

Tri-Trails Connector Phase I Study Village of Villa Park

Project Team

Civiltech Engineering, Inc.

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Scope of Services

The proposed improvement will provide a connection between the Salt Creek Greenway Trail, the Great Western Trail, the Illinois Prairie Path, and Downtown Villa Park, with a future connection to Villa Avenue/St. Charles Road. The Phase I engineering for this project will include environmental and location-design studies needed to develop and refine geometric improvements, evaluate costs and impacts, and undertake coordination with jurisdictional agencies and the public. The primary objective of the Phase I Engineering Study is to develop a conceptual improvement plan which provides the desired level of safety, operation, and connectivity, minimizes (or avoids) impacts to adjacent properties, and which fulfills all of the requirements for processing and funding of this project by the Village of Villa Park (Village), Illinois Department of Transportation (IDOT), and the Federal Highway Administration (FHWA).

The scope of Services assumes that this project will be processed as a **State Approved Categorical Exclusion** with the preparation of a Project Development Report. The following is the proposed Scope of Services for the Tri-Trails Connector Phase I Study:

Item 1 – Early Coordination and Data Collection – This work item will include collecting available existing information as follows:

- a. Collect and review previous studies and existing roadway plans.
- b. Collect Land Use, Zoning, Tollway, School District, Park District, etc. maps and plans.
- c. Obtain public and private utility atlases.
- d. Perform project area reconnaissance and prepare a photo log.
- e. Obtain recent digital aerial photography of study area at a scale of 1" = 50'.
- f. Prepare and process Environmental Survey Request forms. This includes photos of any buildings 40 years old or older (if necessary).
- g. Prepare Project Program Information (PPI) Form as per IDOT requirements.

- h. Prepare Initial Coordination Meeting Data Form (BLR 22410) as per IDOT requirements.

Item 2 – Field Survey – In order to develop accurate construction costs and right-of-way analysis, a complete design topographic survey will be conducted as part of the project.

This survey will include topographic information, cross sections and a drainage and utility survey. Cross sections will also be taken at all intersecting side streets, driveways, and tollway ramps to aid in the final design. The surveyors will recover as many property and/or other survey monuments as can be located for use in calculating the existing rights-of-way. The limits of the survey will extend a minimum of 10 feet beyond the right-of-way. We will input the existing topographic survey information and develop plan base sheets at a scale of 1"=50'. Cross sections will be prepared at 50-foot intervals at 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 included in the base file.

Field survey will be performed by a subconsultant, Jorgensen & Associates, Inc. and a copy of their detailed proposal is contained in Attachment B.

Item 3 – Crash Analyses – In order to satisfy IDOT and FHWA requirements, it will be necessary to gather and review pedestrian and bicycle crash data for the study area to determine the existence of any safety hazards. It is assumed that due to the length of the project, the crash analyses will be updated once during the Phase I Study. Therefore, this work item will include:

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

Item 4 – Traffic Analyses – The proposed improvements will change the layout and function of the project area. It will be necessary to gather information regarding the existing and future traffic patterns to identify the best locations for new crosswalks and type of crossing treatments, in addition to review the existing traffic control at the intersections.

The traffic analyses will include:

- Obtain 24-hr. turning movement, bike, and pedestrian counts using video counting units (VCU) at the following intersections:
 - Villa Avenue/Wildwood Avenue
 - Wildwood Avenue/Monterey Avenue
 - Monterey Avenue/Illinois Prairie Path

- Reduce and tabulate traffic count data; determine A.M. and P.M peak hours and peak hour usage; prepare traffic volume exhibits.
- Obtain 2050 traffic projections from CMAP for the corridor.
- Develop design hourly traffic volumes (DHV's).
- Perform A.M. and P.M. existing and 2050 No-Build capacity analyses using HCS7 to establish a baseline for comparison to proposed alternatives.
- Perform A.M. and P.M. 2050 Build capacity analyses using HCS7 to determine level of operation.
- Analyze stop sign warrants for the two intersections based upon MUTCD standards and guidance.
- Prepare and submit crash and traffic analyses package to the Village for review.
- Analyze and make recommendation for improved pedestrian/vehicular crossing interface

Item 5 – Alternative Geometric Studies – It is anticipated that this item will include:

- a. Prepare detailed horizontal geometrics on topographic base sheets.
- b. Define vertical path geometrics including detailed analysis of proposed path cross sections.
- c. Determine right-of-way acquisition and grading easement limits.
- d. Develop maintenance of traffic and detour plan, if necessary.
- e. Prepare plan and profile exhibits.
- f. Submit geometrics to Village for review.

Item 6 – 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. If the results determine that the initial screening determined the potential presence of special waste, the need for a Preliminary Environmental Site Assessment (PESA) will be completed during preliminary engineering.

We propose to use Huff & Huff, Inc. as a subconsultant to perform the PESA studies for this project. A copy of their detailed proposal is included in Attachment C.

Item 7 – Wetland Study – A wetland investigation of the site would be conducted, as required by the August 2010 USACE Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Midwest Region, Version 2.0 (Supplemental Wetland Manual). In accordance with the May 14, 2009 edition of the DuPage County Countywide Stormwater and Floodplain Ordinance, proposed wetland field investigations would include all areas within the Project Corridor and any additional areas within 100 feet outside of the Project Corridor. The additional investigation area ensures that all potential critical wetlands (high quality aquatic resources), and their 100-foot buffer areas are identified within project corridor.

Proposed wetland survey services include the identification and delineation of all on-site wetlands, documentation of all adjacent wetlands, determination and delineation of wetland buffer areas, and determination of critical wetlands. The proposed scope of work includes an

off-site record/document review followed by an on-site investigation. Field investigation activities include on-site testing for the presence of hydric soils, hydrophytic vegetation, and sufficient hydrology. A floristic quality assessment would be conducted for each identified wetland. Where appropriate, Civiltech would flag USACE "Waters of the U.S." and potential isolated waters limits within the Project Corridor. Findings documented during the field investigation will be documented in a Wetland Delineation Report.

Submittal and coordination for the Wetland Impact Evaluation form is also included in this item.

Item 8 – Drainage Evaluation – This item will include preliminary review of the overall existing drainage as well as the proposed trail alignment, profile, and cross sections and any potential impacts to existing drainage and mapped floodplain as a result of the proposed improvement. A brief technical memorandum providing an overview of existing drainage, a summary of the proposed drainage design criteria, and overview of the required proposed drainage will be prepared.

The work item will include the following:

- Prepare General Location Drainage Map.
- Review Floodplain Mapping and overlay proposed improvement limits onto Floodplain Map Exhibit. Determine base flood elevations in relation to proposed trail alignment and profile.
- Develop and document design criteria for the proposed drainage design.
- Address project compliance with the DuPage County Stormwater and Floodplain Ordinance.
- Review proposed path alignment, profile, and cross sections for drainage and floodplain impacts.
- Review and confirm previous Village abundance compensatory storage in Rotary Park will satisfy requirements.
- Prepare a preliminary cost estimate for any required drainage modifications or improvements.
- Prepare a brief Drainage Technical Memorandum summarizing existing drainage, drainage design criteria and project compliance with the DuPage County Stormwater and Floodplain Ordinance, potential floodplain impacts, as well as an overview of the required proposed drainage.

Item 9 – Section 4(f) Evaluation and Documentation – The proposed improvement may require temporary right-of-way from the Village-owned Rotary Park and/or Lions Park, in addition to property owned by DuPage County. It is anticipated, however, that the recreational facility impacts will be found to be minor and that the Section 4(f) Evaluations will consist of preparing the necessary documentation for temporary occupancy. The evaluation will include the following work tasks:

- A. Provide draft letters to the Official with Jurisdiction for their concurrence signature.
- B. Prepare Section 4(f) Temporary Occupancy Evaluation (per 23 CFR 774.13(d))
- C. Prepare 4(f) exhibits.

D. Submit documentation to IDOT/FHWA for approval.

Item 10 – Draft Project Development Report – This work task will involve integration of project data and engineering studies into a Draft Project Development Report that meets requirements as contained in BLR Form 22211. Specifically this work item will include the following:

Item 11 – Agency Coordination – The efficiency and timeliness of executing a project can hinge on the level and frequency of coordination with applicable jurisdictional agencies. In order to avoid delays and costly multiple design revisions, we believe it will be helpful to have regular coordination meetings with all agencies involved. An Initial IDOT Kickoff Meeting has already been conducted during the STP-Local application process. Coordination meetings will be required for Section 4(f) documentation with potentially both the Village and the County.

- a. Kick-off meeting with Village.
- b. Kick-off meeting with the DuPage County Division of Transportation.
- c. Village project status update meetings (Assume 3 meetings).
- d. Section 4(f) coordination meetings (assume 1 with Village and 1 with County).
- e. IDOT/FHWA Coordination Meeting.

All meetings will include preparation for, attendance at, and preparation of meeting minutes.

Item 12 – Public Involvement – The purpose of the public involvement process is to promote a proactive and responsive approach that seeks the input of all concerned stakeholders early and often, and that provides for appropriate input at key points in the project decision making process. For this scope of services, it is assumed that the process will include two Public Information Meetings for this project. Following are the specific public involvement tasks that are anticipated:

Public Information Meeting (two meetings)

- a. Preparation of public meeting newspaper advertisements.
- b. Preparation of public meeting brochure, comment forms and sign-in sheets.
- c. Preparation of public meeting exhibits.
- d. Preparation of virtual public meeting exhibits, if needed.
- e. Revisions to presentation materials based on comments from the Village.
- f. Attendance at public meeting.
- g. Disposition of public meeting comments.

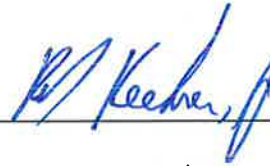
Item 13 – Final Project Development Report – Based on the outcome of the draft report review and municipal input, the final Project Development Report will be prepared and printed. Design Approval would be requested from IDOT. This work item will include the following tasks:

- a. Revise draft PDR exhibits.
- b. Revise construction cost estimate for improvements.
- c. Revise draft PDR report, proofread and edit.
- d. Print, bind and deliver final PDR Report.

Item 14 – Supervision, Administration and Project Coordination – This item includes project setup, monthly invoicing and preparation of status reports, quarterly client coordination meetings as needed and in-house coordination meetings. This item also includes implementation of Civiltech's quality control/quality assurance in-house review process.

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Jonathan R. Vana, P.E.
President
Civiltech Engineering, Inc.

A handwritten signature in blue ink, appearing to read 'R. Keeber, Jr.', written over a horizontal line.

Accepted By
Village Manager
Village of Villa Park

Tri-Trails Connector Phase I Study
Village of Villa Park, Illinois

**COST ESTIMATE OF CONSULTANT SERVICES
PHASE I ENGINEERING**

Task	Personnel & Hours											Total Hours	% of Hours	Labor Cost
	Department Head	Project Manager	Project Engineer	Design Engineer	Senior Traffic Engineer	Traffic Engineer	Environmental Scientist III	Sr. Drainage Engineer	Drainage Engineer	Design Technician	Admin. Asst.			
	\$70.00	\$70.00	\$46.25	\$32.50	\$48.25	\$36.00	\$35.00	\$70.00	\$32.25	\$36.50	\$20.00			
1 Early Coordination and Data Collection														
2 Field Survey	0	2	14	26	0	0	0	0	0	10	0	52	5.3%	\$ 1,998
3 Crash Analysis	0	4	4	0	0	0	0	0	0	16	0	24	2.5%	\$ 1,049
4 Traffic Analyses	0	0	2	10	0	0	0	0	0	2	0	14	1.4%	\$ 491
5 Alternate Geometric Studies	0	0	0	6	8	24	0	0	0	6	0	44	4.5%	\$ 1,664
6 Preliminary Environmental Site Assessment	2	8	42	88	0	0	0	0	0	8	2	150	15.4%	\$ 5,835
7 Wetland Investigation	0	2	0	0	0	0	0	0	0	0	0	2	0.2%	\$ 140
8 Drainage Evaluation	2	2	0	8	0	0	48	0	0	0	0	60	6.2%	\$ 2,220
9 Section 4(f) Evaluation and Documentation	0	2	2	0	0	0	0	9	70	0	0	83	8.5%	\$ 3,120
10 Draft Project Development Report	2	4	10	24	0	0	0	0	0	8	2	50	5.1%	\$ 1,995
11 Agency Coordination	2	4	22	72	0	0	0	0	2	4	4	110	11.3%	\$ 4,068
12 Public Involvement	2	22	22	22	0	0	0	0	0	16	0	84	8.6%	\$ 3,997
13 Final Project Development Report	6	14	42	108	0	0	0	0	0	20	0	190	19.5%	\$ 7,583
14 Supervision, Administration & Project Coordination	2	4	14	28	0	0	0	0	0	8	4	60	6.2%	\$ 2,350
Sub-Total	22	102	182	396	8	24	48	9	72	98	12	973	5.1%	\$ 3,160
% of Hours	2.3%	10.5%	18.7%	40.7%	0.8%	2.5%	4.9%	0.9%	7.4%	10.1%	1.2%		100.0%	
Total Cost	\$1,540	\$7,140	\$8,418	\$12,870	\$386	\$864	\$1,680	\$630	\$2,322	\$3,577	\$240			\$39,667
Multiplier*	2.49													\$98,889
Direct Costs (See Exhibit A-4)														\$2,345
Subconsultants (See Exhibit A-4)														\$30,409
Total Engineering Cost:														\$131,643

* Multiplier = (DL + OH + FF)
DL = Direct Labor
OH = Overhead = 117.73%
FF = Fixed Fee = 31.57%
where FF = 14.5%[DL + OH(DL)]

Tri-Trails Connector Phase I Study
Village of Villa Park, Illinois

WORKHOUR ESTIMATE
PHASE I ENGINEERING

Item No.	Task	Personnel & Hours											Total Hours	% of Hours	
		Department Head	Project Manager	Project Engineer	Design Engineer	Senior Traffic Engineer	Traffic Engineer	Environmental Scientist III	Sr. Drainage Engineer	Drainage Engineer	Design Technician	Admin. Asst.			
1	Early Coordination and Data Collection														
A.	Collect and review previous studies and existing roadway plans.			2										2	3.8%
B.	Collect Land Use, public transit, Zoning, Tollway, School District, driveway permits, maps and plans.										2			2	3.8%
C.	Obtain public and private utility atlases.				2									2	3.8%
D.	Perform project area reconnaissance and prepare a photolog.			4	4									8	15.4%
E.	Obtain recent digital aerial photography of study area at a scale of 1" = 50'.				2									2	3.8%
F.	Prepare and process Environmental Survey Request forms including ground level photos of all buildings 40 years old or older.		2	4	16						8			30	57.7%
G.	Prepare Project Program Information (PPI) Form as per IDOT requirements.			2										2	3.8%
H.	Prepare Initial Coordination Meeting Data Form (BLR 22410) as per IDOT requirements.			2	2									4	7.7%
	Sub-total Item 1	0	2	14	26	0	0	0	0	0	10	0	52	100.0%	
2	Field Survey														
	<i>Field Survey will be conducted by a subconsultant - Jorgensen & Associates, Inc.</i>														
A.	Development of project base sheets.			4							16			20	83.3%
B.	Coordination with subconsultant.		4											4	16.7%
	Sub-total Item 2	0	4	4	0	0	0	0	0	0	16	0	24	100.0%	
3	Crash Analysis														
A.	Collect 5 years of pedestrian and Bicycle crash data.				2									2	14.3%
B.	Tabulate data and plot collision diagrams.				2						2			4	28.6%
C.	Prepare wet/dry crash analysis.				2									2	14.3%
D.	Prepare roadway lighting warrant analysis.				2									2	14.3%
F.	Evaluate safety improvement needs, identify countermeasures and recommendations to increase safety for pedestrians and vehicles, and write crash analysis text.			2	2									4	28.6%
	Sub-total Item 3	0	0	2	10	0	0	0	0	0	2	0	14	100.0%	
4	Traffic Analyses														
	Obtain 24-hr. traffic counts using video counting units (VCU's) at Villa Avenue/Wildwood Avenue, Wildwood Avenue/Monterey Avenue, Monterey Avenue/Illinois Prairie Path.				6						6			12	27.3%
B.	Reduce and tabulate traffic count data; determine A.M. and P.M. peak hours and peak hour usage; prepare traffic volume exhibits.								2					2	4.5%
C.	Obtain 2050 traffic projections from CMAP for the corridor.								2					2	4.5%
D.	Develop design hourly traffic volumes (DHV's).								2					2	4.5%
E.	Perform A.M. and P.M. existing and 2050 No-Build capacity analyses using HCS7 to establish a base line for comparison to proposed alternatives.					2		4						6	13.6%
F.	Perform A.M. and P.M. 2050 Build capacity analyses using HCS7 to determine level of operation.					2		4						6	13.6%
G.	Analyze stop sign warrants for the two intersections based upon MUTCD standards and guidance.								2					2	4.5%
H.	Prepare and submit crash and traffic analyses package to the Village for review.					4		8						12	27.3%
	Sub-total Item 4	0	0	0	6	8	24	0	0	0	6	0	44	100.0%	

Tri-Trails Connector Phase I Study
Village of Villa Park, Illinois

WORKHOUR ESTIMATE
PHASE I ENGINEERING

Item No.	Task	Personnel & Hours										Total Hours	% of Hours	
		Department Head	Project Manager	Project Engineer	Design Engineer	Senior Traffic Engineer	Traffic Engineer	Environmental Scientist III	Sr. Drainage Engineer	Drainage Engineer	Design Technician			Admin. Asst.
5	Alternate Geometric Studies													
A.	Prepare detailed horizontal geometrics on topographic base sheets.		2	12	28									
B.	Define vertical path geometrics including preliminary analysis of proposed path cross sections for the preferred alternative.	2	2	12	28						8		50	33.3%
C.	Determine right-of-way acquisition and grading easement limits.			2	2								4	2.7%
D.	Develop maintenance of traffic and detour plan, if necessary.		2	2	2								6	4.0%
E.	Prepare plan and profile exhibits.		2	12	24								38	25.3%
F.	Submit geometrics to Village for review.			2	4							2	8	5.3%
	Sub-total Item 5	2	8	42	68	0	0	0	0	0	8	2	150	100.0%
6	Preliminary Environmental Site Assessment													
	<i>PESA will be completed by a subconsultant - Huff & Huff</i>													
A.	Coordinate with subconsultant.		2										2	100.0%
	Sub-total Item 6	0	2	0	0	0	0	0	0	0	0	0	2	100.0%
7	Wetland Investigation													
A.	Conduct a desktop review of the area							6					6	10.0%
B.	Conduct a field investigation of the area				8			10					18	30.0%
C.	Prepare project documentation (wetland delineation report and WIE form)	2	2					32					36	60.0%
	Sub-total Item 7	2	2	0	8	0	0	48	0	0	0	0	60	100.0%
8	Drainage Evaluation													
A.	Prepare General Location Drainage Map.								1	4			5	6.0%
B.	Floodplain Map review and Exhibit								1	6			7	8.4%
C.	Develop and document design criteria for the proposed drainage design.								1	8			9	10.8%
D.	Address project compliance with the DuPage County Stormwater and Floodplain Ordinance.								1	8			9	10.8%
E.	Review proposed path alignment, profile, and cross sections for drainage/floodplain impacts.								2	16			18	21.7%
F.	Preliminary Drainage Cost Estimates								1	8			9	10.8%
G.	Drainage Technical Memorandum		2	2					2	20			26	31.3%
	Sub-total Item 8	0	2	2	0	0	0	0	9	70	0	0	83	100.0%
9	Section 4(f) Evaluation and Documentation													
A.	Provide draft letters to the Official with Jurisdiction for their concurrence signature.		2	2	4								8	16.0%
B.	Prepare Section 4(f) Temporary Occupancy Evaluation (per 23 CFR 774.13(d))	2	2	4	8								16	32.0%
C.	Prepare Section 4(f) exhibits.			2	8						8		18	36.0%
D.	Submit documentation to IDOT/FHWA for approval.			2	4							2	8	16.0%
	Sub-total Item 9	2	4	10	24	0	0	0	0	0	8	2	50	100.0%
10	Draft Project Development Report													
A.	Prepare report exhibits, including a location map, a land use exhibit, existing and proposed typical sections, and maintenance of traffic exhibit.			2	4								10	9.1%
B.	Prepare construction cost estimate for proposed improvements. Reviewed by Phase II staff.		2	8	12					2	4		24	21.8%
C.	Preparation and Approval of Design Variance Form - BLR 22120.			2	4								6	5.5%
D.	Write, proofread, and edit Draft Project Development Report.	2	2	10	48								62	56.4%
E.	Print, bind and deliver Draft Project Development Report.				4							4	8	7.3%
	Sub-total Item 10	2	4	22	72	0	0	0	0	2	4	4	110	100.0%

Tri-Trails Connector Phase I Study
Village of Villa Park, Illinois

WORKHOUR ESTIMATE
PHASE I ENGINEERING

Item No.	Task	Personnel & Hours											Total Hours	% of Hours		
		Department Head	Project Manager	Project Engineer	Design Engineer	Senior Traffic Engineer	Traffic Engineer	Environmental Scientist III	Sr. Drainage Engineer	Drainage Engineer	Design Technician	Admin. Asst.				
11	Agency Coordination															
A.	Kick-off meeting with Village.		4	4	4							2			14	16.7%
B.	Kick-off meeting with the DuPage County Division of Transportation.		4	4	4							4			16	19.0%
C.	Village Project Update Meetings.		6	6	6							6			24	28.6%
D.	Section 4(f) Coordination Meetings.		4	4	4							2			14	16.7%
E.	IDOT/FHWA Coordination Meeting.		2	4	4							2			16	19.0%
	Sub-total Item 11	2	22	22	22	0	0	0	0	0	0	16	0	84	100.0%	
12	Public Involvement															
A.	Preparation of public meeting newspaper advertisements.				4										4	2.1%
B.	Preparation of public meeting brochure, comment forms and sign-in sheets.		4	8	24							8			44	23.2%
C.	Preparation of public meeting exhibits.		4	16	48							12			80	42.1%
D.	Revisions to presentation materials based on comments from the Village.			8	16										24	12.6%
E.	Attendance at public meetings.		6	6	12										30	15.8%
F.	Preparation of meeting summary and disposition of comments.			4	4										8	4.2%
	Sub-total Item 12	6	14	42	108	0	0	0	0	0	0	20	0	190	100.0%	
13	Final Project Development Report															
A.	Revise Draft Project Development Report exhibits.				8							8			16	26.7%
B.	Revise construction cost estimate for improvements.		2	2	4										8	13.3%
C.	Revise Draft Project Development Report, proofread and edit.		2	2	16										32	53.3%
D.	Print, bind and deliver final PDR Report.												4		4	6.7%
	Sub-total Item 13	2	4	14	28	0	0	0	0	0	0	8	4	60	100.0%	
14	Supervision, Administration & Project Coordination															
A.	Project setup, monthly invoicing, status reports & schedule monitoring.														16	32.0%
B.	Client Coordination.		4	18	8	4									34	68.0%
	Sub-total Item 14	4	34	8	4	0	0	0	0	0	0	0	0	50	100.0%	
	Total Hours:	22	102	182	396	8	24	48	9	72	98	12		973		
	% of Hours:	2.3%	10.5%	18.7%	40.7%	0.8%	2.5%	4.9%	0.9%	7.4%	10.1%	1.2%		100.0%		

**Tri-Trails Connector Phase I Study
Village of Villa Park, Illinois**

**PHASE I ENGINEERING
DIRECT COSTS AND SUBCONSULTANT SERVICES**

		Direct Cost	Subconsultant Expense
Item 1	Early Coordination and Data Collection		
Mileage			
	1 trips @ 22 miles @	\$0.575	\$12.65
Item 2	Field Survey		
	Subconsultant Expense -Jorgensen & Associates, Inc. See Attachment B		\$22,589.00
Item 4	Traffic Analyses		
	Video Count Data Reduction 3 locations x \$375 each		\$1,125.00
Mileage			
	2 trips @ 22 miles @	\$0.575	\$25.30
Item 6	Preliminary Environmental Site Assessment		
	Subconsultant Expense - Huff & Huff, Inc. See Attachment C		\$7,820.21
Item 11	Agency Coordination		
Mileage			
	5 trips @ 22 miles @	\$0.575	\$63.25
	2 trips @ 20 miles @	\$0.575	\$23.00
	1 trips @ 34 miles @	\$0.575	\$19.55
Item 12	Public Involvement		
Mileage			
	6 trips @ 22 miles @	\$0.575	\$75.90
Legal Notices			
	4 each \$250.00		\$1,000.00
TOTAL:		\$2,345	\$30,409



A Subsidiary of GZA



July 8, 2020

via email: jtibble@civiltechinc.com

Mr. James R. Tibble, P.E.
Project Manager
Civiltech Engineering, Inc.
Two Pierce Place, Suite 1400
Itasca, Illinois 60143

**Re: Phase I Environmental Services – PESA
Tri-Trail Connector, Village of Villa Park, DuPage County, Illinois
Proposal No. 81.PT00029.21**

Dear Mr. Tibble:

Huff & Huff, Inc., a subsidiary of GZA GeoEnvironmental, Inc. (H&H/GZA), is pleased to present Civiltech Engineering, Inc. (Civiltech) with this proposal to provide environmental services for the Village of Villa Park's (Village) Tri-Trail Connector Project located in Villa Park, DuPage County, Illinois. Proposed services include completion of a Preliminary Environmental Site Assessment (PESA) report. This proposal presents our: Project Understanding; Scope of Services; Level of Effort, Costs, and Schedule; and Proposal Acceptance. Terms and Conditions, and Costs are presented as attachments.

1. PROJECT UNDERSTANDING

H&H/GZA understands that the Village seeks professional environmental services for the Phase I Preliminary Engineering Study for bike path and trail connection improvements within the Village. This Tri-Trail Connector Project is proposed to connect three bike paths located within in the limits of the Village. These paths include the Illinois Prairie Path, Great Western Trail, and Salt Creek Greenway Trail. A Conceptual Design plan sheet was provided by Civiltech to H&H/GZA identifying the limits of this Tri-Trail Connector Project. The proposed scope of services and fee are associated with only the municipal routes (non-IDOT jurisdiction) components of the proposed improvements, which excludes parcels associated with IL Route 83.

2. SCOPE OF SERVICES

Task 1: Preliminary Environmental Site Assessment (PESA)

H&H/GZA will conduct a Preliminary Environmental Site Assessment (PESA) for the local road portions of the Tri-Trail Connector Project Corridor. This process will follow general protocols contained within:

- A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation (IDOT) Highway Projects (Erdmann et al., 2012);
- ASTM International (ASTM) standard 1527-13;
- IDOT Bureau of Design and Environment (BDE) Procedure Memorandum Number 10-07, Special Waste Procedures. This memo was incorporated into Chapter 27-3 of the IDOT BDE Manual in June 2012;
- IDOT Bureau of Local Roads and Streets (BLRS) Manual, Chapter 20-12, Special Waste, July 2013;

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- Public Act 96-1416; and
- Clean Construction or Demolition Debris (CCDD) Fill Operations and Uncontaminated Soil Fill Operations: Amendments to 35 Illinois Administrative Code 1100, effective August 27, 2012.

A. Historical Research

The Project Corridor historical land use/ownership record will be developed from standard historical sources. Historic aerial photographs will be reviewed to identify land use over time and potential areas of environmental concern, such as areas of surface disturbance and outside storage.

B. Site Evaluation

Current environmental features and conditions of sites adjacent to the Project Corridor will be evaluated. A site walkover of potential areas designated for excavation and/or acquisition will be conducted for first-hand evaluation of current environmental conditions within the Project Corridor. All of the features and conditions listed above will be investigated and, as appropriate, documented in photographs. The land-use and housekeeping practices of adjacent properties will also be evaluated in accordance with ASTM protocols.

C. Records Review

A records review will be conducted to determine potential environmental concerns within the Project Corridor. This will include a search of standard state and federal environmental record databases in accordance with the specifications of ASTM standards. This search is based on the limits of the Project Corridor. Specifically, H&H/GZA will search each database to identify any potential sources requiring further investigation. As appropriate, Freedom of Information Act (FOIA) requests will be filed with the Illinois Environmental Protection Agency (IEPA) to obtain additional data pertaining to identified sites.

D. Report Preparation

A PESA Report summarizing the results of the evaluation will be prepared. The following information will be included in this report:

- The project location and description;
- Historical uses of Project Corridor;
- The area geology and hydrology;
- The environmental status of sites adjacent to the Project Corridor regarding chemical use and storage, underground and aboveground storage tanks, solid waste, special waste, hazardous waste, and PCBs;
- An analysis of the site inspection; and
- A summary of the findings regarding environmental concerns. The Potentially Impacted Properties (PIPs) will be assessed, per Subpart F, Section 1100, 35 IAC, related to CCDD management and in general conformation with IDOT memorandums.

Task 2: Project Management

Time under this task includes project administration and management activities that include cost and schedule tracking; coordination with Civiltech on authorized activities; memo production and other in-house management activities; and project closeout.

Task 3: QA/QC

Time under this task includes Quality Assurance/Quality Control (QA/QC) time for the report as described above.



3. LEVEL OF EFFORT, COSTS, AND SCHEDULE

The fee for the proposed scope of services is included on the attached IDOT cost worksheets. PESA work will commence within ten business days of authorization to proceed, or as requested by Civiltech. The target completion date is six weeks from the date of the authorization to proceed. If an expedited schedule is necessary, H&H/GZA will coordinate with Civiltech to establish a schedule that is appropriate for the project needs.

Conditions of Engagement

The conditions of engagement are described in the attached Terms and Conditions for Professional Services. H&H/GZA's report will be prepared on behalf of and for the exclusive use of Civiltech. Civiltech acknowledges and agrees that the report and the findings in the report shall not, in whole or in part, be disseminated or conveyed to any other party, or used or relied upon by any other party, in whole or in part, except for the specific purpose and to the specific parties alluded to above, without the written consent of H&H/GZA. H&H/GZA would be pleased to discuss the conditions associated with any additional dissemination, use, or reliance by other parties.

4. PROPOSAL ACCEPTANCE

This agreement may be accepted by signing in the appropriate space below and returning one complete copy to H&H/GZA. This proposal is valid for a period of 30 days from the date of issue.

We appreciate the opportunity to submit this proposal. Please feel free to contact the undersigned at (630) 684-4425 with any questions.

Very truly yours,
Huff & Huff, Inc.

Baron H. Stuedemann, P.E., P.W.S.
Associate Principal

Attachments: Terms and Conditions

This Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services are hereby accepted and executed by a duly authorized signatory, who by execution hereof, warrants that he/she has full authority to act for, in the name, and on behalf of _____.

By: _____ Title: _____

Printed/Typed Name: _____ Date: _____

The Proposal for Services, Schedule of Fees and Terms and Conditions for Professional Services may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by an e-mail delivery of a document in ".pdf" format, each such signature shall create a valid and binding obligation of the party executing the document, or on whose behalf each document is executed, with the same force and effect as if each such facsimile or ".pdf" signature were an original thereof.



TERMS AND CONDITIONS FOR PROFESSIONAL SERVICES

Including Site Investigation, Remediation, Geotechnical, Construction, And Testing

© 2016 by Huff & Huff, Inc., a Subsidiary of GZA GeoEnvironmental, Inc.

These Terms and Conditions, together with Huff & Huff, Inc.'s (H&H's) Proposal, make up the Agreement between H&H and you, Client, named in the attached proposal.

BEFORE SIGNING THE PROPOSAL, BE SURE YOU READ AND UNDERSTAND THE PARAGRAPHS ENTITLED "INDEMNIFICATION" AND "LIMITATION OF REMEDIES" WHICH DEAL WITH THE ALLOCATION OF RISK BETWEEN YOU AND H&H.

1. **Services.** H&H will perform the services set forth in its Proposal and any amendments or change orders authorized by you. Any request or direction from you that would require extra work or additional time for performance or would result in an increase in H&H's costs will be the subject of a negotiated amendment or change order.
2. **Standard of Care; Warranties.**
 - a. H&H will perform the services with the degree of skill and care ordinarily exercised by qualified professionals performing the same type of services at the same time under similar conditions in the same or similar locality.
 - b. H&H warrants that its construction services will be of good quality, free of faults and defects and in conformance with the Proposal.
 - c. **EXCEPT AS SET FORTH IN SUBSECTIONS 2a AND 2b, ABOVE, NO WARRANTY, EXPRESS OR IMPLIED, INCLUDING WARRANTY OF MARKETABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS MADE OR INTENDED BY H&H'S PROPOSAL OR BY ANY OF H&H'S ORAL OR WRITTEN REPORTS.**
 - d. H&H assigns to you any manufacturers' warranties of equipment or materials purchased from others, to the extent they are assignable, and your sole recourse will be against the manufacturer. Full risk of loss of materials and equipment will pass to you upon delivery to the Site, and you will be responsible for insuring and otherwise protecting them against theft and damage.
3. **Payment.**
 - a. Except as otherwise stated in the Proposal, you will compensate H&H for the services at the rates set forth in the applicable Proposal, amendment or change order; reimburse its expenses, which will include a communication fee calculated as a percentage of labor invoiced; and pay any sales or similar taxes thereon.
 - b. Any retainer specified in H&H's Proposal shall be due prior to the start of services and will be applied to the final invoice for services.
 - c. H&H will submit invoices monthly, and Client will forward to Prime within 30 days of invoice date. Client payment to H&H is due within 20 days of receipt of payment from Prime. Overdue payments will bear interest at 1½ percent per month or, if lower, the maximum lawful rate. H&H may terminate its services upon 10 days' written notice anytime your payment is overdue on this or any other project and you will pay for all services through termination, plus termination costs. You will reimburse H&H's costs of collecting overdue invoices, including reasonable attorneys' fees.
4. **Your Responsibilities.**
 - a. Except as otherwise agreed, you will secure the approvals, permits, licenses and consents necessary for performance of the services. If you are the owner or operator of the Site, you will provide H&H with all documents, plans, information concerning underground structures (including but not limited to utilities, conduits, pipes, and tanks), information related to hazardous materials or other environmental or geotechnical conditions at the Site and other information that may be pertinent to the services or, if you are not the owner or operator of the Site, you agree to make reasonable efforts to obtain these same documents and provide them to H&H. Unless otherwise indicated in writing, H&H will be entitled to rely on documents and information you provide.
 - b. If you use the services of a construction manager at the Site, you agree to use best and reasonable efforts to include in your agreement(s) with the construction contractor provisions obligating the latter:
 - (i) to indemnify and hold harmless, to the fullest extent permitted by law, you and H&H, its officers, employees and principals, for or on account of any claims, liabilities, costs and expenses, including attorneys' fees, arising out of or relating to the design or implementation of construction means, methods, procedures, techniques, and sequences of construction, including safety precautions or programs, of the contractor, or any of its subcontractors or any engineer engaged by it;



- (ii) to name you and H&H as additional insureds under general liability and builder's risk insurance coverages maintained by the contractor, or any of its subcontractors; and
 - (iii) to require that all of its subcontractors agree and be bound to the obligations set forth in (i) and (ii) above.
 - c. In the event that you are unable to secure such provisions in the agreement(s) with the construction contractor, you shall promptly notify H&H and H&H shall have the opportunity to negotiate with you reasonable substitute risk allocation and insurance indemnities and protections.
- 5. **Right of Entry; Site Restoration.** You grant H&H and its subcontractor(s) permission to enter the Site to perform the services. If you do not own the Site, you represent and warrant that the owner has granted permission for H&H to enter the Site and perform the services; you will provide reasonable verification on request; and you will indemnify H&H for any claims by the Site owner related to alleged trespass by H&H or its subcontractors. H&H will exercise reasonable care to limit damage to landscaping, paving, systems and structures at the Site that may occur and you agree to compensate H&H for any restoration it is asked to perform, unless otherwise indicated in the Proposal.
- 6. **Underground Facilities.** H&H's only responsibility under this Section will be to provide proper notification to the applicable state utility "Call-Before-You-Dig" program. You further agree to assume responsibility for and to defend, indemnify and hold harmless H&H with respect to personal injury and property damages due to H&H's interference with subterranean structures including but not limited to utilities, conduits, pipes, and tanks:
 - (i) that are not correctly shown on any plans and information you or governmental authorities provide to H&H; or
 - (ii) that are not correctly marked by the appropriate utility.
- 7. **Reliance.** The services, information, and other data furnished by you shall be at your expense, and H&H may rely upon all information and data that you furnish, including the accuracy and completeness thereof. You acknowledge that the quality of the services provided by H&H is directly related to the accuracy and completeness of the information and data that you furnish to H&H. **H&H's REPORTS ARE PREPARED FOR AND MADE AVAILABLE FOR YOUR SOLE USE. YOU ACKNOWLEDGE AND AGREE THAT USE OF OR RELIANCE UPON THE REPORT OR THE FINDINGS IN THE REPORT BY ANY OTHER PARTY, OR FOR ANY OTHER PROJECT OR PURPOSE, SHALL BE AT YOUR OR SUCH OTHER PARTY'S SOLE RISK AND WITHOUT ANY LIABILITY TO H&H.**
- 8. **Lab Tests and Samples.** H&H is entitled to rely on the results of laboratory tests using generally accepted methodologies. H&H may dispose of samples in accordance with applicable laws 30 days after submitting test results to you unless you request in writing for them to be returned to you or to be held longer, in which case you will compensate H&H for storage and/or shipping beyond 30 days.
- 9. **H&H Professionals.** H&H employees or consultants may act as licensed, certified or registered professionals (including but not limited to Professional Engineers, Licensed Site or Environmental Professionals, or Certified Industrial Hygienists collectively referred to in this section as "H&H Professionals") whose duties may include the rendering of independent professional opinions. You acknowledge that a federal, state or local agency or other third party may audit the services of H&H or other contractor/consultant(s), which audit may require additional services, even though H&H and such H&H Professionals have each performed such services in accordance with the standard of care set forth herein. You agree to compensate H&H for all services performed in response to such an audit, or to meet additional requirements resulting from such an audit, at the rates set forth in the applicable Proposal, amendment or change order.
- 10. **Hazardous Materials; H&H "Not a Generator".** Before any hazardous or contaminated materials are removed from the Site, you will sign manifests naming you as the generator of the waste (or, if you are not the generator, you will arrange for the generator to sign). You will select the treatment or disposal facility to which any waste is taken. H&H will not be the generator or owner of, nor will it possess, take title to, or assume legal liability for any hazardous or contaminated materials at or removed from the Site. H&H will not have responsibility for or control of the Site or of operations or activities at the Site other than its own. H&H will not undertake, arrange for or control the handling, treatment, storage, removal, shipment, transportation or disposal of any hazardous or contaminated materials at or removed from the Site, other than any laboratory samples it collects or tests. You agree to defend, indemnify and hold H&H harmless for any costs or liability incurred by H&H in defense of or in payment for any legal actions in which it is alleged that H&H is the owner, generator, treater, storer or disposer of hazardous waste.
- 11. **Limits on H&H's Responsibility.** H&H will not be responsible for the acts or omissions of contractors or others at the Site, except for its own subcontractors and employees. H&H will not supervise, direct or assume control over or the authority to stop any contractor's work, nor shall H&H's professional activities nor the presence of H&H or its employees and subcontractors be construed to imply that H&H has authority over or responsibility for the means, methods, techniques, sequences or procedures of construction, for work site health or safety precautions or programs, or for any failure of contractors to comply with contracts, plans, specifications or laws. Any opinions by H&H of



probable costs of labor, materials, equipment or services to be furnished by others are strictly estimates and are not a guarantee that actual costs will be consistent with the estimates.

12. Changed Conditions.

- a. You recognize the uncertainties related to environmental and geotechnical services, which often require a phased or exploratory approach, with the need for additional services becoming apparent during the initial services. You also recognize that actual conditions encountered may vary significantly from those anticipated, that laws and regulations are subject to change, and that the requirements of regulatory authorities are often unpredictable.
- b. If changed or unanticipated conditions or delays make additional services necessary or result in additional costs or time for performance, H&H will notify you and the parties will negotiate appropriate changes to the scope of services, compensation and schedule.
- c. If no agreement can be reached, H&H will be entitled to terminate its services and to be equitably compensated for the services already performed. H&H will not be responsible for delays or failures to perform due to weather, labor disputes, intervention by or inability to get approvals from public authorities, acts or omissions on your part, or any other causes beyond H&H's reasonable control, and you will compensate H&H for any resulting increase in its costs.

13. Documents and Information. All documents, data, calculations and work papers prepared or furnished by H&H are instruments of service and will remain H&H's property. Designs, reports, data and other work product delivered to you are for your use only, for the limited purposes disclosed to H&H. Any delayed use, use at another site, use on another project, or use by a third party will be at the user's sole risk, and without any liability to H&H. Any technology, methodology or technical information learned or developed by H&H will remain its property. Provided H&H is not in default under this Agreement, H&H's designs will not be used to complete this project by others, except by written agreement relating to use, liability and compensation.

14. Electronic Media. In accepting and utilizing any drawings, reports and data on any form of electronic media generated by H&H, you covenant and agree that all such electronic files are instruments of service of H&H, who shall be deemed the author and shall retain all common law, statutory law and other rights, including copyrights. In the event of a conflict between the signed documents prepared by H&H and electronic files, the signed documents shall govern. You agree not to reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this Agreement. Any transfer of these electronic files to others or reuse or modifications to such files by you without the prior written consent of H&H will be at the user's sole risk and without any liability to H&H.

15. Confidentiality; Subpoenas. Information about this Agreement and H&H's services and information you provide to H&H regarding your business and the Site, other than information available to the public and information acquired from third parties, will be maintained in confidence and will not be disclosed to others without your consent, except as H&H reasonably believes is necessary: (a) to perform its services; (b) to comply with professional standards to protect public health, safety and the environment; and (c) to comply with laws and court orders. H&H will make reasonable efforts to give you prior notice of any disclosure under (b) or (c) above. Information available to the public and information acquired from third parties will not be considered confidential. You will reimburse H&H for responding to any subpoena or governmental inquiry or audit related to the services, at the rates set forth in the applicable Proposal, amendment or change order.

16. Insurance. During performance of the services, H&H will maintain workers compensation, commercial general liability, automobile liability, and professional liability/contractor's pollution liability insurance. H&H will furnish you certificates of such insurance on request.

17. Indemnification. You agree to hold harmless, indemnify, and defend H&H and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "H&H") against all claims, suits, fines and penalties, including mandated cleanup costs and attorneys' fees and other costs of settlement and defense, which claims, suits, fines, penalties or costs arise out of or are related to this Agreement or the services, except to the extent they are caused by H&H's negligence or willful misconduct.

18. Limitation of Remedies.

- a. To the fullest extent permitted by law and notwithstanding anything else in this Agreement to the contrary, the aggregate liability of H&H and its affiliates and subcontractors and their employees, officers, directors and agents (collectively referred to in this paragraph as "H&H") for all claims arising out of this Agreement or the services is limited to \$50,000 or, if greater, 10% of the compensation received by H&H under this Agreement.
- b. You may elect to increase the limit of liability by paying an additional fee, such fee to be negotiated prior to the execution of this Agreement.



- c. Any claim will be deemed waived unless received by H&H within one year of substantial completion of the services.
- d. H&H will not be liable for lost profits, loss of use of property, delays, or other special, indirect, incidental, consequential, punitive, exemplary, or multiple damages.
- e. H&H will not be liable to you or the Site owner for injuries or deaths suffered by H&H's or its subcontractors' employees.
- f. You will look solely to H&H for your remedy for any claim arising out of or relating to this Agreement, including any claim arising out of or relating to alleged negligence or errors or omissions of any H&H principal, officer, employee or agent.

19. Disputes.

- a. All disputes between you and H&H shall be subject to non-binding mediation.
- b. Either party may demand mediation by serving a written notice stating the essential nature of the dispute, the amount of time or money claimed, and requiring that the matter be mediated within forty-five (45) days of service of notice.
- c. The mediation shall be administered by the American Arbitration Association in accordance with its most recent Construction Mediation Rules, or by such other person or organization as the parties may agree upon.
- d. No action or suit may be commenced unless mediation has occurred but did not resolve the dispute, or unless a statute of limitation period would expire if suit were not filed prior to such forty-five (45) days after service of notice.

20. Miscellaneous.

- a. Illinois law shall govern this Agreement.
- b. The above terms and conditions regarding Limitation of Remedies and Indemnification shall survive the completion of the services under this Agreement and the termination of the contract for any cause.
- c. Any amendment to these Terms and Conditions must be in writing and signed by both parties.
- d. Having received these Terms and Conditions, your oral authorization to commence services, your actions, or your use of the Report or Work Product constitutes your acceptance of them.
- e. This Agreement supersedes any contract terms, purchase orders or other documents issued by you.
- f. Neither party may assign or transfer this Agreement or any rights or duties hereunder without the written consent of the other party.
- g. Your failure or the failure of your successors or assigns to receive payment or reimbursement from any other party for any reason whatsoever shall not absolve you, your successors or assigns of any obligation to pay any sum to H&H under this agreement.
- h. These Terms and Conditions shall govern over any inconsistent terms in H&H's Proposal.
- i. The provisions of this Agreement are severable; if any provision is unenforceable it shall be appropriately limited and given effect to the extent it is enforceable.
- j. The covenants and agreements contained in this Agreement shall apply to, inure to the benefit of and be binding upon the parties hereto and upon their respective successors and assigns.

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME
PRIME/SUPPLEMENT
Prepared By

Huff & Huff, Inc.
Civiltech Engineering, Inc.
MTW/BHS

DATE 07/08/20
0

PTB-ITEM#

CONTRACT TERM 12 **MONTHS**
START DATE 7/15/2020
RAISE DATE 3/1/2021

OVERHEAD RATE 182.42%
COMPLEXITY FACTOR 0
% OF RAISE 3%

END DATE 7/14/2021

ESCALATION PER YEAR

<u>year</u>	<u>First date</u>	<u>Last date</u>	<u>Months</u>	<u>% of Contract</u>
0	7/15/2020	3/1/2021	8	66.67%
1	3/2/2021	7/1/2021	4	34.33%

The total escalation = 1.00%

Exhibit A - Preliminary Engineering

Route: Tri-Trail Connector
 Local Agency: Village of Villa Park, DuPage County
 (Municipality/Township/County)
 Section: _____
 Project: _____
 Job No. _____

*Firm's **approved rates** on file with IDOT'S
 Bureau of Accounting and Auditing:
 Overhead Rate (OH) 182.42 %
 Complexity Factor ® 0.00
 Calendar Days _____

Method of Compensation:

- 14.5%[DL + R(DL) + OH(DL) + IHDC]
- 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
- 14.5%[(2.3 + R)DL + IHDC]
- Specific Rate
- Lump Sum

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House direct costs (IHDC)	Profit	Total
Task 1 - PESA	Varies (Attached)	55.00	\$32.10	\$1,765.50	\$3,220.63	\$0.00	\$541.50	\$801.51	\$6,329.14
Task 2 - PM	Varies (Attached)	4.00	\$47.80	\$191.20	\$348.79	\$0.00	\$0.00	\$78.30	\$618.29
Task 3 - QA/QC	Varies (Attached)	5.00	\$53.98	\$269.90	\$492.35	\$0.00	\$0.00	\$110.53	\$872.78
TOTALS		64.00		\$2,226.60	\$4,061.77	\$0.00	\$541.50	\$990.34	\$7,820.21

AVERAGE HOURLY PROJECT RATES

RM
B-ITEM#
TIME/SUPPLEMENT

Huff & Huff, Inc.
0
Civiltech, Inc

DATE 07/08/20

SHEET 1 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			PESA			PM			QA/QC								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
ncipal	70.00	0.0																	
sociate Principal II	70.00	0.0																	
sociate Principal I	63.26	3.0	4.69%	2.97	1	1.82%	1.15				2	40.00%	25.30						
nior Consultant	70.13	0.0																	
nior Project Manager III	61.34	0.0																	
nior Project Manager II	47.11	0.0																	
nior Project Manager I	45.57	0.0																	
nior Landscape Architect	53.27	0.0																	
nior Planning PM	53.98	0.0																	
nior Geologist PM	47.80	7.0	10.94%	5.23				4	100.00%	47.80	3	60.00%	28.68						
nior Technical Specialist	46.60	0.0																	
nior Scientist PM II	49.07	0.0																	
nior Technical Scientist	44.68	2.0	3.13%	1.40	2	3.64%	1.62												
chnical Graphics Technician	24.27	8.0	12.50%	3.03	8	14.55%	3.53												
entist PM II	44.92	0.0																	
gineer PM I	40.45	0.0																	
sistant PM Engineer I	36.90	12.0	18.75%	6.92	12	21.82%	8.05												
gineer I	32.63	0.0																	
sistant PM Scientist	33.47	16.0	25.00%	8.37	16	29.09%	9.74												
entist E1	27.53	16.0	25.00%	6.88	16	29.09%	8.01												
entist E2	25.76	0.0																	
ministrative Managers	43.69	0.0																	
nior Administrative Assistant	30.70	0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
TOTALS		64.0	100%	\$34.79	55.0	100.00%	\$32.10	4.0	100%	\$47.80	5.0	100%	\$53.98	0.0	0%	\$0.00	0.0	0%	\$0.00

PAYROLL RATES

FIRM NAME	Huff & Huff, Inc.	DATE	07/08/20
PRIME/SUPPLEMENT	0		
PTB-ITEM #	0		

ESCALATION FACTOR **1.00%**

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Principal	\$72.80	\$70.00
Associate Principal II	\$75.00	\$70.00
Associate Principal I	\$62.63	\$63.26
Senior Consultant	\$69.44	\$70.13
Senior Project Manager III	\$60.73	\$61.34
Senior Project Manager II	\$46.64	\$47.11
Senior Project Manager I	\$45.12	\$45.57
Senior Landscape Architect	\$52.74	\$53.27
Senior Planning PM	\$53.45	\$53.98
Senior Geologist PM	\$47.33	\$47.80
Senior Technical Specialist	\$46.14	\$46.60
Senior Scientist PM II	\$48.58	\$49.07
Senior Technical Scientist	\$44.24	\$44.68
Technical Graphics Technici	\$24.03	\$24.03
Scientist PM II	\$44.48	\$44.48
Engineer PM I	\$40.05	\$40.05
Assistant PM Engineer I	\$36.53	\$36.53
Engineer I	\$32.31	\$32.31
Assistant PM Scientist	\$33.14	\$33.14
Scientist E1	\$27.26	\$27.26
Scientist E2	\$25.50	\$25.50
Administrative Managers	\$43.26	\$43.26
Senior Administrative Assista	\$30.40	\$30.40

[Faint, illegible text]

HUFF & HUFF, INC.
SUMMARY OF OUTSIDE DIRECT COSTS
 Project: Civiltech Tri-Trails Villa Park, IL

OUTSIDE

Task 1: PESA

Trips - Employee	20 miles	x	1	x	\$ 0.575	=	\$	11.50
Maps/Aerials			2	x	\$ 90.00	=	\$	180.00
Records Search			2	x	\$ 175.00	=	\$	350.00
Task Total								\$ 541.50

Task 2: Project Management

_____			0	x	\$ -	=	\$	-
Task Total								\$ -

Task 3: QAQC

_____			0	x	\$ -	=	\$	-
Task Total								\$ -

GRAND TOTAL \$ 541.50



JORGENSEN & ASSOCIATES, INC.
LAND SURVEYORS

Est. 1990

July 8, 2020

Mr. James R. Tibble, P.E.
Civiltech Engineering, Inc.
Two Pierce Place
Suite 1400
Itasca, Illinois 60143

Re: Village of Villa Park – Tri-Trail Connector Survey Proposal

Dear Mr. Tibble:

Enclosed, please find our proposal to prepare a topographic survey along Wildwood Avenue, Monterey Avenue and Home Avenue of the referenced project. Our proposal is based on your email of July 2nd and our telephone conversation.

I would like to thank you for considering Jorgensen & Associates for this project. We look forward to continuing our working relationship with your firm. Should you have any questions, comments or require any further information concerning our proposal, please feel free to call me at (847)356-3371.

Respectfully submitted,
Jorgensen & Associates, Inc.

Christian H. Jorgensen, P.L.S.
President

CHJ/pt

Enclosures

E:\Civiltech\Villa Park\Tri-Trail Connector\Letter

Route: Tri-Trail Connector
Section:
County: DuPage
Job No.:

Exhibit "A"

Payroll Burden & Fringe Costs

	<u>% of Direct Productive Payroll</u>
Federal Insurance Contributions Act _____	11.81%
State Unemployment Compensation _____	0.47%
Federal Unemployment Compensation _____	0.11%
Workmen's Compensation Insurance _____	0.95%
Paid Holidays, Vacation, Sick Leave, Personal Leave _____	9.83%
Bonus _____	11.78%
Pension _____	0.98%
Group Insurance _____	<u>37.83%</u>
Total Payroll Burden & Fringe Costs	73.76%

Route: Tri-Trail Connector
Section:
County: DuPage
Job No.:

Exhibit "B"

Overhead and Indirect Costs

	<u>% of Direct Productive Payroll</u>
Business Insurance _____	4.72%
Depreciation _____	11.00%
Indirect wages and salaries _____	42.74%
Reproductive and printing costs _____	0.23%
Office Supplies _____	2.99%
Computer Costs _____	2.19%
Professional Fees _____	1.94%
Telephone _____	1.89%
Fees, license & dues _____	0.88%
Repairs and maintenance _____	1.77%
Business space rent _____	4.94%
Facilities - capital _____	0.72%
Travel - Meals _____	0.26%
Survey Supplies _____	2.60%
Automobile/travel expense _____	0.41%
Miscellaneous Expense _____	0.76%
State Income Tax _____	1.67%
Postage _____	0.20%
Educational & Professional Registrations _____	0.23%
Gain on Sale of Asset _____	<u>(1.33%)</u>
 Total Overhead	 80.81%

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME
PRIME/SUPPLEMENT

Jorgensen & Associates, Inc.
Prime

DATE 07/08/20
PTB NO. _____

CONTRACT TERM 12 MONTHS
START DATE 8/1/2020
RAISE DATE 2/1/2021

OVERHEAD RATE 154.57%
COMPLEXITY FACTOR _____
% OF RAISE 0.00%

ESCALATION PER YEAR

8/1/2020 - 2/1/2021

2/2/2021 - 8/1/2021

6
12

6
12

= 50.00%
= 1.0000

50.00%

0.00%

The total escalation for this project would be:

Route: Tri-Trail Connector
 Section:
 County: DuPage
 Job No.:

**Manhour Breakdown
 Topographic Survey Estimate**

Home Avenue	±	430'	=	± 0.081 mile
Monterey Avenue	±	1,010'	=	± 0.191 mile
Wildwood Avenue	±	<u>2,670'</u>	=	<u>± 0.506 mile</u>
 Total Length	 ±	 4,110'	 =	 ± 0.778 mile

1. Field – Topographic Survey

a. Measure G.P.S., traverse and level circuit 12 hours x 2 men =	24 MH
b. Search & locate existing R.O.W. lines 28 hours x 2 men =	56 MH
c. Locate existing topography & inverts 52 hours x 2 men =	<u>104 MH</u>

Sub-total Item #1 184 MH

2. Office - Compile Field Data

a. Compute G.P.S., traverse and level circuit 4 hours x 1 man =	4 MH
b. Edit & compile topographic survey 8 hours x 1 man =	8 MH
c. Research records 1 hour x 1 man =	1 MH
d. Compute existing R.O.W. lines 26 hours x 1 man =	<u>26 MH</u>

Sub-total Item #2 39 MH

3. Office - Create Existing Topography Base File

a. Layout and drafting
20 hours x 1 man = 20 MH

4. Office - Create T.I.N. & Contours

a. Compute contours
2 hours x 1 man = 2 MH

5. QC/QA

a. Check topographic survey
6 hours x 1 man = 6 MH

b. Check contours
1 hour x 1 man = 1 MH

Total All Items 252 MH

Route: Tri-Trail Connector
Section:
County: DuPage
Job No.:

**Breakdown of
In House Direct Costs**

Item

1. Field - Topographic Survey

- a. Trips to project site - 12 each
 ± 100 miles/trip x 12 trips = $\pm 1,200$ miles
 $\pm 1,200$ miles @ \$0.57/mile = \$ 684.00

