

**VILLAGE OF LOMBARD
CONTRACT**

CONTRACT DOCUMENT NUMBER ST-26-10

This agreement is made this 20th day of July, 2023, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Strand Associates Inc., hereinafter referred to as the "ENGINEER" and its successors.

Witnessed, that in consideration of the mutual promises of the parties delineated in the contract documents, the ENGINEER agrees to perform the services, and the VILLAGE agrees to pay for the following services as set forth in the contract documents:

Design (Phases 1 and 2) Engineering Services for Arterial Sidewalk Gap Improvements

1. This contract shall embrace and include all the applicable contract documents listed below as if attached hereto or repeated herein:
 - a. VILLAGE'S Request for Qualifications for Short-List for Engineering Services Dated October 9, 2021
 - b. ENGINEER'S Project Proposal Dated June 1, 2023
 - c. ENGINEER'S Scope Revised Proposal Submittal Dated July 6, 2023
 - d. Required Certificates and Signatures and Certificate of Insurance
2. The VILLAGE agrees to pay, and the ENGINEER agrees to accept as full payment for the services which are the subject matter of this contract in accordance with the General Provisions.
3. This Contract represents the entire agreement between the parties and may not be modified without the written approval of both parties.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by the Village President, and the ENGINEER have hereunto set their hands this 20th day of July, 2023.

If an individual or partnership, all individual names of each partner shall be signed or if a corporation, an officer duly authorized shall sign here:

Strand Associates Inc.

Accepted this _____ day of _____, 2023.

Individual or Partnership _____ Corporation _____

By _____ Position/Title

By _____ Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 20th day of July, 2023.



Keith Giagnorio
Village President

Attest: 

Elizabeth Brezinski
Village Clerk

**VILLAGE OF LOMBARD
ENGINEER'S CERTIFICATION**

_____, having been first duly sworn depose and states as follows:
(Officer or Owner of Company)

Strand Associates Inc., having submitted a proposal for Arterial Sidewalk Gap Improvements to the Village of Lombard, hereby certifies that said ENGINEER:

1. has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A) (4).
2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:
 - a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the approve Revenue Act; or
 - b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.
3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382 and that

(Name of employee/driver or "all employee drivers")
is/are currently participating in a drug and alcohol testing program pursuant to the aforementioned rules.

By: _____
Officer or Owner of Company named above

Subscribed and sworn to
before me this _____
day of _____, 2023.

Notary Public

**SCOPE OF SERVICES
PHASE I AND II ENGINEERING SERVICES
ARTERIAL ROADWAY SIDEWALK GAP IMPROVEMENT**

Village of Lombard, Illinois (LPA)
Strand Associates, Inc. (ENGINEER)
Illinois Department of Transportation (DEPARTMENT)

Project Information

Project Name: Arterial Roadway Sidewalk Gap Improvement (PROJECT)

Services Description: Provide preliminary (Phase I) and design (Phase II) engineering and land acquisition for sections of sidewalk in the following locations:

1. Main Street from 16th Street to 17th Street (east side for 700 feet).
2. Madison Street from Edgewood Avenue to Chase Avenue (south side for 1,400 feet).
3. Highland Avenue from East Janata Boulevard to the North Yorktown Mall Entrance (east side for 900 feet), and provide receiving ramps for three east-west pedestrian crossings across Highland Avenue at the North and South Yorktown Mall Entrances.
4. Finley Road from north of Foxworth Boulevard to north of the northern Cove Landing driveway (east side for 600 feet).

All locations are in the Village of Lombard, Illinois. Main Street, Madison Street, Highland Avenue, and Finley Road are under the jurisdiction of the LPA.

PROJECT will be funded with local Motor Fuel Tax funds for Phases I and II. It is anticipated this PROJECT will use federal funds for construction and construction engineering. In accordance with Federal standards, the Phase I study will follow the DEPARTMENT Bureau of Local Roads and Streets (BLRS) Phase I process. It is anticipated the PROJECT will be processed as a Categorical Exclusion, Group II—Federally Approved.

Scope of Services

ENGINEER will provide the following services to LPA. The following services supersede the scope of services provided in the ENGINEER's proposal and LPA's Request for Proposal.

Phase I—Data Collection

1. Obtain public and private utility atlases.
2. Obtain existing data from LPA including as-built drawings, geographical information systems (GIS) utility information, crash data, existing traffic signal timings, and historical traffic counts.
3. Conduct one site visit and prepare a photographic log of the PROJECT limits for the Environmental Survey Request (ESR) Form.
4. Develop a mailing list of stakeholders including local agencies and utility companies. The LPA shall develop a mailing list of private parties that may be affected by this PROJECT or the Finley Road Shared-Use Path Project.

Phase I—Topographical Survey

1. See SUBCONSULTANT, Hampton, Lenzini and Renwick, Inc. (HLR), scope of services for topographical survey.
2. Develop a base map in MicroStation and Geopak Select Series 4/10.
3. Import spatially-tied aerial photography provided by the LPA.
4. Communicate with HLR regarding its scope of services.

Phase I—Right-of-Way and Property Owner Review

1. See SUBCONSULTANT HLR's scope of services for establishing existing right-of-way and property owner review.
2. Communicate with HLR regarding its scope of services.
3. Import LPA-provided GIS right-of-way base map into MicroStation.

Phase I—Environmental Survey Request (ESR)

1. Prepare ESR and attachments and submit to BLRS. The ESR will request that the DEPARTMENT conduct biological and cultural reviews and clearances.
2. HLR will provide a Preliminary Environmental Site Assessment (PESA) within LPA right-of-way, in accordance with its scope of services.
3. Communicate with HLR regarding its scope of services.
4. Review local PESA results and incorporate into the Project Development Report (PDR).
5. Prepare a Wetland Impact Evaluation Forms and exhibits for one wetland area. Wetland delineation, if needed, is anticipated to be provided by the DEPARTMENT.

Phase I—Utilities

1. Submit a J.U.L.I.E. design stage ticket for utility locates.
2. Prepare and submit existing plan and profile drawings of the PROJECT's existing conditions for utility companies to review. Incorporate existing utility drawings provided by the utility companies into the PROJECT drawings. ENGINEER will not be responsible for the accuracy of the information provided by utility companies.
3. Review existing private and LPA utility impacts and note locations and types of utility conflicts. Discuss the relocation of utilities within the PROJECT limits with LPA.

Phase I—Public Involvement

1. Attend one public information meeting held by LPA at its village hall. Public information meeting notification letters shall be prepared and mailed by LPA.
 - a. Review public meeting advertisement prepared by LPA for advertisement in a local newspaper.

- b. Review public meeting notification letters prepared and mailed by LPA.
- c. Prepare up to-ten exhibit boards (to be displayed on easels) and aerial exhibits (to be laid flat on a table) summarizing this PROJECT and the Finley Road Shared-Use Path Project, including current status, next steps, and frequently asked questions. Make exhibits available for review by LPA prior to the meeting. Use the exhibits to facilitate discussions about this PROJECT and the Finley Road Shared-Use Project.
- 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. LPA shall provide a sign-in sheet and comment forms for members of the public and collect comment forms at the end of the open house.
- f. Prepare an electronic log of up to 75 written comments received before, during, and up to two weeks after the public information meeting. Provide draft responses to LPA. LPA shall prepare formal responses and email or mail response to each comment received within that timeframe.
- 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. Make the written summary available to LPA and include it in the Project Report.

Phase I—Section 4(f)

- 1. Organize, conduct, and prepare meeting minutes for distribution to attending parties for one kickoff meeting with the Lombard Park District.
- 2. Develop up to two sidewalk alternatives for the Lombard Park District parcels.
- 3. Communicate with the Lombard Park District regarding design alternatives.
- 4. Prepare documentation of final Section 4(f) communication and alternatives for PROJECT impacts within Madison Meadows Park. It is anticipated the Section 4(f) will be processed and approved through an intergovernmental agreement prepared by the LPA.

Phase I—Geometric Studies

- 1. Prepare design criteria based on DEPARTMENT, LPA, and Federal Highway Administration (FHWA) standards.
- 2. Prepare five existing and five proposed typical sections.
- 3. Prepare one conceptual sidewalk horizontal alignment for each location and provide to LPA for review. Include 3,600 feet of sidewalk conceptual horizontal alignment.
- 4. Prepare preliminary horizontal and vertical alignments after receiving LPA comments on conceptual alignments and evaluating tradeoffs between the impacts to utilities, right-of-way, and other design criteria.
- 5. Establish the preliminary location of proposed right-of-way, temporary easements, and/or permanent easements. Provide to LPA for review and refine the locations of proposed right-of-way, temporary easement, and/or permanent easements for up to nine parcels.
- 6. Prepare plan and profile drawings for the 3,600 feet of anticipated sidewalk at one inch = 20 feet.

7. Prepare cross sections at 50-foot intervals, intersections, and entrances. Up to 100 cross sections will be prepared. Show existing and proposed surface geometry in the cross sections. Cross sections will not be included in the PDR and cross sections along the side streets will not be provided.
8. Prepare 22 Americans with Disabilities Act (ADA) curb ramp details at one inch = five feet.
9. Prepare six design exceptions.
10. Identify locations that require retaining walls due to steep slopes. It is anticipated that any potential retaining wall is less than three feet exposed.

Phase I—Traffic Signal Design and Street Lighting Evaluation

1. Review traffic signal and pedestrian treatment alternatives with LPA.
2. Review existing signal timings for the Highland Avenue and Yorktown Mall North and South Entrance intersections Evaluate whether additional pedestrian phases can be accommodated.
3. Review existing LPA-owned light pole conflicts and evaluate relocation options for conflicts.

Phase I—Drainage

1. Review existing drainage network and patterns utilizing topographical survey, as-built drawings, and LPA's GIS database.
2. Prepare and submit an abbreviated drainage memorandum to LPA for review. The memorandum is anticipated to include a brief evaluation to the existing drawings system; Proposed Drainage Plan; supporting calculations; applicable mapping, and site photographs. Stormwater detention analysis is not anticipated.
3. Revise the abbreviated drainage memorandum based on one iteration of comments from the LPA and resubmit for final approval.

Phase I—PDR

1. Develop an opinion of probable construction cost (OPCC).
2. Prepare crash summary and plot collision diagrams for the roadway segments within the PROJECT limits.
3. Prepare and submit a prefinal PDR using DEPARTMENT Form BLR 22210 and exhibits at 95 percent completion. PDR is anticipated to be Categorical Exclusion, Group II—Federally Approved.
4. Revise the PDR based on review comments from the LPA and DEPARTMENT.
5. Prepare design approval request notices for publication by the LPA.

Phase I—Meetings

Organize, conduct, and prepare meeting minutes for distribution to attending parties for the following meetings:

1. One virtual DEPARTMENT Phase I kickoff meeting with LPA and DEPARTMENT after design issues that affect processing are evaluated.
2. One virtual meeting with the FHWA to present the PROJECT and design exceptions.
3. Two progress meetings with LPA.
4. Meeting with Lombard Park District is included in the Phase I—Section 4(f) task.
5. One plan-in-hand walkthrough onsite with the LPA.

Phase I—Administration

1. Prepare and submit up to four quarterly status updates to the DuPage Mayors and Managers Conference (DMMC).
2. Track PROJECT schedule, budget, and task completion.
3. Prepare SUBCONSULTANT agreements and track SUBCONSULTANT schedules, budgets, and task completion.
4. Prepare and submit invoices and progress reports.

Phase I—Quality Assurance (QA) and Quality Control (QC)

Perform QA and QC reviews.

Phase II—Pick-Up Topographical Survey

1. Perform a topographic survey.
2. Download survey and update Phase I base map in MicroStation and Geopak Select Series 4/10.

Phase II—Utility Communication

1. Evaluate potential utility conflicts with the PROJECT limits.
2. Draft letters to utility companies explaining potential conflicts to include with prefinal and final drawings.
3. Communicate design and scheduling changes for the PROJECT with utility companies.

Phase II—Land Acquisition

The following Land Acquisition services are anticipated for up to nine parcels.

1. Communicate with Wheatland Title Company regarding title acquisition. Titles will be requested by ENGINEER and shall be provided by Wheatland Title Company.
2. See SUBCONSULTANT HLR scope of services for plat of highways and legal descriptions.

3. See SUBCONSULTANT Santacruz scope of services for appraisals.
4. See SUBCONSULTANT HLR scope of services for appraisal reviews.
5. See SUBCONSULTANT Santacruz scope of services for land acquisition negotiations.
6. Submit land acquisition documents to DEPARTMENT Bureau of Land Acquisition to obtain right-of-way certification.
7. Communicate with LPA, DEPARTMENT, Santacruz, and HLR regarding land acquisition proceedings.

Phase II—Environmental Processing

Prepare PESA response for HLR.

Phase II—Permitting

1. Prepare and submit DuPage County Stormwater Management Certification application to LPA. Attend one virtual preapplication meeting with DuPage County. Address one round of comments from LPA and resubmit for final approval. The Stormwater Management Certification application is anticipated to include Minimum Stormwater, Best Management Practices (BMP), and Soil Erosion and Sediment Control submittals. No submittal to DuPage County is anticipated. It is anticipated that each sidewalk segment will be treated as separate sites by DuPage County and that stormwater detention will not be required for the proposed additional impervious areas.
2. Prepare and submit Stormwater Pollution Prevention Plan for approval in accordance with National Pollutant Discharge Elimination System and DEPARTMENT standards. Address one round of comments from the DEPARTMENT and resubmit for final approval.
3. Prepare Illinois Environmental Protection Agency Notice of Intent for future submittal by the LPA.

Phase II—LPA Utility Adjustment and/or Relocation Design

1. Design the relocation of existing LPA fire hydrants. It is anticipated fire hydrant relocations will not require relocation of the existing LPA water main.
2. Evaluate locations and design storm sewer and sanitary sewer frame and grate adjustments. It is anticipated that no relocation of drainage structures, storm sewer, or sanitary sewer will be required.
3. Design the relocation of the existing street lighting identified in Phase I in conflict with the proposed sidewalk within the PROJECT limits. It is anticipated that the existing luminaires will be relocated onto new poles and new foundations near the existing pole location. Existing lighting controllers are not anticipated to be impacted.
4. Prepare roadway lighting drawings, detail plans, and specifications upon approval of the preliminary submittal. Submit the prefinal design to the LA and DEPARTMENT for review.

Phase II—Pedestrian Traffic Signal

Design permanent pedestrian signals at Highland Ave and the North and South Yorktown Mall Entrances. The traffic signal drawings will include DEPARTMENT D1 Details, Traffic Signal Plans, and Cable Plan and Phase Designation Diagram. It is anticipated that no existing equipment will be required to be relocated.

Phase II—Drawings, Specifications, OPCC, and Estimate of Time

1. Prepare and submit preliminary (to LPA only), prefinal, and final drawings to the LPA and DEPARTMENT in accordance with the BLRS Manual. Drawings are anticipated to include the following:

Drawing Name	No. of Drawings
Cover Drawing	1
General Notes, Index, and Listing of Highway Standards	1
Summary of Quantities	5
Typical Sections	4
Earthwork Schedule	4
Alignment, Ties, and Benchmarks	4
Existing Conditions and Removal Plan (Dual Plan-Plan at 20 scale)	5
Proposed Sidewalk and Utility Plan and Profile (Plan-Profile at 20 scale)	8
Entrance Details	1
Suggested Maintenance of Traffic General Notes	1
Temporary and Permanent Erosion Control and Landscaping Plan (Dual Plan-Plan at 20 scale)	5
Traffic Signal Drawings	6
Lighting Drawings and Details (Dual Plan-Plan at 20 scale)	7
ADA Curb Ramp Details (Two Curb Ramps per Drawing)	11
Construction Details	4
District One Details	10
Cross Sections (Five Cross Sections per Drawing)	20

2. Prepare an OPCC for the project on the DEPARTMENT's BDE 213 form using the pay items and quantities developed. Base unit costs on comparable projects recently let by the LPA. Prepare an OPCC and submit at preliminary, prefinal, and final submittals. Submit lump sum breakdowns for lump sum pay items at prefinal and final submittals.
3. Prepare an Estimate of Time on the DEPARTMENT's standard form. Use production rates provided in BDE Chapter 63. Prepare an Estimate of Time for the final drawings, specifications, and OPCC submittal.
4. Prepare specifications for prefinal and final submittals. Specifications shall contain the following:
 - a. DEPARTMENT Recurring and Supplemental Special Provisions (SP).
 - b. DEPARTMENT Bureau of Design and Environmental SPs.
 - c. DEPARTMENT District One SPs.
 - d. Project-specific SPs (including LPA SPs).

Phase II—Meetings

Organize, conduct, and prepare meeting minutes for distribution to attending parties for the following meetings:

1. One virtual DEPARTMENT Phase II kickoff meeting with LPA and DEPARTMENT.
2. One prebid information meeting, make a brief presentation, and assist LPA staff with answering questions related to the PROJECT.
3. One preconstruction meeting.
4. Two progress meeting with LPA.

Phase II—Administration

1. Prepare and submit up to eight quarterly status updates to the DMMC.
2. Assist LPA with request for additional funding and schedule extension from DMMC, if appropriate.
3. Track PROJECT schedule, budget, and task completion.
4. Prepare SUBCONSULTANT agreements and track SUBCONSULTANT schedules, budgets, and task completion.
5. Prepare and submit invoices and progress reports.

Phase II—QC/QA

Perform QA and QC review prior to the preliminary, prefinal, and final submittals and throughout the project, as needed.

Submittal Process

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

Service Elements Not Included

The following services are not included in this scope of services.

1. **Additional Meetings:** Meetings beyond those listed within the scope are not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
2. **Autoturn Movements:** Developing and reviewing Autoturn movements are not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
3. **Floodplain Evaluations:** Evaluation of floodplain impacts and preparation of associated permits are not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
4. **Geotechnical Engineering Services:** Geotechnical engineering services are not included in this Agreement.
5. **Preliminary Site Investigations (PSI):** PSI services are not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
6. **Intersection Design Studies (IDS):** Preparing IDSs is not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
7. **Lighting Calculations:** Development of existing or proposed lighting level calculations through Agi32 or similar software is not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
8. **Maintenance of Traffic Drawings:** Preparation of project-specific Maintenance of Traffic drawings is not included in this agreement. IDOT Standards are anticipated to be used. Services of this type can be provided through an amendment to this Agreement.
9. **Retaining Walls Design:** Structural design of retaining walls over three feet are not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
10. **Stormwater Detention:** Design of stormwater detention and preparing associated permits are not included in this Agreement in accordance with DuPage County Countywide Stormwater and Floodplain Ordinance 15-72.A. Services of this type can be provided through an amendment to this Agreement.
11. **Temporary Traffic Signals:** Design of temporary traffic signals are not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
12. **Traffic Counts:** Performing traffic counts is not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
13. **Traffic Modeling:** Traffic modeling at the intersections is not included in this scope of services. Services of this type can be provided through an amendment to this Agreement.
14. **Water Main, Storm Sewer, and Sanitary Sewer Relocation:** Design of water main, storm sewer, and sanitary sewer relocation, and preparation of associated permits are not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.

15. Wetland Evaluation: Delineation of wetlands, evaluation of wetland impacts, and preparing associated permits are not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.
16. Section 4(f) Evaluation: Preparation of a Section 4(f) Evaluation and submittal of a draft and final Section 4(f) Evaluation is not included in this Agreement. Services of this type can be provided through an amendment to this Agreement.

Schedule

The following schedule supersedes the schedule provided in ENGINEER's proposal and LPA's Request for Proposals.

Services will begin upon execution of this Agreement which is anticipated the week of July 24, 2023. Services are scheduled for substantial completion on January 31, 2026, and Contract completion on October 31, 2026.

Client: Village of Lombard
Project: Arterial Roadway Sidewalk Gap Improvement Project

Date: 5-Jul-2023

Task	PRINCIPAL	PROJ. MANAGER	PROJ. ENGINEER	STRUCTURAL	TECHNICIAN	CERICAL	TOTAL HOURS	Direct Costs	Sub-consultants	Firm Total
Phase I — Data Collection										
1. Obtain public and private utility address.	0	9	16	0	2	4	30	\$ 330.00	\$ -	\$ 330.00
2. Obtain existing data from LPA including as-built drawings, geographical information systems (GIS) utility information, crash data, existing traffic signal timing, and historical traffic counts.	1	1	3				4			
3. Conduct one site visit and prepare a photograph log of PROJECT limits for the Environmental Survey Request (ESR) Form.	1	1	4		2		7			
4. Develop a mailing list of stakeholders including local agencies and utility companies. The LPA shall develop a mailing list of private parties that may be affected by the PROJECT or the Finley Road Shared-Use Path Project.	6	6	6		4		16			
Phase I — Topographical Survey										
1. See SUBCONSULTANT Hampton, Lenzini and Renwick, Inc. (HLR) scope of services for topographical survey.	2	2	2	0	10	0	16	\$ 192.00	\$ 22,488.00	\$ 22,680.00
2. Develop a base map in MicroStation and Geopak Select Series 4/10.			2		8		10		\$ 22,488.00	
3. Import digitally tied aerial photograph provided by the LPA.	2	2			2		2			
4. Communicate with HLR regarding its scope of services.	2	2			0		4			
Phase I — Right-of-Way and Property Owner Review										
1. See SUBCONSULTANT HLR's scope of services for establishing existing right-of-way and property owner review.	2	2	0	0	0	0	4	\$ 192.00	\$ 46,120.00	\$ 47,032.00
2. Communicate with HLR regarding its scope of services.	2	2					4		\$ 46,120.00	
3. Import LPA-provided GIS right-of-way base map into MicroStation.	4	4	6				10			
Phase I — Environmental Survey										
1. Prepare ESR and attachments and submit to Bureau of Local Roads (BLR). The ESR will request that the DEPARTMENT conduct the biological and cultural reviews and clearances.	0	11	21	0	8	0	40	\$ 448.50	\$ 25,390.00	\$ 25,838.50
2. HLR will provide Preliminary Environmental Site Assessment (PESA) within LPA right-of-way, in accordance with its scope of services.	4	4	12		8		24		\$ 25,390.00	
3. Communicate with HLR regarding its scope of services.	2	2	2				4			
4. Review local PESA results and incorporate into the Project Development Report.	4	4	4				8			
5. Prepare Wetland Impact Evaluation Form and Exhibit for one wetland area. Wetland delineation, if necessary, are anticipated to be provided by the DEPARTMENT.	1	1	3				4			

Client: Village of Lombard
Project: Arterial Roadway Sidewalk Gap Improvement Project

Date: 5-Jul-2023

Phase I — Utilities	Task	3.A1 Comments	PRINCIPAL	PROJ. MANAGER	PROJ. ENGINEER	STRUCTURAL	TECHNICIAN	CLERICAL	TOTAL HOURS	Direct Costs	Subcontractants	Item Total
	1. Submit a J.U.L.I.E. design stage ticket.	4 corridor locations	6	6	14	0	10	0	30	\$ 399.00	\$ -	\$ 399.00
	2. Prepare and submit existing plan and profile drawings of the PROJECT's existing conditions for utility companies to review. Existing utility drawings provided by the utility companies will be incorporated into the PROJECT drawings. ENGINEER shall not be responsible for the accuracy of the information provided by utility companies.	11 drawings	2	2	4	0	10	0	4	\$ -	\$ -	\$ -
	3. Review existing private and LPA utility impacts and note locations and types of utility conflicts. Discuss with LPA the relocation of utilities within the PROJECT limits.		4	4	8	0	10	0	14	\$ -	\$ -	\$ -
Phase I — Public Involvement			2	11	37	0	24	6	80	\$ 1,442.00	\$ -	\$ 13,822.00
	1. Attend one public information meeting held by LPA at its village hall. Public information meeting notification letters shall be prepared and mailed by LPA.											
	a. Review public meeting advertisement prepared by LPA for advertisement in a local newspaper.				2				2			
	b. Review public meeting notification letters prepared and mailed by LPA.				2				2			
	c. Prepare up to ten exhibit boards (to be displayed on easels) and aerial exhibits (to be laid flat on a table) summarizing this PROJECT and the Finley Road Shared-Use Path Project, including current status, next steps, and frequently asked questions. Make exhibits available for review by LPA prior to the meeting. Use the exhibits to facilitate discussions about this PROJECT and the Finley Road Shared-Use Project.		2	6	14	0	24	0	46			
	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.	1 meeting x 2 engineers x 5 hours (includes setup and tear down)		5	5				10			
	e. LPA shall provide a sign-in sheet and comment forms for members of the public and collect comment forms at the end of the open house.											
	f. Prepare an electronic log of up to 75 written comments received before, during, and up to two weeks after the public information meeting. Provide draft responses to LPA. LPA shall prepare formal responses and email or mail response to each comment received within that timeframe.				10			2	12			
	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 LPA and included in the Project Report.											
Phase I — Section 4(f)			6	11	16	0	4	2	35	\$ 620.00	\$ -	\$ 6,371.14
	1. Organize, conduct, and prepare meeting minutes for distribution to attending parties for one kickoff meeting with the Lombard Park District.	1 meeting x 2 engineers		4	6			2	12			
	2. Develop up to two sidewalk alternatives for the Lombard Park District parcels.	horizontal alignment only		2	8		4		14			
	3. Communicate with the Lombard Park District regarding design alternatives.			4					4			
	4. Prepare documentation of final Section 4(f) communication and alternatives for PROJECT impacts within Madison Meadows Park. It is anticipated the Section 4(f) will be processed and approved through an intergovernmental agreement prepared by the LPA.		2	2	4				6			

Client: Village of Lombard
Project: Arterial Roadway Sidewalk Gap Improvement Project

Date: 5-Jul-2023

Task	Phase I - Geometric Studies										TOTAL HOURS	Direct Costs	Subconsultants	Item Total
	SAI Comments	PRINCIPAL	PROJ. MANAGER	PROJ. ENGINEER	STRUCTURAL	TECHNICIAN	CLERICAL							
1. Prepare design criteria based on DEPARTMENT, LPA, and Federal Highway Administration (FHWA) standards.		6	19	141	4	44	0				223	\$ 2,977.00	\$ -	\$ 3,144.87
2. Prepare five existing and five proposed typical sections.	5 existing + 5 proposed x 1 hrs/ea	1	1	2							4			
3. Prepare one conceptual sidewalk horizontal alignment for each location and provide to LPA for review. Include 3,600 feet of sidewalk conceptual horizontal alignment.											10			
4. Prepare preliminary horizontal and vertical alignments after receiving LPA comments on conceptual alignments and evaluating tradeoffs between the impacts to utilities, right-of-way, and other design criteria.		2	8	16							26			
5. Establish the preliminary location of proposed right-of-way, temporary easements, and/or permanent easements. Provide to LPA review and refine the locations of proposed right-of-way, temporary easement, and/or permanent easements for up to 9 parcels.		2	2	8							12			
6. Prepare plan and profile drawings for the 3,600 feet of anticipated sidewalk at one inch = 20 feet.	8 plan and profile drawings @ 4 hours drafting per drawing		2	4		26					32			
7. Prepare cross sections at 50-foot intervals, at intersections, and entrances. Up to 100 cross sections will be prepared. Show existing and proposed surface geometry in the cross sections. Cross sections will not be included in the PROJECT development report and cross sections along the side streets will not be provided.	100 XS @ ~0.5 hours per XS			35		10					45			
8. Prepare 22 ADA Curb Ramp details at one inch = 5 feet.	22 Curb Ramps @ 3 hours each			42		24					66			
9. Prepare 6 design exceptions.				12							12			
10. Identify locations that require retaining walls due to steep slopes. It is anticipated that any potential retaining wall is less than 3 feet exposed.				6	4						10			
Phase I - Traffic Signal Design and Street Lighting Evaluation														
1. Review traffic signal and pedestrian treatment alternatives with LPA.		0	10	22	0	0	0				32	\$ 248.00	\$ -	\$ 5,699.42
2. Review existing signal timings for the Highland Avenue and Yorktown Mall north and south entrance intersections. Determine if additional pedestrian phases can be accommodated.			4	10							14			
3. Review existing LPA owned light pole conflicts and evaluate relocation options for conflicts.			2								2			
Phase I - Drainage														
1. Review existing drainage network and patterns utilizing topographical survey, as-built drawings, and LPA's GIS database.	2 hours per SW location	0	5	30	0	5	0				40	\$ 448.50	\$ -	\$ 7,551.10
2. Prepare and submit an abbreviated drainage memorandum to LPA for review. The memorandum is anticipated to include a brief evaluation to the existing drawings system, Proposed Drainage Plan, supporting calculations; applicable mapping, and site photographs. Stormwater detention analysis is not anticipated.				6							6			
3. Revise the abbreviated drainage memorandum based on one iteration of comments from the LPA and resubmit for final approval.			4	20		4					28			
			1	4		1					6			

Client: Village of Lombard
Project: Arterial Roadway Sidewalk Gap Improvement Project

Date: 5-Jul-2023

Task	SAI Comments	PRINCIPAL	PROJ. MANAGER	PROJ. ENGINEER	STRUCTURAL	TECHNICIAN	CLERICAL	TOTAL HOURS	Direct Costs	Subconsultants	Item Total
Phase II - Topographical Survey											
1. Perform a topographic survey.		0	0	4	0	16	0	20	\$ 789.00	\$ -	\$ 789.00
2. Download survey and update Phase I base map in Microstation and Geopak Select Series 4/10.			4			16		16			
Phase II - Utility Communication											
1. Identify potential utility conflicts with the PROJECT limits.		0	4	18	0	0	2	24	\$ 283.80	\$ -	\$ 283.80
2. Draft letters to utility companies explaining potential conflicts to include with prefinal and final drawings.		2	8					10			
3. Communicate design and scheduling changes for the PROJECT with utility companies.		2	6				2	8			
Phase II - Land Acquisition											
The following Land Acquisition services are anticipated for up to 9 parcels.		0	6	22	0	0	0	28	\$ 9,377.50	\$ 100,360.00	\$ 109,737.50
1. Communicate with Wheeland Title Company regarding title acquisition. Titles will be requested by ENGINEER and shall be provided by Wheeland Title Company.			8					8		\$ 21,600.00	\$ 21,600.00
2. See SUBCONSULTANT HLR scope of services for plat of highways and legal descriptions.										\$ 32,175.00	\$ 32,175.00
3. See SUBCONSULTANT Santacruz scope of services for appraisals.										\$ 14,400.00	\$ 14,400.00
4. See SUBCONSULTANT HLR scope of services for appraisal review.										\$ 32,175.00	\$ 32,175.00
5. See SUBCONSULTANT Santacruz scope of services for land acquisition negotiations.										\$ 14,400.00	\$ 14,400.00
6. Submit land acquisition documents to DEPARTMENT Bureau of Land Acquisition to obtain ROW Certification.			6	12				18		\$ 32,175.00	\$ 32,175.00
7. Communicate with LPA, DEPARTMENT, Santacruz, and HLR regarding land acquisition proceedings.	9 parcels x 2 hrs/ea										
Phase II - Environmental Processing											
1. Prepare PESA response for HLR.		0	2	0	0	0	0	2	\$ 126.00	\$ -	\$ 126.00
Phase II - Permitting											
1. Prepare and submit DuPage County Stormwater Management Certification application to LPA. Attend one virtual preapplication meeting with DuPage County. Address one round of comments from LPA and resubmit for final approval. The Stormwater Management Certification application is anticipated to include Minimum Stormwater, Best Management Practices (BMP), and Soil Erosion and Sediment Control submittals. No submittal to DuPage County is anticipated. It is anticipated that each sidewalk segment will be treated as separate sites by DuPage County and that stormwater detention will not be required for the proposed additional impervious areas.		0	8	10	0	2	2	22			
2. Prepare and submit Stormwater Pollution Prevention Plan for approval in accordance with National Pollutant Discharge Elimination System (NPDES) and DEPARTMENT standards. Address one round of comments from the DEPARTMENT and resubmit for final approval.		1	8					9			
3. Prepare Illinois Environmental Protection Agency Notice of Intent for future submittal by the LPA.			1					1			
									\$ 423.00	\$ -	\$ 423.00
								32			\$ 6,653.50

Client: Village of Lombard
Project: Arterial Roadway Sidewalk Gap Improvement Project

Date: 5-Jul-2023

Task	SAI Comments	PRINCIPAL	PROJ. MANAGER	PROJ. ENGINEER	STRUCTURAL	TECHNICIAN	CLERICAL	TOTAL HOURS	Direct Costs	Subcontractants	Item Total
Phase II - LPA Utility Adjustment and/or Relocation Design											
1. Design the relocation of existing LPA fire hydrants. It is anticipated fire hydrant relocations will not require relocation of the existing LPA water main.		0	12	20	0	18	0	60	\$ 600.00	\$ -	\$ 600.00
2. Identify locations and design storm sewer and sanitary sewer frame and grate adjustments. It is anticipated that no relocation of drainage structures, storm sewer, or sanitary sewer will be required.			2	8		6		16			
3. Design the relocation of the existing street lighting identified in Phase I in conflict with the proposed sidewalk within the PROJECT limits. It is anticipated that the existing luminaires will be relocated onto new poles and new foundations near the existing pole location. Existing lighting controllers are not anticipated to be impacted.			2	8		6		16			
4. Prepare roadway lighting drawings, detail plans, and specifications upon approval of the preliminary submittal. Submit the prefinal design to the LA and DEPARTMENT for review.	effort included above		8	14		6		28			
Phase III - Pedestrian Traffic Signal											
1. Design permanent pedestrian signals at Highland Ave and the north and south Yorktown Mall Entrances. The traffic signal drawings will include DEPARTMENT D1 Details, Traffic Signal Plans, and Cable Plan and Phase Designation Diagram. It is anticipated that no existing equipment will be required to be relocated.	6 @ -9 hours per drawing	0	10	33	0	12	0	55	\$ 872.00	\$ -	\$ 872.00
Phase III - Drawings, Specifications, OPCC, and Estimate of Time											
1. Prepare and submit preliminary, prefinal, and final drawings to the LPA and DEPARTMENT in accordance with the BLRS Manual. The drawings are anticipated to include the following: Cover Drawing General Notes, Index, and Listing of Highway Standards Summary of Quantities Typical Sections Earthwork Schedule Alignment, Ties, and Benchmarks Existing Conditions and Removal Plan (Dual Plan-Plan @ 20 scale) Proposed Sidewalk & Utility Plan and Profile (Plan-Profile @ 20 scale) Entrance Details Suggested Maintenance of Traffic General Notes Temporary and Permanent Erosion Control and Landscaping Plan (Dual Plan-Plan @ 20 scale) Traffic Signal Drawings Lighting Drawings and Details (Dual Plan-Plan @ 20 scale) ADA Curb Ramp Details (2 Curb Ramps per Drawing) Construction Details District One Details Cross Sections (2 XS per Drawing)		0	20	209	0	152	4	386	\$ 5,967.00	\$ -	\$ 5,967.00
2. Prepare an OPCC for the project on the DEPARTMENT's BDE 213 form using the pay items and quantities developed. Unit costs will be based on comparable projects recently let by the LPA. An OPCC will be developed and submitted at preliminary, prefinal, and final submittals. Lump sum breakdowns for lump sum pay items will be submitted at prefinal and final submittals.			2	10		18		30			
3. Prepare an Estimate of Time on the DEPARTMENT's standard form. Production rates provided in BDE Chapter 63 will be used. Estimate of Time will be developed for the final drawings, specifications, and OPCC submittal.			2	4		10		12			
4. Prepare specifications for prefinal and final submittals. Specifications shall contain the following: a. DEPARTMENT Recurring and Supplemental Special Provisions (SP). b. DEPARTMENT Bureau of Design and Environmental Special Provisions. c. DEPARTMENT District One SPs. d. Project-specific SPs (including LPA SPs).			2	4		6		8			
			4	12		10	4	20			

Client: Village of Lombard
Project: Arterial Roadway Sidewalk Gap Improvement Project

Date: 5-Jul-2023

Task	SAI Comments	PRINCIPAL	PROJ. MANAGER	PROJ. ENGINEER	STRUCTURAL	TECHNICIAN	CERICAL	TOTAL HOURS	Direct Costs	Subconsultants	Item Total
Phase II - Meetings		0	0	20	0	0	4	32	\$ 304.00	\$ -	\$ 304.00
Organize, conduct, and prepare meeting minutes for distribution to attending parties for the following meetings:											
1. One virtual DEPARTMENT Phase II kickoff meeting with LPA and DEPARTMENT	1 Meeting X 2 Engineer		2	4			2	8			
2. Attend pre-bid information meeting, make a brief presentation, and assist LPA staff with answering questions related to the project.	1 Meeting X 2 Engineer + Prep		2	6				8			
3. One preconstruction meeting.			2	6				8			
4. Two progress meeting with LPA.	2 Meeting X 2 Engineer		2	4			2	8			
Phase II - Administration		2	12	20	0	0	0	34	\$ 331.00	\$ -	\$ 662.00
1. Prepare and submit up to 8 quarterly status updates to DuPage Mayors and Managers Conference (DMMC).	Assume 8 Quarterly status Updates										
2. Assist Village with request for additional funding and schedule extension from DMMC, if appropriate.			2	4				6			
3. Track PROJECT schedule, budget, and task completion.											
4. Develop SUBCONSULTANT agreements and track SUBCONSULTANT schedules, budgets, and task completion.	-4% of Subtotal	2	10	16				28			
5. Prepare and submit invoices and progress reports.											
Phase II - QC/QA		2	14	12	0	0	0	28	\$ 320.00	\$ -	\$ 640.00
1. Perform QA and QC review prior to the preliminary, prefinal, and final submittals and throughout the project, as necessary.	-4% of Subtotal	2	14	12				28			
PHASE II TOTAL		4.00	97.00	357.00	0.00	200.00	12.00	700.00			
Total Phase II Hours		4.00	97.00	357.00	0.00	200.00	12.00	700.00			
% of Total Phase II Hours		0.5%	13.5%	50.9%	0.0%	28.6%	1.7%				
Staff		PRINCIPAL	PROJ. MANAGER	PROJ. ENGINEER	STRUCTURAL	TECHNICIAN	CERICAL				
Hourly Rate		\$ 133.84	\$ 65.00	\$ 48.23	\$ 77.49	\$ 43.00	\$ 45.53				
Subtotals		\$ 535.84	\$ 6,206.00	\$ 18,972.75	\$ -	\$ 8,400.00	\$ 495.58		\$ 19,102.00	\$ 100,109.00	
					SAI Phase II Labor Cost						
					SAI Phase II Labor Multiplier (1.00)						
					SAI Phase II Direct Cost						
					Phase II Subconsultants						
					Phase II Total Fee						
									\$ 4,611,878.01		

PHASE I AND II TOTAL

Client: Village of Lombard
Project: Arterial Roadway Sidewalk Gap Improvement Project
DIRECT COSTS



XEROX, 8.5x11 (In-House)

TASK	NOTES	QTY (EA)	RATE	TOTAL
Phase I — Data Collection			\$0.15	\$0.00
Phase I — Topographical Survey			\$0.15	\$0.00
Phase I — Right-of-Way and Property Owner Verification			\$0.15	\$0.00
Phase I — Environmental Survey			\$0.15	\$0.00
Phase I — Utilities			\$0.15	\$0.00
Phase I — Public Involvement	FAQ	200	\$0.15	\$30.00
Phase I — Section 4(f)	Exhibits for Park District	25	\$0.15	\$3.75
Phase I — Geometric Studies	Submittals to Village	100	\$0.15	\$15.00
Phase I — Traffic Signal Design and Street Lighting Evaluation			\$0.15	\$0.00
Phase I — Drainage			\$0.15	\$0.00
Phase I — Project Development Report (PDR)	2 PDR submittals	200	\$0.15	\$30.00
Phase I — Meetings			\$0.15	\$0.00
Phase I — Administration			\$0.15	\$0.00
Phase I — Quality Assurance (QA) and Quality Control (QC)			\$0.15	\$0.00
Phase II — Pick-Up Topographical Survey			\$0.15	\$0.00
Phase II — Utility Communication			\$0.15	\$0.00
Phase II — Land Acquisition			\$0.15	\$0.00
Phase II — Environmental Processing			\$0.15	\$0.00
Phase II — Permitting			\$0.15	\$0.00
Phase II — LPA Utility Adjustment and/or Relocation Design			\$0.15	\$0.00
Phase II — Pedestrian Traffic Signal			\$0.15	\$0.00
Phase II — Drawings, Specifications, OPCC, and Estimate of Time	Submittals to Village/Department	300	\$0.15	\$45.00
Phase II — Meetings			\$0.15	\$0.00
Phase II — Administration			\$0.15	\$0.00
Phase II — QC/QA			\$0.15	\$0.00
Phase III — Consultation			\$0.15	\$0.00
			\$0.15	\$0.00
			\$0.15	\$0.00
TOTALS		825		\$123.75

XEROX, 11x17 (In-House)

TASK	NOTES	QTY (EA)	RATE	TOTAL
Phase I — Data Collection			\$0.15	\$0.00
Phase I — Topographical Survey			\$0.15	\$0.00
Phase I — Right-of-Way and Property Owner Verification			\$0.15	\$0.00
Phase I — Environmental Survey			\$0.15	\$0.00
Phase I — Utilities			\$0.15	\$0.00
Phase I — Public Involvement	exhibits for public involvement	200	\$0.15	\$30.00
Phase I — Section 4(f)	Exhibits for Park District	25	\$0.15	\$3.75
Phase I — Geometric Studies	Submittals to Village	100	\$0.15	\$15.00
Phase I — Traffic Signal Design and Street Lighting Evaluation			\$0.15	\$0.00
Phase I — Drainage			\$0.15	\$0.00
Phase I — Project Development Report (PDR)	2 PDR submittals	100	\$0.15	\$15.00
Phase I — Meetings			\$0.15	\$0.00
Phase I — Administration			\$0.15	\$0.00
Phase I — Quality Assurance (QA) and Quality Control (QC)			\$0.15	\$0.00
Phase II — Pick-Up Topographical Survey			\$0.15	\$0.00
Phase II — Utility Communication			\$0.15	\$0.00
Phase II — Land Acquisition			\$0.15	\$0.00
Phase II — Environmental Processing			\$0.15	\$0.00
Phase II — Permitting			\$0.15	\$0.00
Phase II — LPA Utility Adjustment and/or Relocation Design			\$0.15	\$0.00
Phase II — Pedestrian Traffic Signal			\$0.15	\$0.00
Phase II — Drawings, Specifications, OPCC, and Estimate of Time	Submittals to Village/Department	600	\$0.15	\$90.00
Phase II — Meetings			\$0.15	\$0.00
Phase II — Administration			\$0.15	\$0.00
Phase II — QC/QA			\$0.15	\$0.00
Phase III — Consultation			\$0.15	\$0.00
TOTALS		1,025		\$153.75

ENGINEERING XEROX (In-House)

TASK	NOTES	QTY (SF)	RATE	TOTAL
Phase I — Data Collection			\$0.35	\$0.00
Phase I — Topographical Survey			\$0.35	\$0.00
Phase I — Right-of-Way and Property Owner Verification			\$0.35	\$0.00
Phase I — Environmental Survey			\$0.35	\$0.00
Phase I — Utilities			\$0.35	\$0.00
Phase I — Public Involvement	exhibits for public involvement	500	\$0.35	\$175.00
Phase I — Section 4(f)			\$0.35	\$0.00
Phase I — Geometric Studies			\$0.35	\$0.00
Phase I — Traffic Signal Design and Street Lighting Evaluation			\$0.35	\$0.00
Phase I — Drainage			\$0.35	\$0.00
Phase I — Project Development Report (PDR)			\$0.35	\$0.00
Phase I — Meetings			\$0.35	\$0.00
Phase I — Administration			\$0.35	\$0.00
Phase I — Quality Assurance (QA) and Quality Control (QC)			\$0.35	\$0.00
Phase II — Pick-Up Topographical Survey			\$0.35	\$0.00
Phase II — Utility Communication			\$0.35	\$0.00
Phase II — Land Acquisition			\$0.35	\$0.00
Phase II — Environmental Processing			\$0.35	\$0.00
Phase II — Permitting			\$0.35	\$0.00
Phase II — LPA Utility Adjustment and/or Relocation Design			\$0.35	\$0.00
Phase II — Pedestrian Traffic Signal			\$0.35	\$0.00
Phase II — Drawings, Specifications, OPCC, and Estimate of Time			\$0.35	\$0.00
Phase II — Meetings			\$0.35	\$0.00
Phase II — Administration			\$0.35	\$0.00
Phase II — QC/QA			\$0.35	\$0.00
Phase III — Consultation			\$0.35	\$0.00
TOTALS		500		\$175.00

PRINTS/COLOR COPIES (In-House)

TASK	NOTES	SHEETS	RATE	TOTAL
Phase I — Data Collection			\$1.00	\$0.00
Phase I — Topographical Survey			\$1.00	\$0.00
Phase I — Right-of-Way and Property Owner Verification			\$1.00	\$0.00
Phase I — Environmental Survey			\$1.00	\$0.00
Phase I — Utilities			\$1.00	\$0.00
Phase I — Public Involvement	exhibits for public involvement	100	\$1.00	\$100.00
Phase I — Section 4(f)	exhibits for Park District	20	\$1.00	\$20.00
Phase I — Geometric Studies			\$1.00	\$0.00
Phase I — Traffic Signal Design and Street Lighting Evaluation			\$1.00	\$0.00
Phase I — Drainage			\$1.00	\$0.00
Phase I — Project Development Report (PDR)			\$1.00	\$0.00
Phase I — Meetings			\$1.00	\$0.00
Phase I — Administration			\$1.00	\$0.00
Phase I — Quality Assurance (QA) and Quality Control (QC)			\$1.00	\$0.00
Phase II — Pick-Up Topographical Survey			\$1.00	\$0.00
Phase II — Utility Communication			\$1.00	\$0.00
Phase II — Land Acquisition			\$1.00	\$0.00
Phase II — Environmental Processing			\$1.00	\$0.00
Phase II — Permitting			\$1.00	\$0.00
Phase II — LPA Utility Adjustment and/or Relocation Design			\$1.00	\$0.00
Phase II — Pedestrian Traffic Signal			\$1.00	\$0.00
Phase II — Drawings, Specifications, OPCC, and Estimate of Time			\$1.00	\$0.00
Phase II — Meetings			\$1.00	\$0.00
Phase II — Administration			\$1.00	\$0.00
Phase II — QC/QA			\$1.00	\$0.00
TOTALS		120		\$120.00

MILEAGE (Outside)		(V=vehicle, T=trip, M=miles)		
TASK	DESCRIPTION	MILES	RATE	TOTAL
Phase I — Data Collection	2V X 1T X 60 M	60	\$0.625	\$37.50
Phase I — Topographical Survey			\$0.625	\$0.00
Phase I — Right-of-Way and Property Owner Verification			\$0.625	\$0.00
Phase I — Environmental Survey			\$0.625	\$0.00
Phase I — Utilities			\$0.625	\$0.00
Phase I — Public Involvement	2V X 1T X 60 M	120	\$0.625	\$75.00
Phase I — Section 4(f)	1V X 1T X 60 M	60	\$0.625	\$37.50
Phase I — Geometric Studies			\$0.625	\$0.00
Phase I — Traffic Signal Design and Street Lighting Evaluation			\$0.625	\$0.00
Phase I — Drainage			\$0.625	\$0.00
Phase I — Project Development Report (PDR)			\$0.625	\$0.00
Phase I — Meetings	1V X 3T X 60 M	180	\$0.625	\$112.50
Phase I — Administration			\$0.625	\$0.00
Phase I — Quality Assurance (QA) and Quality Control (QC)			\$0.625	\$0.00
Phase II — Pick-Up Topographical Survey	1V X 2T X 60 M	120	\$0.625	\$75.00
Phase II — Utility Communication			\$0.625	\$0.00
Phase II — Land Acquisition			\$0.625	\$0.00
Phase II — Environmental Processing			\$0.625	\$0.00
Phase II — Permitting			\$0.625	\$0.00
Phase II — LPA Utility Adjustment and/or Relocation Design			\$0.625	\$0.00
Phase II — Pedestrian Traffic Signal			\$0.625	\$0.00
Phase II — Drawings, Specifications, OPCC, and Estimate of Time			\$0.625	\$0.00
Phase II — Meetings	1V X 3T X 60 M	180	\$0.625	\$112.50
Phase II — Administration			\$0.625	\$0.00
Phase II — QC/QA			\$0.625	\$0.00
			\$0.625	\$0.00
TOTALS		720		\$450.00
EQUIPMENT (In-House)				
TASK		UNIT (Days)	RATE	TOTAL
GPS		2	\$325.00	\$ 650.00
TOTALS		2		\$650.00
TITLES (Outside)				
TASK		PARCELS	RATE	TOTAL
Titles		9	\$1,000.00	\$ 9,000.00
TOTALS		9		\$9,000.00

POSTAGE (Outside)				
TASK	UNIT	EACH	TOTAL	
Phase I — Data Collection		\$10.00	\$	-
Phase I — Topographical Survey		\$10.00	\$	-
Phase I — Right-of-Way and Property Owner Verification		\$10.00	\$	-
Phase I — Environmental Survey		\$10.00	\$	-
Phase I — Utilities		\$10.00	\$	-
Phase I — Public Involvement		\$10.00	\$	-
Phase I —Section 4(f)		\$10.00	\$	-
Phase I —Geometric Studies		\$10.00	\$	-
Phase I —Traffic Signal Design and Street Lighting Evaluation		\$10.00	\$	-
Phase I —Drainage		\$10.00	\$	-
Phase I —Project Development Report (PDR)		\$10.00	\$	-
Phase I —Meetings		\$10.00	\$	-
Phase I — Administration		\$10.00	\$	-
Phase I — Quality Assurance (QA) and Quality Control (QC)		\$10.00	\$	-
Phase II — Pick-Up Topographical Survey		\$10.00	\$	-
Phase II — Utility Communication	Utility Letters	2	\$10.00	\$ 20.00
Phase II — Land Acquisition		\$10.00	\$	-
Phase II — Environmental Processing		\$10.00	\$	-
Phase II — Permitting		\$10.00	\$	-
Phase II — LPA Utility Adjustment and/or Relocation Design		\$10.00	\$	-
Phase II — Pedestrian Traffic Signal		\$10.00	\$	-
Phase II — Drawings, Specifications, OPCC, and Estimate of Time		\$10.00	\$	-
Phase II — Meetings		\$10.00	\$	-
Phase II — Administration		\$10.00	\$	-
Phase II — QC/QA		\$10.00	\$	-
			\$	-
	2		TOTALS	\$ 20.00
NON-CADD (In-House)				
TASK	HOURS	RATE	TOTAL	
Phase I — Data Collection	14	\$16.00	\$	224.00
Phase I — Topographical Survey		\$16.00	\$	-
Phase I — Right-of-Way and Property Owner Verification	4	\$16.00	\$	64.00
Phase I — Environmental Survey	18	\$16.00	\$	288.00
Phase I — Utilities	8	\$16.00	\$	128.00
Phase I — Public Involvement	40	\$16.00	\$	640.00
Phase I —Section 4(f)	16	\$16.00	\$	256.00
Phase I —Geometric Studies	30	\$16.00	\$	480.00
Phase I —Traffic Signal Design and Street Lighting Evaluation	14	\$16.00	\$	224.00
Phase I —Drainage	12	\$16.00	\$	192.00
Phase I —Project Development Report (PDR)	80	\$16.00	\$	1,280.00
Phase I —Meetings	12	\$16.00	\$	192.00
Phase I — Administration	20	\$16.00	\$	320.00
Phase I — Quality Assurance (QA) and Quality Control (QC)	20	\$16.00	\$	320.00
Phase II — Pick-Up Topographical Survey		\$16.00	\$	-
Phase II — Utility Communication	12	\$16.00	\$	192.00
Phase II — Land Acquisition	12	\$16.00	\$	192.00
Phase II — Environmental Processing	8	\$16.00	\$	128.00
Phase II — Permitting	24	\$16.00	\$	384.00
Phase II — LPA Utility Adjustment and/or Relocation Design	16	\$16.00	\$	256.00
Phase II — Pedestrian Traffic Signal	12	\$16.00	\$	192.00
Phase II — Drawings, Specifications, OPCC, and Estimate of Time	90	\$16.00	\$	1,440.00
Phase II — Meetings	12	\$16.00	\$	192.00
Phase II — Administration	24	\$16.00	\$	384.00
Phase II — QC/QA	20	\$16.00	\$	320.00
			\$	-
	518		TOTALS	\$ 8,288.00

CADD (In-House)

TASK	HOURS	RATE	TOTAL
Phase I — Data Collection	4	\$16.00	\$ 64.00
Phase I — Topographical Survey	12	\$16.00	\$ 192.00
Phase I — Right-of-Way and Property Owner Verification	8	\$16.00	\$ 128.00
Phase I — Environmental Survey	10	\$16.00	\$ 160.00
Phase I — Utilities	14	\$16.00	\$ 224.00
Phase I — Public Involvement	24	\$16.00	\$ 384.00
Phase I —Section 4(f)	12	\$16.00	\$ 192.00
Phase I —Geometric Studies	150	\$16.00	\$ 2,400.00
Phase I —Traffic Signal Design and Street Lighting Evaluation	4	\$16.00	\$ 64.00
Phase I —Drainage	16	\$16.00	\$ 256.00
Phase I —Project Development Report (PDR)		\$16.00	\$ -
Phase I —Meetings		\$16.00	\$ -
Phase I — Administration		\$16.00	\$ -
Phase I — Quality Assurance (QA) and Quality Control (QC)		\$16.00	\$ -
Phase II – Pick-Up Topographical Survey	4	\$16.00	\$ 64.00
Phase II – Utility Communication	4	\$16.00	\$ 64.00
Phase II – Land Acquisition	8	\$16.00	\$ 128.00
Phase II – Environmental Processing		\$16.00	\$ -
Phase II – Permitting	2	\$16.00	\$ 32.00
Phase II – LPA Utility Adjustment and/or Relocation Design	24	\$16.00	\$ 384.00
Phase II – Pedestrian Traffic Signal	30	\$16.00	\$ 480.00
Phase II – Drawings, Specifications, OPCC, and Estimate of Time	270	\$16.00	\$ 4,320.00
Phase II – Meetings		\$16.00	\$ -
Phase II – Administration		\$16.00	\$ -
Phase II – QC/QA		\$16.00	\$ -
		\$16.00	\$ -
TOTALS	596		\$ 9,536.00

PHONE (In-House)

TASK	MINUTES	RATE	TOTAL
Phase I — Data Collection	10	\$0.50	\$ 5.00
Phase I — Topographical Survey		\$0.50	\$ -
Phase I — Right-of-Way and Property Owner Verification		\$0.50	\$ -
Phase I — Environmental Survey		\$0.50	\$ -
Phase I — Utilities	15	\$0.50	\$ 7.50
Phase I — Public Involvement	20	\$0.50	\$ 10.00
Phase I —Section 4(f)	15	\$0.50	\$ 7.50
Phase I —Geometric Studies	15	\$0.50	\$ 7.50
Phase I —Traffic Signal Design and Street Lighting Evaluation		\$0.50	\$ -
Phase I —Drainage		\$0.50	\$ -
Phase I —Project Development Report (PDR)		\$0.50	\$ -
Phase I —Meetings		\$0.50	\$ -
Phase I — Administration	15	\$0.50	\$ 7.50
Phase I — Quality Assurance (QA) and Quality Control (QC)		\$0.50	\$ -
Phase II – Pick-Up Topographical Survey		\$0.50	\$ -
Phase II – Utility Communication	15	\$0.50	\$ 7.50
Phase II – Land Acquisition	15	\$0.50	\$ 7.50
Phase II – Environmental Processing		\$0.50	\$ -
Phase II – Permitting	15	\$0.50	\$ 7.50
Phase II – LPA Utility Adjustment and/or Relocation Design		\$0.50	\$ -
Phase II – Pedestrian Traffic Signal		\$0.50	\$ -
Phase II – Drawings, Specifications, OPCC, and Estimate of Time	15	\$0.50	\$ 7.50
Phase II – Meetings		\$0.50	\$ -
Phase II – Administration	15	\$0.50	\$ 7.50
Phase II – QC/QA		\$0.50	\$ -
		\$0.50	\$ -
TOTALS	165		\$ 82.50

EXHIBIT A
Scope of Service
Sidewalk Multiple Locations, Lombard
Strand

SCOPE OF SERVICES

Strand Associates, Inc. (hereinafter the "Client") has requested professional surveying services for Sidewalk Phase I & Phase II in Lombard, IL (hereinafter the "Project"). The following outlines the proposed Project scope of services. Breakdown of cost sheet is based on 2023 rates. Rates will be updated on January 1st of each new year.

UNDERSTANDING OF THE PROJECT

Hampton, Lenzini and Renwick, Inc. (HLR) has prepared this Scope of Work for surveying services based on our knowledge of the Project from the following items:

The following is a description of project limits for the various locations.

1. Madison Street – From the north back of sidewalk to 125' south of the centerline of Madison St. starting 100' west of S Edgewood Ave to 300' east of S Chase Ave.
2. Main Street – From the Centerline east to the face of the buildings on the east side from 16th St to 17th St including 100 feet in all directions at the intersection of Main St. and 16th St and Main and 17th St.
3. Highland Avenue – From Centerline of Highland Ave east 75' starting 100' north of E Janata Blvd to 100' south of intersection at Southeast corner of Allerton Ridge Cemetery. Including 125' east of the centerline at the in E Janata Blvd and 125' in all 4 directions at the next 3 intersections south of E Janata Blvd.

The following is a list of basic project understandings:

- Design of sidewalk at 4 existing sidewalk gap locations: Madison St, Main St and Highland Ave,
- Topo survey will be provided with scanner at 3 locations.
- ROW and easements at limited locations will be required. We will provide existing ROW surveys at all locations and plats and legal descriptions as described per maps provided.
- Appraisal reviews will be provided on appraisals performed by Santacruz Associates.

SCOPE OF SERVICES

Phase I - Topographic Survey

- Control Points –Control will be horizontally located with GPS on NAD 83 IL East State plane coordinates. A digital level loop will be completed through the control, elevations will be based on NAVD 88 datum holding one of the GPS control points. Field book sketches will be provided for all control points and benchmarks.
- Topographic Survey – Topo of the area will be completed with ground based scanner/LIDAR and features will be extracted on a 50' cross section interval perpendicular to the street the cross section is on. Typical hard surface items such as curb, road CL, sidewalks, trees, tree diameter for trees 6 inch and larger, signs, driveways and building faces will be collected and defined in the topographic survey. This scope does not include performing the topo work during snow on the ground periods of the year.
- Utility location will consist of ASCE standard 38-02 Level QL-C Data. This utility survey will collect rim elevations on storm sewer and sanitary sewer structures within the project area but **will NOT** collect invert depths and directions. The scope currently **does not include** picking up 1 structure away allowing pipe elevations to be interpolated within the project location. The utility locate shots will also be used as verification points for the ground-based LIDAR scan data.

Traffic control if deemed needed is not part of this scope and will be expected to be provided by the LPA. Individual homeowner notification is also not part of this scope.

- Data deliverables Features extraction linework and a surface/terrain file will be delivered in a .dgn format utilizing IDOT layer and codes. Point cloud data will be delivered in a .las and .e57 file. Scan data will also be delivered in a free/shareable google type street view program by thumb drive.

Phase I - Land Survey

- **Boundary Determination** – HLR will determine the existing right-of-way of the following locations:
 - South side of Madison St at the Park District property
 - East side of Main Street between 16th St and 17th St
 - East side of Highland Avenue between the South Yorktown Mall Entrance and 22nd Street
 - The Southwest corner of Finley Rd and IL 38
- This will be determined based on field surveys, found monumentation, existing right-of-way documents and subdivision plats available with the DuPage County recorder. Costs such as the cost of documents from the recorder's office, will be billed as a direct cost. Easements listed in title commitments provided by the client will be shown, HLR will not do any other research or investigation for existing recorded easements.
- Ordering title commitments is not part of this scope, title commitments will be provided to HLR by the client.

Phase II - Land Acquisition Services

- **Plats and Legals** – Plats and Legals will be needed to record the necessary right-of-way and easements for the project. An Illinois Licensed Professional Land Surveyor will prepare plats and legals in accordance with the standard of care for the Land Surveying profession. Plats and legal descriptions will be prepared for the 13 parcels described in email provided by Strand 6/5/2023. Plats will include buildings on properties required for appraisal purposes. If additional parcels are required, we will negotiate a supplement at that time. Any easement provisions, restrictions, etc. are not part of this scope.
- **Review Appraisals** – Review appraisals will be necessary for any parcels requiring acquisition. Fees for review appraisals are typically 50% of the appraisal fee. If appraisal fees are discounted below customary fees, the review fees will be higher than 50% of the appraisal fee. Santacruz per parcel fee quoted is \$3,200. 50% would be \$1600 PER PARCEL = \$14,400 as shown on cost breakdown sheet.

Environmental

- **Phase I - Preliminary Environmental Site Assessment** - From a preliminary mapping review, there are several RECs within 0.5 mile of the project area. Based on our initial review, the project will not pass any of the Special Waste Screening levels so this task is not required. A Preliminary Environmental Site Assessment will be required.

This scope includes completing a Preliminary Environmental Site Assessment. The PESA will be prepared using historical and geological information. The specific methods used to conduct the assessment are contained in 1) ASTM Standards E1527-13, 2) A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation Highway Projects (Erdmann et al., 2012), 3) Special Wastes Procedures for Local Highway Improvements (IDOT Local Roads Manual, July 22, 2004), and 4) "IDOT Bureau of Design and Environment Manual (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 us insight into the existing environmental conditions along the route.

Once the review has been completed, a written report will be completed and submitted as documentation to the on-site analysis. This report will accompany various site photographs, maps, and the above referenced documentation, which will be utilized to assist the project evaluation and any applicable recommendations.

Direct costs- \$1,350 (EDR reports)

□ **Phase I - Preliminary Environmental Site Assessment Update (if needed)**

The Preliminary Environmental Site Assessment (PESA) is valid for a period of 6 months, we may need to update the initial PESA completed for this project. This will include ordering the environmental database record, conducting a site visit and completing a written PESA update as an addendum to the original report.

Direct costs- \$600 (EDR reports)

This scope does not include a PSI, if this is required a supplement will be needed.

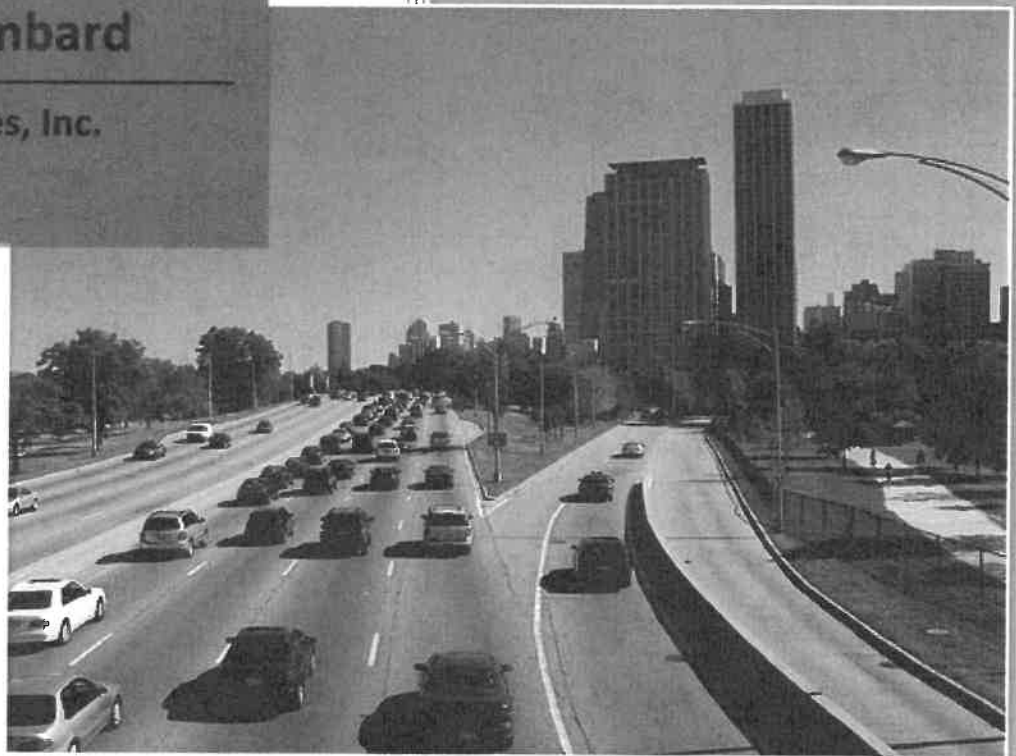
CLIENT: Strand
PROPOSED SERVICES: ROW and Topo Survey, ROW plats
PROJECT NAME: Sidewalk Gaps, Lombard
DETAILED COST BREAKDOWN rates will be updated January 1st of each year

Task	Description	Employee Classification																Hours	Fee										
		PR	E6	E5	E4	E3	E2	E1	STR	STR	T3	T2	T1	INTT	LA	SUR	SUR			ENV	ENV	ENV	ENV	A1	A2	A1	Direct Costs		
1. SURVEY AND LAND ACQUISITION SERVICES																													
	Phase I - Topographic Survey	17								49						31	55											152	\$ 22,485.00
	Phase I - Right of Way Determination	80							24						80	80												264	\$ 46,120.00
	Phase II - Land Acquisition, Plats & Legals, Appraisal Review (9 parcels)	40							80																			120	\$ 36,000.00
2. ENVIRONMENTAL SERVICES																													
	Phase I - Preliminary Environmental Site Assessment (PESA)									16						24	68											108	\$ 15,990.00
	Phase I - PESA Update (if needed)									4						8	32											44	\$ 6,560.00
	Total	120	17	0	0	0	0	0	0	153	0	0	0	0	0	111	135	32	100	0	0	0	0	0	0	0	688	\$ 127,165.00	

PROPOSAL FOR LAND ACQUISITION SERVICES

Village of Lombard

Strand Associates, Inc.



**Arterial Roadway Sidewalk Gap
Improvements along Finley Road,
Madison Street, Main Street and
Highland Avenue**

**Santacruz Land
Acquisitions** 

222 Northfield Road · Suite 201
Northfield, IL 60093
www.santacruz-associates.com

Contact:
Javier Steve Santacruz
847-868-9620
javier@santacruz-associates.com



EXECUTIVE SUMMARY

Having extensive experience with right of way projects, we understand the importance of keeping on schedule. On-time lettings gives the Village of Lombard, the Local Public Agency (“LPA”) the best use of its resources and strengthens the efficiencies in the implementation of its roadway improvement program. To achieve your goals, it is critical that your land acquisition consultant understands the importance and addresses three critical issues in your acquisition of right of way:

- Deliver the right of way on-time to meet the letting
- Manage the acquisition risks, including the cost of condemnation litigation
- Compliance with land acquisition policies and procedures and FWHA policies that effect the certification and funding of your project.

CRITICAL ISSUE 1: DELIVER THE RIGHT-OF-WAY ON-TIME TO MEET LETTING

Delivery of right of way on-time keeps the project on its letting schedule. We understand that nothing is more important to the LPA. Santacruz Land Acquisitions knows delays can impact the project budget, cause scheduling conflicts with potential contractors and affect other economic factors which govern the delivery of the overall infrastructure improvement program for the LPA.

Santacruz Land Acquisitions (“Santacruz”) will work with the staff for the LPA and/or, Strand Associates, Inc., Engineer for the LPA, (“Consultant”) to develop a land acquisition plan for the Arterial Roadway Sidewalk Gap Improvements along Finley Road, Madison Street, Main Street and Highland Avenue (the “Project”) to assure that the goals are met.

Our solution is to assemble a team of industry leading right-of-way professionals that have years of experience working on land acquisition projects with the understanding of what needs to be done to complete an acquisition on time.

CRITICAL ISSUE 2: MANAGE THE RIGHT-OF-WAY PROCESS & RISKS

With over twenty-five years working on land acquisition projects, Santacruz Land Acquisitions understands the workload associated with this project and the level of performance the LPA is seeking with this engagement. As such, we have assembled a team of professionals with vast experience in delivering right-of-way services for IDOT, the Tollway and other such agencies on various infrastructure projects.

Equally important as the scheduled letting is the acquisition budget for the Project. Our team will suggest ways to minimize impacts and reduce costs in challenging acquisitions. We will also work with the LPA to minimize the condemnation referrals that impact the budget for this Project. At the same, our team will quickly identify parcels in the very beginning of the process that have title issues that can only be resolved through condemnation so that the team can develop strategies on moving the land acquisition process forward.

Your land acquisition consultant needs to have knowledge of the legal requirements necessary to position an agency for a successful acquisition of the right-of-way.

Our solution is to compile extensive experience in law, real estate and civil engineering which gives us the ability to recognize issues and resolve them before they create bigger problems. Santacruz has over 25 years of providing right-of-way services including managing land acquisition projects of various sizes.

CRITICAL ISSUE 3: COMPLIANCE WITH GOVERNMENT REGULATIONS

All land acquisition services must be performed in accordance with the Uniform Relocation Assistance and Real Property Act. In addition, we are familiar with IDOT's land acquisition guidelines, policies and procedures.

Our solution is to apply our team's extensive collective decades of experience complying with federal and state laws and maximizing the team's knowledge of the land acquisition policies of IDOT.

ADDITIONAL COMPONENT OF OUR PROPOSAL: BEP UTILIZATION

Santacruz is a BEP with Central Management Services, a DBE with IDOT and an MBE with Cook County and the City of Chicago.

WHY SANTACRUZ LAND ACQUISITIONS?

As you review our proposal, you will see that the team that Santacruz Land Acquisitions has assembled is versatile, experienced and qualified to deliver the full scope of the land acquisition needs for the LPA. What sets apart our team is:

- Years of successful on-time delivery of right of way land acquisition services to various other agencies
- Diverse set of real estate acquisition disciplines including backgrounds in law and civil engineering
- Extensive experience with complex valuations and acquisitions
- Title review experience, including familiarity with all types of recorded documents affecting real estate and knowledge on how to the clear title
- Experience in reviewing plats and legal descriptions, as well as an ability to review and understand roadway construction plans
- Expertise with the Uniform Relocation Assistance and Real Property Act of 1970, as amended (Uniform Act), Illinois Eminent Domain Act (735 ILCS 30), IDOT Land Acquisition Guidelines.
- Familiarity with IDOT policies and procedures related to land acquisition and appraisals.

SUMMARY

With a long history of successful delivery of a variety of right of way projects on-time, within budget and to our client's satisfaction, we look forward to the opportunity to assist the LPA with its land acquisition needs.

COMPENSATION

Santacruz shall be entitled to the compensation as shown on the attached schedule. Our cost proposal, based on nine (9) projected parcels of right-of-way, is as follows:

<u>APPRAISALS:</u>	\$28,800.00
<u>NEGOTIATIONS:</u>	\$28,800.00

As directed, Santacruz shall invoice the LPA or Consultant for any fees and charges related to the acquisitions including, without limitation, (i) the cost of the later date title commitments, (ii) the cost of title insurance policies obtained on the parcels to be acquired, (iii) the cost of recording any necessary documents to complete the conveyance and obtain clear title, (iv) lender's fees related to the processing of any partial releases needed to provide clear title, and (v) land trustee processing fees. Santacruz shall include \$750.00 per parcel for these charges. Santacruz shall pay any such fees and charges in excess of the \$750.00 per parcel allowance for which Santacruz Land Acquisitions shall be entitled to additional compensation in the amount of any such payments pursuant to a separate work order issued.

Based on the projected total number of parcels of right-of-way to be acquired for the Project, the land acquisition negotiation services provided herein are offered at a cost not to exceed \$64,350.00 as follows (per the pricing schedule in Exhibit 3.a.):

Land Acquisition Services	\$57,600.00
Estimated Direct Billable Expenses	\$6,750.00

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TECHNICAL APPROACH

Santacruz shall provide Right-of-Way Acquisition Services including, but not limited to:

- Project Management
- Appraisals
- Acquisition negotiations and settlements

In addition, as may be required in order to complete the processing of any parcel and subject to the approval in advance by the LPA, Santacruz can also provide specialty engineering reports and relocation assistance of displaced property owners. All services shall be performed at the direction of the LPA and in accordance with the policies and procedures of IDOT, as applicable, the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("Uniform Act"), as amended (49 CFR Part 24), the Illinois Eminent Domain Act (735 ILCS 30) ("Eminent Domain Act"), and the Illinois Code of Civil Procedure ("Code of Civil Procedure").

Santacruz Land Acquisitions agrees to perform the services as set forth herein. This process has been the roadmap to many successful right-of-way projects. This Road Map will help us help you keep your project on schedule.

LAND ACQUISITION CRITICAL PATH STEPS – "OUR ROAD MAP"

Task 1: Notice to Proceed

Our services start after authorization to proceed from the LPA and IDOT (as may be necessary).

Task 2: Kick-off Meeting

Santacruz will meet with the LPA and/or Consultant to discuss the Project, identify issues and develop any necessary strategies to assure the timely completion of the Project.

Task 3: Delivery and Review of Project Information

The LPA or Consultant will provide Santacruz with plats of highway, legal descriptions, the most recent title commitments and any other pertinent information regarding the property owner for each parcel assigned for acquisition. In addition, the LPA or Consultant will also provide Santacruz with a set of project plans, including, (i) plan and profile, (ii) drainage and utilities, (iii) pavement markings and (iv) cross sections.

Task 4: Introductory Notice to Owners

The appraiser will notify the property owner of the proposed taking and will invite the property owner to be present during the inspection by the appraiser.

Task 5: Appraisal

The appraiser shall make a detailed inspection of the properties and make such investigations and studies as are consistent with industry standard and necessary to derive sound conclusions for the preparation of appraisal reports. All appraisal work shall be completed within eight to ten weeks after commencement.

The Appraiser shall assist in analyzing and responding to valuation information provided by a property owner in support of a counter-offer.

As necessitated by a change of ownership, a revision to the right of way or for condemnation purposes, **Santacruz** will furnish and deliver updated or revised appraisals. Such requests may be pursuant to a separate work order.

Task 6: Review Appraisal

All appraisals will be reviewed by the review appraiser assuring that all items affecting the value of the property have been considered in the appraisal.

As necessitated by a change of ownership, a revision to the right of way or for condemnation purposes, **Santacruz** will furnish and deliver updated or revised reviews. Such requests may be pursuant to a separate work order.

Task 7: Negotiation and Acquisition

Santacruz shall commence negotiations after approval by the LPA of the appraisals and the amount of just compensation to be offered to the property owner.

Before contacting the property owner, **Santacruz** will prepare and send the introductory letter to the property owner on the LPA's letterhead.

Santacruz will present the property owner with an offer package, which shall contain the Offer to Purchase and other documents to assist the property owner with reviewing the right-of-way request.

Santacruz will make all reasonable efforts to complete the acquisition of the right-of-way from the property owner.

Santacruz will not have any authority to determine administrative settlements. **Santacruz** will consult with the LPA for approval of any counter offers and upon acceptance by the LPA of any such counter-offer, **Santacruz** will prepare the necessary documentation for administrative settlement.

Santacruz will review the title commitment provided for each parcel to determine the liens and encumbrances that will need to be addressed in order to complete the acquisition process for the LPA.

If, during its discussions with the property owner, errors in the plans are discovered or the property owner requests design changes, **Santacruz** will immediately notify LPA or Consultant with this information. At any time during negotiations for situations involving design changes, errors in plans or for any other reason, if requested by LPA or Consultant, **Santacruz** will cease negotiations on certain parcels until corrected information or further instruction is provided to **Santacruz**.

Upon successful negotiations with the property owner, **Santacruz** will prepare all necessary conveyance documents in order to complete the acquisition and obtain title approval for the property. **Santacruz** will submit the completed parcel file with original conveyance documents, any documents necessary for title clearance, the Negotiator's Log documenting all negotiation activities, copies of all correspondence with the property owner, title commitments, plats, and all

other documentation as required by the LPA and IDOT (as necessary).

Task 7: Project Management

Santacruz Land Acquisitions shall appoint a Project Manager for this project. The Project Manager will provide proposed project time-line with milestones on delivery. The Project Manager will coordinate all deliverables, keep project on schedule and maintain the channels of communication with the LPA.

The Project Manager will attend project kick-off meetings and project status meetings. In addition, when needed, the Project Manager will review construction plans and provide comments.

The Project Manager shall provide QA/QC oversight for this contract. Santacruz Land Acquisitions has a very strong commitment to QA/QC for all its projects. In addition to monthly status reports prepared for our clients in which we review the progress of each parcel, Santacruz Land Acquisitions meets on a bi-weekly basis with its production team to assure that projects are on schedule and proceeding to letting.

The paralegal team at Santacruz Land Acquisitions reviews every title commitment to alert the negotiator of title concerns and to prepare for title clearance. Also, all conveyance documents prepared by the paralegals are reviewed by the head paralegal and/or the negotiator. Finally, all final packages of settled or condemned parcels are compiled using QA/QC checklist and reviewed by the Project Manager to assure proper completion.

Condemnation Support

Santacruz understands that appearances in court and/or pretrial conferences, which may include depositions, and preparation for litigation or pre-trial conferences may be required by the LPA so that it may complete the acquisition of the property through condemnation.

In the event, after making every reasonable effort to contact and negotiate with a property owner,

Santacruz is unable to obtain a settlement for the acquisition of the right-of-way, Santacruz shall refer the parcel to the LPA for acquisition by condemnation.

In such case, at the request of the LPA or its trial counsel, the Appraiser assigned to appraise the parcel shall make any such appearances or complete such preparation work in order to assist with this process. In addition, at the request of the LPA or its trial counsel, the Negotiator assigned to negotiate the parcel shall make any such appearances or complete such preparation work in order to assist with this process. Such requests for trial appearances or condemnation support will be pursuant to a separate work order.

PERSONNEL

The experience and talent of the right of way professionals that make up the team for Santacruz will, to a large extent, be the basis for the success of keeping this Project on-time and within budget. Santacruz brings over twenty-five years of right of way acquisition experience. Santacruz has worked on thousands of acquisition parcels for ISTHA, IDOT, Cook, Kane, Lake, and Will Counties. We have also worked for numerous township and municipalities. Santacruz has years of experience handling some of the most complex land acquisition transactions.

The Santacruz staff includes two negotiators and two paralegals with years of experience in acquiring a variety of right-of-way parcels.

PRIOR EXPERIENCE

Santacruz Land Acquisitions was founded in 1992 and has grown to be one of the most dependable right-of-way negotiation firms in Illinois. Santacruz has been providing comprehensive right-of-way solutions, including negotiation activities and the coordination of the valuations of parcels for various public agencies.

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EXHIBITS

a. Pricing Schedule

Compensation for Services

Appraisal Services (per parcel)

Appraisals	\$3,200.00
Revision to appraisal due to change in ROW or plans ¹	\$1,500.00 - \$3,200.00

Review Appraisal Services (per parcel)

Review Appraisals	\$1,500.00
Revision to review appraisal due to change in ROW or plans ¹	\$900.00 - \$1,500.00

Negotiation Services (per parcel)

Negotiation and acquisition services for Right of Way including, without limitation, documentation of conveyance of property interest	\$3,200.00
Additional negotiations due to change in ownership or plans ¹	\$1,900.00 - \$3,200.00

Witness Services (if applicable)

Rate for each ½ day in pretrial conference or in court for Negotiator ¹	\$1,000.00
Rate for each ½ day in pretrial conference or in court for Appraiser ¹	\$1,000.00
Hourly rate for consultation not otherwise specifically provided for herein	\$250.00

Title Services (if applicable)

Later date commitment – In addition to actual recording costs + Administrative fee	\$25.00
Title insurance policies – In addition to actual recording costs + Administrative fee	\$25.00
Recording of Documents – In addition to actual recording costs + Administrative fee	\$25.00
Copies of recorded documents – In addition to actual copying costs & research fees + Administrative fee	\$25.00

¹ May requires supplemental work order.