


Municipality	LOCAL AGENCY	 Illinois Department of Transportation	CONSULTANT	Name Alfred Benesch & Company, Inc.
Township				Address 205 N. Michigan Ave., Ste 2400
County Lake County – Division of Transportation		Preliminary Engineering Services Agreement For Non-Motor Fuel Tax Funds		City Chicago
Section				State Illinois

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Non-Motor Fuel Tax Funds, allotted to the LA, under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Section Description

Name Lake County Division of Transportation Ordinance Revisions

Description:

Update, revise, consolidate and expand the "Lake County Highway Access Regulation Ordinance", Chapter 90 of the Lake County, Illinois Code of Ordinances (Access Ordinance) and the "Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance", Chapter 91 of the Lake County, Illinois Code of Ordinances (Utility Ordinance). The scope also includes development of a Technical Reference Manual that will identify processes, technical requirements and standards for submittals required under the consolidated ordinance. Scope includes stakeholder outreach and public involvement throughout the ordinance revision and consolidation process.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:
 - a. ☐ Make such detailed surveys as are necessary for the preparation of detailed roadway plans
 - b. ☐ Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
 - c. ☐ Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. ☐ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - e. ☐ Prepare Army Corps of Engineers Permit, Lake County Stormwater Management Commission Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
 - f. ☐ Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
 - g. ☐ Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with one (1) copy of each document in both hardcopy and electronic format. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at the ENGINEER's actual cost for reproduction.
 - h. ☐ Furnish the LA with survey and drafts in duplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.
 - i. ☐ Assist the LA in the tabulation and interpretation of the contractors' proposals.

- j. ☐ Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
 - k. ☐ Prepare the Project Development Report when required by the DEPARTMENT.
 - l. ☒ Services as included and/or defined in the attached Scope of Services.
- 2. That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the LA. It is being understood that all such reports, plats, plans and drafts shall, before being finally accepted, be subject to approval by the LA.
 - 3. To attend conferences at any reasonable time when requested to do so by representatives of the LA.
 - 4. In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that the ENGINEER will perform such work without expense to the LA, even though final payment has been received by the ENGINEER. The ENGINEER shall give immediate attention to these changes so there will be a minimum delay to the CONTRACTOR.
 - 5. That basic survey notes and sketches, charts, computations and other data prepared or obtained by the ENGINEER pursuant to this AGREEMENT will be made available, upon request, to the LA without cost and without restriction or limitations as to their use.
 - 6. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will show the ENGINEER's professional seal where such is required by law.

The LA Agrees,

- 1. To pay for all services rendered in accordance with this AGREEMENT at the actual cost of performing such work plus _* _ percent to cover profit, overhead and readiness to serve - "actual cost" being defined as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at the ENGINEER's actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided in section 1 of the ENGINEER AGREES. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus an additional service charge of up to five (5) percent.

"Cost to Engineer" to be verified by furnishing the LA copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed. *See the CECS

The Total Not-to-Exceed Contract Amount shall be \$84,758.53

It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with section 4 of the LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA.
4. That the ENGINEER warrants that the ENGINEER has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that the ENGINEER's has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in triplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

ATTEST:

By

Lake County

Clerk

(Seal)

County of Lake

(County)

of the

State of Illinois, acting by and through its

County Board

By

Title

Chairman of the County Board

RECOMMENDED FOR EXECUTION

Paula J. Trigg, P.E.
Director of Transportation/County Engineer
Lake County

Executed by the ENGINEER:

ATTEST:

By

Title

Engineering Firm

Street Address

City, State

By

Title

SCOPE OF ENGINEERING SERVICES & WORK PLAN
UPDATE AND CONSOLIDATION OF ORDINANCES
LAKE COUNTY DIVISION OF TRANSPORTATION (LCDOT)

INTRODUCTION

This document defines the scope of services to assist LCDOT with updating, revising, consolidating and expanding the “Lake County Highway Access Regulation Ordinance”, Chapter 90 of the Lake County, Illinois Code of Ordinances (Access Ordinance) and the “Lake County Highway Temporary Closure and Utility and Facility Placement Ordinance”, Chapter 91 of the Lake County, Illinois Code of Ordinances (Utility Ordinance). The scope also includes development of a Technical Reference Manual that will identify processes, technical requirements and standards for submittals required under the consolidated ordinance.

A key component of the project will be stakeholder outreach and involvement throughout the ordinance revision and consolidation process. This scope includes tasks associated with the formation of a Stakeholder Involvement Group (SIG), conducting SIG meetings throughout the process and two public meetings.

DETAILED WORK TASK DESCRIPTIONS

This section provides a detailed description for each of the major work tasks. The tasks described below may take place at different times throughout the project or occur in parallel during the project. The work tasks are:

1. Review of Existing Processes, Standards and Policies
2. Stakeholder and Public Involvement
3. Highway Classifications/ Hierarchy for Permitting Functions and Permitting Categories
4. Permit Requirements and Improvement Warrants
5. Process, Procedures and Accountability
6. Draft and Final Ordinance
7. Technical Reference Manual and Forms

1. Review of Existing Processes, Standards and Policies

This task consists of the project kickoff meeting and initial work sessions to review existing permitting workflows, forms, technical guidance, etc. Benesch is familiar with the existing LCDOT Ordinances contents. These meetings are intended to identify issues, requirements and perceived gaps in the existing process. In addition, Benesch will review existing LCDOT ordinances for compatibility with the Unified Development Ordinance, Stormwater Management Ordinance, Public Works and Health Department related ordinances. Conflicts and/ or cross-references will be identified.

Benesch will present a detailed comparison of current LCDOT ordinances with other collar county ordinances and policies (work developed previously as part of Cook County permitting project- hours not included in this scope).

The initial work sessions will also include a preliminary discussion on developing a classification system for the ordinance based on functional classification, urban vs. rural, or other metrics.

2. Stakeholder and Public Involvement

Stakeholder outreach will be an important aspect of this effort. Outreach to groups such as municipalities, economic development groups, private-development focused engineering firms, private developers, and County departments/ commissions, will be important in soliciting comments, guidance and suggestions for ordinance provisions. It is anticipated that this effort will consist of two public meetings and formation of a Stakeholder Involvement Group (SIG). The scope includes the following:

- Public meeting No. 1: introduce project/ update process, obtaining general comments and soliciting SIG members.
- SIG meeting No. 1: Introduction and proposed ordinance framework (classification system concepts such as functional classification, urban vs. rural, etc.)
- SIG meeting No. 2: Presentation and discussion of ordinance requirements/ warrants for improvements
- SIG meeting No. 3: Draft ordinance and Draft Technical Reference Manual
- Public Meeting No. 2: Draft proposed ordinance
- SIG meeting No. 4: Review public comments and present final ordinance and final Technical Reference Manual.

It is anticipated that SIG meetings and public meetings will be held at the LCDOT in Libertyville.

3. Highway Classifications/ Hierarchy for Permitting Functions and Permit Categories

Benesch will develop, discuss and revise alternative classification systems based on functional classification or other criteria developed in coordination with the County such as rural vs. urban. Benesch will utilize ADT, geometric (urban vs. rural) and other data supplied by the county to develop alternative classification system concepts and maps.

This task also includes a review and potential revisions to the existing permit categories for access and utilities with an anticipated expansion of access permit categories. Alternative categories will be developed and presented to the County for review and revision. Both the classification systems and permit categories will be presented to the SIG for comment. The scope includes expanding the categories for access permits and providing additional permit categories such as highway beautification and special event related closures.

4. Permit Requirements and Improvement Warrants

Upon concurrence of the County and input from the SIG, the various requirements for each category of permit and highway classification (such as rural vs. urban) will be developed and submitted to the County and SIG for review and comment. This task will address issues such as:

- Number and type of access points, location (spacing) and traffic signal requirements
- Traffic impact study requirements
- Warrants for turn lane improvements
- Right-of-way dedication requirements
- Pedestrian/ bicycle facility accommodations
- Utility and facility placement requirements
- Drainage (drainage analysis, facilities, detention, sediment and erosion control, etc.)
- Requirements for other permit types (landscaping/ highway beautification, detours, temporary closures, etc.)

It is anticipated that requirements may vary based on classification system(s) and needs.

5. Process, Procedures, Accountability and Fee Review

Anticipated to be a part of the Technical Reference Manual, flow charts and process-related guidance and assistance documents will be developed. Customer-friendly brochures and exhibits for minor permit categories will be reviewed, refined or developed as required.

If desired by the county, permitting forms and procedure literature can be reviewed and revised to include fields/entries for actual vs. predicted review times, number of reviews, etc. to assist in providing metrics for officials on average review times, processing times, etc. This task also includes coordination with County as it pertains to the new permitting system being implemented.

As part of this task, Benesch will review current LCDOT permit fee schedules and those of the surrounding Counties and other Lake County agencies. Benesch will work with LCDOT staff to develop or refine existing fee schedules.

6. Draft and Final Ordinance

This task consists of preparing draft and final versions of the ordinance, including figures and exhibits. The anticipated extent and content of the combined ordinances will likely require two reviews of the draft and two of the final.

As part of this effort, Benesch will prepare summary documents, PowerPoint presentation for use by LCDOT staff in presenting draft and final ordinance to the Public Works and Transportation Committee and other public agencies.






































7. Technical Reference Manual and Forms

A Technical Reference Manual will be developed that will include:

- Permit process flow charts
- General commentary and guidance documentation as required
- Detailed submittal requirements (including engineering plan requirements) for each permit type and category
- Checklists for submittals and different permit types, including requirements for what constitutes an incomplete submittal (rejection of application).
- Guidance on ROW width requirements
- Guidance and commentary on the exception process.
- Policy for closing in-active permit applications
- Review of current and/or development of new standards and technical requirements for engineering analyses and plan details.
- Permit and other forms (bonds, draft agreement text, etc.)

The Technical Reference Manual will be developed to allow for ease of revision in the future by staff. The effort for this task includes reviews/revisions by LCDOT staff and input from the SIG.

LCDOT Ordinance Revisions

Task	2016			2017											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Notice to Proceed (NTP)															
Review Existing Processes, Standards, Policies															
Develop Highway Classifications/ Hierarchy/ Permit Categories															
Prepare for, coordinate and conduct Public Meeting No. 1															
Prepare for, coordinate and conduct SIG Meeting No. 1															
Permit Requirements and Improvement Warrants															
Prepare for, coordinate and conduct SIG Meeting No. 2															
Process, Procedures, Accountability and Fee Review															
Draft Ordinance															
Draft Technical Reference Manual															
Prepare material for PWTC presentation															
Prepare for, coordinate and conduct SIG Meeting No. 3															
Prepare for, coordinate and conduct Public Meeting No. 2															
Revise Ordinance and Technical Reference Manual based on SIG, PIM															
Final Ordinance and Technical Reference Manual															

Work Task
Coord. Meeting
Dry-Run

Milestone
County Review

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

FIRM
PSB
PRIME/SUPPLEMENT

Alfred Benesch & Company, Inc.
LCDOT Permit Revisions

**OVERHEAD RATE
COMPLEXITY FACTOR**

DATE
0.01586
0

[illegible]

DBE

AVERAGE HOURLY PROJECT RATES

FIRM Alfred Benesch & Company, Inc.
PSB LCDOT Permit Revisions
PRIME/SUPPLEMENT _____

DATE 08/18/16

SHEET 1 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			1. Review of Existing Proc			2. Stakeholder and Public			3. Highway Classifications			4. Permit Requirements and			5. Process, Procedures and		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Project Principal	70.00	0																	
Sr Project Manager	69.07	312	26.62%	18.39	32	26.67%	18.42	48	25.00%	17.27	16	28.57%	19.73	32	33.33%	23.02	16	11.76%	8.13
Project Manager II	61.25	0																	
Project Manager I	52.75	0																	
Sr Project Engineer	51.38	532	45.39%	23.32	72	60.00%	30.83	96	50.00%	25.69	40	71.43%	36.70	40	41.67%	21.41	40	29.41%	15.11
Project Engineer II	41.56	0																	
Project Engineer I	36.00	0																	
Senior Designer	41.11	0																	
Designer II	34.44	104	8.87%	3.06										24	25.00%	8.61	80	58.82%	20.26
Designer I	32.51	0																	
Sr. Surveyor	47.11	0																	
Sr. Party Chief	39.89	0																	
Party Chief	30.83	0																	
Instrument Operator	18.01	0																	
Sr. Inspector	37.29	0																	
Sr Technical Specialist	48.13	0																	
Technical Specialist	35.92	64	5.46%	1.96	16	13.33%	4.79	48	25.00%	8.98									
Technical Specialist	29.71	120	10.24%	3.04															
Sr Technologist	37.09	0																	
Technologist II	32.66	0																	
Office Manager	30.12	0																	
Project Assistant I	20.55	40	3.41%	0.70															
Office Manager	30.12	0																	
Office Assistant	17.20	0																	
		0																	
		0																	
		0																	
TOTALS		1172	100%	\$50.47	120	100.00%	\$54.04	192	100%	\$51.94	56	100%	\$56.44	96	100%	\$53.04	136	100%	\$43.50

AVERAGE HOURLY PROJECT RATES

FIRM Alfred Benesch & Company, Inc.
PSB LCDOT Permit Revisions
PRIME/SUPPLEMENT _____

DATE 08/18/16

SHEET 2 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6. Draft and Final Ordinance			7. Technical Reference Manual														
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Project Principal	70.00																		
Sr Project Manager	69.07	88	30.14%	20.81	80	28.57%	19.73												
Project Manager II	61.25																		
Project Manager I	52.75																		
Sr Project Engineer	51.38	124	42.47%	21.82	120	42.86%	22.02												
Project Engineer II	41.56																		
Project Engineer I	36.00																		
Senior Designer	41.11																		
Designer II	34.44																		
Designer I	32.51																		
Sr. Surveyor	47.11																		
Sr. Party Chief	39.89																		
Party Chief	30.83																		
Instrument Operator	18.01																		
Sr. Inspector	37.29																		
Sr Technical Special	48.13																		
Technical Specialist	35.92																		
Technical Specialist	29.71	40	13.70%	4.07	80	28.57%	8.49												
Sr Technologist	37.09																		
Technologist II	32.66																		
Office Manager	30.12																		
Project Assistant I	20.55	40	13.70%	2.82															
Office Manager	30.12																		
Office Assistant	17.20																		
TOTALS		292	100%	\$49.52	280	100%	\$50.24	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00	0	0%	\$0.00

PAYROLL ESCALATION TABLE **FIXED RAISES**

FIRM NAME Alfred Benesch & Company, Inc.
PRIME/SUPPLEMENT _____

DATE 08/18/16
PTB NO. LCDOT Permit Revisions

CONTRACT TERM 12 MONTHS
START DATE 8/15/2016
RAISE DATE 1/2/2017

OVERHEAD RATE 1.59%
COMPLEXITY FACTOR _____
% OF RAISE 3.00%

ESCALATION PER YEAR

8/15/2016 - 1/2/2017	1/3/2017 - 8/2/2017			
5	7			
12	12			
= 41.67%	= 60.08%			
= 1.0175				

The total escalation for this project would be: 1.75%

PAYROLL RATES

FIRM NAME

Alfred Benesch & Comp

DATE

08/18/16

PRIME/SUPPLEMENT

PSB NO.

LCDOT Permit Revisions

ESCALATION FACTOR

1.75%

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Project Principal	\$ 70.00	\$70.00
Sr Project Manager	\$ 67.88	\$69.07
Project Manager II	\$ 60.20	\$61.25
Project Manager I	\$ 51.84	\$52.75
Sr Project Engineer	\$ 50.50	\$51.38
Project Engineer II	\$ 40.85	\$41.56
Project Engineer I	\$ 35.38	\$36.00
Senior Designer	\$ 40.40	\$41.11
Designer II	\$ 33.85	\$34.44
Designer I	\$ 31.95	\$32.51
Sr. Surveyor	\$ 46.30	\$47.11
Sr. Party Chief	\$ 39.20	\$39.89
Party Chief	\$ 30.30	\$30.83
Instrument Operator	\$ 17.70	\$18.01
Sr. Inspector	\$ 36.65	\$37.29
Sr Technical Specialist	\$ 47.30	\$48.13
Technical Specialist II	\$ 35.30	\$35.92
Technical Specialist I	\$ 29.20	\$29.71
Sr Technologist	\$ 36.45	\$37.09
Technologist II	\$ 32.10	\$32.66
Office Manager	\$ 29.60	\$30.12
Project Assistant I	\$ 20.20	\$20.55
Office Manager	\$ 29.60	\$30.12
Office Assistant	\$ 16.90	\$17.20