

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
SEPTEMBER 9, 2014 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Neighborhood Traffic Study – Area 4	Resolution Ordinance ✓ Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

SYNOPSIS

A motion is requested to award a Professional Services contract for preparation of the Neighborhood Traffic Study Area 4 to Kenig, Lindgren, O’Hara and Aboona (KLOA, Inc.) of Chicago, Illinois in the amount of \$20,820.

STRATEGIC PLAN ALIGNMENT

The Village Goals for the 2011 to 2018 time period are identified *Quality Infrastructure and Facilities*.

FISCAL IMPACT

The FY 2014 Budget includes this item as Project TR-024, with a budgeted amount of \$38,000.

RECOMMENDATION

Approval on the September 9, 2014, consent agenda.

BACKGROUND

The purpose of the Neighborhood Traffic Study Area 4 project is to continue the neighborhood study work begun in 2010. This study will focus on Area 4, which is bounded by Main Street on the west, Ogden Avenue on the north, Fairview Ave on the east, and Warren Ave on the south. This neighborhood was selected because of the number of requests that have been received to review neighborhood speeding and traffic control. 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, street network performance, and overall neighborhood safety issues. The outcome of this study will be a set of recommendations that will improve intersection controls within the neighborhood. The project will include extensive resident participation.

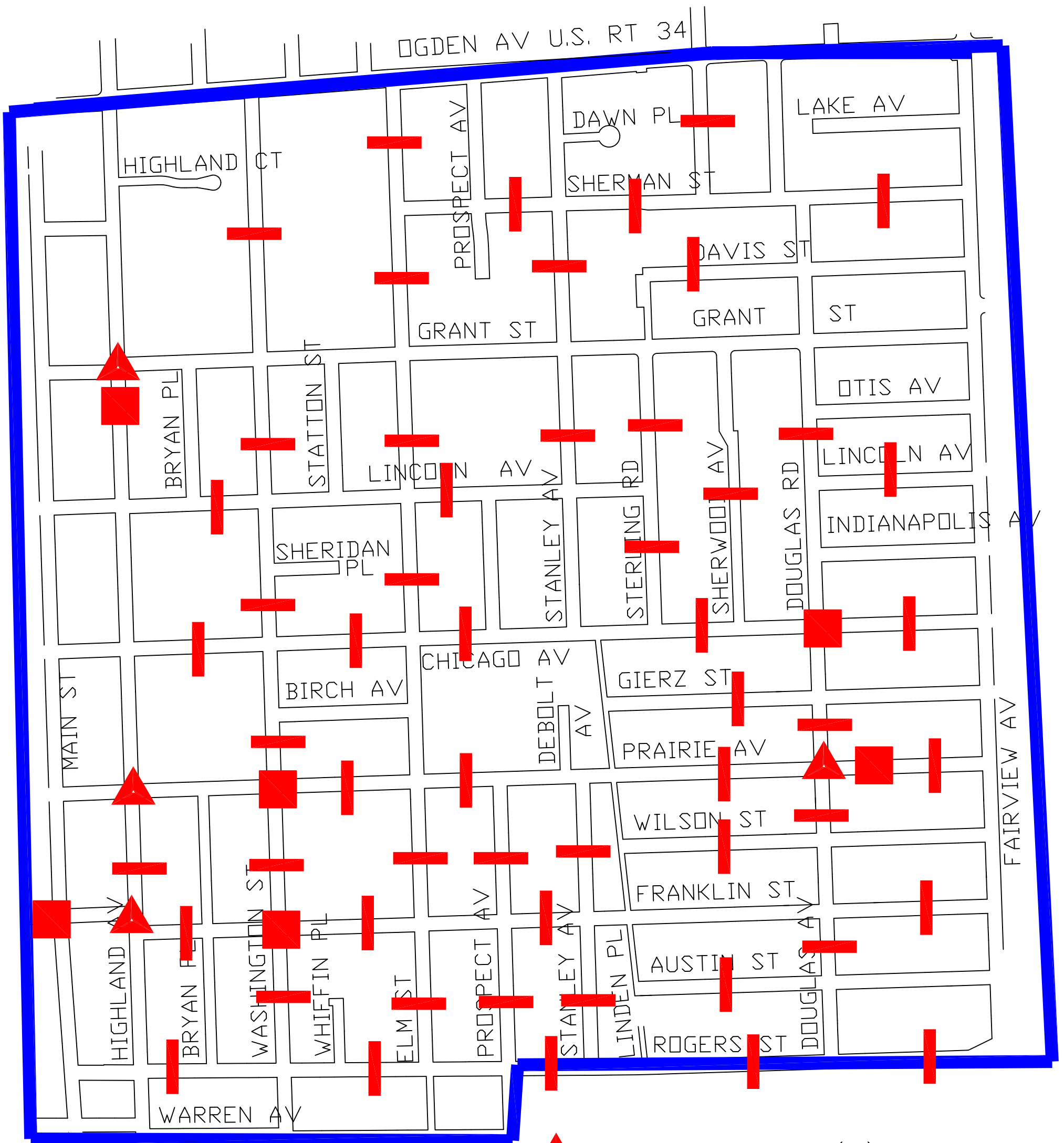
A Request for Proposal was advertised on August 8, 2014 and eight submittals were received. After reviewing the proposals, KLOA, Inc. was ranked highest by the selection team based upon their experience with this type of project, the project manager’s experience, their local presence and their experience with conducting neighborhood meetings for this type of project.

This project is anticipated to begin in September, 2014 and continue through May, 2015. KLOA, Inc. has completed similar projects for Village of Mount Prospect, City of Naperville, and the Village of Downers Grove.

ATTACHMENTS

Contract Documents
 Project Exhibit
 Project Sheet – TR-024

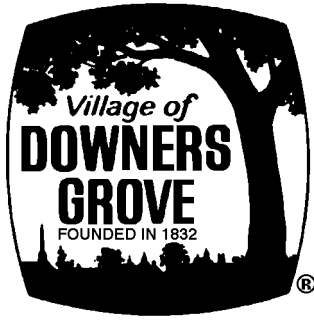
NEIGHBORHOOD TRAFFIC STUDY AREA #4



▲ = PED COUNTS (4)

■ = INTERSECTION PEAK HOUR COUNTS (6) - (AM & PM)

— = 24 HOUR COUNTS (55)



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: _____

Project Name: 2014 Neighborhood Traffic Study – Area 4
Proposal No.: TR-024
Proposal Due: August 22, 2014 10:00 AM
Pre-Proposal Conference: N/A

Required of Awarded Contractor:

Certificate of Insurance: YES

Legal Advertisement Published: August 8, 2014

Date Issued: August 8, 2014

This document consists of 24 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

Village of Downers Grove

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 **August 22, 2014 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 5/1-101et. 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

Village of Downers Grove

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, 75th Street and is divided by the Burlington Northern Santa Fe (BNSF) Railroad main line from Aurora to downtown Chicago. Infrastructure improvements are being actively constructed, including roadways, water mains, storm sewers and others.

1.3 Project Scope

The Village is pursuing this **2014 Neighborhood Traffic Study – Area 4** project to address vehicular speeding issues, cut-through traffic, pedestrian safety and to evaluate overall traffic performance within one specific neighborhood. A secondary purpose is to collect traffic data, including average daily traffic, parking data, pedestrian data and intersection peak hour travel data.

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

1. Average Daily Traffic volume data collection (24-hour) machine counts at sixty (60) locations surrounded by Main Street, Ogden Ave, Fairview Ave, and Rogers St/Warren Ave. (see attached Exhibit 1).
2. The Village will accept the Contractor's choice for electronic/machine data collection equipment. NOTE: If any data collection devices are required to be installed on the pavement, they shall be installed with adhesive tape only. Drilling of holes in the pavement will NOT be acceptable. The three minimal features required of the Contractor's selected data collection equipment are:
 - the ability to provide the Village with electronic copies of the data;
 - the data must be summarized in a tabular, 15-Minute, and hourly format;
 - The traffic count data submitted to the Village shall be complete and ready to use upon receipt.
3. Detailed intersection Peak Hour turning counts (6-9 AM and 3-6 PM) at six (6) intersections. (see attached Exhibit 1)

Village of Downers Grove

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

- Washington at Franklin
- Main at Franklin
- Prairie at Douglas
- Prairie at Washington
- Douglas at Chicago
- Highland at Grant

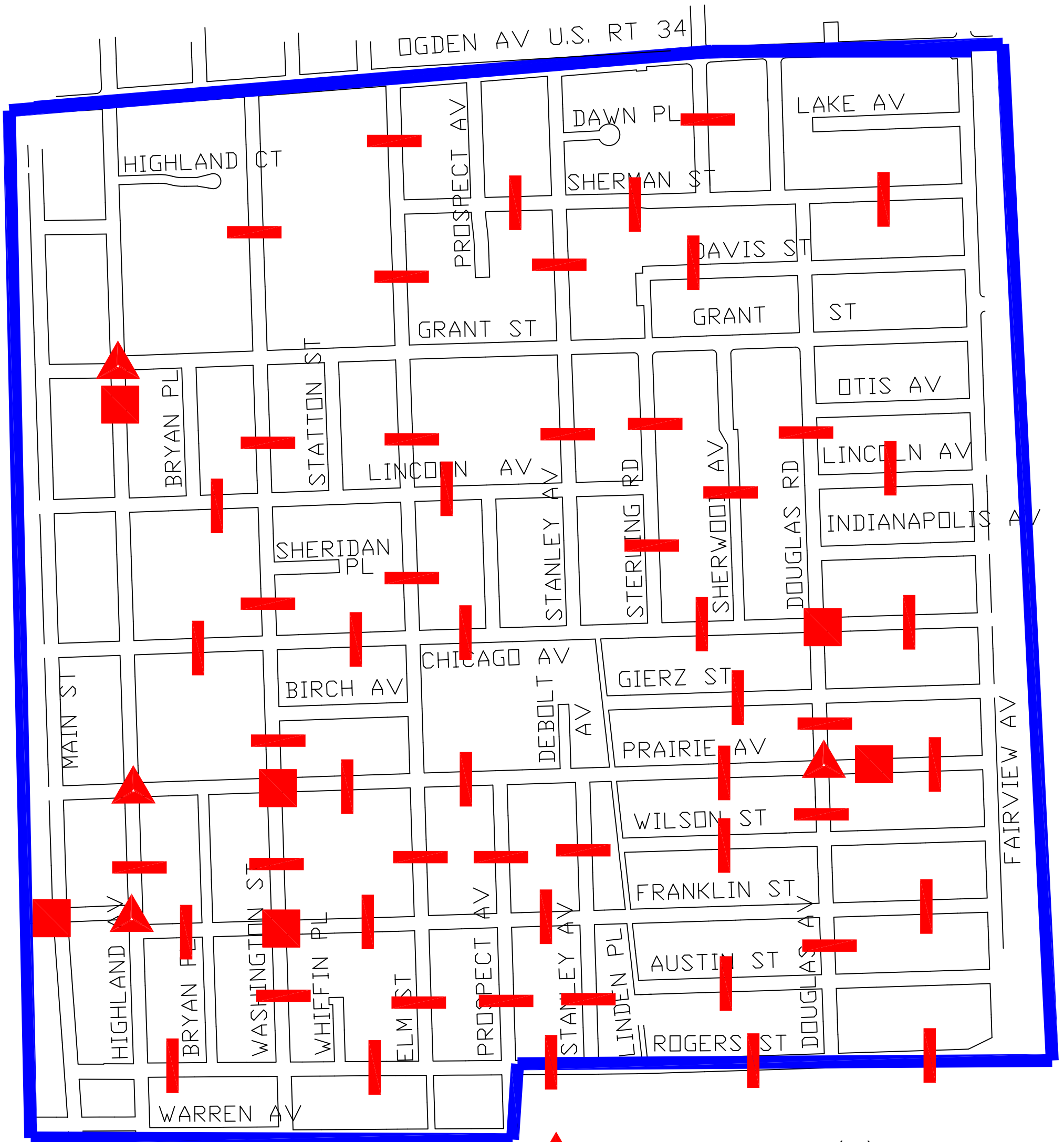
4. PM peak hour Pedestrian Counts (2 - 4 PM) at four (4) locations.
(see attached map)

The four locations for pedestrian counts are as follows:

- Franklin at Highland
- Prairie at Highland
- Prairie at Douglas
- Grant at Highland

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. Evaluate 2014 existing street network basic traffic performance.
 - Evaluate and Discuss on the arterial/collector roadway system, operational, capacity, access, pedestrian issues. Include traditional neighborhood study parameters, such as speeds, classifications, vehicular and pedestrian circulation, parking issues, overall safety and general traffic operations.
 - Identify North High School's traffic impact EAST of Main Street.
 - Discussion of St. Joseph and St. Mary Grade Schools' traffic impact.
 - Village will supply 2011-2013 Detailed Crash Reports, and available roadway and existing traffic signal timing data.
7. Recommend roadway, traffic calming, intersection control improvements in tabular formats that clearly explain proposed enhancements. Also, break down these recommendations into;
 - short-, mid- and long range time frames.
 - Include changes to enhance intersection operations, capacity treatments, access patterns, and roadway safety improvements, as appropriate.
8. The Village is pursuing the upgrade of all intersections to STOP-control, whether 2-way or 4-way. The Village is pursuing the elimination of all Yield-control intersections.

NEIGHBORHOOD TRAFFIC STUDY AREA #4



▲ = PED COUNTS (4)

■ = INTERSECTION PEAK HOUR COUNTS (6) - (AM & PM)

— = 24 HOUR COUNTS (55)

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 August 22, 2014.** 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 2014 network traffic performance;
- Neighborhood system Improvements for (short-term, mid-term, and long-term) scenarios

3.1.3 Timeline for Project Completion

3.2 Meetings to Attend:

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

3.3 Task Quantities

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

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

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

Proposal

2014 Neighborhood Traffic Study - Area 4

(Proposal Number TR-024)



Submitted To:
Village of Downers Grove
Department of Public Works

Submitted By:



August 21, 2014

August 21, 2014

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

Dear Mr. Fera:

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) is pleased to submit this proposal to prepare a Neighborhood Traffic Study for Area 4 which is generally bounded by Ogden Avenue on the north, Fairview Avenue on the east, Rogers Street and Warren Avenue on the south and Main Street on the west. The objective of the study is to collect transportation data and evaluate the performance of the study area's transportation system to identify operational deficiencies, including cut-through traffic and speeding, analyze potential alternatives, and recommend design solutions to improve traffic operations, neighborhood access and circulation, pedestrian crossings and overall safety.

This proposal responds to your Request for Proposal (RFP) dated August 8, 2014. The KLOA, Inc. team is well qualified to undertake this assignment for the Village of Downers Grove as highlighted below.

1. KLOA, Inc. staff is very familiar with the Village of Downers Grove having performed the Village's Neighborhood Traffic Studies for Area 1 and Area 2 and having been retained by the Village in the past. In addition, we have performed numerous traffic and parking planning assignments in the Village, such as studies for the Highland Landmark office park, Midwestern University, Good Samaritan Hospital, Acadia-on-the-Green development, Greenbriar Medical Center and the Village's downtown parking deck.
2. KLOA, Inc. has extensive experience in conducting neighborhood traffic studies for municipalities. As previously indicated, KLOA, Inc. completed the Village's Neighborhood Traffic Studies for Area 1 and Area 2 and, as such, has a unique understanding of the process and goals of the Village's neighborhood traffic program. Similar to Downers Grove, many of the studies performed by KLOA, Inc. were separated into zones and studies were completed for each zone. KLOA, Inc. performed the first Neighborhood Traffic Study for the City of Naperville, which has been separated into 33 neighborhoods. In Mount Prospect, the Village was separated into 18 zones and KLOA, Inc. conducted a Residential Intersection Traffic Control Study for each zone. Before and after studies were completed to evaluate the effectiveness of the recommended changes. In Darien, the City was separated into six subareas and KLOA, Inc. completed a two-phase neighborhood traffic study. Phase I consisted of the inventory of existing roadway characteristics, development of traffic control evaluation criteria and the identification of neighborhood traffic issues. Phase II consisted of the observation of traffic operations, collection of traffic volume, speed and crash data, evaluation of neighborhood traffic issues relative to the criteria and recommendation of design solutions. Similar studies were also completed for the Villages of Deer Park, La Grange Park, Morton Grove and Oak Park.
3. KLOA, Inc. is pre-qualified by IDOT in Traffic Studies, Traffic Signals and Safety Studies.

Mr. Dorin Fera
August 21, 2014
Page 2

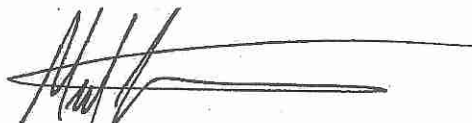
4. **Based on KLOA, Inc.'s work on the Village's Neighborhood Traffic Studies for Area 1 and Area 2 as well as previous studies, KLOA, Inc. is able to streamline the evaluation process to improve efficiency and reduce project cost.** KLOA, Inc. has developed specific criteria for evaluating appropriate intersection traffic controls, speed limits and pedestrian accommodations within a neighborhood based on traffic volumes, sight distance, roadway hierarchy, pedestrian activity, crash history and MUTCD standards. The criteria have been formulated into template tables for efficient application to any neighborhood.
5. KLOA, Inc. is joined by Quality Counts, a full-service transportation data collection firm that has been in business since 2003. Quality Counts is headquartered in Tigard, Oregon and has offices throughout the United States, including Chicago. They provide services to both public and private clients and use cutting edge technology and equipment in their data collection efforts.
6. KLOA, Inc. maintains state-of-the-art technologies significant to traffic engineering, including the latest traffic analysis and simulation programs (Synchro 8 and SimTraffic 8), which are ideal at visually depicting traffic operations for street design alternatives.

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

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

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

Sincerely,



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

Proposal

**2014 Neighborhood Traffic Study - Area 4
(Proposal Number TR-024)**

Submitted To The:

Village of Downers Grove

Submitted by:

**Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.)
Quality Counts, LLC**

August 21, 2014

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Appendix

1. Project Understanding and Approach

The project limit for this Neighborhood Traffic Study is bounded by Ogden Avenue, Fairview Avenue, Rogers Street/Warren Avenue and Main Street. Saint Joseph School (Pre-Kindergarten through 8th grade), Saint Mary of Gostyn School (Kindergarten through 8th grade) and Washington Park are located with the study area. In addition, a parking lot for Downers Grove North High School is located in the northwest quadrant of the zone, commercial land uses are located along the north end and south of the zone and Downtown Downers Grove is located just south of the zone. The presence of these land uses create unique traffic flow and pedestrian safety issues for the neighborhood. Some measures have been implemented to enhance the neighborhood's operations, such as school dedicated zones which include appropriate warning signs and reduced speed limits, dedicated school pedestrian crossings, on-street drop-off/pick-up operations and the posting of daytime parking restrictions on many of the neighborhood streets. Other traffic and pedestrian issues that affect the neighborhood and would be addressed by KLOA, Inc. in this study include:

- Intersection traffic control spacing along the neighborhood streets
- Type of intersection traffic control in use, particularly around the school and park
- Intersections lacking any form of traffic control or yield sign control. Per the PFP, the Village is requesting stop sign or traffic signal control at all intersections.
- The drop-off/pick-up operations at the two schools
- Potential speeding and/or cut-through traffic in the neighborhood
- Hilly terrain and offset intersections that create sight distance limitations
- Impacts associated with Downers Grove North High School

KLOA, Inc. has summarized a project approach that we believe to be responsive to the August 8, 2014 Request for Proposal (RFP). The approach is based on the Neighborhood Traffic Studies previously conducted for the Village and our neighborhood traffic planning experience conducted for other communities. We propose to conduct both (1) a traditional neighborhood traffic study that will examine traffic operations, vehicular and pedestrian circulation and overall safety and (2) an evaluation of traffic operations along the arterial/collector roadway system that borders and traverses the neighborhood.

Task 1: Field Reconnaissance/Traffic Observations

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

Task 2: Traffic Data Collection

Quality Counts, LLC will utilize the latest generation of JAMAR TRAX Apollyon traffic counters to collect daily traffic volume, speed and classification data at the 60 locations identified in the RFP. The daily traffic volumes will be conducted for two consecutive days (48 hours). Manual turning movement counts and/or pedestrian counts will be conducted by KLOA, Inc. at the eight intersections identified in the RFP. The intersection vehicle turning movement counts will be conducted at six intersections for one day during the weekday morning (6:00 A.M. to 9:00 A.M.) and evening (3:00 P.M. to 6:00 P.M.) peak commuter periods. The pedestrian counts will be conducted at four intersections during the afternoon (2:00 to 4:00 P.M.) school peak period.

Task 3: Collect and Review Existing Data and Information

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

Task 4: Model and Analyze Existing Street Network

A traffic model depicting the arterial/collector streets and six key intersections within the neighborhood will be developed using Synchro 8/SimTraffic 8 software. Traffic volume data and street characteristics obtained in Tasks 1 and 2 will be inserted into the model to analyze street segment and intersection performance based on measures of effectiveness including level of service, average vehicle delays and volume-to-capacity relationships. Analyses will be conducted for the weekday morning and evening peak hours. The data collected within the neighborhood (traffic counts, speed data, pedestrian counts, crash data, street functional classification, operating characteristics, parking conditions, etc.) will be illustrated on various exhibits and figures. Operational deficiencies, traffic control inconsistencies, resulting traffic impacts, and traffic/pedestrian circulation and safety issues along both the arterial/collector roads and residential roads will be identified from the model, field reviews and the examination of the existing neighborhood data. The study will also identify any impacts associated with Downers Grove North High School, Saint Joseph School and Saint Mary of Gostyn School.

Task 5: Model Alternative Network Scenarios

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

Task 6: Recommended Improvement Plan

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

Neighborhood Traffic Study

- Type of intersection traffic control (Per the RFP, all intersections will be under stop sign or traffic sign control.)
- Parking restrictions
- New and/or enhanced pedestrian and bicycle safety features (i.e., signs, crosswalks, etc.)
- Traffic calming measures to reduce traffic volume and/or speeds and enhance pedestrian safety
- Functional classification of the street system

Evaluation of Arterial/Collector Roadways

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

Special attention will be provided to the operations around the two schools and park as well as the high school. If necessary, recommendations will be developed to enhance access/circulation, drop-off/pick-up operations, bus loading, organization of on-street parking and pedestrian connections. Context-sensitive solutions will be utilized, as appropriate. Performance measures of effectiveness calculated for the “*improved network*” will be compared with the model results from the existing conditions analysis. Improvement recommendations to the external intersections will be developed to accommodate five to ten year traffic projections. The improvement plan will be guided by an implementation strategy that reflects near-term, mid-term and long-term timelines.

Task 7: Project Report

KLOA, Inc. will summarize the data collected, observations, analysis findings and recommended improvement plan in a narrative report containing an executive summary, tables and exhibits, and traffic performance details of the 2014 network, network scenarios, and improved network plan. The proposed recommendations will be summarized in a table/matrix that clearly summarizes the benefits of each improvement/enhancement. For cost efficiency, the report will make use of previously developed evaluation criteria, table templates and exhibits from the Neighborhood Traffic Studies prepared by KLOA, Inc. Initially, two bound copies of a draft report and an electronic version will be submitted to the Village for review and comment. Upon receipt of comments, the draft report will be revised and two bound copies of a final report, and an electronic copy on compact disk, will be forwarded to the Village for Council approval. In addition, all base data will be provided to the Village on a compact disc.

Task 8: Progress Meetings, Council or Commission Meetings

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

2. Qualifications, Experience and References

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

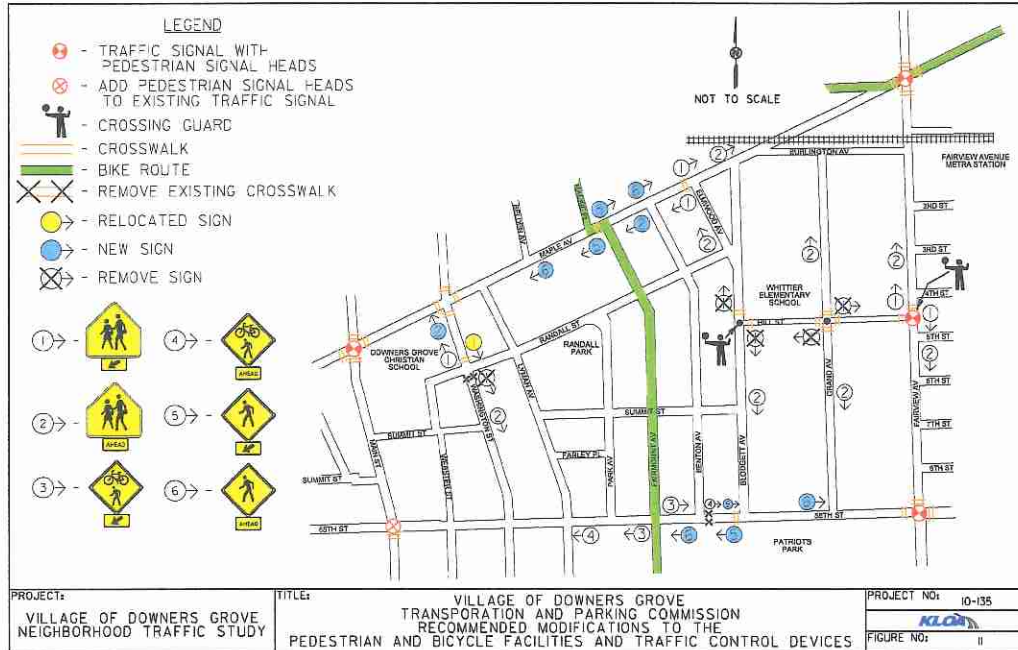
Our staff represents over 100 years of professional service in various practice areas, including traffic operations analyses, neighborhood traffic planning, safe routes to school studies, corridor studies, multi-modal transportation planning, parking demand studies, functional parking design, preliminary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

KLOA, Inc. has been retained by the Village of Downers Grove in the past, including performing the Neighborhood Traffic Studies for Area 1 and Area 2, and is pre-qualified by IDOT in Traffic Studies, Safety Studies and Traffic Signal Design. KLOA, Inc. staff is also familiar with and utilizes state of the art computer models as a basic tool for travel demand forecasting, traffic assignments and capacity analyses. These analytical tools, along with sophisticated software for street operations analyses, are of critical importance in planning and evaluating municipal thoroughfares and solving neighborhood problems.

KLOA, Inc. will utilize **Quality Counts** as a sub-consultant for vehicle, bicycle and pedestrian data collection efforts. Quality Counts is a full-service transportation data collection firm that has been in business since 2003. Quality Counts is headquartered in Tigard, Oregon and has offices throughout the United States, including Chicago. They provide services to both public and private clients and use cutting-edge technology and equipment in their data collection efforts. Services provided by Quality Counts include, video-based vehicle, pedestrian and bicycle turning movement counts, road tube volume counts and speed studies, road tube classification studies, mainline Wavetronix (radar) data collection, travel time surveys and parking availability studies.

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

Project Experience Sheet



Project: Neighborhood Traffic Control Study

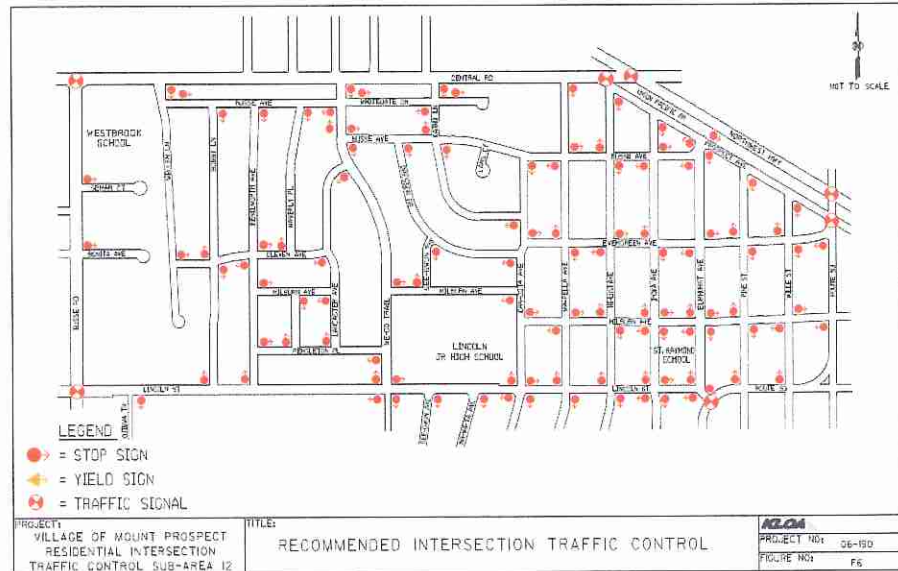
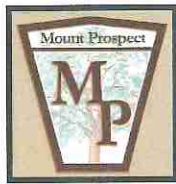
Client: Village of Downers Grove **Completion Date:** 2011
 Contact: Naneil Newlon
 (630) 434-5461

Location: Downers Grove, Illinois **Project Consultant:** Michael A. Werthmann, PE, PTOE

Services: The Village of Downers Grove retained Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) to conduct the first neighborhood traffic study within the Village. Bounded by Maple Avenue on the north, Fairview Avenue on the east, 55th Street on the south and Main Street on the west, the neighborhood is located just south of downtown Downers Grove and contains two schools and two parks. Overall, the objective of the study was to thoroughly examine the existing operations within the neighborhood, identify operational deficiencies, analyze potential alternatives and recommend modifications and/or improvements to enhance both vehicular and pedestrian operations. In addition, the study examined the operation of the roadways bordering the neighborhood.

Based on the results of the study, recommendations and plans were developed regarding (1) intersection traffic control, (2) on-street parking and (3) pedestrian and bicycle facilities and traffic control devices. Further, external intersection improvements were identified that will mitigate the existing operational deficiencies and reduce the potential for cut-through traffic within the neighborhood. The recommendations developed in the study were based primarily on accepted engineering practices, conformity with the 2009 *Manual on Uniform Traffic Control Devices* (MUTCD), existing Village criteria and the input from Village officials.

Project Experience Sheet



Project: Village-Wide Traffic Control Study

Client: Village of Mount Prospect
Contact: Matthew P. Lawrie, PE
(847) 870-5640

Completion Date: 2009

Location: Mount Prospect, Illinois

Project Consultant: Michael A. Werthmann, PE, PTOE

Services: The Village of Mount Prospect has embarked on a Village-wide traffic control and signage review program. The objective is to review traffic control and roadway operations throughout the entire Village in an effort to (1) provide a higher level of standardization, (2) increase driver expectation, and (3) enhance safety in the Village's residential neighborhoods.

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) was retained by the Village to conduct the Residential Intersection Traffic Control Program. The Village defined 18 subareas for analysis and KLOA, Inc. studied each subarea individually. The subarea analysis included the collection of traffic volume data, review of the roadway classification system, and evaluation of all traffic control signs against a criteria matrix based on Village standards and the guidelines contained within the Federal Highway Administration's *Manual on Uniform Traffic Control Devices for Streets and Highways* (MUTCD). Plans were developed to modify intersection traffic control within each subarea and *before* and *after* studies were completed to evaluate the effectiveness of the recommended changes.

3. Key Personnel

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

KLOA, Inc.

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

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

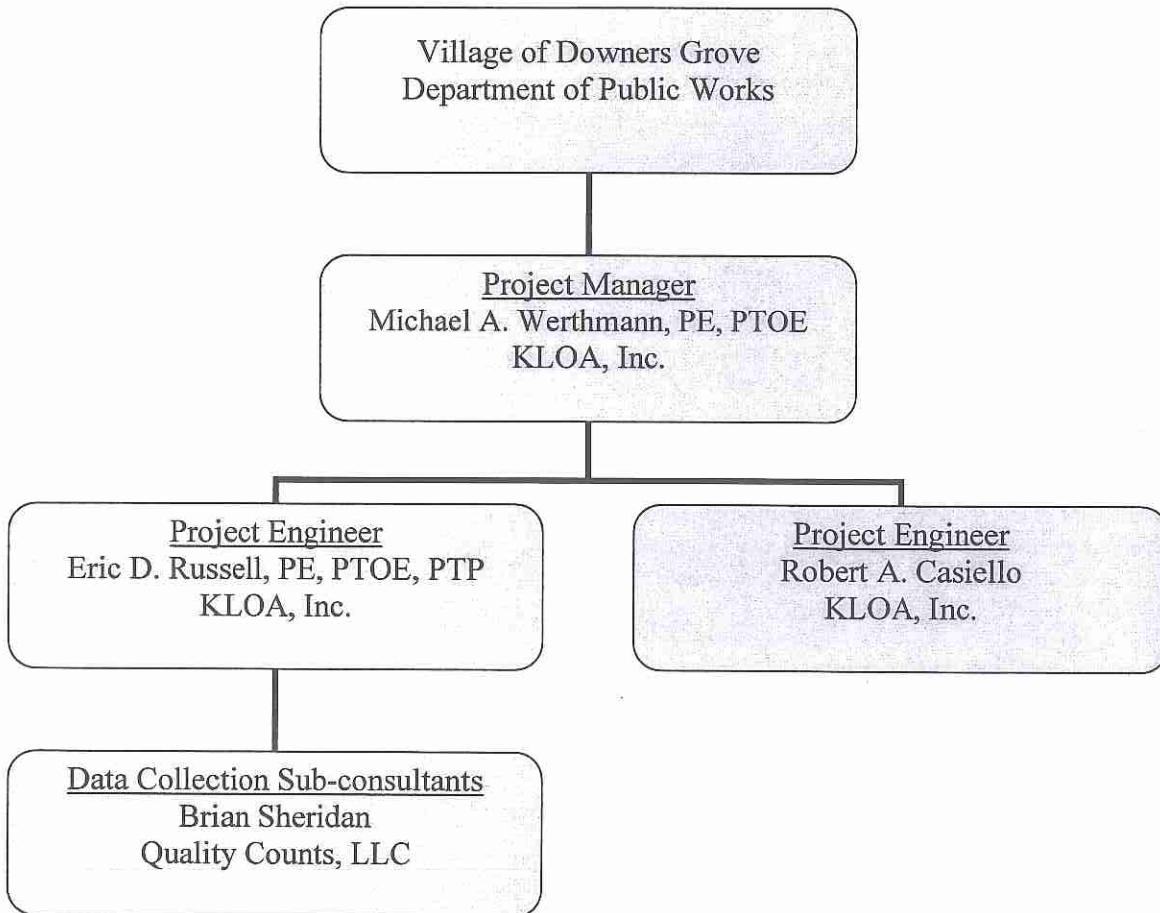
Robert A. Casiello, Consultant, is a traffic engineer with two years of professional experience assisting on a variety of projects including traffic analysis, traffic impact studies, transportation plans, corridor studies, and traffic data collection efforts. Mr. Casiello is proficient in Synchro, HCS2010, and SimTraffic computer software and is very knowledgeable in Excel and other software for technical analysis and report documentation. Mr. Scavo is a member of ITE.

Quality Counts, LLC

Brian Sheridan, Operations Manager, is the lead project manager for data collection efforts in the Midwest. In this role, he supervises the Chicago office technicians, manages client interaction, and is involved with project estimating, organizing, managing, product delivery, and the creation and implementation of custom reporting formats when needed. Mr. Sheridan is experienced in the collection of turning movement counts, tube counts, pedestrian corridor crossing information, compliance data, and spot speed studies (both radar and lidar), among others.

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

Project Organizational Chart



Robert A. Casiello

Consultant

Education

Master of Science in Urban and Regional Planning
(Transportation Planning)
The University of Iowa

Bachelor of Science in Civil Engineering (Transportation)
The University of Iowa

Registrations

Engineer-in-Training Certification

Professional Associations

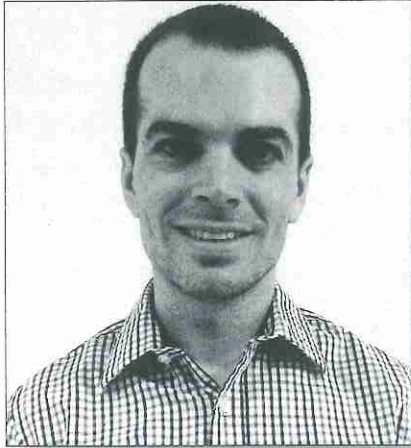
American Society of Civil Engineers
American Planning Association

Experience

Mr. Casiello is a traffic and transportation engineer with seven months of experience at KLOA, Inc. Prior to joining KLOA, Inc. Mr. Casiello was a student at The University of Iowa where he received his Masters in Urban and Regional Planning and Bachelors in Civil Engineering, both with a focus in Transportation. Mr. Casiello previously interned with the City of Naperville and the City of Batavia concentrating in GIS, traffic data collection, and traffic studies.

Representative Projects

- Area-wide Transportation Studies: Performed studies to determine the impact of multiple developments within a relatively large study area. Projects include the Lakeshore East Planned Development and River North Transportation Study in Chicago, IL.
- Traffic Impact Studies: Numerous studies of residential, commercial, industrial, and mixed-use developments throughout greater Chicago area, including Cook, DuPage, Kane and Will Counties.
- Parking Studies: Parking needs and feasibility studies throughout the greater Chicago area.
- Intersection Design Study (IDS): Traffic signal design for new signalized intersection in Will County.
- Data collection: Traffic counts and transportation data collection throughout the greater Chicago area.



Brian Sheridan

Senior Operations Manager
Quality Counts, LLC – Chicago, IL

EXPERIENCE

Mr. Sheridan joined Quality Counts in 2012 as a field technician. While in this role he developed an advanced understanding of all traffic data collection procedures. Mr. Sheridan proved himself to be a valuable asset to the QC team, exemplifying the entrepreneurial spirit and work ethic we admire. With the opening of our full-service office in Chicago, Mr. Sheridan was promoted to the Operations Manager position.

EDUCATION

B.A. Communications
Marquette University
Milwaukee, WI

CONTACT

Phone 773-673-9005
Cell 323.839.1078
bsheridan@qualitycounts.net
200 E Howard Ave. Ste. 278
Des Plaines, IL 60018

PROJECT MANAGEMENT:

Since joining the QC team Mr. Sheridan has served as a field tech, project manager, and as an Operations Manager. Through his experience he has developed a thorough understanding of the application of traffic data collection procedures. Mr. Sheridan oversees all Chicago area operations, and is our main point of contact for Illinois, Wisconsin, Missouri, and Indiana. Brian manages local accounts, schedules and coordinates projects, and maintains client relationships within the greater Chicago area.

PROJECT EXPERIENCE:

DuPage County:

Mr. Sheridan oversaw the collection of thirty-nine turn movement counts throughout the County of DuPage. Video footage was collected on one day, and data was delivered approximately one week later. Counts consisted of 3-hour peak counts, and 2-hour midday counts. Mr. Sheridan oversaw all aspects of project management including estimating, scheduling, and delivery. DuPage County, IL. Contact: Brien Funk, HLR Engineering 380 Shepard Drive, Elgin, IL 60123. Contact Phone: 847.697.6700

Naperville Traffic Study:

Mr. Sheridan oversaw the collection of twenty-one bi-direction tube counts throughout Naperville, IL. Roads ranged in size from 2 lanes to four, and each count consisted of volume and speed data. This project also included several turn movement counts as well. Mr. Sheridan was responsible for estimating, scheduling, and data delivery. Contact: Michael Werthmann, KLOA 9575 W Higgins Rd. Ste. 400, Rosemont, IL 60018. Contact Phone: 847.518.9990

US-20, Elgin:

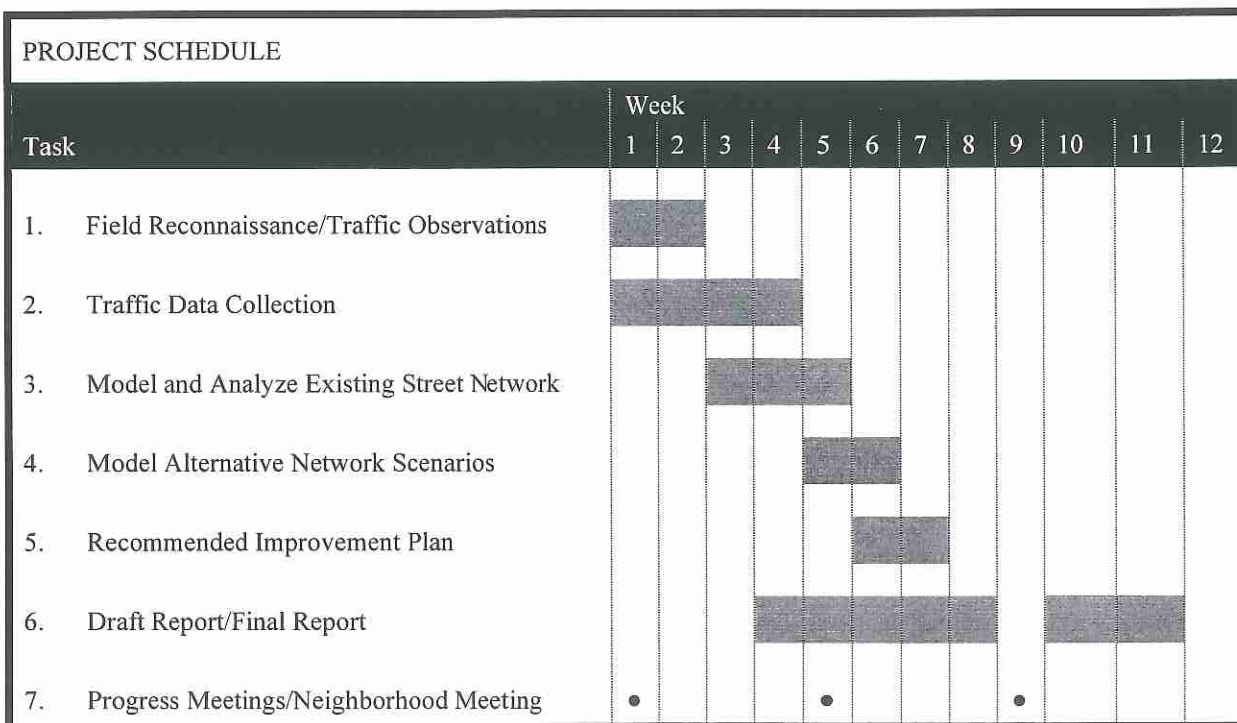
This project required multiple study types including bi-direction tube counts, combined-flow tube counts, 1-person, and 2-person turn movement counts. Overall Mr. Sheridan oversaw the collection of 39 turn movement counts, and 34 tube counts. He was responsible for the estimating, scheduling, coordinating, and delivery of data. Elgin, IL. Contact: Chad Hammerl, 525 West Monroe, Ste. 200, Chicago, IL 60661. Contact Phone: 312.612.7290



4. Project Schedule

Schedule

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



● - Represents a meeting date.

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:

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

Date: August 21, 2014

9575 West Higgins Road, Suite 400
Street Address of Company

mwerthmann@kloainc.com

Email Address

Rosemont, Illinois 60018

Michael A. Werthmann, PE, PTOE

Contact Name (Print)

City, State, Zip

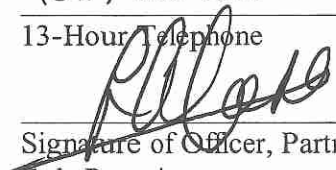
(847) 518-9990

(847) 518-9990

13-Hour Telephone

Business Phone

(847) 518-9987



Signature of Officer, Partner or Sole Proprietor

Fax

Luay R. Aboona, 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

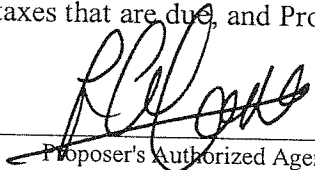
Date

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.

PROPOSER'S CERTIFICATION

With regard to 2014 Neighborhood Traffic Study, proposer Kenig, Lindgren, O'Hara, Aboona, Inc. hereby certifies the following:
(Name of Project) (Name of Proposer)

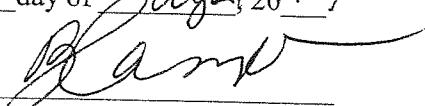
1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS §12-105(A)(4);
3. Proposer 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.

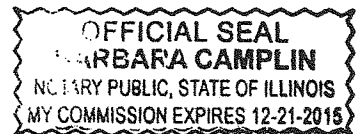
BY: 
Proposer's Authorized Agent

3	6	-	4	0	1	9	2	7	8
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FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 14 day of August, 2014

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 Illinois, which operates under the Legal name of Kenig, Lindgren, O'Hara, Aboona, Inc., and the full names of its Officers are as follows:

President: Luay R. Aboona

Secretary: Michael A. Werthmann

Treasurer: Luay R. Aboona

and it does have a corporate seal. (In the event that this 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? Y

Insurer's Name Willis A + E Group
Agent Thomas E. Harkins
Street Address 233 South Wacker Drive
City, State, Zip Code Chicago, Illinois 60606
Telephone Number (312) 288-7342

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

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

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

Signature: 

Date: 3/19/2014

Suspension or Debarment Certificate

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

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

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

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

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

Address: 9575 West Higgins Road, Suite 400

City: Rosemont Zip Code: 60018

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

E-mail Address: laboona@kloa inc.com

Authorized Company Signature: 

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

Date: _____

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.

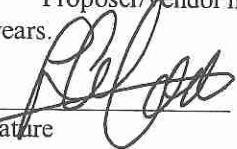
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

Luay R. Aboona
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	TOTAL
									Years	
Professional Services	X			38,470	25,000	25,000	25,000	30,000		143,470
Land Acquisition										-
Infrastructure										-
Building										-
Machinery/Equipment										-
Other/Miscellaneous										-
TOTAL COST				38,470	25,000	25,000	25,000	30,000	-	143,470

Funding Source(s)		FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	Future	TOTAL
220-Capital Improvements Fund	▼	38,470	25,000	25,000	25,000	30,000		143,470
	▼							-
	▼							-
	▼							-
TOTAL FUNDING SOURCES		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