

**Village of Hinsdale**  
**Environment and Public Services Committee**  
**Meeting Agenda**  
**Monday, July 12, 2010**  
**4:00 P.M.**  
**Memorial Hall Board Room**  
*(Tentative and Subject to Change)*

1. Approval of Minutes – June 14, 2010
2. Public Services Monthly Report
  - a) Request For Parkway Tree Removal ( Residents At 742 S. Adams)
  - b) Tree Protection Guidelines ( Information Gathered by Staff )
  - c) 315 Hampton Pl ( Parkway Tree Transplant Request)
3. Engineering Monthly Report
  - a) Veeck Park Wet Weather Facility Update
  - b) 2010 Road Improvements Update
  - c) State and Federal Funding Opportunities
4. Request for Board Action
  - a) To Award the Certified Operator Services for the Veeck Park CSO Storage and Treatment Facility Professional Services Agreement to Clark Dietz, Inc. in the Amount of \$20,500\*
  - b) To Approve an Ordinance Amending Various Provisions of the Village Code of Hinsdale in Compliance with the Village's National Pollution Discharge Elimination System (NPDES) Permit\*
  - c) To Recommend Awarding the Phase 1 Engineering contract of the Oak Street Bridge Environmental Assessment to Clark Dietz, Inc. in an Amount not to Exceed \$797,520.08\*
5. Adjournment

Items listed on the agenda will be discussed and considered by the Committee. The Committee welcomes public comment on the agenda items during discussion. Items that were previously discussed by one of the Village's Commissions and referred to the Committee for further consideration are noted on the agenda. Items recommended for approval at this meeting are then referred to the Village Board for further consideration at their next meeting. Items that are unanimously recommended for approval will be placed under the Consent Agenda section of the Board meeting. Items that do not receive a unanimous recommendation will be placed under the Committee Agenda section of the Board meeting.

The Village of Hinsdale is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact Darrell Langlois, ADA Coordinator, at 630-789-7014, or by TDD at 630-789-7022, promptly to allow the Village of Hinsdale to make reasonable accommodations for those persons.

Village Web Site: [www.villageofhinsdale.org](http://www.villageofhinsdale.org)

**VILLAGE OF HINSDALE  
ENVIRONMENT AND PUBLIC SERVICES COMMITTEE MINUTES  
MONDAY, JUNE 14, 2010**

Chairman Laura LaPlaca called the meeting of the Environment and Public Services Committee to order at 4:05 P.M., Monday June 14, 2010, in Memorial Hall of the Memorial Building, 19 East Chicago Avenue, Hinsdale, IL.

**PRESENT:** Chairman Laura LaPlaca, Trustee Doug Geoga, Trustee Kim Angelo, Trustee Bob Saigh

**ABSENT:** None

**ALSO PRESENT:** David Cook, Village Manager, Dan Deeter, Village Engineer; George Franco, Director of Public Services;; John Finnell, Village Forester; Dan Hopkins, Village Horticulturist.

**Approval of Minutes – May 10, 2010**

The EPS Committee reviewed the minutes from the May 10, 2010 meeting. Changes to the minutes were addressed. Trustee Saigh motioned for approval of the May 10, 2010 minutes as corrected. Trustee Angelo seconded. The motion passed unanimously.

**Approval of Minutes – June 1, 2010**

The EPS Committee reviewed the minutes from the June 1, 2010 special meeting. Trustee Saigh motioned for approval of the June 1, 2010 special meeting minutes. Trustee Angelo seconded. The motion passed unanimously.

**Public Services Monthly Report**

Mr. Franco discussed the highlights of the Public Services monthly report. He began with a discussion on the Dutch Elm Tree injection program. Of the 455 trees surveyed, 105 will be treated. Letters have been sent out to the residents.

Mr. Franco informed the committee that Public services will be receiving free summer help from WorkNet of DuPage and from Hinsdale Central High School special education. A total of eleven students will be helping with various projects for 8 weeks. Some may even be available until September. Most of their assistance will be used in painting fire hydrants.

Chairman LaPlaca question the route for this year's Fourth of July parade. Due to the construction on Garfield, the parade route was shifted to Washington Street. The parade will start at 6<sup>th</sup> St. and proceed to First St.

Trustee Geoga inquired if 4 water main breaks for the month of May was usual. Mr. Franco replied that it was a typical number of breaks for this time of year. Trustee Geoga also asked about the Dutch Elm Disease survey. Eleven parkway trees were identified as having the disease. Trustee Saigh requested clarification on the number of trees in treatment. Village Forester John Finnell confirmed that 1500 trees are being

tracked through this program which runs on a three year cycle. Chairman LaPlaca inquired about statistics on infected private trees. Mr. Finnell confirmed that the Village does not track private tree infection.

Mr. Franco discussed the vandalism and graffiti at the Veeck Park Skate Park. Along with graffiti on portions of the park structures, some railings have been damaged by skaters. At the current rate, Public Services anticipate spending 180 man hours per year repairing the park vandalism. Some proactive measures taken (11 skin applications), have cost \$240/sheet. Trustee Saigh questioned whether skateboarding was becoming less popular due to the low usage. Even though the police have had 16 calls related to the vandalism, this may reduce once sports activity picks up at Veeck Park. Trustee Geoga mentioned concerns that the vandalism would spread over to the Wet Weather Facility. Committee agreed to re-evaluate at the end of the summer.

Mr. Franco presented a request by ComEd to remove an Elm tree from the Village parkway. Apparently, the subject tree is in conflict with a set of ComEd feeder lines. As a courtesy, ComEd offered to pay for the removal of the tree (\$125.00). Options of relocating the wires were too costly (\$20,000) and pruning the tree would be unattractive. Mr. Cook confirmed that ComEd has the right to prune the trees affecting their equipment. Staff's recommendation (John Finnell) is to leave the tree alone. ComEd has installed measures to insulate their wires from the tree. Committee agreed to forward staff recommendation to leave tree alone and to notify ComEd once the tree shows signs of distress.

The hospital has requested the removal of two additional trees as part of their project. Their contractor has expressed that the 13 inch and 9 inch trees present difficulties in mobilizing equipment. The committee questioned how problematic could these trees really be and requested more information from the hospital. Trustees Geoga and Saigh agreed that the removal of two additional trees was not warranted.

Mr. Franco initiated discussion on the repairs to the Memorial Building Roof. The Village budgeted \$100,000 to remove and replace the lower 3-5 feet of the roof slates. This work is anticipated to be completed by October. Trustee Geoga advised that the budget committee was relieved that the scope of work was limited to the lower portion of the roof. Committee agreed to have staff begin the bidding process.

Village resident Wesley Bielski of 315 Hampton Place presented a request to relocate an 8 inch parkway tree. Due to the driveway changes associated with the redevelopment of the lot, this tree will need to be moved. Although two 24 inch Oak trees will also be affected by this construction, the owner feels they can be saved. Committee agreed to give their formal approval at the next EPS meeting.

## **Engineering Monthly Report**

### **Veeck Park Wet Weather Facility Update**

Mr. Chuck Johnson, the Village's engineering consultant responsible for construction observation at the Veeck Park Facility, updated the Committee on the status of the construction at Veeck Park. Mr. Johnson informed the committee that the Wet Weather Facility is in full operation, and that it would take a few months to work out any problems that may come up. Chairman LaPlaca inquired about the number of sewer overflow events for May. Village Engineer Dan Deeter confirmed overflow event for May 13 and June 1 and the related rain fall data. Committee questioned the noticeable fluctuations in tank depth on days with no rain fall data. Mr. Deeter explained that the Flagg Creek Water Reclamation District diverts sanitary flows to our facilities whenever they are performing sewer cleaning. FCWRD will not clean on days when rain is in the forecast. On May 13<sup>th</sup>, the Village experienced a quick storm with heavy precipitation. Tank depth data was reflective. Mr. Deeter also gave a brief description of how the wet weather facility operates. Residents have requested a tour of the facility. Mr. Deeter was hopeful to accommodate next week.

### **Road Program Update**

**GARFIELD STREET:** Mr. Deeter informed the committee that Mr. Bill Seith of Total Environmental Solutions was able to locate documents identifying remediation companies that worked at the Grace and Union church sites. The Village needs to obtain records that show these sites were cleaned by professional environmental clean up companies. As for the Fullers site, Mr. Seith recommends that the Village proceeds with sampling/testing of the adjacent project area. The Village will seek reimbursement from Fullers once clean up costs have been totaled. Chairman LaPlaca questioned whether Fullers had any options in the matter. Mr. Deeter explained that the possible contamination areas are all within the public Right-of-way. Therefore, only a Village contractor could perform this work. As for the churches, they would only need to submit records that demonstrate the clean up was performed and satisfied the State requirements. Mr. Deeter confirmed that any site that does not submit records will need to be sampled. Mr. Deeter also reviewed the limits and scope of the remaining water main improvements.

**2010 RESURFACING PROJECT:** Mr. Deeter stated that the Village will be holding a pre-construction meeting with Central Blacktop on June 18, 2010. Contractor will be urged to begin work as soon as possible, weather permitting.

### **Grant and Funding Opportunities**

There was no discussion on this topic.



**Paving of the Alley on the 400 Block of South Monroe/Bodin**

The residents from the 400 block of south Bodin/Monroe have submitted a petition to pave the partial alley behind their homes at their own expense. Mr. Deeter explained that the alley will be built to the Village standards and that Village inspectors will monitor the project.

**Plat of Subdivision – 312 N. Oak and 345-347 E. Hickory – Hines & Gilbert's Subdivision**

Chairman LaPlaca provided background information on this agenda item. A general discussion took place. Trustee Saigh motioned to approve a plat of subdivision – 312 N. Oak and 345-347 E. Hickory – Hines & Gilbert's Subdivision. Trustee Angelo seconded. The motion passed unanimously.

**To Adopt an Ordinance Adopting Prevailing Wage Standards**

Trustee Geoga provided background information on this agenda item. A general discussion took place. Chairman LaPlaca felt more information was required prior to adopting this ordinance. Trustee Angelo motioned to adopt an ordinance adopting prevailing wage standards. Trustee Saigh seconded. Trustee Geoga voted no. Trustee Angelo voted no. Trustee Saigh voted yes. Chairman LaPlaca abstained. The motion did not pass.

**Recommend Approving the Purchase of a 2010 Utility Truck for \$31,981.50 from Currie Motors**

Chairman LaPlaca informed the committee that Public Services was able to find a replacement vehicle for the Chevy Suburban that was \$6,000 under budget.

Trustee Angelo motioned to recommend approving the purchase of a 2011 utility truck for \$31,981.50 from Currie Motors. Trustee Saigh seconded. The motion passed unanimously.

**Adjournment**

With no further issues to be brought before the Committee, Trustee Saigh moved to adjourn. Trustee Angelo seconded. Motion carried and the meeting was adjourned at 5:06 P.M.

Respectfully submitted,

Dan Deeter  
Village Engineer

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## MEMORANDUM

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**TO:** CHAIRMAN LA PLACA AND THE EPS COMMITTEE  
**FROM:** GEORGE FRANCO  
**SUBJECT: PUBLIC SERVICES MONTHLY REPORT-JUNE 2010**  
**Date:** 07/06/10

The Public Services Department spent the month of June preparing for the 4<sup>th</sup> of July festivities, continuing daily tasks, and cleaning up from storms which affected the Village on June 18<sup>th</sup> and 23<sup>rd</sup>. Preparation for the Fourth of July parade and celebration at Burlington Park included: placement of barricades, refuse removal, preparation of grounds, pruning of trees as needed, completion of a round of garbage receptacle cleaning, and cold patching of pot holes along the parade route. The Public Services department responded to storms which affected the area on June 18<sup>th</sup>. These storms consisted of high winds and rain, which resulted in extensive tree damage. Crews responded to this storm logging 80.5 overtime hours clearing debris to open roads and sidewalks and remove visible dangerous hanging limbs from trees. These crews then began the task of removing dangerous/cracked limbs from trees and chipping brush on a block-by-block basis. The first complete round of chipping was completed on July 2<sup>nd</sup> with crews logging an additional 30 overtime hours to complete this round by the holiday weekend. A second round of brush pick up began on July 6<sup>th</sup>, with staff anticipating completion by mid-July. Approximately 25 trees will need to be removed due to structural damage incurred by this storm. Power outages were also widespread throughout town due to this storm, which resulted in an additional 47.5 hours of overtime to ensure the integrity of the water distribution system while the standpipe was out of power.

A second storm on June 23<sup>rd</sup> resulted in roadway flooding. Public Service crews responded to these storms logging 8 overtime hours for flooding relief. During this storm, crews also responded to a main break on Glendale Avenue, which required 24 overtime hours to repair.

The summer special events season continues with Public Services Department assisting with the Farmer's Market, Uniquely Thursdays, the Fine Arts Festival, and the AYSO soccer event was held at Robbins Park.

The Public Services has been involved in other projects which include:

- Public Service crews began the grinding and resurfacing program, using 94 tons of asphalt to make repairs to the following streets:
  1. Bruner Street from Chicago Avenue to Walnut Street.
  2. Adams Street from Chicago Avenue to Walnut Street.
  3. Hickory Street from Garfield Avenue to Monroe Street.
- Public Services crews have completed general preventative maintenance on the high service pump motors located at the water plant and the pump motors located in the well houses, as well as repairing 5 basin structures had washed out due to heavy rains.
- Public Service staff coordinated the removal and replacement of concrete roadway on Hinsdale Avenue near Madison Street. This area, approximately 50 feet by 18 feet was in severe disrepair and had become a hazard for motorists and bicyclists.
- The Elm Inoculation program began in June, with the contractor injecting 96 trees, with another 117 trees scheduled to be treated. A total of 213 of the 488 trees scheduled for treatment this year will be injected, which is a participation rate of 44%.
- Village staff has completed the first round of surveying for Dutch Elm Disease, which resulted in 9 parkway elm trees and 30 private elm trees confirmed to be infected with the disease. At this time last year there were 36 Elm trees detected.
- Village staff has coordinated crews to complete weekend refuse removal in parklands and the Business District.

- Public Service crews have begun restoring the Veeck Park baseball field, with anticipation of utilizing this field by the fall.
- Village staff assisted in the coordination of the planting of the second tribute tree in Woodland Park for Mr. Phillip Moriarty.

Cc: Dave Cook, President Cauley, and Board of Trustees



**PUBLIC SERVICE MONTHLY REPORT FOR      June      2010.00**

**ROADWAY**

1.00 SIGNS  
1.00 POSTS  
0.00 SIGNS REPAIRED  
2.00 TONS OF COLD MIX USED FOR POTHOLES  
94.00 TONS OF HOT MIX  
12.00 TONS OF GRAVEL FOR ALLEYS ACT,  
0.00 WHITE PAINT  
0.00 YELLOW PAINT  
277.00 MAN HOURS BASIN TOP CLEANING  
33.00 MAN HOURS ALLEY GRADING  
30.00 MAN HOURS ALLEY TRIMMING  
0.00 YARD OF CONCRETE

**SNOW / ICE**

0.00 Times crews where called out for snow and ice.  
0.00 Tons of road salt used  
0.00 Tons of salt + calcium for walks, ramps, stairs and train platforms.

**TREE MAINT**

9.00 TREES TRIMMED BY VILLAGE STAFF  
12.00 TREES REMOVED BY VILLAGE STAFF  
39.00 ELM TREES DETECTED BY STAFF                      9 Pub..30 Private  
1.00 ELM TREES REMOVED BY STAFF  
2.00 ELM TREES THAT HAVE HAD AMPUTATED LIMBS  
26.00 ELM TREES THAT HAVE BEEN INOCULATED FOR PREVENTION OF DED  
0.00 TREE STUMPS REMOVED BY STAFF  
0.00 TREES PLANTED BY STAFF  
0.00 TREES TRIMMED BY CONTRACTOR( to date)  
0.00 NON ELMS REMOVED BY CONTRACTOR  
5.00 ELMS REMOVED BY CONTRACTOR

**EQUIP MAINT**

11.00 SCHEDULED MAINT  
48.00 UNSCHEDULED REPAIRS

**WATER OPERATIONS**

77853.00 GALLON OF WATER PUMPED TO DISTRIBUTION SYSTEM  
80129.00 PUMPED IN JUNE 2009  
3050.00 FEET OF SEWER LINES CLEANED  
8.00 SEWER BACKUP INVESTIGATIONS  
5.00 BASINS REPAIRED  
0.00 BASINS REBUILT  
13.00 BASINS CLEAN FROM DEBRIS INSIDE  
202.00 METER READINGS  
2.00 WATER METERS REPAIRED  
2.00 WATER METERS INSTALLED  
1.00 HYDRANTS REPAIRED  
4.00 HYDRANTS FLUSHED

1.00 WATER MAINS REPAIRED  
 0.00 SEWER SERVICE LOCATED  
 433.00 J U L I E LOCATE REQUEST  
 1.00 WATER CONNECT OR DISCONNECT INSPECTIONS  
 17.00 VALVES EXERCISED  
 2.00 VALVES REPAIRED  
 1.00 WATER METERS REMOVED  
 0.00 SEWER CONNECT INSPECTIONS  
 1.00 FOUNTAINS SERVICED

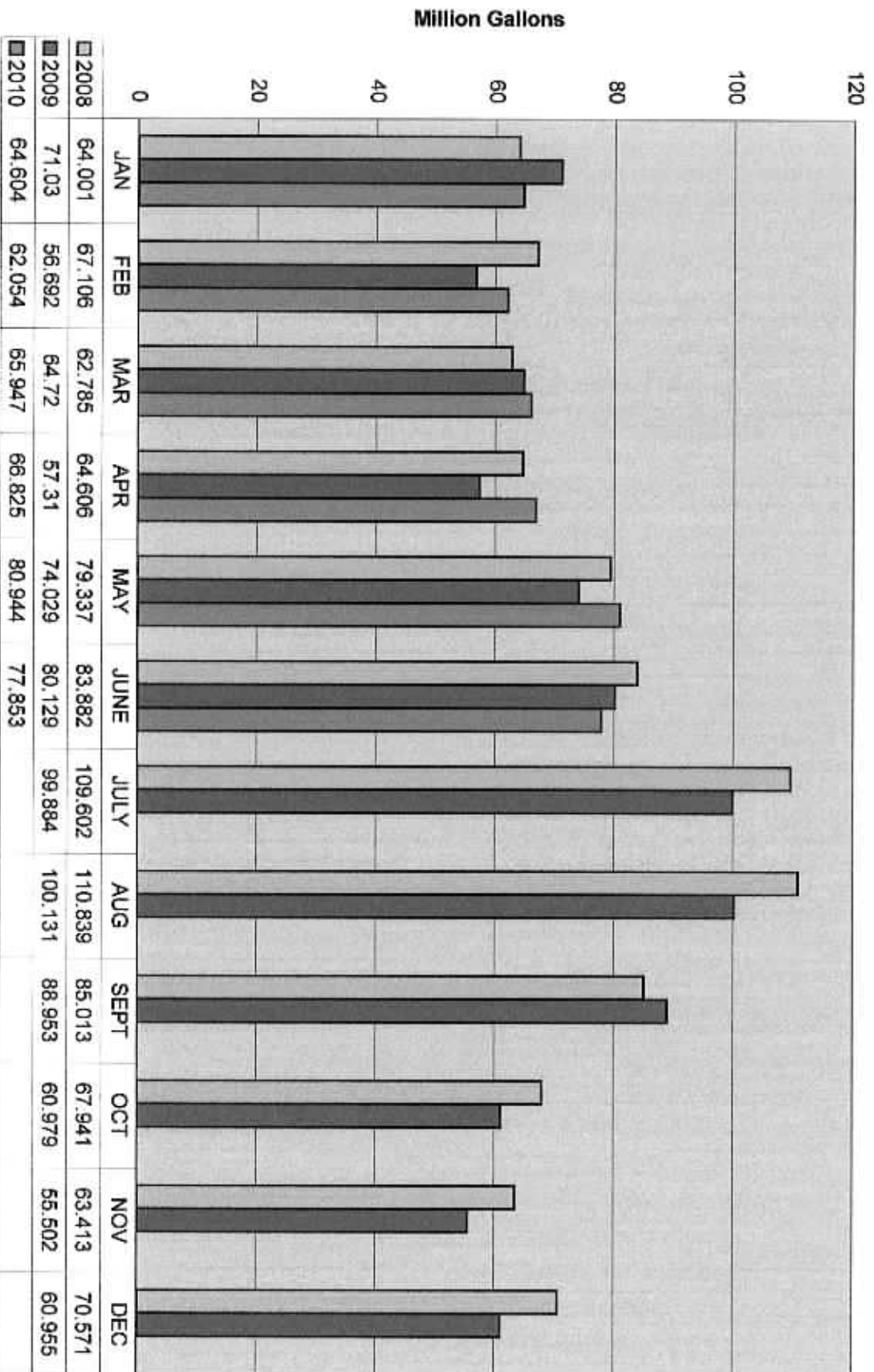
#### **PARKS MAINTENANCE**

Parks maintenance crews have been keeping up with general maintenance which includes garbage and litter pick, cleaning of the restrooms, and maintenance to all athletic fields. All contractual landscape maintenance has been completed, as well as watering of flower beds and pots in the business district. Staff has treated areas throughout town for weeds with a non chemical pesticide, Burn Out II. Parks maintenance crews have made repairs to the Veeck Park skate park, and the irrigation systems at Veeck and Burlington Parks. Crews also performed maintenance around the Memorial Building and Burlington Park in preparation of the Fourth of July celebration. The Veeck Park baseball field is in the process of being restored to a playing condition.

#### **BUILDING MAINTENANCE**

Building maintenance crews have been monitoring and servicing cooling systems which has included washing all outdoor air conditioning condensers at Village owned buildings. All generators have been checked for proper operation. Building maintenance crews cleaned and dried out carpeting in the lower level of Village Hall which was flooded due to the heavy rains. Other repairs completed include: running computer cable above the ceiling at the Police Department, replacement of damper motor and thermostat at Village Hall, repair of the weather-guard system alarms located on parks buildings, and the replacement of a dryer and toilet in the men's bathroom at the Community Pool.

# MONTHLY PUMPAGE



**VILLAGE OF HINSDALE**  
**MONTHLY REPORT**

**Month: June, 2010**

Day	Dist x1000	CL <sub>2</sub> Average	Turbidity Average	Fluoride Average	H <sub>2</sub> O Temp Average	Air Temp Average	Total Precip
1	2671				59		0.00
2	2613	0.81	0.03	1.09	60	75	2.86
3	2476	0.82	0.03	1.08	60	70	0.00
4	2705	0.78	0.03	1.07	60	70	0.00
5	2454	0.79	0.03	1.09	60	70	0.00
6	2340				61		0.00
7	2610	0.81	0.03	1.10	61	75	0.89
8	2463	0.80	0.03	1.09	61	68	0.01
9	2542	0.82	0.03	1.09	61	81	0.32
10	2746	0.70	0.03	1.00	62	84	0.00
11	2912	0.68	0.03	1.14	62	89	0.00
12	2605	0.80	0.03	1.13	62	88	0.00
13	2357				62		0.00
14	2614	0.81	0.03	1.09	62	70	0.00
15	2472	0.82	0.03	1.10	63	80	0.30
16	2702	0.81	0.03	1.09	63	86	0.00
17	2995	0.82	0.03	1.10	63	88	0.00
18	2654	0.88	0.03	1.16	63	92	0.09
19	2485	0.76	0.04	1.10	63	90	1.08
20	2286				64		0.00
21	2827	0.78	0.03	1.09	64	80	0.05
22	2490	0.81	0.03	1.10	65	90	0.90
23	2587	0.80	0.03	1.09	65	88	0.00
24	2578	0.82	0.03	1.11	65	85	2.18
25	2645	0.81	0.03	1.09	65	82	0.00
26	2415	0.74	0.04	1.01	65	76	0.00
27	2447				65		0.00
28	2524	0.74	0.04	1.03	65	74	0.00
29	2704	0.80	0.05	1.13	65	75	0.00
30	2934	0.81	0.05	1.11	64	77	0.00
<b>Sum:</b>	<b>77853</b>						<b>8.68</b>
<b>Avg:</b>	<b>2595</b>	<b>0.79</b>	<b>0.03</b>	<b>1.09</b>	<b>63</b>	<b>80</b>	<b>0.29</b>
<b>Max:</b>	<b>2995</b>	<b>0.88</b>	<b>0.05</b>	<b>1.16</b>	<b>65</b>	<b>92</b>	<b>2.86</b>
<b>Min:</b>	<b>2286</b>	<b>0.68</b>	<b>0.03</b>	<b>1.00</b>	<b>59</b>	<b>68</b>	<b>0.00</b>

Reported By:

*Mark Belkoushi*



# VILLAGE OF HINSDALE, PLANT REPORT

Month: June, 2010

Day	Flow		—CL <sub>2</sub> Residual—		Turbidity Average (NTU)	Fluoride Average (ppm)	H <sub>2</sub> O Temp Average (F)	Air Temp Average (F)	Total Precip (in)
	Valve 1 (kgal)	Valve 2 (kgal)	Total (kgal)	Analyzer (ppm)	Lab (ppm)				
1	2671	0	2671	0.79	0.81	1.09	59	75	0.00
2	2613	0	2613	0.77	0.82	1.08	60	70	2.86
3	2476	0	2476	0.76	0.78	1.07	60	70	0.00
4	2705	0	2705	0.80	0.79	1.09	60	70	0.00
5	2454	0	2454	0.79	0.78	1.10	61	75	0.00
6	2340	0	2340	0.78	0.80	1.09	61	68	0.01
7	2610	0	2610	0.77	0.82	1.09	61	81	0.32
8	2463	0	2463	0.75	0.70	1.00	62	84	0.00
9	2542	0	2542	0.78	0.68	1.14	62	89	0.00
10	2746	0	2746	0.77	0.80	1.13	62	88	0.00
11	2912	0	2912	0.76	0.81	1.09	62	70	0.00
12	2605	0	2605	0.75	0.82	1.10	63	80	0.30
13	2357	0	2357	0.76	0.81	1.09	63	86	0.00
14	2614	0	2614	0.74	0.82	1.10	63	88	0.00
15	2472	0	2472	0.73	0.88	1.16	63	92	0.09
16	2702	0	2702	0.74	0.76	1.10	63	90	1.08
17	2995	0	2995	0.74	0.76	1.09	64	80	0.05
18	2634	0	2634	0.78	0.78	1.09	64	90	0.90
19	2485	0	2485	0.78	0.80	1.10	65	88	0.00
20	2286	0	2286	0.76	0.81	1.11	65	85	2.18
21	2827	0	2827	0.76	0.81	1.09	65	82	0.00
22	2490	0	2490	0.80	0.74	1.03	65	76	0.00
23	2587	0	2587	0.83	0.80	1.09	65	74	0.00
24	2578	0	2578	0.81	0.82	1.11	65	75	0.00
25	2645	0	2645	0.80	0.81	1.09	65	77	0.00
26	2415	0	2415	0.82	0.74	1.01	65	76	0.00
27	2447	0	2447	0.82	0.74	1.03	65	74	0.00
28	2524	0	2524	0.84	0.80	1.13	65	75	0.00
29	2704	0	2704	0.77	0.81	1.11	64	77	0.00
30	2934	0	2934	0.84	0.81	1.11	64	77	0.00
Sum:	77853	0	77853	0.78	0.79	1.09	63	80	8.68
Avg:	2595	0	2595	0.78	0.79	1.09	63	80	0.29
Max:	2995	0	2995	0.84	0.88	1.16	65	92	2.86
Min:	2286	0	2286	0.73	0.68	1.00	59	68	0.00

# VILLAGE OF HINSDALE, PLANT REPORT

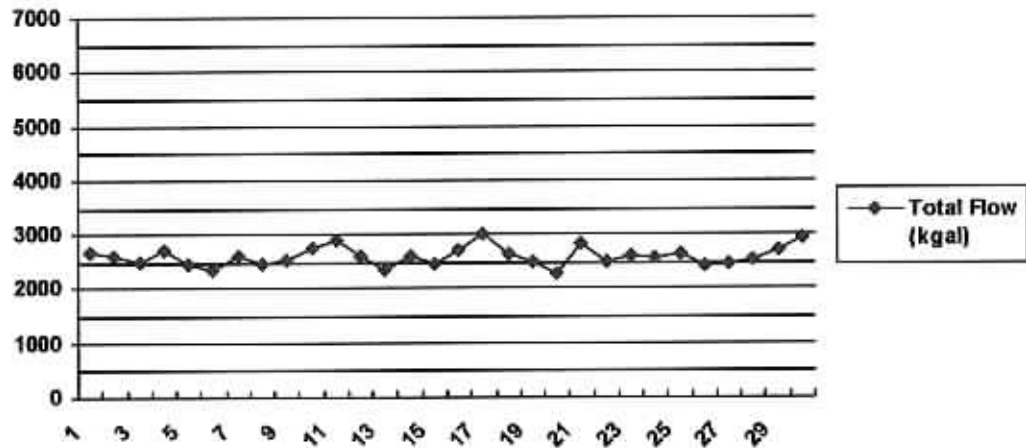
Month: June, 2010

Day	Flow		Tank Levels		Pressures		Pump Run Times		
	Total (kgal)	Standpipe (ft)	Clearwell (ft)	GSR (ft)	Upstream (psi)	System (psi)	HSP1 (hr)	HSP2 (hr)	HSP3 (hr)
1	2671	91.2	9.2	16.1	94.0	64.8	0.0	0.0	4.5
2	2613	91.0	10.0	16.9	93.2	64.5	0.0	0.0	4.4
3	2476	90.9	9.7	16.7	93.5	64.5	0.0	0.0	4.1
4	2705	91.3	9.2	16.2	92.6	64.4	0.0	0.0	4.4
5	2454	91.5	9.5	16.5	94.2	64.7	0.0	0.0	5.0
6	2340	91.4	9.4	16.3	94.6	67.5	0.0	0.0	4.1
7	2610	92.0	8.9	15.8	92.2	64.7	0.0	0.0	5.2
8	2463	91.5	9.6	16.6	93.7	64.6	0.0	0.0	4.7
9	2542	91.3	9.0	16.0	95.0	64.6	0.0	0.0	4.9
10	2746	92.0	9.0	16.0	95.5	64.8	0.0	0.0	5.2
11	2912	92.5	8.9	15.9	96.4	65.1	0.0	0.0	4.2
12	2605	92.4	9.0	16.0	94.0	64.5	0.0	0.0	5.1
13	2357	90.3	9.5	16.5	92.8	64.0	0.0	0.0	4.4
14	2614	92.6	9.2	16.2	91.3	64.9	0.0	0.0	4.6
15	2472	90.9	9.5	16.5	93.2	64.4	0.0	0.0	5.1
16	2702	92.1	9.0	16.0	93.0	65.0	0.0	0.0	5.0
17	2995	90.9	9.6	16.6	91.9	65.1	0.0	0.0	4.9
18	2654	92.0	9.0	15.9	93.5	64.2	0.0	0.0	5.2
19	2485	89.5	10.6	17.6	91.7	63.6	0.0	0.0	0.0
20	2286	90.3	9.6	16.6	93.7	64.3	0.0	0.0	5.9
21	2827	92.0	8.8	15.8	93.2	64.6	0.0	0.0	4.9
22	2490	91.4	9.0	16.0	93.9	64.5	0.0	0.0	5.0
23	2587	92.6	8.8	15.8	95.7	65.0	0.0	0.0	6.8
24	2578	91.4	9.1	16.1	92.6	64.5	0.0	0.0	4.9
25	2645	91.4	9.6	16.6	92.2	64.7	0.0	0.0	4.7
26	2415	91.6	9.6	16.6	94.1	64.6	0.0	0.0	4.9
27	2447	91.1	9.7	16.7	94.8	64.4	0.0	0.0	4.4
28	2524	91.7	9.0	16.0	92.6	64.6	0.0	0.0	5.0
29	2704	91.3	9.3	16.3	93.4	64.8	0.0	0.0	4.7
30	2934	91.2	8.9	15.8	96.5	64.9	0.0	0.0	5.7
Sum:							0.0	0.0	141.9
Avg:							0.0	0.0	4.7
Max:							0.0	0.0	6.8
Min:							0.0	0.0	0.0

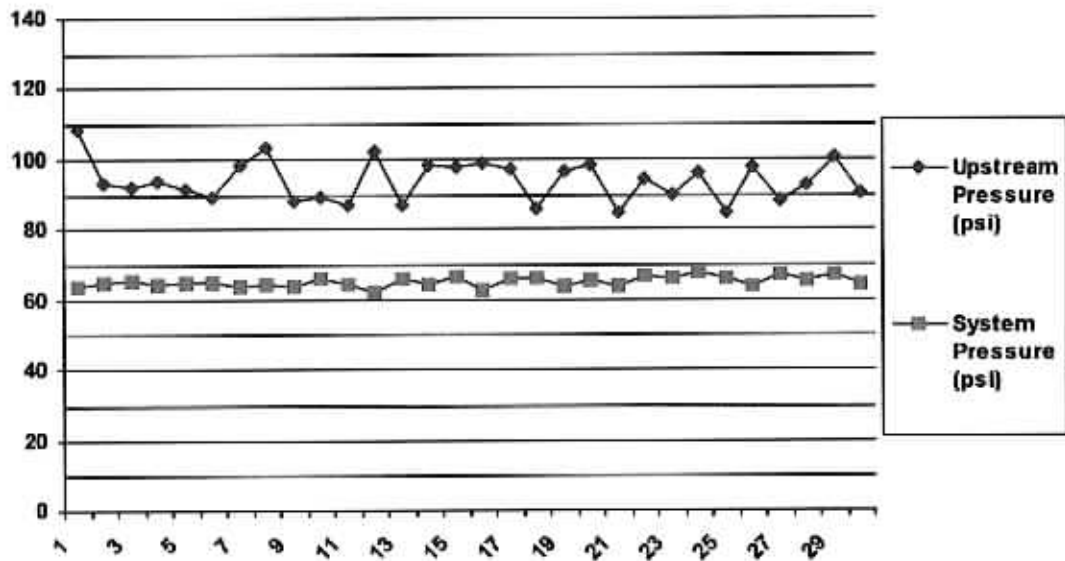
## VILLAGE OF HINSDALE, SYSTEM TRENDS

Month: June, 2010

Daily Flows from DWC

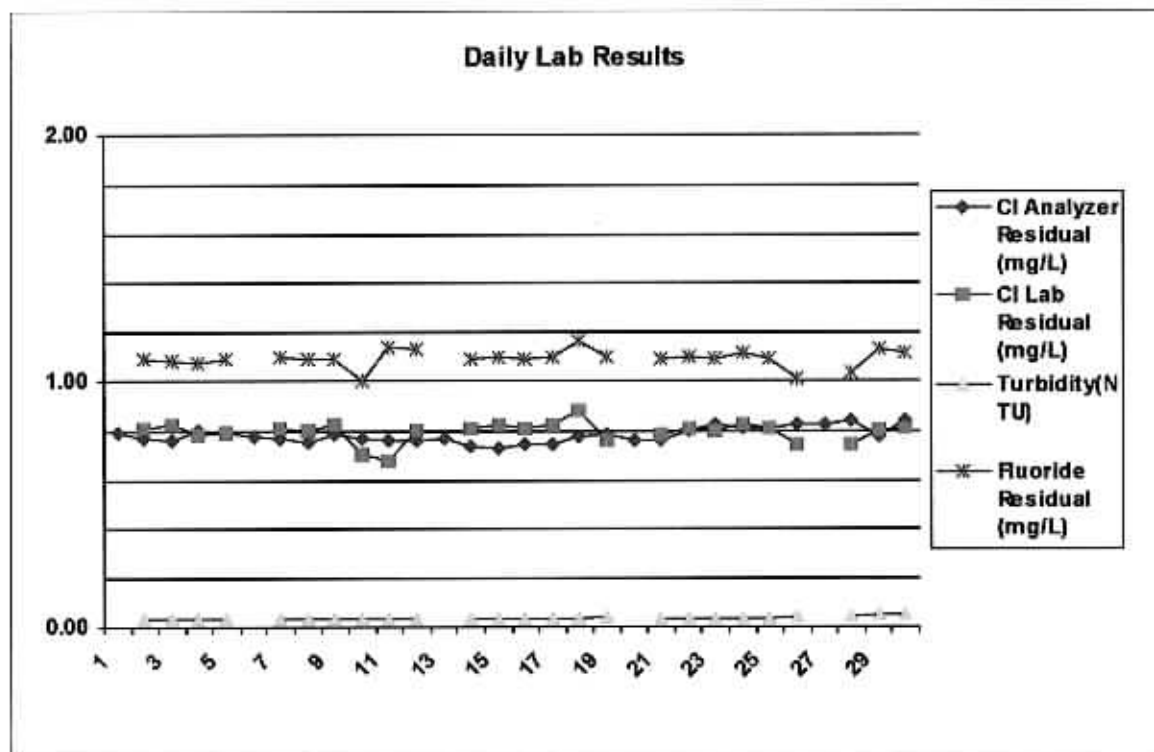
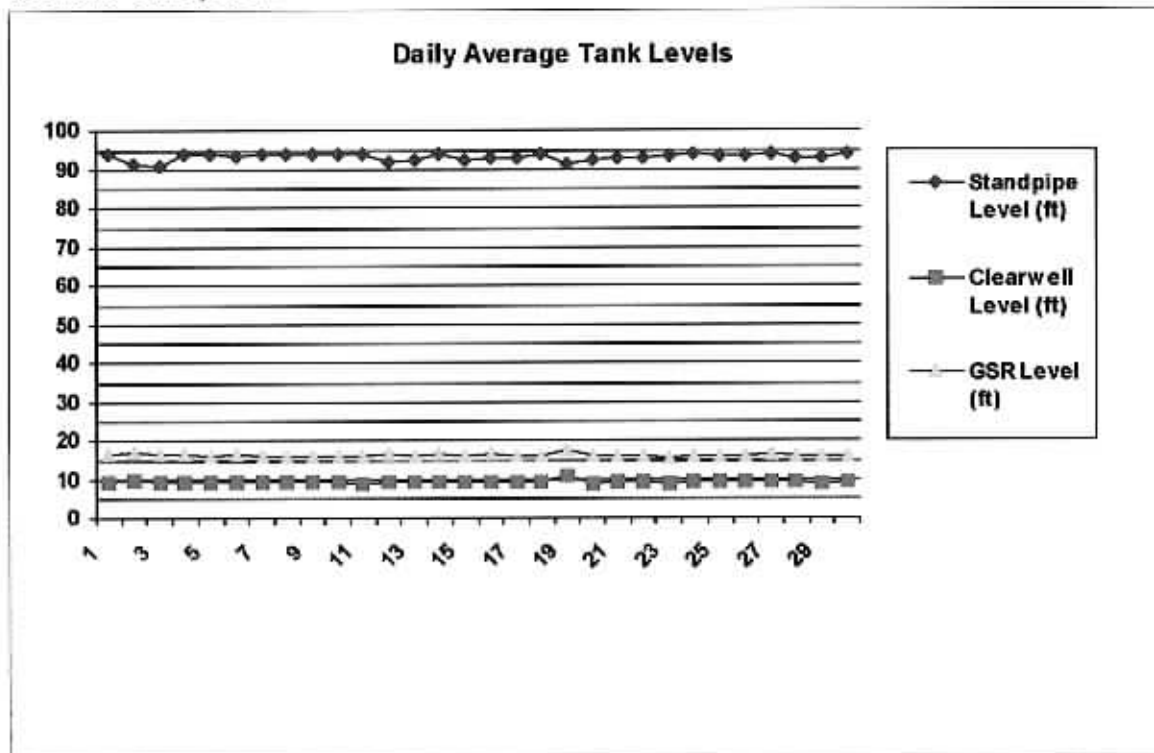


Daily Average Pressures



## VILLAGE OF HINSDALE, SYSTEM TRENDS

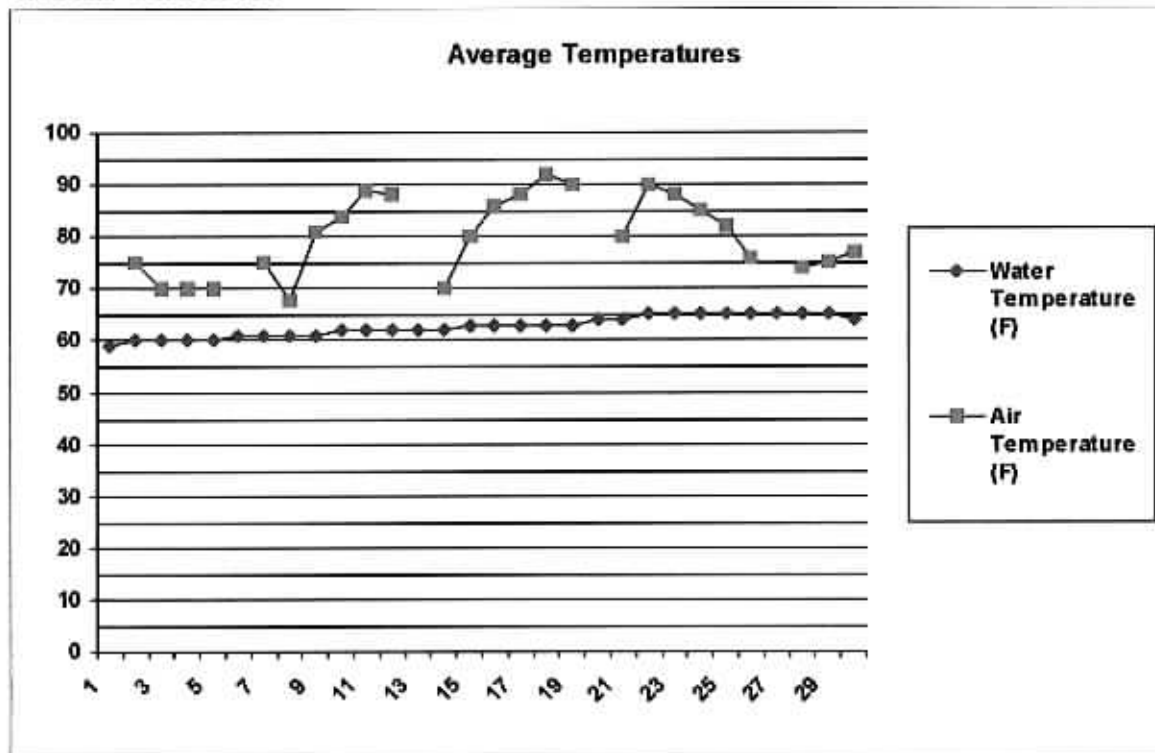
Month: June, 2010





## VILLAGE OF HINSDALE, SYSTEM TRENDS

Month: June, 2010



## MONTHLY REPORT FOR June 2010

# of Bacteria samples	<u>25</u>
# of field chlorine	<u>21</u>
# of field turbidities	<u>21</u>
# of lab chlorine	<u>25</u>
# of lab turbidities	<u>25</u>
# of lab pH	<u>25</u>
# of lab fluoride	<u>25</u>
# of precipitation readings	<u>10</u>
# of temperature readings(air)	<u>25</u>
# of temperature readings(water)	<u>30</u>
# of DBP samples	<u>0</u>
# of Pumps serviced	<u>8</u>

# High Service and Well Pump Maintenance

June 2010

## **High Service Pump Motors**

High Service Pump Motor #1- Check oil and lubricate grease fittings

High Service Pump Motor #2- Check oil and lubricate grease fittings

High Service Pump Motor #3- Check oil and lubricate grease fittings

High Service Pump Motor #4- Check oil and lubricate grease fittings

## **Well Pump Motors**

Well #2 Pump Motor- Check oil, grease fittings, ran for Bacteria Testing

Well #5 Pump Motor- Check oil, grease fittings, and ran for Bacteria Testing

Well #8 Pump Motor- Check oil, grease fittings, run for Bacteria Testing and Office Park chillers.

Well #10 Pump Motor- Check oil, grease fittings, and ran for Bacteria Testing

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## MEMORANDUM

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TO: CHAIRMAN LAPLACA AND THE EPS COMMITTEE  
FROM: GEORGE FRANCO, DIRECTOR OF PUBLIC SERVICES  
SUBJECT: PROPOSED PARKWAY TREE TRANSPLANT AT 315 HAMPTON  
DATE: JULY 8, 2010

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At the June meeting, Mr. Wes Bielski, resident at 315 Hampton Place, asked that the EPS Committee discuss his request to have an 8" diameter hybrid elm tree transplanted from the east end of his parkway to an area undetermined towards the west side. The request to remove the tree is being made due to the plans to install a new drive along the east property line and is detailed in the following e-mail from the resident.

A similar request was made in 2007 to move a parkway tree due to a new drive/existing tree conflict at 542 Ravine Rd. The builder of that home had the tree moved using a tree spade, to an area away from the drive. To date the transplanted tree seems to be established and shows very limited signs of decline.

Staff is requesting direction from the Committee in responding to this request presented by the Mr. Bielski.



**John Finnell**

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**From:** Bielski, Wesley [Wesley.Bielski@diageo.com]  
**Sent:** Thursday, June 03, 2010 9:49 AM  
**To:** Robert McGinnis  
**Cc:** John Finnell; Timothy Ryan  
**Subject:** 315 Hampton Place

Hi Rob,

I spoken with John regarding a tree in our parkway that is obstructing access into the proposed driveway along the east property line. I'd like to be put on the next EPS committee meeting agenda to seek an exception to the rule.

There are several factors that are causing us to request an approval for the removal of that tree:

- 1) There are already a number of larger trees on the property that we are preserving. There are 3 large mature trees on the front of the lot that we will preserve during construction. We are proposing to remove one large 24" oak. As a compromise, we are also willing to preserve this 24" oak tree that abuts the proposed driveway at the far southeast corner of the property.
- 2) Gaining another access into the proposed driveway by simply moving the entrance a few feet over from the subject tree would require us to cut down the 24" oak referred to in point #1. We would prefer to try to save it if we could build the driveway as proposed.
- 3) If we left the entrance on the west side of the lot and swung it around the house toward the east side of the home, we would violate the minimum lot coverage requirements. Because of the slope of the lot, driving in bad weather conditions would prove to be treacherous as the driveway would be too narrow to make the turn along the east side of the house.
- 4) Lastly, the tree in question is 7"-8" in diameter and its growth is limited by the density of the trees surrounding it. Replacing it with a tree further away from the density would allow for healthier growth.

Please let me know what the next steps are.

Regards,

Wes Bielski

315 Hampton Pl.

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This email is sent on behalf of a member of the Diageo group of companies, whose holding company is Diageo plc, registered in England and Wales with number 23307 and with registered

7/8/2010

address at Lakeside Drive, Park Royal, London NW10 7HQ, England.

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If you have received this email in error please notify the Diageo Servicedesk on +44 (0) 131 319 6000

<http://www.diageo.com>

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## MEMORANDUM

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TO: CHAIRMAN LAPLACA AND THE EPS COMMITTEE  
FROM: GEORGE FRANCO, DIRECTOR OF PUBLIC SERVICES  
SUBJECT: PROPOSED PARKWAY TREE REMOVAL AT 742 S ADAMS  
DATE: JULY 8, 2010

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Megan Davia Mikhail and Allen T. Mikhail, residents at 742 S Adams, have requested the Village remove a silver maple tree located in the parkway in front of their home. The request to remove the tree is being made due to the concern for limited access for the driveway and is detailed in the following letter from the residents.

The silver maple has a 32.5" diameter at 4.5' above grade. The tree's condition is good, and the shoot growth is vigorous. There are no significant visible structural defects in the trunk, or scaffold branches. The tree has a balanced habit, and is spaced well with the other parkway trees.

Staff is requesting direction from the Committee in responding to this request presented by the Mikhails.

June 29, 2010

Megan & Allen Mikhail  
742 South Adams Street  
Hinsdale, IL 60521

Village of Hinsdale  
Environment and Public Services Committee  
19 East Chicago Avenue  
Hinsdale, IL 60521

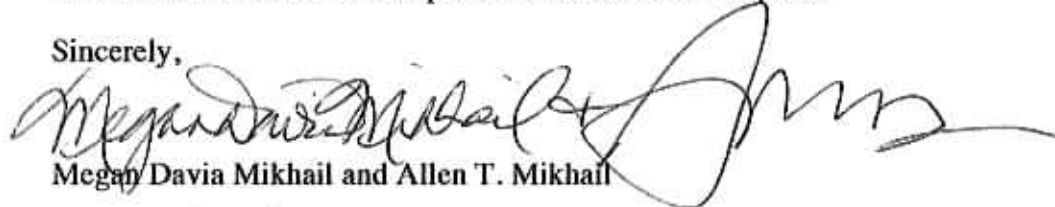
Dear Environment and Public Services Committee:

Thank you for the opportunity to request the removal of the parkway tree encroaching our home's driveway at 742 South Adams Street in Hinsdale. We purchased this home on November 12, 2009. The tree trunk itself is encroaching the driveway, which causes a hardship for our family and our visitors driving safely in and out of the driveway. A close family friend has already sustained significant damage to his car after hitting the tree while backing out of the driveway this past winter. The damage to his rear fender and taillight was roughly \$2000. My husband, Allen, has also hit the tree while backing out of the driveway. I have had close calls pulling in and out of the driveway, especially during the winter with snow and ice accumulating at the curb of the driveway. We try to be vigilant in warning friends and family and any other visitors to our home that they need to take special care to avoid hitting the tree on the driveway. We are concerned that with one friend already sustaining such damage to his car that this could happen again. Of even more concern is that the tree obstructs the view of Adams and could be a hazard to bicyclists and children passing by as drivers back out of our driveway.

We respectfully request the removal of the parkway tree encroaching our driveway due to the hardship it causes our family and visitors to our home.

Please contact us at 630-632-6347 if there are any questions or any additional information is needed to complete the review of our request.

Sincerely,



Megan Davia Mikhail and Allen T. Mikhail

Date: 6/29/10







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## MEMORANDUM

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TO: GEORGE FRANCO, DIRECTOR OF PUBLIC SERVICES  
FROM: CHRIS RAGONA, ADMINISTRATIVE INTERN  
SUBJECT: TREE PROTECTION GUIDELINES  
DATE: MAY 4, 2010

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At the last EPS meeting held on April 12, 2010 Committee members requested Village Staff to conduct research to determine what type of impact, potential revenue, and the amount of resources that may be needed in order to enforce this proposed ordinance. In order to try and determine each of these accurately a sample of permits from new construction homes were pulled and the tree protection plans provided were used to determine the average number of trees that were cut down due on private property.

In the attached spreadsheet every tree that was proposed to be cut down was given a dollar amount based on the formula used in the tree standards draft manual using the tree class multiplier, diameter at breast height (DBH), and the cross section area. Since only half of the tree plans were pulled due to time constraints, the total cost to remove the trees was multiplied by two in order to forecast an accurate total dollar amount. Given the sample size, this figure could be slightly inaccurate due to anomalies in the data such as a very large tree proposed to be cut down or a property that has cut down a large number of trees. This report also does not factor in the condition of each tree so trees with a rating of poor may not have to pay the fee in lieu costs to the Village. 2009 was also considered a slow year for construction in the Village and the number of new construction permits may increase as the economy improves.

In total 500 trees were found in each of the 15 tree preservation plans used and 66, or 13%, were proposed to be cut down totaling roughly \$200,000 in payments to the Village if each resident chose to pay a fee in lieu instead of replanting. This revenue figure could change drastically if residents and builders decide to replant new trees once construction is complete. With that said the question of how to monitor and enforce this ordinance still remains without using any additional funds and utilizing the limited staff available in both Public Services and the Building Department.

After looking at the data and the scope of the project staff has provided several options that could used for discussion in order to determine the most efficient and effective way to carry out this ordinance:



**Option 1:** A full time tree preservation officer is hired to administer this ordinance. He or she would report directly to the Village Forester and Director of Public Services and could administer tickets for sites that have illegally cut down trees and also review final landscape plans to determine how many new trees have been planted to offset the trees cut down and compute the payment owed to the Village in deficient trees.

**Pros:**

- A full time officer will be able to monitor several sights, review, and issue tickets on a daily basis.
- This officer can work with residents and developers on creating a tree preservation plan to limit the amount of trees cut down and answer any questions that may arise.
- If slow periods arise, this officer may assist the Village Forester on a number of tree related tasks.
- The Building Department would not take on any additional responsibility except to make sure a final inspection of the landscape plan is done and placed in the file.

**Cons:**

- With several staff members already laid off in the past two years, the Village may not be able to afford a part time officer and other budget items would need to be removed in order to afford this salary.
- The amount of revenue that this ordinance could bring to the Village is unclear and this position may not be able to be funded exclusively from funds collected.

**Option 2:** One or two part time code enforcement officers are hired to monitor construction sites and enforce the tree preservation ordinance. He or she would report directly to the Village Forester and Director of Public Services and could administer tickets for sites that have illegally cut down trees and also review final landscape plans to determine how many new trees have been planted to offset the trees cut down and compute the payment owed to the Village in deficient trees.

**Pros:**

- A part time officer will have a lot more time to spend to monitoring sites and working with homeowners than an already time restricted Village Forester.
- The Building Department would not take on any additional responsibility except to make sure a final inspection of the landscape plan is done and placed in the file.
- This officer could also assist the Village Forester and point out any tree issues that may surface as site visits are done.

- This officer will be able to spot residents that are illegally cutting down trees without Village approval.

**Cons:**

- With several staff members already laid off in the past two years, the Village may not be able to afford a part time officer and other budget items would need to be removed in order to afford this salary.
- The amount of revenue that this ordinance could bring to the Village is unclear and this position may not be able to be funded exclusively from revenue collected.

**Option 3:** The Village Forester enforces the ordinance and reviews each of the tree preservation plans and landscape plans to determine the total amount of trees removed, planted, and the net amount that will need to be paid to the Village for each property. He or she will need to visit each site and monitor the progress as well as the safety of the trees and write tickets to non-compliant sites.

**Pros:**

- Salary expenses will not increase and this ordinance can be enforced without any additional monetary costs to the Village.
- The Building Department would not take on any additional responsibility except to make sure a final inspection of the landscape plan is completed and placed in the file.

**Cons:**

- The Village Forester is already time restricted to complete the tasks of his or her job and another item added could cause a lack of service in other areas. The issuance of tickets will also require a court date that will further decrease the amount of time to work on other issues.
- The Village Forester will not be able to spend a great deal of time monitoring sites and scanning the Village to look for other possible violations that may arise.

**Option 4:** The Village Forester and Code Enforcement Officer partner and monitor the enforcement of this ordinance together.

**Pros:**

- The code enforcement officer is already visiting sites and could alert the Village Forester if trees are being damaged or if a tree is being removed illegally.
- With two separate bodies working together, the increased workload and added responsibilities may not impact the other services provided rather than just one employee working.

**Cons:**

- The code enforcement officer is already working on dozens of open cases and may need to neglect these if additional responsibilities are added.
- A majority of the work would still need to be done by the Village Forester and the code enforcement officer may only act as a watchdog in this scenario.

**Option 5:** This ordinance is tabled and is not pursued.

**Pros:**

- Village staff time is not affected and normal duties can continue.
- The Village has less of a threat of being sued or paying for court costs from an angered resident or developer over private property rights.

**Cons:**

- Dozens of trees will continue to be cut down in the Village and private property will not be monitored.

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## MEMORANDUM

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TO: GEORGE FRANCO, DIRECTOR OF PUBLIC SERVICES  
FROM: JOHN FINNELL, VILLAGE FORESTER  
SUBJECT: TREE PROTECTION GUIDELINES  
DATE: MAY 4, 2010

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Per direction from the Environment and Public Services Committee; staff has contacted the 16 communities identified as having tree protection guidelines. Six of the sixteen communities responded to the request for additional information. The following responses are listed by community.

### Village of Northbrook

- **who on staff enforces the ordinance?** The Tree Preservation Officer who now works in the Community Development Department. (Formerly was stationed in Public Works)
- **how much of a burden on staff is the enforcement?** Enforcement can get time consuming. Much depends on the motivation of the Tree Preservation Officer as the Ordinance itself is rather open-ended. During busy periods, the Tree Preservation Officer may ask Forester to assist.
- **in general is the program break even? how is it funded?** Right now, the program is funded from the General Fund. It is not funded by any special efforts. However, Forestry relies on fees collected for replanting for funding part of its forestry planting program.
- **are staff employed on full-time or part-time basis for code enforcement?** The Tree Preservation Officer is full-time, but also does part time code enforcement for the Fire Department
- **any significant resistance? if so, from where?** Our biggest resistance comes from homeowners who defy government intervention on private property and contractors who insist our tree preservation requirements increase their cost for doing business in Northbrook.

### Village of Wilmette

- **who on staff enforces the ordinance?** Two full-time Foresters inspect sites notify the Code Enforcement Officer of violations.
- **how much of a burden on staff is the enforcement?** At one time, 20 hours dedicated a week strictly to inspection of tree protection for public and private property. Both of those part-time positions (two 10 hour per week personnel) have been eliminated.

- **in general is the program break even? how is it funded?** General Budget, salaried position
- **are staff employed on full-time or part-time basis for code enforcement?** One full-time Code Enforcement officer for ALL VILLAGE ORDINANCES including tree protection.
- **any significant resistance? if so, from where?** No, development (new homes) are significantly down in the community.

#### City of Highland Park

- **who on staff enforces the ordinance?** The City forester is responsible for tree pres.
- **how much of a burden on staff is the enforcement?** There are two parts to code enforcement Construction related involving violation of tree preservation efforts. General City code such as DED, visual obstructions Hazz limbs/trees sidewalk clearing. 600hrs general code summer inter - 200 hrs full time Construction related.
- **in general is the program break even? how is it funded?** Funded through general fund revenue generated by citations
- **are staff employed on full-time or part-time basis for code enforcement?** Both see above
- **any significant resistance? if so, from where?** The program was established many years ago. You can count on about 10-15% noncompliance. The more non compliance you have the more staff time spent. Make sure everyone is onboard or time or time spent will go up.

#### Village of Glencoe

To answer your questions:

With our small building/zoning department only two of us go out on inspections only twice a day. I am also a certified arborist and municipal specialist and use those skills to provide a consistent enforcement of the tree ordinance on a daily basis and from contacts from neighbors and others in the field. There is no real extra burden on staff as it is part of a quick look around when we are out at a site for a specified building inspection. We enthusiastically enforce encroachments into chain link tree protection fencing that is required to be put up before we will release a building permit. If there is a minor encroachment not likely causing harm to the tree the fine is \$400. A more serious potential impact to the tree is a \$750.fine. If it really looks serious it is a \$750.fine and a 2 year deposit at \$350. per inch guaranteeing the tree is visually healthy at the end of the period. On all our fines the general contractor is always held as the responsible party to pay the fine. We call the contractor and advise payment must be paid within 1 week or the job site will have a stop work order for all the trades. Every permit is issued with a handout with our fine schedule, work hour limits etc. so that every contractor cannot say he was not forwarned prior to starting a project. We additionally make the extra effort to verbally advise new contractors who have not worked in our area before. Fines collected potentially land into a tree planting account that allows us to plant parkway trees elsewhere in the Village for our existing homeowners. There has not been resistance to our consistent approach to this enforcement (unhappy faces yes). Anyone can count on the fine with no warnings issued for these types of violations.



## City of Park Ridge

- **who on staff enforces the ordinance?** The city forester.
- **how much of a burden on staff is the enforcement?** This is a big part of the position itself so the burden is significant but not excessive.
- **in general is the program break even? how is it funded?** There is no cost or funding for the program. It does generate funds for the tree bank and in fines for illegal removal or substantial destruction of trees.
- **are staff employed on full-time or part-time basis for code enforcement?** Full time but it is only about 20-30 percent of my job.
- **any significant resistance? if so, from where?** Significant only when someone is denied a permit. Otherwise people don't care ("They love trees.....just not this one."). There is a very small but very vocal group who disagree with the ordinance based on a property owner's right to treat their property as they see fit.
- **any other information would be greatly appreciated.** I treat each request to remove a tree as a separate issue and I have a lot of discretion with our ordinance, which is good. However, council wants black and white distinctions for every scenario and residents often feel that the ordinance is unfair."My neighbor got to cut down his tree and didn't have to replant. Why to I have to plant back trees?" and so on.

## Village of Glenview

- **who on staff enforces the ordinance?**

For years there was a dedicated Tree Preservation Officer to do the inspections. Now, any of several certified arborists on staff can do it, but the great majority of the permits are issued by me, the Natural Resources Manager (also a certified arborist). When landowners disagree with the decision, it could be resolved by me, the Development Dept., or sometimes I will pass it up to my superintendent or PW Director. Ultimately the appeals board is the Natural Resources Commission, but I have been here 10 years and don't recall a single incident being appealed that far . . .

- **how much of a burden on staff is the enforcement?**

During spring/summer I can spend 2 to as much as 3 full days/week on issuing permits or inspecting newly planted trees, etc. For each of these permits and inspections, there is a lot of work at Development processing the permit applications. During winter, weeks can pass without doing any permits. In addition to issuing the permits, there are times when inspectors from the Development Dept. or I will have to ensure that a tree coming down without a permit did or did not require a permit – and if it should have had a permit, then a fine has to be issued, etc. Also, there is a lot of time on the phone for Development and for me to explain the ordinance

or to discuss with landowners who are unhappy with our decisions. Also, there are frequent (say 10/year?) "gray area" cases that involve a good deal of staff discussion before they're resolved. In general, it is a significant time commitment!

- **in general is the program break even? how is it funded?**

I don't know these details but I sincerely doubt it can come anywhere near breaking even. There is no fee for a tree permit and a lot of time spent issuing them. I believe the Village funds the program from general/corporate funds. The only payments we collect are fines when someone does not/cannot comply with the ordinance. Any other payments are held in escrow until the landowner plants back a specified number of trees, then the money is returned.

- **are staff employed on full-time or part-time basis for code enforcement?**

Staff doing code enforcement are full-time staff, but each of them spends only part of their time on this issue. (In Development, they process many permit applications, trees are just one of them. For myself, I have many responsibilities, inspecting trees and issuing permits is just one of them . . . etc. . . )

- **any significant resistance? if so, from where?**

I encounter resistance very frequently, but it is at a low level, ranging from muttered comments to pretty long conversations. A good proportion of the times we require escrow and tree replanting, we get a lot of questions/complaints, but typically the ordinance just needs to be fully explained. Some of the tree care companies have already educated the developers/residents, though! I believe the really strong resistance came when the ordinance was created, before I joined the Village.



## **MEMORANDUM**

**TO:** Chairman LaPlaca and EPS Committee  
**FROM:** Engineering Department  
**DATE:** July 12, 2010  
**RE:** Engineering Monthly Report

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The Engineering Division has continued to work with the Building Division in order to complete site inspections, as well as responding to drainage complaint calls. In total, 245 site inspections were performed for the month of June by three Engineering employees.

In addition to site management, the following capital improvement projects and engineering studies are also underway.

### **Veeck Park Wet Weather Facility**

John Burns Construction has completed 99% of the construction of the Veeck Park Wet Weather Facility. The project schedule:

Pre-construction meeting	01/09/09
IEPA permit to construct received	01/23/09
Notice to Proceed signed & sent to John Burns Construction	01/23/09
Mobilization, layout, and begin Construction	02/19/09
Operational Completion	02/25/10
Substantial Completion	02/25/10
Final Completion (weather dependent)	07/31/10

From June 15 – July 11 (June EPS – July EPS), John Burns Construction Company has conducted the following activities:

- Continued final site grading.
- Continued re-spread of top soil.
- Laying sod on the baseball field's outfield area
- Seeding all other non-paved areas.
- Repaired athletic field sprinkler systems.

As weather permits, work in the near future includes:

- Complete grading and landscaping of the northern berm area.
- Complete Operation & Maintenance Manuals

**Third and Princeton Combined Sewer Overflow (CSO):** The draft modified National Discharge Elimination System (NPDES) permit has been reviewed by the Village. The 30-day public comment period began 06/08/10.

### **Garfield Road Program**

Project is approximately 30% complete. Swallow Construction has completed the storm sewer construction, curb & gutter installation on the east side of the road, and sanitary sewer lining. Water main construction started at the intersection of Chicago and Park Avenue on 06/08/10.

Contract bid letting		11/06/09
Pre-construction meeting		01/11/09
Construction start date		04/12/10
Construct storm sewer main from Fourth – Eighth St.		06/08/10
Restore northbound pavement to binder course	estimated:	07/10/10*
Resume water main construction	estimated:	07/08/10*
Line existing sanitary sewer		06/08/10
Construction completed (weather dependent)		10/06/10

- Unions for the Operating Engineers and Laborers went on strike July 1, 2010. All work on the Garfield project has been suspended until this strike is resolved. The completion of this project should meet the scheduled October date, unless the strike extends past 30 days.

Unresolved Leaking Underground Storage Tank (LUST) issues have been identified in the vicinity of the construction routes at the Fuller's property on 50 S. Garfield Road, the Union Church property at 137 S. Garfield Road, and the Grace Episcopal Church property at 108 E. First Street. The Village's consultant, Huff & Huff, have conducted soil sampling in the vicinity of these LUST sites.

### **2010 Resurfacing Program**

Central Blacktop was the lowest, qualified bidder. They were awarded the contract on 06/01/10 Board of Trustees meeting. A preconstruction meeting was held on 06/18/10. The following is the anticipate schedule for the resurfacing program:

Contract advertised for bids (resurfacing portions only)		05/06/10
Bid opening (resurfacing portions only)		05/21/10
Contract award (resurfacing portions only)		06/01/10
Pre-construction Meeting		06/18/10
Construction start (sanitary sewer lining)		06/28/10*
Bid opening (Mills St. water main)	estimated:	08/06/10
Contract award (Mills St. water main)	estimated:	08/10/10
Construction start (Mills St. water main)	estimated:	08/23/10
Construction completion	estimated:	10/31/10

- The resurfacing project has been suspended due to the Operating Engineers and Laborers strike. Once the strike is resolved, sewer lining and curb repairs will resume.

The program will resurface 2.75-miles of streets within Hinsdale. These include streets in KLM, and portions of the Northeast, Central, and Woodlands sections of the Village.

### **50/50 Sidewalk Program**

D'Land Construction is the lowest approved bidder for the 50/50 Sidewalk Program. Construction will begin in August, pending the settlement of the operators/laborers strike. The program will replace 10,900 square feet of sidewalk throughout the Village.

### **Clarendon Hills Sewer Improvement Project**

Flagg Creek Water Reclamation District began the Clarendon Hills Sewer Improvement Project February 1, 2010. Construction on the lift station located in Clarendon Hills southwest of Hinsdale Avenue and Illinois Route 83 continues. Construction of the force main using directional drill began on 04/26/10 by Joel Kennedy Construction. The contractor is currently working in the vicinity of Bodin and Ninth Streets.

The entire route of the force main is Fourth Street between Jackson and Adams, Adams Street between Fourth and Ninth, Ninth Street between Adams and Bodin, and Bodin Street between Ninth and 55<sup>th</sup> Street. Construction is anticipated to be complete by August 31<sup>st</sup>, pending the resolution of the strike. The Flagg Creek Water Reclamation District is seeking an exception for their project from the operators/laborers strike, due to pipeline safety concerns.

Truck traffic to support the lift station construction is moving through Hinsdale along the agreed upon route. Since construction started, the Village staff has received one complaint and one inquiry from residents about the truck traffic. The Hinsdale Police Department continues to monitor the truck route.

### **Chestnut Street Sewer Separation Project**

Clark Dietz, Inc. has completed the design for the Chestnut Street Sewer Separation Project. These plans have been submitted to the Illinois EPA for water and sewer permits. The Village has applied for a State Revolving Loan for this project.

### **State and Federal Funding Opportunities**

A summary of the Grant Funds Awarded to or Applied for by the Village of Hinsdale is attached.

cc: President and Board of Trustees  
David Cook

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Veeck Park Wet Weather Facility  
Hinsdale, Illinois


Date	Bar Screen Channel Down Stream (feet)	Overflow Height Above Weir (feet)	Storage Tank Elevation (feet)	Precipitati on (inches)	Total Overflow Volume (gallons)	Estimated Stream Volume During Overflow (gallons)	Overflow Concentra tion in Flagg Creek (ppm)
06/01/10	0.00		2.02	1.52			
06/02/10	8.75	0.77	26.00	2.86			
06/03/10	7.20		25.20	2.86			
06/04/10	0.05		2.44	2.86			
06/05/10	0.93		4.78	0			
06/06/10	0.04		3.01	0			
06/07/10	0.05		3.13	0			
06/08/10	0.09		2.64	0			
06/09/10	0.01		2.75	0			
06/10/10	0.01		2.80	0			
06/11/10	0.07		3.31	0			
06/12/10	0.07		2.01	0			
06/13/10	0.07		2.33	0			
06/14/10	0.07		2.65	0			
06/15/10	0.06		2.66	0			
06/16/10	0.00		3.05	0			
06/17/10	0.00		2.04	0			
06/18/10	0.00		6.29	0			
06/19/10	0.00		11.39	0			
06/20/10	0.00		3.03	0			
06/21/10	0.00		2.45	0			
06/22/10	0.00		14.56	0			
06/23/10	0.00		26.00	2.18			precipitation in less than 2 hours.
06/24/10	6.67		24.81	0			
06/25/10	0.09		8.68	0			
06/26/10	0.01		2.58	0			
06/27/10	0.01		3.48	0			rains in the morning
06/28/10	0.01		2.79	0			
06/29/10	0.02		2.79	0			

Veeck Park Wet Weather Facility  
Hinsdale, Illinois

Date	Bar Screen Channel Down Stream (feet)	Overflow Height Above Weir (feet)	Storage Tank Elevation (feet)	Precipitati on (inches)	Total Overflow Volume (gallons)	Estimated Stream Volume During Overflow (gallons)	Overflow Concentra tion in Flagg Creek (ppm)
6/30/2010	0.02		2	0			
7/1/2010	0.02		2.35	0			
7/2/2010	0.02		2.75	0			
7/3/2010				0			
7/4/2010				0			
7/5/2010				0			
7/6/2010	0.01		2.77	1			rains in the early evening
7/7/2010	0		2	0			

**DATE:** July 12, 2010

**REQUEST FOR BOARD ACTION**

<b>AGENDA</b>		<b>ORIGINATING</b> Community		
<b>SECTION NUMBER</b> EPS Consent Agenda		<b>DEPARTMENT</b> Development		
<b>ITEM</b> Award the Certified Operator Services for the Veeck Park CSO Storage and Treatment Facility Contract to Clark Dietz, Inc.		<b>APPROVAL</b> Daniel M. Deeter Village Engineer		
<p>The Veeck Park Wet Weather Facility requires a Class III licensed operator to supervise the Village operator and complete official documentation for the facility. The Class III licensed operator will also train the Village personnel on the facility operations and maintenance as necessary.</p> <p>The Village currently does not have any employees with a Class III operator's license. The staff is recommending contracting with Clark Dietz, Inc. to employ their licensed operator to train Village personnel, supervise the Facility operations, and complete official documentation until a Village employee is licensed. The Village will be charged for the operator's services on a time and materials basis.</p> <p><b>Motion: To Award the Certified Operator Services for the Veeck Park CSO Storage and Treatment Facility Professional Services Agreement to Clark Dietz, Inc. in the Amount of \$20,500.</b></p>				
<b>APPROVAL</b>	<b>APPROVAL</b>	<b>APPROVAL</b>	<b>APPROVAL</b>	<b>MANAGER'S APPROVAL</b> 
<b>COMMITTEE ACTION:</b>				
<b>BOARD ACTION:</b>				

## PROFESSIONAL SERVICES AGREEMENT

### Project Name ("Project")

**Certified Operator Services** for the Veeck Park CSO Storage and Treatment Facility  
(Village of Hinsdale, Illinois)

This Agreement is by and between

Village of Hinsdale ("**Client**")  
19 E. Chicago Avenue  
Hinsdale, Illinois 60521

and

**Clark Dietz, Inc. ("Clark Dietz")**  
118 S. Clinton Street, Suite 600  
Chicago, Illinois 60661

Who agree as follows:

Client hereby engages Clark Dietz to perform the services set forth in Part I - Services and Clark Dietz agrees to perform the Services for the compensation set forth in Part III - Compensation. Clark Dietz shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from Client. Client and Clark Dietz agree that this signature page, together with Parts I-IV and attachments referred to therein, constitute the entire Agreement between them relating to the Project.

Approved for Client

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved for Clark Dietz

By: *Kenneth E. Nelson*

Title: CEO

Date: 6/29/2010

## **PART I SERVICES**

### **A. Project Description**

For an eleven month period (June, 2010 through April, 2011), Clark Dietz, Inc. (CDI) will provide professional services for the operation and/or specific direction and supervision for the successful process operation of the Veeck Park CSO Storage and Treatment Facility including process training, regulatory support, and filling the requirement of a certified Illinois EPA Class 3 wastewater operator.

### **B. Scope**

- I. Clark Dietz, Inc. (CDI) shall provide the following services and/or the specific direction and supervision for the required process elements of treatment operation of the Veeck Park CSO Capture and Treatment facility:
  - Proper operation of the wastewater treatment/processing works, including the meeting of all NPDES permit effluent requirements.
  - Sample collection pursuant to the NPDES Permit, including the correct sampling procedures, proper utilization of field analytical field testing instruments, interim storage, and acceptable transport of samples to the outside analytical laboratory.
  - Preparation, review, and timely submittal of the Discharge Monitoring Reports (DMR's).
  - Review and evaluation of all laboratory analyses; validation of the certification of the outside laboratory.
  - Establish protocol for maintaining the wastewater collection and transfer system immediately tributary to the Veeck Park CSO facility.
  - Establish programs for maintaining the data for the Spare Parts inventory and the Operating Records and Reports.
  - Establish protocol for providing labor and materials for correcting maintenance deficiencies and operational problems.
  - Develop and maintain an Emergency Response Plan.
  - Establish protocol for performing preventative maintenance and establishing Lubrication Schedules.
  - Establish protocol for performing routine operational control testing as recommended by the Agency.
  - Develop records program to document that all contract provisions are being met.
- II. Clark Dietz, Inc. will provide the following professional environmental engineering services to support the proper operation of the Veeck Park CSO Capture and Treatment facility:
  - Provide onsite process evaluation and direction of operation during or immediately following each combined sewer overflow to the receiving stream (Flagg Creek). It is estimated that a CSO event will occur 15-20 times per year.
  - Provide review, evaluation, and follow-up discussion with Hinsdale staff of the operational actions of each CSO event.
  - As requested by the Village of Hinsdale, provide engineering services to improve the operation and functionality of the Veeck Park facility.



- III. Clark Dietz, Inc. will provide project management for contract and, if required, to attend meetings with the Illinois EPA.

**C. Schedule**

Contract will be for the interval June, 2010 through April, 2011.

**D. Assumptions/Conditions (If applicable)**

This agreement is subject to the following assumptions/conditions:

1. This Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Illinois.
2. Local permits for this project (street cuts, utility relocations, etc.) will be obtained by the Client with information provided by Clark Dietz.
3. State permits for this project will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.
4. No Federal permits are anticipated for this project.
5. This agreement does not include contaminated site Phase I or Phase II environmental assessment investigations or remediation activities.
6. This agreement does not include cultural, historic, archeological, or wetland assessment investigations or remediation activities.

**E. Electronic Data Format (if applicable) Not Applicable**

**PART II**  
**CLIENT'S RESPONSIBILITIES**

Client shall, at its expense, do the following in a timely manner so as not to delay the services:

**A. Information/Reports**

Provide Clark Dietz with reports, studies, site characterizations, regulatory decisions and similar information relating to the Services that Clark Dietz may rely upon without independent verification unless specifically identified as requiring such verification.

**B. Representative**

Designate a representative for the project who shall have the authority to transmit instructions, receive information, interpret and define Client's requirements and make decisions with respect to the Services. The Client representative for this Agreement will be Dan Deeter, Village Engineer.

**C. Decisions**

Provide all criteria and full information as to Client's requirements for the Services and make timely decisions on matters relating to the Services.

**D. Other**

The Village of Hinsdale will provide a suitable location for operator training and coordinate their staff's availability for training. Village of Hinsdale will provide field data for Veeck Park and draft copies of the monthly DMR's. The Village of Hinsdale will make their staff, including operational trainees, available for instruction; this staff will assist the Certified Operator in the oversight, operation, and maintenance of the Veeck Park facility.

## **PART III COMPENSATION**

### **A. Compensation**

Compensation for the Services shall be as follows:

These services will be provided by Clark Dietz, Inc. for an amount up to \$20,500 based upon our Standard Billing Rates.

### **B. Billing and Payment**

#### **1. Timing/Format**

- a. Invoices shall be submitted monthly for Services completed at the time of billing and are due upon receipt. Invoices shall be considered past due if not paid within 30 calendar days of the due date. Such invoices shall be prepared in a form supported by documentation as Client may reasonably require.
- b. If payment in full is not received by Clark Dietz within 30 calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent of the past due amount per month, which shall be calculated from the invoice due date.
- c. If the Client fails to make payments within 30 calendar days of due date or otherwise is in breach of this Agreement, Clark Dietz may suspend performance of services upon seven (7) calendar days' notice to the Client. Clark Dietz shall have no liability whatsoever to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, Clark Dietz shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for Clark Dietz to resume performance.

#### **2. Billing Records**

Clark Dietz shall maintain accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.

**PART IV**  
**STANDARD TERMS AND CONDITIONS**  
**Page 1 of 2**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code.
2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Clark Dietz and Client. Clark Dietz will promptly notify Client of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. **DELAYS.** If events beyond the control of Clark Dietz, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, Clark Dietz shall be entitled to an equitable adjustment in compensation and extension of time.
4. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Client shall pay Clark Dietz for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.
5. **REUSE OF INSTRUMENTS OF SERVICE.** All reports, drawings, specifications, computer data, field data notes and other documents prepared by Clark Dietz as instruments of service shall remain the property of Clark Dietz. Clark Dietz shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by Clark Dietz for the specific purpose intended, shall be at Client's sole risk.
6. **ELECTRONIC MEDIA.** Electronic files furnished by either party shall be subject to an acceptance period of 30 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. In the event of a conflict between the signed construction documents prepared by Clark Dietz and electronic files, the signed or sealed hard-copy construction documents shall govern. Under no circumstances shall delivery of electronic files for use by Client be deemed a sale by Clark Dietz and Clark Dietz makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Clark Dietz be liable for indirect or consequential damages as a result of the Client's use or reuse of the electronic files.
7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by Clark Dietz is supplied for the general guidance of the Client only. Since Clark Dietz has no control over competitive bidding or market conditions, Clark Dietz cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
8. **SAFETY.** Clark Dietz shall establish and maintain programs and procedures for the safety of its employees. Clark Dietz specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Clark Dietz employees.
9. **RELATIONSHIP WITH CONTRACTORS.** Clark Dietz shall serve as Client's professional representative for the Services, and may make recommendations to Client concerning actions relating to Client's contractors, but Clark Dietz specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.
10. **THIRD PARTY CLAIMS.** This Agreement does not create any right or benefit for parties other than Clark Dietz and Client.
11. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.
12. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by Clark Dietz and shall not be made available to third parties without written consent of Client, unless so required by court order.
13. **INSURANCE.** Clark Dietz will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal, and Clark Dietz business requirements. Certificates evidencing such coverage will be provided to Client upon request. For projects involving construction, Client agrees to require its construction contractor, if any, to include Clark Dietz as an additional insured on its commercial general liability policy relating to the Project, and such coverages shall be primary.

**PART IV**  
**STANDARD TERMS AND CONDITIONS**  
**Page 2 of 2**

14. **INDEMNITIES.** Clark Dietz agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by Clark Dietz' negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Clark Dietz is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Clark Dietz, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and that of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor Clark Dietz shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

15. **LIMITATIONS OF LIABILITY.** No employee or agent of Clark Dietz shall have individual liability to Client. Client agrees that, to the fullest extent permitted by law, Clark Dietz' total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, Clark Dietz' negligence, error, omissions, strict liability, or breach of contract shall not exceed the total compensation received by Clark Dietz under this Agreement or Ten Thousand Dollars (\$10,000), whichever is greater.

16. **ACCESS.** Client shall provide Clark Dietz safe access to the project site necessary for the performance of the services.

17. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

18. **HAZARDOUS MATERIALS.** Clark Dietz and Clark Dietz' consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the Client to advise Clark Dietz (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the Client.

19. **REMODELING AND RENOVATION.** For Clark Dietz' services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which Clark Dietz may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, Clark Dietz shall not be required to perform or have others perform destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless Clark Dietz, Clark Dietz' consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.

20. **CLIENT'S CONSULTANTS.** Contracts between the Client and other consultants retained by Client for the Project shall require the consultants to coordinate their drawings and other instruments of service with those of Clark Dietz and to advise Clark Dietz of any potential conflict. Clark Dietz shall have no responsibility for the components of the project designed by the Client's consultants. The Client shall indemnify and hold harmless Clark Dietz, Clark Dietz' consultants and their employees from and against claims, damages, losses and expenses arising out of services performed for this project by other consultants of the Client.

21. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

22. **SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable; and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

23. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project Completion.

24. **DISPUTE RESOLUTION.** In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, Clark Dietz and the Client agree to attempt to resolve such disputes in the following manner: First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party. Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal nonbinding mediation conducted in accordance with rules and procedures to be agreed upon by the parties. Third, if the dispute or any issues remain unresolved after the above steps, the parties agree to attempt resolution by submitting the matter to voluntary nonbinding arbitration in accordance with rules and procedures to be agreed upon by the parties.

## **SCHEDULE OF GENERAL BILLING RATES**

### **CLARK DIETZ, INC.**

January 1, 2010

<b><u>TITLE</u></b>	<b><u>HOURLY RATE</u></b>
Principal	\$200.00
Engineer 8	180.00
Engineer 7	170.00
Engineer 6	160.00
Engineer 5	140.00
Engineer 4	125.00
Engineer 3	110.00
Engineer 1 & 2	95.00
Technician 5	120.00
Technician 4	110.00
Technician 3	95.00
Technician 2	75.00
Technician 1	65.00
Clerical	70.00

#### **Notes:**

The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit. All project related expenses and subconsultants will be billed at 110% of actual cost to cover handling and administrative expenses.

## PROFESSIONAL SERVICES AGREEMENT

### Project Name ("Project")

**Certified Operator Services** for the Veeck Park CSO Storage and Treatment Facility  
(Village of Hinsdale, Illinois)

This Agreement is by and between

Village of Hinsdale ("Client")  
19 E. Chicago Avenue  
Hinsdale, Illinois 60521

and

**Clark Dietz, Inc. ("Clark Dietz")**  
118 S. Clinton Street, Suite 600  
Chicago, Illinois 60661

Who agree as follows:

Client hereby engages Clark Dietz to perform the services set forth in Part I - Services and Clark Dietz agrees to perform the Services for the compensation set forth in Part III - Compensation. Clark Dietz shall be authorized to commence the Services upon execution of this Agreement and written authorization to proceed from Client. Client and Clark Dietz agree that this signature page, together with Parts I-IV and attachments referred to therein, constitute the entire Agreement between them relating to the Project.

### Approved for Client

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### Approved for Clark Dietz

By: Kenneth F. Nelson

Title: CEO

Date: 6/29/2010



## **PART I SERVICES**

### **A. Project Description**

For an eleven month period (June, 2010 through April, 2011), Clark Dietz, Inc. (CDI) will provide professional services for the operation and/or specific direction and supervision for the successful process operation of the Veeck Park CSO Storage and Treatment Facility including process training, regulatory support, and filling the requirement of a certified Illinois EPA Class 3 wastewater operator.

### **B. Scope**

- I. Clark Dietz, Inc. (CDI) shall provide the following services and/or the specific direction and supervision for the required process elements of treatment operation of the Veeck Park CSO Capture and Treatment facility:
  - Proper operation of the wastewater treatment/processing works, including the meeting of all NPDES permit effluent requirements.
  - Sample collection pursuant to the NPDES Permit, including the correct sampling procedures, proper utilization of field analytical field testing instruments, interim storage, and acceptable transport of samples to the outside analytical laboratory.
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  - Establish programs for maintaining the data for the Spare Parts inventory and the Operating Records and Reports.
  - Establish protocol for providing labor and materials for correcting maintenance deficiencies and operational problems.
  - Develop and maintain an Emergency Response Plan.
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  - Develop records program to document that all contract provisions are being met.
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  - Provide onsite process evaluation and direction of operation during or immediately following each combined sewer overflow to the receiving stream (Flagg Creek). It is estimated that a CSO event will occur 15-20 times per year.
  - Provide review, evaluation, and follow-up discussion with Hinsdale staff of the operational actions of each CSO event.
  - As requested by the Village of Hinsdale, provide engineering services to improve the operation and functionality of the Veeck Park facility.

III. Clark Dietz, Inc. will provide project management for contract and, if required, to attend meetings with the Illinois EPA.

**C. Schedule**

Contract will be for the interval June, 2010 through April, 2011.

**D. Assumptions/Conditions (If applicable)**

This agreement is subject to the following assumptions/conditions:

1. This Agreement and any legal actions concerning its validity, interpretation and performance shall be governed by the laws of the State of Illinois.
2. Local permits for this project (street cuts, utility relocations, etc.) will be obtained by the Client with information provided by Clark Dietz.
3. State permits for this project will be obtained by the Client with information provided by Clark Dietz. All permit fees will be paid by the Client.
4. No Federal permits are anticipated for this project.
5. This agreement does not include contaminated site Phase I or Phase II environmental assessment investigations or remediation activities.
6. This agreement does not include cultural, historic, archeological, or wetland assessment investigations or remediation activities.

**E. Electronic Data Format (if applicable) Not Applicable**

**PART II**  
**CLIENT'S RESPONSIBILITIES**

Client shall, at its expense, do the following in a timely manner so as not to delay the services:

**A. Information/Reports**

Provide Clark Dietz with reports, studies, site characterizations, regulatory decisions and similar information relating to the Services that Clark Dietz may rely upon without independent verification unless specifically identified as requiring such verification.

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Provide all criteria and full information as to Client's requirements for the Services and make timely decisions on matters relating to the Services.

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The Village of Hinsdale will provide a suitable location for operator training and coordinate their staff's availability for training. Village of Hinsdale will provide field data for Veeck Park and draft copies of the monthly DMR's. The Village of Hinsdale will make their staff, including operational trainees, available for instruction; this staff will assist the Certified Operator in the oversight, operation, and maintenance of the Veeck Park facility.

## **PART III COMPENSATION**

### **A. Compensation**

Compensation for the Services shall be as follows:

These services will be provided by Clark Dietz, Inc. for an amount up to \$20,500 based upon our Standard Billing Rates.

### **B. Billing and Payment**

#### **1. Timing/Format**

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- c. If the Client fails to make payments within 30 calendar days of due date or otherwise is in breach of this Agreement, Clark Dietz may suspend performance of services upon seven (7) calendar days' notice to the Client. Clark Dietz shall have no liability whatsoever to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, Clark Dietz shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for Clark Dietz to resume performance.

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Clark Dietz shall maintain accounting records of its costs in accordance with generally accepted accounting practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.

**PART IV**  
**STANDARD TERMS AND CONDITIONS**  
**Page 1 of 2**

1. **STANDARD OF CARE.** Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code.
2. **CHANGE OF SCOPE.** The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by Clark Dietz and Client. Clark Dietz will promptly notify Client of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. **DELAYS.** If events beyond the control of Clark Dietz, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, Clark Dietz shall be entitled to an equitable adjustment in compensation and extension of time.
4. **TERMINATION/SUSPENSION.** Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Client shall pay Clark Dietz for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.
5. **REUSE OF INSTRUMENTS OF SERVICE.** All reports, drawings, specifications, computer data, field data notes and other documents prepared by Clark Dietz as instruments of service shall remain the property of Clark Dietz. Clark Dietz shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by Clark Dietz for the specific purpose intended, shall be at Client's sole risk.
6. **ELECTRONIC MEDIA.** Electronic files furnished by either party shall be subject to an acceptance period of 30 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. In the event of a conflict between the signed construction documents prepared by Clark Dietz and electronic files, the signed or sealed hard-copy construction documents shall govern. Under no circumstances shall delivery of electronic files for use by Client be deemed a sale by Clark Dietz and Clark Dietz makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Clark Dietz be liable for indirect or consequential damages as a result of the Client's use or reuse of the electronic files.
7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by Clark Dietz is supplied for the general guidance of the Client only. Since Clark Dietz has no control over competitive bidding or market conditions, Clark Dietz cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
8. **SAFETY.** Clark Dietz shall establish and maintain programs and procedures for the safety of its employees. Clark Dietz specifically disclaims any authority or responsibility for general job site safety and safety of persons other than Clark Dietz employees.
9. **RELATIONSHIP WITH CONTRACTORS.** Clark Dietz shall serve as Client's professional representative for the Services, and may make recommendations to Client concerning actions relating to Client's contractors, but Clark Dietz specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.
10. **THIRD PARTY CLAIMS.** This Agreement does not create any right or benefit for parties other than Clark Dietz and Client.
11. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.
12. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by Clark Dietz and shall not be made available to third parties without written consent of Client, unless so required by court order.
13. **INSURANCE.** Clark Dietz will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal, and Clark Dietz business requirements. Certificates evidencing such coverage will be provided to Client upon request. For projects involving construction, Client agrees to require its construction contractor, if any, to include Clark Dietz as an additional insured on its commercial general liability policy relating to the Project, and such coverages shall be primary.

**PART IV**  
**STANDARD TERMS AND CONDITIONS**  
**Page 2 of 2**

14. **INDEMNITIES.** Clark Dietz agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by Clark Dietz' negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom Clark Dietz is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless Clark Dietz, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and that of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor Clark Dietz shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

15. **LIMITATIONS OF LIABILITY.** No employee or agent of Clark Dietz shall have individual liability to Client. Client agrees that, to the fullest extent permitted by law, Clark Dietz' total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, Clark Dietz' negligence, error, omissions, strict liability, or breach of contract shall not exceed the total compensation received by Clark Dietz under this Agreement or Ten Thousand Dollars (\$10,000), whichever is greater.

16. **ACCESS.** Client shall provide Clark Dietz safe access to the project site necessary for the performance of the services.

17. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.

18. **HAZARDOUS MATERIALS.** Clark Dietz and Clark Dietz' consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the Client to advise Clark Dietz (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the Client.

19. **REMODELING AND RENOVATION.** For Clark Dietz' services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which Clark Dietz may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, Clark Dietz shall not be required to perform or have others perform destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless Clark Dietz, Clark Dietz' consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.

20. **CLIENT'S CONSULTANTS.** Contracts between the Client and other consultants retained by Client for the Project shall require the consultants to coordinate their drawings and other instruments of service with those of Clark Dietz and to advise Clark Dietz of any potential conflict. Clark Dietz shall have no responsibility for the components of the project designed by the Client's consultants. The Client shall indemnify and hold harmless Clark Dietz, Clark Dietz' consultants and their employees from and against claims, damages, losses and expenses arising out of services performed for this project by other consultants of the Client.

21. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.

22. **SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.

23. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project Completion.

24. **DISPUTE RESOLUTION.** In the event of a dispute arising out of or relating to this Agreement or the services to be rendered hereunder, Clark Dietz and the Client agree to attempt to resolve such disputes in the following manner: First, the parties agree to attempt to resolve such disputes through direct negotiations between the appropriate representatives of each party. Second, if such negotiations are not fully successful, the parties agree to attempt to resolve any remaining dispute by formal nonbinding mediation conducted in accordance with rules and procedures to be agreed upon by the parties. Third, if the dispute or any issues remain unresolved after the above steps, the parties agree to attempt resolution by submitting the matter to voluntary nonbinding arbitration in accordance with rules and procedures to be agreed upon by the parties.

## **SCHEDULE OF GENERAL BILLING RATES**

### **CLARK DIETZ, INC.**

January 1, 2010

<b><u>TITLE</u></b>	<b><u>HOURLY RATE</u></b>
Principal	\$200.00
Engineer 8	180.00
Engineer 7	170.00
Engineer 6	160.00
Engineer 5	140.00
Engineer 4	125.00
Engineer 3	110.00
Engineer 1 & 2	95.00
Technician 5	120.00
Technician 4	110.00
Technician 3	95.00
Technician 2	75.00
Technician 1	65.00
Clerical	70.00


#### **Notes:**

The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit. All project related expenses and subconsultants will be billed at 110% of actual cost to cover handling and administrative expenses.



**DATE:** July 12, 2010

**REQUEST FOR BOARD ACTION**

<b>AGENDA</b>		<b>ORIGINATING</b> Community		
<b>SECTION NUMBER</b> EPS Consent Agenda		<b>DEPARTMENT</b> Development		
<b>ITEM</b> To Approve an Ordinance Amending Title 12 (Flood Control Regulations), Chapter 1 (General Provisions), Section 12-1-1 (Adoption of DuPage County Ordinance) of the Village Code of Hinsdale in Compliance with the Village's National Pollution Discharge Elimination System (NPDES) Permit.		<b>APPROVAL</b> Daniel M. Deeter Village Engineer		
<p>The Village of Hinsdale's National Pollution Discharge Elimination System (NPDES) Permit No. IL0066818 requires, among other things, that the village ordinances require that new construction tributary to the combined sewer system be designed to minimize and/or delay inflow contributions to the combined sewer system. The Village intended to meet this requirement and to establish uniform Stormwater Management requirements throughout the Village by adopting the DuPage County "Countywide Stormwater and Floodplain Ordinance" (also known as the DuPage Countywide Ordinance). This is reflected in Section 12-1-1 of the Village Code.</p> <p>In addition to addressing Stormwater Management and Erosion &amp; Sediment Control issues, the DuPage Countywide Ordinance addresses development in various "special management areas". These special management areas include floodplains, floodways, wetlands, and riparian environments. The current text of section 12-1-1 states "the floodplain regulations for development in special flood hazard areas...as contained in the DuPage County countywide stormwater and floodplain ordinance... are hereby adopted". This wording may be misinterpreted to mean that the Village has only adopted the floodplain regulations of the DuPage Countywide Ordinance rather than the ordinance in its entirety. As a result, the Village could not enforce the stormwater management practices as established by the DuPage County Ordinance, and it would not meet the requirements of the NPDES permit as stated above.</p> <p>To clarify that the Village is adopting the entire DuPage Countywide Ordinance, staff is recommending approval of the following motion:</p> <p><b>Motion: To Approve an Ordinance Amending Title 12 (Flood Control Regulations), Chapter 1 (General Provisions), Section 12-1-1 (Adoption of DuPage County Ordinance) of the Village Code of Hinsdale in Compliance with the Village's National Pollution Discharge Elimination System (NPDES) Permit.</b></p>				
<b>APPROVAL</b>	<b>APPROVAL</b>	<b>APPROVAL</b>	<b>APPROVAL</b>	<b>MANAGER'S APPROVAL</b> 
<b>COMMITTEE ACTION:</b>				
<b>BOARD ACTION:</b>				

**VILLAGE OF HINSDALE**

**ORDINANCE NO. O2010-\_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 12 (FLOOD CONTROL  
REGULATIONS), CHAPTER 1 (GENERAL PROVISIONS), SECTION 12-1-1  
(ADOPTION OF DUPAGE COUNTY ORDINANCE)  
OF THE VILLAGE CODE OF HINSDALE IN COMPLIANCE  
WITH THE VILLAGE'S NATIONAL POLLUTION  
DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT**

WHEREAS, the Village of Hinsdale's ("Village") National Pollution Discharge Elimination System ("NPDES") Permit No. IL0066818 requires that the Village adopt the "DuPage County Stormwater and Floodplain Ordinance" ("DuPage County Ordinance") in its entirety: and

WHEREAS, the purpose of this Ordinance is to amend Section 12-1-1 of the Village Code of Hinsdale to clarify that the Village's intent to adopt the DuPage County Ordinance in its entirety.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Hinsdale, DuPage and Cook Counties and State of Illinois, as follows:

Section 1. Village Code Amended. Title 12 (Flood Control Regulations), Chapter 1 (General Provisions), Section 12-1-1 (Adoption of DuPage County Ordinance) of the Village Code of Hinsdale is amended by deleting the overstricken language and adding the underlined language to read as follows:

**12-1-1: ADOPTION OF DUPAGE COUNTY ORDINANCE:**

The DuPage County Stormwater and Floodplain Ordinance ("DuPage County Ordinance"), as contained in Section 15-1-1 et seq. of the DuPage County Code, as may be amended in the future, is hereby adopted by reference for floodplain regulations for development in special flood hazard areas in the DuPage County and Cook County portions of the village, as contained in the DuPage County countywide stormwater and floodplain ordinance, and as may be amended in the future, are hereby adopted by reference. Said regulations The DuPage County Ordinance are is attached as exhibit A to the ordinance codified herein and are incorporated herein by reference. Three (3) copies of said regulations the DuPage County Ordinance shall be kept on file for public inspection in the office of the village clerk for public

use, inspection and examination. If the provisions of the DuPage County ~~countywide stormwater and floodplain ordinance~~ Ordinance, as adopted, conflict with or contravene any provision of this title, the provisions of this title shall control.

Section 2. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. Effective Date. This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this \_\_\_\_ day of \_\_\_\_\_ 2010.

AYES:

NAYS:

ABSENT:

APPROVED this \_\_\_\_ day of \_\_\_\_\_ 2010.

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Thomas K. Cauley, Jr., Village President

ATTEST:

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Christine M. Bruton, Deputy Village Clerk

Z:\PLS\Village of Hinsdale\Ordinances\2010\10-xx Section 12-1-1 07-06-10.doc



July 7, 2010

Mr. David Cook  
Village Manager  
Village of Hinsdale  
19 E. Chicago Ave.  
Hinsdale, IL 60521-3489

Re: Oak Street Bridge Replacement  
Environmental Assessment and Combined Design Report  
Agreement proposal

Dear Mr. Cook:

Attached for your review and approval please find four copies of the Preliminary Engineering Services Agreement for the referenced project. This document is separated into 5 sections:

1. BLR Form 05610 (Preliminary Engineering Service Agreement for Federal Participation)
2. Cost Estimate of Consultant Services (CECS) forms for Clark Dietz and all Sub-consultants (Huff & Huff, Inc., the SEC Group, TranSystems, Inc., Wang Engineering, Inc., and the Hitchcock Group)
3. Scope of Services
4. QA/QC Plan
5. Estimated Project schedule

Please contact the undersigned if you have any questions.

Sincerely,

Clark Dietz, Inc.

A large, stylized handwritten signature in black ink, appearing to read "GTP".

Gerald T. Payonk  
Vice President  
E-mail jerry.payonk@clark-dietz.com

cc: Charles Johnson, John Boldt

Local Agency Village of Hinsdale	LOCAL AGENCY	 <b>Illinois Department of Transportation</b>  <b>Preliminary Engineering Services Agreement For Federal Participation</b>	CONSULTANT	Consultant Clark Dietz, Inc
County DuPage County				Address 118 South Clinton Street, Ste. 600
Section 10-00089-00-BR				City Chicago
Project No.				State IL
Job No. P-91-756-10				Zip Code 60661
Contact Name/Phone/E-mail Address Dan Deeter 630-789-7039 ddeeter@villageofhinsdale.org				Contact Name/Phone/E-mail Address Al Staron, P.E. 312.466.8256 allen.staron@clark-dietz.com

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

#### Project Description

Name Oak Street Bridge Env. Assessment Route N/A Length ~750' Structure No. 022-6550 <sup>6404</sup>

Termini Chicago Avenue (south) to Walnut Street (north)

Description The project shall consist of the study, preparation and submission of an Environmental Assessment and Combined Design Report for the replacement of the Oak Street Bridge in Hinsdale, Illinois.

#### Agreement Provisions

##### I. THE ENGINEER AGREES,

- To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LA for the proposed improvement herein described.
- To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LA or STATE.
- To complete the services herein described within 15 ~~calendar days~~ months from the date of the Notice to Proceed from the LA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
- The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
- That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
- That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
- That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
- That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.



9. The undersigned certifies neither the ENGINEER nor I have:
- employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT,
  - agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
  - paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; 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,
  - are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
  - have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
11. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- ☐ Make such detailed surveys as are necessary for the planning and design of the PROJECT.
  - ☐ Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
  - ☐ Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
  - ☐ Design and/or approve cofferdams and superstructure shop drawings.
  - ☐ Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
  - ☒ Prepare the necessary environmental and planning documents including the Project Development Report, Environmental Class of Action Determination or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances, as described in the attached scope of work document.
  - ☐ Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
  - ☐ Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
  - ☐ Prepare preliminary roadway and drainage structure plans and meet with representatives of the LA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
  - ☐ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
  - ☐ Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
  - ☐ Furnish the LA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

## II. THE LA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee

- ☐ CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or  
☐ CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or  
☐ CPFF = 14.5%[(2.3 + R)DL + IHDC]

☒ CPFF = DL+DC+(OH)(DL)+FF

Where:

DL = Direct Labor

DC = Direct Costs

OH = The Consultant Firm's Actual Overhead Factor or a negotiated Overhead Factor (the maximum negotiated Overhead Factor is 1.4)

FF = (0.37+R)DL+M

R = 0.035 which is the Complexity Factor

M = 0 (for all Sub-consultants and the Prime if there are no Sub-Consultants) or  
= 0.10 x Subs DL (for 1-2 Sub-consultants) or  
= 0.12 x Subs DL (for 3-4 Sub-consultants) or  
= 0.15 x Subs DL (for 5 or more Sub-consultants)

Specific Rate

☐ (Pay per element)

Lump Sum

☐ \_\_\_\_\_

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

☐ With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

☒ Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

## III. IT IS MUTUALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LA of a written Notice to Proceed.



2. That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LA or to the STATE, without restriction or limitation as to their use.
3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LA and the STATE before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LA. The LA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.

9. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
    - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor'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.
  - b. Establishing a drug free awareness program to inform employees about:
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's or contractor's policy of maintaining a drug free workplace;
    - (3) Any available drug counseling, rehabilitation and employee assistance program; and
    - (4) The penalties that may be imposed upon an employee for drug violations.
  - c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
  - d. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
  - e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by,
  - f. 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.
  - g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
10. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LA deems appropriate.

# Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
Clark Dietz, Inc.	37-1212051	\$468,304.24
Sub-Consultants:	TIN Number	Agreement Amount
Huff & Huff, Inc.	47-0680568	\$109,538.27
SEC Group/ an HR Green Company	36-3456281	\$77,560.56
TranSystems, Inc.	43-0839725	\$47,938.25
Wang Engineering, Inc.	37-1274976	\$49,973.25
The Hitchcock Design Group, Inc.	36-3059328	\$44,205.06
Sub-Consultant Total:		\$329,215.84
Prime Consultant Total:		\$468,304.24
Total for all Work:		\$797,520.08

Executed by the LA:

(Municipality/Township/County)

ATTEST:

By: \_\_\_\_\_  
Clerk

By: \_\_\_\_\_  
Title: \_\_\_\_\_

(SEAL)

Executed by the ENGINEER:

ATTEST:

By: Richard L. Humphrey  
Title: SENIOR PROJECT MANAGER

By: Clark Dietz, Inc.  
Title: Vice President

Route: \_\_\_\_\_  
Local Agency: \_\_\_\_\_  
  
Section: \_\_\_\_\_  
Project: \_\_\_\_\_  
Job No.: \_\_\_\_\_

(Municipality/Township/County)

Overhead Rate (OH)	0.00
Complexity Factor (R)	0.00
Calendar Days	

Cost Plus Fixed Fee 1	<input type="checkbox"/>	14.5%[DL + R(DL) + OH(DL) + IHDC]
Cost Plus Fixed Fee 2	<input type="checkbox"/>	14.5%[DL + R(DL) + 1.4(DL) + IHDC]
Cost Plus Fixed Fee 3	<input type="checkbox"/>	14.5%[(2.3 + R)DL + IHDC]
Specific Rate	<input type="checkbox"/>	
Lump Sum	<input type="checkbox"/>	

[illegible]

**Totals**

## Name

### Address

Telephone

TIN Number

## Local Agency

Section Number

Project Number

Job Number

[illegible]

Date \_\_\_\_\_

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# PAYROLL ESCALATION TABLE FIXED RAISES

FIRM NAME PRIME/SUPPLEMENT	Clark Dietz, Inc	DATE	07/06/10
	Prime	PTB NO.	N/A
CONTRACT TERM	15 MONTHS	OVERHEAD RATE	175.01%
START DATE	9/1/2010	COMPLEXITY FACTOR	0
RAISE DATE	1/1/2011	% OF RAISE	3.00%

## ESCALATION PER YEAR

9/1/2010 - 1/1/2011	1/2/2011 - 1/1/2011	1/2/2011 - 2/1/2011
2	12	1
15	15	15
13.33%	82.40%	7.07%
= 1.0281		2.81%

The total escalation for this project would be:



## PAYROLL RATES

FIRM NAME  
PRIME/SUPPLEMENT  
PSB NO.

Clark Dietz, Inc	DATE
Prime	
N/A	

07/06/10

**ESCALATION FACTOR** **2.81%**

[illegible]

## Subconsultants

FIRM NAME Clark Dietz, Inc  
 PRIME/SUPPLEMENT Prime  
 PSB NO. N/A

DATE 07/06/10

NAME	Direct Labor Total	Contribution to Prime Consultant
Huff & Huff	36,985.91	5,547.89
SEC	24,674.64	3,701.20
Hitchcock	14,504.45	2,175.67
Transsystems	16,395.38	2,459.31
Wang	5,873.34	881.00
		0.00
		0.00
		0.00
<b>Total</b>	<b>98,433.72</b>	<b>14,765.06</b>

**COST PLUS FIXED FEE**

FIRM	Clark Dietz, Inc
PSB	N/A
PRIME/SUPPLEMENT	Prime

OVERHEAD RATE	1.7501
COMPLEXITY FACTOR	0

REV 1204  
07/06/10[illegible]

DBE

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## AVERAGE HOURLY PROJECT RATES

<b>FIRM</b>	Clark Dietz, Inc
<b>PSB</b>	N/A
<b>PRIME/SUPPLEMENT</b>	Prime

DATE 07/06/10

SHEET 2 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6.0 location drainage study			7.0 noise analysis			8.0 air quality analysis			9.0 determine comprehensive			10.0 identify measures to mini			11.0 alternate geometric stud		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Proj. Dir./Sr. PM	65.01																		
Proj. Manager/Sr. En	52.63	4	4.08%	2.15													40	7.65%	4.03
Proj. Engr	37.95																58	11.11%	4.22
Engineer	27.88																244	46.74%	13.03
Sr. Technician	34.73	94	95.92%	33.31													40	7.66%	2.66
Technician	26.03																140	25.82%	6.98
Senior IT	47.24																		
Administrative	24.05																		
Clerical	19.86																		
Intern	15.42																		

PAYROLL CLASSIFICATION	AVG HOURLY RATES	12.0 crash analysis			13.0 traffic maintenance analysis			14.0 intersection design study			15.0 prepare environmental action plan			16.0 combined design report (17.0 public involvement)		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Proj. Dir./Sr. PM	65.01															
Proj. Manager/Sr. Engineer	52.63	2	5.00%	2.63	4	6.67%	3.51	24	6.74%	3.55	80	21.05%	11.08	68	18.89%	9.94
Proj. Engr	37.95				16	26.67%	10.12	44	12.36%	4.69	176	46.32%	17.57	90	25.00%	9.49
Engineer	27.88	38	95.00%	26.49	40	66.67%	18.59	288	80.90%	22.56	50	13.16%	3.67	90	25.00%	6.97
Sr. Technician	34.73													80	22.22%	7.72
Technician	26.03										50	13.16%	3.43			
Senior IT	47.24															
Administrative	24.05															
Clerical	19.86													24	6.32%	1.25
Intern	15.42															
								</								

### AVERAGE HOURLY PROJECT RATES

<b>FIRM</b>	<b>Clark Dietz, Inc</b>
<b>PSB</b>	<b>N/A</b>
<b>PRIME/SUPPLEMENT</b>	<b>Prime</b>

DATE 07/05/10

SHEET 4 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	18.0 environmental assessment			19.0 combined design report			20.0 bridge inspections and b			21.0 wetland impact evaluation			22.0 section 4(f) evaluation			23.0 section 6(f) evaluation		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Proj. Dir./Sr. PM	65.01																		
Proj. Manager/Sr. Er	52.63	54	19.85%	10.45	10	8.33%	4.39												
Proj. Engr	37.95	130	47.79%	18.14	50	41.67%	15.81												
Engineer	27.88	32	11.78%	3.28	40	33.33%	9.29												
Sr. Technician	34.73	32	11.76%	4.09															
Technician	26.03																		
Senior IT	47.24																		
Administrative	24.05																		
Clerical	19.86	24	8.82%	1.75	20	16.67%	3.31												
Intern	15.42																		
<b>TOTALS</b>		272	100%	\$37.70	120	100%	\$32.80	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00

**PREPARED BY THE AGREEMENTS UNIT**

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project: oak street bridge ea  
location: hinsdale  
ptb/item:  
consultant: clark dietz, inc.

scope of work item	unit cost	quantity	direct costs	
			in-house	outside
1.0 data assembly				
mileage	\$0.500	2550	\$1,275.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	500	\$50.00	
copies (color)	\$0.50	100	\$50.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$1,375.00	\$0.00
total				\$1,375.00
2.0 photogrammetric base				
mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00	24	\$144.00	
plotting (scroll)	\$12.00	12	\$144.00	
postage 1	\$0.50	50	\$25.00	
postage 2			\$0.00	
cadd	\$15.00	80	\$1,200.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$1,513.00	\$0.00
total				\$1,513.00
3.0 surveys				
mileage	\$0.500	0	\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00	32	\$480.00	
miscellaneous				\$50.00
in-house/outside subtotal			\$480.00	\$50.00
total				\$530.00
4.0 environmental data, coordination, inventory and analysis				
mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$0.00	\$0.00
total				\$0.00

5 trips from Champaign, 13 trips from Chicago; travel for traffic counts, photolog

miscellaneous field materials  
X-acto, pins, ribbons

**5.0 develop project purpose & need**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	100	\$10.00	
copies (color)	\$0.50	100	\$50.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$60.00	\$0.00
total				\$60.00

**6.0 location drainage study**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	500	\$50.00	
copies (color)	\$0.50	100	\$50.00	
plotting (24x36)	\$6.00	18	\$108.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00	16	\$240.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$448.00	\$0.00
total				\$448.00

**7.0 noise analysis**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$0.00	\$0.00
total				\$0.00

**8.0 air quality analysis**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$0.00	\$0.00
total				\$0.00

**9.0 determine comprehensive impacts**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$0.00	\$0.00
total				\$0.00

**10.0 Identify measures to minimize harm**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$0.00	\$0.00
total				\$0.00

**11.0 alternate geometric studies**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	250	\$25.00	
copies (color)	\$0.50	100	\$50.00	
plotting (24x36)	\$6.00	40	\$240.00	
plotting (scroll)	\$12.00	12	\$144.00	
postage 1	\$0.50		\$0.00	
postage 2	\$10.00	6	\$60.00	
cadd	\$15.00	285	\$4,275.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$4,794.00	\$0.00
total				\$4,794.00

**12.0 crash analysis**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	250	\$25.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00	18	\$270.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$295.00	\$0.00
total				\$295.00

**13.0 traffic maintenance analysis**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	250	\$25.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00	36	\$216.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2	\$10.00		\$0.00	
cadd	\$15.00	40	\$600.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$841.00	\$0.00
total				\$841.00

**14.0 intersection design studies and travel demand modeling**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00	48	\$288.00	
plotting (scroll)	\$12.00	24	\$288.00	
postage 1	\$0.50		\$0.00	
postage 2	\$10.00		\$0.00	
cadd	\$15.00	190	\$2,850.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$3,426.00	\$0.00
total				\$3,426.00

**15.0 prepare environmental assessment (preliminary)**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	7500	\$750.00	
copies (color)	\$0.50	500	\$250.00	
plotting (24x36)	\$8.00	144	\$864.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2	\$10.00	48	\$480.00	
cadd	\$15.00	120	\$1,800.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$4,144.00	\$0.00
total				\$4,144.00

**16.0 combined design report (preliminary)**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	1750	\$175.00	
copies (color)	\$0.50	200	\$100.00	
plotting (24x36)	\$6.00	144	\$864.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2	\$10.00	24	\$240.00	
cadd	\$15.00	120	\$1,800.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$3,179.00	\$0.00
total				\$3,179.00

**17.0 public involvement**

mileage	\$0.500	3890	\$1,945.00	
lodging	\$80.00	11		\$880.00
per diem	\$28.00	22		\$616.00
copies (b&w)	\$0.10	10000	\$1,000.00	
copies (color)	\$0.50	1000	\$500.00	
plotting (24x36)	\$6.00	120	\$720.00	
plotting (scroll)	\$12.00	36	\$432.00	
postage 1	\$0.50	5000	\$2,500.00	
postage 2			\$0.00	
cadd	\$15.00	200	\$3,000.00	
miscellaneous				\$3,500.00
in-house/outside subtotal			\$10,097.00	\$4,996.00
total				\$15,093.00

11 trips-champaign, 18-chicago  
11 overnights  
22 per diems

14 mfgs, 50 people/meeting,  
refreshments @ \$5/per

**18.0 environmental assessment (final)**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	7500	\$750.00	
copies (color)	\$0.50	500	\$250.00	
plotting (24x36)	\$6.00	144	\$864.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2	\$10.00	48	\$480.00	
cadd	\$15.00	40	\$600.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$2,944.00	\$0.00
total				\$2,944.00

**19.0 combined design report (final)**

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	1750	\$175.00	
copies (color)	\$0.50	200	\$100.00	
plotting (24x36)	\$6.00	144	\$864.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2		24	\$0.00	
cadd	\$15.00	30	\$450.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$1,589.00	\$0.00
total				\$1,589.00

#### 20.0 bridge inspections and bridge conditions report

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				
in-house/outside subtotal			\$0.00	\$0.00
total				\$0.00

#### 21.0 wetland impact evaluation

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$0.00	\$0.00
total				\$0.00

#### 22.0 section 4(f) evaluation

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$0.00	\$0.00
total				\$0.00

#### 23.0 section 4(f) evaluation

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10		\$0.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$0.00	\$0.00
total				\$0.00

#### 24.0 project administration, management and coordination

mileage	\$0.500	1170	\$585.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	5000	\$500.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2	\$5.00	15	\$75.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$1,160.00	\$0.00
total				\$1,160.00

3 trips from champaign, 3 trips  
from chicago (to schauburg)

25.0 qa/qc

mileage	\$0.500		\$0.00	
lodging	\$80.00			\$0.00
per diem	\$28.00			\$0.00
copies (b&w)	\$0.10	150	\$15.00	
copies (color)	\$0.50		\$0.00	
plotting (24x36)	\$6.00		\$0.00	
plotting (scroll)	\$12.00		\$0.00	
postage 1	\$0.50		\$0.00	
postage 2			\$0.00	
cadd	\$15.00		\$0.00	
miscellaneous				\$0.00
in-house/outside subtotal			\$15.00	\$0.00
total				\$15.00





Payroll Escalation Table  
Fixed Raises

FIRM NAME  
PRIME/SUPPLEMENT

Huff & Huff, Inc.  
Clark Dietz, Inc.

DATE 06/16/10  
PTB NO.

CONTRACT TERM  
START DATE 09/01/10  
RAISE DATE 01/01/11  
15 MONTHS

OVERHEAD RATE 155.00%  
COMPLEXITY FACTOR 0.035  
% OF RAISE 3.00%

ESCALATION PER YEAR

09/01/10 - 01/01/11  
4 15

01/02/11 - 12/01/11  
11 15

= 25.67%  
= 1.0220

75.53%

The total escalation for this project would be:

2.20%



**Illinois Department  
of Transportation**

**Payroll Rates**

FIRM NAME Huff & Huff, Inc. DATE 06/16/10  
PRIME/SUPPLEMENT Clark Dietz, Inc.  
PTB NO. \_\_\_\_\_

ESCALATION FACTOR 2.20%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Principal	\$61.72	\$63.08
Senior Project Manager	\$55.00	\$56.21
Senior Engineer III	\$40.40	\$41.29
Senior Engineer II	\$35.42	\$36.20
Transportation Planner	\$28.84	\$29.47
Senior Scientist IV	\$40.60	\$41.49
Senior Scientist III	\$35.34	\$36.12
Senior Scientist II	\$28.28	\$28.90
Senior Scientist I	\$24.00	\$24.53
Senior Geologist I	\$31.50	\$32.19
Project Engineer II	\$30.85	\$31.53
Project Engineer I	\$24.62	\$25.16
Wetland Scientist III	\$0.00	\$0.00
Wetland Scientist II	\$21.64	\$22.12
Wetland Scientist I	\$0.00	\$0.00
Project Scientist III	\$21.88	\$22.36
Project Scientist II	\$0.00	\$0.00
Project Scientist I	\$18.00	\$18.40
Project Geologist I	\$26.00	\$26.57
Project Associate	\$23.00	\$23.51
Senior CADD I	\$30.56	\$31.23
CADD I	\$15.75	\$16.10
Admin. Manager I	\$28.04	\$28.66
Administrative III	\$18.72	\$19.13
Administrative II	\$16.72	\$17.09
Administrative I	\$10.84	\$11.08
		\$0.00
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# Illinois Department of Transportation

## Cost Estimate of Consultant Services (CPFF)

Firm Huff & Huff, Inc.  
Route Oak Street Bridge  
Section Hinsdale  
County DuPage  
Job No.  
PTB & Item

Date 06/16/10  
Overhead Rate 155.00%  
Complexity Factor 0.035

Item	Manhours	Payroll	Overhead & Fringe Benefits	In-House Direct Costs	Fixed Fee	Outside Direct Costs	Services By Others	Total	% of Grand Total
04-Data Collection	132	3,899.01	6,043.47	69.20	1,471.48	93.00	0.00	11,576.16	10.57%
05-Purpose & Need	40	1,851.05	2,869.12	0.00	893.82	0.00	0.00	5,413.99	4.94%
07-Noise Analysis	125	3,688.73	5,717.52	35.00	1,387.70	0.00	0.00	10,828.95	9.89%
08-Air Quality	12	327.82	508.12	0.00	122.87	0.00	0.00	958.81	0.88%
09-Comprehensive Impacts	60	2,018.25	3,128.28	27.00	760.40	0.00	0.00	5,933.93	5.42%
10-Measures to Minimize	68	2,174.16	3,369.95	0.00	814.93	0.00	0.00	6,359.04	5.81%
15-Preliminary EA	272	10,201.44	15,812.23	178.50	3,849.64	248.00	0.00	30,289.81	27.65%
17-Public Involvement	56	2,398.18	3,717.19	113.80	915.40	0.00	0.00	7,144.57	6.52%
18-Final EA	114	3,802.25	5,893.49	199.75	1,454.14	0.00	0.00	11,349.63	10.36%
21-WIE Forms	16	426.79	661.52	24.50	163.52	0.00	0.00	1,276.33	1.17%
22-Section 4(f)	66	2,130.20	3,301.80	70.75	808.71	93.00	0.00	6,404.46	5.85%
23-Section 106	24	841.80	1,304.79	16.05	317.86	0.00	0.00	2,480.50	2.26%
24-Project Administration	40	1,851.05	2,869.12	75.00	704.69	0.00	0.00	5,499.86	5.02%
25-QA/QC	28	1,375.20	2,131.56	0.00	515.46	0.00	0.00	4,022.23	3.67%
<b>TOTALS</b>	1053	36,985.91	57,328.17	809.55	13,980.63	434.00	0.00	109,538.26	100.00%

### Method of Compensation:

Cost Plus Fixed Fee 1  
Cost Plus Fixed Fee 2  
Cost Plus Fixed Fee 3  
Specific Rate  
Lump Sum



# Average Hourly Project Rates

Route Oak Street Bridge  
 Section Hinsdale  
 County DuPage  
 Job No. \_\_\_\_\_  
 DTB/Item \_\_\_\_\_

Consultant Huff & Huff, Inc.

Date 06/16/10

Sheet 1 OF 3

Payroll		Total Project Rates			04-Data Collection			05-Purpose & Need			07-Noise Analysis			08-Air Quality			09-Comprehensive Impacts		
Classification	Hours	%	Wgtd Avg	Hours	%	Wgtd Avg	Hours	%	Wgtd Avg	Hours	%	Wgtd Avg	Hours	%	Wgtd Avg	Hours	%	Wgtd Avg	
	Part.			Part.			Part.			Part.			Part.			Part.			
Principal	180	17.09%	10.78	10	7.58%	4.78	20	50.00%	31.54							10	16.67%	10.51	
Senior Engineer III	24	2.28%	0.94							12	9.60%	3.96							
Transportation Planner	395	37.51%	11.06	32	24.24%	7.15	20	50.00%	14.74	53	42.40%	12.50	6	50.00%	14.74	30	50.00%	14.74	
Project Engineer I	196	18.61%	4.68	50	37.88%	9.53				40	32.00%	8.05	6	50.00%	12.58	20	33.33%	8.39	
Metland Scientist II	36	3.42%	0.76	20	15.15%	3.35													
Senior CADD I	102	9.69%	3.03	20	15.15%	4.73				20	16.00%	5.00							
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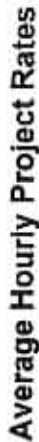


**Consultant** Huff & Huff, Inc.

Date 06/16/10

Sheet 2 OF 3

BDE 025 (Rev. 2/06)  
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PAGE 5



Date 06/16/10

Sheet 3 OF 3

BDE 025 (Rev. 2/06)  
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PAGE 6

# SUMMARY OF INHOUSE DIRECT COSTS

Project: Clark Dietz - Oak Street Bridge, Hinsdale

## DIRECT

### Task 04 - Data Collection

Trips - Company	12 miles	x	4	x	\$ 0.50	=	\$ 24.00
Reproduction	12 sets	x	70	x	\$ 0.03	=	\$ 25.20
Color copies	10 sets	x	20	x	\$ 0.10	=	\$ 20.00
<b>Task Total</b>							<b>\$ 69.20</b>

### Task 05 - Purpose & Need

<b>Task Total</b>							<b>\$ -</b>
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### Task 07 - Noise Analysis

Trips - Company	8 miles	x	2	x	\$ 0.50	=	\$ 8.00
Reproduction	10 sets	x	50	x	\$ 0.03	=	\$ 15.00
Color copies	10 sets	x	12	x	\$ 0.10	=	\$ 12.00
<b>Task Total</b>							<b>\$ 35.00</b>

### Task 08 - Air Quality

<b>Task Total</b>							<b>\$ -</b>
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### Task 09 - Comprehensive Impacts

Reproduction	10 sets	x	50	x	\$ 0.03	=	\$ 15.00
Color copies	10 sets	x	12	x	\$ 0.10	=	\$ 12.00
<b>Task Total</b>							<b>\$ 27.00</b>

### Task 10 - Measures to Minimize

<b>Task Total</b>							<b>\$ -</b>
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### Task 15 - Preliminary EA

Trips - Company	12 miles	x	2	x	\$ 0.50	=	\$ 12.00
Reproduction	3 sets	x	350	x	\$ 0.03	=	\$ 31.50
Color copies	5 sets	x	150	x	\$ 0.10	=	\$ 75.00
CAD Plots			10	x	\$ 6.00	=	\$ 60.00
<b>Task Total</b>							<b>\$ 178.50</b>

### Task 17 - Public Involvement

Trips - Company	11 miles	x	8	x	\$ 0.50	=	\$ 44.00
Reproduction	10 sets	x	66	x	\$ 0.03	=	\$ 19.80
Color copies	10 sets	x	50	x	\$ 0.10	=	\$ 50.00
<b>Task Total</b>							<b>\$ 113.80</b>

### Task 18 - Final EA

Reproduction	5 sets	x	665	x	\$ 0.03	=	\$ 99.75
Color copies	5 sets	x	200	x	\$ 0.10	=	\$ 100.00
<b>Task Total</b>							<b>\$ 199.75</b>

### Task 21 - WIE Forms

Reproduction	6 sets	x	25	x	\$ 0.03	=	\$ 4.50
Color copies	5 sets	x	40	x	\$ 0.10	=	\$ 20.00
<b>Task Total</b>							<b>\$ 24.50</b>

### Task 22 - Section 4(f)

Trips - Company	14 miles	x	3	x	\$ 0.50	=	\$ 21.00
Reproduction	15 sets	x	55	x	\$ 0.03	=	\$ 24.75
Color copies	10 sets	x	25	x	\$ 0.10	=	\$ 25.00
Photo sheets	0 sets	x	0	x	\$ 0.10	=	\$ -
<b>Task Total</b>							<b>\$ 70.75</b>

### Task 23 - Section 106

Reproduction	3 sets	x	45	x	\$ 0.03	=	\$ 4.05
Color copies	5 sets	x	24	x	\$ 0.10	=	\$ 12.00
<b>Task Total</b>							<b>\$ 16.05</b>

### Task 24 - Project Administration

Trips - Company	12 miles	x	10	x	\$ 0.50	=	\$ 60.00
Color copies	10 sets	x	15	x	\$ 0.10	=	\$ 15.00
<b>Task Total</b>							<b>\$ 75.00</b>

### Task 25 - QA/QC

<b>Task Total</b>							<b>\$ -</b>
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**GRAND TOTAL \$ 809.55**



## SUMMARY OF OUTSIDE DIRECT COSTS

Project: Clark Dietz - Oak Street Bridge, Hinsdale

				<u>OUTSIDE</u>
<b>Task 04 - Data Collection</b>				
Federal Express	6 x	\$ 15.50 =	\$ 93.00	
		<b>Task Total</b>	<b>\$</b>	<b>93.00</b>
<b>Task 05 - Purpose &amp; Need</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 07 - Noise Analysis</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 08 - Air Quality</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 09 - Comprehensive Impacts</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 10 - Measures to Minimize</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 15 - Preliminary EA</b>				
Federal Express	16 x	\$ 15.50 =	\$ 248.00	
		<b>Task Total</b>	<b>\$</b>	<b>248.00</b>
<b>Task 17 - Public Involvement</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 18 - Final EA</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 21 - WIE Forms</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 22 - Section 4(f)</b>				
Federal Express	6 x	\$ 15.50 =	\$ 93.00	
		<b>Task Total</b>	<b>\$</b>	<b>93.00</b>
<b>Task 23 - Section 106</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 24 - Project Administration</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
<b>Task 25 - QA/QC</b>				
		<b>Task Total</b>	<b>\$</b>	<b>-</b>
			<b>GRAND TOTAL</b>	<b>\$ 434.00</b>

# PAYROLL ESCALATION TABLE ANNIVERSARY RAISES

FIRM NAME  
PRIME/SUPPLEMENT

SEC Group/An HR Green Company

DATE  
PTB NO.

06/17/10

CONTRACT TERM  
START DATE  
RAISE DATE

15 MONTHS  
9/1/2010  
ANNIVERSARY

OVERHEAD RATE  
COMPLEXITY FACTOR  
% OF RAISE

159.00%  
0.035  
3.00%

## ESCALATION PER YEAR

### DETERMINE THE MID POINT OF THE AGREEMENT

7.5

### CALCULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

1.88%

The total escalation for this project would be: 1.88%

## PAYROLL RATES

FIRM NAME  
PRIME/SUPPLEMENT  
PTB NO.

**SEC Group/Jan HR Green DATE**

06/17/10

**ESCALATION FACTOR**

1.88%

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
----------------	--------------	-----------------

[illegible]

**COST PLUS FIXED FEE**  
**COST ESTIMATE OF CONSULTANT SERVICES**

FIRM  
PTB  
PRIME/

SEC Group/ian HR Green Company

DATE 06/17/10

OVERHEAD RATE	1.59
COMPLEXITY FACTOR	0.035

[illegible]

DBE 0.00%

DBE





Scope of Work: SEC Group

Oak Street over the BNSF Bridge Replacement: Hinsdale, IL

Structural

1. Bridge Condition Report and Structure Report.

SEC's Licensed Structural Engineer and structural department staff will conduct a brief inspection of the bridge. We will also perform the 2010 Biennial Bridge Safety Inspection at this time (Inspection is due in August of 2010). The structure in question (SN 022-6550) is currently listed as functionally obsolete in most categories and no portion of it will be reused in the replacement structure. Therefore, the BCR will be abbreviated. The recommendations section and proposed structure sketches will refer to general requirements only (bridge width, vertical and horizontal clearances) with a note that the recommended structure type will be determined by a Bridge Type Study conducted concurrently with the Context Sensitive Solution (CSS) process used to determine the profile, touchdown points and aesthetic considerations. The approval memo from the Bureau of Bridges and Structures will likely require a revision memo to them to update the recommended bridge type (in the BCR) before a Design Approval is granted. We will also complete the biennial inspection forms and submit them to IDOT on behalf of the Village of Hinsdale. Bridge Inspection form BM-BIR-1 will be submitted to the Village for their records.

BLR Form 10210 (Preliminary Bridge Design and Hydraulic Report) will be completed and submitted with the BCR. BLR Form 10220 will be completed and submitted based on the results of sampling of the existing bituminous overlay for asbestos by the Geotechnical engineer. Both forms must be submitted with the BCR.

We understand (and have assumed for this proposal) that BNSF flagger protection will be arranged by the Village of Hinsdale or that we will be able to schedule the inspection such that the flagger protection included under survey (below) can be scheduled to coincide with the bridge inspection. We also understand the Village will provide personell and equipment to clean off the tops of the bottom flanges of the two existing through girders with compressed air in order to facilitate a more complete inspection. This would also be scheduled at the same time as the BCR/Biennial inspection to utilize the flagger protection and avoid a conflict between the debris removal and railroad operations.

Soil borings and the SGR will be supplied by the Prime Consultant.

In-House Direct expenses for this task:

1 round trip @ 98 miles

2 UPS packages @ \$10.00/package

Outside Direct Costs:

10 copies of BCR @ 50 pgs x \$0.10/page

2. Bridge Type Study



This task will include the study of up to three alternative bridge material types/ configurations. The alternatives will fit within the clearance envelopes, roadway geometry and preliminary profile provided by the Prime Consultant. The current bridge provides 8 feet of side clearance and 20 feet of under clearance. The Joint BNSF Railway and UPRR Guidelines for Railroad Grade Separation Projects design manual indicates that a side clearance of 25 feet and an underclearance of 23'-4" will be required by the railroad.

To allow for interaction between the Bridge Type Study and the CSS process and the Project Development Report in particular, we have included time for a concept and a preliminary submittal of three alternatives. Probable constructed costs will be calculated based on available bid tabulations and used to compare the alternatives. We will provide input to Clark-Dietz regarding any renderings they will prepare for the bridge alternative(s). As alternatives are refined, we will update the opinion of probable constructed cost for each alternative.

We have been asked to include attendance (one Senior Structural Engineer) at a total of four (4) meetings. We anticipate this will break down as follows: Two (2) meetings at IDOT (District 1) Bureau of Local Roads and two (2) meetings at Clark-Dietz's Chicago Office. We have included an hour of administrative time for each meeting. The meetings may include time to discuss and prepare for the Public Involvement meetings noted below.

In-House Direct expenses for this task:	2 round trips @ 56 miles
	2 UPS packages @ \$10.00/package
	2 round trips downtown (METRA) plus parking

3. Public Involvement

We anticipate this task will be concurrent with the CSS process. We have been asked to include meeting attendance (one Senior Structural Engineer) at a total of 40 hours.

In-House Direct expenses for this task:	4 round trips @ 98 miles
---	--------------------------

4. TS&L Plans for selected alternative and a BCR revision memo.

This task includes the preparation of a TS&L drawing meeting IDOT requirements and with sufficient additional detail to be used as a preliminary submittal to the BNSF Railroad for the preferred alternative. Because the scope of work recommended in the BCR will be refined in the Bridge Studies (above), the Bureau of Bridges and Structures will need a BCR revision memo before their approval of the BCR is finalized. BLR form 10210 will be updated and resubmitted with the memo if necessary.

The TS&L will incorporate topographic and right of way survey, the approved phase one plan and profile for Oak Street, utility locations, and top of rail elevations (from survey) provided by Clark-Dietz. The opinion of probable constructed cost for the overpass will be updated. We

have included time to revise the TS&L to incorporate IDOT and BNSF comments and resubmit the TS&L for inclusion with the Final PDR (two submittals each to IDOT and BNSF).

In-House Direct expenses for this task: 4 UPS packages @ \$10.00/package

5. Topographic Survey.

Right of Way Survey

SEC/HR Green will recover existing right of way evidence for approximately 5,250 feet along Oak Street, Chicago Avenue, Walnut Street, Hillgrove Avenue, and Orchard Place within the project limits defined below. SEC will calculate the existing right of way as shown on the provided right of way documents to include on the base map.

Roadway Topographic Survey

Roadway Survey will include the area lying within the existing right-of-way and extending 25 feet beyond for approximately 2,000 feet of Oak Street from 500 feet north of Walnut Street to 500 feet south of Chicago Avenue; 1,250 feet of Chicago Avenue from the east line of Elm Street to the west line of County Line Road; 1,000 feet of Walnut Street, 500 feet west and east of its intersection with Oak Street; 700 feet of Hillgrove Avenue from the east line of Oak Street and proceeding east; and 300 feet of Orchard Place from the south line of Chicago Avenue and proceeding south. Survey will include existing visible features and improvements. Survey will reference existing DuPage County and NGS control stations, Illinois State Plane Coordinate System East Zone NAD83(2007). Elevations will be based upon NAVD88 or local benchmarks as discussed with the Village of Hinsdale.

Bridge Topography

SEC / HR GREEN will locate the existing bridge structure along Oak Street including bridge seat, abutment, pier location and low chord of each structure face utilizing a total station and/or scanner along with conventional surveying methods.

Railroad Topography

SEC / HR GREEN will locate the existing top of rail every 200 feet along the centerline for each of the three (3) sets of railroad tracks located under the existing bridge structure along Oak Street for approximately 1,000 feet in each direction from the bridge. A railway flagperson will be required while working within the railroad right of way.

Site Topography Survey Base Map

SEC / HR GREEN will generate a Microstation V8 drawing of the existing features collected along the roadway. One (1) foot contours will be generated with the elevations referenced to NAVD88 (U.S. Survey Feet). SEC / HR GREEN will provide a Microstation V8 drawing with existing features and improvements within the project limits to be shown. Topographic Survey plat or plat of survey is not included in this proposal.

In-House Direct expenses for this task: 9 round trip @ 98 miles

Outside Direct Costs:

BNSF Flagger 2 days @ \$1000./day

RR Protective Liability Insurance rider: (Est. \$750)

Quality assurance and Project Administration for the above tasks are listed as a separate line item for the Subconsultant.

The following items are not included in SEC's scope of work: Coordination with SHPO regarding historical status of the bridge and disposition of the existing structure (including documentation of the existing structure), Structure Geotechnical Report, sampling for asbestos, creation of drawings for the existing structure, utility coordination, preliminary design of retaining walls, Biennial Bridge Safety inspections after 2010, recalculation of the rated live load capacity of the existing bridge and Structure Type Studies for locations other than Oak Street. Preparation and distribution of meeting minutes are not included. Plat of Dedication, Plat of Easement, Legal Descriptions

## COST PLUS FIXED FEE

DF-824-039  
REV 12/04  
06/17/10

**FIRM**  
**PSB**  
**PRIMEA**

**Hitchcock Design Group**

**OVERHEAD RATE  
COMPLEXITY FACTOR**

$$\frac{1.531}{0.035}$$

DATE \_\_\_\_\_

[illegible]

DBE

DBE 0.00%

**PREPARED BY THE AGREEMENTS UNIT**

Printed 6/17/2010 1:48 PM





### AVERAGE HOURLY PROJECT RATES

**FIRM** Hitchcock Design Group  
**PSB** \_\_\_\_\_  
**PRIME/SUPPLEMENT** \_\_\_\_\_

DATE 05/17/10

SHEET 3 OF 5

[illegible]







## Hitchcock Design Group

IN-HOUSE DIRECT COSTS	OUTSIDE DIRECT COSTS	
milage	printing	sub-total

### Phase I - Preliminary Design and Engineering

#### A. Research and Analysis

1 Kick off meeting	\$ 20	\$ -	
2 Identify permit requirements	\$ -	\$ -	
3 Review existing data	\$ -	\$ -	
4 Observe, photograph site	\$ 20	\$ -	
5 Evaluate vegetation	\$ -	\$ -	
6 Prepare base maps	\$ -	\$ 150	
7 Prepare Sketch Up base	\$ -	\$ -	
8 Public meeting	\$ 40	\$ 500	
9 R&A summary memo	\$ -	\$ -	
10 Review meeting	\$ 20	\$ 50	
<b>Sub-total hours</b>			
<b>Sub-total fee</b>	\$ 100	\$ 700	\$ 800

#### B. Schematic Design

1 Schematic design alternative	\$ -	\$ -	
2 Preliminary budget costs	\$ -	\$ -	
3 Review meeting	\$ 20	\$ 50	
4 Refinements	\$ -	\$ -	
5 Public meeting	\$ 40	\$ 500	
6 Refine one alternative	\$ -	\$ -	
7 Update budget costs	\$ -	\$ -	
8 Preliminary design summary	\$ -	\$ -	
9 Review meetings	\$ 60	\$ 150	
<b>Sub-total hours</b>			
<b>Sub-total fee</b>	\$ 120	\$ 700	\$ 820
<b>DIRECT COSTS TOTAL:</b>	\$ 220	\$ 1,400	\$ 1,620

# PAYROLL ESCALATION TABLE FIXED RAISES

FIRM NAME  
PRIME/SUPPLEMENT

Wang Engineering, Inc.  
Prime

DATE 06/18/10  
PTB NO.

CONTRACT TERM  
START DATE 15 MONTHS  
RAISE DATE 9/1/2010 9/1/2011

OVERHEAD RATE 187.18%  
COMPLEXITY FACTOR 0.035  
% OF RAISE 3.00%

## ESCALATION PER YEAR

9/1/2010 - 9/1/2011

12  
15

= 80.00%  
= 1,0080

9/2/2011 - 12/1/2011

3  
15

20.60%

The total escalation for this project would be:

0.60%

## PAYROLL RATES

FIRM NAME Wang Engineering, Inc. DATE 06/18/10  
PRIME/SUPPLEMENT Prime  
PSB NO. \_\_\_\_\_

ESCALATION FACTOR 0.60%

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Principal in Charge	\$57.59	\$57.94
Project Manager	\$45.89	\$46.17
Senior Engineer	\$45.89	\$46.17
Project Engineer	\$29.36	\$29.53
Staff Engineer	\$29.36	\$29.53
Field Engineer	\$29.36	\$29.53
Senior Field Inspectors	\$28.80	\$28.97
Field Inspectors	\$21.51	\$21.64
Laboratory Technician	\$16.63	\$16.73
Project Administrative Assis	\$21.25	\$21.38
QC/QA Reviewer	\$24.04	\$24.18
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

## Subconsultants

FIRM NAME Wang Engineering, Inc.  
 PRIME/SUPPLEMENT Prime  
 PSB NO. \_\_\_\_\_

DATE 06/18/10

NAME	Direct Labor Total	Contribution to Prime Consultant
------	--------------------	----------------------------------

0.00  
 0.00  
 0.00  
 0.00  
 0.00  
 0.00  
 0.00  
 0.00

Total	0.00	0.00
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DF-824-039  
REV 12/04  
06/18/10

DATE \_\_\_\_\_

OVERHEAD RATE	1.8718
COMPLEXITY FACTOR	0.035

DBE 100.00%

**DBE**

**PREPARED BY THE AGREEMENTS UNIT**





DIRECT COST ESTIMATE  
GEOTECHNICAL INVESTIGATION  
OAK STREET BRIDGE  
FOR  
CLARK DIETZ, INC.

Date: 6/18/2010  
Proposal No. P100617

**FIELD INVESTIGATION**

Task Description	Units	Unit Price	Extended Cost
Drilling Coordination/Management	5 Hrs.	\$90.00 /Hour	\$450.00
Mobilization (Truck Mounted Drill Rig)	1 Each	\$650.00 /Each	\$650.00
Drilling Crew Daily Travel & Support Vehicle	4 Days	\$145.00 /Day	\$580.00
Stand-By Time Drill Mounted on Truck		\$275.00 /Hour	
Mobilization (ATV Mounted Drill Rig)	1 Each	\$950.00 /Each	\$950.00
ATV Mounted Drill Rig Daily Charge	2 Days	\$275.00 /Day	\$550.00
Drilling Crew Daily Travel & Support Vehicle	3 Days	\$145.00 /Day	\$435.00
Stand-By Time Drill Mounted on ATV	2 Hrs.	\$275.00 /Hour	\$550.00
Portable Water Tank to Service Coring	3 Days	\$145.00 /Day	\$435.00
<b><u>Drilling and Sampling</u></b>			
<b><u>Structure Borings</u></b>			
<i>Drilling including split spoon sampling at 2.5' sample interval to 30', 5' sample interval thereafter (SPT, Penetrometer, Rimac, Visual Classification Included)</i>			
<u>3 Bridge Borings to approximately 70' bps</u>			
<u>1 Retaining Wall Borings to approximately 45' bps</u>			
<b>Between 0 and 30 Feet</b>			
Normal Working Hours	180 Feet	\$22.00 /Foot	\$3,960.00
Restricted Hours (6 Hrs)		\$27.00 /Foot	
<b>Between 30 and 50 Feet</b>			
Normal Working Hours	105 Feet	\$25.00 /Foot	\$2,625.00
Restricted Hours (6 Hrs)		\$30.00 /Foot	
<b>Between 50 and 75 Feet</b>			
Normal Working Hours	60 Feet	\$27.00 /Foot	\$1,620.00
Restricted Hours (6 Hrs)		\$33.00 /Foot	
<b>Between 75 and 100 Feet</b>			
Normal Working Hours		\$29.00 /Foot	
Restricted Hours (6 Hrs)		\$36.00 /Foot	
Night Work		\$31.00 /Foot	
<b><u>Shelby Tube Borings</u></b>			
<i>Drilling with Shelby Tube samples at selected depths</i>			
<b>Drill without sampling - Between 0 and 50 Feet</b>			
Normal Working Hours	25 Feet	\$18.00 /Foot	\$450.00
Restricted Hours (6 Hrs)		\$23.50 /Foot	
<b>Drill without sampling - Between 50 and 100 Feet</b>			
Normal Working Hours		\$19.50 /Foot	
Restricted Hours (6 Hrs)		\$23.00 /Foot	
<b>Shelby Tube Samples</b>			
Normal Working Hours	1 No.	\$46.00 /Each	\$46.00
Restricted Hours (6 Hrs)		\$60.00 /Each	

DIRECT COST ESTIMATE  
GEOTECHNICAL INVESTIGATION  
OAK STREET BRIDGE  
FOR  
CLARK DIETZ, INC.

Rock Coring

Rock Coring Setup and 40' Casing				
Normal Working Hours	3 Each	\$350.00 /Each		\$1,050.00
Restricted Hours (6 Hrs)		\$400.00 /Each		
Set Casing Below 40'				
Normal Working Hours	90 Feet	\$12.00 /Foot		\$1,080.00
Restricted Hours (6 Hrs)		\$14.00 /Foot		
Rock Coring				
Normal Working Hours	45 Feet	\$52.00 /Foot		\$2,340.00
Restricted Hours (6 Hrs)		/Foot		
Wooden Core Boxes		\$50.00 /Each		
Cardboard Core Boxes		\$15.00 /Each		

Hand Augering

(Hand augering and soil sampling to 10 feet hrs)

Hand Augering				
Normal Working Hours		\$300.00 /Hour		
Restricted Hours (6 Hrs)		\$325.00 /Hour		
Night Work		\$300.00 /Hour		
Hand Auger Drill		\$175.00 /Day		
Generator		\$85.00 /Day		

Borehole Abandonment and Surface Restoration

Normal Working Hours	345 Feet	\$8.00 /Foot		\$2,760.00
Restricted Hours (6 Hrs)		\$9.00 /Foot		
Night Work		\$8.50 /Foot		

Pavement Patching

Asphalt	1 Bags	\$15.00 /Bag		\$15.00
Concrete		\$15.00 /Bag		\$0.00

Soil Cutting Removal

	1 Hrs	\$300.00 /Hour		\$300.00
				<u>\$20,846.00</u>

Traffic Control

Shoulder Closure (1/2 mile)				
Daytime		\$800.00 /Each		
Lane Closure (1 lane) (1/2 mile)				
Daytime		\$1,300.00 /Each		
Roadway Flagmen				
2-man crew; Daytime only	3 Days	\$1,700.00 /Day		\$5,100.00
				<u>\$5,100.00</u>

Boring Location Accessibility

Private Utility Determination		At Cost		
Tree Clearance		At Cost		
Guardrail Removal and Replacement		At Cost		
Dozer / Equipment Rental		At Cost		

Railroad Fees

Permitting (Application Fees)		Estimated		\$400.00
Contract Fees		Estimated		\$1,300.00
Railroad Protective Insurance		Estimated		\$750.00
Railroad Flagman		At Cost		

State/County/Municipal Fees

Pavement Opening Permit		At Cost		
Insurance and Bonding		At Cost		
				<u>\$2,650.00</u>

DIRECT COST ESTIMATE  
GEOTECHNICAL INVESTIGATION  
OAK STREET BRIDGE  
FOR  
CLARK DIETZ, INC.



LABORATORY TESTING

AASHTO	ASTM	Task Description	Units	Unit Price	Extended Cost
<b><u>Soil Index Tests</u></b>					
T265	D2216	Water Content	105 Tests	\$6.50 /test	\$682.50
<b><u>Particle Size Distribution</u></b>					
T288	D422	Combined Sieve and Hydrometer	5 Tests	\$108.00 /test	\$540.00
<b><u>Atterberg Limits</u></b>					
T89, T90	D4318	Liquid and Plastic Limits	5 Tests	\$67.00 /test	\$335.00
<b><u>Soil Settlement, Swelling, and Collapse Potential</u></b>					
T116	D2435	One-Dimensional Consolidation	1 Tests	\$450.00 /test	\$450.00
-	D4546	One-Dimensional Swell		\$475.00 /test	
-	D5332	Collapse Potential		\$260.00 /test	
<b><u>Shear Strength of Soil</u></b>					
		Hand Penetrometer		\$4.00 /test	
		Rimac Unconfined Compressive Strength		\$12.50 /test	
T208	D2166	Unconfined Compressive Strength		\$70.00 /test	
T136	D3080	Direct Shear of Soils (3 points)		\$620.00 /test	
T196	D2830	UU Triaxial Compression (3 points)		\$300.00 /test	
T297	D4767	CU Triaxial Compression (3 points)		\$900.00 /test	
T297	D4767	CD Triaxial Compression (3 points)		\$900.00 /test	
<b><u>Additional Sample Preparation Procedures</u></b>					
		Removal of Organic Matter		\$75.00 /sample	
		Extrusion & Preservation of Undisturbed Samples	2 Tests	\$22.00 /sample	\$44.00
		Logging & Classification of Undisturbed Samples		\$55.00 /sample	
		Remolding and Trimming of Samples		\$52.00 /sample	
					<b>\$2,051.50</b>

**OTHER PROJECT RELATED DIRECT EXPENSES**

Item Description	Units	Unit Price	Extended Cost
<b><u>Field Vehicle</u></b>			
Field Vehicle Daily (<100 Miles per Day)	8 Days	\$45.00 /Day	\$360.00
			<b>\$360.00</b>
<b><u>Report Reproduction</u></b>			
Copies, Black & White, 8.5" X 11"	125 No	\$0.20 /Each	\$25.00
Copies, Color, 8.5" X 11"	6 No	\$2.50 /Each	\$15.00
Copies, Reproduction or Reduction, 24" X 36"		\$10.00 /Each	
			<b>\$40.00</b>

Field Investigation	\$20,886.00
Traffic Control	\$5,100.00
Railroad Permitting and Fees	\$2,650.00
Laboratory Analysis	\$2,051.50
Report Reproduction	\$40.00
<b>Total Direct Cost</b>	<b>\$30,727.50</b>

DF-824-039  
REV 12/04  
06/25/10

OVERHEAD RATE	1.518
COMPLEXITY FACTOR	0.035

$$\frac{1.518}{0.035}$$

\* Direct Costs = Round Trip Mileage for 3 meetings: 3 meetings x 40 miles x \$0.50/mile = \$60

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PAYROLL	AVG HOURLY RATES	TOTAL PROJECT RATES						Regional Analysis			2010 Subarea Model			2030 Subarea Model and A			Documentation and Meeting		
CLASSIFICATION		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal in Charge	70.00	0																	
Senior Project Manager (Highway)	70.00	0																	
Project Manager (Highway)	61.52	29	8.10%	4.98	4	11.11%	6.84	4	2.63%	1.62	4	4.17%	2.56	17	22.97%	14.13			
Senior Transportation Planner	48.81	249	69.55%	33.95	32	88.89%	43.39	120	78.95%	38.53	48	50.00%	24.41	49	86.22%	32.32			
Project Engineer (Highway)	51.87	0																	
Design Engineer III (Highway)	43.31	0																	
Design Engineer II (Highway)	35.98	0																	
Design Engineer I (Highway)	30.72	80	22.35%	6.86				28	18.42%	5.66	44	45.83%	14.08	8	10.81%	3.32			
		0																	
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TOTALS		358	100%	\$45.80	36	100.00%	\$50.22	152	100%	\$45.81	96	100%	\$41.05	74	100%	\$49.77	0	0%	\$0.00









# **SCOPE OF SERVICES**

## **Oak Street Bridge Replacement Environmental Assessment And Combined Design Report**

**DuPage County, Illinois**



**Village of Hinsdale  
19 E. Chicago Avenue  
Hinsdale, IL 60521**

**July 7, 2010**

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Project Description

This document outlines the proposed scope of work to be completed by Clark Dietz, Inc. and its sub-consultants (Huff & Huff, Inc., the SEC Group, Inc., TranSystems Corporation, the Hitchcock Design Group, and Wang Engineering) for the study, preparation, and submission of an Environmental Assessment (EA) and a Combined Design Report for the replacement of the Oak Street Bridge in the Village of Hinsdale, Illinois. The EA will be completed in accordance with the procedures outlined in the Illinois Department of Transportation (IDOT) Bureau of Design (BDE) Manual. The process to accomplish the EA will conform to applicable requirements of IDOT – Bureau of Design and Environment, IDOT BDE Procedure Memorandum 48-06 regarding Context Sensitive Solutions (CSS), and the National Environmental Policy Act (NEPA).

For the purposes of quantifying potential impacts as part of the environmental analysis, preliminary geometrics for one highway alignment will be developed along Oak Street from Chicago Avenue to Walnut Street.

The project will produce the following:

- An Environmental Assessment documented by the processes outlined above.
- An agency and public involvement process consistent with CSS and NEPA guidelines.
- A Combined Design Report identifying a Preferred Alternative.

A summary of the anticipated scope of work for the Oak Street Bridge Environmental Assessment follows. *This scope of work is the basis for the Cost Estimate of Consultant Services, submitted separately.*

## **1.0 DATA ASSEMBLY**

The purpose of this activity is to assemble a data base for project development. This base will consist of existing roadway and bridge plans, land use plans, comprehensive plans for the Village of Hinsdale, existing crash data and traffic counts, and any other information applicable to the replacement of the Oak Street Bridge.

Clark Dietz will be responsible for obtaining traffic AM & PM peak-hour traffic counts at the following intersections:

1. Oak St./Ogden Ave.
2. Oak St./Hickory St.
3. Oak St./Walnut St.
4. Oak St./Chicago Ave.
5. County Line Rd/Chicago Ave.
6. County Line Rd./55<sup>th</sup> St.
7. Garfield Ave./Chicago Ave. (North of tracks)
8. Garfield Ave./Chicago Ave. (South of tracks)

In obtaining the referenced data above and in addition to field visits to obtain traffic counts, the Clark Dietz Team anticipates four additional field trips to the project area and three meetings with the Village of Hinsdale. A photolog will be developed for the project.

## **2.0 PHOTOGRAMMETRIC BASE**

The Clark Dietz Team will develop a photogrammetric base from available aerial data sources to be used for project exhibits, location mapping and public involvement displays. All data gathered will be incorporated into a GIS base for use by the Village of Hinsdale.

## **3.0 SURVEYS**

The Clark Dietz Team will recover existing right of way evidence for approximately 5,250 feet along Oak Street, Chicago Avenue, Walnut Street, Hillgrove Avenue, and Orchard Place within the project limits defined below. SEC will calculate the existing right of way as shown on the provided right of way documents to include on the base map.

### Roadway Topographic Survey

Roadway Survey will include the area lying within the existing right-of-way and extending 25 feet beyond for approximately 2,000 feet of Oak Street from 500 feet north of Walnut Street to 500 feet south of Chicago Avenue; 1,250 feet of Chicago Avenue from the east line of Elm Street to the west line of County Line Road; 1,000 feet of Walnut Street, 500 feet west and east of its intersection with Oak Street; 700 feet of Hillgrove Avenue from the east line of Oak Street and proceeding east; and 300 feet of Orchard Place from the south line of Chicago Avenue and proceeding south. Survey will include existing visible features and improvements. Survey will reference existing DuPage County and NGS control stations, Illinois State Plane Coordinate System East Zone NAD83(2007). Elevations will be based upon NAVD88 or local benchmarks as discussed with the Village of Hinsdale.

#### Bridge Topography

The Clark Dietz Team will locate the existing bridge structure along Oak Street including bridge seat, abutment, pier location and low chord of each structure face utilizing a total station and/or scanner along with conventional surveying methods.

#### Railroad Topography

The Clark Dietz Team will locate the existing top of rail every 200 feet along the centerline for each of the three (3) sets of railroad tracks located under the existing bridge structure along Oak Street for approximately 1,000 feet in each direction from the bridge. A railway flag person will be required while working within the railroad right of way.

#### Site Topography Survey Base Map

The Clark Dietz Team will generate a Microstation V8 drawing of the existing features collected along the roadway. One (1) foot contours will be generated with the elevations referenced to NAVD88 (U.S. Survey Feet). The Clark Dietz Team will provide a Microstation V8 drawing with existing features and improvements within the project limits to be shown. Topographic Survey plat or plat of survey is not included in this proposal.

### **4.0 ENVIRONMENTAL DATA COORDINATION, INVENTORY AND ANALYSIS**

The Clark Dietz Team work effort will include the completion of the Environmental Survey request Form, special waste screening, and exhibits with follow-up. The Illinois Department of Transportation Bureau of Design and Environment will perform the necessary coordination with the following agencies and provide the appropriate results for inclusion in the project report:



- Archaeological/Historical/Architectural (IHPA)
- Prime Farmland (USDA/NRCS)
- Wetlands (IDNR & USACE)
- Stream Crossings (IDNR & USACE)
- Biological Surveys (INHS, IDNR, USDOF&W)

The Clark Dietz Team will review existing and future land use plans; they will define and analyze social and economic factors relating to the project impacts. A vegetation and tree survey will be performed identifying tree location, type, diameter, health and structure. Historic structures (residences) will be photographed and documented.

Two field trips to the area and two meetings with the Village are anticipated for this component of the project.

## **5.0 DEVELOP PROJECT PURPOSE & NEED**

The Clark Dietz Team will develop a defensible Purpose and Need Statement for the proposed action through coordination with FHWA, IDOT and public involvement as defined below. The Purpose and Need will define the problem and the need for improvements being evaluated in the EA. The Purpose and Need Statement will be derived from a review and evaluation of the following items:

- Determination of operational characteristics to be improved.
- Existing and proposed traffic volumes, patterns, and congestion levels.
- Safety considerations.
- Relationship to locally adopted plans, i.e., transportation, land use, and comprehensive development.
- Other transportation projects in the vicinity of the proposed Oak Street Bridge project.
- Social and economic development in the area.
- Justification of the project's logical termini and independent utility.
- Previous studies conducted.
- Comments from agency coordination meetings.
- Comments from public involvement process.

Clark Dietz will prepare a preliminary draft Purpose and Need for review by IDOT. After review and comment, the Draft Purpose and Need will be prepared for FHWA review. The Draft Purpose and Need must be approved by FHWA prior to alternatives development and analysis.

## **6.0 LOCATION DRAINAGE STUDY**

The Clark Dietz Team will prepare a drainage study in accordance with IDOT's Drainage Manual.

Existing drainage conditions and existing drainage problems within the project study area will be determined. Existing drainage plans will be prepared. Local coordination of drainage problems and maintenance concerns will be woven into the CSS public involvement process.

A proposed drainage plan will be developed, including drainage alternatives and outlet evaluations. The information developed in the previous tasks will be summarized in a drainage study document. Included in the study will be the existing drainage analysis, proposed drainage system analysis, easement and right-of-way analysis and requirements, identification of required permits, and sizing of temporary structures to support maintenance of traffic schemes.

## **7.0 NOISE ANALYSIS**

This task will consist of a noise impact analysis to document existing and project related noise levels in the study area. The analysis will be prepared consistent with FHWA and IDOT methodologies and mitigation procedures. The project team will estimate future noise levels using the most recent version of the FHWA's Traffic Noise Model (TNM). Modeling will include noise levels for the design year for study alternatives and the No-Build condition.

The noise analysis will be summarized in a technical memorandum and will include a discussion of construction noise.

## **8.0 AIR QUALITY ANALYSIS**

The Clark Dietz Team will provide the necessary project information to IDOT to conduct the pre-COSIM screening and COSIM screening as necessary. Results will be documented in the preliminary EA.

## **9.0 DETERMINE COMPREHENSIVE IMPACTS**

The project team will determine and assess the comprehensive impacts of the Oak Street Bridge replacement. These will include studies of community and regional growth, impacts of public facilities and services, impacts to community cohesion, impacts of land acquisition and displacements, and as assessment of aesthetics.

## **10.0 IDENTIFY MEASURES TO MINIMIZE HARM**

The Clark Dietz team will identify all measures to minimize harm and impact to all environmental resources. These will include conservation of biological resources (ecological), minimization of disruption and displacement to residences and businesses (socio-economic), addressing erosion and pollution control

(construction and solid waste), and minimization of impacts to wetlands, if applicable.

## **11.0 ALTERNATIVE GEOMETRIC STUDIES**

In response to confirmation of the Purpose and Need statement, a reasonable range of project concepts will be identified and developed through CSS that address the purpose and need and are consistent with guidelines of NEPA and anticipated permit requirements and approval processes. Possible concept alternatives will be identified as provided through public comment during scoping, agency comment, and through project team development. The No-Action alternative will be evaluated throughout the EA process.

### Preliminary Alternatives

The Clark Dietz Team will develop a reasonable range of build alternatives. After the preliminary alternatives screening process which includes participation by the project stakeholders, the Clark Dietz Team will refine several alternatives for a more detailed analysis.

The Clark Dietz Team will produce schematic exhibits consisting of the Preliminary Alternatives overlaid on the aerial photography of presented in a manner that provides an evaluation of the concepts presented. The development of three preliminary alternatives of the Oak Street Bridge replacement is assumed for this phase of study.

### Build Alternatives

Each build alternative shall consist of the following elements:

- Preliminary line and grade for alternatives.
- Possible road relocations and the determination of the horizontal and vertical alignments of each.
- Prepare a capacity analysis report using the latest release of the Highway Capacity Software (HCS).
- Coordination of line and grade with hydraulic studies if applicable.
- Coordination of major utilities – utility installations and detailed maps from utility companies.

The project team will develop typical sections, perform cross section studies, profile studies, identify preliminary ROW needs, and determine preliminary construction costs for the alternatives carried forward.

## **12.0 CRASH ANALYSIS**

For this task, the Clark Dietz Team would compile all crash history within the study area, identify high-accident locations and accident patterns, and develop crash diagrams.

### **13.0 TRAFFIC MAINTENANCE ANALYSIS**

The Clark Dietz Team will develop a preliminary traffic control plan to identify the maintenance of traffic during project construction. This plan will identify closed roads and streets, alternate routes and detour signage, and any temporary traffic control required for the project.

### **14.0 INTERSECTION DESIGN STUDIES AND TRAVEL DEMAND MODELING**

Basic geometric studies and preliminary capacity runs will be performed for the preliminary alternatives studied at the intersections of Oak St/Chicago Ave. and Chicago Ave/County Line Rd. Project scope assumes two formal Intersection Design Studies will be performed for the two aforementioned intersections for the preferred alternative.

The project team will also develop a travel demand model for the project study area to estimate changes in travel patterns and traffic volumes resultant of widening the Oak Street Bridge from a single lane to two lanes (one lane in each direction). This will involve refinement of the Chicago Metropolitan Agency for Planning's (CMAP) base existing and 2030 travel demand models in order to provide average daily traffic (ADT) forecasts and peak hour volume estimates for key links and intersections.

### **15.0 PREPARE ENVIRONMENTAL ASSESSMENT (PRELIMINARY)**

Based on the technical analysis conducted in this scope of services, The Clark Dietz Team will assemble the EA documentation consistent with the latest FHWA guidelines governing environmental documents (Currently Technical Advisory T6640.8A) and IDOT BDE Manual Chapter 24, Section 3.

The Clark Dietz Team will prepare a preliminary EA for internal review by IDOT, FHWA, the Village of Hinsdale, and other agencies. Ten (10) hard copies will be provided to IDOT for review.

A Public Hearing will be held affording the stakeholders and interested members of the public an opportunity to review the preliminary EA and comment on it. The Clark Team will receive and address all comments from the public.

One (1) review meeting will be conducted with the Village to review and resolve comments. A Public Hearing will be held prior to preparing the Draft FONSI (Finding of No Significant Impact).

## **16.0 COMBINED DESIGN REPORT (PRELIMINARY)**

The Clark Dietz Team will develop a Draft and a Final Combined Design Report (CDR). The format for the CDR will follow IDOT BDE Chapter 12, Section 2-03.04.

The main format elements found in the CDR are outlined below:

- Introduction
- Purpose and Need for Improvement
- Existing Settings or Conditions
- Alternatives Considered
- Description and Analysis of Alternatives Studied in Detail
- Coordination Activities
- Public Involvement Activities
- Conclusions/Recommendations
- Appendices

Other items to include in the CDR:

- Functional Classification
- Right-of-Way Requirements
- Intersection Design Studies
- Report Structure Additions
  - a. Table of Contents
  - b. Page Numbers
  - c. Exhibits
  - d. Technical Reports
  - e. Cross References
  - f. Checklist
- Combined Design Report Discussions
  - a. Summary of Need and Location
  - b. Prior Studies
  - c. Plausible Alternatives
  - d. Major Design Features
  - e. Environmental Considerations
  - f. Final Alternatives
  - g. Public Involvement and Environmental Coordination
  - h. Maintenance and Protection of Traffic
  - i. Commitments

- j. Recommended Alternative
- Estimate of Costs
- Typical Sections

Ten (10) hard copies of the Preliminary Combined Design Report will be provided to IDOT for review.

## 17.0 PUBLIC INVOLVEMENT

The Clark Dietz Team will employ the process of IDOT's Context Sensitive Solutions (CSS) for the Oak Street Bridge Replacement Environmental Assessment and Combined Design Report in accordance with IDOT BDE Procedure Memorandum 48-06. The CSS process is broken down in to four primary steps.

- Identification of Stakeholders
- Development of Project Purpose
- Analysis of Alternatives and Selection of Preferred Alternative
- Approval of Final Alternative

### *Step 1: Identification of Stakeholders*

The project team (Clark Dietz and its sub-consultants) will assist in forming the Project Study Group (PSG). This group may consist of Village Representatives, IDOT personnel, FHWA personnel, and DuPage County representatives. The PSG will identify the general parameters of the Oak Street Bridge transportation issues. The PSG will then identify stakeholders and further develop the Stakeholder Involvement Plan (SIP). The project team will also create and maintain a stakeholder/mailling database for the project. The database will capture stakeholders identified by the project team and PSG, as well as other available local sources for project contact/mailling lists to support the public involvement/CSS efforts. The project team anticipates one meeting to determine the PSG and two meetings to develop a list of Stakeholders.

### *Step 2: Development of Project Purpose*

The Clark Dietz Team will prepare and conduct project informational meetings with the stakeholders to move towards development of the project purpose. We would anticipate both an afternoon and an evening meeting to make attendance more convenient for the public.

From the problem statement, the PSG will meet to develop a project purpose. The project purpose will be used in development of the P&N.

With the assistance of the PSG, we will work towards creating the Citizen Advisory Groups (CAG) from the stakeholders. In the development of the Citizen Advisory



Group and assessment of the community context, the project team will conduct stakeholder conversations by phone and in-person (one-on-one or small group) with community leaders identified by local staff and elected officials or through the initial research and field reviews of the area.

*Step 3: Analyze Alternatives and Choose Preferred Alternative*

The Purpose & Need must be developed and approved before formal analysis of alternatives can commence. We would anticipate one meeting to give the public opportunity to review and comment on the Purpose & Need.

The CAG will meet with the project team and with the PSG to assist in developing and analyzing build alternatives supported by the previously defined project purpose (assume three alternatives meetings). Build alternatives developed will then be presented to the stakeholders for comment (assume two meetings – 1 afternoon and 1 evening). Visualizations will be employed in addition to typical exhibits to illustrate the alternatives. If no major deviations are identified the PSG and CAG can hold the alternatives elimination meeting(s) (assume 2 meetings) with the goal of identifying a single alternative.

*Step 4: Approval of Final Alternative*

Through meetings with all of the stakeholders, the final alternative is presented. Two (2) meetings are assumed, one (1) in the afternoon and one (1) in the evening.

In total, we anticipate thirteen meetings for the four CSS steps.

*CSS Support Activities*

In addition to the meetings identified above, we would assume four meetings within the Village where we would present project status. These meetings might be with the local Rotary, Kiwanis, or Lions Club, Chamber of Commerce, business groups, church groups, town council meetings, or homeowner associations.

A website will be implemented for the project to support the CSS/Public Involvement process. An online survey to support the Community Context Audit can be linked to the website, as well as an interactive mapping tool so that comments can be linked to specific locations within the project area.

## **18.0 ENVIRONMENTAL ASSESSMENT (FINAL)**

The Clark Dietz Team will prepare EA Errata and the Draft FONSI per the review comments of the Preliminary EA provided by IDOT to the BDE. BDE will review and evaluate the two documents before forwarding to the FHWA. Twenty (20) hard copies of the Draft FONSI will be submitted to IDOT for review. The Clark Dietz Team will be responsible for distribution of the draft document.



The Clark Dietz Team will incorporate any changes in the EA Errata. If the project does not include Section 4(f) property, three copies of the EA Errata and the Recommended FONSI will be forwarded to the BDE.

If the FHWA adopts the FONSI, it will be made available at the District office for public review.

## **19.0 COMBINED DESIGN REPORT (FINAL)**

The final Design Report will address Village and IDOT comments. Ten copies of the final Design report will be distributed.

## **20.0 BRIDGE INSPECTION AND BRIDGE CONDITION REPORTS**

The Clark Dietz Team's Licensed Structural Engineer and structural department staff will conduct a brief inspection of the bridge. They will perform the 2010 Biennial Bridge Safety inspection at this time (Inspection is due in August of 2010). The structure in question (SN 022-6550) is currently listed as functionally obsolete in most categories and no portion of it will be reused in the replacement structure. Therefore, the BCR will be abbreviated. The recommendations section and proposed structure sketches will refer to general requirements only (bridge width, vertical and horizontal clearances) with a note that the recommended structure type will be determined by a Bridge Type Study conducted concurrently with the Context Sensitive Solution (CSS) process used to determine the profile, touchdown points and aesthetic considerations. The approval memo from the Bureau of Bridges and Structures will likely require a revision memo to them to update the recommended bridge type (in the BCR) before a Design Approval is granted. The project team will complete the biennial inspection forms and submit them to IDOT on behalf of the Village of Hinsdale. Bridge Inspection form BM-BIR-1 will be submitted to the Village for their records.

BLR Form 10210 (Preliminary Bridge Design and Hydraulic Report) will be completed and submitted with the BCR. BLR Form 10220 will be completed and submitted based on the results of sampling of the existing bituminous overlay for asbestos by the Geotechnical engineer. Both forms must be submitted with the BCR.

A Bridge Type Study will be developed by the Project Team. This task will include the study of up to three alternative bridge material types/configurations. The alternatives will fit within the proposed clearance envelopes, roadway geometry and preliminary profile. The current bridge provides 8 feet of side clearance and 20 feet of under clearance. The Joint BNSF Railway and UPRR Guidelines for Railroad Grade Separation Projects design manual indicates that a

side clearance of 25 feet and an underclearance of 23'-4" will be required by the railroad.

To allow for interaction between the Bridge Type Study and the CSS process and the Project Development Report in particular, the Project Team will include time for a concept and a preliminary submittal of three alternatives. Probable constructed costs will be calculated based on available bid tabulations and used to compare the alternatives.

Type, Size, and Location plans (TSL) will be developed for the selected alternative. The preparation of the TS&L drawing will meet IDOT requirements and with sufficient additional detail to be used as a preliminary submittal to the BNSF Railroad for the preferred alternative. Because the scope of work recommended in the BCR will be refined in the Bridge Studies (above), the Bureau of Bridges and Structures will need a BCR revision memo before their approval of the BCR is finalized. BLR form 10210 will be updated and resubmitted with the memo if necessary.

The TS&L will incorporate topographic and right of way survey, the approved phase one plan and profile for Oak Street, utility locations, and top of rail elevations. The opinion of probable constructed cost for the overpass will be updated.

Geotechnical field work and the preparation of a Structural Geotechnical Report (SGR) for selected alternative will be undertaken at this phase of the project, so assumptions can be made in regard to the type, viability of, and cost for foundations.

## **21.0 WETLAND EVALUATION FORMS/PROCESS**

This component of the study will consist of compiling the Wetland Impact Evaluation Form, preparing exhibits, and providing analysis and mitigation or avoidance options, if applicable.

## **22.0 SECTION 4(F) EVALUATION**

If 4(f) resources are identified for any study alternatives, the study alternative will be evaluated under the purview of Section 4(f) in accordance with the 2005 FHWA Section 4(f) Policy Paper. A technical memorandum of the findings of the alternatives analysis will be provided to the Village and IDOT.

Impacts to Section 4(f) property are not expected to be significant; therefore, it will be evaluated as part of the EA documentation. A separate 4(f) evaluation report is not included in the scope or budget at this time.

## **23.0 SECTION 106 EVALUATION AND STATEMENT OF EFFECT**

Potential Section 106 historic resources will be identified and evaluated if they exist within the project study area. Impacts to Section 106 properties are not expected to be significant; therefore, it will be evaluated as part of the EA. A separate 106 Evaluation Report is not included in the scope or budget at this time.

## **24.0 PROJECT ADMINISTRATION, MANAGEMENT, AND COORDINATION**

The purpose of this activity is to provide overall direction and control for the ESH EA. Clark Dietz will be responsible for team coordination, implementation of quality control measures, project reporting to the Village and IDOT, project documentation, and overall performance of the project. The tasks undertaken for this activity will include the following:

- Project Set-up and Development of Project Work Plan;
- General Project Administration;
- FHWA Coordination Meetings;
- Monthly Invoice and Progress Report;
- Project Close-out.

Clark Dietz will set up project files and establish filing and communication processes for the project team. A Project Work Plan will be developed. The Project Work plan is a single document identifying project organization, responsibilities, coordination procedures, meetings, document formats, and standards for study activities.

Monthly project administration will consist of work task tracking, contract compliance and coordination with the client outside of scheduled monthly coordination meetings. Project duration is anticipated to be 15 months.

The Clark Dietz Team anticipates three project presentations at FHWA Bi-Monthly Coordination Meetings held at the District Office in Schaumburg.

All accounting will be processed through Clark Dietz. As the prime consultant for the project, Clark Dietz will serve as the lead firm in processing invoices and handling accounting issues between the Village of Hinsdale and the Project Team. Invoices and progress reports will be submitted monthly. Progress reports will be submitted even if no billable hours or direct costs were accrued during the respective month. An earned-value chart depicting percent complete and fee expended will be submitted with each progress report.

Upon project completion, the Clark Dietz team will formally close Phase I studies for the Oak Street Bridge replacement.

## **25.0 QUALITY ASSURANCE/QUALITY CONTROL**

A Quality Assurance/Quality Control (QA/QC) plan is detailed under a separate document.





# **Quality Assurance and Quality Control Plan**

**for**

## **Village of Hinsdale Oak Street Bridge Replacement Environmental Assessment and Combined Design Report DuPage County**

**Prepared by:  
Clark Dietz, Inc.**

**July 7, 2010**



## Introduction

This QA/QC Plan has been developed in general accordance with the provisions of BDE Procedure Memorandum number 16-00 dated April 3, 2000. Clark Dietz has been selected by the Village of Hinsdale to provide Phase I professional engineering services in the development of an Environmental Assessment and Combined Design Report for the Oak Street Bridge Replacement in DuPage County. It is acknowledged that certain specifics of a QA/QC plan be developed within a framework of professional services as defined and negotiated between Clark Dietz and the Village. These specifics and the scope of our services will be represented by the following documents accepted by both parties:

- "Cost Estimate of Consultant Services", including associated scope of work definition, level of effort and direct cost estimates;
- "Agreement for Consultant Services"; and the Scope of Work
- "Project Schedule".

These documents are hereby incorporated by reference as part of this QA/QC Plan and establish the goals and objectives of the proposed project scope of work.

### **Quality Assurance Philosophy**

Quality Assurance is not just a single act, a checking process, or a discrete review of project deliverables at various project stages. Instead, it is a process which commences at the beginning and continues to the end of the project.

It is a process which involves and integrates all engineering disciplines of the project and is aimed at the prevention of problems rather than fixing them. It includes a fair and well defined scope of work that establishes the project's requirements as agreed to by the Department and the Consultant.

The keystone to Clark Dietz's Quality Assurance Philosophy is our commitment to produce error free work; on time and within budget.

### Quality Assurance Process

The Quality Assurance Process actually starts at the project scoping stage and continues through the negotiation of the scope of work, labor effort and fee.

Clark Dietz's work will involve development of preliminary alternatives for one highway alignment on Weber Road for the purpose of quantifying potential impacts as part of a macro-level environmental analysis.

The Quality Assurance Process consists of the following major elements:

1. Clark Dietz's Project Team.
2. Written Project Plan.
3. Project Control.

**I. Clark Dietz's Project Team**

Principal:	John Boldt, P.E. (CDI)
Project Manager:	Allen Staron, P.E. (CDI)
Environmental Studies:	Linda Huff, P.E. (H&H)
Engineering Studies:	Stacie Dovalovsky, P.E. (CDI) Jerry Payonk, P.E. (CDI)
Environmental Analysis:	Linda Huff, P.E. (H&H)
Structure Studies:	Robert G. Davies, P.E., S.E. (SEC)
Roadway Alternatives Analysis:	Jerry Payonk, P.E. (CDI)
Geometric Design/Capacity Analysis Traffic modeling:	Sean Widener, P.E., P.T.O.E. (CDI) Kathy Meyerkord, P.E., P.T.O.E. (TranSystems) Wayne Miczek (TranSystems)
Drainage Studies:	Shauna Urlacher, P.E. (CDI)
Context Sensitive Design:	Stacie Dovalovsky, P.E. Jerry Payonk, P.E.
Geotechnical Studies:	Paul Wang, P.E. (Wang)
Landscape Architect:	Rick Hitchcock, ASLA
QA/QC Reviewer:	Dale Matejkowski, P.E.

**II. Written Project Plan**

**A. Project Scope**

Specific project engineering scope of work elements are delineated within the "Cost Estimate of Consultant Services" which is incorporated by reference as part of this QA/QC plan.

## B. Subconsultants' Role

The role of our subconsultants will be to act as an extension of the Clark Dietz staff in providing supplemental engineering services for this project. We will work closely with Huff & Huff, Inc., SEC Group, Inc., TranSystems, Inc., The Hitchcock Design Group, and Wang Engineering to ensure that their work is as complete and accurate as possible. Huff & Huff, inc. will participate in Environmental Analysis and the Context Sensitive Solutions process. The SEC Group, Inc. will participate in structural analysis, and field survey. TranSystems, Inc. will develop the travel demand model, Wang Engineering will assist in the structural geotechnical report, and the Hitchcock Design Group will assist in landscape architecture concepts.

## C. Standards and Guidelines

Project quality is enhanced by a thorough knowledge of current design references. The Clark Dietz Team will use IDOT Manuals and technical reference publications to efficiently produce a quality product. Listed below are some of the technical references we anticipate may be utilized on this project.

*IDOT References*

- Bureau of Design and Environment Manual
- Drainage Manual
- Federal-Aid Procedures for Local Highway Improvements, Bureau of Local Roads and Streets
- Traffic Policies and Procedures Manual, Bureau of Operations
- Illinois Manual for Uniform Traffic Control Devices
- Illinois Standard Highway Signs
- Land Acquisition Policies and Procedures Manual
- CADD Roadway Drafting Reference Guide
- Highway Standards
- Standard Specifications for Road and Bridge Construction
- Supplemental Specifications and Recurring Special Provisions
- Bridge Manual
- Culvert Manual

- Structure Information and Procedures Manual
- Structural Services Manual
- Geotechnical Manual
- Standard Plans

*General Roadway Design References*

- A Policy on Geometric Design of Highways and Streets, AASHTO, 2004
- Roadside Design Guide, AASHTO, 2002
- Guide for the Development of Bicycle Facilities, AASHTO, 1999

*Traffic Reference*

- Highway Capacity Manual, Special Report 209, 3<sup>rd</sup> Edition, Transportation Research Board, National Research Council, Washington, D.C., 1998
- Traffic Engineering Handbook, Institute of Transportation Engineers, 5th Edition, 1999
- Trip Generation, Institute of Transportation Engineers, 7<sup>th</sup> Edition, 2003
- Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD), USDOT, Federal Highway Administration

*Bridge References*

- Standard Specifications for Highway Bridges, AASHTO, 1996 and current interim specifications
- Guide Specification for Horizontally Curved Highway Bridges, AASHTO, 1993
- Highway Structures Design Handbook, Volumes 1 and 2, American Institute of Steel Construction, Inc. (AISC)
- Handbook on Design of Piles and Drilled Shafts Under Lateral Load, FHWA-IP-84-11, USDOT, Federal Highway Administration, July 1984.

## D. Time Schedule

The Clark Dietz Team anticipates a fifteen-month duration from project start-up to a record of decision and an approved design report.

## E. Man-hour Budget

The Clark Dietz Teams man-hour budget is contained within the "Cost Estimate of consultant Services", which is incorporated by reference as part of this QA/QC plan.

## F. Resource Material

The Village and IDOT will provided available existing plans, soils information, pavement design, previous Phase I project reports, and survey information.

**III. Project Control***Internal Project Controls*

Prior to starting work, the Project Manager will chair a project "kick-off" meeting attended by all team members from each involved discipline. This meeting will define the responsibilities and assignments of each individual team member. The project scope of work and schedule, project deliverables, and individual budgets will be reviewed and the project cost tracking procedures will be explained. Commitments are made at this point to both understand and meet project requirements. Potential technical and scheduling problems will be identified and addressed at this time. The Project Manager will define procedures relating to project documentation and filing structure. The overall Quality Assurance Process will be explained at this meeting, specific quality control procedures defined, and individual quality control responsibilities established.

Likewise, prior to starting work, the Project Manager will review with the sub-consultants their respective scopes of work and schedules to ensure that the necessary data and recommendations are received in a timely manner.

The Project Manager must control the progress of the project. This will be accomplished by monitoring the performance at periodic intervals and at critical points during the design. Monthly progress meetings among all project disciplines will be held to discuss accomplishments and expenditures. If at any time the Project Manager determines that any discipline needs help, he will act quickly to develop corrective measures to prevent the project from falling behind schedule. The Project Manager will keep a monthly



accrual record of progress attained versus budget expended, by discipline for the various project elements, and will thus be able to anticipate problems with schedule or cost overruns.

It will also be the Project Manager's responsibility to assure that all records of minutes of project meetings, job related telephone conversations, face to face conversations and all out going and incoming correspondence are kept in the Project File, in chronological order, for easy search and retrieval. Of importance is the specific requirement that no individual be allowed to keep a personnel file consisting of original material. Finally, he will be responsible for communications, determining when action may be required, and who will be responsible for such action.

The Project Manager will also be responsible for the administration of the quality control procedures for this project and will assure these efforts are performed. An important aspect of the Quality Assurance Process is the review of report documents and components before they are submitted to the Department.

Some elements which will be reviewed by the Project Manager will be to determine that the corridor report documents have been prepared in accordance with recommended IDOT guidelines, that all references have been coordinated, that all drawings have been checked and coordinated individually and between disciplines, and that probable preliminary construction costs have been checked.

The Project Manager will be responsible for checking the clarity and completeness of the report and that all report documents are signed and dated by both the author and the checker. He will also review the project to make certain that the firm's standards have been met and that a procedure for interface between disciplines has been developed. He will also develop a list of potential problem areas and prepare a review checklist.

Daily quality control efforts will be the responsibility of each member of the design team. These individuals will be responsible for "dotting the i's and crossing the t's" during the report development process and will ensure that individual discipline analyses and report documents are fully coordinated and integrated with one another. This process will require open communications and exchange of information with one another more frequently than the scheduled monthly progress meetings and will occur on an as-needed basis as initiated by any team member.

Project quality is best served by the application of specialized expertise to various project components. As an example, our structural engineers do not generate roadway alignments; nor, do our highway engineers design bridge piers. The right person for the right job is the premise used by the Clark Dietz Team in developing its project team and the division of work. There is no substitute for the supervision by qualified senior technical personnel for the enhancement of project quality.

*External Project Controls*

Interaction with the Village of Hinsdale is one of the most important aspects of the Quality Assurance Process. It is mandatory that open communications be maintained among Clark Dietz and their sub-consultants, and the Village. Clark Dietz does not want to produce report documents for the Village of IDOT review as a vehicle to solicit first time opinions or definitions of project requirements. Our goal is to meet the reviewer's expectations with documents exhibiting mutually determined decisions previously made during the corridor report process. This minimizes review comments, the need for revisions, duplication of effort, and possible error sources resulting from revision.

Pursuant to this goal, early coordination will be required with the Village and IDOT. A project meeting will be held where such issues as the following can be discussed and resolved prior to commencement of Clark Dietz's main body of work.

- review and concurrence with any decisions or communications made and during previous project programming efforts;
- acknowledgement of applicable District I Phase I procedures;
- proposed methods of analysis;
- special checks;
- definition of document formats and content;
- invoicing, reporting and documentation procedures;
- review submittals required, content and degree of completion.

Similar meetings should also be held on a monthly or quarterly basis, as needed and initiated by Clark Dietz or the Village, as the project progresses and the report development approaches completion. The Quality Assurance Process will be enhanced by these progress meetings. In addition to discussion on the range of topics mentioned above, these meetings will also include a status report on the project and the commitments various individuals from both Clark Dietz and the Village. These meetings will include a review of the schedule, budget, amount expended, percent complete and scope of work. If there are any changes in any of these, a plan will be developed to address these changes. This may include an amendment to the Agreement for change in scope, the assignment of additional personnel if the project's schedule is beginning to slip, or a change in certain personnel if a time commitment is not being met. Clark Dietz will provide an Earned Value Chart with each invoice, providing a snapshot view of project progress. Minutes of all project meetings will be prepared by Clark Dietz as part of the project record.

*Quality Control Aids*

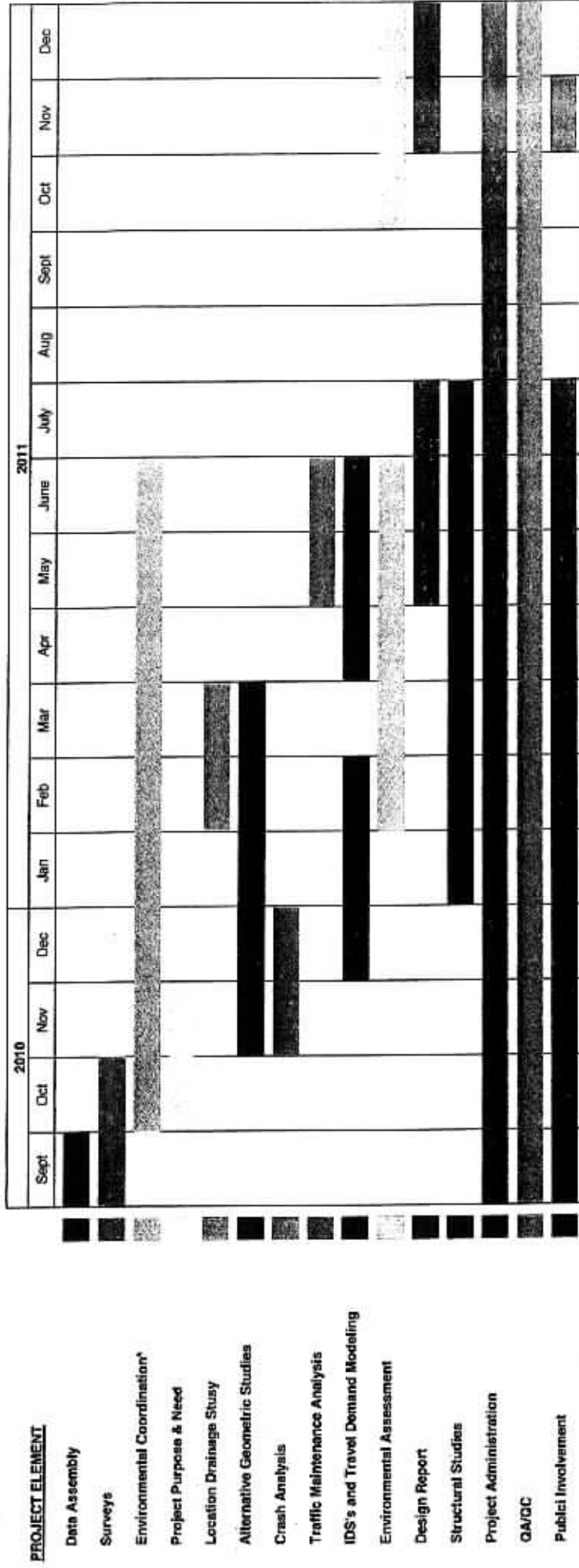
Clark Dietz will incorporate standardized office procedures ranging from the manner in which incoming mail is routed or how job charges are posted, to the filing and retrieval of CADD documents. Each of these procedures (too numerous to elaborate upon) to some degree is part of our Quality Assurance Process. Two major components of this process are the procedures utilized to track project progress against project expenditures; and, the checking of corridor report documents which we produce.

The dollar amount of an Engineering Agreement is determined from The Clark Dietz Team's estimate of labor hours required to accomplish the project subject to negotiation with the Department. Once negotiation is complete and agreement has been reached on the project scope of work, project labor hours, and project budget, the project's progress is tracked on an ongoing basis by the transformation of the proposal labor hour estimate into a progress report with a summary page. This allows line item tracking of work tasks identical to those defined in the scope of work. This tracking method provides the degree of completion for work tasks in terms of labor hours and dollars expended, and the percentage of task completion as estimated by the Project Manager. Overall project completion is tracked on the summary sheet by a summation of project task completion percentages weighted by the task dollar percentage of the total project. This detailed monthly progress report provides an early warning of problems in completing project tasks on budget and provides rationale for any contract changes which may be required.

As aids to the Quality Assurance Process, Clark Dietz will utilize various checklists during the generation of its Phase I report documents. These checklists may not be all inclusive and are intended to be used as guidelines subject to the particular aspects of individual projects and the judgement of the quality control reviewer.



# Oak Street Bridge Environmental Assessment Schedule



\* - Includes Noise Analysis, Air Quality Analysis, Determination of Comprehensive Impacts, Measures to Minimize Harm, Wetland Evaluation, 4(f) Evaluation and 106 Evaluation.

