

Lake County Ordinance Revisions Scope Analysis

Contract Scope	Orig Hours	Revised Estimated hours based on scope clarification meeting					Comments/scope refinements	Deliverables
		Laura	PE	Designer	Admin	Total		
1. Review of Existing Processes, Standards and Policies	120	24	72	0	0	96		
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.		24	24				3 work sessions - Laura (8 hours) and Ben (8 hours) to attend each.	Deliverable: Meeting summaries (3 meetings) in minutes and two summary tables: LCDOT compatibility review LCDOT vs other counties summary
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			32					
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).			16					
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	192	56	0	12	45	113		
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:		16					Benesch to prepare intro letter for Paula to send out. Lake County to send out all invites and track attendance, coordination of dates/times with Lake County staff by Benesch	Deliverable: Benesch to prepare agendas and handouts for public meetings. Benesch to develop form to track comments from meeting attendees. County staff to track comments at meeting as they talk with attendees. Laura McGovern (sole Benesch attendee) to attend and facilitate each meeting with assistance from County staff. Benesch to prepare meeting summaries (5 meetings) in minutes and compile summary of comments for each meeting.
Public meeting No. 1: introduce project/ update process, obtaining general comments and soliciting SIG members.		8		12	8		Meetings to be attended by LLM only and supported by County staff. Benesch to create info forms to track comments and information learned - to be completed by Benesch. Benesch to develop meeting and comment summaries. Benesch to create display boards for first public meeting.	Coordination details: Benesch will provide an intro letter for mailing to introduce the project. Lake County will use email mailing list to develop invite list for first public meeting. (municipalities, other County agencies, developers and consultants). County and Benesch will work together to choose SIG members. Lake County staff will handle all invitations, rsmps, etc. for all public meetings. Benesch will send outlook invites for SIG meetings.
SIG meeting No. 1: Introduction and proposed ordinance framework (classification system concepts such as functional classification, urban vs. rural, etc.)		8		4	8			
SIG meeting No. 2: Presentation and discussion of ordinance requirements/ warrants for improvements		8		4	8			
SIG meeting No. 3: Draft ordinance and Draft Technical Reference Manual		8		4	8			
Public Meeting No. 2: Draft proposed ordinance		8		4	8			
SIG meeting No. 4: Review public comments and present final ordinance and final Technical Reference Manual.							Not needed	
It is anticipated that SIG meetings and public meetings will be held at the LCDOT in Libertyville.								

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3. Highway Classifications/ Hierarchy	56	8	0	40	0	48		
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.				40			County will provide GIS layers already completed. Benesch will develop maps with this data.	Deliverables: Memo outlining suggested categories as discussed and developed and refined at the work sessions in task 1. Map showing proposed alternate classified routes based on the above memo (developed from GIS map of existing system provided by the County).
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.		8						
4. Permit Requirements and Improvement Warrants	96	40	40	0	0	80		
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: <ul style="list-style-type: none"> • 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.		40	40					Deliverables: Memo with tables summarizing the above data. This will be refined through discussion at the work sessions and the SIG meetings and summarized in this step.

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5. Process, Procedures and Accountability	136	52	16	0	24	92		
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.		24			24		Brochures no longer in use so this is not required. A flow chart of the permitting process will be created here based on data gathered at the work sessions and revisions proposed throughout.	Deliverables: Memo with work flow graphic depicting the permitting process. This will be incorporated into the Technical Reference Manual.
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.		24						Benesch will provide review and consulting on permitting forms and data shown on online permit software program. Benesch will not develop forms or reports for this task, but rather advise and provide input on development/refinement of screens currently under development by Permitting Work Group.
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.		4	16					Deliverable: Memo with fee schedule comparison for discussion and review at a work session meeting.
6. Draft and Final Ordinance	292	64	40	12	24	140		
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.		40	40		24			Deliverable: MS Word file with track changes based on the current file provided by the County. The final product will be a combined new chapter, combining and consolidating the materials currently housed in Chapters 90 and 91 of the Lake County Ordinance.
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.		24		12				
7. Technical Reference Manual and Forms	280	40	0	80	40	160		
<p>A Technical Reference Manual will be developed that will include:</p> <ul style="list-style-type: none"> • 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.) <p>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.</p>		40		80	40			Deliverable: MS Word file with pdf attachments providing the above items. This will include incorporation of current guidance documents in use by County staff. The file will be furnished in electronic format for use in future updates by the County.
1172		284	168	144	133	729		