

VILLAGE OF DOWNERS GROVE
Report for the Village
1/7/2020

SUBJECT:	SUBMITTED BY:
Neighborhood Traffic Study - Area 7	Nan Newlon Director of Public Works

SYNOPSIS

A motion is requested to award a professional services contract for preparation of Neighborhood Traffic Study Area 7 to KLOA, Inc. of Rosemont, Illinois in the amount of \$25,216.

STRATEGIC PLAN ALIGNMENT

The goals for 2019-2021 include *Top Quality Infrastructure*.

FISCAL IMPACT

The FY20 Budget includes \$30,000 in the Capital Projects Fund for this project.

RECOMMENDATION

Approval on the January 7, 2020 consent agenda.

BACKGROUND

The purpose of the Neighborhood Traffic Study Area 7 is to continue the neighborhood study process that began in 2010. This study will focus on Area 7, which is bounded by Belmont Road on the west, Ogden Avenue on the north, Lee Avenue on the east, and Warren Avenue on the south. This neighborhood was selected for study based on the right of way and speeding concerns in this neighborhood. The purpose of the work is to thoroughly study traffic with the goal of mitigating issues of travel speed, cut-through traffic, pedestrian/traffic conflicts, intersection controls, street network performance, and overall neighborhood safety issues. The outcome of this study will be a set of recommendations that will improve intersection controls within the neighborhood. The project will include extensive resident participation.

A Request for Proposal was advertised on July 7, 2019 and three submittals were received. After reviewing the proposals, KLOA, Inc was ranked highest by the selection team based upon their experience with this type of project, the project manager's experience, and their experience with conducting neighborhood meetings for this type of project.

This project is anticipated to begin in January, 2020 and continue through August, 2020. KLOA has completed four of the previous 6 neighborhood traffic studies for the Village.

ATTACHMENTS

Contract Documents

Project Exhibit



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: _____

Project Name: 2020 Neighborhood Traffic Study – Area 7
 Proposal No.: RFP-0-68-2019/DC
 Proposal Due: November 26, 2019 10:00 AM

Required of Awarded Contractor:

Certificate of Insurance: YES

Legal Advertisement Published: November 13, 2019

Date Issued: November 13, 2019

This document consists of 26 pages.

Return **original** of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

Mr. William Lorton
 Village Traffic Engineer
 VILLAGE OF DOWNERS GROVE
 5101 WALNUT AVENUE
 DOWNERS GROVE, IL 60515
 PHONE: 630/434-6863
 FAX: 630/434-5495
www.downers.us

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at Public Works, 5101 Walnut Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all proposals, to waive technicalities and to accept or reject any item of any proposal.

The documents constituting component parts of this Contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP (Professional Services)
- V. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to THE TIME AND DATE SET FORTH ON THE COVER PAGE OF THIS CALL FOR BIDS.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: **Mr. William Lorton**, in a sealed envelope marked "**SEALED PROPOSAL for 2020 Neighborhood Traffic Study – Area 7 TR-024-20.**" The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services. **DO NOT SUBMIT A PROPOSED CONTRACT. UPON ACCEPTANCE BY THE VILLAGE, THIS RFP DOCUMENT SHALL BECOME A BINDING CONTRACT.**
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment,

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

3. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- 3.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.
- 3.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

4. RESERVED RIGHTS

- 4.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

II. TERMS AND CONDITIONS**5. VILLAGE ORDINANCES**

- 5.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

6. USE OF VILLAGE'S NAME

- 6.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

7. INDEMNITY AND HOLD HARMLESS AGREEMENT

- 7.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20**8. NONDISCRIMINATION**

8.1 Proposer shall, as a party to a public contract:

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11136 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

8.2 It is unlawful to discriminate on the basis of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity, or an unfavorable discharge from military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Sec. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Sec. 12101 et. seq.

9. SEXUAL HARASSMENT POLICY

9.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:

- 9.1.1 Notes the illegality of sexual harassment;
- 9.1.2 Sets forth the State law definition of sexual harassment;
- 9.1.3 Describes sexual harassment utilizing examples;
- 9.1.4 Describes the Proposer's internal complaint process including penalties;
- 9.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
- 9.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

10. EQUAL EMPLOYMENT OPPORTUNITY

10.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the Contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:

- 10.1.1 That it will not discriminate against any employee or applicant for employment

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

- 10.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 10.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, order of protection status, military status, sexual orientation, or an unfavorable discharge from military services.
- 10.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 10.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 10.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

11. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 11.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 11.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 11.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 11.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 11.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 11.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 11.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

12. PATRIOT ACT COMPLIANCE

- 12.1 The Proposer 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 Proposer further represents and warrants to

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

the Village that the Proposer 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 Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

13. INSURANCE REQUIREMENTS

- 13.1 The Proposer shall be required to obtain, from a company or companies lawfully authorized to do business in the jurisdiction in which the project is located, such general liability insurance which, at a minimum, will protect the Proposer from the types of claims set forth below which may arise out of or result from the Proposer's operations under this Contract and for which the Proposer may legally liable:
- 13.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
 - 13.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
 - 13.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
 - 13.1.4 Claims for damages insured by the usual personal injury liability coverage which are sustained: (1) by a person as a result of an offense directly or indirectly related to employment of such person by the Proposer, or (2) by another person;
 - 13.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 13.1.6 Claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle;
 - 13.1.7 Claims for damages as a result of professional or any other type of negligent action by the Proposer or failure to properly perform services under the scope of the agreement between the Proposer and the Village.
- 13.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 13.3 As evidence of said coverages, Proposer shall provide the Village with certificates of insurance naming the Village of Downers Grove as an additional insured and include a provision for cancellation only upon at least 30 days prior notice to the Village.

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20**14. CAMPAIGN DISCLOSURE**

- 14.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.
- 14.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.
- 14.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.
- 14.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

15. SUBLETTING OF CONTRACT

- 15.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Proposer from its obligation or change the terms of the Contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

16. TERM OF CONTRACT

- 16.1 The term of this Contract shall be as set forth in the Detail Specifications set forth in Section III below. This Contract is subject to the Village purchasing policy with regard to any extensions hereof.

17. TERMINATION OF CONTRACT

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Contract, or for any other reason, and/or that sufficient funds to complete the Contract are not appropriated by the Village, the Contract may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of termination.

18. BILLING & PAYMENT PROCEDURES

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.3 Please send all invoices to the attention of Village of Downers Grove, Public Works, 5101 Walnut Avenue, Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 19.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

20. STANDARD OF CARE

- 20.1 Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.
- 20.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 20.3 For Professional Service Agreements: Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s') failure to perform its work in accordance with contract documents.

21. GOVERNING LAW AND VENUE

- 21.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

22. SUCCESSORS AND ASSIGNS

- 22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

23. WAIVER OF CONTRACT BREACH

23.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the particular instance.

24. AMENDMENT

24.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

25. NOT TO EXCEED CONTRACT

25.1 The contract price is a “not-to-exceed” cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the Contract.

26. SEVERABILITY OF INVALID PROVISIONS

26.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

27. NOTICE

27.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

28. COOPERATION WITH FOIA COMPLIANCE

28.1 Contractor acknowledges that the Freedom of Information Act does apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. (5 ILCS 140/1 et seq.)

30. COPYRIGHT or PATENT INFRINGEMENT

30.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit,

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.

III. DETAIL SPECIFICATIONS

1.0 GENERAL INFORMATION

1.1 Introduction

The Village of Downers Grove is seeking to retain the professional services of a qualified and experienced traffic engineering consulting firm to perform the various work tasks for a Neighborhood Traffic Study, as described below.

1.2 Background

The Village of Downers Grove is a well-established community of approximately 50,000 residents. The daytime population, however, is well over 120,000 people. The Village is surrounded by I-355, I-88, 75th Street and is divided by the Burlington Northern Santa Fe (BNSF) Railroad main line from Aurora to downtown Chicago. Infrastructure improvements are being actively constructed, including roadways, water mains, storm sewers and others.

1.3 Project Scope

The Village is pursuing this **2020 Neighborhood Traffic Study – Area 7** project to address vehicular speeding issues, cut-through traffic, pedestrian safety, and to evaluate overall traffic performance within one specific neighborhood. A secondary purpose is to collect traffic data, including average daily traffic, parking data, pedestrian data and intersection peak hour travel data.

Expected outcomes from this study include intersection control treatments, access patterns, and capacity performance, among others. The intent for the near future is to duplicate this same analysis at other neighborhoods throughout the Village. The Village is expecting to have a series of work tasks to be performed for this project, as described:

1. Average Daily Traffic volume data collection (24-hour) machine counts at forty five (45) locations surrounded by Belmont Road, Ogden Avenue, Lee Street, and Warren Avenue. (see attached Exhibit 1).
2. The Village will accept the Contractor's choice for electronic/machine data collection equipment. NOTE: If any data collection devices are required to be installed on the pavement, they shall be installed with adhesive tape only. Drilling of holes in the pavement will NOT be acceptable. The three minimal features required of the Contractor's selected data collection equipment are:
 - the ability to provide the Village with electronic copies of the data;
 - the data must be summarized in a tabular, 15-Minute, and hourly format;
 - The traffic count data submitted to the Village shall be complete and ready to use upon receipt.
3. Detailed intersection Peak Hour turning counts (6-9 AM and 3-6 PM) at five (5) intersections. (see attached Exhibit 1)

The Five intersections for peak-hour turning counts are as follows:

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

- Belmont at Ogden
- Belmont at Prairie
- Belmont at Chicago
- Prairie at Lee
- Lee at Ogden

4. The Consultant is notified that the Village reserves the right to increase or decrease the number of data collection locations, based on available budget and project need.
5. Evaluate 2020 existing street network basic traffic performance.
 - Evaluate and Discuss on the arterial/collector roadway system, operational, capacity, access, pedestrian issues. Include traditional neighborhood study parameters, such as speeds, classifications, vehicular and pedestrian circulation, parking issues, overall safety and general traffic operations.
 - Village will supply Existing Crash Data (2011-2018), and available roadway and existing traffic signal timing data for signals maintained by the Village.
6. Recommend roadway, traffic calming, intersection control improvements in tabular formats that clearly explain proposed enhancements. Also, break down these recommendations into short-, mid- and long range time frames. Include changes to enhance intersection operations, capacity treatments, access patterns, and roadway safety improvements, as appropriate.
7. The Village is pursuing the upgrade of all intersections to STOP-control, whether 2-way or 4-way. The Village is pursuing the elimination of all Yield-control intersections and uncontrolled intersections.
8. Evaluate existing corridor of Warren Avenue from Belmont Road to Forest Avenue.
 - Investigate improvements to roadway cross section such as on street bike lanes, on street parking, and other improvements via improved striping.
 - Existing Village data will be provided for segments beyond the boundaries of Area 7. This includes count data and crash data.

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20



Intersection Turning Counts



ADT 24 Hour Counts



Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20**2.0 PROPOSAL REQUIREMENTS**2.1 Quantity and Format

Proposals shall be submitted in an 8 ½ x 11 format and be organized with tabs as follows:

- Cover Letter (optional)
- Project Understanding/Approach
- Firm Qualifications and Experience (Project Data Sheets)
- Key Staff Resumes
- Project Organizational Chart
- Proposed project schedule
- Fee Proposal including Total Project costs, direct and indirect, with an hourly breakdown

The proposals shall be succinct, and directly relevant to this project. Maximum number of Consultant's Proposal pages shall be 20. Only those persons planned to be directly involved with this project should be included. Also, please identify the physical location of the project team members.

2.2 Deadline and Proposal Disposition

Complete, packaged proposals shall be due by **10:00 A.M. on November 26, 2019**. Proposals shall become the property of the Village of Downers Grove. The Village will maintain confidentiality of all received proposals, and not disclose information provided by prospective consultants with any other consultant, nor with the selected Consultant, unless otherwise required by law to do so.

2.3 Fee Proposal

The Village prefers the method of compensation for professional services to be based on hourly-charged man-hour rates plus expenses, with a Total “Not To Exceed” cost.

Please submit **IN A SEPARATE ENVELOPE**, an estimate of man-hour requirements to complete the scope of services outlined in your proposal, a list of current man-hour rates, and a total “Not To Exceed” cost for providing the proposed services to the Village. The Village shall be invoiced monthly.

2.4 Consultant Selection

- Project approach to organizing and understanding of this project
- Responsiveness to requirements, terms, and timeliness for performance of the project
- Ability to complete the project in a timely manner (an anticipated schedule is required)
- Familiarity with Village of Downers Grove policies and preferences
- Experience of Project Manager and staff on comparable projects
- Recognition of special or unique issues related to this project, including identification of design elements, and processes that would result in a quality, streamlined project
- Overall Not-to-Exceed Total Cost (there is a budget constraint which must be adhered to for this project)

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

- 2.5. The Proposer is notified that the Village is pursuing this project as a single contract to be issued only to the Prime Consultant.

2.6 Pre-Proposal Field Review

Prior to submitting a Proposal, each prospective Proposer shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of this project and to verify any representations made by the Village upon which the Proposer will rely. The monetary expenses incurred as a result of conducting these investigations shall be borne by the prospective Proposer and shall not be the responsibility of the Village.

3.0 **PROJECT DELIVERABLES**

General

The Consultant shall produce deliverable documents that are in Microsoft Word, Excel, and/or PowerPoint format as required.

All reports should be in standard 8-1/2 x 11, portrait format. Landscape format can be used to facilitate a more clear presentation of the information, at the Consultant's discretion. Larger exhibits such as 11 x 17 should be tri-folded to standard size. Digital color photos are encouraged.

3.1. Project deliverables are anticipated to be:

3.1.1 Base traffic count data (electronic format)

3.1.2 Neighborhood Traffic Study Report:

- Executive Summary + Report;
- Exhibits of Existing 2020 network traffic performance;
- Neighborhood system Improvements for (short-term, mid-term, and long-term) scenarios

3.1.3 Timeline for Project Completion

3.2 Meetings to Attend:

3.2.1 Total meetings are expected to be three (3): Two (2) Progress meetings; and one (1) Neighborhood Presentation (evening) meeting

3.3 Task Quantities

- Two (2) 1-hour project coordination meetings (1 in person; 1 conf. call)
- One (1) 4-hour Report presentation at Neighborhood Informal evening meeting
- Two (2) hard copies (with 1 electronic copy) of Preliminary Study Report
- Two (2) hard copies (with 1 electronic copy) of Final Study Report
- One (1) CD with electronic copies of all traffic data collection, Final project files, drawings, specs and any supporting documentation, to be compatible with the software programs listed above.

Village of Downers Grove – 2020 Neighborhood Traffic Study – Area 7 TR-024-20

IV. PROPOSER'S RESPONSE TO RFP (Professional Services)

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the Contract with the Village.)

Proposal

2020 Neighborhood Traffic Study - Area 7

(Proposal Number RFP-0-68-2019/DC)



Submitted To:



**Village of Downers Grove
Department of Public Works**

Submitted By:



November 25, 2019



9575 West Higgins Road, Suite 400 | Rosemont, Illinois 60018

p: 847-518-9990 | f: 847-518-9987

November 25, 2019

Ms. Naneil Newlon
Director of Public Works
Village of Downers Grove Public Works Department
5101 Walnut Avenue
Downers Grove, Illinois 60515

Dear Ms. Newlon:

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) is pleased to submit this proposal to prepare a Neighborhood Traffic Study for Area 7 which is generally bounded by Ogden Avenue on the north, Lee Avenue on the east, Warren Avenue on the south, and Belmont Road on the west. The objective of the study is to collect transportation data and evaluate the performance of the study area's transportation system to identify operational deficiencies, including cut-through traffic and speeding, analyze potential alternatives, and recommend design solutions to improve traffic operations, neighborhood access and circulation, pedestrian and bicycle connections, and overall safety.

This proposal responds to your Request for Proposal (RFP) dated November 13, 2019. The KLOA, Inc. team is well qualified to undertake this assignment for the Village of Downers Grove as highlighted below:

1. KLOA, Inc. staff is very familiar with the Village of Downers Grove, having performed the Village's Neighborhood Traffic Studies for Area 1, Area 2, Area 4, and Area 5 and having been retained by the Village in the past regarding other transportation assignments. In addition, we have performed numerous traffic and parking planning studies in the Village, such as studies for Midwestern University, Good Samaritan Hospital, and many downtown projects.
2. KLOA, Inc. has extensive experience in conducting neighborhood traffic studies and similar types of studies for municipalities. Similar to Downers Grove, many of the studies performed by KLOA, Inc. were separated into zones and studies were completed for each. The following summarizes a sample of the projects:
 - KLOA, Inc. completed the Village's neighborhood traffic studies for Area 1, Area 2, Area 4, and Area 5 and, as such, has a unique understanding of the process and goals of the neighborhood traffic program. Further, Area 2 and Area 5 are located adjacent to Area 7 on the east and west, respectively.
 - KLOA, Inc. performed the first Neighborhood Traffic Study in Zone 11 for the City of Naperville and is currently conducting the second study for the City.
 - KLOA, Inc. performed a Village-Wide Traffic Study in the Village of Riverside.

Ms. Naneil Newlon
November 25, 2019
Page 2

- KLOA, Inc. performed Residential Intersection Traffic Control Studies for 18 separate zones in the Village of Mount Prospect. Before and after studies were completed to evaluate the effectiveness of the recommended changes.
- KLOA, Inc. completed a two-phase neighborhood traffic study for the City of Darien, with Phase I consisting of the development of traffic control evaluation criteria and the separation of the City into six subareas/zones and Phase II consisting of performing neighborhood traffic studies for each of the six subareas/zones.

Similar studies were also completed for the Villages of Deer Park, La Grange Park, La Grange, Norridge, Morton Grove, Oak Park, River Forest, and Wheaton. Further, KLOA, Inc. developed and presented the *Neighborhood and Community Transportation Studies – Process, Recommendations, and Lessons Learned* session at the 2017 American Planning Association (APA) – Illinois State Conference in Naperville.

3. KLOA, Inc. has significant knowledge in the complex practice of traffic calming and the types of measures and the advantages/disadvantages of each. Many of the neighborhood, campus, and operational/safety studies performed by KLOA, Inc. for municipalities and institutions require the evaluation and determination of the need for and the type of traffic calming measures and/or overall plans. KLOA, Inc. recently prepared the traffic study and assisted in the design of the Madison Street road diet in Oak Park that included the development of a traffic calming plan to mitigate the impact of the potential diversion of Madison Street traffic. In addition, KLOA, Inc. has developed a traffic calming toolkit for the City of Naperville.
4. KLOA, Inc. is pre-qualified by IDOT in Traffic Studies, Traffic Signals, and Safety Studies.
5. **Based on KLOA, Inc.'s work on the Village's Neighborhood Traffic Studies for Area 1, Area 2, Area 4, and Area 5 as well as previous studies, KLOA, Inc. is able to streamline the evaluation process to improve efficiency and reduce project cost.** KLOA, Inc. has developed specific criteria for evaluating appropriate intersection traffic controls, speed limits, and pedestrian accommodations within a neighborhood based on traffic volumes, sight distance, street hierarchy, pedestrian activity, crash history, and MUTCD standards. The criteria have been formulated into template tables for efficient application to any neighborhood.

Ms. Naneil Newlon
November 25, 2019
Page 3

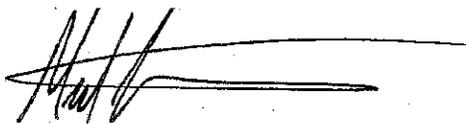
6. KLOA, Inc. is joined by Quigg Engineering, Inc., a civil engineering firm that has been in business since 2006 and recently merged with AES Services, Inc. Quigg Engineering, Inc. is headquartered in Chicago, Illinois. They provide services to both public and private clients and use cutting-edge technology and equipment in their data collection efforts. AES Services was a subconsultant to KLOA, Inc. for previous studies.
7. KLOA, Inc. maintains state-of-the-art technologies significant to traffic engineering, including the latest traffic analysis and simulation programs (Synchro 10 and SimTraffic 10), which are ideal at visually depicting traffic operations for street design alternatives.

Finally, we will commit senior-level staff to this project that are highly experienced in traffic/transportation engineering and Neighborhood Traffic Studies and are capable of completing each of the items identified in the RFP within budget and on schedule. Michael Werthmann, PE, PTOE, a Principal of KLOA, Inc., will serve as Project Manager and Eric Russell, PE, PTOE, PTP and Brendan May, PE will assist as Project Engineers. Mr. Werthmann served as Project Manager for the Village's Neighborhood Traffic Studies in Area 1, Area 2, Area 4, and Area 5 and most of the studies noted in Item 2 above. From Quigg Engineering, Inc., Julian Gnatenco, PE, PTOE will oversee the traffic data collection effort.

The main body of this proposal identifies our project understanding and approach, qualifications and experience, project staff and resumes, and proposed project schedule and fee proposal. The Appendix contains the vendor information forms. A fee proposal has been provided in a separate sealed envelope.

We thank you for your consideration of the KLOA, Inc. team and look forward to working with the Village of Downers Grove once again on this very important project. Having the KLOA, Inc. team as your consultant will make a difference. If you have any questions or we can provide any further information related to this proposal or our firm, please do not hesitate to contact us.

Sincerely,



Michael A. Werthmann, PE, PTOE
Principal and Contracting Officer

Proposal

**2020 Neighborhood Traffic Study - Area 7
(Proposal Number RFP-0-68-2019/DC)**

Submitted To:

Village of Downers Grove

Submitted by:

**Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.)
Quigg Engineering, Inc.**

November 25, 2019

Contents

<u>Section</u>	Page
1. Project Understanding and Approach.....	1
2. Qualification, Experience, and References.....	4
3. Key Personnel and Organization Chart	8
4. Project Schedule	14

Appendix

1. Project Understanding and Approach

The project limits for this Neighborhood Traffic Study are Ogden Avenue on the north, Lee Avenue on the east, Warren Avenue on the south, and Belmont Road on the west. Hoopers Hollow Park, Loy Park, Lee and Grant Park, Henry Puffer Elementary School, and the Belmont Metra station are all located within or adjacent to the neighborhood. In addition, commercial uses including car dealerships and repair shops are located along the north end of the neighborhood along Ogden Avenue. The presence of these land uses creates unique traffic flow and pedestrian safety issues for the neighborhood. Some measures have been implemented to enhance the neighborhood's operations, such as school dedicated zones which include appropriate warning signs and reduced speed limits, dedicated school pedestrian crossings, pedestrian crossings, and speed limit signs with yellow borders. Other traffic and pedestrian issues that affect the neighborhood and would be addressed by KLOA, Inc. in this study include:

- Intersection traffic control spacing along the neighborhood streets.
- Type of intersection traffic control in use, particularly around the parks.
- Intersections lacking any form of traffic control or yield sign control. Per the RFP, the Village is requesting stop sign or traffic signal control at all intersections.
- Potential speeding and/or cut-through traffic in the neighborhood, particularly along Warren Avenue, Prairie Avenue, and Lee Avenue.
- Hilly terrain and offset intersections that create sight distance limitations.
- Narrow and dead-end streets and streets without sidewalks.
- Transportation and parking impacts associated with the commercial areas, car dealerships, and repair shops.
- The operation of the neighborhood's two east-west pedestrian/bicycle paths/routes.

KLOA, Inc. has summarized a project approach that we believe to be responsive to the November 13, 2019 Request for Proposal (RFP). The approach is based on the Neighborhood Traffic Studies previously conducted for the Village and our experience in performing neighborhood traffic studies for other communities. We propose to conduct both (1) a traditional neighborhood traffic study that will examine traffic operations, vehicular and pedestrian circulation, and overall safety and (2) an evaluation of traffic operations along the arterial/collector street system that borders and traverses the neighborhood, particularly Warren Avenue and Lee Avenue.

Task 1: Field Reconnaissance/Traffic Observations

KLOA, Inc. will inventory the study area street system characteristics to obtain lane configurations, intersection traffic controls, speed limits, parking restrictions, pedestrian safety features, etc. KLOA, Inc. will observe traffic, parking, and pedestrian operations on these streets, in particular around the school, parks, and the five key intersections surrounding the neighborhood, as identified in the RFP. Spot parking surveys will be performed throughout the neighborhood, particularly around the school, parks, and Metra station.

Task 2: Traffic Data Collection

Quigg Engineering, Inc. will utilize the latest generation of Hi-Stars NC-300 portable traffic counters to collect daily traffic volume, speed, and classification data at the 45 locations identified in the RFP. The daily traffic volumes will be conducted for two consecutive days (48 hours). Manual turning movement counts and pedestrian and bicycle counts will be conducted by KLOA, Inc. at the five intersections as identified in the RFP for one day during the weekday morning (6:00 A.M. to 9:00 A.M.) and evening (3:00 P.M. to 6:00 P.M.) peak commuter periods.

Task 3: Collect and Review Existing Data and Information

KLOA, Inc. will work with the Village, the Illinois Department of Transportation (IDOT), and the DuPage County Division of Transportation (DuDOT) to collect and review existing traffic information and data including traffic counts, speed studies, crash data, signal timings, available pavement and/or geometric (as-built) plans, proposed improvement plans, GIS street maps or aerials, comprehensive plans, and other relevant information.

Task 4: Model and Analyze Existing Street Network

A traffic model depicting the arterial/collector streets and five key intersections within the neighborhood will be developed using Synchro 10/SimTraffic 10 software. Traffic volume data and street characteristics obtained in Tasks 1 and 2 will be inserted into the model to analyze street segment and intersection performance based on measures of effectiveness including level of service, average vehicle delays, and volume-to-capacity relationships. Analyses will be conducted for the weekday morning and evening peak hours. The data collected within the neighborhood (traffic counts, speed data, pedestrian counts, crash data, street functional classification, operating characteristics, parking conditions, etc.) will be illustrated on various exhibits and figures. Operational deficiencies, traffic control inconsistencies, resulting traffic impacts, and traffic/pedestrian/bicycle circulation and safety issues along both the arterial/collector streets and residential streets will be identified from the model, field observations, and the examination of the existing neighborhood data. In addition, a multi-modal evaluation will be performed of the existing design and operation of the Warren Avenue corridor between Belmont Road and Forest Avenue.

Task 5: Model Alternative Network Scenarios

The traffic model will be utilized to evaluate potential modifications to the street system. Performance measures of effectiveness will be generated for the intersections included in the model for comparison to the results from the existing conditions analysis. In addition, the impact of the modifications on the operation of the neighborhood streets will be identified and quantified.

Task 6: Recommended Improvement Plan

Based on field observations and analysis results from Tasks 1 through 5, KLOA, Inc. will develop a recommended plan of improvements to mitigate existing deficiencies, enhance operations, and improve safety. The following recommendations will be developed for each component of the study and summarized in a table/matrix.

Neighborhood Traffic Study

- Type of intersection traffic control (all intersections will be under stop sign or traffic sign control)
- Parking restrictions, particularly those associated with the parks, Metra station, and/or commercial developments
- New and/or enhanced pedestrian and bicycle safety features
- Traffic calming measures to reduce traffic volume and/or speeds and enhance pedestrian and bicycle safety
- Functional classification of the street system

Evaluation of Arterial/Collector Streets

- Access and/or traffic flow modifications, improvements, and/or restrictions
- Intersection and/or street geometric improvements
- Signal phasing and/or timing adjustments
- Pedestrian and bicycle safety enhancements

Special attention will be provided to the multi-modal operations around the parks, school, Metra station, and the Warren Avenue corridor. Recommendations will be developed to enhance access/circulation, organization of on-street parking, and pedestrian and bicycle. Alternative multi-modal designs will be developed to illustrate how to better utilize the cross-section along the Warren Avenue corridor. Context-sensitive solutions will be utilized, as appropriate. Performance measures of effectiveness calculated for the “*improved network*” will be compared with the model results from the existing conditions analysis. Improvement recommendations to the external intersections will be developed to accommodate five- to ten-year traffic projections. The improvement plan will be guided by an implementation strategy that reflects near-term, mid-term, and long-term timelines.

Task 7: Project Report

KLOA, Inc. will summarize the data collected, observations, analysis findings, and recommendations in a narrative report containing an executive summary, tables, exhibits, and traffic performance details of the 2020 network, network scenarios, and improved network plan. The recommendations will be summarized in a table/matrix that clearly summarizes the benefits of each improvement/enhancement. For cost efficiency, the report will make use of previously developed evaluation criteria, table templates, and exhibits from the Neighborhood Traffic Studies prepared by KLOA, Inc. Initially, two bound copies of a draft report and an electronic version will be submitted to the Village for review and comment. Upon receipt of comments, the draft report will be revised and two bound copies of a final report and an electronic copy will be forwarded to the Village for Council approval. In addition, all base data will be provided to the Village.

Task 8: Progress Meetings, Council or Commission Meetings

The Project Manager will attend up to two (one-hour) progress/coordination meetings with Village staff and one preliminary findings presentation (four-hour) at a neighborhood meeting. As authorized, additional meetings can be attended with the project budget amended accordingly.

2. Qualifications, Experience, and References

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) provides transportation and parking consulting services to public and private sector clients. Formed in 1995, KLOA Inc.'s mission is to respond to client needs in a timely, professional, and cost-effective manner. KLOA, Inc.'s office is located at 9575 West Higgins Road in Rosemont, Illinois. The company has a staff of nine transportation engineers and planners who represent a wide array of talent and experience and have solved transportation challenges for both limited and broad scopes.

Our staff represents over 100 years of professional service in various practice areas, including traffic operations analyses, neighborhood traffic planning, safe routes to school studies, corridor studies, multi-modal transportation planning, parking demand studies, functional parking design, preliminary engineering, traffic signal design, traffic impact and safety studies, and context-sensitive solutions. KLOA, Inc. has prepared traffic studies, transportation plans, and parking demand studies for residential neighborhoods, entire communities, downtown business districts, local and regional corridors, transit-oriented developments, community land use master plans, mixed or single-use development plans, medical centers, and university/educational campuses. Our staff works collaboratively with architectural and land planning firms, civil engineering consultants, real estate developers, facilities managers, attorneys, public officials, and other technical professionals to develop workable development plans.

KLOA, Inc. has been retained by the Village of Downers Grove in the past, including performing the Neighborhood Traffic Studies for Area 1, Area 2, Area 4, and Area 5 and is pre-qualified by IDOT in Traffic Studies, Safety Studies, and Traffic Signal Design. Further, the neighborhoods for Area 2 and Area 5 are adjacent to the subject neighborhood. In addition, we have provided other traffic and parking services to the Village and have worked on many other projects in the Village. KLOA, Inc. staff is also familiar with and utilizes state of the art computer models as a basic tool for travel demand forecasting, traffic assignments, and capacity analyses. These analytical tools, along with sophisticated software for street operations analyses, are of critical importance in planning and evaluating municipal thoroughfares and solving neighborhood problems.

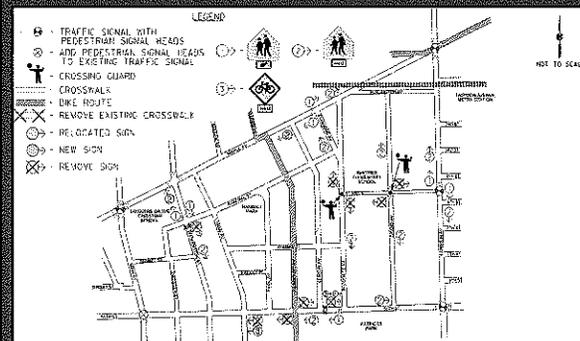
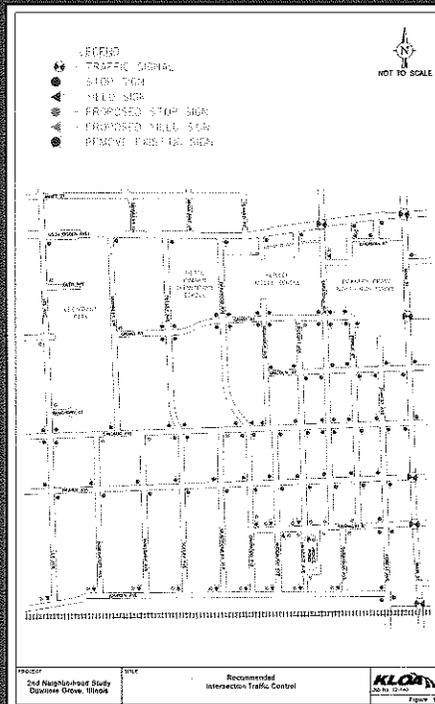
KLOA, Inc. will utilize **Quigg Engineering, Inc.** as a sub-consultant for daily traffic counts and speed surveys. Quigg Engineering, Inc. is a civil engineering firm that has been in business since 2006 and recently merged with AES Services, Inc. Quigg Engineering, Inc. is headquartered in Chicago, Illinois. They provide services to both public and private clients and use cutting-edge technology and equipment in their data collection efforts.

Following are summaries of several recent projects performed by KLOA, Inc. that are relevant to this project.

NEIGHBORHOOD TRAFFIC STUDIES AREA 1, AREA 2, AREA 4, AND AREA 5

CORE SERVICES

- Data Collection ►
- Design Services
- Parking Planning
- Traffic Engineering ►
- Transportation Planning



CLIENT:

Village of Downers Grove
Contact: Naneil Newlon
Director of Public Works
(630) 434-5461



LOCATION:

Downers Grove, Illinois

COMPLETION DATE:

- Area 1 - 2011
- Area 2 - 2013
- Area 4 - 2015
- Area 5 - 2017

The Village of Downers Grove retained Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) to conduct neighborhood traffic studies in four of the six neighborhoods that have been examined to date. The objective of the studies was to thoroughly examine the existing operations within the neighborhoods, identify operational deficiencies, analyze potential alternatives, and recommend modifications and/or improvements to enhance vehicular, pedestrian, and bicycle operations. In addition to addressing the primary traffic concerns within each neighborhood, including vehicular volume, vehicular speed, and overall vehicular, pedestrian, and bicycle safety, the studies examined the operation of the roadways bordering the neighborhoods.

Based on the results of the studies, recommendations and plans were developed regarding (1) intersection traffic control, (2) on-street parking, (3) pedestrian and bicycle facilities, (4) traffic control devices, (5) traffic calming measures, and (6) neighborhood school operations. Further, external intersection improvements were identified that mitigated the existing operational deficiencies and reduced the potential for cut-through traffic within the neighborhoods. The recommendations developed in the studies were based primarily on accepted engineering practices, conformity with the 2009 Manual on Uniform Traffic Control Devices (MUTCD), existing Village criteria, and the input of Village officials.

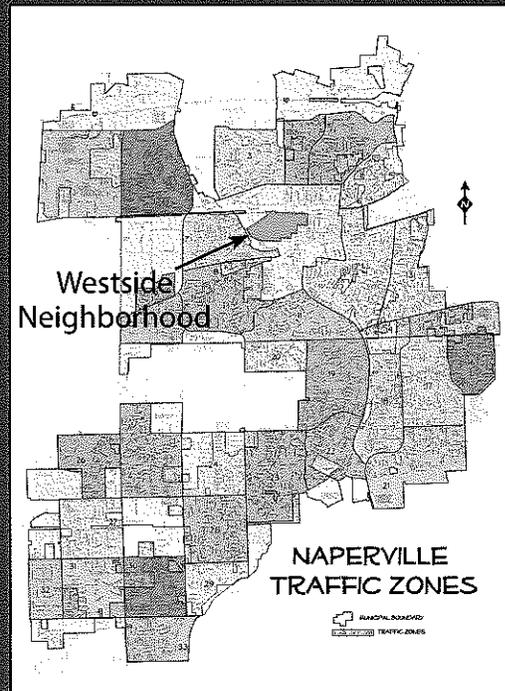
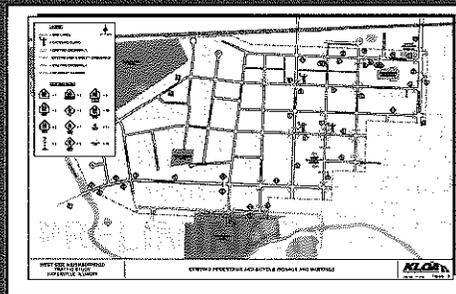


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847.518.9990 | www.kloainc.com

WESTSIDE NEIGHBORHOOD TRAFFIC STUDY

CORE SERVICES

- Data Collection ▶
- Design Services
- Parking Planning
- Traffic Engineering ▶
- Transportation Planning ▶



CLIENT:

City of Naperville
 Transportation, Engineering,
 and Development Dept.
 Contact: Kelly Dunne, P.E.
 Transportation Project
 Manager
 (630) 420-6094



LOCATION:

Naperville, Illinois

COMPLETION DATE:

Ongoing

The City of Naperville has embarked on a Neighborhood Traffic Study program to address neighborhood traffic concerns on a comprehensive basis. The City selected KLOA, Inc. to perform the program's pilot study in 2013 for the Zone 11 neighborhoods, which included Olympic Terrace, West Highlands, Maplebrook I, and Hobson West. KLOA, Inc. has been reengaged to prepare the program's second study for the Westside neighborhood, which is located immediately west of the downtown area and is bounded by the DuPage River and the BNSF Railway.

The purpose of the study is to (1) examine existing conditions with respect to vehicular, pedestrian and bicycle movements, (2) review resident concerns and correspondence with City staff/Boards, (3) identify operational and safety issues, (4) analyze potential mitigation alternatives, and (5) develop recommendations to calm traffic and address the issues and concerns. The study also includes the development of a Traffic Calming Toolbox for future application across all neighborhoods in the City.

The study is currently underway and will include multiple public input opportunities. Efforts completed to date include the performance of traffic volume counts and speed surveys, evaluation of crash data, field observations and existing conditions documentation, and the development of preliminary improvements to calm traffic, improve vehicular operations, and increase pedestrian and bicycle safety. The improvements reference City traffic policies and procedures and are guided by Federal and State standards.

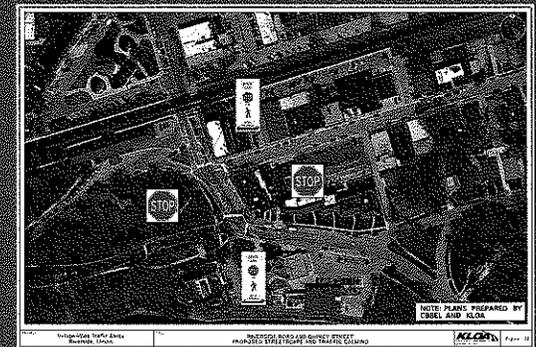
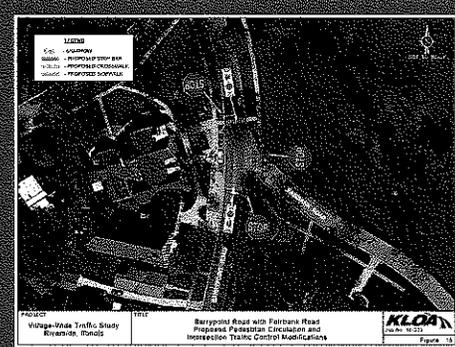
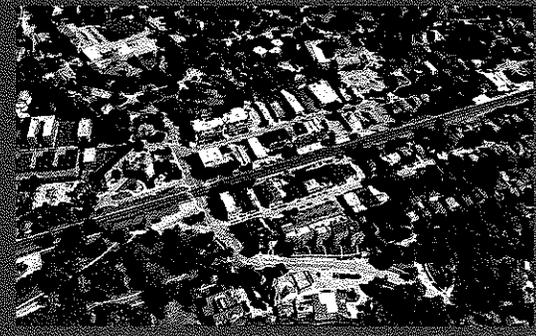
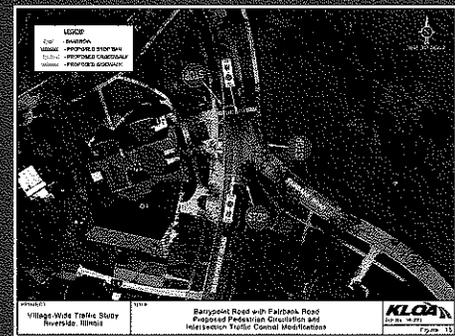


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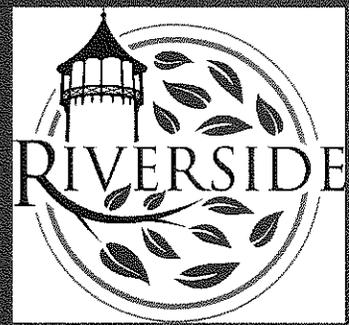
VILLAGE-WIDE TRAFFIC STUDY

CORE SERVICES

- Data Collection ▶
- Design Services
- Parking Planning
- Traffic Engineering ▶
- Transportation Planning



CLIENT:
 Village of Riverside
 Contacts: Jessica Francis,
 Village Manager
 Mr. Tom Weitzel, M.S.,
 Police Chief
 (708) 447-2700



LOCATION:
 Riverside, Illinois

COMPLETION DATE:
 2017

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) was retained by the Village of Riverside to perform a Village-wide traffic study. The Village has a curvilinear roadway system with very few tangent roadway sections or perpendicular (right-angle) intersections and has a railroad line that extends through the middle of the Village with a limited number of railroad crossings. Further, three high-volume, state arterial roadways and two major collector roads border the Village that experience traffic congestion, which spills onto the Village roads. As a result, the Village was experiencing some unique traffic flow and pedestrian/bicycle safety issues and concerns.

Overall, the objective of the study was to thoroughly examine the existing operations within the Village, identify any operational deficiencies, and develop a recommended plan to mitigate the existing deficiencies, enhance operations, and improve safety. The study included extensive field observations, daily traffic counts and speed surveys at 29 locations, peak period counts at five intersections, and license plate surveys at numerous entry/exit points to the Village. Recommendations and/or plans were developed regarding (1) the roadway functional classification system, (2) traffic control at all the Village's intersections, (3) pedestrian crossings at many Village intersections, (4) the student circulation systems and school warning devices/signage plans serving the four primary schools in the Village, (5) bicycle facilities and routes, (6) traffic calming within the central business district and along six collector roads, and (7) existing traffic signal operations.



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 847.518.9990 | www.kloainc.com

3. Key Personnel

An important component of our approach to this assignment is the consultant staff that will undertake the work and the manner in which the project will be managed. The KLOA, Inc. project team described below participated in the Village's Neighborhood Traffic Studies for Area 1, Area 2, Area 4, and Area 5 and, as such, is very experienced in conducting the type of neighborhood traffic study desired by Downers Grove. All KLOA, Inc. staff work out of Rosemont, Illinois.

KLOA, Inc.

Michael A. Werthmann, PE, PTOE, Principal, will serve as Project Manager on this assignment. As Project Manager, he will perform and/or oversee the required technical analyses, prepare the study report, and attend all project meetings. Mr. Werthmann has more than 25 years of experience as Project Manager or Project Engineer on numerous traffic, transportation, parking, and pedestrian planning and engineering assignments for public agencies and private developments of every type of land use. Mr. Werthmann served as Project Manager for the Village's Neighborhood Traffic Studies for Area 1, Area 2, Area 4, and Area 5, the Neighborhood Traffic Studies and traffic calming toolkit for the City of Naperville, the 18-zone neighborhood traffic study prepared for the Village of Mount Prospect, the six-sub area neighborhood traffic study conducted for the City of Darien, and the Village-wide study for the Village of Riverside. Mr. Werthmann has also performed other traffic assignments for the Village and conducted traffic studies for private developments in Downers Grove. Mr. Werthmann is a registered Professional Engineer in the State of Illinois and is a certified Professional Traffic Operations Engineer. He carries Member status in the Institute of Transportation Engineers (ITE).

Eric D. Russell, PE, PTOE, PTP, Principal, will serve as a Project Engineer on this assignment. Mr. Russell also has more than 20 years of experience managing traffic and transportation planning assignments for counties, municipalities, school districts, medical centers, universities, neighborhoods, and private developments, much like what is required of this assignment for Downers Grove. Mr. Russell has prepared a Safe Walking Routes to School study for the Village of Oak Park that evaluated street characteristics, traffic controls, signs and pavement markings, and pedestrian safety issues for 10 sub-areas of the Village. He also provides consulting services to the Village of La Grange on numerous neighborhood traffic planning issues. Mr. Russell is a registered Professional Engineer in Illinois and is a certified Professional Traffic Operations Engineer and Professional Transportation Planner. He carries Member status in ITE.

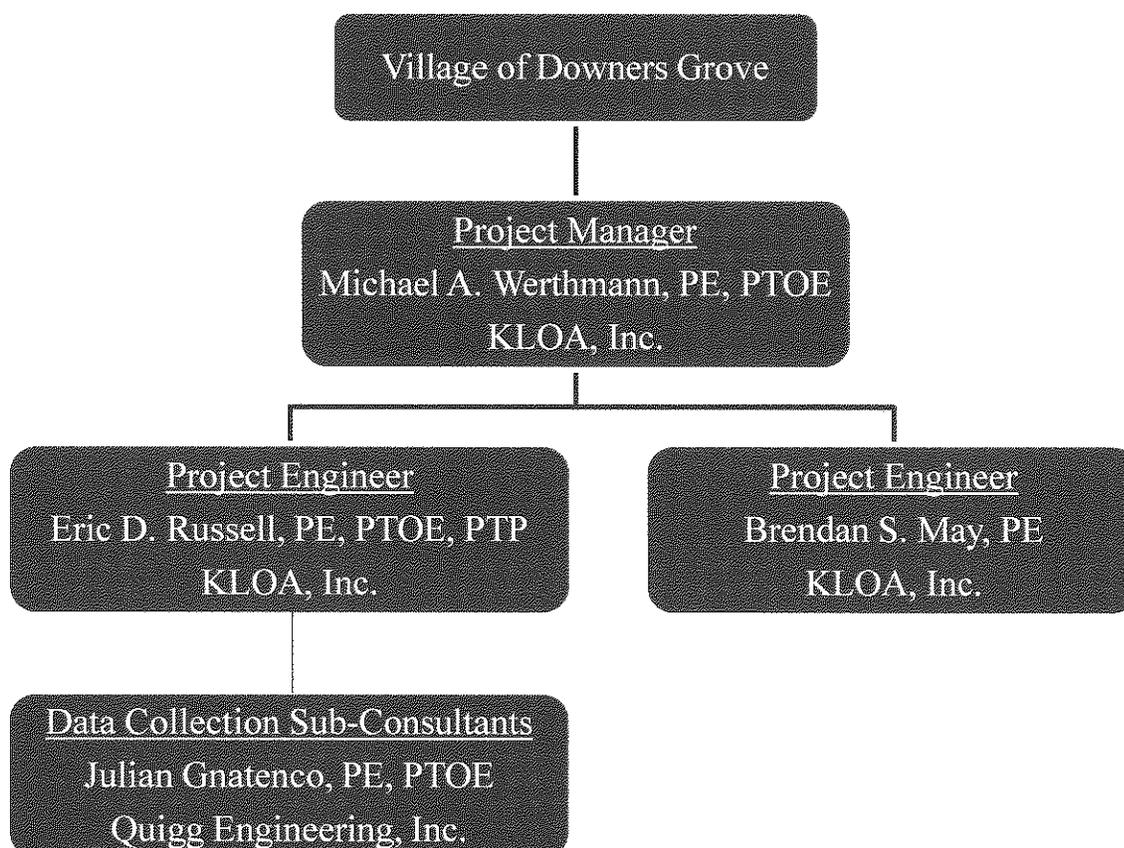
Brendan May, PE, Consultant, is a traffic engineer with five years of professional experience assisting on a variety of projects including traffic analysis, traffic impact studies, transportation plans, corridor studies, and traffic data collection efforts. Mr. May is proficient in Synchro, HCS 2010 and SimTraffic computer software and is very knowledgeable in Excel and other software for technical analysis and report documentation. Mr. May is a registered Professional Engineer in Illinois.

Quigg Engineering, Inc.

Julian Gnatenco, PE, PTOE has 25 years of experience in the field of Civil and Transportation Engineering and he has been involved in all aspects of traffic engineering. Mr. Gnatenco has been involved in numerous Phase I and Phase II transportation projects for agencies such as IDOT, CDOT, the Illinois Tollway, the Indiana Department of Transportation, Cook County, Kane County, and local municipalities. Mr. Gnatenco's areas of expertise include major traffic studies, traffic modeling, travel demand modeling, traffic signal and arterial operations, safety studies, traffic signal design, and project management.

Below is an organizational chart for the project team participants. Resumes for these individuals follow.

Project Organizational Chart



Michael Werthmann, PE, PTOE*Principal*

Mr. Werthmann is a traffic and transportation engineer with more than 25 years of experience and a founding Principal of Kenig, Lindgren, O'Hara, Aboona, Inc. Mr. Werthmann is currently responsible for traffic and transportation assignments and traffic signal design projects for the firm's private and public clients. He has served as project manager on a variety of public and private sector projects including site traffic impact analyses, parking demand analyses, traffic management, safety studies, traffic simulation models, transportation and planning studies, roadway planning and design, Intersection Design Studies (IDS) and Signal Design. Mr. Werthmann has also appeared as an expert witness at public hearings. Prior to the forming of Kenig, Lindgren, O'Hara, Aboona, Inc., Mr. Werthmann had been with Barton-Aschman Associates for six years.

EDUCATION

Bachelor of Science in Civil Engineering
Michigan State University

Masters of Management
Kellogg Graduate School of Management
Northwestern University

REGISTRATIONS

Professional Engineer in State of Illinois

Registered Professional Traffic Operations Engineer (PTOE)

PROFESSIONAL ASSOCIATIONS

Institute of Transportation Engineers

Traffic Impact Studies -

Residential, commercial, office, industrial, institutional, and mixed-use developments within the Chicago area and other states including Georgia, Indiana, Iowa, Michigan, Missouri, Pennsylvania, and Wisconsin.

Parking Needs and Feasibility Studies -

Residential, commercial, office, industrial, institutional, and mixed-use developments within the Chicago area and other states including Georgia, Indiana, Iowa, Michigan, Missouri, Pennsylvania, and Wisconsin.

Traffic, Parking, and Safety Studies -

Preschools, elementary, middle, and high schools and various school districts within the Chicago area.

Traffic Simulation and Traffic Signal Operational Analyses -

Various communities and developments within the Chicago and Wisconsin areas including Chicago, Mount Prospect, Oak Park, Schaumburg, and Will County, Illinois.

Corridor Studies and Pre-Phase 1 Studies -

Bloomington, Blue Island, Chicago, Elmwood Park, Evanston, Highwood, Lincolnshire, Mount Prospect, Palatine, Oak Park, Schaumburg, Villa Park, Wheaton, and Will County, Illinois.

Traffic Signal/Multiway Stop Sign Warrant Studies -

Along State, County, and local roadways at numerous locations within the Chicago area.

Intersection Design Studies and Traffic Signal Design -

New and modified intersections for various locations within Illinois.

Roadway/Site Access Geometric Concept Plans -

Various developments and municipalities.

Transportation and Planning Studies -

Various communities, downtowns/central business districts (CBDs), and roadway corridors within the Chicago area.

Neighborhood Traffic Studies -

Mount Prospect, Darien, Deer Park, Oak Park, Downers Grove, Naperville, Riverside, and Wheaton, Illinois.

University and College Traffic/ Parking Planning Studies -

Aurora University, Joliet Junior College, College of Lake County (Grayslake and Vernon Hills campuses), Harper College, University of Illinois at Chicago, Waubesa Community College, Kishwaukee College, Benedictine University, Dominican University, and Roosevelt University.

Medical Campus Traffic/Parking Planning Studies -

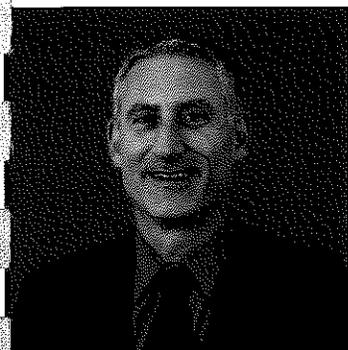
Chicago, Oak Park, Geneva, Evergreen Park, Lindenhurst, Naperville, La Grange, Lake Forest, and Waukegan, Illinois; Munster, Indiana; and Iowa City, Iowa.

Traffic Impact Studies for Waste Management Facilities -

New and expanded landfills and transfer stations in various municipalities and counties in Illinois and Indiana.

Eric D. Russell, PE, PTOE, PTP, LEED AP ND

Principal



Mr. Russell is a traffic and transportation engineer/planner with more than 25 years of experience. Prior to joining KLOA, Inc., Mr. Russell was a Principal Associate with Parsons Corporation (Barton-Aschman Associates, Inc.). He has served as project manager on a variety of public and private sector projects including multimodal transportation plans and corridor studies, traffic impact studies, parking demand studies, transportation management plans, roadway geometric concept plans, parking facility layouts, trailblazing sign and pavement marking plans, traffic signal warrant studies, pedestrian safety studies, and bicycle facility planning. He regularly appears as an expert witness at public hearings and community meetings and also serves as a Commissioner on the Village of Long Grove Economic Development Commission.

EDUCATION

Master of Business
Administration (Real Estate
Development)
George Washington University

Bachelor of Science in Civil
Engineering
University of Cincinnati

REGISTRATIONS

Professional Engineer in
State of Illinois (PE)

CERTIFICATIONS

Professional Traffic Operations
Engineer (PTOE)

Professional Transportation
Planner (PTP)

Traffic Signal Operations
Specialist (TSOS)

LEED Accredited Professional -
Neighborhood Development

PROFESSIONAL ASSOCIATIONS

Institute of Transportation
Engineers

American Planning
Association

Traffic Impact Studies -

Residential, commercial, retail, industrial, institutional,
& mixed-use developments throughout greater Chicago
and in Washington, DC, AZ, CA, CO, DE, IA, IL, IN,
KY, MD, MI, MN, NC, NY, OH, PA, SD, VA & WI.

Transportation Plans -

Grundy Co, Will Co, Bourbonnais, Calumet Park, Cary,
Carbondale, Frankfort, Glen Ellyn, Gurnee, Justice,
Lincolnwood, Manhattan, Oswego, Ottawa, New Lenox,
Plainfield, Rock Island, Round Lake Heights, Schiller
Park, Schaumburg, Streamwood, and Tinley Park, IL;
Ames, IA; Bolling AFB, Washington, DC.

Corridor Studies -

Lake Cook Rd, Buffalo Grove; Golf Rd, Rolling
Meadows; US 6, New Lenox; US 30/IL 50, Matteson;
Somonauk Rd, Cortland; Broadway Rd, Reed Rd,
Brisbin Rd, Lisbon Rd & Saratoga Rd, Grundy Co;
WIKADUKE Trail, Kendall Co; IL 53, Will Co; Western
Ave/Gregory St, Blue Island; Kinzie, Armitage,
Burnside, Pullman & Calumet Industrial Corridors,
Chicago; W. 79th St, Chicago; and Sheridan Rd, Chicago
in IL and Union Station/North Capitol St in Washington,
DC.

Traffic Circulation/Safety Studies -

Citywide, Darien; Arlington Heights Memorial Library,
Arlington Heights; U of Chicago Lab Schools, Chicago;
Aptakisic JHS, Buffalo Grove; Clarendon Hills MS,
Clarendon Hills; Oak Lawn HS, Oak Lawn; Hinsdale
MS & Hinsdale Central HS, Hinsdale; Hinsdale South
HS, Darien; Lyons Twp HS, La Grange; Metea Valley
HS, Aurora; Schaumburg Christian School, Schaumburg;
Sandwich HS, Sandwich; New South Side HS, Chicago;
Johnson ES & Tioga ES, Bensenville; and Steeple Run
ES, Naperville in IL.

Trailblazing Sign/Routing Plans -

Rivers Casino, Des Plaines; Pullman National Monu-
ment, Chicago; Northwestern Lake Forest Hospital, Lake
Forest; NAVSTA Great Lakes/Ft. Sheridan Housing,
Highland Park; and ComEd Overhead Transmission
Training Center, Sugar Grove in IL.

Pedestrian Safety Plans -

Safe Walking Routes to School plans, Oak Park & River
Forest; Crossroads Business District, Wheeling; 47th St
& Gilbert Ave, La Grange; W. Harrison St, Stony Island
Ave, & Sheffield Ave/Belden Ave, Chicago in IL.

Medical Center Traffic/Parking Planning -

IL Medical District, John H. Stroger, Jr. Hospital, U of
Chicago Medical Center, St. Bernard Hospital, Vencor
Hospital North, Chicago, IL; Little Company of Mary
Hospital, Evergreen Park, IL; Advocate Christ Medica
Center, Oak Lawn, IL; Cleveland Clinic, Cleveland
and Firelands Community Hospital, Sandusky, in OH;
Physicians Memorial Hospital, La Plata, MD.

Campus Traffic/Parking Planning -

Illinois Veterans Home, Quincy; U of Chicago, DePau
U, Loyola U, St. Xavier U, U of Illinois-Chicago,
Chicago; Northern Illinois U, DeKalb, IL; Governors
State U, University Park, IL; Iowa State U, Ames, IA.

Rec & Event Center Traffic/Parking Planning

NIU Convocation Center, Elk Grove Park District
Claes Pavilion, Woodridge Park District Athletic Rec
Center, Park District of La Grange Rec Center, Park
District of Highland Park Rosewood Beach Park,
Evanston Sports Dome, Evanston Robert Crown Park
redevelopment, Plainfield Park District Bott Park Rec
Center, Niles Park District LoVerde Rec Center,
Northbrook Park District Techny Park Activity Center.

Parking Demand/Shared Parking Studies -

Uptown Park Ridge; Uptown Blue Island; Downtown
Homewood; Downtown Ottawa; Walgreens HQ,
Deerfield; Grainger HQ, Mettawa; Hawthorn Race
Course, Cicero; St. Viator HS, Arlington Heights; Fox
College, Orland Park; Shedd Aquarium, Chicago;
Greektown, Chicago; and Brighton Park & Crawford
Park Industrial Corridors, Chicago in IL; Parkway
Landing, Fremont; Silver Creek Center, San Jose; and
NewPark Technology Centre, Newark in CA; North
Grand Mall, Ames, IA; Marriott-McDowell Mountain
Scottsdale, AZ; Burlington Square Mall & Greektown
Casino, Detroit, MI.

Parking Design/Pavement Marking Plans -

Salisbury Mall, Salisbury; Metro Center Garage, Silve
Spring; and Aberdeen Train Station, Aberdeen in MD;
proposed Redskins Football Stadium, Washington, DC
Genesee Valley Center, Flint, MI.

Bikeways -

Bicycle Plan, River Forest, IL.

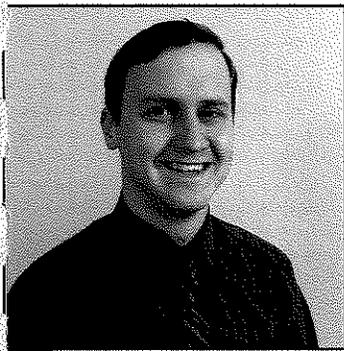
Maintenance of Traffic Plans -

Interstate 15, Salt Lake City, UT.

Interchange Feasibility Studies -

I-80/Brisbin Road, Grundy County, IL.





Mr. May is a traffic and transportation engineer with five years of experience. Prior to joining KLOA, Inc. Mr. May was a student at Bradley University with coursework focused on transportation engineering, performed transportation research under a Bradley University professor and had an internship with the engineering firm Christopher B. Burke Engineering Limited. During his time at KLOA, Inc. he has worked on a variety of public and private sector projects including multimodal transportation planning; traffic impact, parking demand, and shared parking studies; and traffic simulation and operations analysis.

EDUCATION

Bachelor of Science in Civil
Engineering
Bradley University

REGISTRATIONS

Professional Engineer in the
State of Illinois

Traffic Impact Studies -

Residential, commercial, industrial, institutional, and mixed-use developments throughout the greater Chicago area including Cook, DuPage, Lake, Will, and Kendall Counties. Centrum Bucktown in Chicago; Packey Webb Ford in Downers Grove; Prologis Park in Lockport; Busse Farms in Elk Grove Village; Oak Brook Hills Natatorium in Westmont; and multiple Speedway Gas Stations in IL; and The Corners of Brookfield in Brookfield, WI.

Parking Studies -

Parking needs and feasibility studies throughout the greater Chicago area including apartment, retail and mixed-use developments and religious institutions. Naperville Crossing in Naperville; Washington Park Plaza in Homewood; Barrington Square Town Center in Hoffman Estates; and Southmoor Commons in Orland Park, IL; The Corners of Brookfield in Brookfield, WI; Home Depot in Minot, ND; and Marketplace at Anson in Whites-town, IN.

Traffic Signal Warrant Studies -

Traffic signal warrant studies performed along State, County, and local roadways at numerous locations within the Chicago area. Pete's Fresh Market in Evergreen Park; Packey Webb Ford in Downers Grove; and Gas N Go in Mokena, IL

Neighborhood Studies -

Data collection within a neighborhood study area to determine daily traffic volumes, peak hour turning movement volumes, existing roadway conditions, and parking regulations. Evaluation of the neighborhood intersections, existing intersection control and configurations, and parking regulations. Neighborhood Study Area 4 and Area 5 in Downers Grove and Oak Park River Forest High School in Oak Park, IL.

Data Collection -

Supervised or collected transportation data utilizing MioVision Scout Video Collection Unit including traffic volume, vehicle classification, origin-destination, bicycle, and pedestrian volumes. Other data collected includes vehicular speed and parking occupancy surveys. Data collection for existing retail and residential developments to determine trip generation and parking occupancy. Town Square Shopping Center in Wheaton, IL and multiple Thorntons Fuel Stations and Panera Bread restaurants in the Chicagoland area.

Campus Circulation Studies -

Clarendon Hills Middle School and Prospect Elementary School in Clarendon Hills; Hinsdale Middle School in Hinsdale; and Urbana Middle School and High School Campus in Urbana, IL.



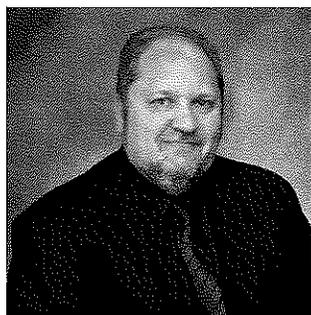
QUIGG ENGINEERING INC

Transportation – Traffic Engineering

Familiarity/Capability

Quigg Engineering Inc. has a wide-range of traffic engineering experience, including modeling, roadway safety, traffic calming, access and parking management, and data collection. QEI also owns a plethora of data collection equipment that meets the requirements of FHWA 13 classification. QEI also employs 3 PTOE's.

Key Personnel



Julian Gnatenco, PE, PTOE, Traffic Lead – Mr. Gnatenco has 25 years of experience in the field of Civil and Transportation Engineering and he has been

involved in all aspects of traffic engineering. He has been involved in numerous Phase I and Phase II transportation projects for agencies such as Illinois Department of Transportation, Chicago Department of Transportation, Illinois Tollway, Indiana Department of Transportation, Cook County, Kane County, and local municipalities. His areas of expertise include major traffic studies, traffic modeling, travel demand modeling, traffic signal and arterial operations, safety studies, traffic signal design and project management.

QEI provides the following traffic engineering services:

- ◆ Traffic and Pedestrian Counts and Traffic Flow Studies
- ◆ Intersection Design Studies
- ◆ Warrant Analysis and Studies
- ◆ Signal Timing, Phasing Studies and Design
- ◆ Signal Modernization Plans
- ◆ Capacity Analysis of Freeways and Arterial Streets
- ◆ Bike Lane and Bike Sharing Facility and Siting Analyses

Firm Experience

River North/Streeterville Transit Alternatives Study, Chicago DOT: This planning project aimed to provide improved public transit facilities in downtown Chicago, including Magnificent Mile/Navy Pier area. Alternatives studied included dedicated bus-rapid transit (BRT) routes with curb-side, center-running, and underground (tunneled) alternatives for 7 different routes. As part of the project oversight team, on behalf of Chicago Department of Transportation, provided input in the travel demand modeling in VISUM, simulation modeling in VISSIM including calibration and validation, diversion modeling (impacts on other modes of traffic in the larger system due to change in the capacity of BRT routes), development of planning-level design alternatives, cost estimates and benefit/cost analysis, computation of service improvements per Transit Capacity and Quality of Service Manual, and innovative signal timing schemes to accommodate Transit Signal Priority.

Fulton Market Curbside Use Study, Chicago DOT: This project aimed to address the traffic operational and safety characteristics of the West Loop area in light of changing land use from industrial to mixed-use, and the subsequent changes in the use of streets by various modes, including parking. As part of the project oversight team on behalf of Chicago Department of Transportation, provided input in the capacity analysis, crash analysis, truck routing and loading analysis, transit evaluation, evaluation of infrastructure deficiencies, and cost estimates to address system-wide needs.

4. Project Schedule

Schedule

The proposed schedule for the project is presented below and shows the anticipated timeline for the work tasks, key deliverables, and meetings. We estimate that the study can be completed through the draft report stage in eight weeks. This schedule is contingent on the timeliness of the base data to be supplied by the Village (i.e., signal timing data, crash data, street network mapping), details on the network scenarios to be evaluated, and the scheduling of meetings with Village staff.

PROJECT SCHEDULE												
Task	Week											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Field Reconnaissance/Traffic Observations	■											
2. Traffic Data Collection	■											
3. Model and Analyze Existing Street Network			■									
4. Model Alternative Network Scenarios				■								
5. Recommended Improvement Plan					■							
6. Draft Report/Final Report			■							■		
7. Progress Meetings/Neighborhood Meeting	●				●				●			

● - Represents a meeting date.

Appendix

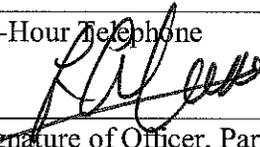
- Proposal/Contract Form**
- Vendor W-9 Request Form**
- Proposer's Certification**
- Suspension or Debarment Certificate**
- Campaign Disclosure Certificate**

Village of Downers Grove

V. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:	
Kenig, Lindgren, O'Hara, Aboona, Inc. Company Name	Date: November 25, 2019
9575 W. Higgins Rd, Suite 400 Street Address of Company	laboona@kloainc.com Email Address
Rosemont, IL 60018 City, State, Zip	Luay R. Aboona Contact Name (Print)
847-518-9990 Business Phone	847-518-9990 13-Hour Telephone
847-518-9987 Fax	 Signature of Officer, Partner or Sole Proprietor
 ATTEST: If a Corporation Signature of Corporation Secretary	LUAY ABOONA, President Print Name & Title

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Village of Downers Grove



VENDOR W-9 REQUEST FORM

The law requires that we maintain accurate taxpayer identification numbers for all individuals and partnerships to whom we make payments, because we are required to report to the I.R.S all payments of \$600 or more annually. We also follow the I.R.S. recommendation that this information be maintained for all payees including corporations.

Please complete the following substitute W-9 letter to assist us in meeting our I.R.S. reporting requirements. The information below will be used to determine whether we are required to send you a Form 1099. Please respond as soon as possible, as failure to do so will delay our payments.

BUSINESS (PLEASE PRINT OR TYPE):

NAME: Kenig, Lindgren, O'Hara, Aboona, Inc.

ADDRESS: 9575 W. Higgins Rd, Suite 400

CITY: Rosemont

STATE: Illinois

ZIP: 60018

PHONE: 847-518-9990 FAX: 847-518-9987

TAX ID #(TIN): 36-4019278

(If you are supplying a social security number, please give your full name.)

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____

ADDRESS: _____

CITY: _____

STATE: _____ ZIP: _____

TYPE OF ENTITY (CIRCLE ONE):

- Individual
- Sole Proprietor
- Partnership
- Charitable/Nonprofit
- Limited Liability Company – Member-Managed
- Limited Liability Company- Manager-Managed
- * Corporation
- Government Agency

SIGNATURE: 

DATE: 11-24-19

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 1 of 3)

2020 Neighborhood Traffic
With regard to Study - Area 7, Proposer KLOA, Inc. hereby certifies
(Name of Project) (Name of Proposer)
the following:

1. Proposer is not barred from bidding this Contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: [Signature]
Proposer's Authorized Agent

3 6 - 4 0 1 9 2 7 8

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 25 day of November 2020.

[Signature]
Notary Public



Village of Downers Grove

PROPOSER'S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of Kenig, Lindgren, O'Hara, Aboona, Inc., and the full names of its Officers are as follows:

President: Luay R. Aboona

Secretary: Michael A. Werthmann

Treasurer: Luay R. Aboona

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

Limited Liability Company (LLC)

The Bidder is a LLC organized and existing under the laws of the State of _____, which operates under the legal name of _____, and the full names of its managers or members are as follows:

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

(c) Partnership

Names and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____ which name is registered with the office of _____ in the State of _____.

(d) Sole Proprietor

PROPOSER'S CERTIFICATION (page 3 of 3)

Village of Downers Grove

The Proposer is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the State of _____.

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? Yes

Insurer's Name Willis A + E Group

Agent Thomas Harkins

Street Address 233 S. Wacker Drive

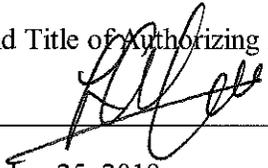
City, State, Zip Code Chicago, IL 60606

Telephone Number 312-288-7342

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: Kenig, Lindgren, O'Hara, Aboona, Inc.

Print Name and Title of Authorizing Signature: Luay R. Aboona, President

Signature: 

Date: November 25, 2019

Village of Downers Grove

Suspension or Debarment Certificate
--

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

Company Name: Kenig, Lindgren, O'Hara, Aboona, Inc.

Address: 9575 W. Higgins Rd, Suite 400

City: Rosemont, IL Zip Code: 60018

Telephone: (847) 518-9990 Fax Number: (847) 518-9987

E-mail Address: laboona@kloainc.com

Authorized Company Signature: 

(Print)Name: Luay R. Aboona Title of Official: President

Date: November 25, 2019

Village of Downers Grove

Campaign Disclosure Certificate

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

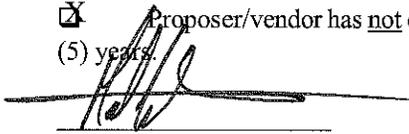
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare: _____

Proposer/vendor has not contributed to any elected Village position within the last five (5) years.



Signature

Michael Werthmann

Print Name

Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name