

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**2/5/2019**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Traffic Engineer for Police Station/Village Hall Facilities Project	Nan Newlon Director of Public Works

**SYNOPSIS**

A motion is requested to award a professional services contract for preparation of a traffic engineering report for the Police Station/Village Hall Facilities Project to Kenig, Lindgren, O’Hara and Aboona (KLOA, Inc.) of Chicago, Illinois in the amount of \$28,000. The amount includes a 14% contingency to cover any additional work requests that may arise as site planning continues.

**STRATEGIC PLAN ALIGNMENT**

The goals for the 2017 to 2019 include *Quality Infrastructure and Facilities*.

**FISCAL IMPACT**

The FY19 budget does not include funding for the Village facilities project. However, funds for this contract are available in the Major Buildings Fund and Asset Forfeiture Fund. An amendment to the FY19 budget will be required.

**RECOMMENDATION**

Approval on the February 5, 2019 Consent Agenda.

**BACKGROUND**

The Village is pursuing redevelopment of its 8 acre site east of Washington Street, bordered on the north by the BNSF Railroad and on the south by Curtiss Street. The purpose of this contract is to provide the following services:

1. Design the intersection of Washington Street and the railroad tracks
2. Make recommendations for managing traffic on the east side of downtown near the Civic Center property
3. Complete a parking and traffic study for the proposed Police Station/Village Hall Facilities site development

A Request for Proposals was advertised on January 11, 2019 and six submittals were received. After reviewing the proposals, KLOA, Inc. was ranked highest by the selection team based upon their experience with this type of project, the project manager’s experience, their local presence and experience with conducting neighborhood meetings for this type of project.

This project is anticipated to begin in February 2019 and continue through May 2019. The timeline will be subject to the proposed development meetings and may be extended for additional meetings following the final report. KLOA, Inc. has completed similar projects for Village of Mount Prospect, City of Naperville, and the Village of Downers Grove.

**ATTACHMENTS**

Agreement

VILLAGE OF DOWNERS GROVE  
COUNCIL ACTION SUMMARY

INITIATED: Public Works DATE: February 5, 2019  
(Name)

RECOMMENDATION FROM: \_\_\_\_\_ FILE REF: \_\_\_\_\_  
(Board or Department)

**NATURE OF ACTION:**

**STEPS NEEDED TO IMPLEMENT ACTION:**

- Ordinance
- Resolution
- Motion
- Other

Motion to authorize execution of a professional engineering services contract with Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA), in the amount of \$24,470 plus a \$3,530 contingency for a total not-to-exceed amount of \$28,000 for the Police Station/Village Hall Facilities Project traffic and parking study.

*DW*

**SUMMARY OF ITEM:**

Adoption of this motion shall authorize execution of a professional engineering services contract with Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA), in the amount of \$24,470 plus a \$3,530 contingency for a total not-to-exceed amount of \$28,000 for the Police Station/Village Hall Facilities Project traffic and parking study.

**RECORD OF ACTION TAKEN:**

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## Village of Downers Grove



## REQUEST FOR PROPOSAL (Professional Services)

**Name of Proposing Company:** Kenig, Lindgren, O'hara, Aboona, Inc.

Project Name: Police Station/Village Hall Facilities Project  
 Proposal No.: RFP-0-4-2019/DC  
 Proposal Due: January 23, 2019 10:00 AM  
 Pre-Proposal Conference: N/A

**Required of Awarded Contractor:**

Certificate of Insurance: YES

Legal Advertisement Published: January 11, 2019

Date Issued: January 11, 2019

This document consists of 31 pages.

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

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

## 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 **January 23, 2019**
- 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:

## Village of Downers Grove

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

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In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivision or municipal corporations.

**11. DRUG FREE WORK PLACE**

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

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

**12. PATRIOT ACT COMPLIANCE**

The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or

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affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

**13. INSURANCE REQUIREMENTS/INDEMNIFICATION**

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

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- 13.4 In addition to required insurance coverages, the Proposer shall indemnify and hold harmless the Village and its officers, employees and agents from any and all liability, losses or damages the Village may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature in any way resulting from or arising out of negligent action on the part of the Proposer or any subcontractor to the Proposer under the Proposer's agreement with the Village.

**14. CAMPAIGN DISCLOSURE**

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

**15. SUBLETTING OF CONTRACT**

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

All approved sub-contracts shall contain language which incorporates the terms and conditions of this contract.

**16. TERM OF CONTRACT**

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

**17. TERMINATION OF CONTRACT**

- 17.1 In the event of the Proposer's nonperformance, breach of the terms of the Agreement, or for any other reason, the Agreement may be canceled, in whole or in part, upon the Village's written notice to the Proposer. The Village will pay the Proposer's costs actually incurred as of the date of receipt of notice of default. Upon termination, the Proposer will deliver all documents and products of whatever kind, and their reproducible originals related to the project, which have been produced to the date of the notice of default.

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**18. BILLING & PAYMENT PROCEDURES**

- 18.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.
- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.4 Please send all invoices to the attention of Village of Downers Grove, Public Works Department, 5101 Walnut Ave, Downers Grove, IL 60515.

**19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE**

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

**20. STANDARD OF CARE**

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

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**21. GOVERNING LAW**

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

**22. SUCCESSORS AND ASSIGNS**

22.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

**23. WAIVER OF CONTRACT BREACH**

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

**24. AMENDMENT**

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

**25. NOT TO EXCEED CONTRACT**

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

**26. SEVERABILITY OF INVALID PROVISIONS**

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

**27. NOTICE**

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

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

And to the Proposer as designated in the Contract Form.

**28. COOPERATION WITH FOIA COMPLIANCE**

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

## **III. DETAIL SPECIFICATIONS**

### **1.0 GENERAL INFORMATION**

#### **1.1 Introduction**

The Village of Downers Grove is seeking to retain the professional services of a qualified and experienced traffic engineering consulting firm to perform the various work tasks for a 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 generally bordered by I-355, I-88 and 75<sup>th</sup> Street and is divided by the Burlington Northern Santa Fe (BNSF) Railroad main line from Aurora to downtown Chicago. Infrastructure improvements are being actively constructed, including roadways, water mains, storm sewers and others.

#### **1.3 Project Scope**

The Village is pursuing redevelopment of its 8 acre site east of Washington Street, bordered on the north by the BNSF Railroad and on the south by Curtiss Street. The current site includes Village Hall, Police Station, a two-story single family home located at 842 Curtiss Street, and an 86 Metra commuter parking lot (Lot L) as shown in Exhibit 1. Phase 1 of the redevelopment will include the construction of a new, north-south access road along the west side (Washington extended to Curtiss) of the site as well as parking along the north side of Curtiss Street between Mackie Place and Belden Avenue. Phase 2 includes the demolition of the Village Hall building and the structure at 842 Curtiss Street. Phase 3 includes the simultaneous construction of a new, 54,000 SF medical office building and a new, 72,000 SF combination Village Hall/Police facility. Phase 4 includes the demolition of the existing Police Station and construction of the parking lot for the medical office building. Phase 5 could include the construction of 10 to 12 townhomes along the north side of Curtiss Street. A concept plan is shown in Exhibit 2.

The Village is expecting to have a series of work tasks to be performed for this project, as described:

- Evaluation and recommendations of the 4 reconfiguration options of the current Washington Street/Burlington Avenue intersection located at the northwest corner of the site, as shown in Exhibit 3.
- Evaluation and recommendations of the expected traffic flow from this development within the proposed Washington Street right-of-way extension in conjunction with the 4 intersection reconfiguration options.
- Evaluation and recommendations for improvements to the street network surrounding the site with limits of Rogers Street to the north, Maple Avenue to the south, Fairmount Avenue to the east and Main Street to the west. Improvements

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may include intersection control treatments, access patterns and capacity performance.

- Complete traffic and parking study of all phases of construction as described above for the entire site. This shall include review of proposed parking spaces and comparison to Village Zoning Ordinance requirements for quantity, size, and location for complete buildout of the site. If less than the required number of parking spaces are proposed, identify if the proposed number of parking spaces would be sufficient for a development of this size and scope.

## 2.0 PROPOSAL REQUIREMENTS

### 2.1 Quantity and Format

Proposals shall be submitted in an 8½” 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. Please identify the physical location of the project team members.

### 2.2 Deadline and Proposal Disposition

Complete, packaged proposals shall be due by **January 23, 2019**. Proposals shall become the property of the Village of Downers Grove. The Village will maintain confidentiality of all received proposals, and not disclose information provided by prospective consultants with any other consultant, nor with the selected Consultant, unless otherwise required by law to do so.

### 2.3 Fee Proposal

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

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

### 2.4 Consultant Selection

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- 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 by April 1, 2019.** Please include a schedule.
- Familiarity with Village of Downers Grove policies and preferences.
- Experience of Project Manager and staff on comparable projects.
- Recognition of special or unique issues related to this project, including identification of design elements, and processes that would result in a quality, streamlined project.
- Overall Not-to-Exceed Total Cost (there is a budget constraint which must be adhered to for this project).

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

## 2.6 Pre-Proposal Field Review

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

## 3.0 **PROJECT DELIVERABLES**

### General

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

All reports should be in standard 8½” 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 Report:

- Executive Summary and recommendations for intersection design, Washington right-of-way extension, and neighborhood system improvements.
- Complete traffic and parking study for each phase of construction.
- Associated exhibits.
- Two (2) hard copies and one (1) CD or thumb drive with electronic copies of all reports, drawings and any supporting documentation, to be compatible with the software programs listed above.

3.2. Meetings to Attend:

- 3.2.1 Six total meetings are expected: Three (3) staff progress meetings; two (2) Plan Commission Presentation (evening) meetings; and one (1) Village Council Presentation (evening) meeting.

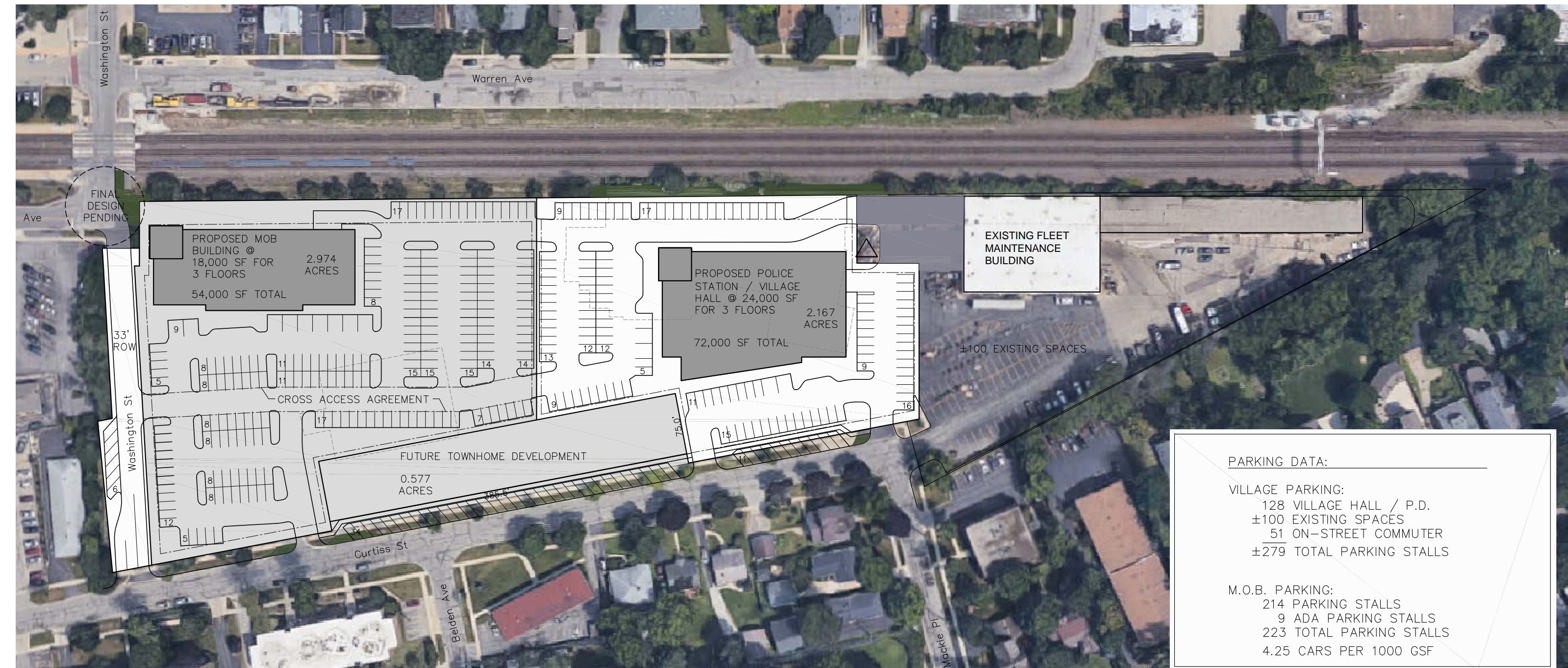
Village of Downers Grove

EXHIBIT 1



Village of Downers Grove

EXHIBIT 2



PARKING DATA:	
VILLAGE PARKING:	
128	VILLAGE HALL / P.D.
±100	EXISTING SPACES
51	ON-STREET COMMUTER
±279	TOTAL PARKING STALLS
M.O.B. PARKING:	
214	PARKING STALLS
9	ADA PARKING STALLS
223	TOTAL PARKING STALLS
4.25	CARS PER 1000 GSF

1 PROPOSED SITE PLAN  
SCALE: 1" = 100'-0"



# PROPOSED SITE PLAN

ECKENHOFF SAUNDERS ARCHITECTS

PROPOSAL FOR CIVIC CENTER  
PROPERTY, DOWNERS GROVE

DECEMBER 6, 2018

Village of Downers Grove

EXHIBIT 3

# WASHINGTON CROSSING IMPROVEMENTS RECONFIGURATION OPTION 1



# WASHINGTON CROSSING IMPROVEMENTS RECONFIGURATION OPTION 2



# WASHINGTON CROSSING IMPROVEMENTS RECONFIGURATION OPTION 3



# WASHINGTON CROSSING IMPROVEMENTS RECONFIGURATION OPTION 4



# Proposal

## Police Station/Village Hall Facilities Project

(Proposal Number TR-031-19)

Submitted To:



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

Submitted By:



January 23, 2019  
Revised January 31, 2019



9575 West Higgins Road, Suite 400 | Rosemont, Illinois 60018  
p: 847-518-9990 | f: 847-518-9987

January 31, 2019

Mr. William Lorton  
Village of Downers Grove Public Works Department  
5101 Walnut Avenue  
Downers Grove, Illinois 60515

Dear Mr. Lorton:

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) is pleased to submit this proposal to prepare a traffic and parking study for the Police Station/Village Hall Facilities Project. The site of the project is located east of Washington Street extended and bounded by the BNSF railroad tracks on the north and Curtiss Street on the south and currently contains the Village Hall, the Village's Police Station, an 86-space Metra commuter parking lot, and a single-family home. As proposed, the eight-acre site will be redeveloped in five phases to contain a 72,000 square-foot building which will house both the Village Hall and Police Station, a 54,000 square-foot medical office building, and potentially 10 to 12 townhomes. In addition, Washington Street is proposed to be extended along the west side of the redevelopment between Burlington Avenue and Curtiss Street in conjunction with the reconfiguration of the Burlington Avenue/Washington Street intersection.

This proposal responds to your Request for Proposal (RFP) dated January 11, 2019 and Addendum dated January 18, 2019. The KLOA, Inc. team is well qualified to undertake this assignment for the Village of Downers Grove as highlighted below:

1. KLOA, Inc. is an experienced traffic engineering and transportation/parking planning specialty firm that is solely focused on tasks to be addressed in this study. We have performed numerous traffic and parking studies for both private and public sector clients, including mixed-use projects, municipal police and fire stations, and public libraries.
2. KLOA, Inc. staff is very familiar with the Village of Downers Grove and the Village's policies and procedures, having performed the Village's Neighborhood Traffic Studies for Area 1, Area 2, Area 4, and Area 5 and having been retained by the Village in the past regarding other transportation assignments. In addition, we have performed numerous traffic and parking planning studies within the Village, including multiple studies in downtown Downers Grove with many of the projects within or adjacent to the study area. Projects in which KLOA, Inc. provided services include the downtown Downers Grove parking garage, the Tivoli Theater, the Burlington Station apartments, the Marquis condominiums, the Maple and Main apartments, 4929 Forest Avenue condominiums, and the Prospect/Rogers multi-family development. In addition, the Neighborhood Traffic Studies for Area 1, Area 2, and Area 4 were performed in neighborhoods located immediately adjacent to downtown and included portions of downtown Downers Grove.

Mr. William Lorton  
January 31, 2019  
Page 2

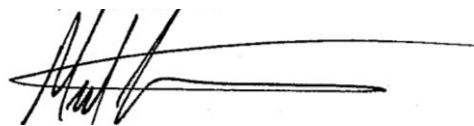
3. KLOA, Inc. has extensive experience performing traffic and parking services for projects within downtown locations similar to downtown Downers Grove and understands the unique nature and traffic and parking characteristics of these types of projects. Examples of downtown locations in which KLOA, Inc. has worked on projects include Naperville, Western Springs, La Grange, Clarendon Hills, Glen Ellyn, Lombard, Wheaton, Oak Park, Park Ridge, Arlington Heights, Mount Prospect, Palatine, Evanston, Winnetka, and Highland Park.
4. KLOA, Inc. is a professional engineering corporation that meets the state licensing requirements to practice in the State of Illinois. Further, KLOA, Inc. is pre-qualified by IDOT in Traffic Studies, Traffic Signals, and Safety Studies.
5. KLOA, Inc. maintains state-of-the-art technologies significant to traffic engineering, including the latest traffic analysis and simulation programs (Synchro 10 and SimTraffic 10), which are ideal at visually depicting traffic operations for roadway design alternatives.

Finally, we will commit senior-level staff to this project that are highly experienced in traffic/transportation engineering and parking planning and are capable of completing each of the items identified in the RFP within budget and on schedule. Michael Werthmann, PE, PTOE, a Principal of KLOA, Inc., will serve as Project Manager and Eric Russell, PE, PTOE, PTP and Brendan May will assist as Project Engineers. Mr. Werthmann served as Project Manager for the all of the Village's Neighborhood Traffic Studies and other Village assignments performed by KLOA, Inc. and many other studies performed in the Village.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read 'Michael A. Werthmann', with a long horizontal line extending to the right.

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

Proposal

# **Police Station/Village Hall Facilities Project**

(Proposal Number TR-031-19)

Submitted To:

**Village of Downers Grove**

Submitted by:

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

January 31, 2019

# Content

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2. Qualification, Experience, and References.....	5
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4. Project Schedule .....	16

Appendix

# 1. Project Understanding and Approach

The Village of Downers Grove is proposing to redevelop several properties generally located on the east side of Washington Street extended and bounded by the BNSF railroad tracks on the north and Curtiss Street on the south. Currently the properties contain the Village Hall, the Village's Police Station, an 86-space Metra commuter parking lot, and a single-family home. As proposed, the eight-acre site will be redeveloped in five phases to contain a 72,000 square-foot building which will house both the Village Hall and Police Station, a 54,000 square-foot medical office building, and potentially 10 to 12 townhomes. In addition, Washington Street is proposed to be extended along the west side of the redevelopment between Burlington Avenue and Curtiss Street. Further, on-street angled parking is proposed to be located on the north side of Curtiss Street between Mackie Place and Belden Avenue.

A critical component of the redevelopment is the reconfiguration of the existing Burlington Avenue/Washington Street intersection in conjunction with the proposed Washington Street extension. This intersection has several operational issues given its proximity to the Washington Street at-grade railroad crossing and the current alignment of Washington Street. In addition, any intersection realignment/roadway extension will have an impact on access and circulation for all modes of transportation to, from, and through the redevelopment as well as downtown Downers Grove. The Village has developed four intersection realignment/Washington Street extension concepts that will be thoroughly evaluated as part of the traffic and parking study.

KLOA, Inc. has summarized a project approach that we believe to be responsive to the January 11, 2019 Request for Proposal (RFP) and January 18, 2019 Addendum. The approach is based on our previous work conducted in the Village and our experience in performing projects in downtown locations similar to Downers Grove. We propose to perform a comprehensive traffic and parking study that will address the impacts of each redevelopment phase as well as the intersection realignment/Washington Street extension and determine the necessary access, circulation, external roadway, and other transportation improvements required to accommodate future conditions for all modes of transportation (pedestrian, bicycle, passenger vehicles, and public transportation).

## **Task 1: Field Investigations and Observations**

KLOA, Inc. will conduct field investigations to establish the physical conditions via an inventory of roadway geometrics, traffic controls, parking conditions, pedestrian systems and accommodations, and bicycle facilities. Traffic flow and parking operations will be observed during peak periods to document operational conditions and deficiencies.

## **Task 2: Collect and Review Existing Data and Information**

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

### Task 3: Traffic and Parking Data Collection

Per the RFP, the study area for this project extends from Rogers Street on the north to Maple Street on the south and from Fairmount Avenue on the east to Main Street on the west. Weekday morning and evening peak period vehicular, pedestrian and bicycle counts will be conducted at the following intersections:

- Washington Street with Rogers Street
- Washington Street with Warren Avenue
- Washington Street with Burlington Avenue (east leg)
- Washington Street with Burlington Avenue (west leg)
- Washington Street with Curtiss Street
- Washington Street with Maple Avenue
- Main Street with Rogers Street
- Main Street with Burlington Avenue
- Main Street with Curtiss Street
- Curtiss Street with Mackie Place and Village Hall/Police Station access drives
- Curtiss Street with Belden Avenue
- Curtiss Street with Village Hall/Police Station and Metra Lot access drives
- Maple Avenue with Mackie Place and Fairmount Avenue
- Maple Avenue with Belden Avenue
- The two access drives serving the Village Hall parking lot

In addition, parking surveys will be conducted within the parking lots serving the subject properties every hour between 9:00 A.M. and 5:00 P.M. The traffic counts and parking surveys will be tabulated to determine the peak hours of traffic in the study area and to ascertain trip and parking generation rates for the existing Village Hall and Police Station.

Lastly, origin-destination studies will be performed using Bluetooth technology for one week. Per the direction of the Village, the following intersections will be included in the origin-destination study:

- Washington Street with Burlington Avenue (east leg)
- Washington Street with Burlington Avenue (west leg)
- Washington Street with Curtiss Street
- Washington Street with Maple Avenue
- Maple Avenue with Mackie Place/Fairmount Avenue
- Curtiss Street with Village Hall/Police Station/Metra lot access drive

#### **Task 4: Redevelopment Traffic Characteristics**

Estimates of peak hour traffic projected to be generated by each phase of the redevelopment will be based on rates provided in the Institutes of Transportation (ITE) *Trip Generation Manual*, 10<sup>th</sup> Edition, the existing Village Hall/Police Station trip rates, and previous surveys conducted by KLOA, Inc. The number of trips will be reduced to account for the area's alternative modes of transportation, the location of the site in Downtown Downers Grove, and the existing traffic generated by the uses occupying the site. For each redevelopment phase and intersection reconfiguration/Washington Street extension concept, the redevelopment-generated traffic will be assigned to the modified roadway system based on the redevelopment's estimated directional distribution.

#### **Task 5: Total Projected Traffic Volumes**

The existing traffic volumes will be increased to account for future development growth in the area and ambient traffic growth to determine background traffic volumes. For each of the intersection reconfiguration/Washington Street extension concepts, the background traffic volumes will be reassigned to account for the modified roadway system. The reassigned background traffic volumes will be combined with the redevelopment traffic assignments to obtain total projected traffic volumes for each redevelopment phase and intersection reconfiguration/Washington Street extension concept.

#### **Task 6: Transportation Evaluation**

Intersection capacity analyses will be performed to determine the peak hour level of service of existing and future traffic operations for each intersection reconfiguration/Washington Street extension concept and redevelopment phase. Each intersection reconfiguration/Washington Street extension concept will be thoroughly analyzed with respect to vehicle operations (i.e., level of service, vehicle delays, queue lengths, volume-to-capacity relationships, etc.) and the ability to safely and efficiently circulate and distribute all modes of transportation to, from, and through the proposed redevelopment as well as downtown Downers Grove. The intersection reconfiguration/Washington Street extension evaluation will be streamlined into a matrix table for discussion purposes and to assist in the selection of a preferred concept. In addition, the proposed redevelopment plan will be reviewed including the access, circulation, and parking systems and the ability of these elements to accommodate vehicle, truck, and pedestrian traffic safely and efficiently.

#### **Task 7: Parking Demand Evaluation**

The parking requirements of each redevelopment phase will be determined based on the Village of Downers Grove parking requirements per the Zoning Ordinance. In addition, the parking demand will be estimated based on the parking characteristics of the Village Hall/Police Station and parking rates published by ITE and the Urban Land Institute (ULI). The projected peak parking demand for each redevelopment phase will be compared with the proposed parking supply to identify, if necessary, potential parking shortages. In addition, the size and the location of the parking spaces will be reviewed to ensure they meet the Village's parking requirements.

**Task 8: Recommendations**

Based on the results of the capacity analyses and the intersection reconfiguration/Washington Street extension evaluation, recommendations will be developed regarding the redevelopment's access and circulation systems, external roadway improvements, downtown circulation, and other transportation-related enhancements. Recommendations will be developed for each phase of the redevelopment and may include geometric improvements, traffic control modifications, enhancements to pedestrian/bicycle facilities and accommodations, and changes to roadway traffic flow and on-street parking. In addition, recommendations will be developed regarding intersection geometrics, traffic control, and pedestrian/bicycle accommodations along the Washington Street extension.

**Task 9: Project Report**

KLOA, Inc. will summarize the data collected, observations, analysis findings, and recommended improvements in a narrative report containing an executive summary, tables, exhibits, and traffic performance details for existing and future conditions. The proposed recommendations will be summarized in a table/matrix for each phase of the redevelopment and intersection realignment/Washington Street extension concept. Initially, two bound copies of a draft report and an electronic version will be submitted to the Village for review and comment. Upon receipt of comments, the draft report will be revised and two bound copies of a final report and an electronic copy on compact disc will be forwarded to the Village. In addition, all base data will be provided to the Village on a compact disc.

**Task 10: Progress Meetings, Council, or Commission Meetings**

The KLOA, Inc. Project Manager will attend up to three (one-hour) progress/coordination meetings with Village staff, two (two-hour) Plan Commission meetings, and one (two-hour) Village Board meeting. As authorized, additional meetings can be attended, as needed, with the project budget amended accordingly.

## 2. Qualifications, Experience, and References

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

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

KLOA, Inc. has been retained by the Village of Downers Grove in the past, including performing the Neighborhood Traffic Studies for Area 1, Area 2, Area 4, and Area 5 and other transportation assignments. In addition, we have performed numerous traffic and parking studies within the Village, including in downtown Downers Grove with many of the projects within or adjacent to the study area. Downtown Downers Grove projects for which KLOA, Inc. has provided services include the downtown Downers Grove parking garage, the Tivoli Theater, the Burlington Station apartments, the Marquis condominiums, the Maple and Main apartments, 4929 Forest Avenue condominiums, and the Prospect/Rogers multi-family development. In addition, the Neighborhood Traffic Studies for Area 1, Area 2, and Area 4 were performed in neighborhoods located immediately adjacent to and included portions of downtown Downers Grove.

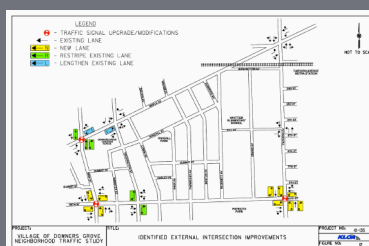
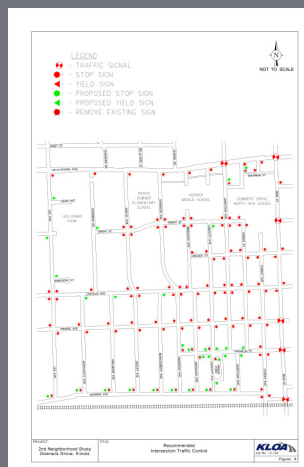
KLOA, Inc. has performed numerous traffic and parking studies for both private and public sector clients throughout Illinois and is pre-qualified by IDOT in Traffic Studies, Safety Studies, and Traffic Signal Design. In addition, KLOA, Inc. has extensive experience performing traffic and parking services for projects within downtown locations similar to downtown Downers Grove and municipal facilities including police and fire stations and libraries. KLOA, Inc. staff is also familiar with and utilizes state of the art computer models as a basic tool for travel demand forecasting, traffic assignments, and capacity analyses. These analytical tools, along with sophisticated software for street operations analyses, are of critical importance in planning and evaluating transportation operations.

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

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

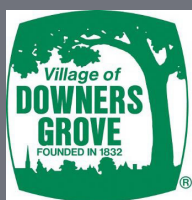
## CORE SERVICES

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



## CLIENT:

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



## LOCATION:

Downers Grove, Illinois

## COMPLETION DATE:

Area Number 1 - 2011  
 Area Number 2 - 2013  
 Area Number 4 - 2015  
 Area Number 5 - 2016

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

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



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 847.518.9990 | www.kloainc.com

# TRAFFIC IMPACT STUDY FOR A PROPOSED PARKING FACILITY ON BLOCK 19 IN

## CORE SERVICES

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



## CLIENT:

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



## LOCATION:

Downers Grove, Illinois

## COMPLETION DATE:

2001

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) was retained by the Village of Downers Grove to prepare a Traffic Impact Study for an approximate 760-space parking facility in downtown Downers Grove. The facility was proposed to be located in the block bounded by Main Street on the west, Curtiss Avenue on the north, Washington Street on the east, and Maple Avenue on the south.

The purpose of the KLOA, Inc. study was to examine background traffic conditions, assess the traffic impact of the parking facility, and determine necessary roadway or access improvements to accommodate the facility. The study results indicated that the roadway system, with the limitation of some on-street parking, would have adequate capacity to support the parking facility. It was recommended that monitoring of traffic in the future be made to determine if a future signal would be required at the intersection of Maple Avenue and Washington Street. Site access requirements were developed to ensure that the access system would provide efficient and safe traffic movements to and from the parking facility.



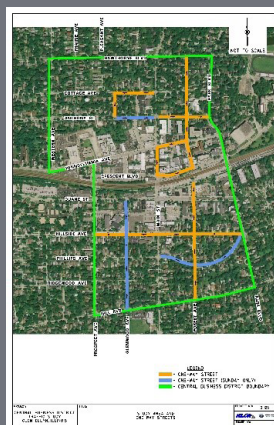
Kenig, Lindgren, O'Hara, Aboona, Inc.

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# VILLAGE OF GLEN ELLYN CENTRAL BUSINESS DISTRICT TRAFFIC AND PARKING STUDY

## CORE SERVICES

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



### CLIENT:

Village of Glen Ellyn  
Contact: Bob Minix



### LOCATION:

Glen Ellyn, Illinois

### COMPLETION DATE:

June 2012

The Village of Glen Ellyn retained Kenig, Lindgren, O’Hara, Aboona, Inc. (KLOA, Inc.) and Walker Parking Consultants (Walker Parking) to examine the operation of the one-way roads in and near the Village’s Central Business District (CBD) and determine the feasibility of converting them to two-way traffic. The study area was bounded by Hawthorne Street, Park Boulevard, Hill Avenue, and Prospect Avenue/Western Avenue and included sections of nine roads that were permanently restricted to one-way traffic and portions of three other roads that were restricted to one-way traffic on Sundays. One of the key initiatives/projects identified in the 2009 Village of Glen Ellyn Downtown Strategic Plan was to analyze the Downtown traffic circulation system in order to “make it easier to find parking and navigate through the Downtown”. Of equal importance to improving traffic flow was to minimize any loss of on-street parking and to enhance pedestrian and bicycle access and safety.

As part of the assignment, KLOA, Inc. and Walker Parking thoroughly examined the existing operations of the transportation system and the on-street parking. KLOA, Inc. and Walker Parking developed several two-way roadway alternatives that were evaluated to safely and efficiently accommodate all modes of transportation and to maximize on-street parking. Under the preferred alternative, the primary roads serving the CBD were designed to provide two-way traffic with one moving lane in each direction and on-street parking on both sides of the roads. To assist Village officials, the businesses community and residents in evaluating the merits of the one-way system versus the two-way system, a matrix was developed that listed the components/features pertaining to the CBD’s transportation system and identified which system was better designed to address each. In addition to the matrix, the study thoroughly addressed the operation of a two-way system, the impact on the transportation components/features, and provided a list of the advantages and disadvantages of a two-way system.



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847.518.9990 | www.kloa.com

# MAIN STREET TRIANGLE TRAFFIC IMPACT STUDY, SIGNAL WARRANT STUDIES, INTERSECTION DESIGN STUDIES, AND TRAFFIC SIGNAL DESIGN PLANS

## CORE SERVICES

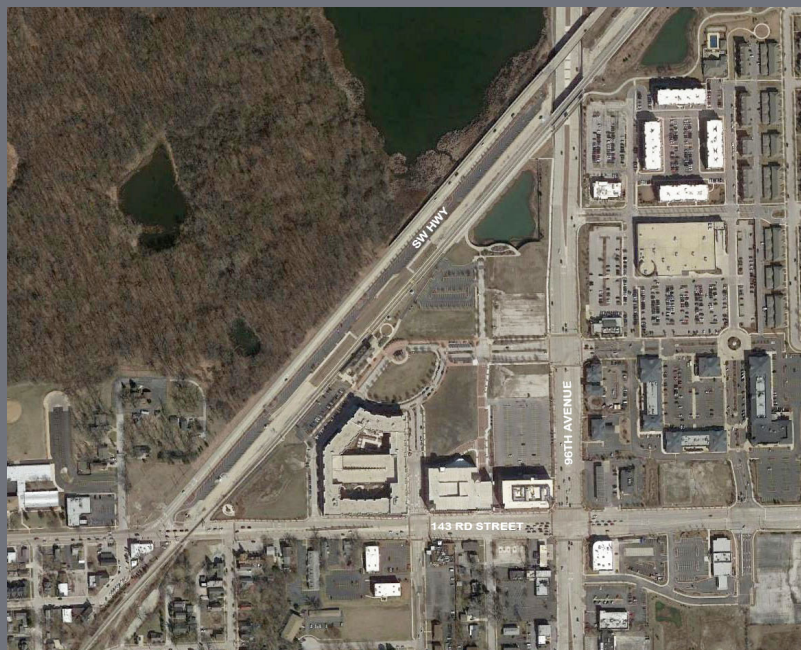
Data Collection

Design Services ►

Parking Planning ►

Traffic Engineering ►

Transportation Planning



## CLIENT:

Village of Orland Park  
 Contact: Karie Friling  
 Assistant Village Manager/  
 Director of Development  
 Services  
 (708) 403-6100



Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) was retained by the Village of Orland Park to conduct a Traffic Impact Study for the planned Main Street Triangle development, a 23.7-acre mixed-use transit-oriented development located next to the Village's new 143rd Street Metra station. The development will consist of approximately 121,500 square feet of retail space, 105 condominiums, 100 townhomes, and public parking for the new Metra station. Significant roadway improvements were recommended to accommodate the development in the already congested La Grange Road corridor, including the widening of La Grange Road (US 45) and 143rd Street. Two major access drives will be provided to the development, one on La Grange Road at 142nd Street and the other on 143rd Street at Ravinia Avenue. Both locations would be controlled by new traffic signals.

Throughout the planning process, KLOA, Inc. consulted with the development team (Related Midwest, Hitchcock Design Group, SPACECO, Inc., Sullivan Goulette & Wilson) on site circulation, parking, pedestrian/bicycle access, and roadway access issues. KLOA, Inc. also worked with the Illinois Department of Transportation (IDOT), on behalf of the Village, to gain permits for the new traffic signals.

As a follow-up to the traffic impact study, KLOA, Inc. prepared Traffic Signal Warrant Studies and Intersection Design Studies for the two major access points to the development. Traffic signal design plans were also prepared.

## LOCATION:

Orland Park, Illinois

## COMPLETION DATE:

2014



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 847.518.9990 | [www.kloainc.com](http://www.kloainc.com)

# WESCOTT CROSSING TRANSIT-ORIENTED DEVELOPMENT TRAFFIC STUDY

## CORE SERVICES

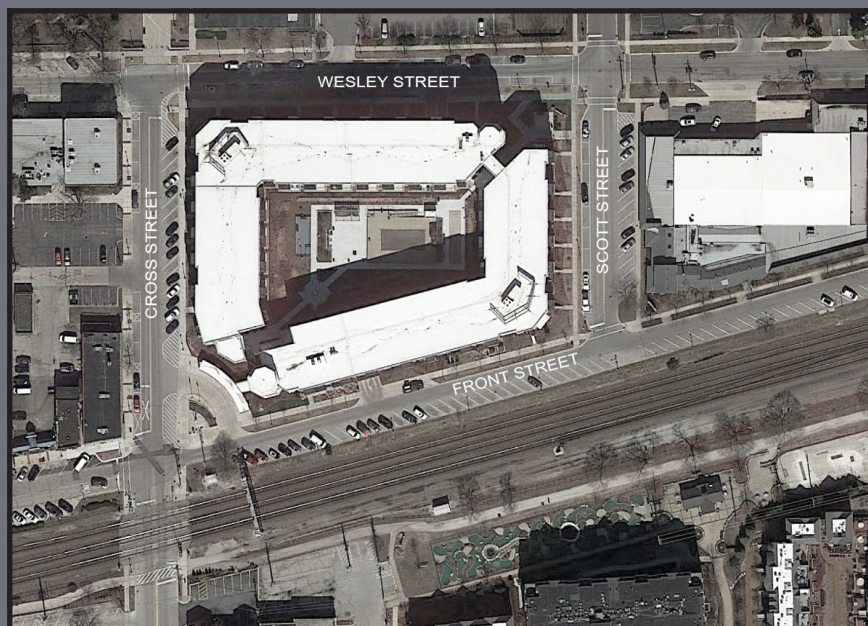
Data Collection

Design Services

Parking Planning

Traffic Engineering ►

Transportation Planning



## CLIENT:

Norwood Builders

Contact: Jennifer Tammen

(847) 655-7700



Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) was retained by Norwood Builders to prepare a Traffic Impact Study (TIS) for the Wescott Crossing mixed-use development in Wheaton, Illinois. The site, which contained two office buildings and a drive-through bank, is located on the block bounded by Wesley Street on the north, Scott Street on the east, Front Street on the south, and Cross Street on the west. As proposed, this Transit-Oriented Development (TOD) was to contain 214 condominiums and approximately 8,000 square feet of retail space.

The TIS examined the impact that the proposed TOD would have on traffic conditions in the area and determined any roadway and access improvements necessary to accommodate future traffic volumes. This included examining the impact of the vacation of a portion of Naperville Road. Four intersections within the area and all of the access drives serving the proposed development were evaluated as part of the study. The traffic to be generated by this proposed TOD was reduced given its location within downtown Wheaton and its proximity to various alternative modes of transportation. Lastly, at the time the study was performed, the City of Wheaton and the Wheaton Public Library were examining the possibility of vacating Cross Street between Seminary Avenue on the north and Wesley Street on the south. As part of the traffic study, KLOA, Inc. conducted a preliminary examination of the impact that the vacation would have on the existing roadway system.

## LOCATION:

Wheaton, Illinois

## COMPLETION DATE:

July 2003



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

9575 West Higgins Road, Suite 400 | Rosemont, Illinois 60018  
847.518.9990 | [www.kloainc.com](http://www.kloainc.com)

### 3. Key Personnel

An important component of our approach to this assignment is the consultant staff that will undertake the work and the manner in which the project will be managed. The KLOA, Inc. project team described below has performed multiple studies similar to the traffic and parking study desired by Downers Grove and has participated in the traffic and parking services performed for the Village in the past. All KLOA, Inc. staff work out of Rosemont, Illinois.

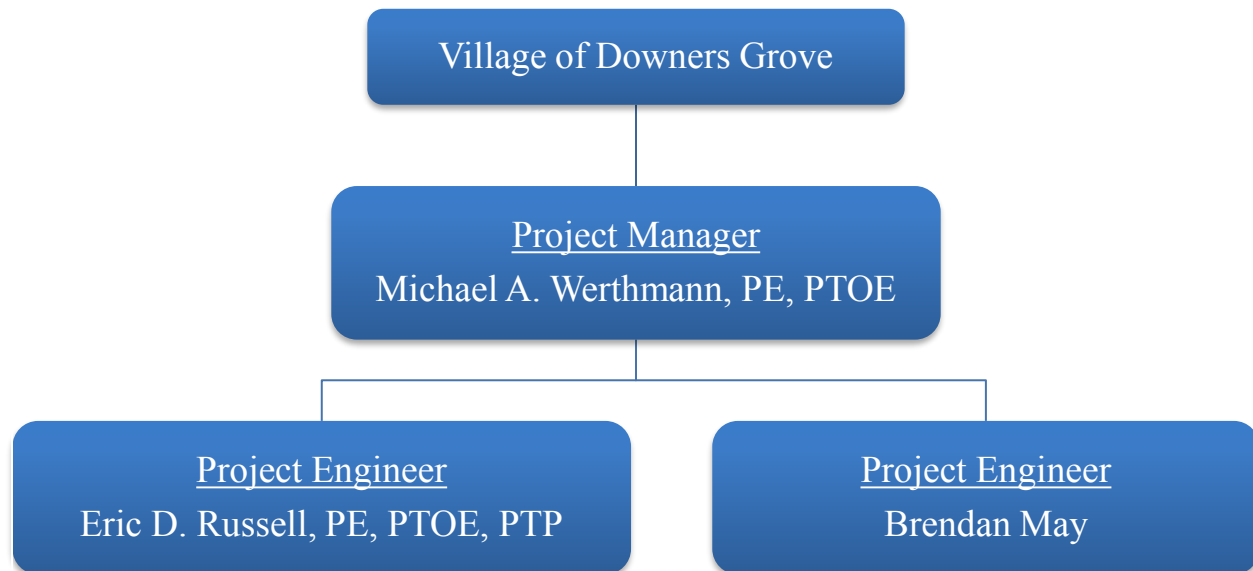
*Michael A. Werthmann, PE, PTOE*, Principal, will serve as Project Manager on this assignment. As Project Manager, he will perform and/or oversee the required technical analyses, prepare the study report, and attend all project meetings. Mr. Werthmann has more than 25 years of experience as Project Manager or Project Engineer on numerous traffic, transportation, parking, and pedestrian planning and engineering assignments for public agencies and private developments of every type of land use. Mr. Werthmann served as Project Manager for the Village's Neighborhood Traffic Studies for Area 1, Area 2, Area 4, and Area 5 and the other traffic assignments for the Village as well as conducted traffic and parking studies for private developments in Downers Grove, many of which were located in downtown Downers Grove. Mr. Werthmann has also performed numerous traffic and parking studies in downtown locations and for municipal facilities. Mr. Werthmann is a registered Professional Engineer in the State of Illinois and is a certified Professional Traffic Operations Engineer. He carries Member status in the Institute of Transportation Engineers (ITE).

*Eric D. Russell, PE, PTOE, PTP*, Principal, will serve as a Project Engineer on this assignment. Mr. Russell also has more than 20 years of experience managing traffic and transportation planning assignments for counties, municipalities, school districts, medical centers, universities, and private developments, much like what is required of this assignment for Downers Grove. Mr. Russell has significant experiencing in conducting traffic and parking studies for transit-oriented developments (TOD). Mr. Russell is a registered Professional Engineer in Illinois and is a certified Professional Traffic Operations Engineer and Professional Transportation Planner. He carries Member status in ITE.

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

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

### Project Organizational Chart



## Michael Werthmann, PE, PTOE

*Principal*



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

### EDUCATION

Bachelor of Science in Civil Engineering  
Michigan State University

Masters of Management  
Kellogg Graduate School of Management  
Northwestern University

### REGISTRATIONS

Professional Engineer in State of Illinois

Registered Professional Traffic Operations Engineer (PTOE)

### PROFESSIONAL ASSOCIATIONS

Institute of Transportation Engineers

### Traffic Impact Studies -

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

### Parking Needs and Feasibility Studies -

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

### Traffic, Parking, and Safety Studies -

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

### Traffic Simulation and Traffic Signal Operational Analyses -

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

### Corridor Studies and Pre-Phase 1 Studies -

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

### Traffic Signal/Multiway Stop Sign Warrant Studies -

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

### Intersection Design Studies and Traffic Signal Design -

New and modified intersections for various locations within Illinois.

### Roadway/Site Access Geometric Concept Plans -

Various developments and municipalities.

### Transportation and Planning Studies -

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

### Neighborhood Traffic Studies -

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

### University and College Traffic/ Parking Planning Studies -

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

### Medical Campus Traffic/Parking Planning Studies -

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

### Traffic Impact Studies for Waste Management Facilities -

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

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

*Principal*



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

### EDUCATION

Bachelor of Science in Civil Engineering  
University of Cincinnati

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

### REGISTRATIONS

Professional Engineer in State of Illinois (PE)

### CERTIFICATIONS

Professional Traffic Operations Engineer (PTOE)

Professional Transportation Planner (PTP)

Traffic Signal Operations Specialist (TSOS)

LEED Accredited Professional - Neighborhood Development

### PROFESSIONAL ASSOCIATIONS

Institute of Transportation Engineers

American Planning Association

### Traffic Impact Studies -

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

### Transportation Plans -

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

### Corridor Studies -

Lake Cook Rd, Buffalo Grove, IL; Golf Rd, Rolling Meadows, IL; Somonauk Rd, Cortland, IL; 47th St, La Grange, IL; Broadway Rd, Reed Rd, Brisbin Rd, Lisbon Rd & Saratoga Rd, Grundy Co, IL; WIKADUKE Trail, Kendall Co, IL; IL 53, Will Co, IL; Western Ave/Gregory St, Blue Island, IL; Chicago St, Joliet, IL; Kinzie, Armitage, Burnside, Pullman & Calumet Industrial Corridors, Chicago, IL; W. 79th St, Chicago, IL; Sheridan Rd, Chicago, IL; Union Station/North Capitol St, Washington, DC.

### Traffic Circulation/Safety Studies -

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

### Traiblazing Sign/Routing Plans -

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

### Pedestrian Safety Plans -

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

### Medical Center Traffic/Parking Planning -

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

### College Campus Traffic/Parking Planning -

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

### Rec & Event Center Traffic/Parking Planning -

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

### Parking Demand/Shared Parking Studies -

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

### Parking Design/Pavement Marking Plans -

Salisbury Mall, Salisbury, MD; Genesee Valley Center, Flint, MI; Stevenson Industrial Corridor, Chicago, IL; Metro Center Garage, Silver Spring, MD; proposed Redskins Football Stadium, Washington, DC; Aberdeen Train Station, Aberdeen, MD.

### Bikeways -

Bicycle design standards, Montgomery Co, MD.

### Maintenance of Traffic Plans -

Interstate 15, Salt Lake City, UT.

### Interchange Feasibility Studies -

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

## Brendan S. May

*Consultant*



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

### EDUCATION

Bachelor of Science in Civil Engineering  
Bradley University

### CERTIFICATIONS

Engineer-in-Training Certification

### Traffic Impact Studies -

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

### Parking Studies -

Parking needs and feasibility studies throughout the greater Chicago area including apartment, retail and mixed-use developments including Naperville Crossing, Naperville, IL, Washington Park Plaza, Homewood, IL, The Corners of Brookfield, Brookfield, WI, Home Depot, Minot, ND, Marketplace at Anson, Whitestown, IN and Southmoor Commons, Orland Park, IL.

### Traffic Signal Warrant Studies -

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

### Neighborhood Studies -

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

### Data Collection -

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

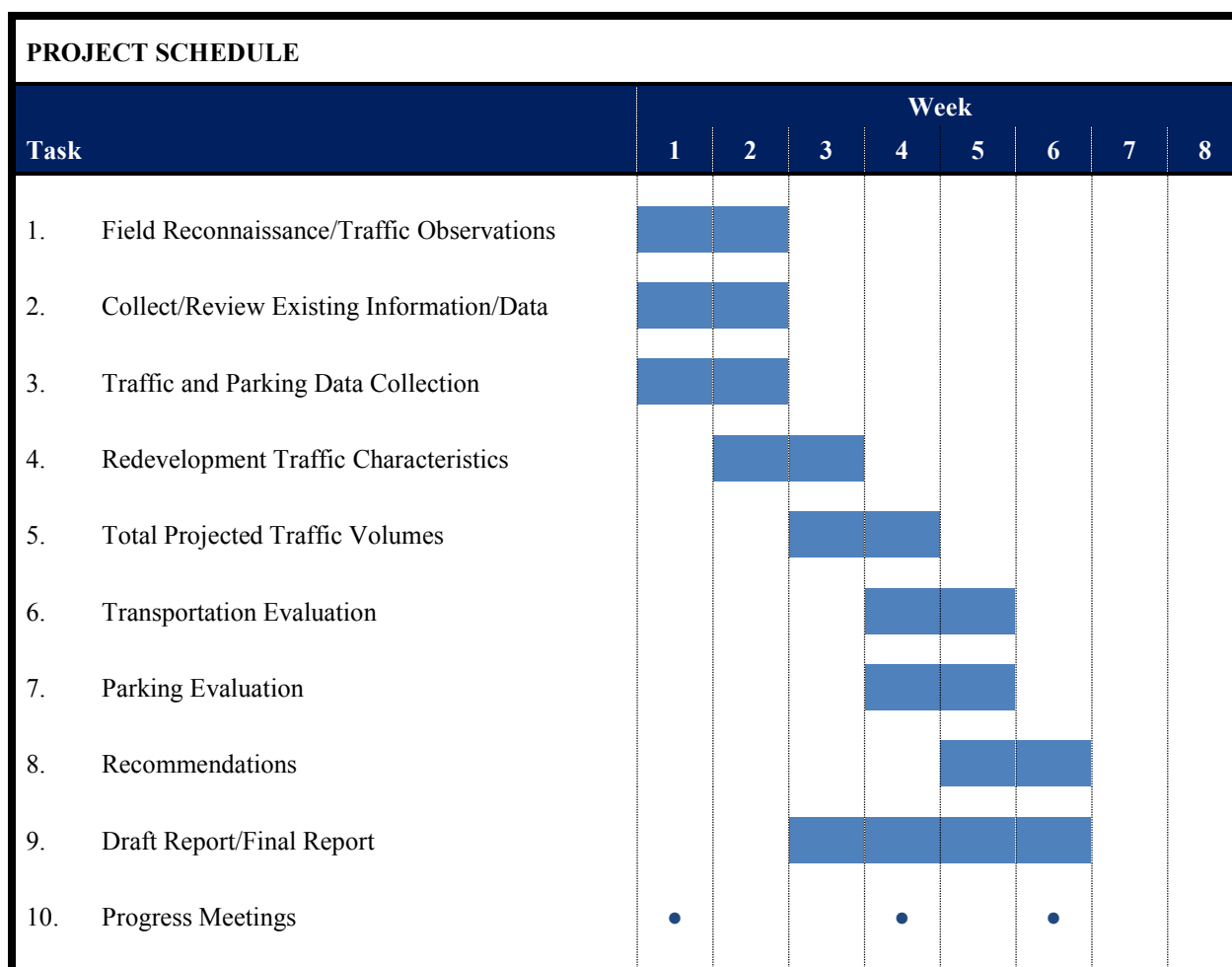
### Campus Circulation Studies -

Clarendon Hills Middle School, Prospect Elementary School, Clarendon Hills, IL; Hinsdale Middle School, Hinsdale, IL.

## 4. Project Schedule

### Schedule

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



● - Represents a meeting date.

# Appendix

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



Village of Downers Grove



VENDOR W-9 REQUEST FORM

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

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

**BUSINESS (PLEASE PRINT OR TYPE):**

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

ADDRESS: 9575 W. Higgins Rd, Suite 400

CITY: Rosemont

STATE: IL

ZIP: 60018

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

TAX ID #(TIN): 36-4019278

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

**REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

**TYPE OF ENTITY (CIRCLE ONE):**

- Individual
- Sole Proprietor
- Partnership
- Medical
- Charitable/Nonprofit
- Limited Liability Company -Individual/Sole Proprietor
- Limited Liability Company-Partnership
- Limited Liability Company-Corporation ✓
- Corporation
- Government Agency

SIGNATURE: 

DATE: 1/22/2019

Village of Downers Grove

**PROPOSER'S CERTIFICATION**

Police Station/Village  
With regard to Hall Facilities Project, proposer KLOA, Inc. hereby certifies  
(Name of Project) (Name of Proposer)  
the following:

1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS §12-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY: \_\_\_\_\_  
Proposer's Authorized Agent

3 6 - 4 0 1 9 2 7 8

**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

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

Subscribed and sworn to before me  
this 22 day of January, 20 19.

*Michelle M. Malczewski*  
Notary Public



Village of Downers Grove

(Fill Out Applicable Paragraph Below)

(a) **Corporation**

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

President: Luay R. Aboona

Secretary: Michael A. Werthmann

Treasurer: Luay R. Aboona

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

(b) **Partnership**

Signatures and Addresses of All Members of Partnership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

(c) **Sole Proprietor**

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

Village of Downers Grove

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

Insurer's Name Willis A + E Group

Agent Thomas Harkins

Street Address 233 S. Wacker Drive

City, State, Zip Code Chicago, IL 60606

Telephone Number 312-288-7342

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

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

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

Signature:  \_\_\_\_\_

Date: 1/22/2019

## Village of Downers Grove

<b>Suspension or Debarment Certificate</b>
--

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

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

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

Address: 9575 W. Higgins Rd, Suite 400

City: Rosemont, IL Zip Code: 60018

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

E-mail Address: laboona@kloainc.com

Authorized Company Signature: 

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

Date: 1/22/2019

Village of Downers Grove

**Campaign Disclosure Certificate**

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

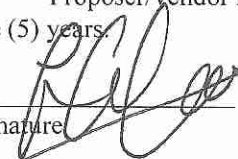
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

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

Under penalty of perjury, I declare:

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

Signature 

Luay Aboona  
Print Name

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

Print the following information:

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

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

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

Signature \_\_\_\_\_

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

**VILLAGE OF DOWNERS GROVE  
DEPARTMENT OF PUBLIC WORKS**

**ADDENDUM NO. 1**

**FOR**

**Police Station/Village Hall Facilities Project**

**RFP-0-4-2019/DC**

**January 18, 2019**

**ITEM AND DESCRIPTION:**

**1. NOTE**

"When does the Village anticipate execution of an agreement with the selected consultant as the target date of April 1, 2019 for the traffic report completion is on an aggressive timeline?"

The Village will be presenting the selection to Village Council the first meeting in February.

**2. NOTE**

"Of the 6 meetings in section 3.2.1 of the propose scope, how many would be expected before April 1, 2019 due date for the report and how many would be presentations of the results of that report after the April 1 date?"

The Village anticipates that 3 meetings will take place prior and 3 will take place following.

**3. NOTE**

"Has the Village budgeted a maximum contract amount for the consultant to complete this traffic study?"

The Village currently does not have a maximum defined.

The Acknowledgement of Receipt of Addendum for this addendum **MUST** be included in the bid package. Bid packages not including signed Acknowledgement Sheets may be **REJECTED**.

**End of Addendum No. 1**

**January 18, 2019**

**VILLAGE OF DOWNERS GROVE  
DEPARTMENT OF PUBLIC WORKS**

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM

PROPOSAL/BID: Police Station/Village Hall Facilities Project

PROPOSAL/BID NUMBER: RFP-0-4-2019/DC

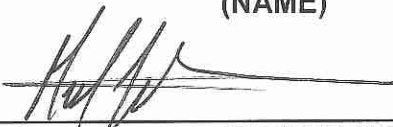
PROPOSAL/BID OPENING: January 23, 2019

ADDENDUM NO.: 1

PROPOSER/BIDDER: KLOA, Inc.

ADDRESS: 9575 W Higgins Road, Suite 400, Rosemont

RECEIVED BY: Michael Werthmann  
(NAME)

  
(SIGNATURE)

DATE: 1-22-19



9575 West Higgins Road, Suite 400 | Rosemont, Illinois 60018  
p: 847-518-9990 | f: 847-518-9987

January 31, 2019

Mr. William Lorton  
Village of Downers Grove Public Works Department  
5101 Walnut Avenue  
Downers Grove, Illinois 60515

Re: **Fee Statement for Police Station/Village Hall Facilities Report**

Dear Mr. Lorton:

Kenig, Lindgren, O'Hara, Aboona, Inc. (KLOA, Inc.) is pleased to submit a proposal to prepare a traffic and parking study for the redevelopment of the Village of Downers Grove Police Station and Village Hall site. We are an experienced traffic engineering and transportation/parking planning specialty firm that is solely focused on tasks to be addressed in this study. KLOA, Inc. has extensive experience in performing traffic and parking studies in downtown locations, including multiple projects in downtown Downers Grove and in other similar communities. In addition, we have performed numerous traffic and parking studies for the Village and other studies in the Village, including the Village's Neighborhood Studies for Area 1, Area 2, Area 4, and Area 5 as well as other assignments for the Village. We would welcome this opportunity to continue to work with the Village of Downers Grove on this important project for the community and will commit senior level staff to this assignment.

Based on our experience in similar studies, we have estimated the Not-To-Exceed fee to perform the scope of services described in the Village's Request for Proposal (RFP), and outlined in Tasks 1 through 9 of our attached proposal, to be **\$24,470.00**. This fee would cover all professional staff time and direct expenses (i.e. traffic counts, travel, postage, reproduction, etc.) incurred in the performance of this assignment. A breakdown of the KLOA, Inc. team fees by man-hour and work task is shown in the attached table. Any additional meetings or hearings beyond the six included in the scope of services would be considered additional services and would require a budget amendment.

We thank you for the opportunity to submit our proposal and qualifications and we look forward to working with the Village of Downers Grove once again. If you have any questions related to our proposal or fee statement, please do not hesitate to call us at (847) 518-9990.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael A. Werthmann", written over a horizontal line.

Michael A. Werthmann, PE, PTOE  
Principal

### Cost Reporting Form Police Station/Village Hall Facilities Project

Prime Firm Name **KLOA, Inc.**

Person Name/ Title	Estimated Hours						Total Hours (Tasks 1-9)	Rate/Hour	Total Estimated Cost
	Tasks 1 -2 Field Review, Observations, and Review Information	Task 3 Traffic and Parking Data Collection	Tasks 4-5 Redevelopment Characteristics and Projected Traffic Volumes	Tasks 6-9 Transportation & Parking Evaluation, Recommendations, and Report	Task 10 Meetings				
Michael Werthmann, Principal	2	2	7	7	15	33	\$ 215.00	\$ 7,095.00	
Eric Russell, Principal	2	-	2	2	-	6	\$ 195.00	\$ 1,170.00	
Bendan May, Consultant	8	4	16	20	-	48	\$ 85.00	\$ 4,080.00	
Technician/Clerical	-	-	-	15	-	15	\$ 75.00	\$ 1,125.00	
	-	-	-	-	-	-	\$ -	\$ -	
	-	-	-	-	-	-	\$ -	\$ -	
<b>Total Hours</b>	<b>12</b>	<b>6</b>	<b>25</b>	<b>44</b>	<b>15</b>	<b>102</b>			
Total Staff Costs per Task	\$ 1,500.00	\$ 770.00	\$ 3,255.00	\$ 4,720.00	\$ 3,225.00			\$ 13,470.00	
Other Direct Costs (see below)	\$ 100.00	\$ 10,500.00	\$ -	\$ 250.00	\$ 150.00			\$ 11,000.00	
<b>Total Costs Per Task</b>	<b>\$ 1,600.00</b>	<b>\$ 11,270.00</b>	<b>\$ 3,255.00</b>	<b>\$ 4,970.00</b>	<b>\$ 3,375.00</b>				

**Total KLOA Project Fees \$ 24,470.00**

Direct costs include materials, printing, mailing costs, and travel expenses.

Travel and Meals	100			150
Delivery			50	
Traffic and Parking Counts		4,500		
Origin-Destination Study		6,000		
Copying/Reproduction			200	

Signature of authorized representative:



Date: 1/31/2019