



DRAFT

**Local Public Agency
Engineering Services Agreement**

Agreement For Agreement Type

Using Federal Funds? Yes No

LOCAL PUBLIC AGENCY

| | | | |
|--|--|---|---|
| Local Public Agency <input type="text" value="Lake"/> | County <input type="text" value="Lake"/> | Section Number <input type="text" value="24-00000-23-ES"/> | Job Number <input type="text"/> |
| Project Number <input type="text"/> | Contact Name <input type="text" value="Michael Klemens"/> | Phone Number <input type="text" value="(847) 377-7455"/> | Email <input type="text" value="mklemens@lakecountyil.gov"/> |

SECTION PROVISIONS

| | | | |
|--|---|--------------------------------|--|
| Local Street/Road Name <input type="text" value="2050 Long Range Transportation Plan"/> | Key Route <input type="text" value="Various"/> | Length <input type="text"/> | Structure Number <input type="text"/> |
| Location Termini <input type="text" value="Lake County"/> | | | <input type="button" value="Add Location"/> |
| | | | <input type="button" value="Remove Location"/> |

Project Description
 Lake County is updating its Long Range Transportation Plan to identify the future travel needs for all of Lake County through public engagement and data analysis of current and future travel demands. The project will also update the Non-Motorized Travel Policy including the evaluation of high-need gaps that exist in the non-motorized travel network.

Engineering Funding MFT/TBP State Other

Anticipated Construction Funding Federal MFT/TBP State Other

AGREEMENT FOR

Phase I - Preliminary Engineering Phase II - Design Engineering

CONSULTANT

| | | | |
|--|---|---|--|
| Prime Consultant (Firm) Name <input type="text" value="HDR Engineering, Inc."/> | Contact Name <input type="text" value="Thomas M. Hein"/> | Phone Number <input type="text" value="(773) 867-7244"/> | Email <input type="text" value="Thomas.Hein@hdrinc.com"/> |
| Address <input type="text" value="9450 W. Bryn Mawr Ave., Suite 400"/> | City <input type="text" value="Rosemont"/> | State <input type="text" value="IL"/> | Zip Code <input type="text" value="60018"/> |

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
- Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
- In Responsible Charge: A full time LPA employee authorized to administer inherently governmental PROJECT activities
- Contractor: Company or Companies to which the construction contract was awarded

AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (BLR 05513 or BLR 05514)
- EXHIBIT ___ : Direct Costs Check Sheet (attach BDE 436 when using Lump Sum on Specific Rate Compensation)
- _____
- _____
- _____

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are 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.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA, The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. 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 US Department of Transportation (US DOT) assisted contract. 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 LPA deems appropriate.
8. 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 LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
9. For Preliminary Engineering Contracts:
 - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
 - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affixed the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. 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 DEPARTMENT.
 - (c) That the ENGINEER is qualified technically and is thoroughly 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 in Exhibit A (Scope of Services).
10. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Professional Services Selection Act (50 ILCS 510) (Exhibit C).
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.
3. To pay the ENGINEER:
 - (a) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, 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 LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER

shall be due and payable to the ENGINEER.

(c) For Non-Federal County Projects - (605 ILCS 5/5-409)

- (1) For progressive payments - Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, 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 in all previous partial payments made to the ENGINEER.
- (2) Final payment - Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

- Percent
- Lump Sum
- Specific Rate
- Cost plus Fixed Fee: Fixed

Total Compensation = DL + DC + OH + FF

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL and

FF is the Fixed Fee.

Where $FF = (0.33 + R) DL + \%SubDL$, where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US 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 US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US 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. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, 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 DEPARTMENT; the Federal Highways Administration (FHWA) or any authorized representative of the federal government, 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 DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
2. That the ENGINEER shall be responsible for any all damages to property or persons out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the DEPARTMENT, and their officers, agents and employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.

The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
3. This AGREEMENT may be terminated by the LPA 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 LPA 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 materials becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses incurred under the terms of this AGREEMENT up to the date of the written notice of termination.

4. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the LPA shall compensate the ENGINEER, for expenses incurred as a result of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.
5. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
6. 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 have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
7. The ENGINEER and LPA certify that their respective firm or agency:
 - (a) has not 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 the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
 - (b) has not 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
 - (c) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - (e) has 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.
 - (f) are not presently indicated 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 and
 - (g) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State, local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this clarification, an explanation shall be attached to this AGREEMENT.

8. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes included but are not limited to: acts of God or a public enemy; acts of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

9. This certification is required by the Drug Free Workplace Act (30 ILCS 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 DEPARTMENT 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 on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an 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 contract or grant of \$5,000 or more from the DEPARTMENT, as defined 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 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 (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 to maintain 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.
 - (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.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future projects. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 10. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 11. For Preliminary Engineering Contracts:
 - (a) That tracing, 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 LPA and that basic survey notes, sketches, charts, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
 - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT 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.

AGREEMENT SUMMARY

| Prime Consultant (Firm) Name | TIN/FEIN/SS Number | Agreement Amount |
|------------------------------|--------------------|------------------|
| HDR Engineering, Inc. | 47-0680568 | \$1,650,963.00 |
| | | |
| Subconsultants | TIN/FEIN/SS Number | Agreement Amount |
| CDM Smith, Inc. | 04-2473650 | \$402,873.00 |
| Subconsultant Total | | \$402,873.00 |
| Prime Consultant Total | | \$1,650,963.00 |
| Total for all work | | \$2,053,836.00 |

AGREEMENT SIGNATURES

Executed by the LPA:

Local Public Agency Type

Local Public Agency

Attest:

The

County

of

Lake

By (Signature & Date)

[Signature & Date box for LPA representative]

By (Signature & Date)

[Signature & Date box for County representative]

Local Public Agency

Local Public Agency Type

Lake

County

Clerk

Title

Chair, Lake County Board

(SEAL)

RECOMMENDED FOR EXECUTION

Shane Schneider, P.E.
Director of Transportation/County Engineer

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

HDR Engineering, Inc.

By (Signature & Date)

Hein, Thomas M
Digitally signed by Hein, Thomas M
Date: 2025.01.17 11:38:20 -06'00'

By (Signature & Date)

[Signature & Date box for Engineer]

Title

Vice President

Title

[Title box for Engineer]

APPROVED:

Regional Engineer, Department of Transportation (Signature & Date)

[Signature & Date box for Regional Engineer]

| Local Public Agency | Prime Consultant (Firm) Name | County | Section Number |
|---------------------|------------------------------|--------|----------------|
| Lake | HDR Engineering, Inc. | Lake | 24-00000-23-ES |

**EXHIBIT A
SCOPE OF SERVICES**

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

Attached

| Local Public Agency | Prime Consultant (Firm) Name | County | Section Number |
|---------------------|------------------------------|--------|----------------|
| Lake | HDR Engineering, Inc. | Lake | 24-00000-23-ES |

**EXHIBIT B
PROJECT SCHEDULE**

Attached within Exhibit A

| | | | |
|---------------------|------------------------------|--------|----------------|
| Local Public Agency | Prime Consultant (Firm) Name | County | Section Number |
| Lake | HDR Engineering, Inc. | Lake | 24-00000-23-ES |

**Exhibit C
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.

| | | No | Yes |
|--|--|--------------------------|--------------------------|
| 1 | Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Was the scope of services for this project clearly defined? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Was public notice given for this project? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Do the written QBS policies and procedures cover conflicts of interest? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Do the written QBS policies and procedures discuss the methods of evaluation? | <input type="checkbox"/> | <input type="checkbox"/> |
| Project Criteria | | Weighting | |
| 8 | Do the written QBS policies and procedures discuss the method of selection? | <input type="checkbox"/> | <input type="checkbox"/> |
| Selection committee (titles) for this project | | | |
| | | | |
| Top three consultants ranked for this project in order | | | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 9 | Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Were negotiations for this project performed in accordance with federal requirements. | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Were acceptable costs for this project verified? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 | Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14 | QBS according to State requirements used? | <input type="checkbox"/> | <input type="checkbox"/> |
| 15 | Existing relationship used in lieu of QBS process? | <input type="checkbox"/> | <input type="checkbox"/> |
| 16 | LPA is a home rule community (Exempt from QBS). | <input type="checkbox"/> | <input type="checkbox"/> |

Instructions for BLR 05530 - Page 1 of 3

Form instructions are not to be submitted with the form

This form shall be used for a Local Public Agency (LPA) to enter into an agreement with an Engineering firm in connection with a project funded with Federal, State, and/or Motor Fuel Tax (MFT) funds. Based on the selection of type of engineering agreement and funding type, the form will change. For more information refer to the Bureau of Local Roads and Streets Manual (BLRS) Chapter 5. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS manual.

This form can also be used for structure inspections.

When filing out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Using Federal Funds? The user must select yes or no. Based on the selection, a drop-down menu will appear. The language of the form changes based on the selection.
Selecting yes indicates federal funds will be used to fund all or a portion of the engineering for this phase of this project.
Selecting no indicates no federal funds will be used to fund any engineering for this phase of the project.

Agreement For If yes was selected for using Federal Funds, select Federal PE or Federal CE from the drop-down. If no was selected for using Federal Funds, select MFT PE, MFT CE, or MFT PE-CE.

Agreement Type Number From the drop down, select the type of agreement, types to choose from are: Original or Supplemental
If the agreement is for a supplemental, insert the number of the supplemental using number 1 for the first supplemental, and increase the numbering as the supplementals increase.

Local Public Agency

Local Public Agency Insert the name of the LPA. This field value is used to populate the LPA name in the Agreement Signatures and the Exhibit pages.

County Insert the name of the county in which the LPA is located.

Section Number Insert the section number applied to this project without dashes, dashes are automatically inserted.

Job Number Insert the job number assigned for the project, if applicable.

Project Number Insert the project number assigned for this project, if applicable.

Contact Name Insert the name of the LPA contact for this project.

Phone Number Insert the phone for the LPA contact listed to the left without dashes.

Email Insert the email for the LPA contact listed to the left.

Section Provisions

Location Use the add location button to add additional locations, if needed, for up to a total of five locations. If there are more than five locations, use various.

Local Street/Road Name Insert the local street/road name.

Key Route Insert the key route of the street/road listed to the left, if applicable.

Length Insert the length in miles as it pertains to the location listed to the left. For a structure insert 0.01.

Structure Number Insert the existing structure number(s) for this project.

Location Termini Insert the beginning and ending termini as it pertains to this location for this project.

Add Location Use this button to add additional location.

Remove Location Use this button to remove a location added in error. Please note that at least one location is required.

Project Description Insert a description of the work to be accomplished by this project.

Engineering Funding Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other." The form will change based on the box(es) checked.

Anticipated Construction Funding Check all boxes that apply, if type other is checked, insert the type of other funding in the box following "other."

Instructions for BLR 05530 - Page 2 of 3

| | |
|--------------------------------|--|
| Agreement For | Select the check box for the type of engineering the agreement is for. Phase I for Preliminary Engineering, Phase II for Design Engineering, Phase III for Construction Engineering. When Federal Funds are used, Phase I and Phase II can be selected when the agreement is for Federal PE. When Federal CE is selected, only Phase III can be selected. For MFT, the Phases can be selected based on the original selection at the top of the form for the agreement type. |
| Consultant | |
| Primary Consultant (Firm) Name | Insert the name of the primary consultant firm that will be executing this agreement. This field value is used to populate the consultant name in the Agreement Summary, Agreement Signatures and the Exhibit pages. |
| Contact Name | Insert the name of the contact for the firm listed to the left. |
| Phone Number | Insert the phone number for the contact listed to the left, without dashes. |
| Email | Insert the email of the contact listed to the left. |
| Address | Insert the address of the firm listed to the left. |
| City | Insert the city of the firm listed to the left. |
| State | Insert the state of the firm listed to the left. |
| Zip Code | Insert the zip code of the firm listed to the left. |
| Agreement Exhibits | Check all that apply, for boxes checked that do not have a description, insert the name of the exhibit. |
| Exhibit A | Insert the scope of services covered by this agreement/ project. This exhibit is required. |
| Exhibit B | Insert the project schedule that applies to this agreement/ project. This exhibit is required. |
| Exhibit C | Qualification Based Selection (QBS) Checklist process must be followed when the value of engineering will meet and/or exceed the threshold in 50 ILCS 510. If the process does not apply, check the form not applicable checkbox on the top of the exhibit page. If the process applies and using federal funds, complete items 1 through 13. If the process applies and using state funds, complete items 14 through 16. |
| Exhibit D | Cost Plus Estimate of Consultant Services (CECS) Worksheet (BLR 05513 or BLR 05514). If the method of compensation was checked (under LPA Agrees item 4) as Cost Plus Fixed Fee (Anniversary Raise or Fixed Raise) in the agreement, then this exhibit is required and the correct BLR form: BLR 05514 for Fixed Raise or BLR 05513 for Anniversary Raise. |
| Exhibit | Use the remaining boxes and lines to add additional exhibits as needed. |
| LPA Agrees | |
| Method of Compensation | Select the method of compensation for this agreement by checking the applicable box. If Percent is checked (this is only available when agreement is for MFT funds.), insert in the box the applicable percentage. If Lump Sum is checked, complete the box after lump sum showing the lump sum compensation amount. For agreements funded with federal funds the lump sum shall be determined by using the Cost Plus Fixed Fee formula. If Specific Rate is checked, insert the specific rate in the box. The specific rate cannot exceed \$150,000. For a federal project this is limited to testing services only. If Cost Plus Fixed Fee is checked, select the type of raise the agreement will use: Anniversary or Fixed. If this method is selected, BLR 05513 or BLR 05514 must be included in the exhibits. |

Instructions for BLR 05530 - Page 3 of 3

Agreement Summary

| | |
|------------------------------|---|
| Prime Consultant (Firm) Name | Field populated from the Prime Consultant (Firm) Name entered on the first pages of the agreement. |
| TIN/FEIN/SS | Insert the Prime Consultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS). |
| Agreement Amount | Insert the maximum agreement amount. |
| Subconsultant(s) | As applicable, insert the name of each subconsultant engaged in this agreement/ project. Subconsultants are defined as any firm that is required to complete a Cost Estimate of Consultant Services (CECS) Worksheet. |
| TIN/FEIN/SS | Insert the Subconsultant's Taxpayer Identification Number (TIN), Federal Employer Identification Number (FEIN) or Social Security Number (SS). |
| Agreement Amount | Insert the maximum agreement amount for the subconsultant listed to the left. |
| Add Subconsultant | If additional lines are needed for additional subconsultants, insert lines as needed and complete the required information. |
| Subconsultant Total | This field is automatically completed, it is the sum of all the agreement amounts for all subconsultants listed. |
| Prime Total | This field is automatically completed, it is the amount of the prime consultant fee as listed above. |
| Total for All | This field is automatically completed, it is the sum of the subconsultant and the prime total. |

Agreement Signatures

Executed by LPA

| | |
|--------------------------|---|
| Local Public Agency Type | From the drop down, select the type of LPA. Types to choose from are: City, County, Town, or Village. |
| Local Public Agency | Field populated from the Local Public Agency entered on the first pages of the agreement. |
| By | The LPA clerk will sign here. |
| By | The LPA official authorized to sign this agreement will sign and date here. |
| Seal of LPA | The LPA will seal the document here. |
| Title | Insert the title of the LPA official who signed above. |

Executed by the Engineer

| | |
|------------------------------|--|
| Prime Consultant (Firm) Name | Field populated from the Prime Consultant (Firm) Name entered on first pages of the agreement. |
| By | The person(s) authorized to sign this agreement from the engineering firm will sign and date here. |
| Title | Insert the title of the person signing above. |

For Agreement using MFT or State Funds only:

| | |
|-------------------|--|
| Regional Engineer | Upon approval the Regional Engineer will sign and date here. |
|-------------------|--|

A minimum of four (4) signed originals must be submitted to the Regional Engineer's District office.

Following approval, distribution will be as follows:

- Central Office (only for Projects using State and/or Federal Funds)
- District
- Engineer (Municipal, Consultant or County)
- Local Public Agency Clerk

EXHIBIT A

Lake County Division of Transportation 2050 Long Range Transportation Plan

Scope of Work

January 15, 2025



Lake County desires to update its Long Range Transportation Plan for 2050 (2050 LRTP). The County has not updated its long-range transportation plan since the adoption of the 2040 LRTP by the Lake County Board in 2014. Since that time, there have been improvements to the approaches in which transportation facilities are planned, prioritized, designed, constructed, and maintained which provide benefits to users of the county's transportation system. A key component to the development of the 2050 LRTP will be its integration with the Safe Streets for All Study being undertaken by Lake County and CMAP. The scope of services to be provided by HDR to Lake County is categorized into four (4) phases:

- **Phase 1 – Discover** will be from the Notice to Proceed Date (anticipated January 2025) through May 2025 which includes public engagement, data collection, and analysis of the existing system.
- **Phase 2 – Develop** will be from June 2025 through November 2025 which includes additional public involvement, establishing the goals, vision, objectives, and strategies of the LRTP, and performing analyses on the future transportation system.
- **Phase 4 – Decide** from December 2025 through April 2026 will include additional public engagement and establishing system priorities that considers the goals, objectives, and strategies developed in Phase II. A financial analysis will also be conducted to identify the fiscal priorities of the system.
- **Phase 4 – Deliver** from May 2026 through June 2026 will be to prepare the final report for approval and adoption.

Project administration tasks will occur throughout the 24-month duration of the project. These major tasks are described below in more detail.



Phase I – Discover

A. Project Initiation

Attend a kickoff meeting with LCDOT staff to review the project scope and schedule. Discuss initial stakeholder / task force membership, coordination with the Lake County Safety Action Plan (SAP), and coordination with elected officials and other civic groups.

B. Public Engagement

In Phase I, the purpose of the public engagement task is to setup the project for public interaction for the duration of the project by developing a brand that will be used for all public facing materials, develop a website that will inform and engage the public with activities, project updates, and documents. While engaging the public in Phase I, the primary purpose will be to obtain input from all regarding their vision and goals for transportation in Lake County.

1) Public and Stakeholder Involvement Plan

- a) HDR will document the means, methods, and procedures for providing information and gathering public and stakeholder input throughout the project. Draft and final Public and Stakeholder Involvement Plan to include:
 - ❖ Project description, location map(s), key talking points.
 - ❖ Frequently Asked Questions (FAQs) and suggested answers (talking points).
 - ❖ Mutually agreed upon roles and responsibilities (LCDOT + HDR) related to project communications.
 - ❖ Stakeholder identification through desktop, GIS, community analytics, and equity resources.
 - ❖ Expected communications activities:
 - Identification of Stakeholders and Points of Contact.
 - Steering committee meetings.
 - Task force meetings (multimodal, equity).
 - In person and online open houses.
 - Community events participation.
 - Government relations strategy including elected official briefings and a goal setting meeting with the Lake County Board Public Works and Transportation Committee.



- Website/webpage content, including online surveys and online mapping tool.
- Social media, newsletters, paid advertising
- Performance metrics related to public involvement.
- Comment/response protocols to document outreach, input, and facilitate question/comment resolution.
- Anticipated communications schedule.

b) Deliverables:

- ❖ Draft and final Public and Stakeholder Involvement Plan.
- ❖ Plan updates every six (6) months.

2) Visual Identity/Branding

a) HDR will develop a proactive and positive brand that will be carried forward throughout the life of the project.

❖ Activities:

- Develop and distribute branding materials.
- Prepare Style Guide achieving contrast minimums.
- Prepare up to two (2) updates of the Style Guide.
- Prepare templates with approved logos in compliance with Style Guide.

b) Deliverables:

- ❖ Branding including logos and style guide.
- ❖ Branded templates for meeting minutes, meeting summaries, reports, graphics, social media, and other internal and external communications tools.

3) Website

a) HDR will establish and manage the project website to communicate project information. HDR anticipates website features will include:

- ❖ Up to 5 informational pages (i.e. Home, Resources, Events, Contact, etc.).
- ❖ Integrated online comment form and survey.
- ❖ Integrated online mapping tool.

b) Activities:

- ❖ Create an interactive design mockup based on project content and branding.
- ❖ Develop a staging site based on approved design prototype.



- ❖ Set up ancillary services such as project-specific email, SEO registration, email campaigns, etc.
- ❖ Conduct launch prep and deploy the final website.
- ❖ Provide maintenance and additional support for the duration of the contract.

c) Deliverables:

- ❖ Draft and final website prototype, delivered via Figma.
- ❖ Draft Prototype Review Workshop, via Team.
- ❖ Staged, draft website.
- ❖ Final website with applicable SEO metadata, accessibility compliance, content security policy headers, and installed SSL certification on the primary domain) delivered as a live link.
- ❖ Registration in Google Search Console with uploaded sitemap.xml.
- ❖ Integration with client-owned Google Analytics account (recommended option), or integration with a Google Analytics account maintained for no more than one year within HDR's central Google Workspace account.
- ❖ Google Analytics report using Google Data Studio, delivered as a link (if the client owns the Analytics account, they will need to share access with our HDR Google Workspace account if the Google Analytics account is owned by the client).

d) Assumptions:

- ❖ Draft Prototype Review meeting will be held virtually via Teams.
- ❖ HDR assumes that each of the review periods will not exceed two weeks.
- ❖ Client understands that the design prototype will act as a blueprint for the staging website. Significant changes or additions made after the staging website development has begun may be considered out of scope.
- ❖ Client will provide images, fonts, logo files, color palettes, video assets and branding standards as available to support the design process.
- ❖ If suitable existing high-res imagery or video assets are not available, purchasing of licensed stock images/videos or retention of a photographer are not included in this scope of work and would require additional costs not covered in this contract.
- ❖ Client understands that the staging website represents a near-final product. Changes made to the design, organization, page layouts, or functionality after the staging website is developed may be considered out of scope. HDR is not responsible for creating new GIS data unless included explicitly in the scope.



- ❖ HDR will utilize the free version of the [Gtranslate](#) auto-translation tool if website content translation is required. Managed translation services such as Gtranslate or Weglot's paid plans, or manually translated content managed on separate page versions are considered outside of scope.
- ❖ The website will be developed with HTML, CSS, and JavaScript, and will not be developed as a content management system (CMS). Website changes and updates will be managed and launched by HDR developers.
- ❖ HDR will purchase and manage domains and will provide website hosting for this contract. Domains associated with this contract will be purchased through Hover and will be subject to Hover's [Terms of Service](#). The website files and databases will be hosted on HDR's VPS through Veerotech Systems, LLC. Website files and associated databases will be subject to Veerotech's [Terms of Service](#). HDR assumes the website will be hosted on HDR's VPS for the duration of the website's live-time. If the client requests a migration of the website to another server, a contract amendment will be required if not initially accounted for the scope and budget. Client will be responsible for long-term video hosting and distribution on their website, video platform(s) and social media channel(s).
- ❖ HDR will use its account with a third-party vendor during video production to manage and distribute draft videos only. Draft video content will be uploaded to, hosted by and is subject to Wistia's [Terms of Service](#). HDR will not provide long-term video hosting.
- ❖ HDR will use a non-enterprise account Jotform to create, manage, and distribute all online surveys. All data gathered through each survey is hosted by Jotform and subject to Jotform's [Terms of Use](#).
- ❖ HDR aims to achieve WCAG 2.1 Level AA for HDR-created digital assets, including website code, documents, and videos. HDR uses the Siteimprove Accessibility Checker to identify and mitigate critical errors, where feasible. Instances where accessibility issues may not be feasible to mitigate include embedded third-party content (i.e., Esri or Google Maps, forms and surveys, and embedded video services, etc.), links to documents or media not created by HDR, and client brand requirements that do not achieve contrast minimums. Some Siteimprove errors may not require mitigation dependent on the context and validity of the error to the experience of the user. HDR cannot provide certification of accessibility compliance and recommends using a certified accessibility firm to provide an audit of the website if a higher level of accessibility is required than can be verified using an online checker.
- ❖ HDR recommends the client use or create a Google account they own to manage a Google Analytics (GA) property for this website. If that is not feasible, HDR can create a property within their centrally managed Google Workspace for up to one-year but cannot guarantee management of the



Google Analytics account beyond one-year due to Google’s GA account limitations.

- ❖ HDR cannot guarantee uptime or performance of any third-party services used, such as external email services, any Google services, Esri services, survey engines, or external content that is framed into the site.
- ❖ The client will provide accessibility and data privacy policy statements to HDR for inclusion on the website, as needed.
- ❖ HDR’s website will support Edge, Chrome (desktop and mobile), Firefox, and Safari (desktop and mobile).

4) Social Media

- a) HDR will work with LCDOT to engage, educate, and inform the public and stakeholders with proactive, accurate, compelling content through established social media platforms during Phase I - Discover.
- b) Activities:
 - ❖ Provide content for up to four (4) social media posts per month. Individual posts of the same or similar content across Facebook, Twitter/X, Instagram, or LinkedIn will count as one overall post.
- c) Deliverables:
 - ❖ Social media content creation and updates.
- d) Assumptions:
 - ❖ LCDOT staff will post social media content on established client-maintained accounts.

5) Videos

- a) HDR will provide visually engaging content to educate and inform the public and stakeholders throughout Phase I - Discover.
- b) Activities:
 - ❖ Collect photos and videos throughout the project.
 - ❖ Conduct interviews
 - ❖ Develop infographics, motion graphics, and augmented reality
 - ❖ Produce up to three (3) videos to be presented on the project website, social media, and at open houses. Each video will be approximately two (2) minutes in length.



c) Deliverables:

- ❖ Up to three (3) videos featuring photos and videos of the purpose of the plan, existing conditions, interviews with stakeholders to drive public input for the plan. Each video will be approximately two (2) minutes in length.

d) Assumptions:

- ❖ Photos and videos will be approved by LCDOT in advance of use.
- ❖ HDR will capture photos and videos using unmanned aerial systems (UAS) if needed. Up to six (6) drone flights will be conducted to capture different populations, land uses, and transportation modes across the county.

6) Virtual Open House

a) HDR will host one (1) online, virtual open house to serve as a public kickoff to the project during Phase I - Develop.

b) Activities:

- ❖ Prepare materials for open houses, including invitations, public notices, email notices, computer-aided visuals to communicate project information.
- ❖ Prepare and conduct open houses.
- ❖ Prepare draft and final open house materials.
- ❖ Prepare draft and final open house summaries.

c) Deliverables:

- ❖ Organize and conduct one (1) online, virtual open house.
- ❖ Public notices for local news publications.
- ❖ Creation of presentation and open house materials.
- ❖ Development and distribution of open house summary.
- ❖ Email blasts to stakeholder lists to notify them of the open house.

d) Assumptions:

- ❖ Traditional and non-traditional stakeholder identification and notification methods (e.g., newspaper listings, social media, coordination with local officials, news releases, project website, steering committee, etc.) will be used to notify the public.
- ❖ HDR will create a small email inbox for each domain-specific email using Hover's Email service. HDR will set up the required DNS records (MX, SPF, DKIM, DMARC) to enhance deliverability. Beyond proper DNS setup compliant with industry standards, HDR can't fully control email deliverability to all email service providers.



- ❖ HDR will prepare a paid-social media plan and paid digital advertising plan and implement to bring a diversity of thought to the open house.
- ❖ HDR will be responsible for coordination and publication of notices in appropriate local newspapers and publications.
- ❖ HDR will manage the open house and supply all necessary staff.
- ❖ HDR will prepare graphics in format that can be shared on social media.
- ❖ HDR will provide one bilingual personnel for Spanish translation services at the open-house public meeting.
- ❖ Printed materials will be provided in both English and Spanish
- ❖ Additional supportive services, such as American Sign Language and other language translation besides Spanish (which is included per the assumption above), will be provided upon request but are not included in the scope of services.

7) Steering Committee Meetings

- a) HDR will host up to two (2) steering committee meetings during Phase I- Discover.
- b) The steering committee will consist of representatives from community organizations, major institutions, the philanthropic community, local government and county staff, and members of the private sector. The steering committee will help the Long-Range Transportation Plan to reflect community priorities.
- c) Activities:
 - ❖ Develop and maintain steering committee member list.
 - ❖ Prepare draft and final steering committee meeting materials.
 - ❖ Prepare for and conduct steering committee meetings.
 - ❖ Prepare draft and final steering committee meeting minutes.
- d) Deliverables:
 - ❖ Steering committee member list.
 - ❖ Draft steering committee meeting materials.
 - ❖ Final steering committee meeting materials.
- e) Assumptions:
 - ❖ The steering committee will act as a representative group of the county at-large providing input on all aspects of the project. Task forces will focus on specific considerations, notably equity and multimodal transportation.
 - ❖ Steering committee meetings will be held virtually.



- ❖ The steering committee will consist of up to twenty (20) individuals representing community organizations, major institutions, the philanthropic community, local government and county staff, and the private sector.
- ❖ Steering committee invites will be distributed via email.
- ❖ Steering committee meeting minutes will be posted on the project website.
- ❖ HDR will manage the steering committee and staff the meetings.
- ❖ Up to five (5) Consultant staff will attend the steering committee meetings.

8) Task Force Meetings

- a) HDR will host up to two (2) task force meetings during Phase I-Discover.
- b) One (1) meeting will be hosted with the multimodal task force.
- c) One (1) meeting will be hosted with the equity task force.
- d) Activities:
 - ❖ Develop and maintain task force member lists.
 - ❖ Prepare draft and final task force meeting materials.
 - ❖ Prepare for and conduct task force meetings.
 - ❖ Prepare draft and final task force meeting minutes.
- e) Deliverables:
 - ❖ Task force member lists.
 - ❖ Draft task force meeting materials.
 - ❖ Final task force meeting materials.
- f) Assumptions:
 - ❖ Task forces will focus on specific considerations, notably equity and multimodal transportation. The steering committee will act as a representative group of the county at-large providing input on all aspects of the project.
 - ❖ The multimodal task force will consist of up to ten (10) advocates and subject matter experts from bicycle, pedestrian, and transit modes.
 - ❖ The equity task force will consist of up to ten (10) advocates and subject matter experts in the equity field.
 - ❖ Task force meetings will be held virtually.
 - ❖ Task force invites will be distributed via email.
 - ❖ Task force meeting minutes will be posted on the project website.



- ❖ HDR will manage the task forces and staff the meetings.
- ❖ Up to five (5) Consultant staff will attend the task force meetings.

9) Pop-Up Events

- a) HDR will participate in up to six (6) pop-up events during Phase I-Discover to gather feedback from communities in the county, educate the public on the LRTP process, and communicate the importance of public input and how it will inform the plan.
- b) Activities:
 - ❖ Develop and maintain a Pop-Up event contact list.
 - ❖ Prepare meeting materials for Pop-Up event including meeting invitations, public notices, email notices, sign-in sheets, hand-outs, large-scale exhibits, and computer-aided visuals (e.g., traffic modeling, flythroughs) to communicate project information.
 - ❖ Participate in in-person Pop-Up events.
 - ❖ Pop-up event summaries.
- c) Deliverables:
 - ❖ Identify target audiences and document participation.
 - ❖ Participate in up to six (6) Pop-Up events.
 - ❖ Provide all materials for Pop-Up events.

10) Online Survey

- a) HDR will develop and conduct an online survey to solicit input from the public on transportation strengths, opportunities, and values.

C. Inventory Existing Services, Infrastructure, and Analysis of Data

1) Obtain inventory of the transportation system in Lake County

The inventory will provide a baseline snapshot of the current system. Data collection of the county system provided to the consultant in GIS format includes:

- a) Roadway classifications
- b) Bike, trail, and sidewalk facilities for on and off-street
- c) Transit – infrastructure and ridership information
- d) ITS infrastructure
- e) EV charging stations
- f) Pavement condition
- g) Environmental features



- h) County 5-year transportation improvement program
- i) Other County planning documents
- j) County budget

Results from surveys and public input as a part of the public engagement task will help shape the range of issues and types of strategies and projects that the plan ultimately recommends. Input on the current system will also come from coordination meetings with the various LCDOT sections:

- k) Planning
- l) Design
- m) Construction
- n) Maintenance
- o) Administration

2) Coordinate with Lake County Safety Action Plan (SAP) for crash data

The County and CMAP are developing a Safety Action Plan (SAP) that will conduct an analysis of the highways and roads system in Lake County. HDR is the consultant leading this study. The analysis and recommendations developed as part of the SAP will be coordinated and incorporated into this LRTP 2050 study to fulfill the safety component for the LRTP. As portions of neighboring CMAP Councils overlap with the geographic boundary of Lake County (McHenry, Northwest, and North Shore), coordination with the neighboring councils will occur to envelop the safety data and analysis for Lake County.

The HDR LRTP 2050 Team will meet monthly with the LCDOT / CMAP / HDR SAP Team to identify how the two projects will engage each other. In addition to the data / information sharing that will occur between the two studies, the public engagement approach will also be coordinated between the two studies. Internal team meetings will occur to identify optimal collaborative efforts for public engagement that will be presented as options to LCDOT staff for both projects.

3) Obtain demographic data for equity analysis

Gather up-to-date demographic and geographic data to assist in the planning efforts, both present and future.

- a) Recent U.S. Census Bureau statistics for Lake County referencing the 2020 data when available prior to analysis. Bureau
- b) County data available through other County Departments
- c) CMAP socio-economic data at the transportation analysis zone (TAZ) level for current conditions and for the CMAP forecast horizon year (2050)



4) Evaluate the intersection of transportation and land use

- a) Review the Lake County Framework Plan to identify areas for land use changes that could affect the future transportation network.
- b) Others
 - ❖ Density vs. mode share

5) Travel Reliability – Existing

HDR will report the traffic reliability using CMAP-provided National Performance Management Research Dataset (NPMRDS) data on the available segments. The reliability report will include freight reliability separately, per FHWA and CMAP performance measures.

6) Transit System Performance

HDR will provide inventory of existing transit service within the County. The existing transit network analysis and documentation will include an inventory of existing network alignment, ridership, and operations for Pace bus routes, Lake County Dial-a-Ride service, and the Metra Commuter Rail Stations in the County. Key successes and constraints of the existing transit services provided will be identified.

7) Ped and Bike Network

Analyze the existing pedestrian and bicycle network for transportation and recreational uses to identify the existing network and its functionality. Identify gaps in the existing network to understanding of the physical limitations (if any) that result in gaps.

8) Deliverables

- a) Existing System and Issues Inventory Report

D. Project Administration

1) Coordination Meetings with LCDOT

Meetings with LCDOT will be held throughout the project meeting biweekly for the first three (3) months of the project and once a month thereafter. Meetings will be virtual.

2) Invoicing and schedule and budget management

The consultant shall provide monthly invoicing packages, review of subconsultant invoices, management of the subconsultant, and monthly progress reports.

3) Project Management Plan and Quality Plan

HDR will develop a Project Management Plan and a Quality Management Plan to guide the project for overall schedule, budget, and deliverables.



Phase II – Develop

A. Vision, Goals, and Objectives

1) Vision Statement

Develop a vision statement for the plan based on input from staff and the public from Phase I. The vision statement will be used to guide the development of the transportation plan.

2) Goals and Objectives

The goals and objectives will be based on the vision statement and will incorporate some of the CMAP goals and objectives. It is anticipated that the goals and objectives will be tailored to Lake County’s unique transportation vision but will include the CMAP framework to make Federal-aid eligible projects competitive for regional funding. Similarly, IDOT has goals and objectives that need to be considered for projects on the state system. The plan will also incorporate the goals from the Illinois DOT Long Range Transportation Plan for continuity. This is to communicate how LCDOT local projects are aligned with and/or contribute to the IDOT goals and will also exhibit how LCDOT projects contribute to meeting statewide transportation goals. Intent for this analysis is to also increase LCDOT’s competitiveness for State administered transportation funds (ITEP, SRTS, HBP, HSIP, SPR, etc.).

3) Performance Measures

With LCDOT staff input, develop performance measures used to assess the overall system performance and for prioritizing projects and strategies to advance the LRTP. Evaluate how these are related to CMAP and IDOT’s performance measures.

B. Travel Demand Model

The travel demand model (TDM) is intended to provide the County with a reliable, data-driven tool to support decision-making. Develop and calibrate a subarea model based on the most recent CMAP ON TO 2050 model. In developing a subarea model unique to Lake County, a more precise replication of current traffic conditions and network composition will be realized. Develop a subarea model for a base, calibration year; an intervening year; and a planning horizon year. No alternative scenarios—variations on socioeconomic growth or regional demand—are assumed. Findings will be presented as peak and daily conditions.

1) Data Collection and Calibration

- a) Analysis will rely on readily available traffic count, congestion, and travel time data from sources like IDOT, Lake County’s PASSAGE ITS infrastructure, and other data the County may have in their possession
- b) If available data is inadequate for purposes of model calibration, a data collection plan will be proposed that could include conducting local traffic counts



and leveraging Big Data resources such as INRIX.

- c) Carry out network review to determine that the TDM network files adequately represent Lake County's current roadway network.
- d) Obtain origin-destination data from a provider such as Streetlight or Replica to validate travel patterns. Findings will be incorporated into trip tables in conjunction with the calibration process.
- e) The TDM will be calibrated to reflect conditions established under the data collection effort. The model will be calibrated to the seven time periods comprising the CMAP ON TO 2050 model

2) Future model development and assessment

Develop future-year models for a planning horizon year and an interim year.

- a) Review existing, future year network assumptions to identify that relevant projects from CMAP's LRTP and the County's TIPS have been incorporated into the model network. Network connections will be revised accordingly.
- b) Evaluate future-year traffic assignments for reasonableness.
- c) Incorporate projects identified through the planning process to evaluate the impacts of proposed projects. At this time Consultant anticipates a model run for the interim and horizon years incorporating all proposed improvements. Evaluation of individual projects is possible, though scope, schedule and fee would require revision as to accommodate.
 - ❖ Includes 15 new link / realignment projects.
 - ❖ Includes 60 expansion on existing alignment projects.
- d) Reporting, documentation, and project assets
 - ❖ Maintain documentation of the model development and calibration processes.
 - ❖ Report findings in a report to be incorporated into the final project deliverable.
 - ❖ Data assets such as count data or purchased speed data shall be remitted to Lake County upon completion of the project.

C. Travel Reliability – Future System

HDR will report the traffic reliability using CMAP-provided National Performance Management Research Dataset (NPMRDS) data on the available segments. The reliability report will include freight reliability separately, per FHWA and CMAP performance measures. Purpose is to identify corridor level strategies for reliably and reoccurring delay for County routes.



D. Transit System Performance

HDR will evaluate the future system plans for Pace and Metra to determine who each transit agency proposes future service in Lake County. An assessment will be made to identify additional opportunities to improve transit service with a focus on reliability and serving those that rely on transit for daily trips.

E. Pedestrian and Bicycle System Assessment

1) Identify future network

- a) First mile/last mile misconceptions will be identified along transit corridors at a high level to identify systemic gaps with recommendation strategies to address limitations.
- b) Substantial network gaps in the existing trail and bicycle network will be identified with recommendation strategies to address limitations.
- c) New-start projects will be identified to address lack of non-motorized travel in key areas to address mobility and equity needs while considering safety.

F. Safety Analysis – SAP Coordination

The LCDOT LRTP Team will coordinate with the LCDOT / CMAP SAP Study team's transportation system safety analysis that will be incorporated into the LRTP study. Safety strategies and objectives meeting the safety goals will be identified for analysis during Phase 3 – Decide portion of the LRTP study. Coordination with neighboring CMAP Councils (McHenry, Northwest, and North Shore) will be required due to the geographic overlap of the neighboring councils with the geographic boundary of Lake County.

G. Impactful Trends and Technologies

HDR will conduct a baseline assessment of technology and trend assumptions based on existing infrastructure in place in Lake County and research of other jurisdictions. An assessment of penetration of the of new mobility choices will be conducted including connected/autonomous vehicles, smart city, micro mobility, mobility-as-a-service and other emerging trends. This evaluation will include Transportation System Management and Operations (TSMO) and Intelligent Transportation System (ITS) best practices building off of the existing Lake County infrastructure.

H. Alternatives and Strategies - Application

Develop a listing of future multimodal transportation projects and initiatives which will enhance the safety, mobility, and accessibility of the Lake County transportation system. This will involve assigning specific strategies or improvement alternatives with each issue area. A scenario analysis of each alternative strategy may be conducted to understand potential trade-offs of each strategy. This information will also be visually displayed through the creation of GIS shapefiles (with associated



attribute data) and corresponding maps / graphics within the plan.

I. Public Engagement

Engaging the public during Phase II – Develop will be to restate to the public and stakeholders of the vision and goals you informed the Study Team in Phase I as well as the results of the existing system analyses performed. Also in Phase II, input from the public will be sought regarding different strategies and project types they would like to see in different areas of Lake County. The following public engagement tools will be used to accomplish these objectives:

1) Social Media

- a) HDR will work with LCDOT to engage, educate, and inform the public and stakeholders with proactive, accurate, compelling content through established social media platforms during Phase II - Develop.
- b) Activities:
 - ❖ Provide content for up to four (4) social media posts per month. Individual posts of the same or similar content across Facebook, Twitter/X, Instagram, or LinkedIn will count as one overall post.
- c) Deliverables:
 - ❖ Social media content creation and updates.
- d) Assumptions:
 - ❖ LCDOT staff will post social media content on established client-maintained accounts.

2) Videos

- a) HDR will provide visually engaging content to educate and inform the public and stakeholders throughout Phase II - Develop.
- b) Activities:
 - ❖ Collect photos and videos throughout the project.
 - ❖ Conduct interviews
 - ❖ Develop infographics, motion graphics, and augmented reality
 - ❖ Produce up to three (3) videos to be presented on the project website, social media, and at open houses. Each video will be approximately two (2) minutes in length.
- c) Deliverables:
 - ❖ Up to three (3) videos featuring photos and videos of interviews with stakeholders, open houses, funding, and project concepts. Each video will be approximately two (2) minutes in length.



d) Assumptions:

- ❖ Photos and videos will be approved by LCDOT in advance of use.

3) In-Person Open Houses

a) HDR will host one (1) in-person open house to serve to gather community input for the plan in Phase II - Develop. A goal setting activity meeting with the Lake County Public Works and Transportation Committee will be held.

b) Activities:

- ❖ Prepare materials for open house, including invitations, public notices, email notices, business cards, sign-in sheets, hand-outs, large-scale exhibits, computer-aided visuals to communicate project information.
- ❖ Prepare and conduct open house.
- ❖ Prepare draft and final open house materials.
- ❖ Prepare draft and final open house summaries.

c) Deliverables:

- ❖ Organize and conduct one (1) in-person open house.
- ❖ Public notices for local news publications.
- ❖ Creation of presentation and open house materials, including handouts.
- ❖ Development and distribution of open house summary.
- ❖ Email blasts to stakeholder lists to notify them of the open house.

d) Assumptions:

- ❖ Traditional and non-traditional stakeholder identification and notification methods (e.g., newspaper listings, social media, coordination with local officials, news releases, project website, steering committee, etc.) will be used to notify the public.
- ❖ HDR will create a small email inbox for each domain-specific email using Hover's Email service. HDR will set up the required DNS records (MX, SPF, DKIM, DMARC) to enhance deliverability. Beyond proper DNS setup compliant with industry standards, HDR can't fully control email deliverability to all email service providers.
- ❖ HDR will prepare a paid-social media plan and paid digital advertising plan and implement to bring a diversity of thought to the open house.
- ❖ HDR will be responsible for coordination and publication of notices in appropriate local newspapers and publications.
- ❖ HDR will manage the open house and supply all necessary staff.
- ❖ HDR will research and secure open house location.



- ❖ HDR will prepare graphics in format that can be shared on social media.
- ❖ HDR will provide one bilingual personnel for Spanish translation services at the open-house public meeting.
- ❖ Printed materials will be provided in both English and Spanish
- ❖ Additional supportive services, such as American Sign Language and other language translation besides Spanish (which is included per the assumption above), will be provided upon request but are not included in the scope of services.
- ❖ Up to seven (7) Consultant staff will attend the in-person open house.
- ❖ HDR will secure security services if requested by LCDOT.

4) Steering Committee Meetings

- a) HDR will host up to two (2) steering committee meetings during Phase II - Develop.
- b) Activities:
 - ❖ Prepare draft and final steering committee meeting materials.
 - ❖ Prepare for and conduct steering committee meetings.
 - ❖ Prepare draft and final steering committee meeting minutes.
- c) Deliverables:
 - ❖ Draft steering committee meeting materials.
 - ❖ Final steering committee meeting materials.
- d) Assumptions:
 - ❖ Steering committee meetings will be held virtually.
 - ❖ Steering committee invites will be distributed via email.
 - ❖ Steering committee meeting minutes will be posted on the project website.
 - ❖ HDR will manage the steering committee and staff the meetings.
 - ❖ Up to five (5) Consultant staff will attend the steering committee meetings.

5) Task Force Meetings

- a) HDR will host up to two (2) task force meetings during Phase II - Develop.
- b) One (1) meeting will be hosted with the multimodal task force.
- c) One (1) meeting will be hosted with the equity task force.



d) Activities:

- ❖ Prepare draft and final task force meeting materials.
- ❖ Prepare for and conduct task force meetings.
- ❖ Prepare draft and final task force meeting minutes.

e) Deliverables:

- ❖ Draft task force meeting materials.
- ❖ Final task force meeting materials.

f) Assumptions:

- ❖ HDR will secure the task force meeting location(s). Task force meetings may be held virtually.
- ❖ Task force invites will be distributed via email.
- ❖ Task force meeting minutes will be posted on the project website.
- ❖ HDR will manage the task forces and staff the meetings.
- ❖ Up to five (5) Consultant staff will attend the task force meetings.

6) Online Mapping Tool

- a) HDR will monitor comments from the online mapping tool built in Phase I to gather feedback about proposed transportation projects and new project ideas.

7) K-12 Education Outreach

- a) HDR will include Lake County K-12 students in public outreach by developing and distributing an LRTP classroom curriculum to all interested schools in Lake County including educational information on the LRTP process specific to Phase II and age-appropriate activities for elementary, middle, and high school students. HDR will also visit up to two (2) middle or high schools during Phase II to present on the LRTP and lead a classroom engagement exercise.

b) Activities:

- ❖ Develop classroom curriculum and student activities
- ❖ Attend and lead classroom presentation and engagement activity

c) Deliverables

- ❖ Draft and final classroom curriculum and student activities
- ❖ Draft and final classroom presentation and engagement activity
- ❖ Classroom presentation and engagement activity



J. Project Administration

- 1) Monthly Meetings with LCDOT**
- 2) Invoicing and schedule and budget management**



Phase III – Decide

A. Alternatives and Strategies - Refinement

- 1) **Refine the multimodal alternatives that are considered implementable and meet the basic functional issues each is intended to address.**
 - a) The roadway alternatives including determination of approximate lane configuration and location. Planning-level cost estimates will be developed based on locally tailored unit costs. This strategy identify mobility as well as safety alternatives.
 - b) Transit Alternatives will be incorporated from the Pace and Metra plans as well as input from the public and LCDOT staff. Potential fiscal constraints will be considered and HDR will develop and refine a series of transit alternatives that address potential mobility needs considering linkages to other local, regional, state, and federal transit plans. One high-level concept map outlining potential improvements will be developed.
 - c) Bicycle and Pedestrian Alternatives will be identified that address the needs of the system based on existing deficiencies and opportunities to create a county network for non-motorized travel.

B. Project and Strategy Prioritization

1) Use Performance Measures established

Apply the performance measures identified earlier in the study to screen and prioritize the list of projects for how well they meet the overall county transportation vision, goals, and objectives. Some performance measures might relate to only some modes (e.g., transit-only performance measures) and some might relate only to some systems (e.g., county, or local). State routes are excluded from the performance analysis. Some of this work can involve using the CMAP travel model to code and run the future year travel model scenario to evaluate the performance of major County transportation improvements. This subtask will also identify project issues related to:

- a) Project / strategy equity, include benefits and potential impacts to environmental justice populations
- b) Environmental mitigation issues, including a desktop screening of the potential environmental issues with projects

2) Project synergy alignment

- a) Identify projects that align with goals and objectives identified in earlier phases of the study. This includes roadway mobility, safety, non-motorized travel, transit, and equity.



C. Financial Plan Assessment

The financial plan has two main components: a revenue forecast and an investment strategy. The scope of work for each is described below:

1) Revenue Forecast. This task will include the following subtasks:

- a) Near-Term Revenue Forecasts – Based on information provided by the LCDOT, a baseline revenue forecast will be developed inclusive of revenues utilized for programmatic expenditures, and funding of individual major projects programmed using the LCDOT’s primary revenue sources including:

- ❖ Local motor fuel tax (MFT) allotments as defined in Illinois law
- ❖ Historical federal apportionments or pass through funding from the Illinois Department of Transportation (IDOT) or the Chicago Metropolitan Agency for Planning (CMAP)
- ❖ Bonding and debt service over time and expected future bonding
- ❖ RTA Sales Tax
- ❖ Property Tax Levy

Review the existing near-term (i.e., 10-year) revenue forecasts developed by the LCDOT and provide any recommendations for methodological improvements to the forecast to LCDOT staff.

- b) Long-Term Revenue Forecasts.

- ❖ A baseline forecast by carrying forward existing and policies and economic trends through the 2050 planning horizon will be provided.
- ❖ Develop up to three (3) “risk” scenario forecasts that consider reasonable ranges of economic and policy assumptions that diverge from consensus trends. For example, economic scenarios can include faster adoption of electric vehicles (EVs) and/or improvements in fuel economy of the conventional internal combustion engine fleet, persistent inflation, changes in vehicle miles traveled per capita, and impacts of increased road usage by medium- and heavy-duty vehicles.

2) Investment Strategy

Develop a planning-level investment strategy based on the revenue forecasts completed above to develop the LRTP. The difference between the revenue forecasts (both the baseline and risk scenarios) and the baseline expenditure forecast will illustrate any anticipated funding gaps. In addition, this comparison will inform a central policy issue for the LCDOT LRTP, which is the balancing of investments between the LCDOT network and other non-LCDOT purposes. It is anticipated that any detailed discussion of how to address funding gaps would be addressed as part of policy development work in the Final Plan Report.



- ❖ First, define a baseline expenditure forecast projecting forward current expenditure levels over the 2050 planning horizon. The level of expenditure is anticipated to keep the LCDOT system in a similar state of repair as today. This baseline forecast would then be compared against the transportation needs identified in the previous task to point to additional investment needs.
- ❖ Next, develop, in collaboration with LCDOT, a range of programmatic expenditure scenarios. These expenditure scenarios will focus on recurring, programmatic expenses, such as maintenance or modernization improvements, and those are anticipated to be based on performance targets. Only substantial maintenance expenditures will be considered which are pavement rehabilitation / reconstruction and bridge rehabilitation / reconstruction. For example, one scenario could reflect the cost to maintain a minimum state of good repair across all facilities by a specified target year. This component of the analysis will be informed by the programmatic needs assessment completed as well as the project's stakeholder engagement process.
- ❖ In parallel, develop individual major project expenditure scenarios. Some projects identified are expected to have a greater cost, complexity, and impact. By separating them from the programmatic expenditures scenarios, they can be evaluated against performance-based criteria that align with the LRTP's policy vision established. This component of financial plan development will also be informed by the project's public and stakeholder engagement process. It is expected that the majority of the major capital projects will be sourced from previous and ongoing planning efforts. Develop planning-level cost estimates for up to 10 new project concepts not sourced from previous or ongoing planning efforts.
- ❖ To support the preferred investment strategy, which could combine the baseline, programmatic, and project-specific expenditures listed above, the CONSULTANT team will also briefly summarize existing federal and state grant funding opportunities. Where possible, the analysis will provide planning-level guidance on which opportunities are most appropriate for individual projects. The CONSULTANT expects to deliver this analysis in a brief narrative format with one or two tabular summaries of potential grant opportunities.
- ❖ Deliverables:
 - ❖ Two draft LRTP chapters submitted for client review and a final version submitted and included in the Final Plan Report.
 - LRTP Plan Report Revenue Forecast Chapter: Baseline and scenario forecasts, with the latter serving to demonstrate stress-test conditions.
 - LRTP Investment Strategy Chapter: Baseline, programmatic, and major project expenditures, as well as a grant funding opportunities assessment.



D. Public Engagement

The purpose of the public engagement in Phase III will be to share where the strategies in Phase II have been assigned and what projects have been identified. Public input will be sought on the projects and strategies and then have the public help prioritize through a budgeting exercise where they have limited funds and with those, what projects would they prioritize. This engagement will help Lake County staff and elected officials understand the desires of the public. The following tools will be used for this phase of the project:

1) Social Media

- a) HDR will work with LCDOT to engage, educate, and inform the public and stakeholders with proactive, accurate, compelling content through established social media platforms during Phase III - Decide.
- b) Activities:
 - ❖ Provide content for up to four (4) social media posts per month. Individual posts of the same or similar content across Facebook, Twitter/X, Instagram, or LinkedIn will count as one overall post.
- c) Deliverables:
 - ❖ Social media content creation and updates.
- d) Assumptions:
 - ❖ LCDOT staff will post social media content on established client-maintained accounts.

2) Videos

- a) HDR will provide visually engaging content to educate and inform the public and stakeholders throughout Phase III - Decide.
- b) Activities:
 - ❖ Collect photos and videos throughout the project.
 - ❖ Conduct interviews
 - ❖ Develop infographics, motion graphics, and augmented reality
 - ❖ Produce up to three (3) videos to be presented on the project website, social media, and at open houses. Each video will be approximately two (2) minutes in length.
- c) Deliverables:
 - ❖ Up to three (3) videos featuring photos and videos of interviews with stakeholders, open houses, and draft plan. Each video will be approximately two (2) minutes in length.



d) Assumptions:

- ❖ Photos and videos will be approved by LCDOT in advance of use.

3) In-Person Open Houses

a) HDR will host four (4) in-person open house public meetings in different quadrants of the county to present the draft plan and gather public input in Phase III - Decide.

b) Activities:

- ❖ Prepare materials for open house, including invitations, public notices, email notices, business cards, sign-in sheets, hand-outs, large-scale exhibits, computer-aided visuals to communicate project information.
- ❖ Prepare and conduct open house.
- ❖ Prepare draft and final open house materials.
- ❖ Prepare draft and final open house summary.

c) Deliverables:

- ❖ Organize and conduct one (1) in-person open house.
- ❖ Public notices for local news publications.
- ❖ Creation of presentation and open house materials, including handouts.
- ❖ Development and distribution of open house summary.
- ❖ Email blasts to stakeholder lists to notify them of the open house.

d) Assumptions:

- ❖ Traditional and non-traditional stakeholder identification and notification methods (e.g., newspaper listings, social media, coordination with local officials, news releases, project website, steering committee, etc.) will be used to notify the public.
- ❖ HDR will create a small email inbox for each domain-specific email using Hover's Email service. HDR will set up the required DNS records (MX, SPF, DKIM, DMARC) to enhance deliverability. Beyond proper DNS setup compliant with industry standards, HDR can't fully control email deliverability to all email service providers.
- ❖ HDR will prepare a paid-social media plan and paid digital advertising plan and implement to bring a diversity of thought to the open houses.
- ❖ HDR will be responsible for coordination and publication of notices in appropriate local newspapers and publications.
- ❖ HDR will manage the open house and supply all necessary staff.
- ❖ HDR will research and secure open house locations.



- ❖ HDR will prepare graphics in format that can be shared on social media.
- ❖ HDR will provide one bilingual personnel for Spanish translation services at the open-house public meeting.
- ❖ Printed materials will be provided in both English and Spanish
- ❖ Additional supportive services, such as American Sign Language and other language translation besides Spanish (which is included per the assumption above), will be provided upon request but are not included in the scope of services.
- ❖ Up to seven (7) Consultant staff will attend the in-person open houses.
- ❖ HDR will secure security services if requested by LCDOT.

4) Steering Committee Meetings

- a) HDR will host up to one (1) steering committee meeting to present the draft plan and gather input during Phase III - Decide.
- b) Activities:
 - ❖ Prepare draft and final steering committee meeting materials.
 - ❖ Prepare for and conduct steering committee meetings.
 - ❖ Prepare draft and final steering committee meeting minutes.
- c) Deliverables:
 - ❖ Draft steering committee meeting materials.
 - ❖ Final steering committee meeting materials.
- d) Assumptions:
 - ❖ Steering committee meeting will be held virtually.
 - ❖ Steering committee invites will be distributed via email.
 - ❖ Steering committee meeting minutes will be posted on the project website.
 - ❖ HDR will manage the steering committee and staff the meetings.
 - ❖ Up to five (5) Consultant staff will attend the steering committee meetings.

5) Online Comment Tool

- a) HDR will monitor the online comment tool built in Phase I to encourage the public to review and provide input on the draft plan.

6) Funding/Planning Online Interactive Exercise

- a) HDR will create an online, interactive tool on the project website that educates the public and stakeholders and funding and project prioritization considerations



associated with long-term transportation planning and allows a user to simulate funding and prioritization decisions.

b) Activities:

- ❖ Create, revise, and finalize a spreadsheet of available questions, input configurations, and resulting messages or action items
- ❖ Questions
- ❖ Input options
- ❖ Recommendation responses
- ❖ Design survey questions and tool graphics

c) Deliverables:

- ❖ Draft Input and Responses Outline
- ❖ Final Input and Responses Outline
- ❖ Draft Figma mock-up of screening tool design
- ❖ Final Figma mock-up of screening tool design
- ❖ Draft survey
- ❖ Final survey
- ❖ Embed code

d) Assumptions:

- ❖ HDR will provide initial input and response content
- ❖ All Scenarios Outline content will be approved by LCDOT before development occurs
- ❖ Graphics will match the established project brand
- ❖ Up to two rounds of revision for both the Outline and Figma mock-up
- ❖ A new domain name will not be purchased
- ❖ This survey and any collected data will live on HDR's Enterprise-level Jotform server
- ❖ Any collected data will downloadable and shared with LCDOT

e) K-12 Education Outreach

- ❖ HDR will include Lake County K-12 students in public outreach by developing a distributing an LRTP classroom curriculum to all interested schools in Lake County including educational information on the LRTP process specific to Phase III and age-appropriate activities for elementary, middle, and high school students. HDR will also visit up to two (2) middle or



high schools during Phase III to present on the LRTP and lead a classroom engagement exercise.

❖ Activities:

- Develop classroom curriculum and student activities
- Attend and lead classroom presentation and engagement activity

❖ Deliverables

- Draft and final classroom curriculum and student activities
- Draft and final classroom presentation and engagement activity
- Classroom presentation and engagement activity

E. Project Administration

1) Monthly Meetings with LCDOT

2) Invoicing and schedule and budget management



Phase IV – Deliver

A. LRTP Plan Report

1) Financial Plan

HDR will develop a financial plan that accounts for the highest priority projects and strategies that fit within the fiscally constrained portions of the plan, based on the future funding assessment identified earlier in the study. Project types and relevant funding sources will be matched in the financial plan

2) Policy Recommendations

a) Policy Identification

Work with LCDOT to create a summary of fiscally constrained projects, programs, and policies identified earlier in the planning process plan that reflects the strategies and investments the county wants to make, leveraging other county and state initiatives and Federal funding. Discuss strategy and policy updates, which may include safety measures, asset management (TAMP), ADA compliance, transit/para-transit expansion, connectivity planning, TDM strategies, workforce, diversity, equity, and inclusion, resiliency, sustainability, innovative funding, and those related to technology including autonomous, electric/connected vehicles, intelligent transportation systems, and future research and development topics. The chapter will include an implementation matrix that will include a summary of all projects, program, and policy initiatives that identifies LCDOT owners, internal and inter-agency partnerships, and future action items necessary to deliver LRTP recommendations

b) Policy Refinement

Prepare a summary matrix of the policies, strategies, and opportunities contained in existing plan documents for review and comments from the LCDOT. Policy alignment with CMAP and IDOT LRTP will be coordinated. Work with LCDOT to identify up to three (3) policy areas to further develop recommendations around if they are not identified as part of earlier planning efforts. Conduct a final policy review meeting after Financial Plan development and public and stakeholder engagement once comments are received to finalize policies, strategies, and opportunities to be included in the Final Plan document.

3) Implementation Plan – timing of projects vs. funding

This element will build on the fiscally constrained plan and include development of and elaboration on transportation planning and implementation best practices which will address recognized transportation needs identified through the public involvement process. This plan will also include the identification of various partnership mechanisms to implement and enhance transportation projects, assessment of the feasibility of their use. Project scheduling will also be developed for various horizon implementation using banded years to be determined.



4) Final Plan Document

HDR will develop a final transportation plan document and executive summary which references the technical documents and addresses county staff comments. The final LRTP document will be provided in electronic format (native file format and a high-quality resolution Portable Document Format (PDF)). HDR will also provide the electronic files of the document maps (ESRI format) and illustrations in their native electronic format. The final plan will have a quality control review performed.

B. Public Engagement to Present the Final Plan

1) Social Media

- a) HDR will work with LCDOT to engage, educate, and inform the public and stakeholders with proactive, accurate, compelling content through established social media platforms during Phase IV - Deliver.
- b) Activities:
 - ❖ Provide content for up to four (4) social media posts per month. Individual posts of the same or similar content across Facebook, Twitter/X, Instagram, or LinkedIn will count as one overall post.
- c) Deliverables:
 - ❖ Social media content creation and updates.
- d) Assumptions:
 - ❖ LCDOT staff will post social media content on established client-maintained accounts.

2) Videos

- a) HDR will provide visually engaging content to present the final plan to the public and stakeholders Phase IV - Decide.
- b) Activities:
 - ❖ Collect photos and videos throughout the project.
 - ❖ Conduct interviews
 - ❖ Develop infographics, motion graphics, and augmented reality
 - ❖ Produce one (1) video to be presented on the project website, social media. Video will be approximately two (2) minutes in length.



c) Deliverables:

- ❖ One (1) video featuring photos and videos of interviews with stakeholders, open houses, and final plan. Video will be approximately two (2) minutes in length.

d) Assumptions:

- ❖ Photos and videos will be approved by LCDOT in advance of use.

3) Final Plan Presentation

At LCDOT’s direction, the final plan will be presented to County leadership, elected officials, and key stakeholders as needed. HDR will attend up to three (3) meetings, in-person to present the final plan. HDR will develop meeting materials for presenting the final plan, including one (1) PowerPoint presentation, one (1) summary handout, and one (1) meeting summary for each meeting.

a) Activities:

- ❖ Develop draft meeting materials for presentation of final plan
- ❖ Attend meetings and present final plan

b) Deliverables:

- ❖ Draft and final meeting materials
- ❖ Attend and present final plan

c) Assumptions:

- ❖ LCDOT will provide one round of reviews for draft meeting materials. HDR will provide one round of edits.
- ❖ Meeting dates, times, locations, and formats (in-person or virtual) to present final plan will be coordinated by LCDOT.

C. Project Administration

1) Monthly Meetings with LCDOT

2) Invoicing and schedule and budget management

3) Project Closeout

- a) Coordinate with LCDOT staff regarding files transfer and other pertinent information.



Phase V – Additional Tasks

A. Non-Motorized Policy Update

The Lake County Policy on Infrastructure Guidelines for Non-Motorized Travel Investments published in December 2010 will be reviewed and updates will be recommended.

1) Non-Motorized Policy Coordinator, Pedestrian, Street Crossings, Coordination and Public Input, Performance Measures and Implementation Steps Guidelines Best Practices and Peer Review

Review up to four national, Chicago region or peer county and/or adjacent county non-motorized policy guidelines to explore identifying additional specifications and details related to the following:

- a) Further defining or refining the duties of the Lake County Non-Motorized Facilities Coordinator
- b) Pedestrian considerations
 - ❖ Guidance on where to consider sidewalks
 - ❖ Types of pedestrian accommodations to be considered
 - ❖ Funding issues and cost participation
 - ❖ New Sidewalks and adjustment of existing sidewalks
 - Utility adjustments
 - Right-of-way
 - Decorative sidewalks
 - ❖ Maintenance and jurisdiction
 - ❖ Pedestrian facilities above and beyond selection criteria
- c) Street Crossings
 - ❖ Intersection crossings
 - Guidance on where to consider intersection crossing enhancements
 - Design considerations
 - ❖ Mid-Block Crossings
 - Guidance on where to consider mid-block crossings
 - Design considerations
 - ❖ Grade Separated Crossings
 - Guidance on where to consider grade separation
 - Design considerations
 - ❖ ADA Compliance Issues
 - Guidance on where to consider ADA enhancements
 - Design considerations
 - Maintenance and jurisdiction



- d) Coordination and Public Input
 - ❖ Guidance on public input considerations
- e) Performance Measures
 - ❖ Updating number of projects, design exceptions, feet and miles of new bike and pedestrian facilities, other non-motorized enhancements incorporated into roadway plans, annual monitoring of pedestrian and bicycle crash data, etc.
- f) Implementation Steps
 - ❖ Review and update of design standards
 - ❖ Review of processes, ordinances, and plans within the County's project development process
 - ❖ Internal education and training
 - ❖ External education
 - ❖ Additional data collection recommendations

2) Non-Motorized Policy Coordinator, Pedestrian, Street Crossings, Coordination and Public Input, Performance Measures and Implementation Steps Final Updated Guidelines Development

Updates will be developed. Lake County will provide one set of review comments which will be incorporated into the final guidelines.

3) Bike Facilities Guidelines Best Practices and Peer Review

Bicycle considerations included in the existing Lake County Non-Motorized Policies and Guidelines will be reviewed for revisions. The following elements will be explored for potential comparison to up to four national-level, Chicago regional, and/or adjacent peer county or local agency siting design guidelines including funding and maintenance agreements:

- a) Reviewing existing bikeway suitability evaluation criteria for updates and application to candidate projects for funding
- b) Updating the existing Bicycle and Pedestrian Scoping Checklist
- c) Reviewing street functional classification cross-sections for potential bike facility enhancements
- d) Documentation and local agency coordination procedures
- e) Paved shoulders (both continuous and intermittent)
- f) On and Off-Street Bike Lanes
- g) Bike lane widths and buffering by functional classification
- h) Treatments including rumble strips, buffers, rumble strips, etc.
- i) Maintenance responsibilities definition

4) Bike Facilities Final Updated Guidelines Development

- a) Bike Facilities Funding Guidelines - Funding issues/local agency cost participation and funding agreements
 - ❖ Paved shoulders



- b) Bicycle Lanes to be Part of a County’s Bicycle System
- c) Bicycle Lanes to be Part of a Local Agency’s Bicycle System
 - ❖ Utility adjustments
 - ❖ Barriers, retaining walls, engineering, and other collateral items required solely for bicycle lane construction
 - ❖ Right-of-Way Acquisition
 - ❖ Maintenance
- d) New Bike Paths and Existing Bike Paths Inter-Agency Guidelines - New Bicycle Paths or Adjustment to Existing Paths that are Part of a Local Agency’s Bicycle System
 - ❖ Utility adjustments
 - ❖ Barriers, retaining walls, engineering, and other collateral items required solely for bicycle lane construction
 - ❖ Right-of-Way Acquisition
 - ❖ Maintenance
 - ❖ Local Bicycle Facilities Above and Beyond Selection Criteria
- e) Federal and State Policy Updates - Updating of Federal and State Policies Relating to Bicycle and Pedestrian Facilities
- f) Functional Class Cross-Sections - Development of four (4) new functional classification street cross-sections with updated guidelines / policies illustrated.

5) Ideal Locations for Transit Hubs at Metra Stations Best Practices and Peer Review

Review up to four national, Chicago region or peer county and/or adjacent county transit hub guidelines to document and gain consensus on desirable transit hub characteristics in collaboration with Lake County. Additional specifications and details related to the following will be explored for further definition:

- a) Desirable connectivity and access characteristics including walking distance between modes, transit access, parking availability, pedestrian and bike accessibility, ADA access, etc.
- b) Utility and permitting needs
- c) Site readiness including presence of existing structures, zoning, soils, slope
- d) Traffic and geometrics access opportunities and constraints
- e) Site needs accommodation including existing and future bus service, passenger services/amenities, restrooms, driver breakrooms, etc.
- f) Site can accommodate snow storage and ease of site snow maintenance
- g) Proximity to a large number of people and jobs

6) Transit Hub Siting Evaluation Criteria Application

To apply the Transit Hubs at Metra station evaluation criteria defined based on best practices, peer region reviews, and Lake County consensus, up to six (6) Metra



stations will be further evaluated via an online high-level desktop review in locations with varying land use and job density within the County to determine the potential need for varying versions of guidelines to accommodate transit hubs at Metra stations in urban through suburban densities and to modify the guidelines based on existing Metra station opportunities and constraints. Sites will be selected in consultation with Lake County staff based on Metra ridership, Pace connectivity, roadway accessibility, bike route accessibility, etc.

7) Final Updated Guidelines Development

Final transit guidelines will be developed for inclusion in the Lake County Non-Motorized Policy document that will serve as a guide for facilitating future discussions with Metra and Pace to identify, develop, and further explore the possibility of constructing transit hubs at Metra stations. Lake County will provide one set of review comments which will be incorporated into the final guidelines.

8) Metra Stations Prioritization

Review and prioritization of all Metra stations in Lake County into high, medium, and low transit hub compatibility designations accompanied by an “opportunities and constraints” matrix for each site.

Assumptions:

- Up to two (2) virtual meetings with Lake County staff to review and solicit comments on; 1) Non-Motorized Policy Coordinator, Pedestrian, Street Crossings, Coordination and Public Input, Performance Measures and Implementation Steps Guidelines and Bike Facilities Guidelines Best Practices and Peer Review findings and associated draft guidelines edits; and 2) review and provide comments on draft guideline edits in tracked changes format and meet to resolve any outstanding items.
- Up to three (3) virtual meetings with Lake County, Metra, and Pace staff; 1) review transit hub siting criteria from national guidance and Chicago regional, adjacent or peer counties review; 2) Review of results related to applying siting criteria (Transit hub suitability matrix) to up to six (6) existing Metra stations in urban and suburban settings to refine criteria; 3) meeting to review and receive comments on draft final transit guidelines.

Deliverables:

- Non-Motorized Policy Coordinator, Pedestrian, Street Crossings, Coordination and Public Input, Performance Measures and Implementation Steps Best Practices and Peer County Guidelines Review Tech Memo chapter
- Non-Motorized Policy Coordinator, Pedestrian, Street Crossings, Coordination and Public Input, Performance Measures and Implementation Steps Guideline edits in tracked changes
- Non-Motorized Policy Coordinator, Pedestrian, Street Crossings, Coordination and Public Input, Performance Measures and Implementation Steps Final Guidelines



- Bike Facilities Best Practices and Peer County Guidelines Tech Memo chapter
- Draft Bike Facility Siting Guidelines edits in tracked changes
- Final Bike Facility Siting Guidelines
- Up to four (4) new functional classification street cross-sections with updated guidelines/policies illustrated
- Meeting coordination, agendas, presentations, notes – up to two (2) meetings to review and finalize Non-Motorized Policy Coordinator, Pedestrian, Street Crossings, Coordination and Public Input, Performance Measures and Implementation Steps and Bike Siting Guidelines
- Transit Hub Siting Criteria Tech Memo
- Site suitability matrix for a mix of up to six (6) Metra stations in urban and suburban densities
- Final Transit Hub at Metra Stations Siting Guidelines
- Final Transit Improvement Guidelines
- Prioritization of all Metra stations in Lake County into a high, medium, and low transit hub compatibility list accompanied by an “opportunities and constraints” matrix for each site
- Meeting coordination, agendas, presentations, notes – up to three (3) meetings to review transit hub siting criteria, review results of applying evaluation criteria to six (6) Metra station, and to review and receive comments on draft final transit guidelines
- Integration of all **Phase V Part A**) guideline edits into a final updated Non-Motorized Policy Document

B) Non-Motorized Travel Gap Analysis

Lake County Division of Transportation has identified nine (9) locations that currently have a gap in the non-motorized travel network that have been prioritized for evaluation. The purpose of the evaluation is to identify potential major hurdles for construction such as property impacts or the need for a structure such as retaining walls and or a bridge as well as a cross of a railroad. A high-level planning cost estimate will be provided for each location. The following parameters will be followed for the analyses.

Data Collection

- Obtain data for environmental features (e.g., wetlands, floodplains, plant/animal species) from online resources.
- Estimate ROW limits using online data.
- Acquire land use data from the County Assessor database.
- Identify Section 4(f) and Section 6(f) properties using online resources. Confirmation of these properties from coordination with property owners and IDNR is not included in the scope.



Concept Plan Analysis

Design Layout

- Develop a single conceptual geometry layout in a 2D CADD file using a standard pedestrian/bicycle facility section. Design criteria will not be developed; estimated horizontal geometry and widths will be used. Minimum sidewalk and/or shared use path widths will either reference the Illinois Department of Transportation’s Bureau of Local Roads and Streets Manual or direction from Lake County.
- Overlay aerial imagery (sourced online) for existing conditions. Survey data will not be acquired.

Incorporate Data Collection and Assess Impacts

- Draft collected data in a 2D CADD file and reference it in the design layout to assess impacts.
- Use aerial imagery and Google Streetview to estimate impacts on visible features (e.g., vegetation, buildings).

Grading and Earth Retention

- Use horizontal offsets from the design layout to estimate grading limits.
- Evaluate general contours from online contour data to determine appropriate offsets. 3D models will not be created. National contours only used to estimate the grading limit offsets.
- Identify areas requiring retaining walls for substantial impacts, including estimated wall heights. Retaining wall designs will not be provided.

Major Impacts

Structural Improvements

- Assess one structural design for crossings (e.g., railroad, stream).
- Add 2D conceptual layouts of structural improvements to the Design Layout.
- Provide planning-level quantities and costs with appropriate contingencies.

Railroad Grade Crossing

- Assess one railroad at-grade crossing layout.
- Add 2D conceptual layouts to the Design Layout.
- Provide planning-level quantities and costs with appropriate contingencies.

Quantities

Proposed Items

- Determine planning-level quantities using the Design Layout.



- Provide lump-sum costs for traffic control and a percentage-based contingency for supplemental items (e.g., erosion control, landscaping).

Removals

- Use grading limits overlaid on aerial imagery to estimate removal quantities (e.g., vegetation, pavement).
- Supplement with Google Streetview for street-level items not visible in aerial imagery.

Earthwork

- Estimate earthwork quantities using grading limits and cut/fill heights.
- Assume 10% unsuitable soils for earth excavation. Undercuts for poor soil conditions are not included.

Engineers Estimate of Probable Cost

- Develop planning-level costs using quantities calculated.
- Analyze current bid data to determine unit prices.
- Estimate ROW/easement costs using impact area and standard costs per acre.
- Include percentage-based costs for future engineering services.

Memorandum

- Prepare a 2 to 3 page memorandum for each location, summarizing findings and developments.
- Attach cost estimates to each memo.
- Include a single PDF exhibit for each location showing aerial imagery with overlaid data and the concept layout.

Quality Control

- Perform QC reviews for the memorandum and exhibits in accordance with HDR's standard QC process.

Omissions

- Drainage analysis and compensatory storage needs are not included.
- Utility relocations are not assessed. Aerial utilities visible in imagery or Google Streetview will be noted, assuming relocation costs fall to the utility owner.
- No site visits will be conducted.



The nine (9) locations are listed below:

| Municipality | Location | Limits | Approx. Length (ft.) |
|---------------------|-----------------------------|-------------------------------------|-----------------------------|
| Lindenhurst | North Side Golden Rd | Liberty Church Ent to Grass Lake Rd | 1,700 |
| Gurnee | W side of Hunt Club Road | Gages Lake Rd to W Cunningham Ct | 1,470 |
| Gurnee | W side of Delany Rd | N of St Paul Ave to N of US 41 | 2,340 |
| Waukegan | N & S side of Washington St | Greenleaf St to Green Bay Road | 10,000 |
| Libertyville | Both sides Butterfield Rd | Winchester Rd to Butterfield Ln | 10,385 |
| Vernon Hills | West side Butterfield Rd | IL 60 South to Armour Blvd | 830 |
| Wadsworth | S side of Wadsworth Rd | I-94 to US41 | 2000 |
| Gurnee | N Side of Washington St | Buckingham Dr to Greenleaf St | 2,395 |
| Highland Park | Union Pacific North Line | Vine Ave to Mulberry Place | 4,665 |



| | | | |
|--|--|-----------------------|----------------|
| Local Public Agency | Lake County Division of Transportation | County | Lake |
| Prime Consultant (Firm) Name | HDR Engineering, Inc. | Section Number | 24-00000-23-ES |
| Consultant / Subconsultant Name | HDR Engineering, Inc. | Prepared By | N. Cicchetti |
| | | Date | 1/13/2025 |
| | | Job Number | |

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

2050 Long Range Transportation Plan

PAYROLL ESCALATION TABLE

| | | | | |
|----------------------|------------|--------|--------------------------|---------|
| CONTRACT TERM | 26 | MONTHS | OVERHEAD RATE | 158.39% |
| START DATE | 12/24/2024 | | COMPLEXITY FACTOR | |
| RAISE DATE | 12/29/2024 | | % OF RAISE | 2.00% |
| END DATE | 2/23/2027 | | | |

ESCALATION PER YEAR

| Year | First Date | Last Date | Months | % of Contract |
|------|------------|------------|--------|---------------|
| 0 | 12/24/2024 | 12/29/2024 | 0 | 0.00% |
| 1 | 12/30/2024 | 12/29/2025 | 12 | 47.08% |
| 2 | 12/30/2025 | 12/29/2026 | 12 | 48.02% |
| 3 | 12/30/2026 | 2/27/2027 | 2 | 8.16% |

Local Public Agency

County

Section Number

Lake County Division of Transportation

Lake

24-00000-23-ES

Consultant / Subconsultant Name

Job Number

HDR Engineering, Inc.

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

| | |
|-----------------------------|--------------|
| MAXIMUM PAYROLL RATE | 86.00 |
| ESCALATION FACTOR | 3.26% |

| CLASSIFICATION | IDOT PAYROLL RATES ON FILE | CALCULATED RATE |
|--------------------------------|---|------------------------|
| Principal | \$86.00 | \$86.00 |
| Project Manager IV | \$86.00 | \$86.00 |
| Sr. Communications Coordinator | \$61.01 | \$63.00 |
| Communications Coordinator II | \$46.19 | \$47.70 |
| Communications Coordinator I | \$35.18 | \$36.33 |
| Sr. Graphic Designer | \$41.84 | \$43.20 |
| Sr. Transportation Planner | \$86.00 | \$86.00 |
| Transportation Planner IV | \$72.38 | \$74.74 |
| Transportation Planner III | \$54.57 | \$56.35 |
| Transportation Planner II | \$49.18 | \$50.78 |
| Transportation Planner I | \$43.45 | \$44.87 |
| Sr. Civil Engineer II | \$70.98 | \$73.29 |
| Sr. Civil Engineer I | \$65.30 | \$67.43 |
| Civil Engineer III | \$54.27 | \$56.04 |
| Civil Engineer II | \$45.99 | \$47.49 |
| Civil Engineer I | \$36.48 | \$37.67 |
| Sr. Structural Engineer IV | \$86.00 | \$86.00 |
| Structural Engineer IV | \$67.40 | \$69.60 |
| Clerical IV | \$46.57 | \$48.09 |
| | | |
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Local Public Agency

Lake County Division of Transportation

County

Lake

Section Number

24-00000-23-ES

Consultant / Subconsultant Name

HDR Engineering, Inc.

Job Number

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

| ITEM | ALLOWABLE | QUANTITY | CONTRACT RATE | TOTAL |
|--|---|----------|---------------|--------------------|
| Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD) | Actual Cost (Up to state rate maximum) | 6 | \$142.00 | \$852.00 |
| Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD) | Actual Cost | 6 | \$15.62 | \$93.72 |
| Air Fare | Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval | 6 | \$600.00 | \$3,600.00 |
| Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD) | Up to state rate maximum | 8200 | \$0.70 | \$5,740.00 |
| Vehicle Owned or Leased | \$32.50/half day (4 hours or less) or \$65/full day | | | \$0.00 |
| Vehicle Rental | Actual Cost (Up to \$55/day) | 14 | \$55.00 | \$770.00 |
| Tolls | Actual Cost | 164 | \$1.90 | \$311.60 |
| Parking | Actual Cost | 6 | \$40.00 | \$240.00 |
| Overtime | Premium portion (Submit supporting documentation) | | | \$0.00 |
| Shift Differential | Actual Cost (Based on firm's policy) | | | \$0.00 |
| Overnight Delivery/Postage/Courier Service | Actual Cost (Submit supporting documentation) | | | \$0.00 |
| Copies of Deliverables/Mylars (In-house) | Actual Cost (Submit supporting documentation) | | | \$0.00 |
| Copies of Deliverables/Mylars (Outside) | Actual Cost (Submit supporting documentation) | 1 | \$1,000.00 | \$1,000.00 |
| Project Specific Insurance | Actual Cost | | | \$0.00 |
| Monuments (Permanent) | Actual Cost | | | \$0.00 |
| Photo Processing | Actual Cost | | | \$0.00 |
| 2-Way Radio (Survey or Phase III Only) | Actual Cost | | | \$0.00 |
| Telephone Usage (Traffic System Monitoring Only) | Actual Cost | | | \$0.00 |
| CADD | Actual Cost (Max \$15/hour) | | | \$0.00 |
| Web Site | Actual Cost (Submit supporting documentation) | 3 | \$17.00 | \$51.00 |
| Advertisements | Actual Cost (Submit supporting documentation) | 1 | \$20,000.00 | \$20,000.00 |
| Public Meeting Facility Rental | Actual Cost (Submit supporting documentation) | 1 | \$4,000.00 | \$4,000.00 |
| Public Meeting Exhibits/Renderings & Equipment | Actual Cost (Submit supporting documentation) | 1 | \$5,250.00 | \$5,250.00 |
| Recording Fees | Actual Cost | | | \$0.00 |
| Transcriptions (specific to project) | Actual Cost | | | \$0.00 |
| Courthouse Fees | Actual Cost | | | \$0.00 |
| Storm Sewer Cleaning and Televising | Actual Cost (Requires 2-3 quotes with IDOT approval) | | | \$0.00 |
| Traffic Control and Protection | Actual Cost (Requires 2-3 quotes with IDOT approval) | | | \$0.00 |
| Aerial Photography and Mapping | Actual Cost (Requires 2-3 quotes with IDOT approval) | 6 | \$200.00 | \$1,200.00 |
| Utility Exploratory Trenching | Actual Cost (Requires 2-3 quotes with IDOT approval) | | | \$0.00 |
| Testing of Soil Samples | Actual Cost | | | \$0.00 |
| Lab Services | Actual Cost (Provide breakdown of each cost) | | | \$0.00 |
| Equipment and/or Specialized Equipment Rental | Actual Cost (Requires 2-3 quotes with IDOT approval) | | | \$0.00 |
| Per Diem (Lake County) | Actual Cost | 16 | \$96.00 | \$1,536.00 |
| Public Involvement Misc (mtg supplies & refreshments, surveys, translation, giveaways) | Actual Cost | 1 | \$20,000.00 | \$20,000.00 |
| Zoho CRM | Actual Cost | 2 | \$276.00 | \$552.00 |
| StreetLight | Actual Cost | 1 | \$20,000.00 | \$20,000.00 |
| TOTAL DIRECT COSTS: | | | | \$85,196.32 |

Local Public Agency

Lake County Division of Transportation

Consultant / Subconsultant Name

HDR Engineering, Inc.

County

Lake

Section Number

24-00000-23-ES

Job Number

AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

| PAYROLL CLASSIFICATION | AVG HOURLY RATES | TOTAL PROJ. RATES | | | Phase I - Discover | | | Phase II - Develop | | | Phase III - Decide | | | Phase IV - Deliver | | | Non-Motorized Policy Update & Travel Gap Analysis | | | |
|--------------------------------|------------------|-------------------|---------|----------|--------------------|---------|----------|--------------------|---------|----------|--------------------|---------|----------|--------------------|---------|----------|---|---------|----------|------|
| | | 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 | 86.00 | 73.0 | 0.76% | 0.65 | 14 | 0.42% | 0.36 | 14 | 0.71% | 0.61 | 13 | 0.79% | 0.68 | 29 | 3.19% | 2.75 | 3 | 0.17% | 0.15 | |
| Project Manager IV | 86.00 | 735.0 | 7.65% | 6.58 | 189 | 5.72% | 4.92 | 165 | 8.33% | 7.16 | 155 | 9.45% | 8.12 | 118 | 13.00% | 11.18 | 108 | 6.08% | 5.23 | |
| Sr. Communications Coordinator | 63.00 | 1,886.0 | 19.62% | 12.36 | 1038 | 31.39% | 19.77 | 333 | 16.81% | 10.59 | 411 | 25.05% | 15.78 | 104 | 11.45% | 7.22 | | | | |
| Communications Coordinator II | 47.70 | 504.0 | 5.24% | 2.50 | 312 | 9.43% | 4.50 | 93 | 4.69% | 2.24 | 99 | 6.03% | 2.88 | | | | | | | |
| Communications Coordinator I | 36.33 | 830.0 | 8.63% | 3.14 | 458 | 13.85% | 5.03 | 188 | 9.49% | 3.45 | 169 | 10.30% | 3.74 | 15 | 1.65% | 0.60 | | | | |
| Sr. Graphic Designer | 43.20 | 729.0 | 7.58% | 3.28 | 428 | 12.94% | 5.59 | 167 | 8.43% | 3.64 | 134 | 8.17% | 3.53 | | | | | | | |
| Sr. Transportation Planner | 86.00 | 417.0 | 4.34% | 3.73 | 107 | 3.24% | 2.78 | 120 | 6.06% | 5.21 | 102 | 6.22% | 5.35 | 88 | 9.69% | 8.33 | | | | |
| Transportation Planner IV | 74.74 | 251.0 | 2.61% | 1.95 | 63 | 1.91% | 1.42 | 45 | 2.27% | 1.70 | 63 | 3.84% | 2.87 | 60 | 6.61% | 4.94 | 20 | 1.13% | 0.84 | |
| Transportation Planner III | 56.35 | 94.0 | 0.98% | 0.55 | | | | 34 | 1.72% | 0.97 | 20 | 1.22% | 0.69 | 40 | 4.41% | 2.48 | | | | |
| Transportation Planner II | 50.78 | 560.0 | 5.83% | 2.96 | 190 | 5.75% | 2.92 | 160 | 8.08% | 4.10 | 110 | 6.70% | 3.40 | 100 | 11.01% | 5.59 | | | | |
| Transportation Planner I | 44.87 | 770.0 | 8.01% | 3.59 | 201 | 6.08% | 2.73 | 266 | 13.43% | 6.02 | 143 | 8.71% | 3.91 | 120 | 13.22% | 5.93 | 40 | 2.25% | 1.01 | |
| Sr. Civil Engineer II | 73.29 | 0.0 | | | | | | | | | | | | | | | | | | |
| Sr. Civil Engineer I | 67.43 | 723.0 | 7.52% | 5.07 | | | | 10 | 0.50% | 0.34 | | | | | | | 713 | 40.15% | 27.07 | |
| Civil Engineer III | 56.04 | 220.0 | 2.29% | 1.28 | | | | 20 | 1.01% | 0.57 | 20 | 1.22% | 0.68 | 20 | 2.20% | 1.23 | 160 | 9.01% | 5.05 | |
| Civil Engineer II | 47.49 | 0.0 | | | | | | | | | | | | | | | | | | |
| Civil Engineer I | 37.67 | 1,602.0 | 16.66% | 6.28 | 284 | 8.59% | 3.23 | 334 | 16.86% | 6.35 | 180 | 10.97% | 4.13 | 200 | 22.03% | 8.30 | 604 | 34.01% | 12.81 | |
| Sr. Structural Engineer IV | 86.00 | 59.0 | 0.61% | 0.53 | | | | | | | | | | | | | | 59 | 3.32% | 2.86 |
| Structural Engineer IV | 69.60 | 69.0 | 0.72% | 0.50 | | | | | | | | | | | | | | 69 | 3.89% | 2.70 |
| Clerical IV | 48.09 | 91.0 | 0.95% | 0.46 | 23 | 0.70% | 0.33 | 32 | 1.62% | 0.78 | 22 | 1.34% | 0.64 | 14 | 1.54% | 0.74 | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
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| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| TOTALS | | 9613.0 | 100% | \$55.40 | 3307.0 | 100.00% | \$53.60 | 1981.0 | 100% | \$53.72 | 1641.0 | 100% | \$56.40 | 908.0 | 100% | \$59.29 | 1776.0 | 100% | \$57.72 | |



Local Public Agency
Lake County Division of Transportation

County
Lake

Section Number
24-00000-23-ES

Prime Consultant (Firm) Name
HDR

Prepared By
Steve Pasinski

Date
1/9/2025

Consultant / Subconsultant Name
CDM Smith

Job Number
[Redacted]

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks
[Redacted]

CONTRACT TERM
24 MONTHS

START DATE
2/24/2025

RAISE DATE
4/1/2025

END DATE
2/23/2027

OVERHEAD RATE
154.38%

COMPLEXITY FACTOR
0

% OF RAISE
2.00%

PAYROLL ESCALATION TABLE

ESCALATION PER YEAR

| Year | First Date | Last Date | Months | % of Contract |
|------|------------|-----------|--------|---------------|
| 0 | 2/24/2025 | 4/1/2025 | 1 | 4.17% |
| 1 | 4/2/2025 | 4/1/2026 | 12 | 51.00% |
| 2 | 4/2/2026 | 3/1/2027 | 11 | 47.69% |

Local Public Agency

Lake County Division of Transportation

County

Lake

Section Number

24-00000-23-ES

Consultant / Subconsultant Name

CDM Smith

Job Number

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

| ITEM | ALLOWABLE | QUANTITY | CONTRACT RATE | TOTAL |
|---|---|----------|---------------|-------------------|
| Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD) | Actual Cost (Up to state rate maximum) | 4 | \$142.00 | \$568.00 |
| Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD) | Actual Cost | 4 | \$15.62 | \$62.48 |
| Air Fare | Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval | 2 | \$600.00 | \$1,200.00 |
| Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD) | Up to state rate maximum | 500 | \$0.70 | \$350.00 |
| Vehicle Owned or Leased | \$32.50/half day (4 hours or less) or \$65/full day | | | \$0.00 |
| Vehicle Rental | Actual Cost (Up to \$55/day) | 4 | \$55.00 | \$220.00 |
| Tolls | Actual Cost | | | \$0.00 |
| Parking | Actual Cost | | | \$0.00 |
| Overtime | Premium portion (Submit supporting documentation) | | | \$0.00 |
| Shift Differential | Actual Cost (Based on firm's policy) | | | \$0.00 |
| Overnight Delivery/Postage/Courier Service | Actual Cost (Submit supporting documentation) | | | \$0.00 |
| Copies of Deliverables/Mylars (In-house) | Actual Cost (Submit supporting documentation) | | | \$0.00 |
| Copies of Deliverables/Mylars (Outside) | Actual Cost (Submit supporting documentation) | | | \$0.00 |
| Project Specific Insurance | Actual Cost | | | \$0.00 |
| Monuments (Permanent) | Actual Cost | | | \$0.00 |
| Photo Processing | Actual Cost | | | \$0.00 |
| 2-Way Radio (Survey or Phase III Only) | Actual Cost | | | \$0.00 |
| Telephone Usage (Traffic System Monitoring Only) | Actual Cost | | | \$0.00 |
| CADD | Actual Cost (Max \$15/hour) | | | \$0.00 |
| Web Site | Actual Cost (Submit supporting documentation) | | | \$0.00 |
| Advertisements | Actual Cost (Submit supporting documentation) | | | \$0.00 |
| Public Meeting Facility Rental | Actual Cost (Submit supporting documentation) | | | \$0.00 |
| Public Meeting Exhibits/Renderings & Equipment | Actual Cost (Submit supporting documentation) | | | \$0.00 |
| Recording Fees | Actual Cost | | | \$0.00 |
| Transcriptions (specific to project) | Actual Cost | | | \$0.00 |
| Courthouse Fees | Actual Cost | | | \$0.00 |
| Storm Sewer Cleaning and Televising | Actual Cost (Requires 2-3 quotes with IDOT approval) | | | \$0.00 |
| Traffic Control and Protection | Actual Cost (Requires 2-3 quotes with IDOT approval) | | | \$0.00 |
| Aerial Photography and Mapping | Actual Cost (Requires 2-3 quotes with IDOT approval) | | | \$0.00 |
| Utility Exploratory Trenching | Actual Cost (Requires 2-3 quotes with IDOT approval) | | | \$0.00 |
| Testing of Soil Samples | Actual Cost | | | \$0.00 |
| Lab Services | Actual Cost (Provide breakdown of each cost) | | | \$0.00 |
| Equipment and/or Specialized Equipment Rental | Actual Cost (Requires 2-3 quotes with IDOT approval) | | | \$0.00 |
| Per Diem | Actual Cost (Up to state rate maximum) | 2 | \$92.00 | \$184.00 |
| Per Diem First/Last Day of Travel | Actual Cost (Up to state rate maximum) | 2 | \$69.00 | \$138.00 |
| | | | | \$0.00 |
| | | | | \$0.00 |
| TOTAL DIRECT COSTS: | | | | \$2,722.48 |

Local Public Agency
 Lake County Division of Transportation
Consultant / Subconsultant Name
 CDM Smith

County
 Lake

Section Number
 24-00000-23-ES
Job Number

AVERAGE HOURLY PROJECT RATES
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

| PAYROLL CLASSIFICATION | AVG HOURLY RATES | TOTAL PROJ. RATES | | | T1 - Travel Demand Model | | | T2 - Financial Plan Assessment | | | T3 - Financial Plan Policy Recommendations | | | T4 - Non-Motorized Policy Update | | | T5 - Administration & QC/QA | | | |
|------------------------|------------------|-------------------|---------|----------|--------------------------|---------|----------|--------------------------------|---------|----------|--|---------|----------|----------------------------------|---------|----------|-----------------------------|---------|----------|---------|
| | | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | Hours | % Part. | Wgtd Avg | |
| Professional 1 | 34.31 | 154.0 | 6.35% | 2.18 | 154 | 40.53% | 13.91 | | | | | | | | | | | | | |
| Professional 2 | 36.74 | 796.0 | 32.80% | 12.05 | | | | | 663 | 64.06% | 23.53 | 133 | 32.84% | 12.06 | | | | | | |
| Professional 3 | 40.78 | 0.0 | | | | | | | | | | | | | | | | | | |
| Professional 4 | 48.75 | 198.0 | 8.16% | 3.98 | 72 | 18.95% | 9.24 | | | | | 126 | 28.06% | 13.68 | | | | | | |
| Professional 5 | 56.21 | 247.0 | 10.18% | 5.72 | | | | | | | | 41 | 10.12% | 5.69 | 174 | 38.75% | 21.78 | 32 | 20.25% | 11.38 |
| Professional 6 | 66.47 | 229.0 | 9.44% | 6.27 | 112 | 29.47% | 19.59 | | | | | 60 | 14.81% | 9.85 | 45 | 10.02% | 6.66 | 12 | 7.59% | 5.05 |
| Professional 7 | 76.05 | 0.0 | | | | | | | | | | | | | | | | | | |
| Professional 8 | 86.00 | 0.0 | | | | | | | | | | | | | | | | | | |
| Professional 9 | 86.00 | 238.0 | 9.81% | 8.43 | | | | | | | | 84 | 20.74% | 17.84 | 104 | 23.16% | 19.92 | 50 | 31.65% | 27.22 |
| Professional 10 | 86.00 | 499.0 | 20.56% | 17.68 | | | | | 372 | 35.94% | 30.91 | 87 | 21.48% | 18.47 | | | | 40 | 25.32% | 21.77 |
| Technician 1 | 32.18 | 0.0 | | | | | | | | | | | | | | | | | | |
| Technician 2 | 42.12 | 42.0 | 1.73% | 0.73 | 42 | 11.05% | 4.66 | | | | | | | | | | | | | |
| Technician 3 | 50.52 | 0.0 | | | | | | | | | | | | | | | | | | |
| Technician 4 | 64.67 | 0.0 | | | | | | | | | | | | | | | | | | |
| Administrative 1 | 33.47 | 24.0 | 0.99% | 0.33 | | | | | | | | | | | | | | 24 | 15.19% | 5.08 |
| Administrative 2 | 37.68 | 0.0 | | | | | | | | | | | | | | | | | | |
| Administrative 3 | 69.80 | 0.0 | | | | | | | | | | | | | | | | | | |
| Intern | 28.77 | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| | | 0.0 | | | | | | | | | | | | | | | | | | |
| TOTALS | | 2427.0 | 100% | \$57.37 | 380.0 | 100.00% | \$47.39 | | 1035.0 | 100% | \$54.44 | 405.0 | 100% | \$63.91 | 449.0 | 100% | \$62.05 | 158.0 | 100% | \$70.50 |