

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL MEETING**  
**JULY 16, 2013 AGENDA**

| <b>SUBJECT:</b>                     | <b>TYPE:</b>  | <b>SUBMITTED BY:</b>                         |
|-------------------------------------|---|--|
| Neighborhood Traffic Study – Area 3 | <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">✓</div> <div> Resolution<br/> Ordinance<br/> Motion<br/> Discussion Only </div> </div> | Nan Newlon, P.E.<br>Director of Public Works |

**SYNOPSIS**

A motion is requested to award a Professional Services contract for preparation of the Neighborhood Traffic Study Area 3 to Traffic Analysis & Design, Inc. (TADI, Inc.) of Chicago, Illinois in the amount of \$25,840.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2011 to 2018 include *Top Quality Infrastructure* and *Exceptional Municipal Services*.

**FISCAL IMPACT**

The FY13 budget includes \$25,000 for this project in the Capital Projects Fund.

**RECOMMENDATION**

Approval on the July 16, 2013, consent agenda.

**BACKGROUND**

The purpose of the Neighborhood Traffic Study Area 3 project is to continue the neighborhood study process work begun in 2010. This study will focus on Area 3, which is bounded by Fairview Avenue on the west, Ogden Avenue on the north, Roslyn Road Road/Williams Street on the east, and 55<sup>th</sup> Street on the south. The purpose of the work is to thoroughly study traffic in the neighborhood with the goal of mitigating issues of travel speed, cut-through traffic, pedestrian/traffic conflicts, intersection controls 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 April 29, 2013 and seven submittals were received. TADI, Inc. is recommended by staff based on their experience with this type of project, including the project manager's experience and the firm's experience with conducting neighborhood meetings for this type of project.

This project is anticipated to be complete by the end of December, 2013. TADI recently completed similar studies for the City of Naperville, Village of Wilmette, Northwestern University, and the City of Chicago.

**ATTACHMENTS**

Contract Documents  
Project Sheet – TR-024  
Proposal Signature Pages  
Project Exhibit



## REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: TADI

Project Name: 2013 Neighborhood Traffic Study – Area 3  
Proposal No.: TR-024  
Proposal Due: May 10, 2013 10:00 AM  
Pre-Proposal Conference: N/A

**Required of Awarded Contractor:**

Certificate of Insurance: YES

Legal Advertisement Published: April 29, 2013

Date Issued: April 29, 2013

This document consists of 21 pages.

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

VILLAGE OF DOWNERS GROVE  
PUBLIC WORKS DEPARTMENT  
5101 WALNUT AVE AVENUE  
DOWNERS GROVE, IL 60515  
PHONE: 630/434-5460  
FAX: 630/434-5495  
[www.downers.us](http://www.downers.us)

The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at Public Works Building, 5101 Walnut Ave, 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, and 2 additional paper copies of the total 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 Village of Downers Grove will receive sealed proposals up to **May 10, 2013 10:00 AM**
- 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. Dorin Fera, Public Works Department, 5101 Walnut Avenue, Downers Grove, IL 60515**, in a sealed envelope marked "SEALED PROPOSAL". 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,



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 or name 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 or name 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 of Downers Grove 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, 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.

**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 he 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, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Secs. 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. Secs. 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

because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, 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 handicap unrelated to ability, 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 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 subdivision 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**

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 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 Agreement 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/INDEMNIFICATION**

- 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 agreement 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.
- 13.4 In addition to required insurance coverages, the Proposer shall indemnify and hold harmless the Village and its officers, employees and agents from any and all liability,

losses or damages the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature in any way resulting from or arising out of negligent action on the part of the Proposer or any subcontractor to the Proposer under the Proposer's agreement with the Village.

**14. CAMPAIGN DISCLOSURE**

- 14.1 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, 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 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 sub-contracted without the written consent of the Village Manager. In no case shall such consent relieve the Awarded Proposer from their obligation or change the terms of the contract.

All approved sub-contracts 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 Agreement, or for any other reason, the Agreement 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 default.

**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 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.
- 18.4 Please send all invoices to the attention of Village of Downers Grove, Public Works Department, 5101 Walnut Ave, 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 (i.e. Engineer, Proposer): 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 contactor(s') failure to perform its work in accordance with contract documents.

**21. GOVERNING LAW**

- 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 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 may 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.)



### **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, 75<sup>th</sup> 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 **2013 Neighborhood Traffic Study – Area 3** project to address vehicular speeding issues, cut-through traffic, 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) collection at forty-six (46) locations surrounded by Fairview Ave, Ogden Ave, Williams/Park Ave, and 55<sup>th</sup> Street. (see attached Exhibit 1).
2. *Village requires the use of Nu-Metrics HI-STAR Counters, latest model.*
3. Detailed intersection Peak Hour turning counts (6-9 AM and 3-6 PM) at four (4) intersections. (see attached Exhibit 1)

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

- Fairview Ave at 2<sup>nd</sup> Ave
- Fairview Ave at Burlington Ave (S and N legs) count as one location
- Fairview Ave at Maple Ave
- Fairview Ave at Prairie Ave

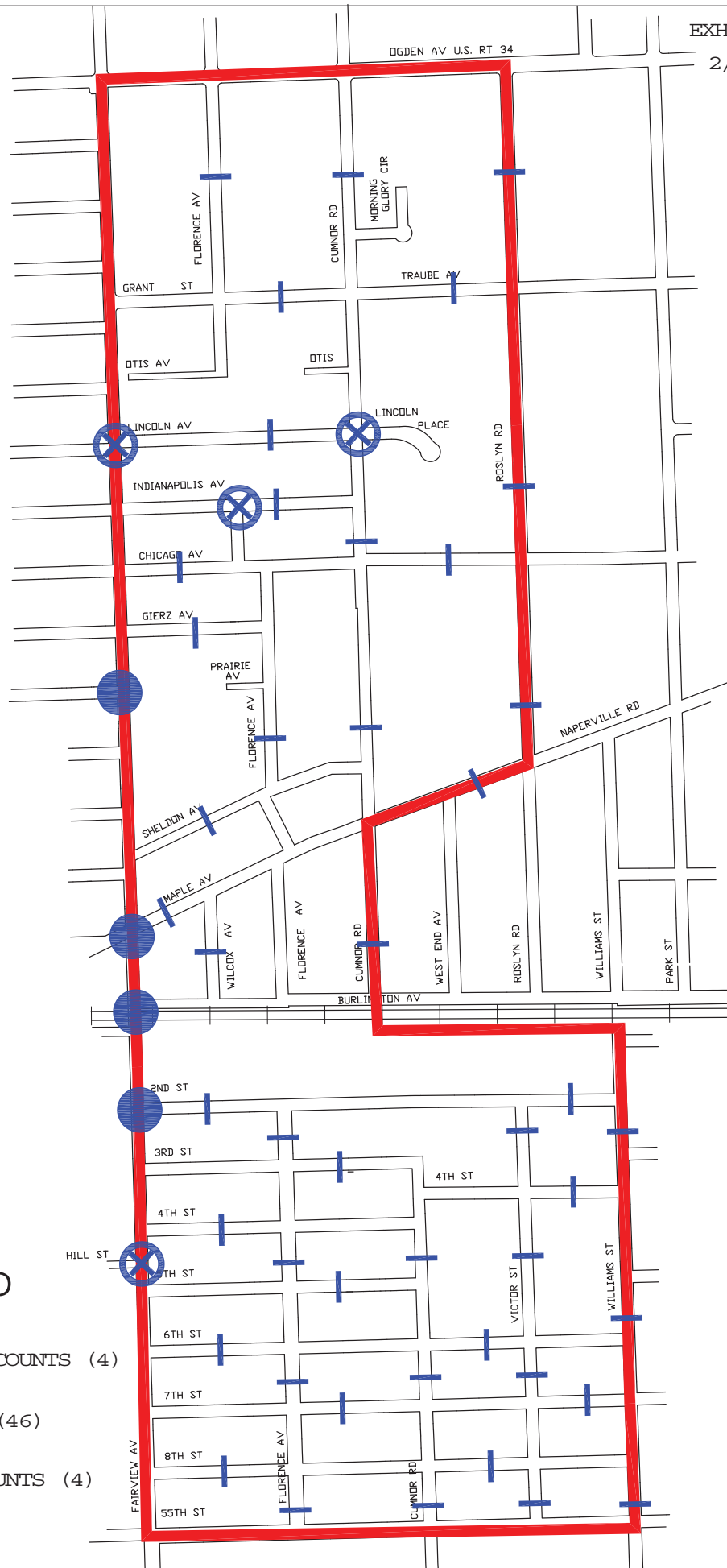
4. AM and PM peak hour Pedestrian counts at four (4) locations. (see attached map)

The four locations for pedestrian counts are as follows:

- Fairview Ave at Hill St
  - Fairview Ave at Lincoln Ave (S and N legs) count as one location
  - Indianapolis Ave At Florence Ave
  - Lincoln Ave at Cumnor Rd
5. 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.
6. Model 2013 existing network basic traffic performance.
- Software choice is up to Consultant.
  - Identify intersections' basic variables (AM and PM capacity and Level of Service), and identify operational deficient or problem areas. Include traditional neighborhood study parameters, such as speeds, classifications, vehicular and pedestrian circulation, parking issues, overall safety and general traffic operations.
  - Evaluate traffic operations on the arterial/collector roadway system that surrounds this neighborhood, including access and safety issues.
  - Identify school issues resulting from at least three schools located within this neighborhood. Special attention is required at North High School's campus, with the school's current expansion work in progress.
  - Village will supply 2010-2012 Detailed Crash Reports, and available roadway and existing traffic signal timing data.
7. Recommend improvements to the Village that include new or changes to existing intersection control treatments, parking and parking restrictions, access patterns, and intersection capacity performance.

EXHIBIT #1

2/14/13



## LEGEND

 INTERSECTION COUNTS (4)

 DAILY COUNTS (46)

 PEDESTRIAN COUNTS (4)

## 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 May 10, 2013**. 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)

- 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 2013 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: 2 Progress meetings; and 1 Neighborhood Preliminary Findings (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 Informal Neighborhood 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.

#### **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.)



# **VILLAGE OF DOWNERS GROVE**

## **2013 NEIGHBORHOOD TRAFFIC STUDY - AREA 3**

**Proposal No. TR-024**

**May 10, 2013**  
**10:00 AM**

Submitted to:

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

5101 Walnut Avenue  
Downers Grove, Illinois 60515  
c/o Mr. Dorin Fera

Submitted by:

**TADI**

233 S. Wacker Drive, Suite 8400  
Chicago, Illinois 60606  
[www.tadi-us.com](http://www.tadi-us.com)





May 10, 2013

Mr. Dorin Fera  
Village of Downers Grove - Public Works Department  
5101 Walnut Avenue  
Downers Grove, Illinois 60515

RE: Response to RFP (TR-024)  
2013 Neighborhood Traffic Study – Area 3

Dear Mr. Fera:

In response to the Village of Downers Grove's Request for Proposal, TADI, in partnership with AES Services, Inc. (AES), is pleased to submit the attached proposal to conduct the 2013 Neighborhood Traffic Study for Area 3.

Given our firm's past experience performing similar community-oriented traffic and pedestrian studies in municipalities such as Naperville, Wilmette, River Forest, DeKalb, Rockford, and several Chicago neighborhoods, TADI is well equipped and qualified to successfully partner with the Village on this challenging project.

**TADI** is a transportation engineering firm with a wide range of expertise serving both public- and private-sector clients for over ten years. **With an engineering staff comprised exclusively of licensed Professional Engineers, our clients benefit from having an experienced professional not only as project manager, but also personally and directly involved in every aspect of their project.** This level of direct involvement results in a staff with an exceptional range of technical experience and the proven ability to coordinate with a diverse group of stakeholders. Our staff strives to understand the "Big Picture" context of every project to gain a comprehensive understanding of the issues at hand. This knowledge, coupled with our staff's technical abilities, enables TADI to develop practical and effective transportation solutions that address the individual needs of each project.

**AES Services**, with local offices in Chicago, is a 16-person full-service transportation engineering firm. As a certified MBE/DBE firm, AES would contribute its extensive data collection experience to assist in establishing the existing 24-hour vehicle traffic volumes within the neighborhood. **Julian Gnatenco, now with AES, has performed similar assistance on the previous neighborhood traffic studies for the Village.**





Collectively, we will leverage our experience and shared interests to inventory the neighborhood's traffic conditions, evaluate potential improvement opportunities, and develop a prioritized plan to enhance the access, circulation, and safety for neighborhood motorists, pedestrians, and bicyclists.

Consistent with our ongoing experience and continued relationships as a trusted advisor to several public- and private-sector clients, we are excited for the opportunity to work closely with Village staff on this project. We offer demonstrable, award-winning success in the transportation engineering industry. Our diverse professional experience ranges from neighborhood-specific traffic studies and implementation of transportation master plans to developing solutions for individual traffic issues and the communication of proposed plans to non-technical audiences in an easy to understand format.

Thank you for the opportunity to submit this proposal for your review and consideration. The TADI team is truly enthusiastic about the opportunity to assist the Village in its effort to comprehensively address neighborhood traffic and safety issues. If you have any questions or would like additional information, please do not hesitate to contact me.

Sincerely,

TADI

Peter C. Lemmon, P.E., PTOE  
Senior Transportation Engineer



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## 2013 Neighborhood Traffic Study - Area 3

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# PROJECT UNDERSTANDING + APPROACH

## 2013 Neighborhood Traffic Study - Area 3

The study neighborhood for Area 3 is generally defined by Ogden Avenue on the north, 55<sup>th</sup> Street on the south, Fairview Avenue on the west, and Williams Street, Cumnor Road, and Roslyn Road on the east. As part of the Village's ongoing programmatic approach to comprehensively address a range of traffic issues on a neighborhood-by-neighborhood basis, Area 3 represents the Village's focus neighborhood for Year 2013.

TADI's understanding of the Village's objectives includes identifying and addressing issues relating to traffic operations, vehicle speeding, cut-through patterns, and safety for pedestrians, bicyclists, and motorists. In addition, the Village intends to document and inventory auto/pedestrian/bicycle traffic volumes, roadway characteristics (i.e., traffic control, signs, parking/curbside regulations, etc.) within and peripheral to the study area. Based on this data, opportunities to address transportation issues and enhance conditions for neighborhood residents and visitors will be identified.

The study neighborhood has a number of focal points, including Lester Elementary School, Hummer Park, and the Fairview Metra Station. In addition, several other key community attractions are within easy walking/biking distance including downtown Downers Grove, Patriots Park. Safe access to, from, and through the neighborhood for motorists, pedestrians, and bicyclists is an important contributing factor to the neighborhood's quality of life.

Leveraging our experience with similar neighborhood-oriented traffic and pedestrian studies, TADI proposes the following Scope of Services to assist the Village in achieving its Neighborhood Traffic Study objectives.

### PHASE 1 – DATA COLLECTION

#### **Task 1.1 – Field Visit and Observations**

TADI will compile existing available data related to the study area. This includes a visit to the study area to observe, inventory, and document existing traffic operations and to gather current data regarding existing lane configurations/widths, traffic controls, roadway design features, provision of and general activity related to on-street parking, regulatory signage, pedestrian/bicycle accommodations, speed limits, and other relevant roadway characteristics within the study area.

Observations will focus on peak hour and midday conditions to gain a comprehensive understanding of key issues facing the neighborhood, including those near Lester Elementary School during student arrival and dismissal periods.

Finally, TADI will also coordinate with Village staff to gather available information such as accident data (Years 2010-2012), traffic signal timing data, information on planned improvements, or other related studies.



### **Task 1.2 – Daily Traffic Counts (24-Hour)**

In order to establish existing network vehicular traffic volumes and speeds, AES will conduct 24-hour traffic counts on the 46 roadway segments identified in the RFP. These counts will utilize the latest *Nu-Metrics HI-STAR* counters, as directed by the Village, to collect two-way traffic volumes, vehicle classification, and travel speeds at each count location.

### **Task 1.3 – Intersection Turning Movement Counts (Peak Hours)**

TADI will conduct intersection turning movement counts at the following intersections, as specified in the RFP:

- Fairview Avenue/2<sup>nd</sup> Avenue
- Fairview Avenue/Burlington Avenue (*north and south legs*)
- Fairview Avenue/Maple Avenue (*provided by the Village from previous count*)
- Fairview Avenue/Prairie Avenue

These counts will be conducted on a typical weekday during the morning (6:00 to 9:00 AM) and evening (3:00 to 6:00 PM) peak periods, coinciding with the peak traffic volumes of the study area street system and the anticipated arrival and dismissal periods at Lester Elementary School. All intersection traffic counts will include classification of vehicles, pedestrians, and bicycles.

### **Task 1.4 – Pedestrian/Bicycle Counts (Peak Hours)**

TADI will conduct pedestrian and bicycle counts at the following intersections, as specified in the RFP:

- Fairview Avenue/Hill Street
- Fairview Avenue/Lincoln Avenue (*north and south legs*)
- Indianapolis Avenue/Florence Avenue
- Lincoln Avenue/Cumnor Road

Similar to the intersection turning movement counts (Task 1.3), these counts will be conducted on a typical weekday during the morning (6:00 to 9:00 AM) and evening (3:00 to 6:00 PM) peak periods. All intersection counts will include both pedestrians and bicycles.

### **Task 1.5 – Data Summary and Review**

Based on the previous work tasks, TADI will summarize and review all data collected from the Village, observations and characteristics noted in the field reconnaissance, and vehicle/pedestrian/bicycle data resulting from the various counts. Base maps will be prepared to illustrate existing conditions and for reference as a basis of the analysis phase.

*Deliverable: Base Traffic Count Data in an Electronic Format (.pdf)*



### PHASE 2 – ANALYSIS

#### **Task 2.1 – Network and Intersection Analysis (Existing Conditions)**

TADI will develop an analysis model using Synchro 8 software (unless otherwise directed by Village Staff). The analysis model will incorporate existing roadway and intersection characteristics and traffic controls. Referencing the existing traffic data collected in Phase 1, TADI will evaluate the weekday AM and PM peak hour capacity and levels of service for the key intersections included in the study.

In addition, TADI will summarize and review other key characteristics of the roadway network performance including such measures as percent of heavy vehicles, vehicle speeds (average and 85<sup>th</sup> percentile), access and circulation patterns, vehicle-pedestrian conflicts, regulatory signs, and curbside activity, among others. Based on field observations, analysis, and other data, key issues regarding neighborhood access and circulation, intersection safety, and pedestrian/bicycle accommodations will be identified and used to inform the development of potential improvement opportunities.

#### **Task 2.2 – Surrounding Arterial/Collector Roadway System Evaluation**

Based on observations and data collected along the roadways comprising the study area boundaries, TADI will review current conditions with respect to neighborhood access options, safety issues for autos, pedestrians, and bicyclists, and overall impact on the neighborhood's transportation operations.

#### **Task 2.3 – Review of Neighborhood School Traffic Impacts**

Schools exhibit unique traffic characteristics during student arrival and dismissal periods that draw a concentrated level of activity. TADI will identify key issues relative to traffic characteristics at Lester Elementary School, located at Indianapolis Avenue/Florence Avenue. Particular attention will focus on school arrival and dismissal periods, based on field observations, daily traffic counts in the vicinity, and pedestrian counts at three adjacent intersections.

#### **Task 2.4 – Accident History Analysis**

Using crash reports provided by the Village for the past three years (2010-2012), TADI will review the accident history, locations, types, patterns, and other relevant characteristics. This review, along with roadway/intersection characteristics and observations of traffic conditions within the study neighborhood, will assist in identifying safety issues and potential recommendations to improve existing deficiencies.



### Task 2.5 – Project Status Meeting

This task includes a project coordination and progress meeting with Village staff at Village Hall. The intent of this meeting is to review the project status including key network operational performance measures, observed issues and opportunities, summary of analysis findings, and preliminary recommendation options.

*Deliverable: Project Status Meeting #1 with Village Staff (in person)*

### Task 2.6 – Identify Study Recommendations

Based on the previous review, analysis tasks, and input from Village staff, TADI will develop and prioritize recommendations to successfully address a range of issues including, but not limited to:

- Intersection traffic control and lane configurations
- Regulatory signs and striping
- Neighborhood access and circulation
- Functional roadway classification
- Traffic calming measures to address speeding and cut-through concerns
- Parking/Curbside activity restrictions or opportunities
- Improved Pedestrian/Bicycle accommodations
- Safety issues
- School traffic conditions
- Peripheral neighborhood access

The recommendations will be organized into short-, mid-, and long-term implementation horizons and prioritized dependent upon input received from Village Staff, type and magnitude of issue to be addressed, and expected level of effectiveness. Furthermore, it is important that all recommended improvement measures will be consistent with the desired character and context of the surrounding neighborhood and consider balancing the various perspectives of neighborhood residents, institutions (i.e. schools, park district, etc.), and businesses.

## PHASE 3 – DOCUMENTATION + PRESENTATION

### Task 3.1 – Prepare Draft Report

Using the previous study tasks as a basis, TADI will prepare a draft executive summary and report, with appropriate tables and graphics, documenting all traffic data collected and inventoried, analysis conducted, and recommendations to address issues in the study neighborhood. Two (2) bound copies and an electronic copy of the draft report will be initially submitted to Village staff for review and comment.

*Deliverable: Draft Report with Supporting Exhibits and Data*



#### **Task 3.2 – Project Status Meeting (online)**

TADI will host an online meeting/conference call with Village Staff to review the draft report, solicit comments, and discuss key study findings.

*Deliverable: Project Status Meeting #2 with Village Staff (online)*

#### **Task 3.3 – Neighborhood Meeting**

TADI will present the study process, methodology, analysis, findings, and preliminary recommendations at a meeting with interested neighborhood residents and businesses. It is tentatively assumed that this meeting would occur after coordination meetings with Village staff and prior to preparing a final report; however, this meeting may occur at any other point during the study process to engage residents and other neighborhood stakeholders as Village staff sees appropriate. Feedback and input received at the meeting may then be incorporated into the study recommendations and documentation.

*Deliverable: Neighborhood Meeting #1*

#### **Task 3.4 – Communications/Public Outreach**

Throughout the study process, TADI will coordinate with and provide information to Village staff for publication on various communication outlets including the Village's website, social media, newsletters, or other methods used by the Village. This effort will help to communicate project status and schedule, share data and documentation, facilitate neighborhood input, and provide a central hub for access to relevant study materials (i.e., photos, data summaries, documentation, resources, potential improvement alternatives, and meeting dates/agendas).

*Deliverable: Relevant content for publication by the Village through various communication outlets*

#### **Task 3.5 – Prepare Final Report**

Based upon review comments received on the draft report from Village staff, the study will be revised and a final report produced. Two (2) bound copies and an electronic copy of the final report, along with all supporting exhibits, data, analysis worksheets, and other documentation, will be transmitted to the Village. All supporting data such as counts and analysis files will also be provided on CD.

*Deliverable: Final report with Supporting Exhibits and Data*



## FIRM QUALIFICATIONS + EXPERIENCE

2013 Neighborhood Traffic Study - Area 3

Since its founding in 2002 as a full-service transportation engineering firm, TADI has provided technical excellence and a unique project perspective to the industry. With offices in Illinois, Wisconsin, and Michigan, TADI's specialties include:

- Traffic Engineering
- Transportation Planning
- Corridor/Neighborhood Studies
- Transit-Oriented Development Planning
- Multimodal Transportation
- Parking Analysis
- Traffic Signal and Intersection Design
- Traffic Simulation Modeling
- Safety Evaluation
- Interchange Feasibility
- Origin-Destination Studies
- Safety Studies
- Data Collection
- Project Management and Agency Coordination

### Technical Excellence

TADI's engineering staff is a collaborative team comprised entirely of Professional Engineers, including nine certified Professional Traffic Operations Engineers. A diverse range of technical experience, an emphasis on internal and project-team collaboration, and a unique business model enable TADI to offer an unparalleled combination of engineering quality, range, and value.

TADI also places the highest priority on maintaining working relationships with clients, professional peers, and agency staff alike, resulting in well-rounded service in both the public and private sectors.

### A Unique Vantage Point

With a strong technical foundation and a comprehensive understanding of each project, TADI strives to provide unmatched service within the context of each individual endeavor. This "Big Picture" approach drives TADI's interest in exploring engineering opportunities and alternatives while simultaneously considering the needs and perspectives of various project stakeholders. As a firm, TADI prides itself on developing realistic and effective solutions that are technically sound, achieve study objectives, and are consistent with the character of the study area.





## FIRM QUALIFICATIONS + EXPERIENCE

### 2013 Neighborhood Traffic Study - Area 3

TADI has significant and diverse project experience working on a wide range of projects that are representative of the services needed for the Neighborhood Traffic Study. Project experience ranges from various data collection efforts and addressing a diverse array of neighborhood-scale traffic issues to working closely with community members and preparing communication tools that effectively convey technical transportation-related information in way that is easy for non-technical audiences to understand.

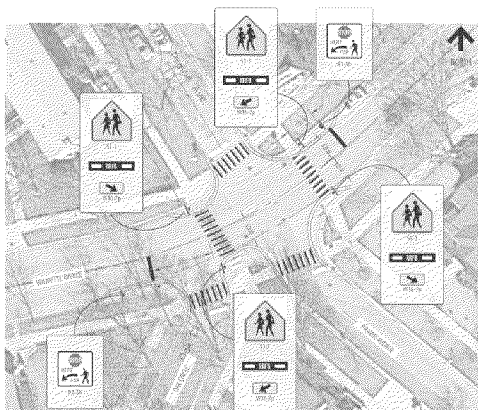
In order to demonstrate TADI's commitment and ability to meet Village expectations and develop a collaborative relationship as a trusted advisor, descriptions of selected project experience are provided on the following pages.

#### Village of Wilmette Neighborhood Pedestrian Studies

**Project Location:** Wilmette, Illinois  
**Date Completed:** April 2012 - Present  
**Client:** Village of Wilmette  
**Contact:** Brigitte Mayerhofer, P.E. - Director of Engineering  
**Phone:** (847) 853-7627

**Description:**

As an initial phase of on-call services, TADI was retained by the Village of Wilmette to assist in addressing pedestrian safety issues and evaluate several pedestrian-oriented improvement options in the community. Varied tasks included:



- Conducting a before-and-after study measuring the effects of pedestrian controls and signage on motorist stop compliance at crosswalks near a school
- Reviewing pedestrian accommodations, signage, and safety devices while identifying potential enhancements at several key crosswalk locations along Sheridan Road
- Collecting pedestrian count data
- Researching policy considerations for implementation of pedestrian controls in other areas of the community
- Assisting in reviewing plans for the installation of curb extensions, improved signage, and rectangular rapid flashing beacons (RRFBs) at a busy intersection near McKenzie Elementary School and just west of the Village's downtown district
- Participating in Village Transportation Commission meetings



## FIRM QUALIFICATIONS + EXPERIENCE

### 2013 Neighborhood Traffic Study - Area 3



TADI continues to coordinate with Village staff as implementation steps progress on the pedestrian improvements. Additional traffic engineering tasks performed for the Village have included evaluating alternative traffic signal phasing at the Lake Street/Ridge Avenue intersection, review of emergency preemption improvements at a fire station, and consultation on a number of other neighborhood-scale traffic concerns.

#### Northwestern Campus / Streeterville Neighborhood Traffic & Parking Study

**Project Location:**

Chicago, Illinois

**Date Completed:**

October 2006 - Present

**Client:**

Northwestern University

Northwestern Memorial Hospital

Ann & Robert H. Lurie Children's Hospital

The Rehabilitation Institute of Chicago

**Contact Person:**

Malihe Samadi, P.E. - Chicago Department of Transportation

**Phone:**

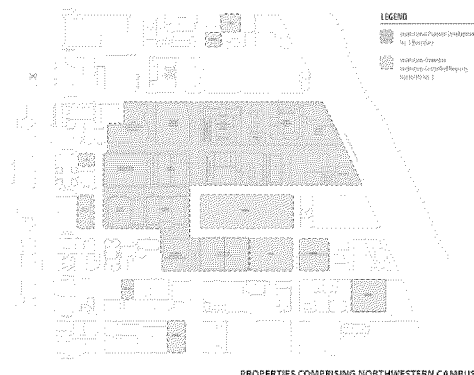
(312) 926-4103

**Description:**



Since 2006, TADI staff has conducted a number of studies focused on Chicago's Streeterville neighborhood and the medical and educational institutions comprising the Northwestern Campus. One of the main efforts included a neighborhood traffic and parking study covering over 40 intersections. A series of prioritized recommendations included:

- traffic signal phasing changes
- lane configuration and striping modifications
- designated curbside regulations
- enhancements to pedestrian crosswalks and signals
- transit and commuter shuttle access improvements
- traffic control personnel and enforcement officers
- access and circulation improvements for adjacent properties and parking structures



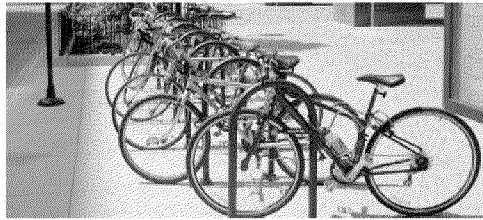
Over the years, additional specific projects in the neighborhood have included:

- Preparation and annual updates of a Campus Transportation Management Plan
- Feasibility of converting McClurg Court from a one-way street to a two-way street



# FIRM QUALIFICATIONS + EXPERIENCE

## 2013 Neighborhood Traffic Study - Area 3



- Mode share and commuting options surveys
- Evaluation of Traffic Control Aide personnel at neighborhood intersections
- Transportation plan for the patient move to the new Lurie Children's Hospital
- Hospital and emergency department trailblazing sign plan for NMH and Lurie Children's Hospital
- Many other smaller-scale assessments of various traffic, pedestrian, bicycle, and transit issues in the neighborhood

### Roosevelt Middle School Neighborhood Traffic Study

**Project Location:**

River Forest, Illinois

**Status:**

Completed Winter 2013

**Client:**

River Forest Public Schools

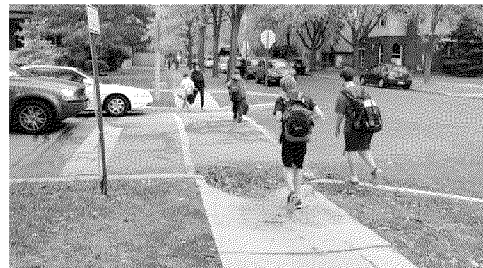
**Contact:**

Anthony Cozzi – Director of Finance and Facilities

**Phone:**

(708) 771-8282

**Description:**



Roosevelt Middle School is located in the middle of a residential neighborhood next to the community's library and a public park. Following the school's preparation of a facility master plan, TADI assisted in evaluating various traffic, parking, and pedestrian/bicycle issues at the school and in the surrounding neighborhood. A wide range of measures were identified to address changes at the school as well as existing deficiencies on the neighborhood streets, including:



OBSERVED CAMPUS PARKING/CIRCULATION SUMMARY (AFTERNOON DISMISSAL)

- Improved crosswalk striping and signage
- Angled parking configuration to increase on-street parking capacity next to the school and reduce utilization of neighborhood parking on other streets
- Modifications to parent drop-off/pick-up staging
- Pedestrian and bicycle access and circulation routes
- Short-term parking accommodations
- Review of temporary vs. permanent one-way directional traffic flow adjacent to the school

Through the study process, TADI actively participated in Village Transportation Commission meetings and a community forum to present plan highlights and solicit input from neighborhood residents.



## FIRM QUALIFICATIONS + EXPERIENCE

### 2013 Neighborhood Traffic Study - Area 3

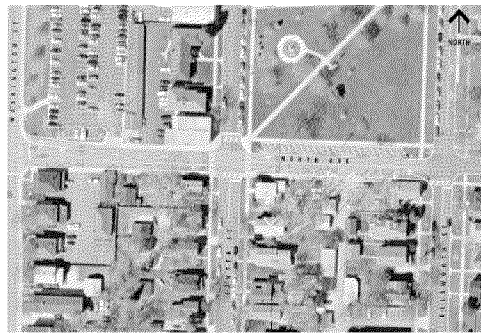
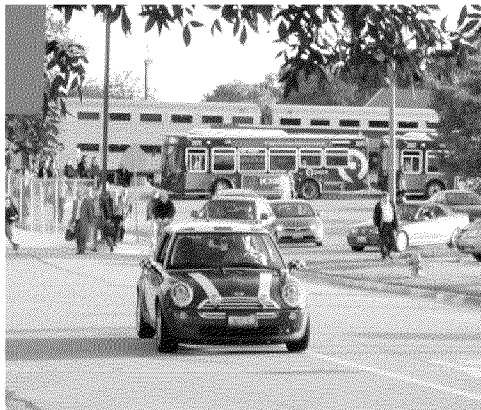
#### Fifth Avenue & Commuter Access Feasibility Studies

**Project Location:** Naperville, Illinois  
**Status:** Completed Spring 2012  
**Client:** City of Naperville  
**Contact:** Rory Fancier, AICP - Community Planner  
**Phone:** (630) 305-3430

**Description:**

TADI staff has partnered with the City of Naperville on multiple traffic, parking, and multimodal access studies in the neighborhoods surrounding the Metra station and North Central College just north and east of downtown Naperville. In coordination with the Regional Transportation Authority (RTA), Pace Bus, Metra, and North Central College, each study has included evaluation of neighborhood traffic concerns such as:

- access to/from surrounding arterials
- traffic circulation patterns
- pedestrian/bicycle safety
- intersection traffic control and traffic signal adjustments
- on-street parking and curbside regulations



Recommendations for each project were identified to balance the perspectives and needs of various stakeholder groups and maintain consistency with the neighborhood's character and scale. For each study, recommendations are implemented, programmed as part of a master plan schedule, or recommended for subsequent stages of engineering design.

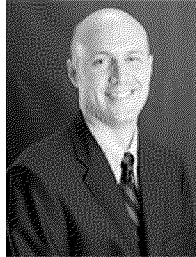
For each project, TADI staff actively participated in several community open houses, public presentations, and/or stakeholder meetings to solicit input, feedback, and answer questions from residents, business owners, commuters, and students.



## KEY STAFF RESUMES

### 2013 Neighborhood Traffic Study - Area 3

TADI offers a group of highly qualified and experienced professional transportation engineers and designers to assist the Village on this challenging project. A brief description of key staff members expected to perform transportation engineering tasks for this project is provided below.



**Peter Lemmon, P.E., PTOE** | Senior Transportation Engineer  
Project Role: Project Manager + Project Engineer

#### EDUCATION

Purdue University  
*Bachelor of Science - Civil Engineering*

#### LICENSES/CERTIFICATIONS

Professional Engineer, IL 2003  
Professional Traffic Operations  
Engineer 2006

#### AFFILIATIONS

Institute of Transportation Engineers  
Midwestern District  
*Past President 2013*  
*President 2012*  
*Vice President 2011*  
*Treasurer/Secretary 2010*  
Illinois Section  
*Treasurer-President 2004-2007*  
League of Illinois Bicyclists

Mr. Lemmon has 15 years of experience managing and conducting numerous traffic engineering, transportation planning, access/circulation, corridor planning, and parking studies throughout Northern Illinois. With a breadth of project experience integrating transportation and land use planning, he demonstrates a fundamental understanding of key issues that impact a wide range of environments and safely balances needs of autos, pedestrians, bicycles, and transit. Mr. Lemmon also has considerable experience presenting to both technical and non-technical audiences and collaborating with stakeholders in various formats to solicit input and gain consensus on plans that factor various perspectives and viewpoints.

Mr. Lemmon has been a guest lecturer for engineering courses at the University of Wisconsin. As an active member of the Institute of Transportation Engineers (ITE), Mr. Lemmon currently serves as Past President of the ITE Midwestern District.

#### KEY PROJECT EXPERIENCE

Wilmette Neighborhood Pedestrian Studies *Wilmette, IL*  
Roosevelt Middle School Neighborhood Traffic Study *River Forest, IL*  
Northwestern Campus Traffic & Parking Study *Chicago, IL*  
McClurg Court Two-Way Conversion Study *Chicago, IL*  
Fifth Avenue Neighborhood Study *Naperville, IL*  
Bus Depot & Commuter Access Feasibility Study *Naperville, IL*  
Francis Parker School Access/Circulation Study *Chicago, IL*  
Navy Pier Master Plan & Circulation Study *Chicago, IL*



**Tracy L. Shandor, P.E.** | Transportation Engineer  
Project Role: Project Engineer

Ms. Shandor has five years of transportation engineering experience focusing various forms of traffic analyses and planning, traffic control warrant analyses, parking demand evaluation, travel demand modeling, and Geographic Information System (GIS) solutions. She is proficient in a variety of analysis software packages used for GIS applications, intersection capacity analyses, and traffic simulation modeling. Ms. Shandor has experience in a wide range of public and private project sector clients from small development projects to work on multibillion dollar public infrastructure improvement projects. She is familiar with facilitating multi-stakeholder collaboration amongst a diverse group of interested parties in order to achieve beneficial and sustainable results.

Ms. Shandor is an active member of the Institute of Transportation Engineers (ITE) and currently serves as Director of the Public Affairs Group.

### EDUCATION

Georgia Institute of Technology  
*Bachelor of Science - Civil & Environmental Engineering*

### LICENSES/CERTIFICATIONS

Professional Engineer, IL 2013

### AFFILIATIONS

Institute of Transportation Engineers  
Illinois Section  
*Director – Public Affairs 2012-13*

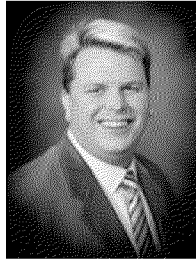
### PROJECT EXPERIENCE

Roosevelt Middle School Neighborhood Traffic Study *River Forest, IL*  
Wilmette Neighborhood Pedestrian Studies *Wilmette, IL*  
Broadview Library Parking Study *Broadview, IL*  
Hines VA Hospital Transportation Master Plan *Hines, IL*



## KEY STAFF RESUMES

### 2013 Neighborhood Traffic Study - Area 3



**Tim Sjogren, P.E., PTOE** | Senior Transportation Engineer  
Project Role: Quality Assurance/Quality Control + Project Engineer

#### EDUCATION

University of Illinois at Urbana-Champaign  
*Bachelor of Science - Civil & Environmental Engineering*

#### LICENSES/CERTIFICATIONS

Professional Engineer, IL 2006  
Professional Traffic Operations Engineer 2006

#### AFFILIATIONS

Institute of Transportation Engineers  
*Illinois Section*  
*Treasurer-President 2006-2010*  
*Past President - Illinois Section 2010*

Mr. Sjogren is TADI's Illinois Office Manager and has over 11 years of experience in the traffic engineering industry. His unique perspective has formed from performing traffic impact studies, transportation and land use planning studies, public infrastructure improvement planning, and agency coordination and permitting. His strong technical foundation and experience facilitating communication between key stakeholders, reviewing agencies, and the project team members enables him to achieve the City's objectives on each individual assignment. Mr. Sjogren also oversees TADI's team of design staff and drafting technicians for the production of functional geometrics, Intersection Design Studies, and traffic signal plans. Mr. Sjogren's diverse career and strong working relationships with the region's jurisdictional agencies equips him with the ability to develop tailored, cost-effective, and implementable solutions that meet a project's unique needs.

Mr. Sjogren is an active member of the Institute of Transportation Engineers (ITE), previously serving on the Illinois Section Board.

#### KEY PROJECT EXPERIENCE

Hines VA Hospital Transportation Master Plan *Hines, IL*  
Bus Depot and Commuter Access Feasibility Study *Naperville, IL*  
City of Crystal Lake On-Call Traffic Engineering Services *Crystal Lake, IL*  
Rich Harvest Farms Traffic Evaluation Study *Sugar Grove, IL*  
Glenbrook South High School Traffic Study *Glenview, IL*  
Francis Parker School Access/Circulation Study *Chicago, IL*  
Downtown DeKalb Revitalization Study *DeKalb, IL*  
Peace Road Corridor Study *DeKalb, IL*



## KEY STAFF RESUMES

### 2013 Neighborhood Traffic Study - Area 3

**Julian Gnatenco, P.E.** | Senior Transportation Engineer

Project Role: Data Collection Manager

#### EDUCATION

Gheorghe Asachi Technical University  
- Romania

*Master of Science - Civil Engineering*

#### LICENSES/CERTIFICATIONS

Professional Engineer, IL 2000

#### AFFILIATIONS

Institute of Transportation Engineers -  
*Member*

American Council of Engineering  
Companies - *Member*

American Society of Civil Engineers -  
*Member*

Intelligent Transportation Society of  
the Midwest - *Member*

Mr. Gnatenco has 20 years of experience in the field of Civil and Transportation Engineering. He has been involved in numerous Phase I and Phase II transportation projects for agencies such as IDOT, CDOT, ISTHA, INDOT, Cook County, Kane County, and numerous local municipalities. His expertise include managing significant data collection efforts, major traffic studies, traffic modeling, travel demand modeling, traffic signal and arterial operations, safety studies, traffic signal design, and project management.

#### KEY PROJECT EXPERIENCE

Neighborhood Traffic Study (Areas 1 & 2) *Downers Grove, IL*

KDOT Data Collection Program *Kane County, IL*

Phase I Engineering Program Management *IDOT District 1*

Phase I Engineering Traffic Studies *IDOT District 1*

Elgin O'Hare Extension/West O'Hare By-Pass *Northeastern IL*



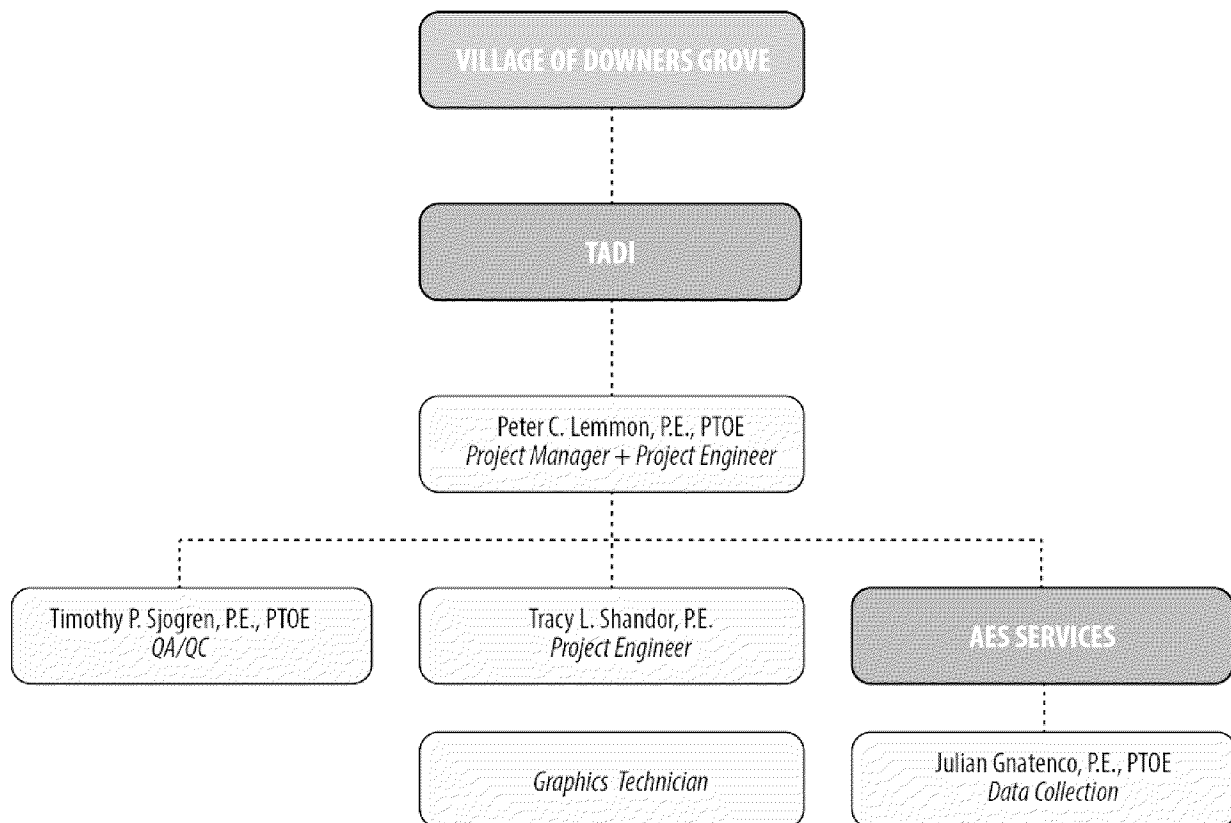


# PROJECT ORGANIZATIONAL CHART

2013 Neighborhood Traffic Study - Area 3

TADI's project team key personnel have been selected for their experience and expertise specific to the work items listed in the scope of services for this contract. All TADI employees are based in its Chicago office. AES employees are based in its Chicago office as well.

In order to promote efficiency, accuracy, and timeliness in the production of all project deliverables, the TADI project team has established a top-down communication structure for all interaction with Village staff, as illustrated in the organizational chart below.



As Project Manager, Mr. Peter Lemmon will correspond directly with the Village, ensuring that all necessary company resources are committed to the successful and timely completion of project tasks. Under Mr. Lemmon's direction, TADI staff and AES will contribute to the various project tasks required for the completion of the necessary project deliverables.



# PROJECT SCHEDULE

## 2013 Neighborhood Traffic Study - Area 3

TADI's estimated project schedule is presented below. Prior to commencing work, this schedule would be confirmed with Village Staff.

### 2013 NEIGHBORHOOD TRAFFIC STUDY | AREA 3

Downers Grove, Illinois

TADI + AES

#### Estimated Project Timeline

| Description   | SEPTEMBER 2013 |      |      |      | OCTOBER 2013 |      |      |      |      | NOVEMBER 2013 |      |      |      | DECEMBER 2013 |      |      |      |
|---|----------------|------|------|------|--------------|------|------|------|------|---------------|------|------|------|---------------|------|------|------|
|   | Wk 1           | Wk 2 | Wk 3 | Wk 4 | Wk 1         | Wk 2 | Wk 3 | Wk 4 | Wk 5 | Wk 1          | Wk 2 | Wk 3 | Wk 4 | Wk 1          | Wk 2 | Wk 3 | Wk 4 |
| <b>PHASE 1 - DATA COLLECTION</b>                                    |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 1.1 - Field Visit + Observations                               |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 1.2 - Daily Traffic Counts                                     |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 1.3 - Intersection Turning Movement Counts                     |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 1.4 - Pedestrian/Bicycle Counts                                |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 1.5 - Data Summary + Review                                    |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| <b>PHASE 2 - ANALYSIS</b>   |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 2.1 - Network and Intersection Analysis (Existing Conditions)  |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 2.2 - Surrounding Arterial/Collector Roadway System Evaluation |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 2.3 - Review of Neighborhood School Traffic Impacts            |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 2.4 - Accident History Analysis                                |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 2.5 - Project Status Meeting                                   |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 2.6 - Identify Study Recommendations                           |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| <b>PHASE 3 - DOCUMENTATION + PRESENTATION</b>                       |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 3.1 - Prepare Draft Report                                     |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 3.2 - Project Status Meeting (online)                          |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 3.3 - Neighborhood Meeting                                     |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |
| Task 3.4 - Prepare Final Report                                     |                |      |      |      |              |      |      |      |      |               |      |      |      |               |      |      |      |

ANTICIPATED START DATE: After Council Approval (assume September 2013 for this purpose)

**TOTAL ESTIMATED PROJECT TIMELINE:** 14 weeks (includes Village review time and outlined meeting schedule)

CONSULTANT TASK:

VILLAGE REVIEW PERIOD:

◆ - Project Meeting

#### KEY MILESTONES:

1. Complete Data Collection
2. Project Meeting #1
3. Submit Draft Report
4. Project Meeting #2
5. Neighborhood Meeting
6. Submit Final Report



## FEE PROPOSAL

### 2013 Neighborhood Traffic Study - Area 3

Based on the proposed scope of work for the 2013 Neighborhood Traffic Study (Area 3), the following summarizes the proposed fee on a “Not to Exceed” basis.

|  |                  |
|--|------------------|
| Professional Fee:  | \$ 17,710        |
| <u>Direct Costs (<i>subconsultant traffic counts, mileage, printing</i>)</u> | <u>\$ 8,130</u>  |
| <b>Total Fee Proposal</b>  | <b>\$ 25,840</b> |

As requested in the RFP, the fee proposal, outlining the direct and indirect costs along with an estimated hourly breakdown by task and staff with hourly rates, is presented in a separate envelope and marked as such.

Downers Grove, Illinois

## TADI + AES

### Estimated Fee + Hourly Breakdown

|        |   | PROJECT BUDGET SHEET |                             |                      |                              |               |            |                  |  |            |              |
|--------|---|----------------------|-----------------------------|----------------------|------------------------------|---------------|------------|------------------|--|------------|--------------|
| Task # | Task Description  | Labor Hours          |                             |                      |                              |               |            | Total Labor Cost | Expenses                               |            | Task Price   |
|        |   | Staff                | Peter Lemmon<br>Project Mgr | Tim Sjogren<br>QA/QC | Tracy Shandor<br>Project Eng | Graphics Tech | Count Tech |                  | Description                            | Cost       |              |
|        |   | Rate                 | \$ 125                      | \$ 125               | \$ 85                        | \$ 55         | \$ 40      |                  |  |            |              |
|        | Data Collection   |                      |                             |                      |                              |               |            |                  |  |            |              |
| 1.1    | Field Work  |                      | 8                           |                      | 10                           |               |            | \$ 1,850.00      | mileage                                | \$ 79.10   | \$ 1,929.10  |
| 1.2    | Daily Traffic Counts                                    |                      |                             |                      |                              |               |            | \$ -             |  |            | \$ -         |
|        | Coordination with AES                                   |                      |                             |                      | 2                            |               |            | \$ 170.00        | Daily Traffic Counts (by AES Services) | \$7,250.00 | \$ 7,420.00  |
| 1.3    | Intersection Counts                                     |                      |                             |                      | 2                            |               | 28         | \$ 1,290.00      | mileage (counters)                     | \$ 384.20  | \$ 1,674.20  |
| 1.4    | Pedestrian Counts                                       |                      |                             |                      | 13                           |               |            | \$ 1,105.00      | mileage (count camera setup)           | \$ 79.10   | \$ 1,184.10  |
| 1.5    | Data Summary + Review                                   |                      | 2                           |                      | 8                            |               |            | \$ 930.00        |  |            | \$ 930.00    |
|        | Analysis  |                      |                             |                      |                              |               |            |                  |  |            |              |
| 2.1    | Network and Intersection Analysis (Existing Conditions) |                      | 4                           |                      | 16                           |               |            | \$ 1,860.00      |  |            | \$ 1,860.00  |
| 2.2    | Surrounding Arterial/Collector Roadway System Analysis  |                      | 2                           |                      | 4                            |               |            | \$ 590.00        |  |            | \$ 590.00    |
| 2.3    | Review of Neighborhood School Impacts                   |                      | 2                           |                      | 4                            |               |            | \$ 590.00        |  |            | \$ 590.00    |
| 2.4    | Accident History Analysis                               |                      | 1                           |                      | 3                            |               |            | \$ 380.00        |  |            | \$ 380.00    |
| 2.5    | Project Status Meeting                                  |                      | 4                           |                      | 4                            |               |            | \$ 840.00        | mileage                                | \$ 79.10   | \$ 919.10    |
| 2.6    | Identify Study Recommendations                          |                      | 5                           | 2                    | 8                            |               |            | \$ 1,555.00      |  |            | \$ 1,555.00  |
|        | Documentation   |                      |                             |                      |                              |               |            |                  |  |            |              |
| 3.1    | Documentation (Draft)                                   |                      | 10                          | 2                    | 20                           | 12            |            | \$ 3,860.00      |  |            | \$ 3,860.00  |
| 3.2    | Project Status Meeting (online)                         |                      | 2                           |                      | 2                            |               |            | \$ 420.00        |  |            | \$ 420.00    |
| 3.3    | Neighborhood Meeting                                    |                      | 6                           |                      | 6                            |               |            | \$ 1,260.00      | mileage                                | \$ 79.10   | \$ 1,339.10  |
| 3.4    | Documentation (Final)                                   |                      | 4                           |                      | 6                            |               |            | \$ 1,010.00      | Printing/Delivery                      | \$ 175.00  | \$ 1,185.00  |
|        |   |                      |                             |                      |                              |               |            | \$ -             |  |            | \$ -         |
|        |   |                      |                             |                      |                              |               |            | \$ -             |  |            | \$ -         |
|        |   | Total Hour           | 50                          | 4                    | 108                          | 12            | 28         | \$ 17,710.00     | Total Expenses                         | \$8,125.60 | \$ 25,835.60 |
|        |   | Total Cost           | \$ 6,250                    | \$ 500               | \$ 9,180                     | \$ 660        | \$ 1,120   |                  |  |            |              |
|        |   | Total Project Budget |                             |                      |                              |               |            |                  |  |            | \$ 25,836    |

## **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 Bid Is To Be Considered For Award**  
**PROPOSER:**

TADI  
Company Name

Date: May 9, 2013

233 S. Wacker Drive, Suite 8400  
Street Address of Company

plemmon@tadi-us.com  
Email Address

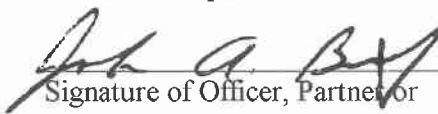
Chicago, Illinois 60606  
City, State, Zip

Peter Lemmon  
Contact Name (Print)

(312) 283-8830  
Business Phone

(773) 450-3532  
13-Hour Telephone

(312) 283-8832  
Fax

  
Signature of Officer, Partner or  
Sole Proprietor

John Bieberitz, President  
Print Name & Title

ATTEST: If a Corporation

\_\_\_\_\_  
Signature of Corporation Secretary

### **VILLAGE OF DOWNERS GROVE:**

\_\_\_\_\_  
Authorized Signature

ATTEST:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Village Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
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: TADI

ADDRESS: 233 S. Wacker Drive, Suite 8400

CITY: Chicago

STATE: Illinois

ZIP: 60606

PHONE: (312) 283-8830 FAX: (312) 283-8832

TAX ID #(TIN): 39-2042310

(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           | Limited Liability Company –Individual/Sole Proprietor |
| Sole Proprietor      | Limited Liability Company-Partnership                 |
| Partnership          | Limited Liability Company-Corporation                 |
| Medical              | <u>Corporation</u>                                    |
| Charitable/Nonprofit | Government Agency                                     |

SIGNATURE: 

DATE: 5/9/13

Village of Downers Grove

**PROPOSER'S CERTIFICATION**

Neighborhood Traffic  
With regard to Study (Area 3), proposer TADI 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 §12-105(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:   
Proposer's Authorized Agent

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 3 | 9 | - | 2 | 0 | 4 | 2 | 3 | 1 | 0 |
|---|---|---|---|---|---|---|---|---|---|

**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

or \_\_\_\_\_  
Social Security Number

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

Village of Downers Grove

(Fill Out Applicable Paragraph Below)

(a) **Corporation**

The Proposer is a corporation organized and existing under the laws of the State of Wisconsin, which operates under the Legal name of Traffic Analysis & Design, Inc. (TADI), and the full names of its Officers are as follows:

President: John Bieberitz

Secretary: Stephanie Olsson

Treasurer: Stephanie Olsson

and it does have a corporate seal. (In the event that this bid 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.)

(b) **Partnership**

Signatures 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 \_\_\_\_\_.

(c) **Sole Proprietor**

The Supplier 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 \_\_\_\_\_.



Village of Downers Grove

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 Rodrian Insurance

Agent Karen Siegel

Street Address 4120 N. Calhoun Road, Suite 100

City, State, Zip Code Brookfield, Wisconsin 53005

Telephone Number (262) 781-4750

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

Print Name of Company: TADI

Print Name and Title of Authorizing Signature: John Bieberitz, President

Signature: 

Date: 5/9/2013

## 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: TADI

Address: 233 S/ Wacker Drive, Suite 8400

City: Chicago Zip Code: 60606

Telephone: (312 ) 283-8830 Fax Number: ( 312 ) 283-8832

E-mail Address: tsjogren@tadi-us.com

Authorized Company Signature: 

(Print )Name: Tim Sjogren Title of Official: Manager - Illinois Office

Date: 5/9/13

## 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.

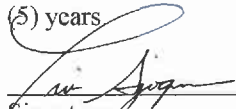
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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 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

Tim Siogren  
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

# 2013-2017 Capital Project Sheet

Project # **TR-024**

## Project Description **Neighborhood Traffic Study**

### Project summary, justification and alignment to Strategic Plan

The purpose of a Neighborhood Traffic Study is to thoroughly study a neighborhood 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 for this neighborhood.

| Cost Summary          | New | Maintenance | Replacement | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | Future Years | TOTAL   |
|-----------------------|-----|-------------|-------------|---------|---------|---------|---------|---------|--------------|---------|
| Professional Services | X   |             |             | 38,470  | 25,000  | 25,000  | 25,000  | 30,000  |              | 143,470 |
| Land Acquisition      |     |             |             |         |         |         |         |         |              | -       |
| Infrastructure        |     |             |             |         |         |         |         |         |              | -       |
| Building              |     |             |             |         |         |         |         |         |              | -       |
| Machinery/Equipment   |     |             |             |         |         |         |         |         |              | -       |
| Other/Miscellaneous   |     |             |             |         |         |         |         |         |              | -       |
| <b>TOTAL COST</b>     |     |             |             | 38,470  | 25,000  | 25,000  | 25,000  | 30,000  | -            | 143,470 |

### Funding Source(s)

|                               |   |        |        |        |        |        |   |         |
|-------------------------------|---|--------|--------|--------|--------|--------|---|---------|
| 220-Capital Improvements Fund | ▼ | 38,470 | 25,000 | 25,000 | 25,000 | 30,000 |   | 143,470 |
|                               | ▼ |        |        |        |        |        |   | -       |
|                               | ▼ |        |        |        |        |        |   | -       |
|                               | ▼ |        |        |        |        |        |   | -       |
| <b>TOTAL FUNDING SOURCES</b>  |   | 38,470 | 25,000 | 25,000 | 25,000 | 30,000 | - | 143,470 |

### Project status and completed work

Area 2 started in mid-2012 and will be completed in early 2013.  
Area 3 to start in late 2013.

### Grants (funded or applied for) related to the project.

| Impact-annual operating expenses    | FY 2013 | FY 2014 | FY 2015 | FY 2016 | FY 2017 | Future Yrs | TOTAL |
|-------------------------------------|---------|---------|---------|---------|---------|------------|-------|
| Projected Operating Expense Impact: |         |         |         |         |         |            | -     |

### Map/Pictures of Project

Priority Score **C**

Project Manager:

Dorin Fera

Program: **344**

Department:

Public Works

## **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 Bid Is To Be Considered For Award**  
**PROPOSER:**

TADI  
Company Name

233 S. Wacker Drive, Suite 8400  
Street Address of Company

Chicago, Illinois 60606  
City, State, Zip

(312) 283-8830  
Business Phone

(312) 283-8832  
Fax

ATTEST: If a Corporation

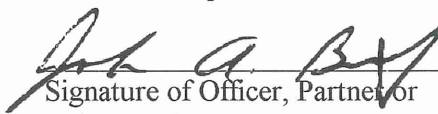
\_\_\_\_\_  
Signature of Corporation Secretary

Date: May 9, 2013

plemmon@tadi-us.com  
Email Address

Peter Lemmon  
Contact Name (Print)

(773) 450-3532  
13-Hour Telephone

  
Signature of Officer, Partner or  
Sole Proprietor

John Bieberitz, 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: TADI

ADDRESS: 233 S. Wacker Drive, Suite 8400

CITY: Chicago

STATE: Illinois

ZIP: 60606

PHONE: (312) 283-8830 FAX: (312) 283-8832

TAX ID #(TIN): 39-2042310

(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           | Limited Liability Company –Individual/Sole Proprietor |
| Sole Proprietor      | Limited Liability Company-Partnership                 |
| Partnership          | Limited Liability Company-Corporation                 |
| Medical              | <u>Corporation</u>                                    |
| Charitable/Nonprofit | Government Agency                                     |

SIGNATURE: 

DATE: 5/9/13

Village of Downers Grove

**PROPOSER'S CERTIFICATION**

Neighborhood Traffic

With regard to Study (Area 3), proposer TADI hereby certifies  
(Name of Project) (Name of Proposer)  
the following:

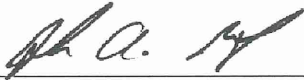
1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);

2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS §12-105(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:



Proposer's Authorized Agent

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 3 | 9 | - | 2 | 0 | 4 | 2 | 3 | 1 | 0 |
|---|---|---|---|---|---|---|---|---|---|

**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

or

Social Security Number

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public

Village of Downers Grove

(Fill Out Applicable Paragraph Below)

(a) **Corporation**

The Proposer is a corporation organized and existing under the laws of the State of Wisconsin,  
which operates under the Legal name of Traffic Analysis & Design, Inc. (TADI),  
and the full names of its Officers are as follows:

President: John Bieberitz

Secretary: Stephanie Olsson

Treasurer: Stephanie Olsson

and it does have a corporate seal. (In the event that this bid 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.)

(b) **Partnership**

Signatures 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  
\_\_\_\_\_.

(c) **Sole Proprietor**

The Supplier 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  
\_\_\_\_\_.



Village of Downers Grove

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 Rodrian Insurance

Agent Karen Siegel

Street Address 4120 N. Calhoun Road, Suite 100

City, State, Zip Code Brookfield, Wisconsin 53005

Telephone Number (262) 781-4750

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

Print Name of Company: TADI

Print Name and Title of Authorizing Signature: John Bieberitz, President

Signature: 

Date: 5/9/2013

## 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: TADI

Address: 233 S/ Wacker Drive, Suite 8400

City: Chicago Zip Code: 60606

Telephone: (312 ) 283-8830 Fax Number: ( 312 ) 283-8832

E-mail Address: tsjogren@tadi-us.com

Authorized Company Signature: 

(Print )Name: Tim Sjogren Title of Official: Manager - Illinois Office

Date: 5/9/13

## 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.

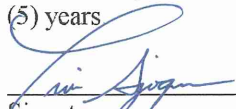
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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 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

Tim Sjogren  
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:

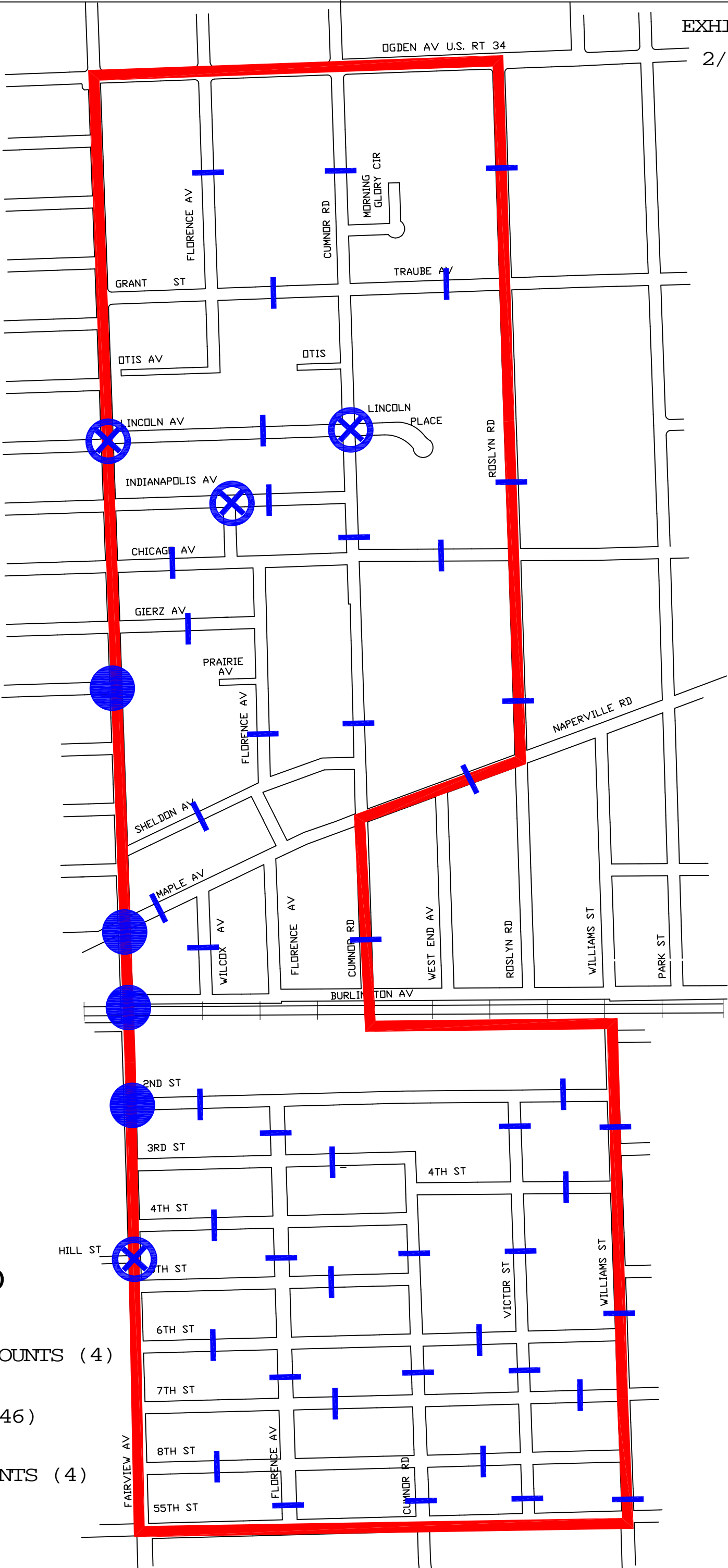
Name of Contributor: \_\_\_\_\_  
(company or individual)

To whom contribution was made: \_\_\_\_\_




Year contribution made: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name



LEGEND

-  INTERSECTION COUNTS (4)
-  DAILY COUNTS (46)
-  PEDESTRIAN COUNTS (4)