations will be performed by separate engineers in order to ensure the accuracy of the calculations.

J. Pre-Final Estimate of Cost and Construction Time - We will use the quantities of work in order to calculate an Engineer's Estimate of Cost and Time. The unit prices for the various items of work will be developed based on review and analysis of recent bid tabulations for projects of similar scope and magnitude.

K. Design Review Meeting - We will coordinate a meeting with Village staff in order to discuss the project. The meeting will be scheduled such that all parties will have had an opportunity to review the pre-final plans and provide comments. We anticipate the meeting will include staff from each of the Village's underground departments.

3. Final (100%) Plans, Special Provisions and Estimates

A. Final Plans - After completion of all agency reviews and resolution of any other agency or utility company concerns, the contract plans will be finalized. In order to assist the Resident Engineer (RE) we will furnish the Village, as part of our deliverables, detailed information including all design and quantity calculations. We will also prepare a technical memorandum to the RE highlighting any key issues, commitments, or special concerns that arose during the design stage of the project.

Construction of this project will be funded with Federal funds, therefore IDOT will be responsible for letting the project. We will provide IDOT with pdf's of the plans. We will also furnish the Village with the requested type and number of copies of the final documents.

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D. Final Estimate of Cost and Construction Time - The estimates will be updated based on the revised quantities. Cost breakdowns for different funding sources will be provided to assist in the preparation of the joint agreement for construction. Civiltech will prepare this agreement on behalf of the Village, and with the Village's approval, we will submit it to IDOT through the planning liaison for approval prior to execution by the Village Board.

4. QA/QC Review

Reviews of the project will be performed at each of the key milestone submittals in accordance with Civiltech's Quality Assurance / Quality Control plans. The reviews will be performed by a professional engineer independent of the design team. One of Civiltech's Resident Engineers will also complete a full contract document review. The review will consider constructability issues as well as identification of missing pay items, quantities of work, and special provisions required.

5. Project Administration, Coordination and Permits

A. Project Administration - This item includes project setup, monthly invoicing, and preparation of status reports. In addition, this item includes coordinating meetings with the Village as well as internal project team coordination.



B. Project Submittals - As noted above, we will make the necessary document submittals, and follow through with each agency in regards to their review comments or arrange a review meeting to discuss plan changes necessary to resolve conflicts if possible. We will provide to the Village all reports, plans, studies and other information as requested in digital format.

C. Utility Company Coordination - As noted above, we will analyze the project for potential impacts to existing utilities. We will provide the utility companies with a list of areas of potential conflict so that additional information, such as horizontal locates or depth borings, can be obtained where necessary to further define the extent of conflicts. We will first attempt to address utility conflicts through design modifications while considering the impact those changes will have on the overall improvement.

Should any utility relocation work be necessary, we will work with the utility companies as they develop relocation plans, provide them with electronic files when requested and review those plans when they are submitted. We anticipate meeting holding three utility coordination meetings during the preparation of their relocation plans.

D. IDOT BLRS Coordination and Joint Agreement Preparation - We have included a nominal amount of time to work with the Village and IDOT in the preparation of project update forms, the Project Program Information Form, and the joint agreements for construction. This item will also include coordination with the planning liaison at the Northwest Municipal Conference to ensure that they are up to date on the project status from schedule and funding standpoints.

E. MWRD Watershed Management Permit and Coordination - We anticipate the need for a permit from MWRD based on the project disturbed area in order to comply with the requirements of the Watershed Management Ordinance. We will confirm this early in the project by requesting a permit determination letter. Stormwater detention and volume control are not anticipated based on the area of new impervious surface. The permit will only include a review of the project's erosion control.

F. Cook County Department of Transportation and Highways Permit - The resurfacing of Braintree Drive will not directly impact Schaumburg Road, which is under the jurisdiction of Cook County. However, it is anticipated that traffic control signs and lane closures (depending on the direction of the detour) will be required. We will complete the permit application and address comments received from the County.

G. NPDES Permitting and Documentation - The NPDES permit, along with a Stormwater Pollution Prevention Plan, will be prepared for inclusion in the contract documents for final execution by the successful bidder. All erosion control design will be in accordance with the latest IEPA, Village, and MWRD requirements.

H. IEPA Water Main Permit - We will prepare and submit the required information and applications for the permit required from the IEPA Division of Public Water Supplies.

I. GIS Integration - We will incorporate our GIS experts into the design process to ensure that the information about the new improvements is integrated into the Village's GIS system.

J. Bid Phase Assistance - Since this project involves federal funds, IDOT will be responsible for letting the project. We will be available to respond to questions submitted to IDOT by contractors. We will also review the total bid numbers received by IDOT and make a recommendation to the Village regarding accepting the bids.

K. Pre-Construction Meeting Attendance - We will attend the pre-construction meeting at IDOT to answer any questions regarding the design and contract documents.

L. Stakeholders Meeting and Exhibits - We will coordinate a meeting with the property owners and residents along Braintree Drive to present the proposed roadway plans and the proposed staging of the project. We envision this being a combined meeting with the reconstruction section of Braintree (Wise Road to Weathersfield Way), therefore the work hours are included in the reconstruction contract proposal.



COST ESTIMATE OF CONSULTANT SERVICES

	Personnel & Hours											Total Hours	% of Hours	Labor Cost
	Director of Design Services	Senior Project Manager	Project Manager	Engineer V	Engineer II	Director of Water Resources	Engineer III (Drainage)	Landscape Designer	GIS Analyst	Drone Flight Technician	Resident Engineer V			
	\$86.00	\$77.00	\$65.00	\$51.00	\$39.00	\$86.00	\$52.00	\$34.50	\$51.50	\$44.00	\$64.34			
1 Data Collection and Early Coordination	2	2	10	14	20	0	0	0	0	16	16	80	5.0%	\$4,203.44
2 Preliminary and Pre-Final (95%) Engineering	5	36	146	369	487	2	8	18	0	0	0	1071	67.4%	\$51,713.00
3 Final (100%) Plans, Special Provisions and Estimates	2	4	18	40	44	0	0	5	0	0	0	113	7.1%	\$5,578.50
4 QA/QC Review	16	24	0	0	0	0	0	0	0	0	24	64	4.0%	\$4,768.16
5 Project Administration, Coordination and Permits	4	15	64	114	28	4	8	0	24	0	0	261	16.4%	\$14,561.00
Total Labor Cost														\$80,824.10
Multiplier (1.70)														\$137,400.97
Direct Costs and Sub Consultant Expense (See attached calculation)														\$31,151.79
Total Engineering Cost:												1589	100.0%	\$249,376.86



Statement of Qualifications for Phase II Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

WORKHOURS

Task No.	Task	Personnel & Hours											Total Hours	% of Hours			
		Director of Design Services	Senior Project Manager	Project Manager	Engineer V	Engineer II	Director of Water Resources	Engineer III (Drainage)	Landscape Designer	GIS Analyst	Drone Flight Technician	Resident Engineer V					
1	Data Collection and Early Coordination																
A.	Initial Meeting with Village	1	1	1	2											5	6.3%
B.	Preliminary Utility Company Coordination				4											4	5.0%
C.	Geotechnical Investigation (Coordination Only)			1	1											2	2.5%
D.	CCDD Testing (Coordination Only)			1	1											2	2.5%
E.	Supplemental Survey (Coordination Only)			1	2											3	3.8%
F.	Drone Aerial										16					16	20.0%
G.	Field Review of Survey			4	4	4										12	15.0%
H.	Patching Survey					4								4		8	10.0%
I.	Structure Inventory						12								12	24	30.0%
J.	IDOT Project Kick-off Meeting	1	1	2												4	5.0%
	Sub-total Item 1	2	2	10	14	20	0	0	0	0	16	16	80	100.0%			
2	Preliminary and Pre-Final (95%) Engineering																
A.	Plan Base Sheet Preparation				4	8										12	1.1%
B.	Pavement Design			1	4											5	0.5%
C.	Preliminary Water Main Design	2	4	12	24	16										58	5.4%
D.	Preliminary Bike Path Design	2	8	24	48	48										130	12.1%
E.	Review and Confirm Project Right-of-Way Requirements		2	4	8	8										22	2.1%
F.	Maintenance of Traffic Concept		2	8	16	24										50	4.7%
G.	Pre-Final Plans (95%)	Sheet Count														0	0.0%
	Cover Sheet	1			1	1										2	0.2%
	General Notes and List of State and Local Standards	2			2	1										3	0.3%
	MWRD General Notes (1 sheet)	1			1	1										2	0.2%
	MWRD Sewer Routing Map	1			1	2										3	0.3%
	Summary of Quantities	10			1	4										5	0.5%
	Schedule of Quantities	4		1	4	8										13	1.2%
	Existing Typical Sections	1	1	2	8	12										23	2.1%
	Proposed Typical Sections	1	1	2	8	12										23	2.1%
	Alignment, Ties and Benchmarks	1		2	4	16										22	2.1%
	Plan and Profile	5	4	12	24	48										88	8.2%
	Maintenance of Traffic General Notes and Typical Sections	2		2	2	8										12	1.1%
	Maintenance of Traffic Plans	4	2	4	16	24										46	4.3%
	Drainage and Utilities	5	2	8	24	40	2	8								84	7.8%
	Detour Plans	2	1	2	4	24										31	2.9%
	Curb Ramp Details	18	4	16	64	48										132	12.3%
	Pavement Marking	2		2	4	8										14	1.3%
	Existing and Proposed Signing Plan	2		2	4	12										18	1.7%
	Erosion Control and Landscaping Plan	2		4	8	16				12						40	3.7%
	Construction Details	5		2	4	8										14	1.3%
	IDOT District One Standards	10			1	2										3	0.3%
	Cross Sections	16	4	16	40	64										124	11.6%
H.	Pre-Final Special Provisions			16	24											42	3.9%
I.	Pre-Final Quantity Calculations				16	24				4						44	4.1%
J.	Pre-Final Estimate of Cost and Construction Time			2												2	0.2%
K.	Design Review Meeting	1	1	2												4	0.4%
	Sub-total Item 2	5	36	146	369	487	2	8	18	0	0	0	1071	100.0%			



Statement of Qualifications for Phase II Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

WORKHOURS (CONTINUED)

Task No.	Task	Personnel & Hours											Total Hours	% of Hours	
		Director of Design Services	Senior Project Manager	Project Manager	Engineer V	Engineer II	Director of Water Resources	Engineer III (Drainage)	Landscape Designer	GIS Analyst	Drone Flight Technician	Resident Engineer V			
3	Final (100%) Plans, Special Provisions and Estimates														
A.	Final Plans	2	4	12	24	32			2					76	67.3%
B.	Final Special Provisions			4	8				2					14	12.4%
C.	Final Quantity Calculations				8	12			1					21	18.6%
D.	Final Estimate of Cost and Construction Time			2										2	1.8%
	Sub-total Item 3	2	4	18	40	44	0	0	5	0	0	0	113	100.0%	
4	QA/QC Review														
A.	Pre-final Review	8	16									16		40	62.5%
B.	Final Review	8	8									8		24	37.5%
	Sub-total Item 4	16	24	0	0	0	0	0	0	0	0	24	64	100.0%	
5	Project Administration, Coordination and Permits														
A.	Project Administration	4	4	16	4	4								32	12.3%
B.	Project Submittals			4	8	8								20	7.7%
C.	Utility Company Coordination		4	16	40	16								76	29.1%
D.	IDOT BLRS Coordination and Joint Agreement Preparation		2	8										10	3.8%
E.	MWRD Watershed Management Ordinance Permit and Coordination		2	4	24		4	8						42	16.1%
F.	Cook County Department of Transportation and Highways Permit		2	4	16									22	8.4%
G.	NPDES Permitting and Documentation			4	8									12	4.6%
H.	IEPA Water Main Permit		1	2	8									11	4.2%
I.	GIS Integration									24				24	9.2%
J.	Bid Phase Assistance			4	4									8	3.1%
K.	Pre-Construction Meeting Attendance			2	2									4	1.5%
L.	Stakeholder Meeting and Exhibits (See Wise Road to Weathersfield Way Proposal)													0	0.0%
	Sub-total Item 5	4	15	64	114	28	4	8	0	24	0	0	261	100.0%	
	Total Hours:	29	81	238	537	579	6	16	23	24	16	40	1589		
	% of Hours:	1.8%	5.1%	15.0%	33.8%	36.4%	0.4%	1.0%	1.4%	1.5%	1.0%	2.5%	100.0%		



SCHAUMBURG ROAD TO BODE ROAD

The following scope and fee have been based on the following assumptions:

- Braintree Drive will be resurfaced from Schaumburg Road (limit at the HMA/PCC joint on the north leg of the intersection) to the south leg of Bode Road.
- The sidewalk on one side of Braintree Drive will be replaced with a 10' wide shared use path. This will include full replacement of the driveway aprons.
- The sidewalk on the opposite side of Braintree Drive will be spot repaired.
- ADA ramps will be replaced at all intersections, except at Schaumburg Road and at Bode Road, which are outside the limits.
- Cook County is currently replacing the traffic signal at the intersection of Braintree Drive and Schaumburg Road. The plans indicate that the loops on Braintree Drive will be replaced with radar detection. Therefore, no impacts to the traffic signal are anticipated.
- The existing watermain will be replaced from Parker Drive to Colwyn Drive (1,700 feet).
- Landscaping will consist of seed/sod replacement of disturbed areas and replacement of trees impacted.
- The existing storm sewer system will be maintained, and drainage improvements will be limited to adjustment or reconstruction of existing drainage structures. Analyses of the existing capacity or inlet spacing are not included.
- Stormwater detention will not be required to comply with the MWRD Watershed Management Ordinance.
- There are no floodplain or floodways within the project limits.
- No lighting improvements are planned.
- No land acquisition will be required.
- Topographic survey for the project limits has been performed by another consultant. A limited amount of supplemental survey is included in the Phase II scope for miscellaneous pick up supplemental survey, including property corners.
- The environmental clearances will be obtained as part of the Phase I engineering and will remain valid until the letting date.
- A public information meeting will be held as part of the Phase I engineering. A pre-construction meeting will be held for the overall improvements from Wise Road to Bode Road. Hours for preparation and attendance at the meeting are included in the reconstruction section Phase II contract.

SCOPE OF SERVICES

1. Early Coordination and Data Collection

A. Initial Meeting with Village - We will conduct a joint kick-off meeting with the Village and the Phase I staff from Civiltech and meeting minutes will be prepared by Civiltech.

B. Preliminary Utility Company Coordination - We will call in a Design J.U.L.I.E. and send letters or e-mails and project location maps to the utility companies within the project limits in order to confirm or update the information obtained during Phase I.

C. Geotechnical Investigation (Coordination Only) – GSG Consultants will obtain pavement cores to determine the composition and thickness of the existing pavement. We will coordinate the locations of the cores with the Village and GSG.

D. CCDD Testing (Coordination Only) – The Preliminary Environmental Site Assessment (PESA) will be performed as part of the Phase I engineering. Given the residential nature of the project corridor, we have assumed that the results of the PESA will indicate



that a PSI will not be required. Limited soils testing in support of the use of the LPC-662 form will be performed by GSG Consultants as a sub-consultant to Civiltech.

E. Supplemental Survey (Coordination Only) – The topographic survey and cross sections were completed during the Phase I of the Wise Road to Weathersfield Way project. We have assumed only minor, spot locations of supplemental survey will be required. We have included a nominal fee for use by Jorgensen and Associates to perform this work.

F. Drone Aerial – We will fly a drone along the project corridor to produce a high quality, current aerial image for use during design and for preparation of exhibits.

G. Field Review of Survey This item includes review of the existing topographic survey and performing a “plan-in-hand” field check of the project site to verify the completeness and accuracy of the survey. We will also photo document the site and prepare a detailed inventory of existing signage and any other topographic features which may impact or be impacted by the proposed design. At this time we will also establish as accurately as possible, the locations of existing private utilities in the field using a combination of the atlases obtained during our Preliminary Utility Company Coordination and visual observation in the field.

H. Patching Survey – We will prepare a pavement and curb and gutter patching survey. This work will be performed by one of Civiltech’s Resident Engineers experienced in overseeing patching projects.

I. Structure Inventory - We will prepare a structure inventory report which will include the type and condition for each manhole and valve vault within the project limits, and any catch basins or inlets that may remain in place after construction. We will assess the need for adjustment, reconstruction or replacement of these structures. Village staff will be invited to attend this field inventory.

J. IDOT Project Kick-off Meeting - We will conduct a joint meeting with the Illinois Department of Transportation, Village, and planning liaison to discuss the project and gain everyone’s acceptance of the project schedule and commitment to timely reviews. Civiltech will prepare meeting minutes.

2. Preliminary and Pre-Final (95%) Engineering

A. Plan Base Sheet Preparation - We will plot the existing topographic survey information and develop Phase II plan base sheets at a scale of 1" = 20' and 1"=50' for use in the development of contract plans. Cross sections will be prepared at 50-foot intervals and will include full sections at intersections and high and low points along the roadway profile. Half width cross sections will be prepared at driveways and access points.

B. Pavement Design – We will complete a pavement design for the resurfacing of Braintree Drive in accordance with the geotechnical report, IDOT specifications and procedures, and Village standards.

C. Preliminary Water Main Design – The water main will be replaced from Parker Drive to Colwyn Drive. We will develop alternatives for the new water main alignment taking into consideration impacts to mature trees and other utilities, as well as construction staging. We will work closely with Village Public Works staff to discuss connection points, type of connections, valving strategy, services and fire hydrant spacing.

D. Preliminary Bike Path Design – We will perform a preliminary design of the bike path to determine which side of the Braintree Drive can accommodate the path without land acquisition and/or to minimize impacts to trees. Preliminary plan exhibits and cross sections will be developed for review by the Village prior to completing the detailed plans.

E. Review and Confirm Project Right-of-Way Requirements - We will confirm that the project can be constructed within the existing right-of-way early in the design phase.



F. Maintenance of Traffic Concept - We envision the construction staging and maintenance of traffic as a critical component to be addressed and resolved as part of the preliminary engineering. We will prepare a staging and maintenance of traffic concept memorandum for review and approval by the Village. Construction staging, maintenance of traffic concepts, and detour routes will be agreed to prior to the pre-final plan development.

G. Pre-final Plans (95%) - We will prepare pre-final plans containing the following drawings:

- Cover Sheet (1 sheet)
- General Notes and List of State and Local Standards (2 sheets)
- MWRD General Notes (1 sheet)
- MWRD Sewer Routing Map (1 sheet)
- Summary of Quantities (10 sheets)
- Schedule of Quantities (4 sheets)
- Existing Typical Sections (1 sheet)
- Proposed Typical Sections (1 sheet)
- Alignment, Ties, Benchmarks (1"=100') (1 sheet)
- Plan and Profile (1"=20') (9 sheets)
- Maintenance of Traffic General Notes and Typical Sections (2 sheets)
- Maintenance of Traffic Plans (2 stages) (1"=50' dual pane) (4 sheets)
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- Detour Plans (2 sheets)
- Curb Ramp Details (1"=5') (26 sheets)
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- Cross Section - 50' interval and driveways (1"=10'H : 1"=5'V) (32 sheets)

Pre-Final Plans will be developed using the findings and recommendations of the approved PDR and the design criteria contained in the Illinois Department of Transportation's Bureau of Local Roads and Streets (BLRS) manual and Bureau of Design and Environment (BDE) manual. The Pre-Final Plan preparation and submittal will serve as a progress submittal for review by the Village staff, in an effort to identify and address any significant design issues prior to completing pre-final plans. We will communicate with the Village throughout the design process to resolve any current design issues.

We recognize that tree preservation is of the utmost importance to the Village and will design the project to minimize tree impacts. We will prepare and submit a list of tree removals and the reasons for those removals. This list will be for use by Village staff to begin the Village's process regarding tree removals.

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I. Pre-Final Quantity Calculations - We will perform detailed quantity calculations at the pre-final stage of the plan development. Two sets of calculations will be performed by separate engineers in order to ensure the accuracy of the calculations.

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A. Final Plans - After completion of all agency reviews and resolution of any other agency or utility company concerns, the contract plans will be finalized. In order to assist the Resident Engineer (RE) we will furnish the Village, as part of our deliverables, detailed information including all design and quantity calculations. We will also prepare a technical memorandum to the RE highlighting any key issues, commitments, or special concerns that arose during the design stage of the project.

Construction of this project will be funded with Federal funds, therefore IDOT will be responsible for letting the project. We will provide IDOT with pdf's of the plans. We will also furnish the Village with the requested type and number of copies of the final documents.

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D. IDOT BLRS Coordination and Joint Agreement Preparation - We have included a nominal amount of time to work with the Village and IDOT in the preparation of project update forms, the Project Program Information Form, and the joint agreements for construction. This item will also include coordination with the planning liaison at the Northwest Municipal Conference to ensure that they are up to date on the project status from schedule and funding standpoints.

E. MWRD Watershed Management Permit and Coordination - We anticipate the need for a permit from MWRD based on the project disturbed area to comply with requirements of the Watershed Management Ordinance. We will confirm this early in the project by requesting a permit determination letter. Stormwater detention and volume control are not anticipated based on the area of new impervious surface. The permit will only include a review of the project's erosion control.

F. Cook County Department of Transportation and Highways Permit - The resurfacing of Braintree Drive will not directly impact Schaumburg Road, which is under the jurisdiction of Cook County. However, it is anticipated that traffic control signs and lane closures (depending on the direction of the detour) will be required. We will complete the permit application and address comments received from the County.

G. NPDES Permitting and Documentation - The NPDES permit, along with a Stormwater Pollution Prevention Plan, will be prepared for inclusion in the contract documents for final execution by the successful bidder. All erosion control design will be in accordance with the latest IEPA, Village, and MWRD requirements.

H. IEPA Water Main Permit - We will prepare and submit the required information and applications for the permit required from the IEPA Division of Public Water Supplies.

I. GIS Integration - We will incorporate our GIS experts into the design process to ensure that the information about the new improvements is integrated into the Village's GIS system.

J. Bid Phase Assistance - Since this project involves federal funds, IDOT will be responsible for letting the project. We will be available to respond to questions submitted to IDOT by contractors. We will also review the total bid numbers received by IDOT and make a recommendation to the Village regarding accepting the bids.

K. Pre-Construction Meeting Attendance - We will attend the pre-construction meeting at IDOT to answer any questions regarding the design and contract documents.

L. Stakeholders Meeting and Exhibits - We will coordinate a meeting with the property owners and residents along Braintree Drive to present the proposed roadway plans and the proposed staging of the project. We envision this being a combined meeting with the reconstruction section of Braintree (Wise Road to Weathersfield Way), therefore the work hours are included in the reconstruction contract proposal.



COST ESTIMATE OF CONSULTANT SERVICES

	Personnel & Hours											Total Hours	% of Hours	Labor Cost
	Director of Design Services	Senior Project Manager	Project Manager	Engineer V	Engineer II	Director of Water Resources	Engineer III (Drainage)	Landscape Designer	GIS Analyst	Drone Flight Technician	Resident Engineer V			
	\$86.00	\$77.00	\$65.00	\$51.00	\$39.00	\$86.00	\$52.00	\$34.50	\$51.50	\$44.00	\$64.34			
1 Data Collection and Early Coordination	2	2	12	16	26	0	0	0	0	24	20	102	5.2%	\$5,278.80
2 Preliminary and Pre-Final (95%) Engineering	5	36	178	449	647	2	8	22	0	0	0	1347	69.0%	\$64,251.00
3 Final (100%) Plans, Special Provisions and Estimates	2	4	30	56	80	0	0	5	0	0	0	177	9.1%	\$8,578.50
4 QA/QC Review	16	24	0	0	0	0	0	0	0	0	24	64	3.3%	\$4,768.16
5 Project Administration, Coordination and Permits	4	15	64	114	28	4	8	0	24	0	0	261	13.4%	\$14,561.00
Total Labor Cost														\$97,437.46
Multiplier (1.70)														\$165,643.68
Direct Costs and Sub Consultant Expense (See attached calculation)														\$43,933.61
Total Engineering Cost:												1951	100.0%	\$307,014.75



Statement of Qualifications for Phase II Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

WORKHOURS

Task No.	Task	Personnel & Hours											Total Hours	% of Hours	
		Director of Design Services	Senior Project Manager	Project Manager	Engineer V	Engineer II	Director of Water Resources	Engineer III (Drainage)	Landscape Designer	GIS Analyst	Drone Flight Technician	Resident Engineer V			
1	Data Collection and Early Coordination														
A.	Initial Meeting with Village	1	1	1	2									5	4.9%
B.	Preliminary Utility Company Coordination				4									4	3.9%
C.	Geotechnical Investigation (Coordination Only)			1	1									2	2.0%
D.	CCDD Testing (Coordination Only)			1	1									2	2.0%
E.	Supplemental Survey (Coordination Only)			1	2									3	2.9%
F.	Drone Aerial									24				24	23.5%
G.	Field Review of Survey			6	6	6								18	17.6%
H.	Patching Survey					4						4		8	7.8%
I.	Structure Inventory					16						16		32	31.4%
J.	IDOT Project Kick-off Meeting	1	1	2										4	3.9%
	Sub-total Item 1	2	2	12	16	26	0	0	0	0	24	20	102	100.0%	
2	Preliminary and Pre-Final (95%) Engineering														
A.	Plan Base Sheet Preparation				4	8								12	0.9%
B.	Pavement Design			1	4									5	0.4%
C.	Preliminary Water Main Design	2	4	8	16	16								46	3.4%
D.	Preliminary Bike Path Design	2	8	24	80	100								214	15.9%
E.	Review and Confirm Project Right-of-Way Requirements		2	4	8	8								22	1.6%
F.	Maintenance of Traffic Concept		2	8	16	24								50	3.7%
G.	Pre-Final Plans (95%)	Sheet Count												0	0.0%
	Cover Sheet	1			1	1								2	0.1%
	General Notes and List of State and Local Standards	2			2	1								3	0.2%
	MWRD General Notes (1 sheet)	1			1	1								2	0.1%
	MWRD Sewer Routing Map	1			1	2								3	0.2%
	Summary of Quantities	10			1	4								5	0.4%
	Schedule of Quantities	4		1	4	8								13	1.0%
	Existing Typical Sections	1	1	2	8	12								23	1.7%
	Proposed Typical Sections	1	1	2	8	12								23	1.7%
	Alignment, Ties and Benchmarks	1		2	4	16								22	1.6%
	Plan and Profile	9	4	24	40	64								132	9.8%
	Maintenance of Traffic General Notes and Typical Sections	2		2	2	8								12	0.9%
	Maintenance of Traffic Plans	4	2	4	16	32								54	4.0%
	Drainage and Utilities	9	2	8	24	40	2	8						84	6.2%
	Detour Plans	2	1	2	4	24								31	2.3%
	Curb Ramp Details	26	4	32	80	80								196	14.6%
	Pavement Marking	2		2	4	8								14	1.0%
	Existing and Proposed Signing Plan	2		2	4	12								18	1.3%
	Erosion Control and Landscaping Plan	2		4	8	24				16				52	3.9%
	Construction Details	5		2	4	8								14	1.0%
	IDOT District One Standards	10			1	2								3	0.2%
	Cross Sections	28	4	24	64	100								192	14.3%
H.	Pre-Final Special Provisions			16	24									42	3.1%
I.	Pre-Final Quantity Calculations				16	32				4				52	3.9%
J.	Pre-Final Estimate of Cost and Construction Time			2										2	0.1%
K.	Design Review Meeting	1	1	2										4	0.3%
	Sub-total Item 2	5	36	178	449	647	2	8	22	0	0	0	1347	100.0%	



Statement of Qualifications for Phase II Engineering Services
Braintree Drive Roadway Improvements

Village of Schaumburg

WORKHOURS (CONTINUED)

Task No.	Task	Personnel & Hours											Total Hours	% of Hours	
		Director of Design Services	Senior Project Manager	Project Manager	Engineer V	Engineer II	Director of Water Resources	Engineer III (Drainage)	Landscape Designer	GIS Analyst	Drone Flight Technician	Resident Engineer V			
3	Final (100%) Plans, Special Provisions and Estimates														
A.	Final Plans	2	4	24	40	64			2					136	76.8%
B.	Final Special Provisions			4	8				2					14	7.9%
C.	Final Quantity Calculations				8	16			1					25	14.1%
D.	Final Estimate of Cost and Construction Time			2										2	1.1%
	Sub-total Item 3	2	4	30	56	80	0	0	5	0	0	0	177	100.0%	
4	QA/QC Review														
A.	Pre-final Review	8	16									16		40	62.5%
B.	Final Review	8	8									8		24	37.5%
	Sub-total Item 4	16	24	0	0	0	0	0	0	0	0	24	64	100.0%	
5	Project Administration, Coordination and Permits														
A.	Project Administration	4	4	16	4	4								32	12.3%
B.	Project Submittals			4	8	8								20	7.7%
C.	Utility Company Coordination		4	16	40	16								76	29.1%
D.	IDOT BLRS Coordination and Joint Agreement Preparation		2	8										10	3.8%
E.	MWRD Watershed Management Ordinance Permit and Coordination		2	4	24		4	8						42	16.1%
F.	Cook County Department of Transportation and Highways Permit		2	4	16									22	8.4%
G.	NPDES Permitting and Documentation			4	8									12	4.6%
H.	IEPA Water Main Permit		1	2	8									11	4.2%
I.	GIS Integration									24				24	9.2%
J.	Bid Phase Assistance			4	4									8	3.1%
K.	Pre-Construction Meeting Attendance			2	2									4	1.5%
L.	Stakeholder Meeting and Exhibits (See Wise Road to Weathersfield Way Proposal)													0	0.0%
	Sub-total Item 5	4	15	64	114	28	4	8	0	24	0	0	261	100.0%	
	Total Hours:	29	81	284	635	781	6	16	27	24	24	44	1951		
	% of Hours:	1.5%	4.2%	14.6%	32.5%	40.0%	0.3%	0.8%	1.4%	1.2%	1.2%	2.3%	100.0%		

EXHIBIT 2

INSURANCE COVERAGES

A. Worker's Compensation and Employer's Liability with limits not less than:

- (1) Worker's Compensation: Statutory;
- (2) Employer's Liability:
 - \$500,000 injury-per occurrence
 - \$500,000 disease-per employee
 - \$500,000 disease-policy limit

Such insurance shall evidence that coverage applies in the State of Illinois.

B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, borrowed or rented.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an "occurrence" basis and with limits no less than:

\$1,000,000 Bodily Injury and Property Damage \$2,000,000 Aggregate

Coverages shall include:

- Broad Form Property Damage Endorsement
- Broad Form Contractual Liability (must expressly cover the indemnity provisions of the Contract)

D. Umbrella Policy or Excess liability Insurance with a limit of liability of not less than \$2,000,000.

The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance, except professional liability, on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

E. Professional Liability Insurance. With a limit of liability of not less than \$1,000,000 per claim/\$2,000,000 in the aggregate and covering Consultant against all sums that Consultant may be obligated to pay on account of any liability arising out deviation from the professional standard of care set forth in the Agreement. If the policy is a claims made policy, it shall remain in effect for 5 years after the work has been completed.

F. Village as Additional Insured. Village shall be named as an Additional Insured on all policies except for:

Worker's Compensation
Professional Liability

Each such additional Insured endorsement shall identify Village as follows: Village of Schaumburg, including its Board members and elected and appointed officials, its officers, and employees.

- G. Other Parties as Additional Insureds. In addition to Village, the following parties shall be named as additional insured on the following policies:

Additional Insured

Policy or Policies

The Consultant will provide certificates of insurance evidencing the types and limits of insurance specified. The certificates of insurance will specifically address each of the requirements noted. All insurance noted is primary and in no event will be considered contributory to any insurance purchased by the Village.

The same full insurance coverage provided to the named insured, whether it is the Consultant or a sub-contractor, shall be provided to the Village without any limitations or endorsements that might limit or exclude coverage.

Any and all deductibles or other forms of retention are the responsibility of the Consultant. All deductibles or other forms of retention are subject to the approval of the Village. Consultant will disclose to the Village in writing the amounts of any deductible or self-insured retentions on the insurance required under this contract.

Consultant waives any right of subrogation it may have or later acquire against the Village.

The Consultant shall not allow any subcontractor to commence work on their subcontract until the same insurance has been obtained by the subcontractor. The Consultant and their subcontractor(s) shall maintain all insurance required for not less than one (1) year after completion of this contract except professional liability which shall be for 5 years.