

VILLAGE OF DOWNERS GROVE
Report for the Village
9/19/2017

SUBJECT:	SUBMITTED BY:
Neighborhood Traffic Study – Area 6	Nan Newlon Director of Public Works

SYNOPSIS

A motion is requested to award a Professional Services contract for preparation of the Neighborhood Traffic Study Area 6 to Terra Engineering of Chicago, Illinois in the amount of \$25,216.

STRATEGIC PLAN ALIGNMENT

The goals for 2015- 2017 include *Top Quality Infrastructure*.

FISCAL IMPACT

The FY17 Budget includes \$30,000 in the Capital Projects Fund (Page 4-18, Line 17) for this contract.

RECOMMENDATION

Approval on the September 19, 2017 consent agenda.

BACKGROUND

The purpose of the Neighborhood Traffic Study Area 6 project is to continue the neighborhood study process work begun in 2010. This study will focus on Area 6, which is bounded by Main Street on the west, 39th Street on the north, Williams Street on the east, and Ogden Avenue 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 with the goal of mitigating issues of travel speed, cut-through traffic, pedestrian/traffic conflicts, intersection controls, street network performance, and overall neighborhood safety issues. The outcome of this study will be a set of recommendations that will improve intersection controls within the neighborhood. The project will include extensive resident participation.

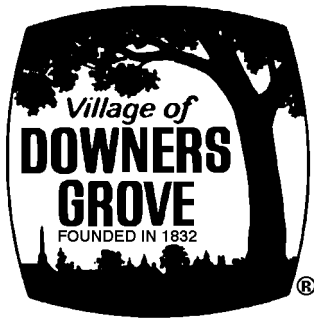
A Request for Proposal was advertised on July 7, 2017 and four submittals were received. After reviewing the proposals, Terra Engineering was ranked highest by the selection team based upon their experience with this type of project, the project manager's experience, their local presence and their experience with conducting neighborhood meetings for this type of project.

This project is anticipated to begin in September, 2017 and continue through May, 2018. Terra has completed similar projects including traffic counts within Downers Grove, parking studies in Clarendon Hills, and a traffic management study for the cities of Sarasota and Bradenton, Florida.

ATTACHMENTS

Contract Documents
Project Exhibit

Village of Downers Grove



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: _____

Project Name: 2017 Neighborhood Traffic Study – Area 6
Proposal No.: TR-024-17
Proposal Due: July 21, 2017 10:00 AM
Pre-Proposal Conference: N/A

Required of Awarded Contractor:

Certificate of Insurance: YES

Legal Advertisement Published: July 7, 2017

Date Issued: July 7, 2017

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.

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I. REQUEST FOR PROPOSALS

1. GENERAL

- 1.1 Notice is hereby given that Village of Downers Grove will receive sealed proposals up to **July 21, 2017 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. William Lorton, 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,

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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.

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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

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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

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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

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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,

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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

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- 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

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- 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 **2017 Neighborhood Traffic Study – Area 6** project to address vehicular speeding issues, cut-through traffic, pedestrian safety, and to evaluate overall traffic performance within one specific neighborhood. A secondary purpose is to collect traffic data, including average daily traffic, parking data, pedestrian data and intersection peak hour travel data.

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

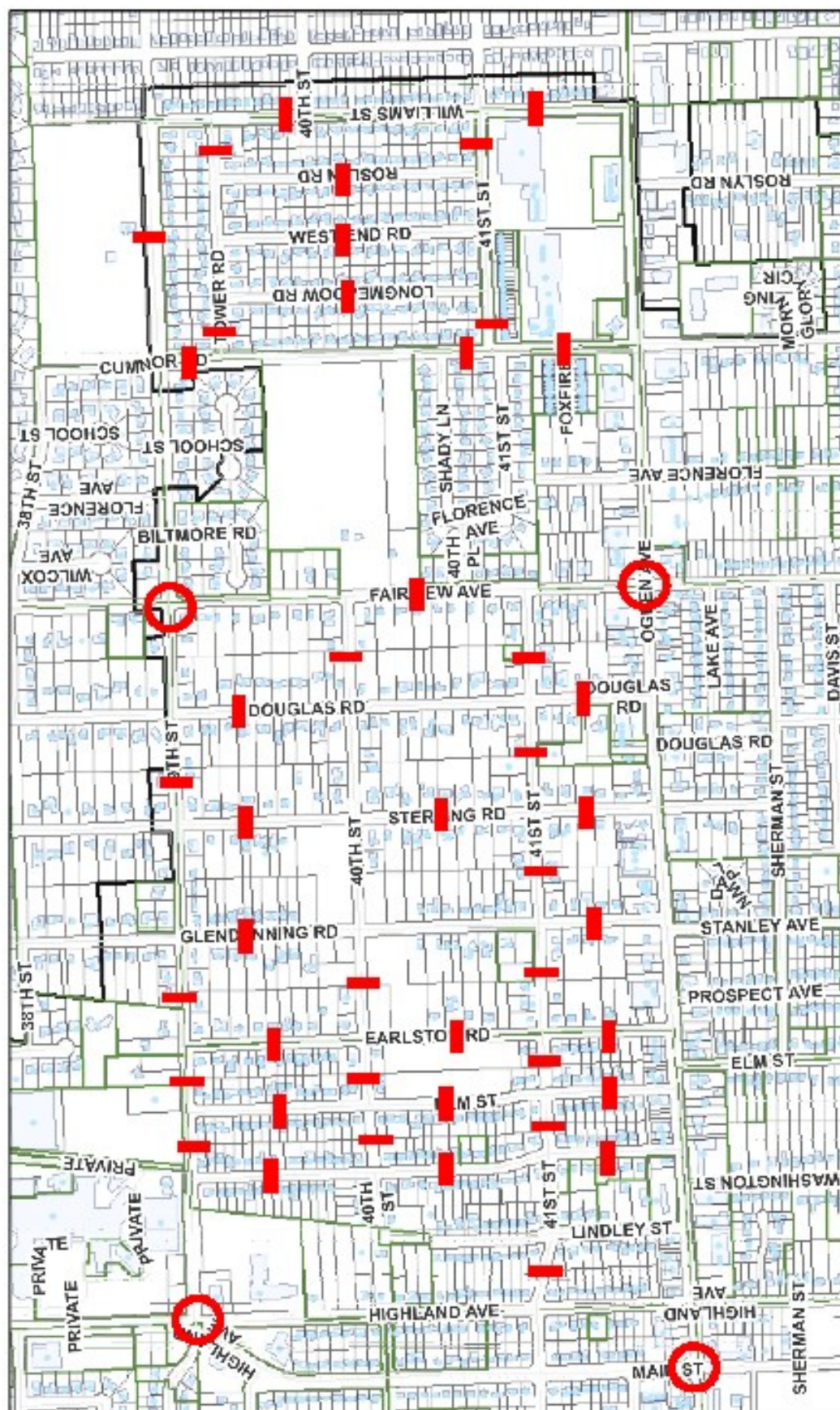
1. Average Daily Traffic volume data collection (24-hour) machine counts at forty five (45) locations surrounded by Main Street, Ogden Ave, Williams Street, and 39th Street (see attached Exhibit 1).
2. The Village will accept the Contractor's choice for electronic/machine data collection equipment. NOTE: 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 four (4) intersections. (see attached Exhibit 1)

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

- Main at Ogden
 - Main/Highland at 39th Street
 - Fairview at Ogden
 - Fairview at 39th Street
4. The Consultant is notified that the Village reserves the right to increase or decrease the number of data collection locations, based on available budget and project need.
 5. Evaluate 2017 existing street network basic traffic performance.
 - Evaluate and Discuss on the arterial/collector roadway system, operational, capacity, access, pedestrian issues. Include traditional neighborhood study parameters, such as speeds, classifications, vehicular and pedestrian circulation, parking issues, overall safety and general traffic operations.
 - Village will supply 2011-2015 Crash Data, and available roadway and existing traffic signal timing data for signals maintained by the Village.
 6. Recommend roadway, traffic calming, intersection control improvements in tabular formats that clearly explain proposed enhancements. Also, break down these recommendations into short-, mid- and long range time frames. Include changes to enhance intersection operations, capacity treatments, access patterns, and roadway safety improvements, as appropriate.
 7. The Village is pursuing the upgrade of all intersections to STOP-control, whether 2-way or 4-way. The Village is pursuing the elimination of all Yield-control intersections and uncontrolled intersections.

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Intersection Turning Counts

ADT 24 Hour Counts

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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 July 21, 2017.** 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

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- 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 2017 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

Village of Downers Grove

- 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.)



2017 NEIGHBORHOOD TRAFFIC STUDY AREA 6 VILLAGE OF DOWNERS GROVE

Proposal No.: TR-024-17

Submitted To:
Village of Downers Grove
Public Works Department
5101 Wanut Avenue
Downers Grove, IL
60515

ORIGINAL

Submitted By:
TERRA Engineering, Ltd.
225 West Ohio Street,
4th Floor
Chicago, IL 60654
312.467.0123



July 21, 2017

Village of Downers Grove
ATTNL Mr. William Lorton,
Public Works Department
5101 Walnut Avenue
Downers Grove, IL 06515

RE: 2017 Neighborhood Traffic Study — Area 6
TR-024-17

Mr. William Lorton,

TERRA Engineering, Ltd. (TERRA) is pleased to submit its proposal to the Village of Downers Grove (The Village) for the 2017 Neighborhood traffic Study — Area 6. TERRA understands that the Village is in need of the professional services of a qualified and experienced traffic engineering consulting firm to perform the work tasks as described in the RFP. We welcome the opportunity to examine the needs of the Village and provide you with professional data collection and traffic analysis. We understand the importance of these traffic studies, as they help program other infrastructure improvement required of the Village.

TERRA is a woman-owned, full-service engineering and design firm that will bring more than 20 years of professional experience to the Village of Downers Grove. As highlighted in our proposal, TERRA has assembled a project team that will provide efficient and cost-effective traffic data collection and analysis services that brings a wealth of knowledge and experience to this project.

Upon your favorable selection, we are prepared to start work immediately following execution of a professional services agreement. Project Manager Chris Hutchinson will follow through on the project to see that your expectations regarding scope of services, budget and schedule are met. Should you require any additional information about our proposal, please contact me at 312.467.0123 or via email to jbousaab@terraengineering.com.

Sincerely yours,

TERRA ENGINEERING, LTD.

A handwritten signature in black ink, appearing to read "Jamil Bou-Saab", is written over a horizontal line.

Jamil Bou-Saab, P.E.
Executive Vice President
P: 312.467.0123
E: jbousaab@terraengineering.com



Project Approach

DATA COLLECTION

The Village of Downers Grove's 2017 Neighborhood Traffic Study - Area 6 project seeks to continue the work done in previous studies to make the neighborhoods safer for all modes of traffic and to improve pedestrian access by lowering vehicle speeds and reducing cut through traffic in the neighborhood. Area 6 is the neighborhood bounded by Main Street, Ogden Avenue, Williams Street and 39th Street. The key to any traffic study is to start by collecting data that will be meaningful and provide insight into the operation of the roadways within the study area. The Village is requesting that 24-hour machine counts be performed at forty-five (45) midblock locations throughout the neighborhood. Additionally, the Village has requested Peak Hour Turning Movement counts at an additional four (4) intersections. To complete this task, TERRA proposes the use of our inventory of Hi-Star magnetic lane counters and Miovision Video DATA Collection systems to collect the traffic data.

TERRA has an inventory of over 300 Hi-Stars and 30 Miovision cameras which will allow for our team of data collection experts to get good coverage throughout the neighborhood. Few firms, if any, can match the inventory of counting equipment available to TERRA's data collection team. Our team of technicians will place the counters down on the pavement using adhesive tape only and will not need to use any drilling equipment in the installation process. TERRA proposes that the counts will be completed within the same week either by dividing the neighborhood into two areas to collect data or possibly collecting all data on the same day.



Photo of a 24-hour count location looking south on West End Road, north of 41st Street

The output from these counters will provide electronic copies of the data in tabular format which will be summarized into 15 minute and hourly data. The data will be complete and ready for the Village to use upon completion of the counts. Additionally, at any locations where Miovision systems are utilized, TERRA will provide the Village with an online link to the traffic videos. TERRA will also include data on pedestrian crossings at the intersections where turning movement counts are collected at no additional charge to the Village. We feel this data is important to truly understand the operation of the intersection and it should be included in the analysis, even though it was not specifically requested by the Village. In this way, we can be sure we have addressed the needed balance between modes and any adjustments needed at the intersection consider this mode of travel.

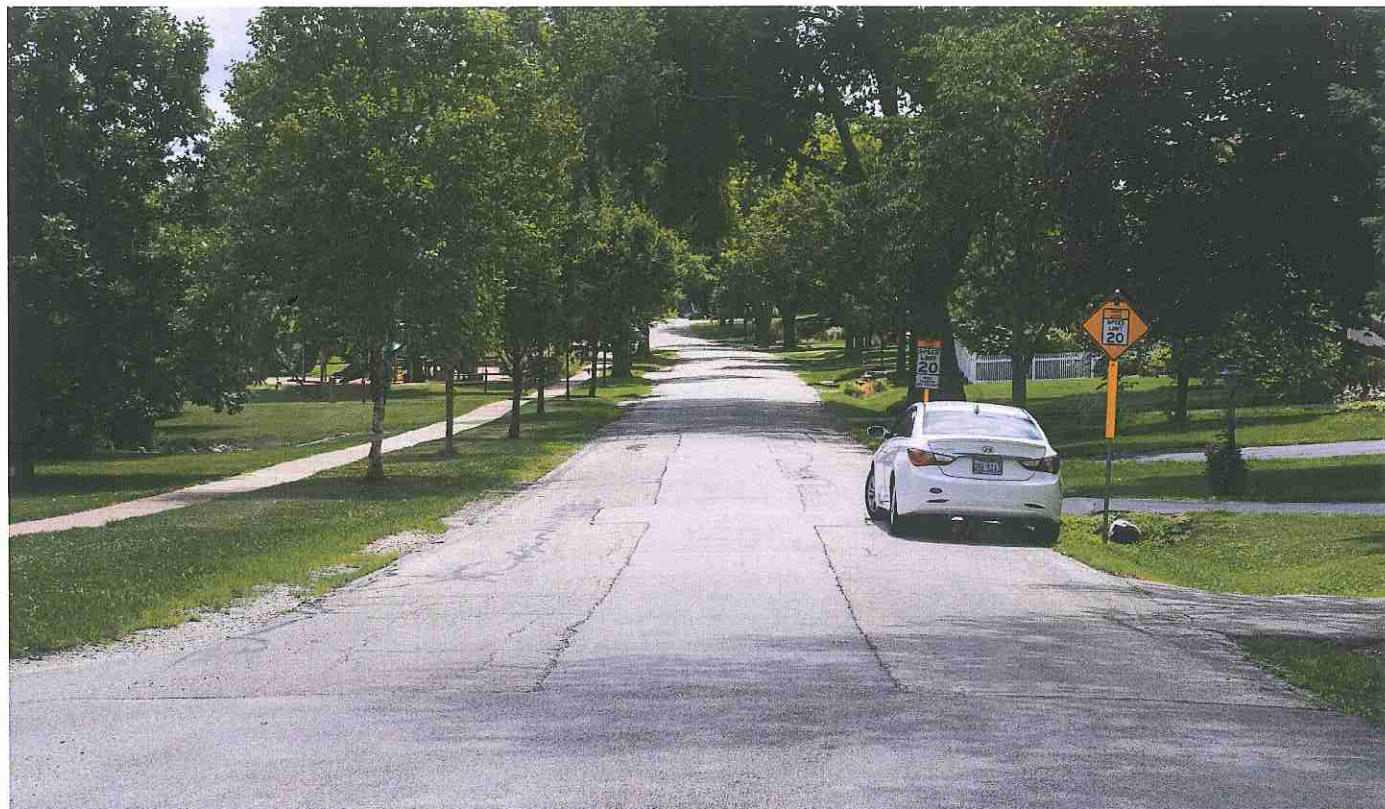


A TERRA team member installs a Miovision camera for traffic data collection



EVALUATION OF EXISTING STREET TRAFFIC OPERATIONS

In addition to collecting the traffic data at the requested locations, our team will evaluate the streets within the study area to inventory the roadway system, pedestrian facilities and sidewalks, parking data operational capacity, safety and other operational considerations. Our team has already begun this process by visiting the neighborhood to collect some initial data within the study area to better understand the dynamics in play.



*Photo looking south on Elm Street adjacent to Wallingford Park.
The speed limit is reduced to 20 mph when children are present.*

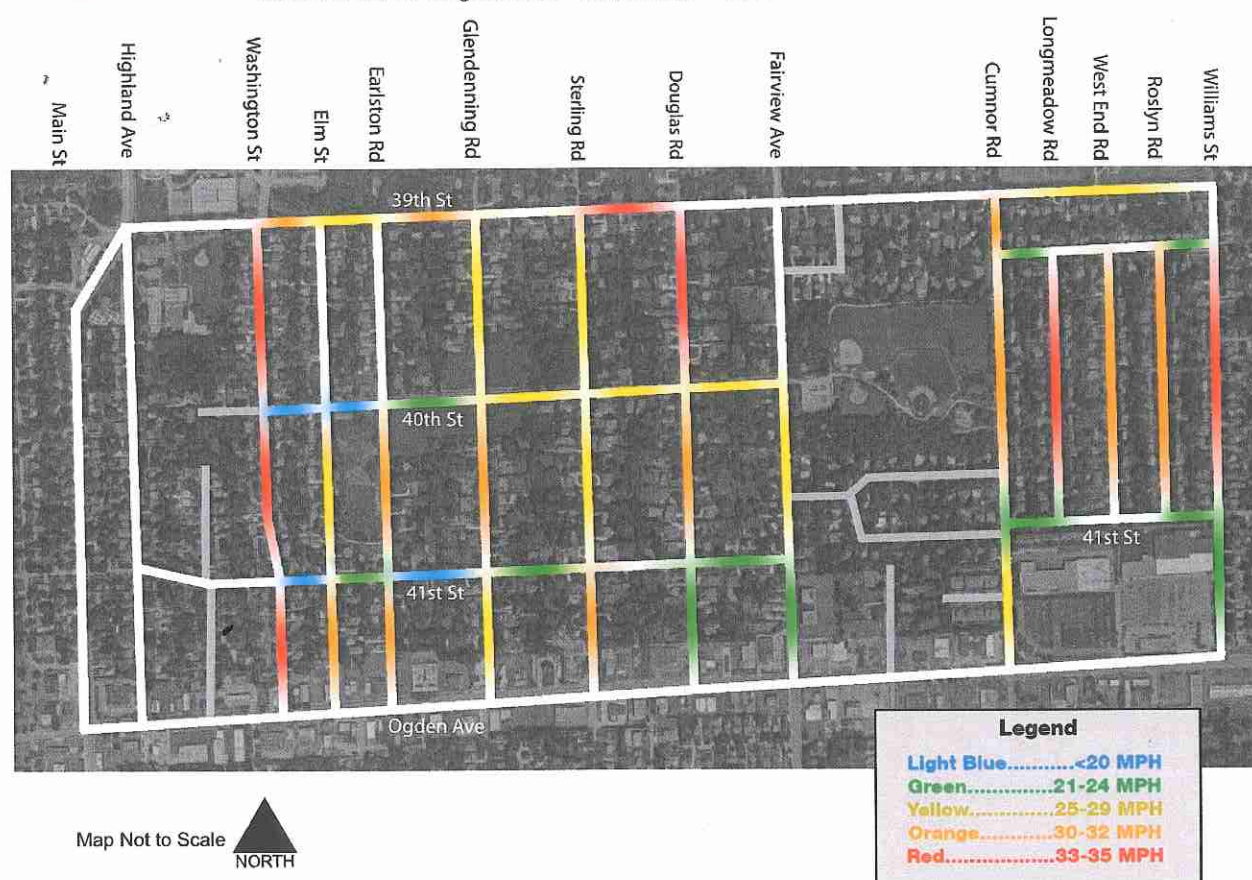
TERRA's team will start by evaluating the network characteristics of the roadways throughout the study area. This will include an evaluation of whether the volumes observed in the traffic counts are in line with what would be expected for the functional classification of the roadways on which they are observed.

TERRA will then evaluate the speed data collected by the midblock counts at the 45 proposed locations to look at the 85th percentile speeds observed along the roadways. TERRA will then place the speed data and volumes into easy to understand charts and graphs to show data trends and correlations within the network. Exhibits flooded with numbers present the data but often do not quickly communicate areas of interest. TERRA proposes to prepare infographics such as "heat maps" to efficiently communicate the measured data. The following graphic is an example of a heat map format that may be utilized to convey locations of high 85th percentile speeds within the neighborhood streets. Effective graphics will be essential for the presentation of the information to the community at the planned neighborhood meeting.



85th Percentile Speeds

Downers Grove, Neighborhood Traffic Study - Area 6



TERRA will evaluate the crash data provided by the Village of Downers Grove to identify trends and look for any high incident locations which may need to be reviewed for further study. TERRA's team will utilize the processes detailed in the Highway Safety Manual to evaluate crashes where a discernable pattern exists and will then propose countermeasures for consideration which may be expected to reduce the incidence of crashes at these locations.

TERRA will evaluate the neighborhood area based on the data collected and field observations to determine whether any cut-through traffic locations are present. Typically, cut-through traffic occurs at locations that lend themselves to traffic signal avoidance. For example, motorists may be using 41st Street and Sterling Road to avoid the intersection of Ogden Avenue and Fairview Avenue. Near this location, Douglas Road has been fenced off to address what was likely a cut-through problem. While Douglas Road has been blocked, the problem may have been shifted to the next street.

The Village will also supply traffic signal data for Village-maintained signals to TERRA for analysis. TERRA will create models of the intersections where turning movement data and signal timings are available to provide an operational review in accordance with the Highway Capacity Manual (utilizing Synchro or Highway Capacity Software), determining key metrics such as Level of Service by movement, queue lengths, and volume to capacity ratios. If desired by the Village, TERRA will contact IDOT District 1 to request traffic signal timing information for the intersections under State jurisdiction (i.e., the intersections of Ogden/Fairview and Ogden/39th). Development of the existing intersection traffic models will pave the way to insightful observations about the intersections' operations and potential recommendations for improvement.



TERRA will also prepare for and present at a neighborhood evening community meeting, presenting the results of the data collected and seeking input from residents and other stakeholders. Comments from the community meeting will be incorporated into the final report and development of recommendations. We've found that taking notes while speaking one-on-one with stakeholders is essential, since they often share critical details in conversation but neglect to include it on a comment form. Additionally, taking notes of their spoken/ conversational comments assures them that they've been heard.



Traffic backed up within the intersection of Ogden Avenue and Main Street



39th & Ogden

RECOMMENDATIONS

The evaluation of existing data will be coupled with field observations to make a series of recommendations for improvement. The recommendations throughout the neighborhood will be provided in a clearly written and detailed report for the Village and will be broken down into short-, mid- and long-range time frames per the Village's request. This will help the Village to find quick wins and possibly low-cost improvements which can be implemented quickly to make immediate improvements.

Special attention will be given to the traffic operations in the vicinity of Highland Elementary School. TERRA has completed numerous recent traffic studies for the Chicago Public Schools and understands the interaction of pedestrians and vehicles at these locations.



TERRA will observe a pick-up and drop-off at the school to determine if the Village should consider implementing or recommending additional modifications near the school to improve student and pedestrian safety and to facilitate traffic flows near the school

TERRA will perform an evaluation of each intersection within the neighborhood area for stop control, in accordance with the Manual on Uniform Traffic Control Devices (MUTCD) and the IDOT Bureau of Local Roads and Streets Manual. The project area currently includes a mix of uncontrolled, yield-controlled, and stop-controlled intersections. Stop control can be justified based on crash frequency, vehicular traffic volumes, multi-modal traffic volumes, and/or conditions with limited sight distance. Each uncontrolled and yield-controlled intersection will be evaluated on these characteristics to determine whether side-street stop control or all-way stop control is appropriate, including photos at critical locations demonstrating sight distance.

Multi-modal recommendations will also be included in the study. For pedestrians, this means addressing midblock crossing trends and installation of high-visibility crosswalks where appropriate, especially in areas around school or on designated school walking routes if they are not already in place. Additional recommendations may include improved signing for pedestrian awareness, refuge islands, curb extensions, and ensuring network connectivity. For bicyclists, this means a review of where people are biking within the neighborhood area and an evaluation to determine how they can be better accommodated. According to a survey conducted through the Village's 2013 Bicycle and Pedestrian Plan, 54% of bicyclists use the street, and 40% of respondents indicated a preference for the Village to invest resources in accommodating bicyclists. With a school and two parks within the study area, pedestrian and bicyclist considerations will be an essential part of the review.

TERRA will evaluate the study area for the potential installation of traffic calming features. This analysis will be based on the measured speed, traffic volumes, network characteristics, and field observations. TERRA will develop recommendations sorted into short-, mid- and long-range time frames. Anticipated issues include speeding, school zone compliance, pedestrian network connectivity and ADA compliance, inconsistency of intersection control, traffic congestion at arterial intersections, and pedestrian/bicyclist visibility and awareness. Examples of short-term improvements may include pavement markings and signing (including the installation of stop signs and removal of yield signs), increased enforcement, and clarification of parking restrictions. Mid-range improvements may include traffic signal modifications or installation of radar speed signs at high-speed locations. Long-term recommendations may include improvements that affect the network or require a significant level of reconstruction, such as installation of a right-in/right-out island, curb extensions, speed humps, refuge islands, intersection traffic circles, chicanes, or neck-downs. The recommendations presented in the final report will be tailored to specific locations and situations present within the neighborhood study area.

Team Experience



VILLAGE OF DOWNERS GROVE TRAFFIC COUNTS

Downers Grove, Illinois



TERRA was hired by the Village of Downers Grove to conduct traffic data collection. TERRA collected data for 24-hour directional traffic volume by vehicle classification and speed and intersection turning movements by vehicle classification.

Directional traffic was collected using HiStar 300 Portable Traffic Analyzers that collect classification and speed data. Miovision cameras were placed at assigned intersections to collect the turning movements and classification of vehicles.

Data collected by the collection equipment was submitted to the village in PDF and Excel form. In addition, a GIS shapefile of count locations with the data collected was submitted along with the raw video from the Miovision cameras.

Using the Highway Data Management Software v9.2.8 the directional data was reported in 15-minute and hourly increments. The HDM software also provided information pertaining to the AM, MID, and PM Peak Hours, Peak Hour Factor, Percent Heavy Vehicles, 85th Percentile Speed, Average Speed, and ADT.

CLIENT
Village of Downers Grove

CONTACT
Matthew Mayer, P.E., PTOE
Traffic Manager
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, IL 60515
630.434.5460
mmayer@downers.us

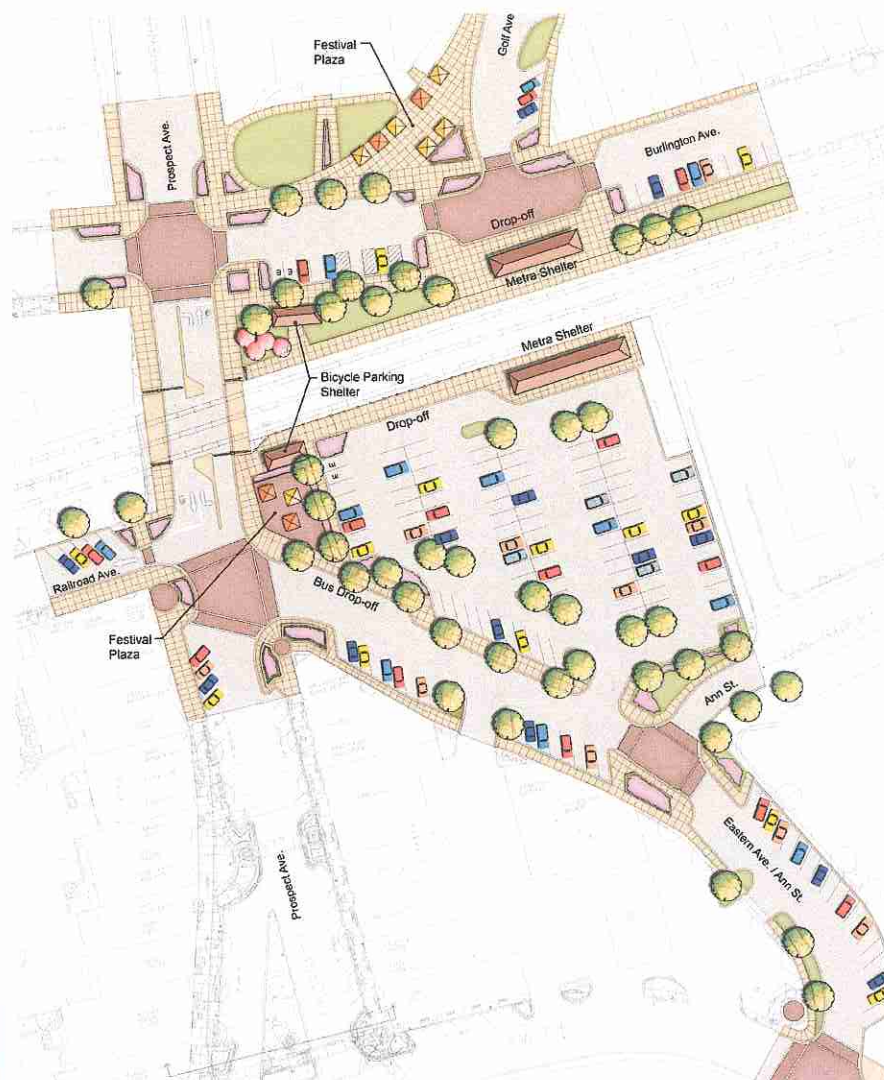
BUDGET
\$12,180

DATES
2015

SERVICES
Traffic Engineering / Studies

DOWNTOWN TRAFFIC AND PARKING STUDY

Clarendon Hills, Illinois



TERRA Engineering, Ltd. (TERRA) completed a traffic and parking study in downtown Clarendon Hills, Illinois. Centered around a Metra BNSF commuter rail station serving approximately 800 riders a day (2006 data), downtown Clarendon Hills has only one at-grade railroad crossing to serve the entire community. According to IDOT, approximately 3,250 motorists a day cross the railroad tracks at Prospect Avenue, frequently delayed by the approximately 140 trains a day using the BNSF line.

TERRA performed a traffic study comprised of nine intersection counts using Miovision video collection units (VCUs) to collect vehicular, cyclist, and pedestrian data. TERRA also performed a two-day parking study of 524 parking spaces throughout downtown Clarendon Hills, including business, residential, and commuter parking. The parking study involved collecting data on 20 minute intervals at every parking space throughout the area recording data on parking restrictions, occupancy, and turnover of each space and parking area. With this data, TERRA performed a full traffic study of the area and recommended improvements to the Prospect Avenue railroad crossing and nearby intersections to improve vehicular flow and enhance pedestrian and cyclist safety. TERRA also recommended changes to the parking areas to make more efficient use of the available spaces to better meet the needs of the Village.

CLIENT
Public Building Commission of Chicago

CONTACT
John Pietrzyk, LEED AP
Public Building Commission of Chicago
50 W. Washington, Room 200
Chicago, IL 60602
312.774.8353

BUDGET
N/A

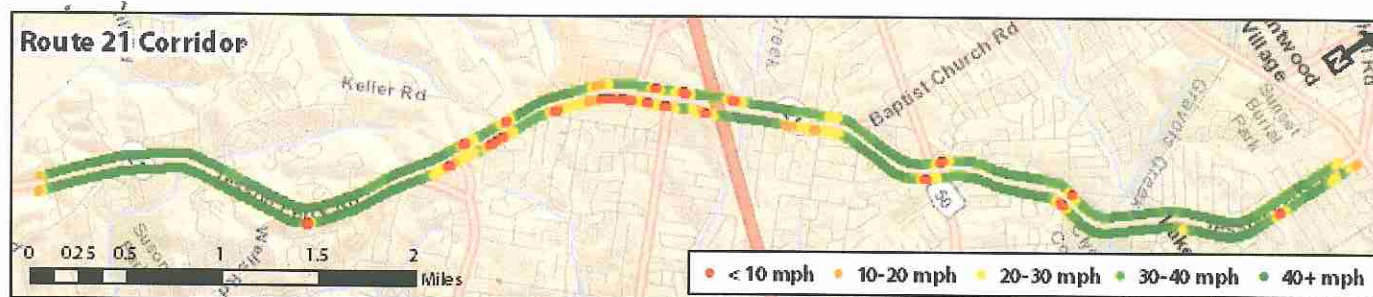
DATES
July 2014 - October 2014

SERVICES
Landscape Architecture
Traffic Engineering/Studies
Transportation Engineering



MODOT TRAFFIC COUNTS AND SIGNAL OPTIMIZATION OF ROUTE 21

St. Louis County, Missouri



TERRA was selected as part of a team selected to perform signal timing and coordination work for 19 signals along Missouri Route 21 in St. Louis County, Missouri. The goal of the project was to improve coordination of the existing signals in an effort to reduce congestion and improve air quality in the area. TERRA performed traffic data collection for the project using Miovision automatic video data collection systems to record 48 hours of consecutive weekday traffic and peak weekend traffic from Saturday and Sunday traffic. Additionally, TERRA provided Tru-Traffic software and GPS tracking systems to record the existing travel time runs to determine the stops, average speeds, travel times, and other pertinent data from the corridor.

TERRA is currently completing the traffic modeling of the corridor using Synchro traffic modeling software to determine new signal timings for the corridor including developing morning, midday, afternoon and off-peak timing patterns as well as weekend timing patterns as required for the corridor. Additional analysis includes evaluating Flashing Yellow Arrow (FYA) implementation and evaluation of modifications to protected/permitted left turn phasings.

Upon completion of the new signal timings, the team will be working with the Missouri Department of Transportation (MoDOT) to implement the new timings into the signal controllers in the field. Our team will then observe and fine tune the signal timings in the field based on observations and respond to any calls or complaints received at the MoDOT call center. Once the fine tuning has been completed, post implementation travel time runs will be recorded for comparison to the existing conditions to provide a metric for evaluating the improvements. The project will also include a report providing all of the calculations and data from before and after as well as calculations of emissions and fuel savings which could be realized from implementing the signal timing changes.

CLIENT

Missouri Department of Transportation
AMEC

CONTACT

Brad Loomis, PE, PTOE, CFM
Senior Project Manager
AMEC
15933 Clayton Road, Suite 215
Ballwin, MO 63011
636.200.5123
brad.loomis@amec.com

Chris Hohowski
Senior Traffic Studies Specialist
MoDOT - St. Louis District
1590 Woodlake Drive
Chesterfield, MO 63017
314.565.6709
christopher.hohowski@modot.mo.gov

BUDGET

\$85,000

DATES

2014 - 2015

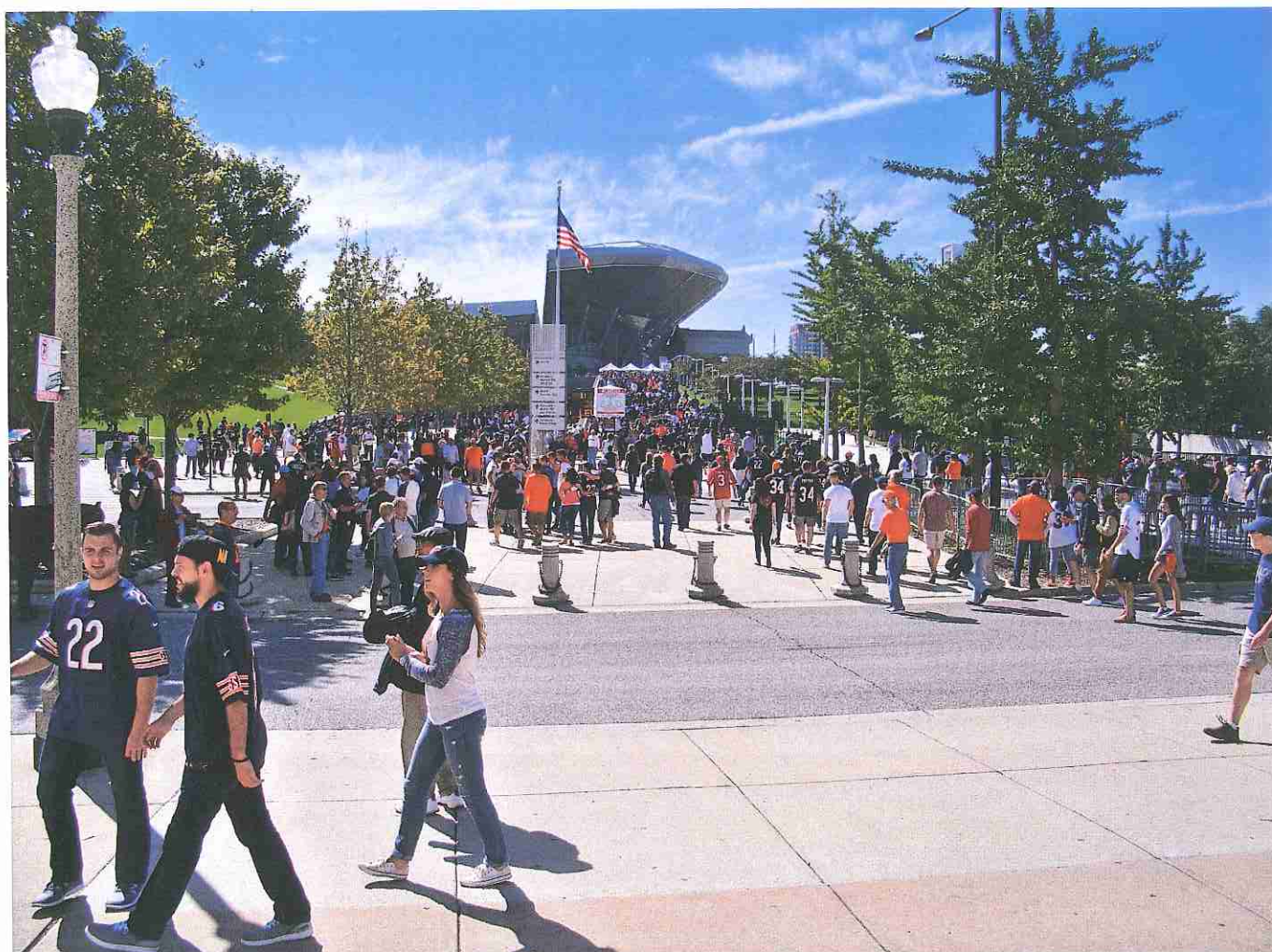
SERVICES

Traffic Engineering / Studies



CHICAGO BEARS GAMEDAY TRAFFIC COUNTS

Chicago, Illinois



TERRA was contracted by Soldier Field to collect additional vehicle and pedestrian data around Soldier Field during a Bears football game and to work with local agencies and SP+ Gameday to evaluate ingress and egress patterns around the stadium. Staff was responsible for setting up data collection equipment at several intersections around the stadium to collect data on vehicle and pedestrian movement. In addition, TERRA worked with SP+ Gameday's event operations team, representatives from Soldier Field and the Chicago Bears to observe the traffic patterns and pedestrian movements before and after a game and has been involved in the collaboration with this group on potential changes which could be considered to more efficiently manage traffic around the stadium on game days.

CLIENT
SMG – Soldier Field

CONTACT
Tim LeFevour
SMG – Soldier Field
1410 Museum Campus Drive
Chicago, IL 60605
312.235.7000
tlefevour@soldierfield.net

BUDGET
\$8,850

DATES
2015

SERVICES
Traffic Engineering



MORGAN PARK SPORTS COMPLEX TRAFFIC STUDY

Chicago, Illinois



Located at the corner of 115th and Western in Chicago's southwest side Morgan Park neighborhood, the new Chicago Park District Sports Center will bring a much needed gymnasium and ice arena to the area. The project boasts a training gymnasium to host USGA men's and women's events, in-ground landing pit and trampolines, and programming capabilities for pre-school to club level. The ice arena houses an 85' x 200' skating rink (NHL Standard); 800-1,000 bleacher seat capacity; and will host competitive hockey, figure skating and recreational skating events.

TERRA's traffic engineering staff coordinated with CDOT personnel to determine the extent of data collection of vehicles, pedestrians and bicycles before and after the closure as well as field observation of traffic pattern changes and traffic modeling. This also included the preparation of a report detailing the findings of the study and recommendations for mitigating the traffic impacts.

Data collection included performing traffic counts at all CDOT verified locations, identify needs, and detail turning movement count locations. TERRA's field technicians performed turning movement counts at each intersection during typical weekday traffic days and hours. These counts were performed using Automatic Traffic Recorders (ATRs).

After the Traffic Count stage, TERRA created a traffic model using existing traffic data collected adjacent to the project site to evaluate the traffic patterns in and around the proposed road closure. The model evaluated traffic patterns before and after the closure.

Based on these results of the cut-through traffic evaluation conducted by TERRA before and after, it was determined that there was a need for traffic calming measure to mitigate the impact of cut-through traffic.

CLIENT
StudioGC Architecture + BIM
Chicago Park District

CONTACT
Darren Schretter
StudioGC Architecture + BIM
223 W. Jackson Boulevard
Suite 1200
Chicago, IL 60606
312.253.3425

BUDGET
Approximately \$12M

DATES
2013 - 2016

SERVICES
Site Development
Landscape Architecture
Traffic Engineering / Studies
Surveying



2017 WORLD ROWING CHAMPIONSHIP TRAFFIC MANAGEMENT STUDY

Sarasota & Bradenton, Florida



Photo courtesy of worldrowing.com

TERRA Engineering was asked to prepare a traffic management plan for this 10-day sporting event to be held in the United States for the first time since 1994. This event brings athletes, coaches, officials and spectators from throughout the world for the competition.

TERRA was responsible for authoring a traffic management plan in coordination with Sarasota County, SP+ Gameday, FISA officials and other local stakeholders. The plan included vehicle trip estimating, traffic flow analysis, route planning, emergency management plans, hurricane evacuation plans, incident management plans, traffic control measures, variable message sign plans, parking lot planning and evaluations, transit availability analysis, evaluation of participant shuttle plans, bicycle plan and pedestrian route planning.

CLIENT

2017 World Rowing Championships Committee

CONTACT

Mike Witte
SP+ Gameday
508 Vernon Place
Orlando, Florida 32803
407.436.5543
mwitte@spplus.com

BUDGET

\$47,000

DATES

April 2017 - October 2017

SERVICES

Traffic Engineering
Traffic Studies

RIYADH TRAFFIC MONITORING AND ANALYSIS

Riyadh, Saudi Arabia



TERRA was selected as the prime consultant by the Arriyadh Development Authority to provide traffic engineering services for an aggressive three-year program to collect citywide traffic data. As part of this project, the TERRA team will be responsible for collecting traffic data using various types of state-of-the-art equipment. The counts include temporary duration locations of up to three days using road tubes at 700 sites, automated video traffic data collection systems at 500 sites, and radar traffic microwave sensors (RTMS) at 250 sites.

Additionally, TERRA will be designing and installing 44 permanent counting stations to provide real time vehicle data through lane monitoring which will be transmitted to the city's local monitoring facility. This permanent system will also be capable of measuring volume, speed, incident detection and headways with volume accuracy of 95% or greater, speed of vehicles with 90% accuracy, classifications of vehicles to within 30 CM. The system will utilize wireless magnetic sensors placed in the pavement which relay traffic back to the main building through access points and repeaters.

TERRA will also be responsible for developing a GIS database system which places all of the traffic data on maps with the date of counts, traffic volumes and other pertinent data. TERRA's team of traffic engineers will provide traffic analysis and modeling of the recorded data at key congested intersections to determine remedial actions which could be evaluated for implementation. These can include a wide range of scenarios from adjustment of traffic signal timing to recommended changes to intersection or corridor geometry.

At six month intervals and at the completion of the project, TERRA will provide a detailed report including the data collected and remedial suggestions. The project will also evaluate how the development of the Riyadh Metro system changes traffic patterns in the area.

CLIENT
Arriyadh Development Authority

CONTACT
Turki Alnuzhah
P.O. Box 94501
Arriyadh 11614, Saudi Arabia
+966 (1) 4883331
nazhaht@arriyadh.net

BUDGET
\$4.8M

DATES
2014 - 2017

SERVICES
Traffic Engineering / Studies



M. CHRIS HUTCHINSON, PE, PTOE

Project Manager / Senior Traffic Engineer



EDUCATION

Bachelor of Science in Civil Engineering, Washington University, St. Louis, MO, 1996

LICENSES / CERTIFICATES

Professional Engineer, IL, 2007
062.059625
Professional Engineer, MO, 2003
2003001046
Professional Engineer, KS, 2007
19460
Professional Engineer, FL 2017
82511
Professional Traffic Operations Engineer (PTOE), 2005, # 1797

PROFESSIONAL AFFILIATIONS

Engineers Club of St. Louis,
Board of Directors 2008-2010
Board of Directors 2013-2015
Institute of Transportation Engineers
Transportation Engineering
Association of Metropolitan
St. Louis

SPEAKING ENGAGEMENTS

North American Travel Monitoring Exposition and Conference (NATMEC):

- 2016 – "Traffic Data Collection Program in the Middle East"
- 2016 – "Collecting Vehicle and Pedestrian Data at a Large Event"
- 2014 – "Utilizing Video Data for Improved Traffic Analysis"

Miovision Client Case Study – August 2013

"Multi-Modal Traffic Data with

Mr. Hutchinson has acquired more than 17 years of experience in providing civil and traffic engineering services for a variety of projects and clients. As a Professional Traffic Operations Engineer, Chris has certification in the specialized application of traffic operations engineering. His experience includes serving as the traffic engineer on numerous roadway from small individual sites through large scale and complex neighborhoods and corridors for both public and private clients. His design duties have included the traffic modeling and analysis, traffic signal design, and development of plans and specifications for major roadway projects. These projects include interstate highways, tollways, interchange design studies, and major arterial streets. Some of his most recent projects include:

ROUTE 21 TRAFFIC COUNTS & SIGNAL OPTIMIZATION / St. Louis County, Missouri / Senior Traffic Engineer / TERRA was selected as part of a team to provide traffic data collection services and signal timing pattern adjustments for 19 signals along a seven-mile stretch of Missouri Route 21 from Lutheran High School to Walden Ridge. Chris was responsible for managing the data collection process as well as evaluating the existing signal timing performance of the network. Chris developed new signal timing plans for the AM Peak, PM Peak, MIDDAY, off-peak and weekend time frames which were implemented to reduce travel times, emissions and delay in the corridor.

2017 WORLD ROWING CHAMPIONSHIPS / Sarasota & Bradenton, Florida / Traffic Engineer / TERRA was asked to prepare a traffic management plan for this 10-day sporting event to be held in the United States for the first time since 1994. Chris was responsible for authoring a traffic management plan in coordination with Sarasota County, SP+ Gameday, FISA officials and other local stakeholders. The plan included vehicle trip estimating, traffic flow analysis, route planning, emergency management plans, hurricane evacuation plans, incident management plans, traffic control measures, variable message sign plans, parking lot planning and evaluations, transit availability analysis, evaluation of participant shuttle plans, bicycle plan and pedestrian route planning.

NATIONAL GEOSPATIAL – INTELLIGENCE AGENCY / Saint Louis, Missouri / Traffic Engineer / TERRA worked as part of a team of engineers on the project to relocate the military's technologically advanced \$1.75 billion campus to a site in North St. Louis City. TERRA was responsible for data collection of vehicles, pedestrians and bicycles at 78 locations around the proposed site. Chris managed the field data collection operations and assisted with the QA/QC and review of the data collected for accuracy.

LUCAS MUSEUM OF NARRATIVE ART / Chicago, Illinois / Senior Traffic Engineer / TERRA provided civil engineering, traffic engineering and surveying services for the formerly proposed Lucas Museum of Narrative Art (LMNA). Chris has collected traffic data throughout Chicago's Museum Campus to determine how LMNA traffic would fit into the overall traffic picture around the museums. This work included authoring a traffic study to evaluate the existing traffic and projected volumes created by the new museum and determine these impacts for a typical day. The study also looked at pedestrian circulation and use of other modes of transportation to get to and from the proposed site.

CHICAGO BEARS GAMEDAY TRAFFIC COUNTS / Chicago, Illinois / Senior Traffic Engineer / TERRA was contracted by Soldier Field to collect additional vehicle and pedestrian data around Soldier Field during a Bears Game and to work with local agencies and SP+ Gameday to evaluate ingress and egress patterns around the stadium. Chris was responsible for setting up data collection equipment at several intersections around the stadium to collect data on vehicle and pedestrian movement. In addition, Chris worked with SP+ Gameday's event operations team, representatives from Soldier Field and the Chicago Bears to observe the traffic patterns and pedestrian movements before and after a game and has been involved in the collaboration with this group on potential changes which could be considered to more efficiently manage traffic around the stadium on game days.

*Experience prior to joining TERRA Engineering, Ltd.



COLIN COAD, PE, PTOE, VMA

Senior Project Engineer



EDUCATION

Bachelor of Science in Civil Engineering, University of Illinois at Urbana-Champaign, 2006

PROFESSIONAL AFFILIATIONS

Institute of Transportation Engineers
SAVE International

American Society of Civil Engineers

LICENSES / CERTIFICATES

Professional Engineer
062-063250, IL, 2011

Professional Traffic Operations
Engineer, # 3938, IL, 2015

CONTINUING EDUCATION

Value Engineering Training: SAVE
Mod 1 & Mod 2

IDOT Phase I Training

Mr. Coad specializes in the design of Phase I and II transportation projects. He has 11 years of experience in roadway geometrics, traffic analysis, traffic signal design, environmental processes/documentation and preparing Project Development Reports on State, County and Municipal transportation project with both local and federal funding. Additionally, Mr. Coad has experience in maintenance of traffic, utilities and drainage design. He has mastered various software programs including Highway Capacity Software, Synchro/SimTraffic, MicroStation and GeoPAK. When planning projects, Mr. Coad pulls from his Value Engineering training to develop creative solutions to engineering challenges, with high-value results. Recent project experience includes:

DANVILLE SCHOOLS TRAFFIC STUDY / Danville, Illinois / Traffic Analyst / Danville was interested in improving traffic and pedestrian/bicycle circulation at 3 elementary schools and the City's high school. The study included both the school grounds and the surrounding roadway network. The final traffic study examined existing traffic and pedestrian/bicycle patterns during arrival and dismissal times and provided both short-term and long-term improvement planning concepts for improvements. Concepts included intersection improvements, relocating pedestrian sidewalks to safer locations, improved site circulation and separation of parent drop-off/pick-up traffic from pedestrian and bus traffic. Mr. Coad oversaw traffic data collection, as well as completed traffic analysis and the project report.

SHERIDAN ROAD AT LOYOLA AVENUE - INTERSECTION IMPROVEMENT & PEDESTRIAN PLAZA / Chicago, Illinois / Project & Traffic Engineer / This project involved a fast-track design to improve pedestrian safety by modernizing the Sheridan Road/Loyola Avenue intersection and creating a new pedestrian plaza to channelize high pedestrian volumes to the CTA Red Line Loyola Station, adjacent to Loyola's campus. The project required development of a Categorical Exclusion Project Development Report, an Intersection Design Study (IDS), landscape design, lighting, IDOT and CDOT coordination and approvals and coordination with CTA and adjacent commercial redevelopment effort. Mr. Coad conducted traffic analysis, accounting for the heavy student population, developed intersection geometrics and prepared traffic signal plans and specifications.

ROLLINS ROAD AT IL ROUTE 83 / Lake County, Illinois / Project & Traffic Engineer / Focused on the confluence of two heavily congested arterials in the center of built-out commercial/retail corridor in Round Lake Beach, this project resulted in the improvement of 1.9 miles of arterials roadways and a grade separation with the Metra/ Wisconsin Central Railroad. With local business and municipal officials hesitant to support a project with perceived high impacts at the onset, the project's unique approach to public involvement combined with innovative engineering and environmentally sensitive design practices resulted in a project supported by the majority of the community. The project included reconstruction, widening, roadway realignments, five traffic signals and more than a mile of pedestrian and bicycle facilities. This project won an ACEC Honor Award and APWA Chicago Metropolitan Chapter Project of the Year. Mr. Coad performed traffic data collection, traffic projection incorporating potential adjacent development, crash analysis, geometrics analysis, value planning, public involvement and report preparation.

DAMEN, ELSTON & FULLERTON INTERSECTION IMPROVEMENT / Chicago, Illinois / Project & Traffic Engineer / Through a series of creative planning work sessions, what began as a Value Planning/Phase I Study for an underpass under the intersection evolved into a reroute of one of the major legs of the 6-legged intersection. The new roadway configuration created a new commercially developable area bounded by City streets, involving the reconstruction of 1.3 miles of roadway. Work tasks included alternative evaluation, environmental documentation, roadway design, three Intersection Design Studies, storm sewer design, utility relocation and traffic signal design. Mr. Coad developed roadway geometry, computed traffic analysis (including Synchro and SimTraffic network modeling and estimating future traffic based on new commercial development), crash analysis and preparation of the design report.



DAVID DONATHAN

Field Technician

EDUCATION

Bachelor of Science Mechanical Engineering – 1988, University of Missouri Science and Technology

PREVIOUS EXPERIENCE

United States Air Force 1978-1978
Integrated Avionics Systems Specialist.

David has been a Field Technician for many years, and with TERRA since 2016. He is well versed in field equipment requirements and traffic safety.

EMERSON STREET TRAFFIC SIGNAL MODERNIZATION / Evanston, Illinois / Field Technician / TERRA was selected as part of a team to provide traffic signal modernization for four intersections along Emerson Street in Evanston, IL. The project included the collection of vehicle and pedestrian data at various locations and intersections surrounding four traffic intersections. David was responsible for setting up data collection equipment at several intersections around the park to collect data on vehicle and pedestrian movement.

IDOT TRAFFIC DATA COLLECTION & ANALYSIS – DISTRICTS 5, 6, 7 & 9 / Various Locations in Illinois / Field Technician / David served as a field technician and was responsible for the placement and collection of traffic counting equipment, compiling traffic count data, and coordinating with IDOT staff. Collected traffic count data at locations throughout Districts 5, 6, 7 and 9 using Hi-Star and road tube counters along with manual counting methods.

JACKSON PARK TRAFFIC COUNTS / Chicago, Illinois / Field Technician / TERRA was selected as part of a team to provide traffic counts for a 500-acre park on Chicago's South Side. Project included the collection of vehicle and pedestrian data around the park. David was responsible for setting up data collection equipment at several intersections around the park to collect data on vehicle and pedestrian movement.

ST. CHARLES COUNTY TRAFFIC COUNTS / St. Charles County, Missouri / Field Technician / TERRA was selected as part of a team to provide traffic counts for St. Charles County. The project included the collection of vehicle and pedestrian data at various points throughout the county. David was responsible for setting up data collection equipment at several intersections around the park to collect data on vehicle and pedestrian movement.

CENTENNIAL GREENWAY AT I-170 TRAFFIC COUNTS / University City, Missouri / Field Technician / TERRA was selected as part of a team to provide traffic counts for the Centennial Greenway in University City, MO. The project included the collection of vehicle and pedestrian data at various points throughout the corridor. David was responsible for setting up data collection equipment at several intersections around the park to collect data on vehicle and pedestrian movement.

US 41 I-170 TRAFFIC COUNTS / Evansville, Indiana / Field Technician / TERRA was selected as part of a team to provide traffic counts for US 41 in Evansville, IN. The project included the collection of vehicle and pedestrian data at various points throughout the corridor. David was responsible for setting up data collection equipment at several intersections around the park to collect data on vehicle and pedestrian movement.

SHRINERS HOSPITAL TRAFFIC COUNTS / St. Louis County, Missouri / Field Technician / TERRA was selected as part of a team to provide traffic counts for Shriners Hospital in St. Louis County, MO. The project included the collection of vehicle and pedestrian data at various locations and intersections surrounding the hospital grounds. David was responsible for setting up data collection equipment at several intersections around the park to collect data on vehicle and pedestrian movement.

CHICAGO BEARS GAMEDAY TRAFFIC COUNTS / Chicago, Illinois / Field Technician / TERRA engineering was contracted by Soldier Field to collect additional vehicle and pedestrian data around Soldier Field during a Bears Game and to work with local agencies and SP+ Gameday to evaluate ingress and egress patterns around the stadium. Kenny was responsible for setting up data collection equipment at several intersections around the stadium to collect data on vehicle and pedestrian movement.



Project Schedule

Project Schedule

Task	Week 1	2	3	4	5	6	7	8	9	10	11	12
Data Collection												
Field Observations - Network												
Field Observations - School/Parks												
Review/Analysis of data												
Community Meeting												
Develop Preliminary Report												
Village review/comment												
Develop Final Report												



Updated 8/25/2017

Fee Estimate**Village of Downers Grove: Neighborhood Traffic Study #6**

	Proj. Prpal	Proj. Mgr.	Sr Eng.	Prj. Eng	Sr. Tech.	Total Hours	Direct Cost	TOTAL COST
Rate:	\$210.00	\$195.00	\$191.00	\$145.00	\$91.00			
Coordination								
Neighborhood presentation meeting + transportation/pkg commission mtg		4				4		
Data Collection								
45 machine 24-hour counts					48	48		
4 intersection Turning Movement Counts (peak period)					8	8		
Field observations - school pickup/dropoff operations			4			4		
Field observations - parking data			2	4		6		
Field observations - neighborhood operations			2	4		6		
Analysis								
Intersection traffic model - existing (4 locations)			2			2		
Intersection traffic model - proposed (4 locations)			4			4		
Neighborhood network review/analysis			4	12		16		
Traffic volume review/analysis			4	8		12		
Speed data review/analysis			4	8		12		
Report								
Executive Summary + Report (preliminary for Village review)		2	12	20		34		
Address Village comments		2		2		4		
Final Report		2	2	4		8		
Report								
Executive Summary + Report (draft for Village review)								
Address Village comments								
Final Report								
Direct Costs								
Miovision video processing (TMC, 6 hours)							\$ 550.00	\$ 550.00
Traffic count travel cost							\$ 540.00	\$ 540.00
Expense							\$ 450.00	\$ 450.00
TOTAL:								
	Hours:	0	10	40	62	56	168	
	\$:	\$0.00	\$1,950.00	\$7,640.00	\$8,990.00	\$5,096.00	\$ 1,540.00	\$25,216.00

Village of Downers Grove

V. PROPOSAL/CONTRACT FORM

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

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

PROPOSER:

TERRA Engineering, Ltd.
Company Name

Date: 07.21.2017

225 W. Ohio, 4th Floor
Street Address of Company

jbousaab@terraengineering.com
Email Address

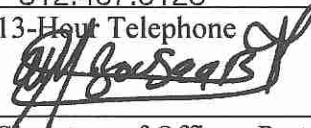
Chicago, IL 60654
City, State, Zip

Jamil Bou-Saab, PE
Contact Name (Print)

312.467.0123
Business Phone

312.467.0123
13-Hour Telephone

312.467.0221
Fax


Signature of Officer, Partner or
Sole Proprietor

Jamil Bou-Saab, PE | Executive Vice 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: TERRA Engineering, Ltd.ADDRESS: 225 West Ohio Street, 4th FloorCITY: ChicagoSTATE: IllinoisZIP: 60654PHONE: 312.467.0123 FAX: 312.467.0221TAX ID #(TIN): 36-385964

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):NAME: N/A

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	Corporation
Charitable/Nonprofit	Government Agency

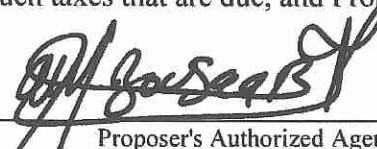
SIGNATURE: DATE: 07.21.2017

Village of Downers Grove

PROPOSER'S CERTIFICATION

2017 Neighborhood Traffic Study
 With regard to Area 6 | TR-021-17, proposer TERRA Engineering, Ltd. 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	6	-	3	8	5	3	9	6	4
---	---	---	---	---	---	---	---	---	---

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
 Social Security Number

Subscribed and sworn to before me
 this 20 day of July, 2017.



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 TERRA Engineering, Ltd.,
and the full names of its Officers are as follows:

President: Karen Steingraber, PE

Secretary: Jamil Bou-Saab, PE

Treasurer: Karen Steingraber, PE

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? _____

Insurer's Name AVA/HRH A&E

Agent Maureen Papadopoulos

Street Address 233 West Wacker Drive, Suite 2000

City, State, Zip Code Chicago, IL 60606

Telephone Number 312.288.7466

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

Print Name of Company: TERRA Engineering, Ltd

Print Name and Title of Authorizing Signature: Jamil Bou-Saab, PE | Executive Vice President

Signature 

Date: 07.21.2017

Village of Downers Grove

Suspension or Debarment Certificate

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

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

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

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

Company Name: TERRA Engineering, Ltd

Address: 225 West Ohio Street, 4th Floor

City: Chicago Zip Code: 60654

Telephone: (312) 467.0123 Fax Number: (312) 467.0221

E-mail Address: j.bousaab@terraengineering.com

Authorized Company Signature: 

(Print)Name: Jamil Bou-Saab, PE Title of Official: Executive Vice President

Date: July 21, 2017

Village of Downers Grove

Campaign Disclosure Certificate
--

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

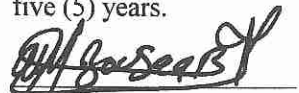
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

By signing the bid 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

Jamil Bou-Saab, PE
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



TERRENG-01

PALMU

CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 3/1/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis of Illinois, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): (877) 945-7378 FAX (A/C, No): (888) 467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Terra Engineering, Limited 225 W. Ohio Street, 4th Floor Chicago, IL 60654	<table border="1"> <tr> <th data-bbox="803 493 1404 525">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1404 493 1536 525">NAIC #</th> </tr> <tr> <td data-bbox="803 525 1404 556">INSURER A : Argonaut Insurance Company</td> <td data-bbox="1404 525 1536 556">19801</td> </tr> <tr> <td data-bbox="803 556 1404 588">INSURER B :</td> <td data-bbox="1404 556 1536 588"></td> </tr> <tr> <td data-bbox="803 588 1404 619">INSURER C :</td> <td data-bbox="1404 588 1536 619"></td> </tr> <tr> <td data-bbox="803 619 1404 651">INSURER D :</td> <td data-bbox="1404 619 1536 651"></td> </tr> <tr> <td data-bbox="803 651 1404 682">INSURER E :</td> <td data-bbox="1404 651 1536 682"></td> </tr> <tr> <td data-bbox="803 682 1404 703">INSURER F :</td> <td data-bbox="1404 682 1536 703"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Argonaut Insurance Company	19801	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Argonaut Insurance Company	19801														
INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab.			IAE12678-03	03/01/2017	03/01/2018	Per Claim/Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Re: Verification Purposes

CERTIFICATE HOLDER

CANCELLATION

CERTIFICATE HOLDER Terra Engineering, Ltd. 225 W. Ohio Street 4th Floor Chicago, IL 60654	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 05/06/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh Sponsored Programs a division of Marsh USA, Inc. PO Box 14404 Des Moines IA 50306	CONTACT NAME: PHONE (A/C, No, Ext): 800-338-1391 FAX (A/C, No): 888-621-3173 E-MAIL ADDRESS: aceclientrequest@marsh.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Terra Engineering, Ltd. 225 W. Ohio Street, 4th Floor Chicago, IL 60654	INSURER A: Sentinel Insurance Company Ltd 11000	
	INSURER B: Trumbull Insurance Company 27120	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC		84SBWUH2827 Prof. Liab. Excl.	05/27/2016	05/27/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		84UEGPY4367	05/27/2016	05/27/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000		84SBWUH2827	05/27/2016	05/27/2017	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	84WBGAA7649	05/26/2016	05/26/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

For Verification Purposes Only.

RECEIVED
 MAY 12 2016

BY:

CERTIFICATE HOLDER

Terra Engineering, Ltd.
 Proof of Coverage

 225 W Ohio Street 4th Floor
 Chicago, IL 60654

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Brian Kinn



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 04/24/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh Sponsored Programs a division of Marsh USA Inc. PO Box 14404 Des Moines IA 50306	CONTACT NAME: PHONE (A/C No. Ext): 800-338-1391 FAX (A/C No.): 888-621-3173 E-MAIL ADDRESS: acecclientrequest@marsh.com														
INSURER(S) AFFORDING COVERAGE															
INSURED Terra Engineering, Ltd. 225 W. Ohio Street, 4th Floor Chicago, IL 60654	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Sentinel Insurance Company Ltd</td> <td>11000</td> </tr> <tr> <td>INSURER B: Trumbull Insurance Company</td> <td>27120</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER	NAIC #	INSURER A: Sentinel Insurance Company Ltd	11000	INSURER B: Trumbull Insurance Company	27120	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES
CERTIFICATE NUMBER:
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC			84SBWUH2827 Prof. Liab. Excl.	05/27/2017	05/27/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			84UEGPY4367	05/27/2017	05/27/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$10,000 <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR			84SBWUH2827	05/27/2017	05/27/2018	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A	84WBGAA7649	05/26/2017	05/26/2018	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Valuable Papers			84SBWUH2827	05/27/2017	05/27/2018	Limit \$150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Re: For Verification Purposes Only.

CERTIFICATE HOLDER
CANCELLATION

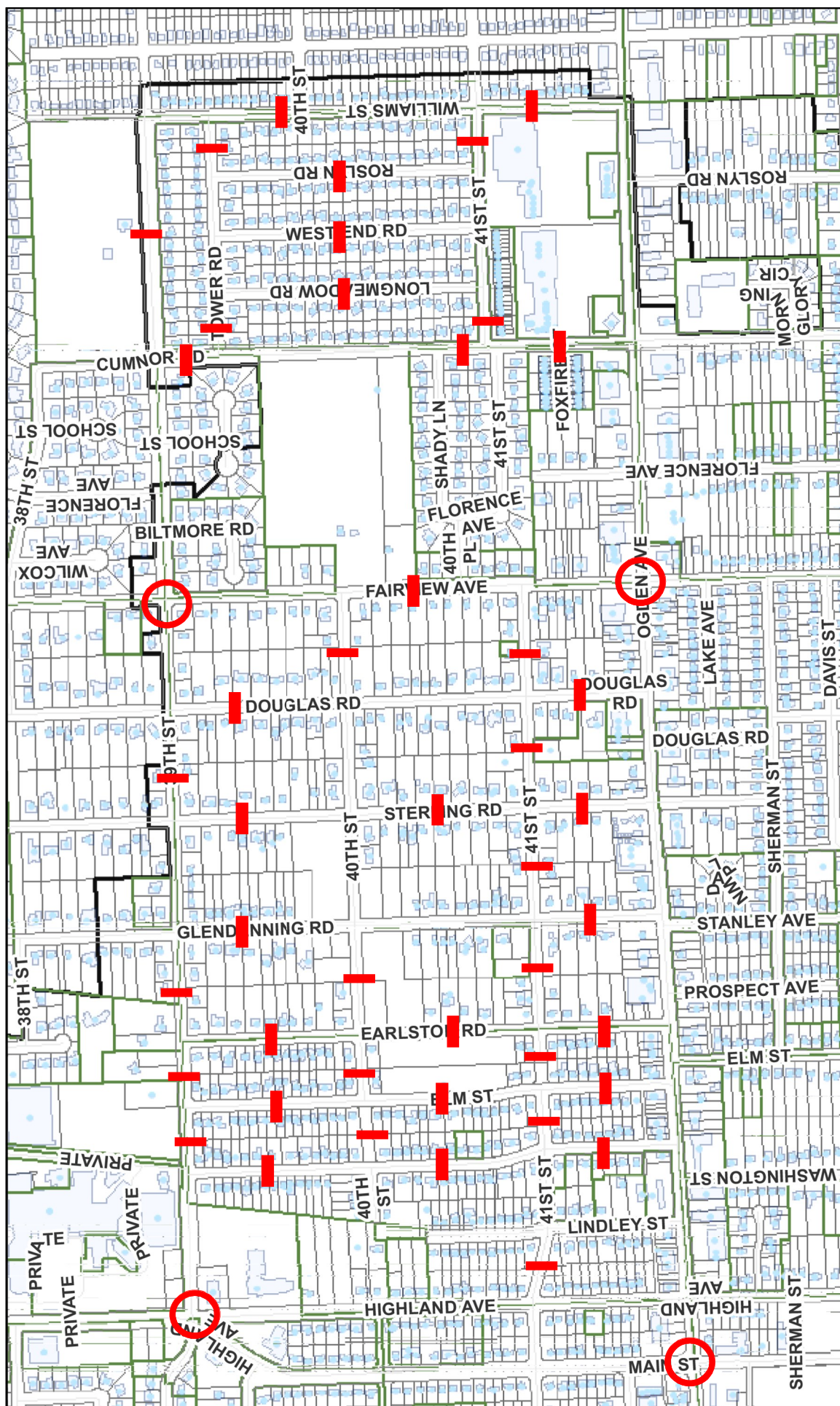
Terra Engineering, Ltd.
 Proof of Coverage

 225 W Ohio Street 4th Floor
 Chicago, IL 60654

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Intersection Turning Counts

ADT 24 Hour Counts