AGENDA

Transportation Committee

Tuesday, January 6, 2026
7:00 PM
Temporary Village Hall
1000 E. Woodfield Rd.
Schaumburg, IL 60193

VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

A G E N D A

I. CALL TO ORDER

II. APPROVAL OF MINUTES

A. December 2, 2025

III. NEW BUSINESS

A. Recommendation to Approve an Intergovernmental Agreement with the Village of Hoffman Estates for Phase I Preliminary Engineering Services for Higgins Road (IL-72) Bike Path Improvements

B. Recommendation to Execute an Agreement with Strand Associates, Inc. for Phase I Preliminary Engineering Services for Weathersfield Way Improvements, Salem Drive to Roselle Road

IV. CONTINUING ITEMS

A. Road Construction Update - Verbal Report

V. COMMENTS FROM THE PUBLIC

VI. ADJOURNMENT

VII. NEXT VILLAGE BOARD MEETING

A. January 13, 2026

In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the meeting will be accessible to individuals with disabilities. Persons requiring auxiliary aids and/or services should contact the Village Manager's Office at 847.923.4705, preferably no later than five days before the meeting.

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

December 2, 2025
01/06/26
Transportation Committee

Presenter:
Lead Department: Transportation

Executive Summary:

Recommended Action:

ATTACHMENTS:
- December 2, 2025

I have reviewed the minutes, and this accurately represents the actions taken by the Transportation Committee.

Sidney Kenyon
Director of Transportation

TRANSPORTATION COMMITTEE
Minutes of December 2, 2025

CALL TO ORDER

The Transportation Committee meeting was called to order at 7:01 PM by Chairman LaRosa.

Members Present: Chairman Mike LaRosa
Trustee Brian Bieschke
Trustee Mark Madej

Member(s) Absent: None

Staff Present: Brian Townsend, Village Manager
Sidney Kenyon, Director of Transportation
Marisa Krawiec, Transportation Program Manager

Others Present: None

APPROVAL OF MINUTES

A motion was made by Trustee Madej, seconded by Trustee Bieschke to approve the minutes of October 7, 2025, as presented.

All ayes.

MOTION CARRIED 3-0

CONSENT AGENDA: None

NEW BUSINESS:

1. **Recommendation to Execute an Agreement with Civiltech Engineering, Inc. for Phase I Preliminary Engineering Services for Higgins Road (IL-72) Bike Path Improvements, Roselle Road to Glen Lake Road**

   Mr. Kenyon said that the Higgins Road Bike Path is a regional trail, which runs along Higgins Road through multiple municipalities. It was originally planned as part of the Northwest Municipal Conference's Bike Plan and has since been updated as part of their multimodal plan. The bike path within Schaumburg's limits would be on the north side of Higgins Road, starting on the west side of Roselle Road ending at the east side of Glen Lake Road in Hoffman Estates. This is intended to be a 10-foot asphalt path that provides new connectivity in some spots and

replaces the sidewalk in others. It would connect Hoffman Estates High School, the Churchill subdivision, businesses on the north side of Higgins Road near Golf Road and it will end at the corner of Roselle Road. The project was originally in the CIP as Roselle Road to Churchill Road, but the project was extended after Staff began coordinating with the Village of Hoffman Estates.

Three qualified firms submitted proposals for the project. Based on an assessment of qualifications, experience, and understanding of the project, Staff has determined that Civiltech Engineering, Inc. submitted the highest scored proposal. Staff has worked with Civiltech in the recent past, especially on the Higgins Road and Martingale Road Bike Path project, which is located on state right-of-way. Civiltech also worked with the Illinois Department of Transportation (IDOT) and Cook County to advance that project, which included both of their jurisdictions on the right-of-way. Civiltech submitted a scope and cost proposal in the amount of $427,378.89.

Staff is working on an Intergovernmental Agreement (IGA) with the Village of Hoffman Estates that will memorialize the cost share agreement for Phase I. Hoffman Estates staff participated in the selection process and the project scoping process. The cost share would be similar to the cost share that the Village entered into with Schaumburg Township, which would generally be commensurate with the amount of bike path that is in each jurisdiction. Roughly 30 to 32% of the cost to the Village would be offset as part of that agreement. Staff is aiming to present the draft IGA at January's Transportation Committee meeting.

Trustee Bieschke asked about the bids from the other two firms that submitted proposals. Mr. Townsend said that under this qualification-based selection process that the Village is required to follow under IDOT's rules, the Village cannot consider price or fees as part of the evaluation. Staff is required to evaluate firms only on the merits related to their proposal in terms of their thoroughness and the staff that they are assigning to the project. Staff is not even supposed to ask for fee proposals until after making a selection. Mr. Kenyon said that this is why Staff only scores these proposals based on criteria such as qualifications and experience.

Chairman LaRosa asked if the cost will be offset if the Village obtains federal funding for this project. Mr. Kenyon said that Staff will not be pursuing federal funding for Phase I but will be doing so for the Construction Phase. By advancing Phase I through the IDOT process, the Village will then be eligible for significant grant funding sources such as the Congestion Mitigation and Air Quality Improvement Program (CMAQ), the Transportation Alternatives Program (TAP), and the Surface Transportation Program (STP), which is a regional program. Trustee Bieschke asked if this funding could be for Phase II and Phase III, as well as for Project Administration. Mr. Kenyon said yes, depending on the grant source. Some sources fund Phase II, and most of them fund Construction and Construction Engineering.

A motion was made by Trustee Madej, seconded by Trustee Bieschke, to recommend the Village Board authorize the Village Manager and Village Clerk to execute an agreement with Civiltech Engineering, Inc. of Itasca, IL for Phase I Preliminary Engineering Services for Higgins Road (IL-72) Bike Path Improvements, Roselle Road to Glen Lake Road in the amount of $427,378.89 and approve the required Resolution.

MOTION CARRIED 3-0

2. Recommendation to Execute a Service Agreement with Pace for Route 905 (Woodfield Trolley)

Ms. Krawiec said that the Village received the 2026 Service Agreement for the Woodfield Trolley, also known as Pace Fixed Route 905. The total cost of the proposed agreement is $401,314.51, which is a 1.04% increase from the 2025 agreement. Pace had indicated the increased cost is due to contractual operating cost increases, but there were some offsetting costs with the decrease in fuel and maintenance. There are no proposed service changes in the agreement. The Pace agreement runs on the calendar year. In projecting the costs of the months of January to April based on the 2026 agreement, costs will be below the Fiscal Year 2026 budget. Staff is looking for a recommendation to approve the resolution and execute the agreement as proposed.

A motion was made by Trustee Bieschke, seconded by Trustee Madej, to recommend the Village Board authorize the Village President to execute a Service Agreement with Pace, the Suburban Bus Division of the Regional Transportation Authority, for Route 905 for an amount not to exceed $401,314.51 and approve the required Resolution.

MOTION CARRIED 3-0

3. Recommendation to Expand the Dial-A-Ride Transportation (DART) Service Area

Ms. Krawiec said that in June 2025, the Transportation Committee reviewed the results of the Transit Needs Survey. The survey asked about various modes of transit in Schaumburg, including Metra, Pace Bus routes, and the Dial-A-Ride Transportation (DART) service. As a result of the survey, Staff developed recommended strategies, many of which focused on the DART service, including an expansion of DART's service area.

The current service area includes the Village of Schaumburg boundary, as well as three locations outside the Village, which are Conant High School, Harper College, and the Schaumburg Township building. Based on Staff's evaluation of some of the areas outside of Schaumburg, Staff is proposing to expand the service area to eight locations outside of Schaumburg. These include Saint Alexius Hospital in Hoffman Estates, Alexian Brothers in Elk Grove Village, Hoffman Estates High School, the School District 211 Higgins Education Center, and four places of worship that are located in unincorporated Schaumburg just along the municipal border. Staff has discussed these locations with MV Transportation, who has indicated that there would be no cost increase or impact to the Key Performance Indicators. Staff has also shared the draft map with the Community Health Improvement Program (CHIP) Access to Care Priority Group, who provided positive feedback regarding the expansion of service to the hospitals. CHIP asked to make sure that service was provided to the entire hospital campus, and not just the main hospital building, as there are large medical buildings that are outlots of the main hospital building. Staff has thus far not received any additional feedback from the CHIP group. If Transportation Committee is supportive of the expansion, Staff would work with Pace, MV Transportation, and the property owners of these locations to expand the service and conduct outreach and marketing to potential passengers.

Trustee Bieschke asked if Staff had any estimate of how much ridership increase could occur by expanding to these locations. Ms. Krawiec said that currently, that is not possible to predict. However, based on the feedback from the survey and the CHIP group, there appears to be a significant interest in utilizing DART to travel to the hospitals, so there is likely to be an increase in ridership based on this expansion.

Trustee Bieschke asked if Staff has looked at expanding DART's area of service to include Northwest Community Hospital, despite its location further out from the Village. Ms. Krawiec said Staff did consider this location, but the location is further outside the Village boundary which might impact some of the Key Performance Indicators. Trustee Bieschke noted that the two hospitals included in the proposed service expansion are the farthest out of the eight locations and asked if Northwest Community Hospital had been considered since it is also a draw for Village residents. Trustee Madej said that this is especially the case as Village residents are aging. Trustee Bieschke said that this is something that could be considered in the future if the two hospitals included in the expansion are popular destinations and increase ridership. Mr. Townsend said that this is something that Staff will continue to evaluate and see how cost is impacted. Because these areas are outside of the Village, they can be taken out of the service area in the future if they are too much of a burden on costs, especially as the cost per ride continues to increase. Trustee Bieschke said that the cost per ride keeps going up because ridership is not increasing, so hopefully this expansion will increase ridership.

Chairman LaRosa asked about the thought behind including the places of worship, and if there had been requests from the community to include these locations. Ms. Krawiec said that the survey results did request a few of the places of worship, and as there are several located in unincorporated Schaumburg it was deemed best to include all of them.

A motion was made by Trustee Madej, seconded by Trustee Bieschke, to recommend the Village Board direct staff to implement the DART service area expansion.

MOTION CARRIED 3-0

4. Recommendation to Approve the Intergovernmental Agreement Relating to the O'Hare Noise Compatibility Commission (ONCC)

Mr. Kenyon said that the Village of Schaumburg has been part of the O'Hare Noise Compatibility Commission (ONCC) since the 1990s. ONCC is a partnership between many municipalities that are within the area surrounding O'Hare Airport, as well as the City of Chicago, in order to monitor noise impacts from O'Hare operations and to try to mitigate those impacts through a variety of programs. The intergovernmental agreement operates for a period of five calendar years, with the current agreement set to expire on New Year's Eve of 2025. The renewal of the IGA between the Village, other municipalities, and the City of Chicago would mean that the Village will remain a partner from January 1, 2026, through December 31, 2030. Schaumburg is not a partner that is significantly impacted by O'Hare noise, but the Village does have a longstanding partnership and has also supported ONCC's advancement of noise mitigation activities throughout ONCC's existence.

Mr. Kenyon said that Transportation Department staff have participated in ONCC's Governance Committee and participated in ONCC's four working committees. The biggest accomplishment has been the advancement of the Fly Quiet program. This is a voluntary program by which the air traffic controllers seek to rebalance air traffic around the O'Hare airfield. While Fly Quiet has existed for a long time, it had become apparent in the last several years that noise at night still needed to be rebalanced more effectively. ONCC sought to redevelop the Fly Quiet program to improve that balancing act. Mr. Kenyon said that in 2023, ONCC received concurrence from the Federal Aviation Administration (FAA), the employer of air traffic controllers, to participate in the redevelopment of the Fly Quiet program. The redevelopment process is going to require some National Environmental Policy Act (NEPA) activity and analysis, and some modeling for how further rebalancing of the airfield is going to look in the future, which will likely take several years to complete. This will be the primary focus of the next five years of this agreement. The entirety of that process will be funded by the City of Chicago, whereas all of the suburbs benefit from that funded analysis.

Trustee Madej said that on some days, planes seem to be flying overhead very frequently, and his understanding was that the O'Hare bound planes were supposed to alternate runways so the noise would not be as frequent. Trustee Bieschke said that that is what Fly Quiet advises – for planes to use different runways and to rotate so that the air traffic is not always in the same path. Trustee Madej said that it appears planes are not fully compliant with Fly Quiet. Mr. Kenyon said that recently there has been a significant drainage project being conducted in the airfield, and the operation has been impacting airfield operations because sometimes runways are inaccessible. At other times, the weather changes in a way in which, for their own safety, pilots have to use certain runways. Trustee Madej said that the frequent air traffic is more noticeable during the summer months, and he had hoped that the air traffic would be more sporadic than it has been. Mr. Kenyon said that is what ONCC is trying to achieve. Trustee Bieschke said that the goal of Fly Quiet is to rotate runways. He said that when the program was presented a couple of years ago, the new flight patterns did not mean that there would be a different runway for every flight. Rather, certain runways would be used for a certain period of time and flight patterns would switch to different runways based on weather and other factors. Trustee Madej said that while Fly Quiet can make recommendations, the ultimate decision is with the pilot. Trustee Madej further indicated that it seems as though what was expected regarding noise abatement when O'Hare was reconfiguring runways is not being met, and he hopes that as the program moves forward, that these issues can be better addressed and resolved. Chairman LaRosa said that this is likely to be an incredibly huge undertaking when taking into account the number of planes taking off from O'Hare. Mr. Kenyon concurred.

Trustee Bieschke asked if the Village has any other representation on ONCC aside from Mr. Kenyon's involvement in the Governance Committee. Mr. Kenyon said that he is the primary staff member from the Transportation Department, however, Ms. Marisa Krawiec, the Transportation Program Manager, and Mr. Erik Trydal, the Airport Manager, have also been participating in the Technical Committee meetings on an alternating basis.

A motion was made by Trustee Bieschke, seconded by Trustee Madej, to recommend the Village Board authorize the Village President and Village Clerk to execute the Intergovernmental Agreement Relating to the O'Hare Noise Compatibility Commission, and approve the required Resolution.

MOTION CARRIED 3-0

5. Quarterly Transit Update - FY26 Quarter 2 - Informational

Ms. Krawiec provided an overview of the Quarterly Transit Update for FY26 Quarter 2. Regarding Dial-A-Ride Transportation (DART), the update outlines that passenger trips for October were over 3,000, with a cost per trip of $47.63. Trolley numbers for the year are on schedule to meet or exceed FY25. There are over 13,000 Trolley rides to date heading into the winter daily season. Average weekday parking permits at the Schaumburg Metra Station continue to rebound.

Trustee Bieschke concurred that it does appear that monthly parking passes have been increasing, which is very good. He said that on the last page of report, it states that the 90 North Mobility Study will be completed in FY25. Ms. Krawiec said that this is a typographical error, and it should read FY26. Trustee Bieschke asked if this study would be presented sometime in the future. Ms. Krawiec said that it would.

There was some additional discussion on the Mobility Study and factors that will need to be considered once staff is ready to present the Mobility Study to Committee.

A motion was made by Trustee Bieschke, seconded by Trustee Madej, to accept the Quarterly Transit Update - FY26 Quarter 2 as Informational.

MOTION CARRIED 3-0

6. Regional Transit Update - Informational

Mr. Kenyon presented highlights from Illinois Senate Bill 2111, which was passed on October 31, 2025. The bill has not yet been signed into law by Governor Pritzker. According to the bill, the Northern Illinois Transit Authority (NITA) will be a new coordinating agency represented by a board of twenty members, five of which would be appointed by the Governor, five by the Cook County Board President, five by the Mayor of Chicago, and five from the collar counties, with each county providing one representative. Fifteen out of twenty votes can be a supermajority, or twelve out of twenty with a "yes" from each appointing district. As a result, concerns have been raised about passing measures without suburban consent.

One of the bigger impacts that is directly impactful to the Village of Schaumburg is the restriction on parking minimums. The bill includes two definitions of transit facilities. One definition is a "public transportation hub", which is a bus stop with two or more lines of a fifteen-minute frequency or better during the peak commute periods, or a rail station. The second definition is a "public transportation corridor", which is a street that has that same frequency between as many multiple bus routes as needed during peak commute periods. The public transportation hub creates a radius of 1/2 mile within which parking minimums on residential or commercial properties cannot be enforced. That same effect is for a public transportation corridor within 1/8 of a mile. The public transportation corridor is, specifically, a street, which by the Illinois Highway Code means that it is not an expressway. Therefore,

any of the bus-on-shoulder programs that are on I-290 or I-90 do not suddenly create restrictions for lands that are next to highways. However, minimum parking cannot be enforced on any private development within 1/2 mile of a public transportation hub. In northeastern Schaumburg, Woodfield Mall and the hub around the mall would be most directly impacted by the two public transportation hubs in that area.

Trustee Bieschke asked what those two hubs would be. Mr. Kenyon said that the first hub is the Northwest Transportation Center, and the second hub would be the bus stop on the west side of the mall campus.

Around the Schaumburg Metra Station, there is no commercial property, and there is only a small segment of residential property across the expressway that would be impacted. Land used for office, hotel, manufacturing, and industrial warehousing is exempt from the legislation.

Mr. Townsend said that as it stands right now, if this bill is signed into law, a developer could, for example, develop an outlot in these areas with no minimum parking requirements.

Mr. Kenyon explained that if bus service were to increase based on the Pace ReVision Plan recommendations, that could mean that existing bus routes would also meet the criteria to become public transportation corridors.

Trustee Bieschke said that one of the bus routes in Schaumburg travels along up IL-53 and asked if this route would be excluded from the criteria because it is an expressway. Mr. Kenyon said that is correct, because it is not a street. Once a bus route leaves a street and enters an expressway, it would not exert an impact. Trustee Bieschke asked if Golf Road would be affected; Mr. Kenyon said that it would. Trustee Bieschke asked if 90 North would be included due to potential increases in bus routes in the future. Mr. Kenyon said that it would be affected due to the planned bus station on I-90 that is part of the Village's Capital Improvement Plan. Trustee Bieschke asked if because this station is on an expressway, 90 North should then be excluded. Mr. Kenyon said that this station would become a transportation hub, with multiple bus routes, rather than a corridor, which is the category that excludes expressways. Any bus-on-shoulder station can still become a public transportation hub.

Trustee Madej asked if IL-53 is considered a highway. Mr. Townsend said that south of where IL-53 and I-290 merge, it would not be considered an expressway, but it is an expressway when merged with I-290.

Trustee Bieschke asked if 90 North would not be affected until the I-90 bus stop is built. Mr. Kenyon confirmed that is correct. Trustee Bieschke asked if the Woodfield Trolley's route would qualify. Mr. Kenyon said that it presently does not, as it runs on thirty-minute intervals, but because it serves the western part of Woodfield Mall, it does become part of the calculation for what becomes a public transportation hub in the Woodfield area.

Chairman LaRosa asked if the reasoning behind this legislation is that if there are transit hubs, then people can use the transit options rather than using the car, so less parking is needed. Mr. Kenyon said that is correct, that the intent is that if transit frequency and availability is increased, people do not need to use cars as often, and there does not need to be as much

available parking. Mr. Townsend said that it is a difficult idea to balance. If people can't have a car, then they will be forced to use transit, but if the transit doesn't exist, then they need a car. Woodfield Mall would have no parking requirements. Mr. Kenyon said that a developer could propose to construct parking above whatever minimum the Village thinks it has. Trustee Bieschke said that developers could voluntarily build parking, and the Village can make recommendations if they voluntarily build parking. The Village can be involved but can only make recommendations. Mr. Townsend said that a property owner can't build something that is going to impact others without the permission of the others, so hopefully this would self-regulate without requiring input from the Village. However, if a developer were to propose a residential project on Woodfield Road, the Village would not be able to establish a parking minimum. From a practical standpoint, if such a developer needed certain things from the Village such as zoning relief variations or Planned Unit Development (PUD) approvals, then that opens up the box where the Village could start to exert some influence about what that project looks like, which could include parking.

Mr. Townsend said that he and Transportation Staff wanted to highlight this issue with the Transportation Committee because it is a very significant change. He and Mr. Kenyon were on a recent call with the DuPage Mayors and Managers Conference, where it was discussed that others may begin talking about a trailer bill that will try to correct some of the mistakes that may have been overlooked in the development of this bill. Trustee Bieschke said that Mayor Dailly had spoken with Illinois State Senator Laura Murphy, who said that legislators may indeed make some changes.

Trustee Madej asked if this legislation would affect handicap spots, and if there would be no minimum for handicap parking spots. Trustee Bieschke said that there are no minimum parking requirements whatsoever. The bill itself does not even address the difference between standard parking and accessible Americans with Disabilities Act (ADA) parking. Mr. Kenyon said that according to state law, ADA parking is subject to a formula, in which there is a ratio of required accessible parking spots per total parking spots. Trustee Bieschke said that if the total number of parking spots is zero, then the ratio of accessible parking spots is also zero. Mr. Townsend said that the situation is similar for Electric Vehicle (EV) parking, in which there is a standard established that 20% of parking spots must be for EV parking; however, that percentage would be zero. Mr. Townsend said that future updates about this issue will be communicated to the Transportation Committee.

A motion was made by Trustee Madej, seconded by Trustee Bieschke, to accept the Regional Transit Update as Informational.

MOTION CARRIED 3-0

7. Schaumburg Road Interconnect Timing Report - Informational

Mr. Kenyon said that following the completion of the traffic signal improvements that have been made on Schaumburg Road, Staff has completed interconnect timing runs. Even though the Village has coordinated with Cook County to install Village equipment to help Village vehicles cross Schaumburg Road and to be detected throughout the corridor, this has not impacted the performance of the corridor in a significant way. Staff performed another

interconnect timing run since the Agenda Item Summary (AIS) was prepared, and Staff found that the average speed was slightly over 30 mph. The average speed in November had bumped up to 33 mph. Signal coordination continues to improve with the added benefit of improved emergency vehicle priority and video detection devices throughout the corridor.

Trustee Bieschke said that prior to the changes, the average was around 31 mph, so if the average is still in the lower 30 mph range, then that means that the Village equipment did not change anything down the corridor, but there is better access across the roadway.

A motion was made by Trustee Bieschke, seconded by Trustee Madej, to accept the Schaumburg Road Interconnect Timing Report as Informational.

MOTION CARRIED 3-0

UNFINISHED BUSINESS: None.

CONTINUING ITEMS:

1. Road Construction Updates (Verbal Report)

Mr. Kenyon provided Road Construction Updates:

Higgins Road – This project has been completed. In November, there was still some striping and landscaping that needed to be done, but this has since been completed.

Irving Park Road – This project has been completed.

Illinois Route 53 – Resurfacing work is nearly completed for 2025. The weather has somewhat held up the project, but much of the work that was being done over the last couple of weeks was just finishing up the shoulders. The schedule for this project has unfortunately been extended by another year. The resurfacing and the work in the mainline lanes has been completed; only the bridge work will take longer than anticipated. The Illinois Department of Transportation (IDOT) is working through some utility conflicts. Algonquin Road was mentioned by IDOT as being a significant conflict. These conflicts are holding up the bridge repair work, which to IDOT is a controlling item and therefore must extend the project for another year. IDOT will be demolishing some bridges over the winter and will then try to reconstruct them over the duration of the next year. IDOT will keep three lanes open in each direction, so the work should not significantly impact travel on IL-53.

Interstate 290 - Shoulder improvements are programmed for 2026 that would extend from Schaumburg to Forest Park. This is intended to facilitate a new bus-on-shoulder program for Pace Suburban Bus.

Meacham Road Bridge over the Salt Creek – The stage switch has been completed; Stage One bridge removal has begun. This is the removal of the west side of the bridge while the two eastern lanes remain to accommodate traffic.

DEFERRALS: None.

COMMENTS FROM THE PUBLIC:

ADJOURNMENT: A motion was made by Trustee Bieschke, seconded by Trustee Madej to adjourn the meeting of the Transportation Committee at 7:47 PM.

MOTION CARRIED 3-0

Respectfully Submitted,

Sara Mackh
Recording Secretary

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Recommendation to Approve an Intergovernmental Agreement with the Village of Hoffman Estates for Phase I Preliminary Engineering Services for Higgins Road (IL-72) Bike Path Improvements
01/06/26
Transportation Committee

Presenter: Rachel Applegate, Transportation Planner
Lead Department: Transportation

Account(s):	Budget:	Expense Request:
4409010-7451, 25017 10-110	$150,000 (FY2026)	$427,378.89
4409010-7451, 25017 10-110	$230,000 (FY2027)	
4400165-5452, 24019 10-110	$137,196.97	

Executive Summary:

Project Overview
The Higgins Road Bike Path project spans approximately 1.75 miles between Roselle Road and Glen Lake Road and will replace the existing 5-foot sidewalk on the north side of Higgins Road with a 10-foot multi-use path. The project serves as a key link within the regional bicycle network and is identified as a Priority Corridor in the Northwest Municipal Conference Bicycle Plan. When complete, the improvements will contribute to an approximately 4.25-mile continuous bicycle facility extending from Martingale Road on the east to Glen Lake Road on the west.

In December 2025, the Village Board approved the Phase I Preliminary Engineering professional services agreement for the Higgins Road (IL-72) Bike Path Improvements project in the amount of $427,378.89. As part of this project, staff has been coordinating with the Village of Hoffman Estates to develop an Intergovernmental Agreement (IGA) based on each municipality's proportionate share of the proposed path within their respective municipal boundaries.

IGA Discussion
The project limits extend through both Schaumburg and Hoffman Estates. As a result, the two municipalities have coordinated to ensure continuity of design, jurisdictional clarity, and a consistent approach to achieve the necessary Phase I clearances and obtain design approval. An IGA is necessary to formalize the cost share arrangement and define each municipality's responsibilities for Phase I Preliminary Engineering.

Staff evaluated the distribution of the proposed multi-use path and determined the proportional path length located within each municipality. The attached map illustrates the project corridor with each municipality's jurisdictional share. Of the 9,600 total linear footage of bike path, 6,585 feet are located within the Village of Schaumburg, leaving 3,015 feet within the Village of Hoffman Estates. The

proposed Intergovernmental Agreement establishes a cost share for Phase I Preliminary Engineering commensurate with each municipality's jurisdictional share of the project corridor. Under the agreement, the Village of Hoffman Estates will contribute 31.4% of the total project cost, totaling $137,196.97. The Village of Schaumburg will be responsible for the remaining cost of $293,181.92. The Village of Schaumburg will act as the lead agency for Phase I Preliminary Engineering.

Village of Hoffman Estates staff have reviewed the agreement and communicated that the proposed Intergovernmental Agreement would be scheduled for review by their Transportation and Road Committee and Village Board in January. Hoffman Estates staff have already participated in project meetings with Transportation Department staff and the consultant, and the project team has committed to continued engagement throughout the course of the project.

The proposed Intergovernmental Agreement includes only the Phase I Preliminary Engineering portion of the project. Staff will continue coordination with the Village of Hoffman Estates regarding future phases, including Phase II Final Design, Phase III Construction Engineering, construction, and grant funding opportunities. The collaboration with the Village of Hoffman Estates also strengthens the project's competitiveness for federal grant programs, including the Illinois Transportation Enhancement Program (ITEP) and Congestion Mitigation and Air Quality (CMAQ) funding.

Recommended Action:

The Village Manager recommends that the Transportation Committee recommend the Village Board authorize the Village President and Village Clerk to execute an Intergovernmental Agreement with the Village of Hoffman Estates for Phase I Preliminary Engineering Services for Higgins Road (IL-72) Bike Path Improvements, and approve the required Resolution.

ATTACHMENTS:

- Resolution
- Intergovernmental Agreement
- Exhibit A - RFP
- Exhibit B - Estimated Cost of Work
- Exhibit C - Project Location Map

RESOLUTION NO. R-26-_____

A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT AND VILLAGE CLERK TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH THE VILLAGE OF HOFFMAN ESTATES FOR PHASE I PRELIMINARY ENGINEERING FOR THE HIGGINS ROAD (IL-72) BIKE PATH PROJECT FROM ROSELLE ROAD TO GLEN LAKE ROAD

WHEREAS, the Transportation, Finance Departments, and Legal have reviewed the appropriate sections of the agreement marked Attachment "A" attached hereto; and

WHEREAS, The Transportation Committee of the Village of Schaumburg has recommended that the Village of Schaumburg authorize the Village President and Village Clerk to execute an intergovernmental agreement with the Village of Hoffman Estates for Phase I Preliminary Engineering for Higgins Road Bike Path; and

WHEREAS, it is in the best interests of the Village of Schaumburg to execute an intergovernmental agreement for Spring South Road.

NOW, THEREFORE, BE IT RESOLVED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF SCHAUMBURG:

SECTION ONE: That the Village President and the Village Clerk are hereby authorized to approve the intergovernmental agreement with Village of Hoffman Estates.

SECTION TWO: That the Village President and the Village Clerk be and hereby are authorized to sign any documents in furtherance of this Resolution.

SECTION THREE: This Resolution shall be in full force and effect from and after its passage and approval according to law.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this _____ day of _____, 2026.

_____
Village President

ATTEST:

_____
Village Clerk

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

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

WITNESSETH:

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

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

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

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

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

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

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

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

SECTION 1. INCORPORATION OF RECITALS

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

SECTION 2. PROJECT OBLIGATIONS

A. **Higgins Road Bike Path Project Phase I Work.** For purposes of this Agreement, the Higgins Road Bike Path Project Phase I Work ("Work") shall include all engineering services as set forth in the *Higgins Road Bike Path Improvements (Roselle Road to Glen Lake Road) Request for Proposal for Phase I Engineering Services,* dated September 10, 2025, and attached hereto as **Exhibit A.**

B. **Engineering Services.** Schaumburg has solicited proposals and entered into a contract with the engineering consultant Civiltech Engineering, Inc., for the Work in the amount of $427,378.89. Hoffman Estates agrees that any Schaumburg prequalified engineer is qualified to perform the Work. The Parties shall attend all Project meetings and provide joint coordination of public notification of scope, timing, and duration of the Project, as appropriate. The Parties shall each review and make final decisions on all aspects of the Work that fall within their jurisdiction. Each Party shall have the final determination of all aspects of the Project to be included in their jurisdiction but shall notify the other Party of their decisions especially if there is an impact to the other Party's portion of the Work. The Parties shall jointly review the Work deliverables regarding all aspects of the Project that fall within their jurisdiction and address comments to reach design approval.

C. **Reimbursement.** The overall estimated cost of the Work is $427,378.89, as indicated on **Exhibit B**, attached hereto, and will be divided proportionately between Schaumburg and Hoffman Estates, as indicated on **Exhibit C**. Hoffman Estates shall reimburse Schaumburg for thirty-one and four-tenths percent (31.4%) of the actual cost of the Work, not to exceed an estimated amount of $134,196.97 unless otherwise approved in writing by the Parties.

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

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

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

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

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

E. **Phase II and Phase III Construction and Construction Engineering.** This Agreement does not apply to Phase II Final Design or Phase III Construction or Construction Engineering. This Agreement in no way obligates the Parties to undertake any further phase of the Project or participate in further cost sharing related to the Project.

SECTION 3. GENERAL PROVISIONS

A. It is understood and agreed that this is an Agreement between Schaumburg and Hoffman Estates.

B. It is understood and agreed that this Agreement constitutes the complete and exclusive statement of the agreement of the Parties relative to the subject matter hereof and supersedes all previous oral and written proposals, negotiations, representations, or understandings concerning such subject matter.

C. Wherever in this Agreement approval or review by Schaumburg or Hoffman Estates is provided for, said approval or review shall not be unreasonably delayed or withheld.

D. This Agreement may be executed in two (2) or more counterparts, each of which shall be deemed an original and all of which shall be deemed one and the same instrument.

E. This Agreement may only be modified by written modification executed by duly authorized representatives of the Parties hereto.

F. This Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and approved assigns.

G. The descriptive headings used in this Agreement are for convenience only and shall not control or affect the meaning or construction of any of the provisions hereof.

H. The failure by Schaumburg or Hoffman Estates to seek redress for violation of or to insist upon the strict performance of any condition or covenant of this Agreement shall not constitute a waiver of any such breach or subsequent breach of such covenants, terms, conditions, rights and remedies. No provision of this Agreement shall be deemed waived by Schaumburg or Hoffman Estates unless such provision is waived in writing.

I. The Parties shall consult and negotiate with each other in good faith to address and resolve any concerns raised by the Parties with respect to the Work of the Project.

J. It is agreed that the laws of the State of Illinois shall apply to this Agreement and that, in the event of litigation, venue shall lie in Cook County, Illinois.

K. The Parties shall at all times observe and comply with all laws, ordinances, rules or regulations of the Federal, State, County and local governments, as amended from time to time, which may in any manner affect the performance of this Agreement.

L. All written reports, notices and other communications related to this Agreement shall be in writing and shall be personally delivered, mailed via certified mail, overnight mail delivery, or electronic mail delivery to the following persons at the following addresses:

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

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

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

The Village of Schaumburg,
a Municipal Corporation

By:_____
Tom Dailly, Village President

Attest:

_____
Jane E. Lentino, Village Clerk

The Village of Hoffman Estates,
a Municipal Corporation

By:_____
William D. McLeod, Mayor

Attest:

_____
Patty Richter, Village Clerk

Exhibit A

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

Exhibit B
Estimated Cost of Work

Exhibit C
Project Limits and Jurisdiction

Exhibit A

VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

September 10, 2025

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

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

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

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

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

Project Description

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

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

Minimum Scope of Services - Phase I Engineering

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

agencies as deemed necessary by the Village.

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

Deliverables

Submittals shall include:

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

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

- Assume a November 19, 2025 project start date.
- Phase I Kick-off Meeting with the Village of Schaumburg, Village of Hoffman Estates and any other relevant parties.
- IDOT/FHWA/Municipality coordination meeting
- Submittal of preliminary plans to Village for review.
- Village review of preliminary plans (approximately 4 weeks).
- Response to the Village's review and comments (Consulting Engineer to estimate duration).
- Submittal of draft Phase I PDR to IDOT.
- IDOT review and comment (Consulting Engineer to estimate duration).
- Response to IDOT's review and comments (Consulting Engineer to estimate duration).
- Submittal of final Phase I PDR to IDOT.
- IDOT approval of Phase I PDR.
- Preparation of corresponding possible grant applications.

- Cost Proposal: A fee and hour-based proposal shall be provided in a **separate file** due at the same time as the proposal.

Due Date

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

Selection Procedure

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

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

Proposal Evaluation

Proposals will be evaluated based on the following criteria:

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

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

Exhibit B

CIVILTECH

REQUEST FOR PROPOSALS FOR PHASE I ENGINEERING SERVICES

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

COST PROPOSAL







Village of Schaumburg

October 6, 2025
Revised November 17, 2025

SCOPE OF SERVICES

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

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

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

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

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

Task 1:

Early Coordination and Data Collection

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

a. Collect and review previous studies and existing roadway plans from IDOT and the Villages.

b. Collect land use, public transit, zoning, school district, driveway permits, maps and plans.

c. Obtain public and private utility atlases, including a call to JULIE, continued coordination with utility companies, and incorporation of atlases into survey files.

d. Obtain and review existing traffic signal timings and plans.

e. Obtain existing right-of-way data.

f. Perform 1 field visit to the project area to confirm desktop observations and capture corridor photos for use in photologs.

g. Obtain recent stock digital aerial photography of study area at a scale of 1" = 50'.

Task 2:

Field Survey and Preparation of Base Maps

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

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

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

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

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

a. Prepare a base map to be used in all elements of the study, including right-of-way and property lines, street names, and individual house/business addresses.

b. Coordination with the subconsultant and desk review of the field survey files.

Task 3:

Environmental Survey Request

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

a. Prepare and submit Natural Resources and Cultural Resources Pre-Screening Forms and appropriate exhibits including location map, USGS map, National Wetlands Inventory map, cultural resources map, and Environmental Survey Limits exhibits.

b. It is anticipated that a Bridge Bat Assessment will be necessary for the pedestrian structure as well as the large culverts in the project area that carry the Salt Creek West Tributary under driveways and Higgins Road (IL Route 72). This task will require one field visit.

c. Identify properties greater than 40-years old. Prepare 40-year-old Building Photolog and Summary Table. (Assumes photos will be acquired from online sources)

d. Prepare and submit ESR Form.

e. Prepare GIS Shape Files for inclusion in ESR submittal.

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

Task 4:

Crash Analyses

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

a. Collect 5 years of police crash reports (SR-1050) for all pedestrian and bicycle crashes in the corridor. (To be provided by the Villages.)

b. Tabulate data and plot collision diagrams for bicycle and pedestrian crashes.

c. Evaluate safety improvement needs, identify countermeasures and recommendations to increase safety for pedestrians and cyclists, and write crash analysis text for the PDR.

Task 5:

Geometric Studies

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

Alternatives Evaluation

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

a. Conceptually evaluate two alternatives for the proposed bike path alignment. This will be done using aerial photography, topographic survey, plotted contours, and field visit information versus a detailed geometric analysis of profiles and cross-sections.

b. Prepare an alternatives memorandum summarizing the conceptual alignment evaluation.

c. Prepare exhibits for the alternatives memorandum and submit memorandum to the Villages. Includes one revision.

Preferred Alignment

d. Prepare detailed horizontal geometrics on topographic base sheets.

e. Define vertical geometrics including analysis of proposed cross sections.

f. Determine grading limits and driveway tie-ins to confirm where right-of-way acquisition and temporary easements are required.

g. Determine existence of and potential for environmental impacts due to the proposed improvement.

h. Preparation of tree impact exhibits and tabulations.

i. Evaluate retaining walls and grading strategies to avoid/minimize wetland and floodplain impacts.

j. Prepare Plan and Profile exhibits.

k. Cross-section sheets will be prepared showing sections on 50-foot intervals and at all 28 driveways along Higgins Road (IL Route 72).

l. Submit detailed geometrics to both Villages. Includes up to 2 revisions.

m. Prepare a Geometric Technical Memorandum for IDOT-Geometric review and approval for the proposed improvements along Higgins Road (IL Route 72). Up to 2 revisions are included with this task.

n. Submittal of Geometric Memorandum to CCDOTH for improvements at Roselle Road.

o. While it is anticipated that traffic analyses will not be necessary, assess existing traffic signal equipment to determine if pedestrian signal equipment meets current ADA/PROWAG standards and if any of the intersections will need upgrades to APS. If APS is not present, IDOT will require APS upgrades for the entire intersection at any of the proposed path crossings. This assessment will be integral to preparing an accurate cost estimate.

p. Complete ADA/PROWAG Project Alert Form (D1 PD0038).

q. Complete Bicycle Travel Assessment Form (BDE 1702) and applicable exhibits.

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

Task 6:

Location Drainage Technical Memo and Hydraulic Report

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

Existing Drainage Plan

a. Obtain and review previous drainage studies, applicable permits, and documented drainage problems and complaints.

b. Prepare General Location Drainage Map.

c. Obtain contour mapping of study area.

d. Determine watershed divides and identify drainage features.

e. Identify drainage outlets and determine interpreted drainage divides.

f. Identify existing drainage problems within the project limits.

g. Perform plan in hand field reconnaissance to review existing drainage conditions.

h. Develop Existing Drainage Plan sheets for the project study limits which will be a plan view exhibit at 1-inch = 50 feet scale.

i. Submit Existing Drainage Plan (EDP) to the Villages.

Proposed Drainage Plan

j. Develop and document design criteria for the proposed drainage design.

k. Address project compliance with the MWRD Watershed Management Ordinance as well as IDNR floodplain requirements.

l. Develop recommended Proposed Drainage Plan for the project study limits. The Proposed Drainage Plan will be a plan over profile sheet that matches the proposed roadway plan over profile sheet layout.

m. Submit Proposed Drainage Plan (PDP) to the Villages.

Location Drainage Technical Memorandum

n. Develop a Drainage Technical Memorandum (DTM) that summarizes the existing and proposed drainage plan, drainage design criteria, and recommendations.

o. Submit the LDTM to the Villages. Includes one revision and disposition of comments.

p. Submit the LDTM to IDOT-Hydraulics. Includes up to two revisions and a disposition of comments.

Hydraulic Report for Salt Creek West Branch Tributary A

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

q. Obtain the existing regulatory floodplain model.

r. Verify the regulatory hydraulic analysis and create an existing condition hydraulic model and analysis for the project area by extending the upstream limits of the existing regulatory model.

s. Develop the proposed condition hydraulic analysis based on the proposed improvements.

t. Evaluate any proposed condition alternatives such as culvert replacement or various alignments and waterway impacts as a result of the proposed path.

u. Evaluate roadway profile and existing structures for structure for floodplain freeboard and clearance design requirements.

v. Evaluate any floodplain encroachments and the need and locations for floodplain compensatory storage (if required).

w. Prepare Hydraulic Report(s) documenting analysis, results, and recommendations.

x. Prepare Hydraulic Report exhibits.

y. Submit Hydraulic Report(s) to IDOT Hydraulics for approval. Includes one revision and disposition of comments.

Task 7:

Wetland Study

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

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

a. Resource Review - An off-site records/document review of the project limits and all areas within 100 feet of the project limits, using available historical and current topographic maps, aerial imagery, NWI data, watershed plans, flood maps, and soil survey data.

b. Field Investigation - An on-site investigation of the project limits and all areas within 100 feet of the project limits, including testing for the presence of hydrologic soils, hydrophytic vegetation, and wetland hydrology to determine wetland areas and boundaries, including the determination of High-Quality Aquatic Resources. A Floristic Quality Assessment will be conducted for each identified wetland, as required by MWRD. All wetland boundaries will be flagged and surveyed using GPS collection systems. The field investigation includes the determination of riparian environments, buffers, and OHWM as outlined in the WMO.

c. **Wetland and Water Body Delineation Report** - A Wetland and Water Body Delineation Report that documents the findings of the on-site investigation.

d. **Wetland Impact Evaluation (WIE)** - Preparation and submittal of the IDOT WIE form and impact exhibits, once impacts from the proposed improvements have been identified. One resubmittal is included in this scope of services.

Task 8:

Draft Project Development Report

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

a. Prepare report exhibits.

b. Write Draft PDR (BLR 22210) text.

c. Compile appendices.

d. Prepare Design Exception forms (BDE 3100), if necessary. Assume no more than four design exception requests will be necessary.

e. Draft PDR Submittals will be the following:

i. Submit Draft PDR to Villages of Schaumburg and Hoffman Estates for review.

ii. Address one set of both Villages' comments and provide a disposition of comments. Submit Draft PDR to IDOT for review.

f. Conduct review meeting with both Villages and IDOT, if necessary.

Task 9:

Cost Estimate

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

a. Funding Application

b. Draft PDR

c. Final PDR

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

Task 10:

Agency Coordination

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

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

Task 11:

Federal Funding Application

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

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

Task 12:

Public Involvement

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

Public Information Meeting

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

Individual Stakeholder Meetings

j. Initial coordination with business/property identified as having particular interest or concern.

k. Prepare meeting materials and/or presentation.

l. Attend up to three virtual meetings with property owners.

m. Prepare meeting minutes/summaries and responses to comments received.

n. Provide post-meeting materials to Villages and property owners.

Task 13:

Pre-Final and Final Project Development Report

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

a. Complete Checklist for Determination of State/Federal Approved Categorical Exclusions (BLR 19110).

b. Prepare a disposition of IDOT comments on the Draft PDR.

c. Revise, proofread and edit the Draft PDR.

d. Revise Draft PDR exhibits and appendices.

e. Provide Pre-Final PDR for Villages' approval.

f. Provide a disposition of Villages' comments and revise Pre-Final PDR up to one time.

g. Submit Pre-Final PDR to IDOT for review.

h. Prepare a disposition of IDOT comments on the Pre-Final PDR.

i. Revise, proofread and edit the Pre-Final PDR report.

j. Revise Pre-Final PDR exhibits and appendices.

k. Provide Final PDR for Village signature.

l. Submit the Final PDR to IDOT for Design Approval.

Task 14:

Supervision, Administration and Project Coordination

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

a. Project setup.

b. Monthly invoicing and status reports (assume 24 months).

c. Internal coordination meetings (assume 3 people, 24 meetings, 1 hour each).

d. Regular client coordination meetings as needed (assume 2 people, 12 remote meetings, 1 hour each consisting of preparation, attendance, and summary e-mail).

e. NWMC Quarterly Status Reports (assume 3 to be prepared following funding award).

f. Prepare Project Program Information (PPI) Form (#D1-PI0004) as per IDOT requirements. Revise up to one time.

g. Implementation of QA/QC procedures.

ATTACHMENT A

Civiltech Engineering, Inc.

COST ESTIMATE OF CONSULTANT SERVICES

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

Total Labor Cost: $127,914.00
2.6831 Multiplier*: $343,206.05
Total In-House Direct & Subconsultant Costs (see separate calculation): $84,172.84

PROJECT TOTALS: 2,678 100% $427,378.89

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

WORKHOURS

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

WORKHOURS (CONTINUED)

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

WORKHOURS (CONTINUED)

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

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

WORKHOURS (CONTINUED)

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

WORKHOURS (CONTINUED)

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

WORKHOURS (CONTINUED)

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

WORKHOURS (CONTINUED)

Work Item and Sub-items		Staff Classifications & Workhours											Total Workhours	% of Workhours
		Director & QA/QC	Sr. Project Manager	Engineer IV	Engineer I	Sr. Design Technician	Sr. Water Resources Engineer	Water Resources Engineer III	Sr. Prof. Wetland Scientist	Certified Wetland Specialist	Ecological Engineer I	Admin. Assistant		
B.	Monthly invoicing and status reports. Assume 24 months.		24	48									**72**	30.8%
C.	Internal coordination meetings.		24	24	24								**72**	30.8%
D.	Regular client coordination meetings as needed.		12	12									**24**	10.3%
E.	NWMC Quarterly Status Reports.		4	4									**8**	3.4%
F.	Prepare Project Program Information (PPI) form. Includes one revision.		2	4	8								**14**	6.0%
G.	Implementation of QA/QC procedures.	40											**40**	17.1%
	Subtotal:	**40**	**70**	**92**	**32**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**234**	**100.0%**

Total:	**80**	**360**	**432**	**966**	**312**	**50**	**368**	**9**	**45**	**40**	**16**	**2,678**
% of Workhours:	**2.99%**	**13.44%**	**16.13%**	**36.07%**	**11.65%**	**1.87%**	**13.74%**	**0.34%**	**1.68%**	**1.49%**	**0.60%**	

DIRECT COSTS

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

ATTACHMENT B

Jorgensen & Associates, Inc.

SCOPE OF SERVICES

Topographic Survey

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

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

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

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

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

Exhibit "A"

Payroll Burden & Fringe Costs

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

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

Exhibit "B"

Overhead and Indirect Costs

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

PAYROLL ESCALATION TABLE
FIXED RAISES

FIRM NAME	Jorgensen & Associates, Inc.		**DATE**	11/14/25	
PRIME/SUPPLEMENT	Prime		**PTB NO.**		
CONTRACT TERM	12	**MONTHS**	**OVERHEAD RATE**	150.44%	
START DATE	11/14/2025		**COMPLEXITY FACTOR**		
RAISE DATE	6/1/2026		**% OF RAISE**	0.00%	

ESCALATION PER YEAR

11/14/2025 - 6/1/2026	6/2/2026 - 11/1/2026			
7 / 12	5 / 12			
= 58.33%	41.67%			
= 1.0000				

The total escalation for this project would be: **0.00%**

PAYROLL RATES

FIRM NAME Jorgensen & Associates **DATE** 11/14/25
PRIME/SUPPLEMENT Prime
PSB NO.

ESCALATION FACTOR **0.00%**

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Survey Party Chief, P.L.S.	$36.50	$36.50
Survey Party Chief	$30.25	$30.25
Instrument Operator	$21.00	$21.00
Cadd Supervisor	$38.25	$38.25
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
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		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00

COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES

FIRM Jorgensen & Associates, Inc. **DATE** 11/14/25

PSB

PRIME/SUPPLEMENT Prime

OVERHEAD RATE 1.5044

COMPLEXITY FACTOR 0

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	(1) Field-Topographic Survey	696	17,835.00	26,830.97	2,464.00	6,833.85				53,963.82	66.06%
	(2) Office-Compile Field Data	116	4,311.00	6,485.47	880.00	1,693.09				13,369.56	16.37%
	(3) Office-Create Existing Topogrpahy Base File	92	3,519.00	5,293.98		1,277.88				10,090.87	12.35%
	(4) Office-Create T.I.N. & Contours	16	612.00	920.69		222.24				1,754.93	2.15%
	(5) QC/QA	24	876.00	1,317.85		318.11				2,511.96	3.07%
	Subconsultant DL					0.00				0.00	0.00%
	TOTALS	944	27,153.00	40,848.97	3,344.00	10,345.17	0.00	0.00	0.00	**81,691.14**	100.00%

DBE 0.00%

AVERAGE HOURLY PROJECT RATES

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

DATE 11/14/25

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			(1) Field-Topographic Survey			(2) Office-Compile Field Data			(3) Office-Create Existing Topogrpahy Base File			(4) Office-Create T.I.N. & Contours			(5) QC/QA		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Survey Party Chief, P.L.S.	36.50	96	10.17%	3.71				72	62.07%	22.66							24	100.00%	36.50
Survey Party Chief	30.25	348	36.86%	11.15	348	50.00%	15.13												
Instrument Operator	21.00	348	36.86%	7.74	348	50.00%	10.50												
Cadd Supervisor	38.25	152	16.10%	6.16				44	37.93%	14.51	92	100.00%	38.25	16	100.00%	38.25			
		0																	
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TOTALS		944	100%	$28.76	696	100.00%	$25.63	116	100%	$37.16	92	100%	$38.25	16	100%	$38.25	24	100%	$36.50

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

Manhour Breakdown
Topographic Survey Estimate

Higgins Road ± 9,250' = ± 1.752 miles

Total Length ± 9,250' = ± 1.752 miles

1. Field – Topographic Survey

   a. Measure traverse, level circuit & G.P.S. survey
      32 hours x 2 men = 64 MH

   b. Search & locate existing R.O.W. lines
      80 hours x 2 men = 160 MH

   c. Locate existing topography & inverts
      236 hours x 2 men = 472 MH

   Sub-total Item #1 696 MH

2. Office - Compile Field Data

   a. Compute traverse, level circuit & G.P.S. survey
      8 hours x 1 man = 8 MH

   b. Edit & compile field data
      40 hours x 1 man = 40 MH

   c. Research records
      4 hours x 1 man = 4 MH

   d. Compute existing R.O.W. lines
      64 hours x 1 man = 64 MH

   Sub-total Item #2 116 MH

(1)

3. Office - Create Existing Topography Base File

    a. Layout and drafting
    92 hours x 1 man = 92 MH

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

    a. Compute contours
    16 hours x 1 man = 16 MH

5. QC/QA

    a. Check topographic survey & contours
    24 hours x 1 man = 24 MH

Total All Items 944 MH

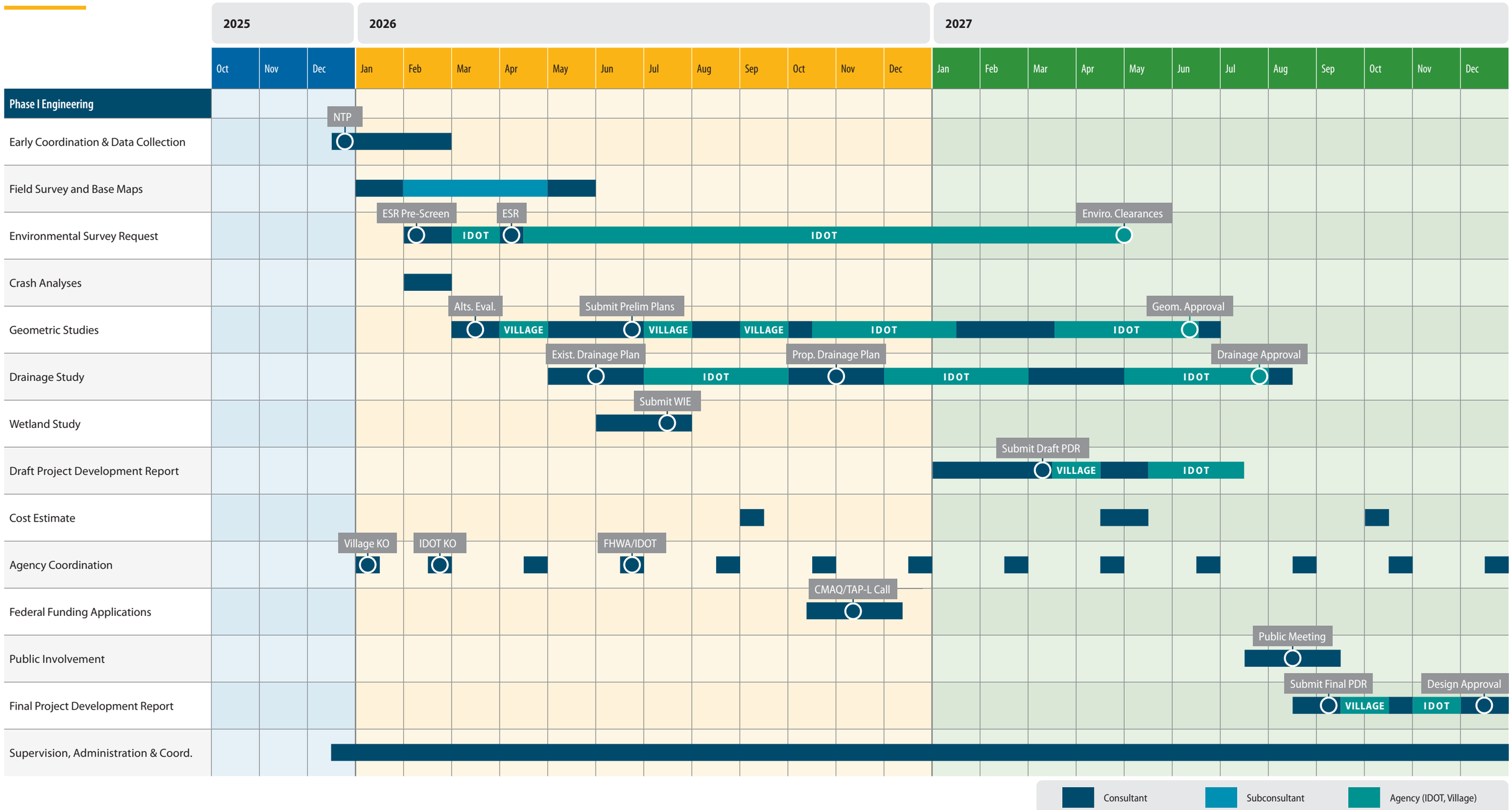
Route: Higgins Road
Section: Glen Lake Road to Roselle Road
County: Cook
Job No.:

Breakdown of
In House Direct Costs

Item		
1. Field – Topographic Survey		
a. Trips to project site – 44 each ± 80 miles/trip x 44 trips = ± 3,520 miles ± 3,520 miles @ $0.70/mile =		$ 2,464.00
2. Office – Compile Field Data		
a. Subdivisions and deeds =		$ 880.00
	Total All Items	$ 3,344.00

E:\Civiltech\Hoffman\Higgins Rd Bike Path\IHC

SCHEDULE


2025
2026
2027
Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
Phase I Engineering
Early Coordination & Data Collection
NTP
Field Survey and Base Maps
Environmental Survey Request
ESR Pre-Screen
ESR
Enviro. Clearances
IDOT
IDOT
Crash Analyses
Geometric Studies
Alts. Eval.
Submit Prelim Plans
Geom. Approval
VILLAGE
VILLAGE
VILLAGE
IDOT
IDOT
Drainage Study
Exist. Drainage Plan
Prop. Drainage Plan
Drainage Approval
IDOT
IDOT
IDOT
Wetland Study
Submit WIE
Draft Project Development Report
Submit Draft PDR
VILLAGE
IDOT
Cost Estimate
Agency Coordination
Village KO
IDOT KO
FHWA/IDOT
Federal Funding Applications
CMAQ/TAP-L Call
Public Involvement
Public Meeting
Final Project Development Report
Submit Final PDR
Design Approval
VILLAGE
IDOT
Supervision, Administration & Coord.
Consultant
Subconsultant
Agency (IDOT, Village)


CIVILTECH



Higgins Road (IL-72) Bike Path Project

VILLAGE OF SCHAUMBURG

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Recommendation to Execute an Agreement with Strand Associates, Inc. for Phase I Preliminary Engineering Services for Weathersfield Way Improvements, Salem Drive to Roselle Road
01/06/26
Transportation Committee

Presenter: Marisa Krawiec, AiCP, Transportation Program Manager
Lead Department: Transportation

Account(s):	Budget:	Expense Request:
4429010-7454, 26051 10-110	247,000	207,073.70

The budget status for this request is: Under Budget

Amount Under Budget: ($39,926.30)

Executive Summary:

Weathersfield Way between Salem Drive and Roselle Road is a minor collector. Weathersfield Way has a two-lane pavement cross-section with bike lanes in each direction. The roadway has curb & gutter and a closed drainage system with sidewalks located on both sides of the road. At the western terminus, the intersection of Weathersfield Way and Salem Drive is served by an all-way stop. At the eastern terminus, the intersection of Weathersfield Way and Roselle Road is served by a traffic signal. The intersection and the traffic signal are both controlled by the Cook County Department of Transportation and Highways (CCDOTH).

Between Salem Drive and Roselle Road, the village is seeking to resurface the roadway and improve bicycle and pedestrian accommodations on the north side of Weathersfield Way. The locations of mid-block multi-use path crossings and the dedication of pavement to other uses such as parking will be evaluated as part of the scope of work. Connections and repairs for sanitary and water lines under Weathersfield Way will also need to be evaluated. A public information meeting will be held to solicit public input on proposed alternatives.

Consultant Selection

Staff received proposals from four qualified consulting firms. Staff evaluated the proposals based on the qualifications of the project team, the firm's relevant experience, and the proposed project approach. Based on these evaluation criteria, staff recommends Strand Associates, Inc. to complete Phase I Preliminary Engineering for the Weathersfield Way Improvements project. Strand's proposal set themselves apart through their strong understanding of the project corridor, by providing a clear and efficient work plan, and demonstrating success on comparable projects. In September, the project team was awarded preliminary engineering for Weathersfield Way Resurfacing (Barrington to

Springinsguth) project. The consulting firm has completed additional projects for Engineering and Public Works not related to roadways. Most recently Strand worked on the Centex Water Tank painting project and final design for the Athena Court reservoir tank, the latter of which is still underway. EPW staff has been pleased with Strand's performance on those projects.

Strand Associates, Inc. submitted a scope and cost proposal in the amount of $207,073.70 for Phase I Preliminary Engineering for Weathersfield Way Improvements. A detailed scope and breakdown of the costs is attached. The village budgeted a total of $247,000 for this project in FY25. Based on the attached cost proposal, this phase of the project would be $39,926.30 under the budgeted amount of $247,000. Funds for Phase I of this project will be paid from the Vital Streets fund. Surface Transportation Program (STP) funds are awarded to the project for construction in 2029.

Recommended Action:

The Village Manager recommends that the Transportation Committee recommend the Village Board authorize the Village Manager and Village Clerk to execute an agreement with Strand Associates, Inc. of Joliet, IL for Phase I Preliminary Engineering Services for Weathersfield Way Improvements, Salem Drive to Roselle Road in the amount of $207,073.70 and approve the required Resolution.

ATTACHMENTS:

- Weathersfield Way Resolution.docx
- Professional Services Agreement.pdf
- Evaluation Tabulation.docx

RESOLUTION NO. R-26-_____

A RESOLUTION AUTHORIZING THE VILLAGE MANAGER AND VILLAGE CLERK TO EXECUTE AN AGREEMENT WITH STRAND ASSOCIATES, INC. OF JOLIET, IL FOR PHASE I PRELIMINARY ENGINEERING SERVICES FOR WEATHERSFIELD WAY IMPROVEMENTS, SALEM DRIVE TO ROSELLE ROAD, IN THE AMOUNT OF $207,073.70

WHEREAS, the Transportation Committee of the Village of Schaumburg has recommended that the Village of Schaumburg authorize the Village Manager and Village Clerk to execute a Professional Services Agreement with Strand Associates, Inc. of Joliet, IL for Phase I Preliminary Engineering Services for Weathersfield Way, Salem Drive to Roselle Road; and

WHEREAS, the Transportation Committee, Transportation Department, Finance Department, and Legal have reviewed the professional services agreement marked Attachment "A" attached hereto; and

WHEREAS, it would be in the best interest of the Village of Schaumburg to execute the professional services agreement for Phase I Preliminary Engineering Services for Weathersfield Way.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF SCHAUMBURG:

SECTION ONE: That the Village Manager and Village Clerk are hereby authorized to execute the professional services agreement with Strand Associates, Inc. marked as Attachment "A" for Weathersfield Way Improvements Phase I Preliminary Engineering Services.

SECTION TWO: That the Village Manager and Village Clerk are hereby authorized to sign any documents in furtherance of this Resolution.

SECTION THREE: That this Resolution shall be in full force and effect after passage and approval as required by law.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this _____ day of _____, 2026.

_____
Village President

ATTEST:

_____
Village Clerk

VILLAGE OF SCHAUMBURG
PROFESSIONAL SERVICES AGREEMENT FOR
WEATHERSFIELD WAY IMPROVEMENTS (SALEM DRIVE TO ROSELLE ROAD)
PHASE I PRELIMINARY 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: Strand Associates, Inc.®
Street Address: 1170 South Houbolt Road
City, State, Zip: Joliet, Illinois 60431
Telephone: (815) 744-4200
Email: Marc.Grigas@strand.com

B. Project Description.
Phase I Preliminary Engineering Services for Weathersfield Way Resurfacing between Salem Drive and Roselle 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 $207,073.70, 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 services during the term 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 services 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; SUBCONSULTANTS.

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 Subconsultants. 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 subconsultants and subagreements used by the Consultant shall be acceptable to, and approved in advance by, the Village. The Village's approval of any subconsultants or subagreements 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 subagreement 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 subconsultants of the Consultant, and every subagreement shall include a provision binding the subconsultants to all provisions of this Agreement.

D. Removal of Personnel and Subconsultants. If any personnel or subconsultants 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 subconsultants. 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 subconsultants 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 acts, errors 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 services 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 notices, pay all fees, and take all other action that may be necessary for the Services that 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 subconsultants', negligent 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: Ogar Somo
E-mail: OSomo@schaumburg.com

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

Consultant Firm Name: Strand Associates, Inc.®
Street Address: 1170 South Houbolt Road
City, State, Zip: Joliet, Illinois 60431
Attention: Marc Grigas
Facsimile: _____
Email: Marc.Grigas@strand.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 or Consultant.

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: Joseph M Breslin 12/19/25

TITLE: Corporate Secretary

ATTEST:

By: Gretchen J. Christensen

TITLE: N/A

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]

EXHIBIT 1

Services Name: Phase I Engineering Services for Weathersfield Way Resurfacing Project from Salem Drive to Roselle Road (PROJECT).

Project Understanding

PROJECT consists of roadway and multi-use path modifications to 1.0 miles of Weathersfield Way from Salem Drive to Roselle Road in the Village of Schaumburg, Illinois (Village). Roadway modifications include resurfacing, pavement patching, curb and gutter and sidewalk removal and replacement. A multi-use path will be designed from the existing path at Salem Drive to Roselle Road.

Phase I and Phase II will be locally funded. Other phases of PROJECT will be partially funded with Surface Transportation Program federal funds. PROJECT will be processed through the Illinois Department of Transportation's (IDOT) District One's Bureau of Local Roads & Streets and the Federal Highway Administration (FHWA). PROJECT is anticipated to be processed as a Categorical Exclusion—State Approved. Village has scheduled PROJECT for the March 2029 IDOT letting.

Scope of Services

Phase I Preliminary Engineering

Administration and Communication

1. Track PROJECT schedule, budget, and task completion.
2. Prepare monthly PROJECT invoices.
3. Prepare subconsultant agreements and communicate with subconsultants.
4. Communicate with Northwest Municipal Conference (NWMC) and prepare PROJECT program information and quarterly reports to NWMC.

Data Collection, Site Visit, and Review of Materials

1. Collect and review data provided by Village which may include, but will not be limited to, subdivision plats, as-built plans, traffic signal plans at Roselle Road, crash data for the previous five years, microfilm, historic aerial imagery, flood plain and wetland mapping, and permits.
2. Review Village's geographical information system data.
3. Perform one site visit and prepare an Environmental Survey Request photograph log.
4. Review existing pavement conditions and pavement patching sizes and quantities.
5. Review existing sidewalk not proposed to be replaced with a multi-use path for areas that may not meet current Americans with Disabilities Act/Public Right-Of-Way (ROW) Accessibility Guidelines. Areas to be replaced shall be determined by Village.
6. Perform a condition assessment of existing driveway aprons and curb and gutter.

Environmental Engineering

1. Prepare and submit an Environmental Survey Request to IDOT including exhibits and photograph log.

2. Subconsultant Hampton, Lenzini and Renwick, Inc. (HLR) will perform services related to completing a Preliminary Environmental Site Assessment (PESA). The PESA will be prepared using historical and geological information. The specific methods used to conduct the assessment will be in accordance with the following documents:

   a. American Society for Testing and Materials Standards E1527-13.

   b. A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation Highway Projects.

   c. Special Wastes Procedures for Local Highway Improvements (IDOT Local Roads Manual, July 22, 2004).

   d. IDOT Bureau of Design and Environment (BDE) Manual, Section 27-3.03 (b) (October 2015).

   The PESA will include a database search, review of historical records, an on-site evaluation, and review of other project conditions that may give insight into the existing environmental conditions along the route.

   Once the review has been completed, a written report will be prepared and submitted as documentation for the on-site analysis. This report will accompany various site photographs, maps, and the above-mentioned documentation; which will be utilized to assist with the project evaluation.

3. Review PESA results and incorporate into the Project Development Report, as appropriate.

4. Communicate with HLR regarding its services.

Topographical Survey

1. Subconsultant Claassen, White & Associates (CWA) will provide the topographical survey services. The survey will be bound by the ROW, generally extending 15 feet beyond the existing roadway ROW. Longitudinal limits of the survey will be the east edge of pavement of Salem Drive to the full intersection of Roselle Road. Side street topography will extend 50 feet beyond the curb returns. Survey will include entrances, utility structures with discharge pipe inverts, fire hydrants, sidewalks, curb ramps, paths, fences, handholes, traffic signal equipment, retaining walls, pavement, trees, signs, and curb and gutter. All trees will be located within the PROJECT limits and will be identified as deciduous or coniferous. Tree species and tree tagging will not be included. The horizontal control will be set in accordance with a global positioning system (GPS) based on Illinois State Plane Coordinates/East Zone NAD83 (2011). Provide vertical control in accordance with a GPS unit based on NAVD 88 datum and National Geodetic Survey control.

2. Develop a base map of the topographical survey results with Open Roads Designer. Import spatially-tied aerial photography provided by Village into the base map.

3. Communicate with CWA regarding its services.

Geotechnical Engineering and Analyses

1. Subconsultant Rubino Engineering, Inc., (Rubino) will provide geotechnical engineering services and prepare a Roadway Geotechnical Report. Rubino will perform up to 18 pavement cores to up to two feet deep on Weathersfield Way.

2. Communicate with Rubino regarding its services.

Utility Communication

1. Prepare initial communication letters for utilities that are on the J.U.L.I.E. locate design stage ticket.

2. Review utility atlases provided by utility companies and Village.

3. Communicate with utility companies.

Stakeholder Involvement Plan

1. Prepare a log of PROJECT stakeholders. This is anticipated to include residents along the corridor, Schaumburg Park District, and businesses at the Farmgate Shopping Center. Up to 150 stakeholders are anticipated.

2. Provide the following for one public information meeting held by Village.

    a. Prepare a public meeting advertisement for Village approval. Advertise the Public Information Meeting for two publications in one Village-approved newspaper (two publications total). Prepare the advertisement and communicate with one newspaper to publish the advertisement following IDOT Bureau of Local Roads and Streets criteria.

    b. Prepare a public meeting notification letter on Village letterhead. Prepare and mail the letters to up to 150 property owners along the corridor. For the multi-unit residential development near Roselle Road, letters will be mailed to the Lakewood Condominium Association, not individual units. For the commercial developments near Roselle Road, letters will be mailed to only the buildings that abut Weathersfield Way.

    c. Prepare up to six exhibit boards (to be displayed on easels) and aerial exhibits (to be laid flat on a table) summarizing PROJECT. Make exhibits available for review by Village prior to the meeting. The exhibit boards will be used to facilitate discussions about PROJECT with members of the public.

    d. Facilitate the public information meeting in an open house format. It is anticipated that the open house will last up to three hours and will be held on a weeknight.

    e. Provide a sign-in sheet and comment forms for members of the public. Collect comment forms at the end of the open house.

    f. Prepare an electronic log of up to 50 written comments received before, during, and up to two weeks after the public information meeting.

    g. Prepare a written summary of the public information meeting, including information about the number of attendees and a summary of the comments that were received. The written summary will be made available to Village.

3. Review and prepare responses to comments received before, during, and up to two weeks after the public information meeting. Formal responses on Village letterhead will be emailed or mailed to respond to each comment received within that timeframe.

4. Meet individually with up to three stakeholders to discuss PROJECT.

Crash Analysis

1. Obtain and review crash data from Village for the previous five years.

2. Prepare crash summary and collision diagrams for up to 100 crashes.

Geometric Studies

1. Prepare a multi-use path alternative analysis reviewing two alternative for the Village to select a preferred alternative. Provide a summary letter of results to the Village. Discuss alternatives with Village for Village to select preferred location.

2. Design horizontal alignment and vertical profile for up to 5,400 linear feet of multi-use path.

3. Review existing pavement structure from pavement core results and review up to two alternatives for the resurfacing pavement structure.

4. Evaluate existing crosswalk and curb ramp locations along the corridor for pedestrian connectivity. Each intersection will be evaluated for adding crosswalks and/or removing crosswalks and curb ramps.

5. Prepare preliminary plans for Village's review. Preliminary plans shall consist of plan and profile at 20 scale, existing and proposed typical sections, and cross sections. Cross sections will be prepared for the location of the Village-prepared multi-use path every 50 feet and at entrances. Cross sections will not be included in the Project Development Report and side street cross sections will not be provided.

Project Development Report

1. Prepare an opinion of probable construction cost (OPCC).

2. Prepare a Prefinal Project Development Report utilizing IDOT's Form BLR 22110 with attachments at 95 percent completion. The following attachments are anticipated to be included.

    a. Location map.

    b. Functional classification map.

    c. Existing and proposed typical sections.

    d. Roadway plan and profile drawings. A proposed profile for the multi-use path will be shown.

    e. Communication meeting data (BLR 22410).

    f. Design Exception Guidelines (BLR 22000).

    g. Design Exception Forms (BLR 22120), as appropriate.

    h. Bicycle and Pedestrian Assessment (BDE 1702).

    i. Crash analysis.

    j. PESA summary.

    k. Biological and cultural clearances.

    l. Meeting minutes.

m. Agency, stakeholder, and utility communication.

n. OPCC.

3. Submit the Prefinal Project Development Report (anticipated to be Categorical Exclusion—State Approved) for Village and IDOT review. Prepare Checklist for Determination of State/Federal Approved Categorical Exclusions (BLR 19110).

4. Revise the Project Development Report based on review comments from Village and IDOT, as appropriate.

5. Prepare up to four design exception forms on IDOT forms.

6. Prepare design approval request notices for publication by Village.

Meetings

Attend and prepare meeting minutes for the following meetings:

1. One virtual kickoff meeting with IDOT.

2. One kickoff meeting with Village.

3. Up to 12 virtual 30-minute progress meetings with Village.

4. One meeting with FHWA.

Quality Control/Quality Assurance (QA/QC)

Perform QA/QC reviews prior to each submittal and throughout the PROJECT as appropriate. QA/QC review will be implemented in accordance with Consultant's QA/QC procedures.

Service Elements Not Included

The following services are not included in this Agreement. If required, they will be provided through an amendment to this Agreement or through a separate agreement with the Village.

1. Additional Village-required Site Visits and/or Meetings: Additional Village-required site visits or meetings.

2. Archaeological or Botanical Investigations: Consultant will assist Village in engaging the services of an archaeologist or botanist, if required, to perform the field investigations necessary for agency review.

3. Flood Studies: Any services involved in performing flood and floodway studies.

4. Land and Easement Surveys/Procurement: Any services of this type including, but not limited to, a record search, field work, preparation of legal descriptions, or assistance to Village for securing land rights necessary for the specified project.

5. Location Drainage Study or Location Drainage Technical Memorandum Preparation.

6. PESA Response and Preliminary Site Investigation.

7. Phase II Design Services.

8. PowerPoint Presentation for the Public Meeting.

9. Preparation for and/or Appearance in Litigation on Behalf of Village: Any services related to litigation.

10. Revising Designs, Drawings, Specifications, and Documents: Any services required after these items have been previously approved by state or federal regulatory agencies, because of a change in project scope or where such revisions are necessary to comply with changed state and federal regulations that are put in force after Services have been partially completed.

11. Section 4(f) and Section 6(f) Impacts.

12. Village Board and Committee Presentations.

Client: Village of Schaumburg, IL
Project: Weathersfield Way Improvements
Phase: Phase I Engineering
Date: 22-Dec-2025

STRAND ASSOCIATES®

	Task (Note: Numbering does not align with the Schedule numbering in Approach)	PRINCIPAL	PROJ. MANAGER	LEAD ENGR.	TRAFFIC ENGINEER	DRAINAGE ENGR.	ENGINEER	QA/QC	OFFICE TECH	OFFICE TECH LEAD	SECRETARY	BUDGET TOTALS Hours	Subconsultant Cost	Labor Cost	Line Cost	% of Project
1.0	**Administration & Communication**															
1.1	Track project schedule, budget, and task completion (13 months @ 1 hrs/mo)	2.00	6.00		3.00						2.00	13.00		$2,504.25	$2,504.25	1.34%
1.2	Prepare and submit monthly invoices (13 months @ 1 hrs/mo)	2.00	6.00		3.00						2.00	13.00		$2,504.25	$2,504.25	1.34%
1.3	Develop subconsultant agreements and track subconsultant progress (13 months @ 0.5 hrs/mo)	1.00	2.00		1.50						2.00	6.50		$1,176.73	$1,176.73	0.63%
1.4	Communicate with Northwest Municipal Conference (NWMC) and prepare Project Program Information and quarterly reports to NWMC		2.00		4.00						1.00	7.00		$1,164.85	$1,164.85	0.62%
1.0	**Administration & Communication**	5.00	16.00	0.00	11.50	0.00	0.00	0.00	0.00	0.00	7.00	39.50	$0.00	$7,350.08	$7,350.08	3.92%
2.0	**Data Collection, Site Visit, and Review of Materials**															
2.1	Collect and review data provided by the Village		2.00	4.00			8.00					14.00		$1,973.77	$1,973.77	1.05%
2.2	Review the Village's GIS data			2.00			4.00					6.00		$793.00	$793.00	0.42%
2.3	Visit site and prepare ESR photo log			6.00	6.00		6.00					18.00		$2,598.28	$2,598.28	1.39%
2.4	Review existing pavement conditions and pavement patching sizes and quantities			6.00			6.00					12.00		$1,610.40	$1,610.40	0.86%
2.5	Evaluate existing sidewalk for potential areas of replacement		2.00	4.00			12.00					18.00		$2,486.17	$2,486.17	1.33%
2.6	Perform a condition assessment of existing driveway aprons and curb and gutter		2.00	6.00			10.00					18.00		$2,510.57	$2,510.57	1.34%
2.0	**Data Collection, Site Visit, and Review of Materials**	0.00	6.00	28.00	6.00	0.00	46.00	0.00	0.00	0.00	0.00	86.00	$0.00	$11,972.19	$11,972.19	6.39%
3.0	**Environmental Engineering**															
3.1	Prepare and submit Environmental Survey Request with exhibits and photo log		2.00	12.00			26.00					40.00		$5,401.97	$5,401.97	2.88%
3.2	Subconsultant HLR will perform services related to completing a PESA												$11,500.00		$11,500.00	6.14%
3.3	Review PESA results and incorporate into PDR as appropriate		1.00	2.00								3.00		$474.49	$474.49	0.25%
3.4	Communicate with HLR regarding its services		2.00	2.00								4.00		$668.37	$668.37	0.36%
3.0	**Environmental Engineering**	0.00	5.00	16.00	0.00	0.00	26.00	0.00	0.00	0.00	0.00	47.00	$11,500.00	$6,544.83	$18,044.83	9.63%
4.0	**Topographical Survey (Claassen, White & Associates)**															
4.1	Subconsultant Claassen, White & Associates will provide the topographical survey services												$39,460.00		$39,460.00	21.05%
4.2	Develop base map of topographical survey results with Open Roads Designer and import spatially-tied aerial photography			2.00			2.00			8.00		12.00		$2,122.80	$2,122.80	1.13%
4.3	Communicate with Claassen, White & Associates regarding its services		2.00	2.00								4.00		$668.37	$668.37	0.36%
4.0	**Topographical Survey (Claassen, White & Associates)**	0.00	2.00	4.00	0.00	0.00	2.00	0.00	0.00	8.00	0.00	16.00	$39,460.00	$2,791.17	$42,251.17	22.54%
5.0	**Geotechnical Engineering and Analyses (Rubino)**															
5.1	Subconsultant Rubino will provide geotechnical engineering services												$5,970.00		$5,970.00	3.19%
5.2	Communicate with Rubino regarding its services		2.00	2.00								4.00		$668.37	$668.37	0.36%
5.0	**Geotechnical Engineering and Analyses (Rubino)**	0.00	2.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4.00	$5,970.00	$668.37	$6,638.37	3.54%
6.0	**Utility Communication**															
6.1	Prepare initial coordination letters for utilities identified by JULIE			2.00			4.00				2.00	8.00		$1,029.99	$1,029.99	0.55%
6.2	Review utility atlases provided by utility companies			2.00			6.00					8.00		$1,049.20	$1,049.20	0.56%
6.3	Communicate with utility companies			2.00			6.00					8.00		$1,049.20	$1,049.20	0.56%
6.0	**Utility Communication**	0.00	0.00	6.00	0.00	0.00	16.00	0.00	0.00	0.00	2.00	24.00	$0.00	$3,128.39	$3,128.39	1.67%
7.0	**Stakeholder Involvement Plan**															
7.1	Advertise public meeting notification and communicate with newspaper		1.00	12.00							2.00	15.00		$2,114.48	$2,114.48	1.13%
7.2	Prepare for and hold one Public Information meeting		6.00	24.00			48.00					78.00		$10,679.31	$10,679.31	5.70%
7.3	Review and prepare responses to public comments		2.00	8.00			8.00				2.00	20.00		$2,771.97	$2,771.97	1.48%
7.4	Meet individually with stakeholders to discuss the project, upon request		6.00	6.00								12.00		$2,005.11	$2,005.11	1.07%
7.0	**Stakeholder Involvement Plan**	0.00	15.00	50.00	0.00	0.00	56.00	0.00	0.00	0.00	4.00	125.00	$0.00	$17,570.87	$17,570.87	9.37%
8.0	**Crash Analysis**															
8.1	Obtain and review crash data for the previous 5 years			4.00	4.00		12.00					20.00		$2,756.98	$2,756.98	1.47%
8.2	Prepare crash summary and collision diagrams			4.00			24.00					28.00		$3,635.60	$3,635.60	1.94%
8.0	**Crash Analysis**	0.00	0.00	8.00	4.00	0.00	36.00	0.00	0.00	0.00	0.00	48.00	$0.00	$6,392.58	$6,392.58	3.41%
9.0	**Geometric Studies**															
9.1	Prepare a multi-use path alternatives analysis and summary letter		2.00	4.00			12.00				2.00	20.00		$2,723.17	$2,723.17	1.45%
9.2	Design horizontal alignment and vertical profile for up to 5,400 feet of multi-use path		2.00	8.00			24.00		8.00			42.00		$5,438.57	$5,438.57	2.90%
9.3	Review existing pavement structure and resurfacing alternatives			4.00			4.00					8.00		$1,073.60	$1,073.60	0.57%
9.4	Evaluate crosswalk and curb ramp locations		1.00	4.00			8.00					13.00		$1,779.89	$1,779.89	0.95%

Client: Village of Schaumburg, IL
Project: Weathersfield Way Improvements
Phase: Phase I Engineering
Date: 22-Dec-2025

STRAND ASSOCIATES®

Task (Note: Numbering does not align with the Schedule numbering in Approach)		PRINCIPAL	PROJ. MANAGER	LEAD ENGR.	TRAFFIC ENGINEER	DRAINAGE ENGR.	ENGINEER	QA/QC	OFFICE TECH	OFFICE TECH LEAD	SECRETARY	BUDGET TOTALS Hours	Subconsultant Cost	Labor Cost	Line Cost	% of Project
9.5	Prepare plan and profile (10 shts, 6hr/sht), existing and proposed typical sections (1 sht, 16 hr/sht), and cross sections (50' intervals and driveways = 142 sections, 3 sections/sht, 1.5 hr/sht)		8.00	12.00		12.00	95.00			20.00		147.00		$21,111.21	$21,111.21	11.26%
9.0 Geometric Studies		0.00	13.00	32.00	0.00	12.00	143.00	0.00	8.00	20.00	2.00	230.00	$0.00	$32,126.44	$32,126.44	17.14%
10.0 Project Development Report																
10.1	Prepare Opinion of Probable Construction Cost	2.00	4.00	8.00			20.00					34.00		$5,069.94	$5,069.94	2.70%
10.2	Prepare a Prefinal Project Development Report and address comments	4.00	8.00	20.00			50.00				12.00	94.00		$13,404.05	$13,404.05	7.15%
10.3	Submit the Prefinal PDR for Village and IDOT review		1.00	2.00			4.00				1.00	8.00		$1,105.38	$1,105.38	0.59%
10.4	Revise the PDR based on review comments	1.00	2.00	4.00			12.00				2.00	21.00		$3,028.17	$3,028.17	1.62%
10.5	Prepare up to 4 design exception forms on IDOT forms		2.00	4.00			12.00					18.00		$2,486.17	$2,486.17	1.33%
10.6	Prepare design approval request notices		2.00								2.00	4.00		$624.77	$624.77	0.33%
10.0 Project Development Report		7.00	19.00	38.00	0.00	0.00	98.00	0.00	0.00	0.00	17.00	179.00	$0.00	$25,718.48	$25,718.48	13.72%
11.0 Meetings																
11.1	Prepare, attend, and create meeting minutes for meetings defined in the scope															
11.1a	Attend and prepare meeting minutes for one virtual kickoff meeting with IDOT		2.00	2.00		1.00	2.00				1.00	8.00		$1,188.24	$1,188.24	0.63%
11.1b	Attend and prepare meeting minutes for one kickoff meeting with Village.		2.00	2.00			2.00				1.00	7.00		$1,043.07	$1,043.07	0.56%
11.1c	Attend and prepare meeting minutes for up to twelve virtual 30-minute progress meetings with Village		6.00	4.00		2.00	4.00				1.00	17.00		$2,645.75	$2,645.75	1.41%
11.1d	Attend and prepare meeting minutes for one meeting with FHWA		2.00	2.00		1.00	2.00				1.00	8.00		$1,188.24	$1,188.24	0.63%
11.0 Meetings		0.00	12.00	10.00	0.00	4.00	10.00	0.00	0.00	0.00	4.00	40.00	$0.00	$6,065.30	$6,065.30	3.24%
12.0 Quality Control/Quality Assurance (QA/QC)																
12.1	Perform QA/QC reviews prior to each submittal and as needed						8.00	30.00				38.00		$10,174.80	$10,174.80	5.43%
12.0 Quality Control/Quality Assurance (QA/QC)		0.00	0.00	0.00	0.00	0.00	8.00	30.00	0.00	0.00	0.00	38.00	$0.00	$10,174.80	$10,174.80	5.43%
	Total Hours 876.50	12.00	90.00	194.00	21.50	16.00	441.00	30.00	8.00	28.00	36.00	876.50	$56,930.00	$130,503.50	$187,433.50	100.00%
	% of Total Hours 100.00%	1.4%	10.3%	22.1%	2.5%	1.8%	50.3%	3.4%	0.9%	3.2%	4.1%					
	Staff	PRINCIPAL	PROJ. MANAGER	LEAD ENGR.	TRAFFIC ENGINEER	DRAINAGE ENGR.	ENGINEER	QA/QC	OFFICE TECH	OFFICE TECHLEAD	SECRETARY					
	Billing Rate	$305.00	$193.89	$140.30	$164.65	$145.17	$128.10	$305.00	$106.75	$198.25	$118.50					
	Fee	$3,660.00	$17,449.70	$27,218.20	$3,539.89	$2,322.70	$56,492.10	$9,150.00	$854.00	$5,551.00	$4,265.91					

Subtotal Fee	**$130,510.00**
Subconsultant Fees	$56,930.00
Subconsultant Administration	$5,692.90
Expenses	$13,940.80
Total Fee	**$207,073.70**

Project Schedule

Village of Schaumburg
Weathersfield Way Resurfacing Project
Project Schedule

	Tasks	2025	2026											2027
		Dec	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Jan
1	**Phase I Planning Engineering**														
1.1	Notice to Proceed														
1.2	Village and IDOT Kick-Off Meetings														
1.3	Data Collection														
1.4	Environmental Survey Request														
1.5	Utility Communication														
1.6	PESA														
1.7	Topographical Survey														
1.8	Field Investigation														
1.9	Geotechnical Engineering														
1.10	Crash Analysis														
1.11	Preliminary Design														
1.12	Respond to Village's Review and Comments														
1.13	FHWA Meeting #1														
1.14	Public Meeting #1														
1.15	Project Development Report (Draft and Final)														
1.16	Design Approval														

Legend
Submittal Milestone
Approval from Agency
Agency Review Time
On-Going Engineering Efforts

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 from the Consultant's negligent acts, errors, or omissions set forth in the Agreement. If the policy is a claims made policy, it shall remain in effect for 5 years after the services have 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
None	None

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 subconsultant, 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 agreement.

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

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

WEATHERSFIELD WAY IMPROVEMENTS
EVALUATION TABULATION

VENDOR SCORES BY EVALUATION CRITERIA

Vendor	Key Personnel Points Based 5 Points (10%)	Qualifications of the Firm and Team Points Based 15 Points (30%)	Project Approach and Understanding Points Based 20 Points (40%)	Relevant Experience Points Based 10 Points (20%)	Total Score (Max Score 50)
Bowman	8.0	8.3	16.0	7.7	40.00
Gewalt-Hamilton	8.0	8.3	14.3	7.7	38.33
Strand	8.3	8.3	16.7	8.0	41.33
Thomas	8.3	8.3	15.7	8.3	40.67

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Road Construction Update - Verbal Report
01/06/26
Transportation Committee

Presenter:
Lead Department: Transportation

Executive Summary:

Recommended Action:

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

January 13, 2026
01/06/26
Transportation Committee

Presenter:
Lead Department: General Government

Executive Summary:

Recommended Action: