

**A RESOLUTION APPROVING  
A PROFESSIONAL SERVICES AGREEMENT  
WITH CIVILTECH ENGINEERING, INC.  
(Kirchoff Road Reconfiguration Traffic Study)**

**WHEREAS**, the City desires to retain a firm to provide professional services necessary to complete a traffic study of the City's Kirchoff Road Corridor and its present and future operations following a potential of the road proposed in the City's pending Kirchoff Road Corridor Study (the "Services"); and

**WHEREAS**, while not required by the City's Purchasing Manual, the City conducted a competitive Request for Proposals process to solicit qualified firms to provide the Services in order to retain the firm that, in the City's discretion, would provide the greatest advantage to the City; and

**WHEREAS**, the City has received a proposal to provide the Services from Civiltech Engineering, Inc. for an amount not to exceed \$39,178.00, and the City has determined that it is in its best interests to enter into an agreement with Civiltech Engineering, Inc. for the Services.

**NOW THEREFORE**, be it resolved by the City Council of the City of Rolling Meadows, Illinois, as follows:

**Section 1:** The facts and statements contained in the preambles to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

**Section 2:** The City Manager is hereby authorized and directed to enter into an agreement substantially in the form attached as *Exhibit A* for Civiltech Engineering, Inc. to perform the Services at a cost not to exceed \$39,178.00.

**Section 3:** This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

**PASSED AND APPROVED** by the City Council of Rolling Meadows, Cook County, Illinois this 13<sup>th</sup> day of May, 2025.

AYES: O'Brien, Vinezeano, Boucher, Reyez, Koehler, McHale, Budmats

NAYS: 0

ABSENT: 0

  
\_\_\_\_\_  
Lara Sanoica, Mayor

ATTEST:

  
\_\_\_\_\_  
Judith Brose, Deputy City Clerk

**Exhibit A**

**Professional Services Agreement**

Agreement between THE CITY OF ROLLING MEADOWS, ILLINOIS  
and CIVILTECH ENGINEERING, INC.  
for the furnishing of PROFESSIONAL SERVICES  
for KIRCHOFF ROAD RECONFIGURATION TRAFFIC STUDY (2025)

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THIS AGREEMENT made and entered into by and between the CITY OF ROLLING MEADOWS, ILLINOIS, hereinafter referred to as the "City," and CIVILTECH ENGINEERING, INC., hereinafter referred to as the "Consultant," has been prepared and executed for Consultant to perform a traffic study of the City's Kirchoff Road Corridor and its present and future operations following a potential reconfiguration of the road proposed in the City's pending Kirchoff Road Corridor Study. The traffic study to be performed by Consultant is hereinafter referred to as the "Project". This Agreement is hereinafter referred to as the "Agreement".

In consideration of these premises and of the mutual covenants herein set forth:

**A. THE CONSULTANT AGREES:**

1. **Provision of the Services.** The Consultant shall serve as the City's professional consultant and shall perform the consulting services described both: (i) in its proposal attached hereto as **Exhibit B** and made a part hereof, except that Task 7 ("Vissim Analysis Optional Scope Add-On") is excluded; and (ii) in the City's Request for Proposals attached hereto as **Exhibit C** and made a part hereof ("**Consulting Services**"). Where there is any conflict between Exhibit B and Exhibit C, Exhibit B controls. Where there is any conflict between Exhibit B and this Agreement, this Agreement controls.

2. **Additional Services.** Additional services beyond the scope of the Consulting Services above-described, requested in writing by the City, shall be performed by the Consultant in accordance with the price as agreed upon in writing between the City and Consultant, and approved by the City.

3. **Nature of Professional Services.** The Consultant will perform Consulting Services under this Agreement in accordance with generally accepted and currently recognized practices and principles and in a manner consistent with that level of care and skill ordinarily exercised by members of its profession.

4. **Personnel & Subcontractors.**

- a. **Key Project Personnel.** All of Consultant's specific personnel identified in **Exhibit B** ("**Key Project Personnel**") shall be primarily responsible for carrying out the Project on behalf of the Consultant. The Key Project Personnel shall not be changed without the City's prior written approval.
- b. **Availability of Personnel.** The Consultant shall provide all personnel necessary to complete the Project including, without limitation, any Key Project Personnel identified in this Agreement. The Consultant shall notify the City as soon as practicable prior to terminating the employment of, reassigning, or receiving notice of the resignation of, any Key Project Personnel. The Consultant shall have no claim for damages and shall not bill the City for additional time and materials charges as the result of any portion of the Services which must be duplicated or redone due to such termination or for any delay or extension of the Time of Performance as a result of any such termination, reassigning, or resignation.
- c. **Approval and Use of Subcontractors.** The Consultant shall perform the Project with its own personnel and under the management, supervision, and control of its own organization unless otherwise approved by the City in writing. All subcontractors used by the Consultant shall be acceptable to, and approved in advance by, the City, except that those subcontractors specifically identified in **Exhibit B** shall be deemed acceptable to and approved by the City without further action. The City's approval of any subcontractor or subcontract shall not relieve the Consultant of full responsibility and liability for the provision, performance, and completion

of the Project as required by the Agreement. All Consulting Services performed under any subcontract shall be subject to all of the provisions of this Agreement in the same manner as if performed by employees of the Consultant. For purposes of this Agreement, the term "Consultant" shall be deemed also to refer to all subcontractors of the Consultant, and every subcontract shall include a provision binding the subcontractor to all provisions of this Agreement.

- d. Removal of Personnel and Subcontractors. If any personnel or subcontractor fails to perform the Consulting Services in a manner satisfactory to the City, the Consultant shall immediately upon notice from the City remove and replace such personnel or subcontractor. The Consultant shall have no claim for damages, for compensation in excess of the amount contained in this Agreement or for a delay or extension of the Time of Performance as a result of any such removal or replacement.

**5. Minimum Insurance Requirements.**

The Consultant shall procure and maintain for the duration of its Agreement, and for three years thereafter, insurance against errors and omissions and claims for injuries to its employees which may arise from, or are in conjunction with, the performance of the work hereunder by the Consultant, its agents, representatives, employees, or subcontractors. Consultant's insurance shall meet the minimum requirements attached hereto as **Exhibit A** and made a part hereof.

**6. Indemnity and Hold Harmless.**

To the fullest extent permitted by law, the Consultant shall INDEMNIFY AND HOLD HARMLESS the City, its officials, employees and volunteers against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses, which may in anyway accrue against the City, its officials, employees and volunteers, arising in whole or in part in consequence of the negligent acts, errors or omissions or willful misconduct of the services by the Consultant, its employees, or subcontractors, or which may in any way

result therefor, except that arising out of the negligence or willful act of the City, its officials, employees and volunteers. The Consultant shall, at its own expense, appear, defend and pay all reasonable charges of attorneys and all reasonable costs and other expenses arising therefore or incurred in conjunction therewith, and, if any judgment shall be rendered against the City, its officials, agents, employees and volunteers, in any such action, the Consultant shall, at its own expense, satisfy and discharge the same. Nothing contained herein shall be construed as prohibiting the City, its officials, employees and volunteers from defending, through the selection and use of their own agents, attorneys and experts, any injuries, deaths, loss, damages, claims, suits, liabilities, and judgments brought against them. The City's participation in its defense shall not remove the Consultant's duty to indemnify, defend and hold harmless the City as set forth herein.

**7. No Limitation of Indemnity and Hold Harmless.**

Any insurance policies required by this Agreement, or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City, its officials, agents, employees and volunteers and herein provided.

**8. PATRIOT Act Compliance.**

The Consultant represents and warrants to the City that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Consultant further represents and warrants to the City that the Consultant and its principals, shareholders, members, partners, or affiliates, as applicable, are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Agreement on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Consultant hereby agrees to defend, indemnify and hold harmless the City, the corporate authorities, and all City elected or appointed officials, officers, employees, agents, representatives, engineers, and attorneys, from and against any and all claims, damages, losses, risks, liabilities, and expenses (including reasonable attorneys' fees and costs) arising from and related to any breach of the foregoing representations and warranties.

**9. Compliance with Laws.** The Consultant will comply with all applicable federal and Illinois statutes, and local ordinances of the City and shall operate within and uphold the ordinances, rules and regulations of the City while engaged in Consulting Services herein described.

**10. Change Orders.** The City reserves the right by written change order or amendment to make changes in requirements, amount of work, or Consulting time schedule adjustments, and the Consultant and City shall negotiate appropriate adjustments acceptable to both parties to accommodate such changes.

**11. Suspension of Services.** The City may, at any time, by written order to the Consultant (Suspension of Services Order) require the Consultant to stop all, or any part, of the Consulting Services required by this Agreement. Upon receipt of such an order, the Consultant shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. The City, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumption of the Consulting Services upon expiration of the Suspension of Services Order. The Consultant will not be obligated to provide the same personnel employed prior to suspension, when the Consulting Services are resumed, in the event that the period of suspension is greater than thirty (30) days.

**12. Termination.** This Agreement may be terminated by the City, upon seven (7) days written notice to the Consultant, at its last known post office address. Provided that, should this Agreement be terminated by the City, the Consultant shall be paid for any Consulting Services completed and any Consulting Services partially completed. All field notes, test records, drawings, and reports completed or partially completed at the time of termination shall become the property of, and made available to, the City. Within five (5) business days after notification and request, the Consultant shall deliver to the successor City all property, books and effects of every description in its possession belonging to the City and pertaining to the Project.

**13. Termination for Insolvency.** This Agreement may be terminated by the City upon written notice to the Consultant, at its last known post office address, upon the occurrence of any one or more of the following events, without cause and without prejudice to any other right or remedy:

- a. If the Consultant commences a voluntary case under any chapter of the Bankruptcy Code (Title 11, United States Code), as now or hereinafter in effect, or if the Consultant takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to bankruptcy or insolvency;
- b. If a petition is filed against the Consultant under any chapter of the Bankruptcy Code as now or hereinafter in effect at the time of filing, or if a petition is filed seeking any such equivalent or similar relief against the Consultant under any other federal or state law in effect at the time relating to bankruptcy or insolvency.
- c. If the Consultant makes a general assignment for the benefit of creditors;
- d. If a trustee, receiver, custodian or agent of the Consultant is appointed under applicable law or under contract, whose appointment or authority to take charge of property of the Consultant is for the purpose of enforcing a Lien against such property or for the purpose of general administration of such property for the benefit of the Consultant's creditors;
- e. If the Consultant admits in writing an inability to pay its debts generally as they become due.

**14. Actions Upon Termination.** Upon termination, the Consultant shall deliver to the City, copies of partially completed plans, drawings, specifications, partial and completed estimates, and data, if any, from investigations and observations, with the understanding that all such material becomes the property of the City. In such case, the Consultant shall be paid for all Consulting Services and any expense sustained, less all costs incurred by the City, to have the services performed which were to have been performed by the Consultant.

**15. Representations of Consultant.** The Consultant is qualified technically and is conversant with the policies applicable to the performance of subject consultation and that sufficient, properly trained, and

experienced personnel will be retained to perform the Consulting Services enumerated herein.

**16. Project Records.** The Consultant will maintain all books, documents, papers, accounting records, and other evidence pertaining to its costs incurred and relating to its performance of its Consulting Services and shall require its subcontractors to maintain all books, documents, papers, accounting records, and other evidence pertaining to their costs incurred and relating to their performance of their services under their subcontract in compliance with the requirements of the Local Records Act (50 ILCS 205/1 et seq.) and the Freedom of Information Act (5 ILCS 140/1 et seq.). The Consultant shall maintain all books and records relating to the performance of its Consulting Services under the Agreement and all subcontractors shall maintain books and records relating to their performance of work under their subcontract until written approval for the disposal of such records is obtained from the Local Records Commission has been obtained or for a period of three (3) years from the date of final payment under this Agreement, whichever is longer. All books and records required to be maintained by the Consultant and all subcontractors shall be available for review and audit by the City or representatives of the State of Illinois. The Consultant and its subcontractors shall cooperate fully with the City or the State (a) with any request for public records made pursuant to the Freedom of Information Act (5 ILCS 140/1 et seq.), (b) with any request for public records made pursuant to any audit and (c) by providing full access to and copying of all relevant books and records at the Consultant's office at all reasonable times and within a time period which allows the City or the State to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.). Failure by the Consultant or its subcontractor to maintain the books, records, and supporting documents required by this section or the failure by the Consultant or its subcontractor to provide full access to and copying of all relevant books and records within a time period which allows the City to timely comply with the time limits imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.) shall establish a presumption in favor of the City for the recovery of any funds paid by the City under the Agreement for which adequate books and records are not available or for the recovery for any penalties or attorneys' fees imposed by the Freedom of Information Act (5 ILCS 140/1 et seq.). The Consultant shall include the requirements of this section in all

subcontracts. The obligations imposed by this section shall survive final payment and the termination of the other obligations imposed by the Agreement.

**17. No Inducement.** The Consultant warrants that Consultant has not employed or retained any company or person, other than an employee working solely for the Consultant, to secure this Agreement, and that the Consultant has not paid or agreed to pay any company or person any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability, or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

**18. Limitation Upon Work Within City.** The Consultant, during the period commencing upon the execution of this Agreement and concluding one (1) year following the completion of the Project, shall not accept employment from any developer developing land within the City or any contractor, subcontractor or material supplier performing work or supplying material to the City without the express written consent of the City.

**19. No Assignment.** This Agreement shall be deemed to be exclusive between the City and the Consultant. This Agreement shall not be assigned by the Consultant without first obtaining permission in writing from the City.

**20. Copyright of Deliverables.** All books, papers, notes, records, lists, data, files, forms, reports, accounts, documents, manuals, handbooks, instructions, computer programs, computer software, computer disks and diskettes, magnetic media, electronic files, printouts, backups, and computer databases created or modified by the Consultant relating in any manner to the work performed by the Consultant or by anyone else and used by the Consultant in performance of the services under this Agreement (the "**Work**") shall be a "work made for hire" as defined by the laws of the United States regarding copyrights.

**21. Assignment of Deliverables.** The Consultant hereby assigns to the City and its successors and assigns all of its right, title, interest and ownership in the Project deliverables, including, but not limited to, copyrights, trademarks, patents, and trade secret rights

and the rights to secure any renewals, reissues, and extensions thereof. The Consultant grants permission to the City to register the copyright and other rights in the Work in the City's name for use on the Project. The Consultant shall give the City, or any other person designated by the City all assistance reasonably necessary to perfect its rights under this Agreement and to sign such applications, documents, assignment forms and other papers as the City requests from time to time to further confirm this assignment. The Consultant further grants to the City full and complete ownership of the Project deliverables. The Consultant shall not use the Project deliverables for the benefit of anyone other than the City, without the City's prior written permission. Upon completion of the Work or other termination of this Agreement the Consultant shall deliver to the City all copies of Project deliverables relating or pertaining to this Agreement.

**22. Confidentiality.** The Consultant will not at any time, either directly or indirectly, disclose, use or communicate or attempt to disclose, use or communicate to any person, firm, or corporation any confidential information or any other information concerning the business, services, finances or operations of the City except as expressly authorized by the City. The Consultant shall treat such information at all times as confidential. The Consultant acknowledges that each of the following can contain confidential information of the City and that the disclosure of any of the following by the Consultant without the City's express authorization would be harmful and damaging to the City's interests:

- a. Compilations of resident names and addresses, resident lists, resident payment histories, resident information reports, any other resident information, computer programs, computer software, printouts, backups, computer disks and diskettes, and computer databases and which are not otherwise known to the public.
- b. All information relating to the Consulting Services being performed by the Consultant under this Agreement, regardless of its type or form and which are not otherwise known to the public.
- c. Ideas, concepts, designs and plans which are specifically involved with the Consulting Services being performed by

the Consultant under this Agreement which are created, designed, enhanced by the Consultant and which are not otherwise known to the public.

- d. Financial information and police records.

This itemization of confidential information is not exclusive; there may be other information that is included within this covenant of confidentiality. This information is confidential whether or not it is expressed on paper, disk, diskette, magnetic media, optical media, monitor, screen, or any other medium or form of expression. The phrase "directly or indirectly" includes, but is not limited to, acting through Consultant's wife, children, parents, brothers, sisters, or any other relatives, friends, partners, trustees, agents or associates.

**23. City Records.** All books, papers, records, lists, files, forms, reports, accounts, documents, manuals, handbooks, instructions, computer programs, computer software, computer disks and diskettes, printouts, backups, and computer databases relating in any manner to the City's business, services, programs, software or residents, whether prepared by the Consultant or anyone else, are the exclusive property of the City. In addition, all papers, notes, data, reference material, documentation, programs, diskettes (demonstration or otherwise), magnetic media, optical media, printouts, backups, and all other media and forms of expression that in any way include, incorporate or reflect any confidential information of the City (as defined above) are the exclusive property of the City. The Consultant shall immediately return said items to the City upon termination of the Consultant's engagement or earlier at the City's request at any time.

**24. Breach of Confidentiality.** In the event of breach of the confidentiality provisions of this Agreement, it shall be conclusively presumed that irreparable injury would result to the City and there would be no adequate remedy at law. The City shall be entitled to obtain temporary and permanent injunctions, without bond and without proving damages, to enforce this Agreement. The City is entitled to damages for any breach of the injunction, including, but not limited to, compensatory, incidental, consequential, exemplary and punitive damages. The confidentiality provisions of this Agreement survive the termination or performance of this Agreement.

**25. Compliance with Law.** The Consultant will comply with all laws, codes, ordinances and regulations which are in effect as of the date of this Agreement.

**26. Time of Performance.** Time is hereby declared to be of the essence of this Agreement. The Consultant shall commence work within **5** calendar days following the execution of this Agreement and shall complete the Consulting Services according to the schedule within Consultant's proposal attached as **Exhibit B**.

**B. THE CITY AGREES:**

**1. Fee for Services.** The City shall pay the Consultant, for the Consulting Services above described, a fee not to exceed **THIRTY-NINE THOUSAND, ONE HUNDRED SEVENTY-EIGHT Dollars and 00/100 Cents (\$39,178.00)**.

**2. Cooperation with Services.** The Consultant shall indicate to the City the information needed for rendering of the Consulting Services of this Agreement. The City shall provide to the Consultant such information as is available to the City and the City's Consultants and contractors, and the Consultant shall be entitled to rely upon the accuracy and completeness thereof.

**3. Invoices and Payment.** The City, for and in consideration of the rendering of the Consulting Services enumerated herein shall pay to the Consultant for rendering such Consulting Services the fee hereinbefore established in the following manner:

- a.** Upon receipt of monthly statements from the Consultant and the approval thereof by the City, payments for the work performed shall be due and payable to the Consultant within thirty (30) days after approval by the City.
- b.** Payments shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

**C. IT IS MUTUALLY AGREED:**

**1. Relationship of the Parties.** The Consultant is an independent contractor in the performance of this Agreement, and it is understood that the parties have not entered into any joint venture or partnership with the other. The Consultant shall not be considered to be the agent of the City. Nothing contained

in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the City or Consultant.

**2. Designees.** Each party to this Agreement shall designate one or more persons to act with authority on its behalf with respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.

**3.** [Reserved.]

**4. Written Notices.** Written notices between the City and the Consultant shall be deemed sufficiently given after being placed in the United States mail, registered or certified, postage pre-paid, addressed to the appropriate party as follows:

- a.** If to the City:  
City of Rolling Meadows  
3600 Kirchoff Road  
Rolling Meadows, Illinois 60008  
Attn: City Manager  
cc: Director of Community Development
- b.** If to the Consultant:  
Civiltech Engineering, Inc.  
Two Pierce Place Ste 1400  
Itasca, IL 60143  
Attn: Michael J. Folkening
- c.** Either party may change its mailing address by giving written notice to the other party as provided above. Whenever this Agreement requires one party to give the other notice, such notice shall be given only in the form and to the addresses described in this paragraph.

**5. Entire Agreement.** This Agreement represents the entire and integrated contract between the parties and supersedes all prior negotiations, representations or understandings, whether written or oral. This Agreement may only be amended by written instrument executed by authorized signatories of the City and the Consultant.

6. **Successors.** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors.

7. **No Waiver.** The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.

8. **Provisions Severable.** If any term, covenant, or condition of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this contract shall not be affected thereby; and each term, covenant or condition of this Agreement shall be valid and shall be enforced to the fullest extent permitted by law.

9. **Governing Laws.** This Agreement shall be construed under and governed by the laws of the State of Illinois, and all actions brought to enforce the dispute resolution provisions of this Agreement shall be so brought in the Circuit Court of Cook County, State of Illinois.

10. **Counterpart Execution.** This Agreement may be signed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same instrument.

11. **Headings.** The headings, titles, and captions in this Agreement have been inserted only for convenience and in no way define, limit, extend, or describe the scope or intent of this Agreement.

12. **Required Provisions.** Every provision required by law to be inserted into this Agreement shall be deemed to be inserted herein.

**D. CERTIFICATION OF CONSULTANT**

The Consultant certifies that the Consultant, its shareholders holding more than five percent (5%) of the outstanding shares of the Consultant, its officers and directors are:

1. Not delinquent in the payment of taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1-1;

2. Not barred from contracting as a result of a violation of either Section 33E-3 (bid rigging) or Section 33E-4 (bid rotating) of the Criminal Code of 1961 (720 ILCS 5/33E-3 and 5/33E-4);
3. Not in default, as defined in 5 ILCS 385/2, on an educational loan, as defined in 5 ILCS 385/1;
4. In compliance with the Veterans Preference Act (330 ILCS 55/0.01 *et seq.*);
5. In compliance with equal employment opportunities and that during the performance of the Agreement, the Consultant shall:
  - a. Not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
  - b. If it hires additional employees in order to perform this Agreement or any portion hereof, it will determine the availability (in accordance with the Illinois Department of Human Right's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit, and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
  - c. In all solicitations or advertisements for employees placed by it or on its behalf, it will

state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

- d. Send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other Agreement or understanding, a notice advising such labor organization or representative of the Consultant's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Consultant in its efforts to comply with such Act and Rules and Regulations, the Consultant will promptly so notify the Illinois Department of Human Rights; and the City and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- e. Submit reports as required by the Illinois Department of Human Rights, Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- f. Permit access to all relevant books, records, accounts, and work sites by personnel of the contracting agency and the Illinois Department of Human Rights for purposes of

investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

- g. Not maintain or provide for its employees any segregated facilities at any of its establishments, and not permit its employees to perform their services at any location, under its control, where segregated facilities are maintained. As used in this section, the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis or race, creed, color, or national origin because of habit, local custom, or otherwise.
- h. Consultant (except where it has obtained identical certifications from proposed Subcontractors and material suppliers for specific time periods), obtain certifications in compliance with this subparagraph from proposed subcontractors or material suppliers prior to the award of a subcontract or the consummation of material supply Agreements, exceeding \$10,000.00 which are not exempt from the provisions of the Equal Opportunity clause, and that Consultant will retain such certifications in its files.

- i. In the event of the Consultant's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Act or the Rules and Regulations of the Department, the Consultant may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be cancelled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
9. In compliance with 775 ILCS 5/2-105(A)(4) by having in place and enforcing a written sexual harassment policy.
  10. In agreement that in the event of non-compliance with the provisions of this certification relating to equal employment opportunity, the Illinois Human Rights Act or the Illinois Department of Human Rights, Rules and Regulations, the Consultant may be declared ineligible for future contracts with the City, and this Agreement may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.
  11. In compliance with 30 ILCS 580/1 *et seq.* (Drug Free Workplace Act) by providing a drug-free workplace by:
    - a. Publishing a statement:
      - (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance, including cannabis, is prohibited in the Consultant's workplace.
      - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
      - (3) Notifying the employee that, as a condition of employment on such Agreement, the employee will:
        - (a). Abide by the terms of the statement; and
        - (b). Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
    - b. Establishing a drug-free awareness program to inform employees about:
      - (1) The dangers of drug abuse in the workplace; and
      - (2) The Consultant's policy of maintaining a drug-free workplace; and
      - (3) Any available drug counseling, rehabilitation, and employee assistance program; and
      - (4) The penalties that may be imposed upon employees for drug violations.
    - c. Making it a requirement to give a copy of the statement required

by this subparagraph to each employee engaged in the performance of the Agreement, and to post the statement in a prominent place in the workplace.

- d. Notifying the City within ten (10) days after receiving notice under this subparagraph from any employee or otherwise receiving actual notice of such conviction.
  - e. Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by 30 ILCS 580/5.
  - f. Assisting employees in selecting a course of action in the event drug counseling treatment and rehabilitation is required and indicating that a trained referral team is in place.
  - g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this section.
9. [Reserved.]
10. Not a City official, spouse or dependent child of a City official, agent on behalf of any City official or trust in which a City official, the spouse or dependent child of a City official.
11. Not having solicited any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or

intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer from the Consultant.

- 12. Not having given to any officer or employee of the City any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to the government employment or the official position of the employee or officer.
- 13. In agreement that, pursuant to the provisions of the Illinois Freedom of Information Act, (5 ILCS 140/1 *et seq.*), documents or records prepared or used in relation to work performed under this Agreement are considered a public record of the City; and therefore, the Consultant shall review its records and promptly produce to the City any records in the Consultant's possession which the City requires in order to properly respond to a request made pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*), and the Consultant agrees that it shall produce to the City such records within three (3) business days of a request for such records from the City at no additional cost to the City.

**[REMAINDER OF PAGE  
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**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by their duly authorized officers as of the dates below indicated.

Executed by the City, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

CITY OF ROLLING MEADOWS  
3600 Kirchoff Road  
Rolling Meadows, Illinois 60008

By \_\_\_\_\_  
Rob Sabo, City Manager

ATTEST

By \_\_\_\_\_  
Judy Brose, Deputy City Clerk

Executed by the Consultant, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

By \_\_\_\_\_

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

**EXHIBIT A**  
**Minimum Insurance Requirements**

**a. Minimum Scope of Insurance**

Coverage shall be at least as broad as:

- (1) Insurance Services Office Commercial General Liability occurrence form CG 0001 (Ed. 11/85);
- (2) Insurance Services Office form number CA 0001 (ed. 1/87) covering Automobile Liability, symbol 01 "any auto" and endorsement CA 0029 (Ed. 12/88) changes in Business Auto and Truckers coverage forms - Insured Contract or ISO form number CA 0001 (Ed. 12/90);
- (3) Professional Liability/Malpractice Liability policy; and
- (4) Workers' Compensation as required by the Labor Code of the State of Illinois and Employers' Liability insurance.

**b. Minimum Limits of Insurance**

The Consultant shall maintain limits no less than:

- (1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. The general aggregate shall be \$2,000,000 per Project.
- (2) Automobile Liability: \$1,000,000 combined single limit per accident or bodily injury and property damage.
- (3) Professional Liability: \$2,000,000 single limit for errors and omissions, professional/malpractice liability.
- (4) Workers' Compensation and Employers' Liability: Workers' Compensation insurance of \$1,000,000, and Employers' Liability limits of \$500,000 per accident.
- (5) Umbrella Liability: \$5,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Minimum Aggregate shall be no less than \$5,000,000 per person, per aggregate.

**c. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of the City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officials, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses and related investigation, claim administration and defense expenses.

**d. Other Insurance Provisions**

The policies are to contain, or be endorsed to contain the following provisions:

- (1) **General Liability and Automobile Liability Coverages**

- (a) The City, its officials, employees and volunteers are to be covered as additional insured as respects: liability arising out of activities performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officials, employees, and volunteers.
- (b) The Consultant's insurance coverage shall be primary as respects the additional insureds. Any insurance or self-insurance maintained by the City, its officials, agents, employees, and volunteers shall be in excess of the Consultant's insurance and shall not contribute with it.
- (c) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its officials, agents, employees, and volunteers.
- (d) The Consultant's insurance shall contain a severability of interests' clause or language stating that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

**(2) Workers' Compensation Coverage**

The insurer shall waive all rights of subrogation against the City, its officials, employees, agents and volunteers for losses arising from work performed by Consultant for the City.

**(3) All Coverages**

Each insurance policy required by this clause shall be endorsed to state that the coverage shall not be voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.

**e. Acceptability of Insurers**

The insurance carrier used by the Consultant shall have a minimum insurance rating of A+ according to the AM Best Insurance Rating Schedule and licensed to do business in the State of Illinois.

**f. Verification of Coverage**

The Consultant shall furnish the City with certificates of insurance and with copies of endorsements affecting coverage. The certificates and endorsement for the insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements may be on forms provided by the insurance carrier and are to be received and approved by the City before any work commences. The City reserves the right to request full certified copies of the insurance policies.

**EXHIBIT B**  
**Consultant's Proposal for the Services**  
**Dated April 24, 2025**  
**Amended May 7, 2025**

# Kirchoff Road Reconfiguration Traffic Study



City of Rolling Meadows

April 24, 2025





## SECTION 1

---

# Cover Letter

Project Cost Proposal

Brief Consultant Profile

Organization and Staffing

Appendix A: Relevant Project Experience



**Date**  
April 24, 2025

**To**  
Mr. Glen Cole  
Assistant City Manager & Community  
Development Director  
City of Rolling Meadows  
3600 Kirchoff Road  
Rolling Meadows, IL 60008  
admin@cityrm.org

**Re**  
Request for Proposal  
Kirchoff Road Reconfiguration  
Traffic Study

## Civiltech Engineering, Inc.

 [www.civiltechinc.com](http://www.civiltechinc.com)

 630.773.3900

 **Itasca**  
Two Pierce Place, Suite 1400  
Itasca, IL 60143

**Chicago**  
30 N LaSalle Street, Suite 3220  
Chicago, IL 60602

**Milwaukee**  
330 E. Kilbourn Avenue  
Suite 1215, Tower One  
Milwaukee, WI 53202

Follow us on social media.

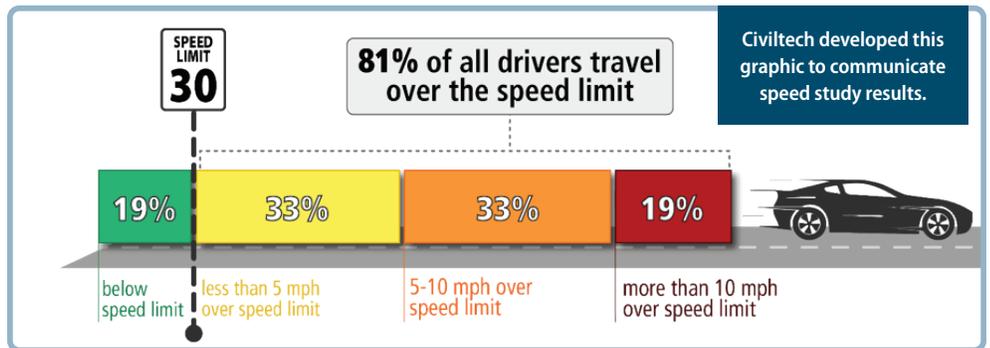


Dear Mr. Cole:

Thank you for the opportunity to submit our proposal to provide traffic engineering services to assess the feasibility of a road diet on Kirchoff Road between Rohlwing Road and New Wilke Road. We are extremely enthusiastic about this opportunity as our staff is passionate about complete streets improvements and brings strong traffic engineering experience to the table. The Kirchoff Road project will showcase our unique capability to blend traffic modeling results with stakeholder messaging that not only is technically sound but tells a story that can be easily understood by those without engineering backgrounds.

By selecting Civiltech, the City of Rolling Meadows will be partnering with a consultant team that brings the following strengths:

- **Strong in-house traffic simulation and modeling experience.** Civiltech has provided these services to various municipalities including the Village of Mount Prospect, the City of Kalamazoo, Michigan, and the City of Chicago. We bring two decades of experience to this opportunity using tools like Synchro and Vissim to develop complex traffic models and visualizations to support public engagement. The combination of our strong traffic modeling experience with local knowledge and availability sets us apart from others.
- **A focus on roadway safety.** Improving roadway safety is a major emphasis for Civiltech. We have two Roadway Safety Professionals (RSPs) on staff who are proficient in analyzing safety data and recommending actions to improve the safety of the motoring public.
- **One of the largest traffic engineering staffs in the Chicago region.** With eight certified Professional Traffic Operations Engineers (PTOE), we have the capability to complete projects that require expedited turnaround times quickly and accurately.
- **Clear and concise communication.** We excel at summarizing results through concise text and beautiful graphics that convey complex ideas in a simple manner. As many of our municipal clients will attest, we are experts at communicating at public forums, especially for difficult or controversial projects.



## Project Understanding

The City of Rolling Meadows (City) is reenvisioning the Kirchoff Road corridor as a focal point for the community by increasing walkability and bike friendliness, providing on-street public parking, and encouraging land uses that would make the corridor a civic destination and encourage economic development. The City and its consulting team have prepared the Kirchoff Road Corridor Study over the past year and has found that traffic volumes along the corridor are well below those that would merit a four or five lane roadway section to provide satisfactory traffic operations. However, a second opinion has been requested to evaluate future traffic safety and capacity along the corridor to confirm that the proposed lane reduction is feasible and should be pursued further. Civiltech has received and has reviewed Addendum 1 to this RFQ.

## Scope of Services

We generally concur with the scope provided in the study Request for Proposals (RFP). The following modifications or optional additions to the proposed scope are suggested to aid in the City’s decision-making process and future Phase I coordination efforts:

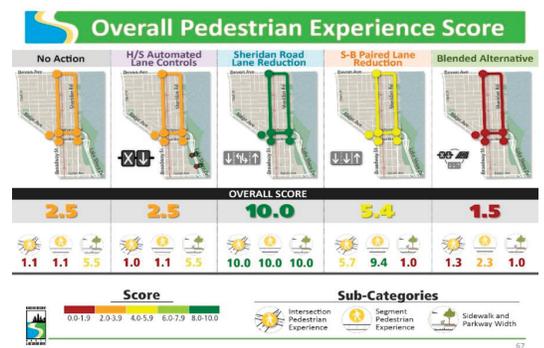
- The IL Route 53 Northbound Exit Ramp/Kirchoff Road signal is proposed to be included as an expanded scope item. Not only is the spacing between this signal and the Rohlwing Road/Frontage Road signal short, but should federal funding be used for this project, this intersection would likely need to be included as the western logical terminus of the project.
- We propose investigating interconnection and coordination of the signals within the corridor to optimize traffic operations. The benefit in doing this would be to offset any effect of the proposed reduction in capacity on traffic operations with improved through traffic flow. This would be completed as part of the future conditions Synchro analysis.
- As an additional optional scope item, we propose modeling the corridor using the Vissim traffic microsimulation software. Vissim allows the modeling of proposed features in the corridor that are not included in conventional traffic analysis software like on-street parking, capturing how vehicles entering and exiting parking spaces affect traffic operations. Vissim also allows for more detailed modeling of interactions between pedestrians, bicyclists, and motorists than is attainable with conventional traffic analysis software. We have had success in showing Vissim simulations to the public and decision makers on several of the representative projects highlighted in this proposal. The simulation analyses have aided in stakeholder understanding of how the project will work “on the street” and developing consensus for proposed projects.



## Representative Projects

Civiltech has extensive experience modeling traffic operations for complex projects, including road diets. Some of the highlights are discussed below and detailed project profiles are provided in the appendix.

- **Windsor Road Diet and Resurfacing (Arlington Heights, IL)** – For this Phase I project, Civiltech used Synchro analyses and public outreach strategies to gain approval for a road diet through a residential neighborhood.
- **Michigan Avenue Two-Way Conversion (Kalamazoo, MI)** – Complex traffic modeling and video visualizations conveyed that an auto-centric one-way street could be converted to a two-way street with on-street parking and protected bike lanes.
- **Belmont Avenue Traffic Operations Study (Chicago, IL)** - Civiltech utilized Vissim traffic simulation to evaluate parking restriction removal while optimizing transit performance along Belmont Avenue, a complex transportation corridor featuring one of the busiest bus routes operated by the Chicago Transit Authority (CTA).
- **Wolf Road Lane Reduction Study (Mount Prospect, IL)** – Traffic modeling and rendering tools were employed to envision Wolf Road with fewer travel lanes and protected bike lanes.
- **Northern Terminus Traffic Study (Chicago, IL)** – Various roadway configurations were modeled using Synchro and scored using capacity, bike/ped level of comfort, and other quality of life metrics to determine rankings of the alternatives.
- **Westmore-Meyers Road Diet (Lombard, IL)** – Civiltech is using Synchro and Vissim to evaluate the potential to remove travel lanes on a four-lane, 13,000 ADT street with a mix of residential and commercial uses.



The Northern Terminus Traffic Study project blended capacity analysis with livability considerations.



## Project Timeframe

Civiltech stands ready to meet the City’s aggressive timeline laid out in the RFP. Weather permitting, traffic counts will be collected immediately following the notice to proceed with analysis and report writing to follow in June and a City Council presentation in late July. If Vissim analysis are included, the project schedule extends by one month with a final report submittal and Council presentation anticipated in late August.

## Staffing



We have assigned **Steve Pautsch, P.E., PTOE** as Project Manager. Steve brings more than 23 years of traffic experience working with various municipalities throughout the Chicago region to coordinate and conduct numerous traffic studies of all types and sizes. Steve has extensive experience coordinating with government staff and communicating with elected officials.



**Brian DeSalle, P.E., PTOE**, will serve as as Senior Traffic Engineer. He is experienced in traffic engineering, and impact studies, traffic modeling and simulation, and traffic signal operations. He has expertise evaluating transportation performance from detailed-oriented and big picture perspectives using software packages such as Synchro/SimTraffic, VISTRO, Sidra, Vissim, and Highway Capacity Software. Please refer to the Organizational and Staffing chapter for an organizational chart and resumes.

I will be the person authorized to represent the company in matters related to this RFP and will be responsible for Quality Control and Assurance throughout this project. Please contact me at 312.656.0687 or [mfolkening@civiltechinc.com](mailto:mfolkening@civiltechinc.com) with any questions.

Very truly yours,

Michael J. Folkening, P.E., PTOE  
Director of Urban Design & Traffic  
CIVILTECH ENGINEERING, INC.

### PROJECT SCHEDULE

Contract awarded: May 13, 2025

Traffic Counts/Speed Counts and Data Reduction: May 15-May 23

Existing Conditions Analysis/CMAP Projections: May 26 – June 9

2050 Synchro Analyses: June 10 – June 20

Draft Technical Report and Presentation: June 23 – July 1

Submit Draft Deliverables: July 3 (assume two week review window)

Revise Technical Report and Presentation: July 14 – July 17

City Council Presentation: July 22

### If Vissim Analyses Included:

2050 Vissim Analyses: June 23 – July 11

Draft Technical Report and Presentation: July 14 – July 21

Submit Draft Deliverables: July 23 (assume two week review window)

Revise Technical Report and Presentation: August 6 – August 11

City Council Presentation: August 26



## SECTION 2

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Cover Letter

# Project Cost Proposal

Brief Consultant Profile

Organization and Staffing

Appendix A: Relevant Project Experience

Kirchoff Road Reconfiguration Traffic Study  
City of Rolling Meadows

**COST ESTIMATE OF CONSULTANT SERVICES**

	Personnel & Hours								
	Director	Project Manager	Senior Traffic Engineer	Traffic Engineer	Traffic Technician				
	\$86.00	\$62.25	\$59.25	\$44.00	\$35.00				
Task						Total Hours	% of Hours	Labor Cost	
<b>1 Data Collection</b>	2	2	8	22	18	52	26.4%	\$ 2,369	
<b>2 Existing Conditions Documentation</b>	-	5	6	23	-	34	17.3%	\$ 1,679	
<b>3 No-Build 2050 Traffic Analysis</b>	-	1	4	12	-	17	8.6%	\$ 827	
<b>4 Build 2050 Traffic Analysis</b>	1	3	6	18	-	28	14.2%	\$ 1,420	
<b>5 Technical Report and Presentation</b>	2	15	6	22	4	49	24.9%	\$ 2,569	
<b>6 Supervision, Administration &amp; Project Coordination</b>	2	10	5	-	-	17	8.6%	\$ 1,091	
<b>Sub-Total (Without Task 7)</b>	<b>7</b>	<b>36</b>	<b>35</b>	<b>97</b>	<b>22</b>	<b>197</b>			
<b>% of Hours</b>	3.6%	18.3%	17.8%	49.2%	11.2%		100%		
Total Cost	\$602	\$2,241	\$2,074	\$4,268	\$770			\$9,955	
Multiplier*	<b>2.80</b>							\$27,873	
Direct Costs								\$1,350	
<b>Total Engineering Cost (Without Task 7):</b>								<b>\$39,178</b>	
<b>7 Vissim Modeling</b>	1	4	14	56	-	75		\$ 3,629	
<b>Sub-Total (Including Task 7)</b>	<b>8</b>	<b>40</b>	<b>49</b>	<b>153</b>	<b>22</b>	<b>272</b>			
Total Cost	\$688	\$2,490	\$2,903	\$6,732	\$770			\$13,583	
Multiplier*	<b>2.80</b>							\$38,033	
Direct Costs								\$1,350	
<b>Total Engineering Cost (Including Task 7):</b>								<b>\$52,966</b>	

\* Multiplier includes Overhead and Profit

**Kirchoff Road Reconfiguration Traffic Study  
City of Rolling Meadows**

**WORKHOUR ESTIMATE**

Task No.	Task	Personnel & Hours					Total Hours	% of Hours
		Director	Project Manager	Senior Traffic Engineer	Traffic Engineer	Traffic Technician		
<b>1</b>	<b>Data Collection</b>							
A.	Attend kick-off meeting with City.	2	2	2			6	11.5%
B.	Collect and review record information such as previous studies, correspondence, plans, signal timings, roadway plans.			2	2		4	7.7%
C.	Obtain 8-hour turning movement counts at 6 key intersections using Miovision cameras.				2	12	14	26.9%
D.	Process and format turning movement count data; prepare peak hour diagrams			2	4	2	8	15.4%
E.	Collect 48 hours of radar speed data on a typical weekday during the school year at one location.				2	2	4	7.7%
F.	Process and format vehicle speed data. Develop speed curves for automobiles, single-unit trucks, and multi-unit trucks.			2	6	2	10	19.2%
G.	Perform peak hour field visits to observe traffic operations, identify safety concerns, and to verify data.				6		6	11.5%
<b>Sub-total Item 1</b>		<b>2</b>	<b>2</b>	<b>8</b>	<b>22</b>	<b>18</b>	<b>52</b>	<b>100.0%</b>
<b>2</b>	<b>Existing Conditions Documentation</b>							
A.	Collect most recent 5 years of crash data available from local or IDOT sources.		1		2		3	8.8%
B.	Review police crash reports for all fatal, serious injury, bike, and ped crashes.		1		2		3	8.8%
B.	Develop GIS maps to visualize crash data.		1		4		5	14.7%
C.	Compare safety performance to peer segments and intersections using IDOT Safety Tiers.		1	2	4		7	20.6%
D.	Develop existing conditions Synchro model for corridor.			1	6		7	20.6%
E.	Document capacity results in graphical and tabular formats.			1	1		2	5.9%
F.	Prepare narrative summarizing corridor traffic trends with respect to previous counts and recent land use changes.		1	2	4		7	20.6%
<b>Sub-total Item 2</b>		<b>0</b>	<b>5</b>	<b>6</b>	<b>23</b>	<b>0</b>	<b>34</b>	<b>100.0%</b>
<b>3</b>	<b>No-Build 2050 Traffic Analysis</b>							
A.	Obtain 2050 traffic projections from CMAP for No-Build condition. Includes preparation of CMAP request letter, and email coordination.			1	2		3	17.6%
B.	Estimate traffic generated by three opportunity sites & assign trips.		1	2	4		7	41.2%
C.	Prepare 2050 No-Build Synchro model.			1	6		7	41.2%
<b>Sub-total Item 3</b>		<b>0</b>	<b>1</b>	<b>4</b>	<b>12</b>	<b>0</b>	<b>17</b>	<b>100.0%</b>
<b>4</b>	<b>Build 2050 Traffic Analysis</b>							
A.	Prepare Synchro model with 3-lane cross section.			1	6		7	25.0%
B.	Identify mitigation to optimize traffic operations.		1	2	6		9	32.1%
C.	Assess traffic diversions.			1	2		3	10.7%
D.	Identify crash modification factors and safety benefits.		1	2	4		7	25.0%
E.	Recommend design alternative.	1	1				2	7.1%
<b>Sub-total Item 4</b>		<b>1</b>	<b>3</b>	<b>6</b>	<b>18</b>	<b>0</b>	<b>28</b>	<b>100.0%</b>

**Kirchoff Road Reconfiguration Traffic Study  
City of Rolling Meadows**

**WORKHOUR ESTIMATE**

Task No.	Task	Personnel & Hours					Total Hours	% of Hours
		Director	Project Manager	Senior Traffic Engineer	Traffic Engineer	Traffic Technician		
<b>5</b>	<b>Technical Report and Presentation</b>							
A.	Prepare draft technical report and submit to City in PDF format. Assume one revision.	1	2	4	18	4	29	59.2%
B.	Submit final technical report.	1	1	2	4		8	16.3%
C.	Prepare for and present at one City Council meeting.		12				12	24.5%
	<b>Sub-total Item 5</b>	<b>2</b>	<b>15</b>	<b>6</b>	<b>22</b>	<b>4</b>	<b>49</b>	<b>100.0%</b>
<b>6</b>	<b>Supervision, Administration &amp; Project Coordination</b>							
A.	Project setup, monthly invoicing, status reports & schedule monitoring.		5				5	29.4%
B.	Miscellaneous virtual coordination meetings with City.	2	5	5			12	70.6%
	<b>Sub-total Item 6</b>	<b>2</b>	<b>10</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>100.0%</b>
	<b>Total Hours:</b>	<b>7</b>	<b>36</b>	<b>35</b>	<b>97</b>	<b>22</b>	<b>197</b>	
	<b>% of Hours:</b>	<b>3.6%</b>	<b>18.3%</b>	<b>17.8%</b>	<b>49.2%</b>	<b>11.2%</b>	<b>100.0%</b>	

**Vissim Analysis Optional Scope Add-On**

<b>7</b>	<b>Vissim Modeling</b>							
A.	Develop existing conditions Vissim model.		1	4	16		21	28.0%
B.	Calibrate existing conditions Vissim model.			2	8		10	13.3%
C.	Develop 2050 Build conditions Vissim model for highest traffic peak hour.		1	4	16		21	28.0%
D.	Create Vissim animations for public involvement purposes. Assume one revision.	1	2	4	16		23	30.7%
	<b>Sub-total Item 7</b>	<b>1</b>	<b>4</b>	<b>14</b>	<b>56</b>	<b>0</b>	<b>75</b>	<b>100.0%</b>
	<b>Total Hours:</b>	<b>8</b>	<b>40</b>	<b>49</b>	<b>153</b>	<b>22</b>	<b>272</b>	
	<b>% of Hours:</b>	<b>2.9%</b>	<b>14.7%</b>	<b>18.0%</b>	<b>56.3%</b>	<b>8.1%</b>	<b>100.0%</b>	



**DIRECT COSTS**

<b>Item 1 Early Coordination and Data Collection</b>				
<b>Miovision Processing</b>				
6	Intersections	@8 hrs	@27.03/hr	\$1,297.44
<b>Mileage</b>				
2	Trips @	15 miles @	\$0.700	\$21.00
<b>Item 2 Crash Analyses</b>				
<b>Mileage</b>				
2	Trips @	15 miles @	\$0.700	\$21.00
<b>Item 5 Technical Report and Presentation</b>				
<b>Mileage</b>				
1	Trip @	15 miles @	\$0.700	\$10.50
<b>TOTAL:</b>				<b>\$1,350</b>



## SECTION 3

---

Cover Letter

Project Cost Proposal

# **Brief Consultant Profile**

Organization and Staffing

Appendix A: Relevant Project Experience



## FIRM PROFILE

Civiltech Engineering, Inc. is a professional consulting firm with its primary focus on **Transportation Planning, Design, and Engineering**. The firm offers a wide range of services while maintaining a high level of integrity and attention to detail on each and every area of the job.

Civiltech's municipal client list includes over 85 villages and cities in the Chicago, Northern Illinois, Milwaukee, and Southeastern Wisconsin regions. Clients include multiple county and township DOTs, Illinois Tollway, Illinois Department of Transportation, Chicago Department of Transportation, the City of Milwaukee Public Works, additional public agencies, as well as private sector clients. Civiltech realizes that success lies in the individual service and attention we provide to our clients. We are committed to providing top quality consulting engineering services. Through the years, we have earned a reputation for professional excellence and integrity.

### Doing Business with Civiltech

Civiltech Engineering, Inc. was established in 1988 as a privately held Illinois corporation. We are licensed to do business in the States of **Illinois and Wisconsin**.



#### Corporate Headquarters

Two Pierce Place, Suite 1400  
Itasca, IL 60143

#### Chicago Office

30 N LaSalle St., Suite 3220  
Chicago, IL 60602

#### Milwaukee Office

330 E. Kilbourn Ave., Suite 1215, Tower 1  
Milwaukee, WI 53202

**36**  
Years of Service

**3,800** Projects & Counting

**260+** Satisfied Clients

**135+**  
Dedicated Employees

**54**  
Licensed P.E.'s

**Technical excellence.**  
**Responsive service.**  
**Local knowledge.**

**Civiltech is a leader in innovative planning, design, and construction solutions.**

#### Strong Reputation

We have developed a rapport with our municipal clients such that we have a clear understanding of the communications necessary with not only your staff but also the residents and business owners involved in any given project.

#### Responsiveness

Civiltech is responsive to our client's needs. We meet or exceed the client's schedule and requirements, and are always readily available if a problem arises in design or during construction. We stand behind our work.

#### Quality Work

We provide a quality product with a qualified and friendly staff. Our goal is to achieve 100% client satisfaction.

#### Adaptable

We continually keep abreast of current and/or changing federal and state funding programs that may be of financial benefit to the community.

#### Knowledge Sharing

Civiltech performs engineering services for many other municipalities, and therefore can share our experiences and information on techniques, new products or innovations that other communities are using that might be of benefit in your community.

#### Creative Solutions

Civiltech's staff has an enthusiasm for practical, yet creative, design and engineering solutions.



# A Full Suite of Services

Our multi-disciplinary team provides comprehensive transportation engineering services for whatever your project requires.

## Transportation Design

- › Expressway and Highway Design
- › Traffic Signals and Intelligent
- › Transportation Systems

## Traffic Engineering

## Civil Engineering

- › Civil Site Engineering
- › Municipal Engineering

## Environmental Studies

## Construction Engineering

## Water Resources

## Structural Design

## Right of Way

## Urban Design

- › Streetscape Design

## Landscape Architecture

## Transportation Planning

## Program Management



## CLIENT PARTNERS

## A Vast Network of Local Knowledge

Civiltech provides our clients a partner they can count on to deliver meaningful improvements and positive project outcomes for all of the users of their transportation networks and infrastructure.

### Municipalities

Addison | Arlington Heights | Aurora | Barrington | Batavia | Bensenville | Berkeley | Bloomingdale | Bridgeview | Buffalo Grove | Crystal Lake  
Deer Park | Deerfield | Des Plaines | Downers Grove | East Hazel Crest | Elgin | Elk Grove Village | Elmhurst | Evanston | Fox Lake | Glendale Heights  
Glen Ellyn | Glenview | Grayslake | Gurnee | Hanover Park | Hazel Crest | Hinsdale | Highland Park | Hoffman Estates | Homewood | Huntley | Itasca  
Joliet | Lake Barrington | Lake Forest | Lemont | Libertyville | Lisle | Lockport | Lombard | McHenry | Marengo | Morton Grove | Mount Prospect  
Mundelein | Naperville | Niles | Oak Brook | Orland Park | Palatine | Park Forest | Park Ridge | Robbins | Schaumburg | Vernon Hills | Villa Park  
West Chicago | Wilmette | Winnetka | Winfield | Woodstock

### Regional Agencies

Chicago Metropolitan Agency for Planning | Cook County Department of Transportation and Highways | DuPage County Division of Transportation  
Forest Preserve District of Cook County | Illinois Department of Transportation | Illinois Tollway | Kane County Division of Transportation | Lake County  
Division of Transportation | Lake County Forest Preserve District | McHenry County Division of Transportation | Will County Division of Transportation

### Other Client Partners

Addison Fire Protection District | Addison School District #4 | Arlington Heights School District 25 | Bloomingdale Fire Protection District  
Chicago Department of Transportation | Chicago Park District | Chicago Zoological Society | College of DuPage | Crystal Lake Park District  
Huntley Park District | Libertyville High School District #128 | Mission Hills | Morton Arboretum | Palatine Public Library | Palatine Fire Protection  
District | South Suburban Mayors & Managers Association | United States Postal Service | Vernon Township | Villa Park Fire Department



# Traffic Data Analysis + Simulation

## Navigating Data to Bring Solutions

Our staff employs an array of the latest software packages to provide data-driven results. GIS tools are used by our planners to spatially analyze and visualize large amounts of data. Civiltech's traffic engineers can create multi-modal models of complex roadways using advanced traffic software.



SOFTWARE SOLUTIONS  
USED AT CIVILTECH



## REPRESENTATIVE PROJECTS



**North Lake Shore Drive**  
Chicago Department of Transportation  
**VISSIM** software was used to develop a complex multi-modal model of North Lake Shore Drive.



**Intersection Studies**  
Village of Schaumburg  
Staff used **Sidra** software to predict the performance of a roundabout at Weathersfield Way and Springinsguth Road.



**Multi-modal Crash Analysis Study**  
Chicago Department of Transportation  
**ESRI ArcMap** was used to provide an in-depth analysis of the causes of traffic crashes resulting in serious injuries or death.



**Ogden/Ashland Analysis**  
C\*NECT ( Chicago Neighborhood Engineering and Construction Team)  
**Synchro** and **SimTraffic** software were used to optimize traffic signal timings through a complicated triangle of intersections.



## **SECTION 4**

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Cover Letter

Project Cost Proposal

Brief Consultant Profile

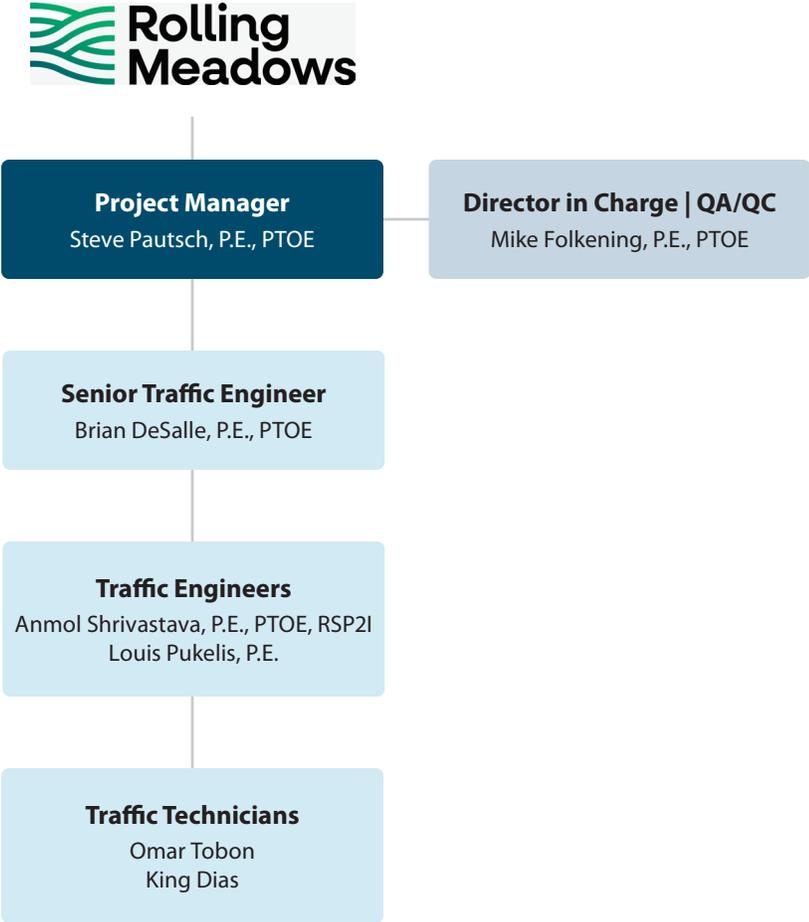
# **Organization and Staffing**

Appendix A: Relevant Project Experience



**PROJECT TEAM**

**Organizational Chart**





Steve Pautsch, P.E., PTOE

Project Manager



**Expertise**

- Traffic Engineering and Impact Studies
- Pedestrian Studies
- Bicycle Studies
- Traffic Signal and Signal System Design
- Intersection Design Studies
- School Studies
- Parking Studies
- Traffic Calming
- Intelligent Transportation System Design

**Education**

B.S. Civil Engineering, 2001  
Valparaiso University

**Professional Registrations**

Professional Engineer - Illinois; 062-058388  
Professional Traffic Operations Engineer -  
National Certification; 2020

**Certifications**

Traffic Signal Workshop, 2002  
Northwestern University Center  
for Public Safety  
Traffic Signal Seminar,  
CECI/IDOT, 2002

**Professional Organizations**

Institute of Transportation Engineers

Steve has been employed with Civiltech since June 2001. For over 13 years, he was a full-time consultant to the Chicago Department of Transportation, providing expert traffic engineering assistance, consultation, design, and review services in the development and design of auto, bicycle, pedestrian, and transit infrastructure improvements. His responsibilities at CDOT included conducting various types of traffic studies and presenting results to city staff and elected officials, reviewing plans and studies submitted to the department, designing pedestrian and bicycle infrastructure improvements, testifying at Plan Commission and other public meetings, and assisting with the development of department standards and policies. In 2019, he returned to Civiltech's Itasca office to serve as a Project Manager, specializing in Traffic, Bicycle, and Pedestrian Studies. Steve also has expertise in traffic signal, signal system, and Intelligent Transportation Systems design projects.

**Representative Projects**

**Bicycle and Pedestrian Facility Studies**

- Bicycle and Pedestrian Improvement Plan;** City of St. Charles
- Crosswalk Safety Enhancements at Milwaukee Ave. & Maple Ave.;** Village of Libertyville; \$250,000
- Old Plank Road Trail Extension Feasibility Study;** Village of Sauk Village
- Church Street Pedestrian and Bicycle Improvements;** City of Evanston; \$3.0 million
- Farnsworth Avenue at Marshall Boulevard and Illinois Prairie Path Segment/ Intersection Improvements;** City of Aurora; \$250,000
- Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP;** Chicago Department of Transportation; \$2.9 million
- Buffalo Grove High School Pedestrian Facilities;** Cook County Department of Transportation and Highways; \$100,000
- Broadway Foster Avenue to Devon Avenue;** City of Chicago; Chicago Department of Transportation; \$8.5 million
- Elmhurst Bicycle and Pedestrian Improvements Project;** City of Elmhurst; \$250,000
- Riverside Avenue Design Plans;** City of St. Charles; \$100,000

**Traffic Engineering, Safety and Pedestrian Studies**

- Traffic Calming Petitions & School Safety Plans;** Village of Oak Park
- 94th Avenue and 159th Street Traffic Safety Study;** Village of Orland Park
- Fulton Market Traffic Study;** Chicago Department of Transportation
- Central Avenue Safety Study;** Cook County Department of Transportation and Highways
- Greggs Parkway & Huntington Drive;** Village of Vernon Hills
- Traffic Engineering Services;** Chicago Department of Transportation
- Cook County On-Call Traffic Engineering Services;** Cook County Department of Transportation and Highways
- Elmhurst City Centre Traffic Review;** City of Elmhurst
- Vernon Hills Traffic Engineering Services;** Village of Vernon Hills
- Various Traffic Studies;** Village of Libertyville



Steve Pautsch, P.E., PTOE

Project Manager

## Representative Projects (Continued)

### Traffic Engineering, Safety and Pedestrian Studies (Continued)

Traffic Engineering Services; City of Highland Park

Western Court Traffic Study; Village of Lisle

Northern Terminus Traffic Study; Chicago Department of Transportation

### Bicycle Planning

Elmhurst Bicycle & Pedestrian Plan Update; City of Elmhurst

Libertyville Village Bicycle Plan; Village of Libertyville

Bicycle and Pedestrian Improvement Plan; City of St. Charles

### Traffic Signal and Signal System Design

Project Development Report; Lake Street/Springfield Drive; Villages of Bloomingdale and Roselle

Biesterfield Road and Leicester Road Intersection Realignment and Widening; Village of Elk Grove Village; (Roadway and Highway Design); \$1.0 million

Flashing Beacon Installation, Wolf Road/Forest Avenue; City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 Intersections); City of Joliet

Traffic Signal Modernizations, Signal Timing Optimization, Fairview Ave; Village of Downers Grove (7 Signal Fiber Optic Interconnect)

Temporary and Permanent Traffic Signal Installation and Interconnect with Autoscope Vehicle Detection, Washington Street, U.S. 45 to Hunt Club; Lake County Division of Transportation

Traffic Signal Installation, Washington Street, IL Route 83 to U.S. Route 45; Lake County Division of Transportation, (3 Signal Fiber Optic Interconnects)

Traffic Signal Modernization, 63rd Street; Chicago Department of Transportation

Traffic Signal Design, Big Hollow Road at U.S. 12 Frontage Road; Village of Fox Lake

District 1 Miscellaneous Traffic Signal Designs; Illinois Department of Transportation - Division of Highways

Naperville Road/Warrenville Road Traffic Signal Improvement; DuPage County Division of Transportation

Emergency Vehicle Preemption System Improvements (10 intersections); City of Des Plaines

Emergency Vehicle Preemption System Improvements (68 intersections); City of Joliet

Emergency Vehicle Preemption System Improvements (18 intersections); City of Elgin Fire Department

### Grant Writing

On-Call Grant Writing Services; Chicago Department of Transportation

Highway Safety Improvement Applications; Cook County Division of Transportation and Highways

Lisle North Connector Bike Path ITEP Application; Village of Lisle

159th Street and 94th Avenue HSIP Application; Village of Orland Park



Brian DeSalle, P.E., PTOE

Engineer V



## Expertise

Traffic Engineering and Impact Studies  
Traffic Modeling and Simulation  
Traffic Signal and Signal System Design

## Education

M.S. Civil Engineering, 2002  
Purdue University  
B.S. Civil Engineering, 1999  
University of Missouri-Rolla

## Professional Registrations

Professional Engineer – Illinois; 062-058689  
Professional Traffic Operations  
Engineer – National Certification; 2550

## Certifications

VISSIM Training, Summer 2023  
PTV America  
VISUM Intro Training, Summer 2023  
PTV America  
VISTRO Training, Summer 2023  
PTV America  
Synchro/SimTraffic Level II Training, August 2011  
Cubic

## Professional Organizations

Institute of Transportation Engineers

## Municipal Affiliations

Village of Pingree Grove  
Planning and Zoning Commissioner  
2020 - Present

Brian serves as a Senior Traffic Engineer with over 21 years of experience at Civiltech. His specializations are in traffic engineering and impact studies, traffic simulation and modeling, and traffic signal design, timing, and optimization. He has experience using travel demand modeling data and analysis tools to view projects from a “big picture” perspective. He also has expertise evaluating transportation network performance using software packages such as Synchro, VISTRO, Sidra, and Highway Capacity Software (HCS). He has extensive experience using traffic microsimulation models such as VISSIM and SimTraffic for visualization and detailed analysis of transportation solutions.

## Representative Projects

### Traffic Engineering and Impact Studies

**NorthPoint TIS Review;** City of Joliet

**Lake Cook Road West Phase I Study;** Village of Buffalo Grove

**Des Plaines River Trail Central Feasibility Study;** Active Transportation Alliance

**IL 43 and Everett Road Traffic Study;** City of Lake Forest

**South Cook County Truck Routing and Communities Study;** Chicago Metropolitan Agency for Planning

**Church Street Pedestrian and Bicycle Improvements;** City of Evanston

**Oakton Street Improvement Study;** Christopher B. Burke Engineering, Ltd.

**Park Boulevard/Sheehan Avenue Study;** Village of Glen Ellyn

**Finley Road/Belmont Avenue/Cross Street Study;** DuPage County Division of Transportation

**248th Avenue Phase I Study;** City of Naperville

**Manhattan-Monee Road Phase I Study;** Will County Division of Transportation

**Elmhurst City Centre Traffic Review;** City of Elmhurst

**Village of Huntley Traffic Services;** Village of Huntley

**Cook County On-Call Traffic Engineering Services;** Cook County Department of Transportation and Highways

**In-House Traffic Engineering Services;** City of Chicago

**Village of Wilmette Traffic Engineering Services;** Village of Wilmette

**TE-1 On-Call Traffic Engineering Services;** Village of Schaumburg

**Traffic Engineering Services;** Village of Libertyville

**Crystal Lake Traffic Engineering Services;** City of Crystal Lake

### Traffic Modeling and Simulation

**North DuSable Lake Shore Drive Phase I Study;** Chicago Department of Transportation/Illinois Department of Transportation

**ISW North Lawndale: Ogden Ave; Pulaski to Roosevelt Corridor Improvements;** City of Chicago

**Belmont Avenue, Milwaukee Avenue to Western Avenue;** City of Chicago



Brian DeSalle, P.E., PTOE

Engineer V

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## **Representative Projects (Continued)**

### **Traffic Modeling and Simulation (Continued)**

Morton Arboretum Access Study; The Morton Arboretum

Biesterfield Road at I-290 Feasibility Study; Village of Elk Grove Village

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation

Fremont Center Road Phase I Study; Lake County Division of Transportation

Darrell Road Phase I Study; Lake County Division of Transportation

Stony Island Avenue Cycle Track; Chicago Department of Transportation

North York Road/Harger Road Intersection Improvement Phase I and II; Village of Oak Brook

Caton Farm-Bruce Road Phase I Study; Will County Division of Transportation

Quentin Road Phase I Study; Cook County Department of Transportation and Highways

### **Traffic Signal and Signal System Design**

Traffic Signal Interconnect – Broadway/Sheridan Road, Hollywood Avenue to Devon Avenue; TranSmart, Inc.

Weiland Road Improvements (Lake Cook Road to IL Route 22); Lake County Division of Transportation

Lake Cook Road Phase II; Village of Buffalo Grove; \$43.5 million

Woodfield Road Improvements – Martingale Road to IL 53 East Frontage Road; Village of Schaumburg

Elgin-O'Hare Western Access (EOWA) IL Route 390, Lively Boulevard to Supreme Drive; Illinois Tollway; \$88.9 million

Park/Pierce/Devon Synchro Analysis; Robinson Engineering



Mike Folkening, P.E., PTOE

Director of Urban Design & Traffic



## Expertise

Transportation Planning  
Roadway Design  
Street Rehabilitation and Reconstruction  
Bikeway and Pedestrian Facility Design  
Stakeholder Coordination and Public Involvement  
Preparation of Contract Plans, Specifications and Estimates

## Education

B.S Civil Engineering, 1995  
Valparaiso University

## Professional Registrations

Professional Engineer - Illinois; 062-054315  
Professional Engineer - Wisconsin; 47618-6  
Professional Traffic Operations Engineer - National Certification; 2483

## Certifications

Think Bike Chicago Workshop – Dutch Cycling Embassy, September 2013  
Sustainable Streets for Chicago, June 2009  
Designing Streets for Pedestrian Safety, November 2007  
Context Sensitive Solutions for Local Agencies, October 2006

## Professional Organizations

Institute of Transportation Engineers  
Lambda Alpha International – Ely Chapter

Mike has been providing civil, transportation, and urban design consulting services since 1995. His experience includes the design of roadways, streetscapes, on-street bicycle facilities, multi-use paths and trails, and other recreational facilities. Mike specializes in transportation projects within highly urbanized areas with high level pedestrian, bicycle, and transit accommodations. He is passionate about providing a Complete Streets approach to ensure the safety of all modes of transportation while respecting vehicular mobility and promoting commercial activity. Mike leads the Urban Design & Traffic department which also includes Civiltech's transportation planning and landscape architecture services.

## Representative Projects

### Transportation Planning

**Ogden Avenue Corridor Improvements;** Chicago Department of Transportation

**Cook County Transit Study;** Cook County Department of Transportation and Highways (sub-consultant to Nelson Nygaard)

**Joliet ADA Transition Plan;** City of Joliet

**Will County Long Range Transportation Plan;** Will County

**Cicero Avenue Corridor Study;** Chicago Department of Transportation and Department of Planning and Development

**North DuSable Lake Shore Drive Phase I Study;** Chicago Department of Transportation

**Homewood Transit-Oriented Development Study;** Village of Homewood (sub-consultant to Muse Community + Design)

**NATO Street Closure Permit Plan;** Chicago Department of Transportation

**Grade Separation Budgetary Cost;** Illinois Department of Transportation - CREATE

**Pavement Marking Record Plans;** Chicago Department of Transportation

### Bikeway and Pedestrian Facility Studies

**Bicycle and Pedestrian Improvement Plan;** City of St. Charles

**Libertyville Village Bicycle Plan;** Village of Libertyville

**Old Plank Road Trail Extension Feasibility Study;** Village of Sauk Village

**Church Street Pedestrian and Bicycle Improvements;** City of Evanston; \$3.0 million

**Chicago Avenue, Latrobe Avenue to Kedzie Avenue HSIP;** Chicago Department of Transportation; \$2.9 million

**Broadway Foster Avenue to Devon Avenue;** Chicago Department of Transportation; \$8.5 million

**Elmhurst Bicycle and Pedestrian Improvements Project;** City of Elmhurst; \$250,000

**Des Plaines River Trail Central Feasibility Study;** Active Transportation Alliance

**Master Bike and Active Transportation Plan;** Village of Wilmette

**Arterial Bike Network Study;** Village of Mount Prospect

**Oak Brook Multi-Use Path and Bike Route Master Plan;** Village of Oak Brook

**Central Business District Streetscape and Utility Improvements;** Village of Glen Ellyn; \$20.0 million



Mike Folkening, P.E., PTOE

Director of Urban Design & Traffic

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## **Representative Projects (Continued)**

### **Bikeway and Pedestrian Facility Studies (Continued)**

Master Bike and Active Transportation Plan; Village of Wilmette

Vision Zero: Year One High Crash Corridor Improvements; Chicago Department of Transportation

Northcenter Town Square; Chicago Department of Transportation; \$1.0 million

Chicago Streets for Cycling Phase IV, Project 3 – Phase I and II; Chicago Department of Transportation; \$3.0 million

Lincoln Village Pedestrian and Bicycle Bridge – Phase I and II; Chicago Department of Transportation; \$2.0 million

### **Traffic Modeling and Simulation**

North DuSable Lake Shore Drive Phase I Study; Chicago Department of Transportation/Illinois Department of Transportation

ISW North Lawndale: Ogden Ave; Pulaski to Roosevelt Corridor Improvements; City of Chicago

Belmont Avenue, Milwaukee Avenue to Western Avenue; City of Chicago

Morton Arboretum Access Study; The Morton Arboretum

Jackson Park Improvements/Obama Presidential Center; Chicago Department of Transportation

Stony Island Avenue Cycle Track; Chicago Department of Transportation

### **Traffic Engineering, Safety and Pedestrian Studies**

Northern Terminus Traffic Study; Chicago Department of Transportation



Anmol Shrivastava, P.E., PTOE, RSP2I

Engineer IV



### Expertise

- Traffic Modeling and Simulation
- Traffic Engineering and Impact Studies
- Traffic Signal and Signal System Design
- Capacity Analysis
- Traffic Signal Timing Analysis and Optimization
- Crash Analysis
- Safety Studies

### Education

- B.S. Civil Engineering, 2014  
University of Illinois at Urbana-Champaign
- M.S. Civil Engineering, 2015  
University of Illinois at Urbana-Champaign

### Professional Registrations

- Professional Engineer - Illinois; 062-071022
- Professional Engineer - Michigan; 6201067393
- Professional Traffic Operations Engineer - National Certification; 4647

### Professional Organizations

- Institute of Transportation Engineers
- American Society of Civil Engineers

Anmol has been working in the field of transportation since 2015. He has been employed at Civiltech since September 2018 as a traffic engineer. He works in the Urban Design & Traffic department helping with traffic modeling-simulation, capacity analysis, crash analysis, safety studies, traffic signal timing, traffic signal design, and warrant analysis. Prior to Civiltech, he worked in Michigan for three years on a variety of transportation projects. The majority of his work involved traffic impact studies, signal warrant analysis, design of municipal roadway projects, and construction administration.

## Representative Projects

### Traffic Modeling and Simulation

- Main Street Improvements; Village of Lombard - Public Works; \$2.4 million
- Park/Pierce/Devon Synchro (Village of Itasca); Robinson Engineering, Ltd.
- Darrell Road Phase I Study; Lake County Division of Transportation
- Finley Road/Belmont Road/Ogden Avenue/Cross Street; DuPage County Division of Transportation

### Traffic Engineering and Impact Studies

- Elmhurst City Traffic Centre Traffic Review; City of Elmhurst
- Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation
- Various Traffic Engineering Services; City of Highland Park
- Indian Lakes Redevelopment TIS Review; Village of Bloomingdale
- Vernon Hills Traffic Engineering Services; Village of Vernon Hills
- Village of Huntley Traffic Services; Village of Huntley

### Traffic Signal and Signal System Design

- Shoe Factory Road - Design; Village of Hoffman Estates; \$11.5 million
- North York Road/Harger Road Intersection Improvement Phase I and Phase II; Village of Oak Brook
- Main Street Improvements; Village of Lombard - Public Works; \$2.4 million

### Capacity Analysis

- Biesterfield Road at I-290 Feasibility Study; Village of Elk Grove Village
- Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation
- Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways
- North York Street Sidewalk Phase I Study; City of Elmhurst
- Central Business District (CBD) Streetscape and Utility Improvements; Village of Glen Ellyn



Anmol Shrivastava, P.E., PTOE, RSP2I

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**Engineer IV**

## **Representative Projects (Continued)**

### **Traffic Signal Timing Analysis and Optimization**

CDOT Program Manager Consultant; City of Chicago

### **Crash Analysis**

Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

### **Safety Studies**

Weiland Road Improvements (Lake County Road to IL Route 22); Lake County Division of Transportation

Cook County On-Call Traffic Engineering Services; Cook County Department of Transportation and Highways

*As an Engineer at a previous place of employment, Anmol has worked on the following projects:*

### **Traffic Engineering and Impact Studies**

Traffic Impact Analysis; City of Goshen, Indiana

### **Municipal Roadway Design**

2018 Portage Local Streets; City of Portage, Michigan

### **Construction Administration**

2017 Portage Local Streets; City of Portage, Michigan



Louis Pukelis, P.E.



Engineer IV

**Expertise**

- Traffic Signal and Signal System Design
- Traffic Engineering and Impact Studies
- Traffic Modeling and Simulation
- Crash Analysis

**Education**

B.S. Civil and Environmental Engineering, 2015  
University of Illinois at Urbana-Champaign

**Professional Registrations**

Professional Engineer - Illinois; 062-071938

Louis has been working in the field of transportation since 2012. He has been employed as an engineer by Civiltech since June 2015. Prior to Civiltech, Louis spent two summers working for DuPage County Division of Transportation and one summer working for a local construction contractor as an intern. His experience includes traffic modeling, timing, capacity and crash analysis. He also has experience with construction management-related duties on various road construction projects.

**Representative Projects**

**Traffic Signal and Signal System Design**

- Lakeview Parkway and IL Route 60;** Village of Vernon Hills; \$4.6 million
- Fremont Center Road Extension;** Lake County Division of Transportation; \$3 million
- Middlefork Savanna Trail Connection;** Lake County Forest Preserve District
- Church Road STP Improvement - Grand Avenue at Church Road Pedestrian Signal Upgrade;** Village of Bensenville
- 55th Street (Dunham Road to Clarendon Hills Road);** DuPage County Division of Transportation
- Algonquin Road at West Drive Intersection Improvements;** Village of Schaumburg
- Arlington Heights Rd & Elk Grove Blvd;** Village of Elk Grove Village
- Devon Ave/Ridge Ave Radar Detection;** Village of Elk Grove Village
- EOWA IL-390 Lively Boulevard to Supreme Drive (Contract I-12-4041);** Illinois Tollway; \$88.9 million
- Essington Road and Caton Farm Road Phase II;** City of Joliet
- Gilmer / Midlothian Phase II;** Lake County Division of Transportation
- Industrial Drive Roadway Improvements;** City of Elmhurst
- Lake Zurich Road at US Route 14;** Village of Barrington
- Quentin Road – U.S. Route 12 to IL Route 22;** Lake County Division of Transportation; \$22.8 million
- Randall Road Transit Infrastructure Improvements;** Kane County Division of Transportation
- Roselle Road/Bethel Lane Traffic Signal Design;** Village of Schaumburg
- Various Traffic Signal Projects;** Illinois Department of Transportation – Region 1
- Weiland Road Improvements (Lake Cook Road to IL Route 22);** Lake County Division of Transportation
- Woodfield Road - Meacham Road to Martingale Road;** Village of Schaumburg

**Traffic Engineering and Impact Studies**

- Tonne Road Phase I Study;** Village of Elk Grove Village
- Intersection Studies at Springinsguth Road;** Village of Schaumburg
- City of Elmhurst Traffic Review Services;** City of Elmhurst
- In-House Traffic Engineering Services;** Chicago Department of Transportation
- Oakton Street Improvement Study;** Christopher B. Burke Engineering, Ltd.



Louis Pukelis, P.E.

Engineer IV

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## **Representative Projects (Continued)**

### **Traffic Engineering and Impact Studies (Continued)**

Vernon Hills Traffic Study Engineering Services; Village of Vernon Hills

Western Court Temporary Closure Evaluation Study; Village of Lisle

2016 Owl Haven Farms Subdivision TIS; Serenity Structures, LLC

Elmhurst Premier Childcare Traffic Impact Study; Elmhurst Premier Childcare

2016 Indefinite Quantities Traffic Engineering Services; City of Highland Park

Lively Boulevard/JFK Boulevard Resurfacing Phase I/II; Village of Elk Grove Village

U.S. Route 6 over Marley Creek; Illinois Department of Transportation; \$554,000

C\*NECT Program; Chicago Department of Transportation, Division of Engineering

Crystal Lake Traffic Engineering Services; City of Crystal Lake

Lake Zurich Road at US Route 14; Village of Barrington

### **Traffic Modeling and Simulation Traffic**

North Lake Shore Drive Phase I Study; Illinois Department of Transportation, Chicago Department of Transportation

### **Crash Analysis**

Algonquin Road at West Drive Intersection Improvements; Village of Schaumburg

Lake Zurich Road at US Route 14; Village of Barrington

### **Roadway Design**

CDOT Program Manager Consultant - Arterial Resurfacing 2021; Chicago Department of Transportation



## **SECTION 5**

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Cover Letter

Project Cost Proposal

Brief Consultant Profile

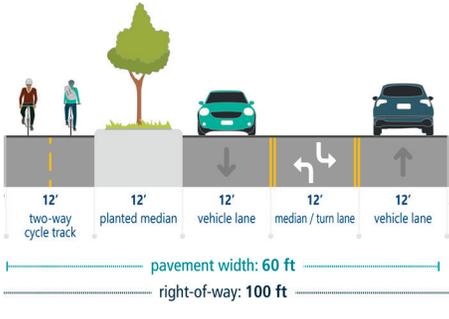
Organization and Staffing

# **Appendix A: Relevant Project Experience**



# Arterial Bike Network Study - Wolf Road Road Diet

Village of Mount Prospect



### Scope of Services

- Feasibility Studies
- Traffic Engineering
- Traffic Modeling and Simulation

Status  
Ongoing

### Client Contacts

Matt Lawrie  
 Village of Mount Prospect - Public Works  
 mlawrie@mountprospect.org  
 847.870.5640

**Right-Sizing Capacity for Protected Bike Lanes.** Civiltech performed traffic analysis and recommended that Wolf Road vehicle lanes can be repurposed for protected bike facilities.

The Village of Mount Prospect retained Civiltech Engineering to develop a strategy to install bicycle facilities on 18 arterial routes, many of which have limited right of way, high speeds and traffic volumes, and utility conflicts. Although a planning study, this project introduced many engineering elements to ensure that recommendations are as shovel ready as possible. One task was to evaluate Wolf Road between Central Avenue and Euclid Avenue (1.5 miles) and recommend whether the roadway could be converted from a five-lane cross section to a three-lane section, providing space to install two-way barrier-protected bike lanes.

Turning movement traffic count data was collected at four signalized intersections and Highway Capacity Software (HCS) was used to evaluate existing capacities and to assess the potential for a road diet. This analysis confirmed the feasibility of the lane reduction and Civiltech prepared future condition cross sections and renderings to facilitate community outreach.

Given this initial success, the Village requested a deeper dive into traffic operations and to confirm preliminary geometry with Syncho/SimTraffic and Vissim traffic models. Syncho is being used to evaluate traffic operations during the peak times and refine recommended lane configurations and traffic timings. Vissim will be used to model road diet traffic operations in detail including parameters such as local driver behavior, pedestrian and bicycle interactions with traffic, and the effects of lane merges. A Vissim video will be generated to visualize traffic flow during peak traffic conditions. The video will assist the Village obtain buy-in from various stakeholders.



# Windsor Drive Road Diet and Resurfacing

Arlington Heights



### Scope of Services

- Complete Streets Design
- Federal Funding Applications
- Project Development Report
- Public Involvement
- Traffic Analysis

**Construction Cost**  
\$4.0 million

**Funding**  
STP, ITEP, TAP-L

**Status**  
Phase I estimated completion in 2024

**Client Contact**  
Briget Schwab, P.E.  
Village of Arlington Heights  
bschwab@vah.com  
847.368.5250

**Complete Streets Improvements.** Civiltech provided Phase I Preliminary Engineering services for the Federal-aid project incorporating Complete Streets design elements to right-size Windsor Drive.

The Windsor Drive Road Diet and Resurfacing is a Federal-aid project that includes resurfacing from Jane Avenue/Dryden Avenue to Hintz Road. This project has been identified as a high priority project by the Arlington Heights Bicycle and Pedestrian Advisory Commission. Civiltech successfully assisted Arlington Heights with the applications to secure Illinois Transportation Enhancement Program (ITEP) funding and Transportation Alternatives Program (TAP-L) funding.

The project will right-size Windsor Drive by reconfiguring the lane cross section between Palatine Road and Crabtree Drive to provide one through lane with a buffered bike lane and a center landscape median. At Crabtree Drive, a pedestrian refuge island will be constructed to provide pedestrians with a two-stage crossing with rectangular rapid flashing beacons.

The sidewalk between Palatine Road and Crabtree Drive will be widened to a consistent 8 feet in width. At Palatine Road, green pavement markings will be used in bicycle/vehicle conflict zones and a new crosswalk will be added to the west leg.

The project was processed through IDOT's Bureau of Local Roads and Streets with coordination with several other Bureaus. A Public Information Meeting was held as well as two presentations to the Village Committee of the Whole to inform the public of the improvement and solicit public comment.



# Belmont Avenue Transit Operations Analysis

Chicago Department of Transportation – Division of Project Development



## Scope of Services

- Traffic Modeling and Simulation
- Traffic Engineering
- Public Transit Planning
- Corridor Planning

## Construction Cost

NA

## Funding

Local

## Status

Completed in August 2022

## Client Contact

Kurt Facknitz  
 Project Manager  
 CDOT Division of Project Development  
 Kurt.Facknitz@cityofchicago.org

## Evaluating Transit Operations Alternatives Using Modeling.

Civiltech is using traffic simulation modeling to analyze alternatives for optimizing transit performance.

Belmont Avenue is a complex transportation facility, with one of the busiest bus routes operated by the Chicago Transit Authority (CTA), as well as pedestrians, bicyclists, and motorists traveling to and from recreational areas within Lincoln Park at the east end of the corridor. The Chicago Department of Transportation (CDOT) is interested in improving non-motorized mobility within the corridor, while maintaining or improving transit operations and minimizing impacts to motorists.

CDOT considered several types of corridor-wide transit treatments to achieve their project goals, including consolidation and relocation of existing bus stops, bus-only lanes, bus bulbs located in both parking lanes and travel lanes, and changes in traffic operations to alleviate bottlenecks.

Because transit is not directly analyzed by most standard traffic analysis software, specialized tools are needed to determine the effectiveness of these potential treatments. Civiltech evaluated these diverse treatments through the use of Vissim microsimulation software, published by PTV Group. Vissim allows for direct modeling of all road users, and can directly analyze the impacts of the transit treatments proposed in this study on corridor operations. Through the use of simulation, Civiltech evaluated several different alternatives within the corridor encompassing a mix of these treatments, allowing CDOT to refine their corridor design to best achieve their project goals.



# North DuSable Lake Shore Drive – Northern Terminus Traffic Study

Chicago Department of Transportation - Division of Engineering



### Scope of Services

- Travel Demand Forecasting
- Traffic Modeling and Simulation
- Traffic Engineering
- Alternatives Analysis
- Feasibility Studies
- Neighborhood Traffic Management and Traffic Calming

### Construction Cost

NA

### Funding

State

### Status

Ongoing

### Client Contacts

Jeffrey Sriver  
Chicago Department of Transportation  
Division of Project Development  
jeffrey.sriver@cityofchicago.org  
312.744.7080

**Modeling Solutions.** Civiltech is using travel demand and simulation data to strike a balance between mobility and livability at the northern terminus of North DuSable Lake Shore Drive.

North DuSable Lake Shore Drive (NDLSD) terminates within the Edgewater community and Chicago’s 48th Ward where approximately 70,000 vehicles per day traverse the neighborhood traveling to and from NDLSD. This heavy travel demand contributes to conflicts between the varying modes of transportation which results in potential mobility, accessibility, and safety issues. The Northern Terminus Traffic Study (NTTS) has been undertaken to find a better balance between the mobility needs of NDLSD users and the livability and accessibility needs of those living in the surrounding community.

Achieving this balance requires an understanding of how NDLSD users arrive at the northern terminus and the barriers to local mobility resulting from the heavy flow of traffic onto and off of NDLSD. In order to develop this understanding, traffic counts and origin-destination evaluations were performed. From this data, the desire lines of NDLSD users were determined, and various potential alternatives were developed. Some of the alternatives included partial or full road diets, turn restrictions, one-way couples, and street closures to channel NDLSD users into specific corridors that could be more readily managed. Complete Streets improvements were proposed where appropriate to improve pedestrian and bicycle mobility, transit operations, and neighborhood accessibility.

Evaluation of the alternatives involved the use of Synchro traffic analysis software to evaluate operational impacts at intersections and SimTraffic microsimulation software to evaluate corridor travel times.



# Intersections Studies – Springinsguth Road/Weathersfield Way & Wise Road/Summit Drive

Village of Schaumburg



### Scope of Services

- Traffic Engineering
- Crash Analysis
- Roundabout and Innovative Intersection

### Construction Cost

N/A

### Funding

Local

### Status

Complete

### Client Contact

Sid Kenyon  
 Village of Schaumburg  
 847.923.3859  
 skenyon@schaumburg.com

**Recommending Roundabouts to Improve Intersections.** Civiltech was retained to recommend alternatives to enhance safety and reduce congestion at two locations in Schaumburg.

The intersections of Springinsguth Road/Weathersfield Way and Wise Road/Summit Drive are central to residential neighborhoods, yet carry heavy traffic volumes leading to congestion and delays. In addition, parks, schools, and community centers draw pedestrian and bicycle traffic through these intersections, leading to conflicts between these active modes and motor vehicle traffic.

Civiltech collected traffic and crash data, performed capacity analyses, and reviewed and recommended alternatives to address the Village’s concerns. Short to medium-term options investigated included signage and striping modifications, traffic signal installation, curb extensions, and pedestrian refuge islands. Ultimately, both intersections were recommended to be reconstructed as single-lane modern roundabouts. In order to minimize the footprints of the roundabouts, conversion of the major street approaches to a single lane in each direction (road diet) was recommended for further investigation.



**EXHIBIT C**  
**City's Request for Proposals for the Services and Addenda**  
**Dated April 9, 2025**



**City of Rolling Meadows  
Request for Proposals (RFP)  
Kirchoff Road Reconfiguration  
Traffic Study**

<b>Issue Date:</b>	<b>Wednesday, April 9, 2025</b>
<b>Questions Due:</b>	<b>Monday, April 21, 2025 at 4 p.m.</b>
<b>Deadline:</b>	<b>Thursday, April 24, 2025 at 4 p.m.</b>

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**I. Introduction and Project Overview**

The City of Rolling Meadows, Illinois (“**City**”) seeks proposals from professional transportation planning and engineering firms (“**Consultant**”) to perform a traffic study of the City’s Kirchoff Road Corridor, which consists of Kirchoff Road between Rohlwing / Frontage Road, to the west, and New Wilke Road, to the east (“**Corridor**”).

**The Corridor.** The City’s 2019 Comprehensive Plan envisions the Corridor as “*strategically noteworthy as the ‘Center of Town.’ Its mix of activities defines the physical and communal center of Rolling Meadows resulting from its commercial, service, civic and recreational uses.*” The Corridor is primarily a mix of residential and automobile-oriented uses with notable destinations including the Rolling Meadows Shopping Center anchored by a Jewel-Osco grocery store; indirect access to the City’s park system along Salt Creek to the north and south; a number of religious institutions; and two schools, Kimball Hill Elementary School and Carl Sandburg Junior High School, each located approximately one block away from Kirchoff Road.

The Corridor has a five-lane cross-section in its westerly (primarily commercial) section, a four-lane cross-section in its easterly (primarily residential) section, and annual average daily traffic of 10,400 as of IDOT’s last traffic counts circa 2022. There is no fixed-route transit service to the Corridor. The City recently conducted a traffic safety study at the unsignalized intersection of Kirchoff Road and Oriole Lane following a petition by residents in response to a pedestrian fatality east of this intersection. This study considered multiple alternatives including Rapid Rectangular Flashing Beacons (RRFBs) as well as signalization, but concluded that there were no warranted changes to the intersection given the current design of the roadway.

**The Pending Corridor Land Use Study.** For the last year, the City has studied the Corridor and prepared the Kirchoff Road Corridor Study (“**Pending Study**”) as a proposed amendment to the City’s Comprehensive Plan and land use policies. The Pending Study includes policy recommendations in four categories, the results of a visual preference survey for future development, and illustrative site plans for three vacant sites (“**Opportunity Sites**”) within the Corridor that are ripe for development in the short-term. The consulting team for the Pending Study included a transportation consultant (Kimley-Horn) but, as scoped, did not include new data collection or a formal traffic study.

The Pending Study proposes that the City should explore the reconfiguration of Kirchoff Road to a 3-lane cross-section (“**Project**”) in order to improve safety for all road users, improve the experience for bicyclists and pedestrians, and create a public parking supply by reallocating space to on-street parking in order to enable future mixed-use redevelopment. Based

primarily on the Corridor's current AADT, the Pending Study asserts that Kirchoff Road in its current form has excess capacity and that Kirchoff Road will continue to function at an acceptable level of service after the Project. The Study recommends proceeding directly to Phase 1 engineering of the Project including a traffic study. A full final draft of the Pending Study, including the Project recommendations, is available online at [PlanRollingMeadows.com](http://PlanRollingMeadows.com).

**This Request.** Following concerns raised by residents and business owners, the City Council has paused the adoption of the Pending Study in order to collect additional data about the proposed Project. This Request for Proposals is intended to generate the additional technical data requested by the City Council for their decision-making as well as to provide an additional firm's separate professional opinion as to the desirability and effectiveness of further development of the Project. These studies will be used by the City Council in conjunction with the Pending Study and previous public outreach performed during the Pending Study in order to decide if the Project should be developed further.

To these ends, this Request seeks to identify a qualified Consultant to perform a traffic study of the Corridor's current and future operations prior to pursuing Phase 1 engineering. The scope of the study includes capacity and safety considerations for both motorized and bicycle-pedestrian users of the Corridor. The study will be used to evaluate if the Project will result in a reduced level of service or reduced traffic due to diversion to alternate east-west routes, as well as to evaluate the Project's potential safety benefits.

If the Project is ultimately pursued, some components of the traffic study deliverables may be used to expedite Phase I engineering and the delivery of the Project. Alternatively, if the Project is not pursued, the deliverables may be used to support a review at a future date of other potential safety interventions within the Corridor's existing design and framework.

Because the Pending Study is awaiting these deliverables, time is of the essence in the Consultant's performance as the City anticipates receiving and acting on these deliverables in July 2025 in order to resolve the Pending Study.

## **II. Community Overview**

The City of Rolling Meadows is a dynamic and forward-thinking organization serving an energetic, friendly and diverse community of over 24,000 residents across 5.64 square miles. Rolling Meadows is located in the northwest suburbs of the Chicago metropolitan area in the region known as the "Golden Corridor" at Interstate 90 and Illinois Route 53. The community takes pride in its outstanding municipal services, educational systems, health and human care agencies, and recreational facilities.

Rolling Meadows encourages economic growth and development, while still maintaining its small-town atmosphere. The City's downtown area along Kirchoff Road features brick-lined sidewalks, thousands of beautiful shade trees and the landmark Carillon Bell Tower and the Veteran's Memorial. Along Algonquin Road, modern office towers are home to some of the world's most renowned corporations, while Golf Road maintains a prestigious corporate-like campus atmosphere. The City is home to several large employers including Northrup Grumman and the global headquarters for Arthur J. Gallagher. In addition, there are more than 400 shops and restaurants in the area and numerous cultural attractions nearby. The City is actively pursuing redevelopment opportunities in order to preserve this vitality and expand its economic and cultural resources.

More information about the City may be found in:

- [2019 Rolling Meadows Comprehensive Plan](#)
- [CMAP 2023 Community Data Snapshot](#)
- [Chicago Historical Society](#)

As it concerns the current Request for Proposals, the City is committed to a Complete Streets concept for future transportation improvements. The City [was recognized in 2023](#) as having the sixth-strongest [Complete Streets policy](#) nationwide by Smart Growth America.

**III. Scope of Traffic Study.** The City anticipates the Consultant will complete the following key work tasks in order to complete the traffic study:

**TASK 1            Field Data Collection**

**A. Traffic Counts.** Collect traffic count data at the intersections of the following five streets with Kirchoff Road (west to east): Frontage Road / Rohlwing Road; Owl Drive; Plaza Drive; Meadow Drive; and Oriole Lane (“**Key Intersections**”). The City does not anticipate that data collection is appropriate for the unsignalized intersections of the following minor streets with Kirchoff Road (west to east): Flicker Lane, Library Road, Iris Avenue; and Dove Street. The City also does not anticipate that a study of the intersection with New Wilke Road is necessary.

All intersection traffic counts should classify each turning movement and include vehicle classification for on-road vehicles as well as bicyclists and pedestrians.

In addition to standard weekday morning and afternoon peak-hour counts, conduct one or more additional counting periods of the Key Intersections to document school arrival and dismissal traffic at Kimball Hill Elementary School (in-session 8:25 a.m. – 3:05 p.m. M-Th) and Carl Sandburg Middle School (in-session 7:30 a.m. – 2:10 p.m. M-Th) adjacent to the Corridor. No additional study locations or intersections are necessary beyond the Key Intersections. Because of this requirement, it is imperative that the Consultant schedule and complete field data collection prior to the end of the school year, i.e. June 10, 2025.

**B. Speed Study.** Conduct speed monitoring in each direction at a single location on Kirchoff Road between Owl Drive and Meadow Drive.

**C. Field Verify** any other data required to accurately complete the traffic study (for example, signal timing).

**TASK 2            Document Existing Conditions**

**A. Current Condition Traffic Model.** Using Synchro software or other comparable methods to the most recent edition of the AASHTO *Highway Capacity Manual*, together with the results of Task 1, develop a traffic model of existing conditions. Complete capacity calculations including queue analysis at each Key Intersection to define how well they are operating under current peak-hour conditions. Document the model in tabular and graphical form and depict traffic counts and levels of service for each intersection and each individual movement.

- B. Safety Assessment.** Summarize all crashes within the Corridor for the most recent five-year period by number, type, severity, and location with particular attention to accidents involving bicyclists and pedestrians. Develop crash rates and compare these to similar national, state, and/or local crash rates for similar intersections.
- C. Analysis.** A narrative should accompany and present the results of Tasks 1 and 2 and should additionally address the following special topics:
  - 1. Trends.** Present as context the trend of Task 1 results compared to past traffic counts and studies conducted for the Corridor as well as same-period changes in other comparable nearby roads.
  - 2. Land Use Changes.** The most significant change in land use within the Corridor since the 2022 traffic count was the construction and occupancy of 106 two- and three-story townhomes at the “Meadow Square” development just southeast of the intersection of Kirchoff & Meadow. Estimate and discuss the traffic generation attributable to this development based on intersection data and the most recent edition of the ITE *Trip Generation Manual* or comparable methods.

**TASK 3****Estimate Future Conditions to Year 2050 – No Build**

- A. Growth Rate Estimate.** Calculate an appropriate projected growth rate in ambient traffic volumes to year 2050 based on a review of historical traffic volumes along the roadway as well as forecast data provided by the Chicago Metropolitan Agency for Planning (CMAP). The resulting growth rate should reflect the Consultant’s opinion of actual expected change in traffic and may represent no growth or negative growth.

The Consultant should note that the City anticipates that regional planning efforts are necessary and appropriate in order to fully address the impacts of the redevelopment of Arlington International Racecourse by the Chicago Bears. This redevelopment has not been studied and its traffic effects cannot be adequately forecasted at this time. The assumed growth rate should be based solely on the above criteria.

- B. New Development Estimate.** Utilizing the ITE *Trip Generation Manual* or comparable methods, calculate the estimated additional traffic volume assuming all three Opportunity Sites will be developed as proposed in the Pending Study.
- C. Scenario Traffic Model.** Combine the traffic model created by Task 2A and these assumptions to create a future condition scenario. See Task 2A for specific deliverables for this model.

**TASK 4****Estimate Future Conditions to Year 2050 – Project Build**

- A. Scenario Traffic Model.** Using the future condition scenario created by Task 3, create an additional (third) scenario and perform these analyses assuming the Project is built and Kirchoff Road is reduced to a three-lane cross-section as proposed in the Pending Study. See Task 2A for specific deliverables for this model.

- B. Mitigation.** Identify potential capacity, queueing, and traffic circulation deficiencies and whether they are attributable to current conditions, future conditions, or the Project. If deficiencies exist in the Project scenario, evaluate any improvement options that would address the deficiencies.
- C. Diversion to Adjacent Roadways.** Provide an opinion on the percentage of traffic that may divert to adjacent roadways as a result of the Project, including the likely routes for the diverted traffic. Provide recommendations as to potential mitigations to manage diversion to residential streets.
- D. Crash Reduction Factor.** Utilize the safety assessment results (Task 2B) and the most recent edition of the AASHTO *Highway Safety Manual* to predict an overall crash reduction factor resulting from the Project.
- E. Recommended Project Design Alternative.** Review the primary recommended design from the Pending Study as well as the alternate designs presented in the appendix to the Pending Study. Provide the Consultant's recommendation as to the preferred alternate as well as any other recommendations to refine the scope of the Phase I engineering process if the Project advances to design.

**TASK 5****Report and Presentation**

- A. Report.** Prepare a cover memorandum and report documenting the results of the study including appropriate tables and graphics. Document the study methodology, data collected, analysis performed, and key findings. Summarize the implications of the results and any recommended improvements. In addition to the specific items addressed in Task 2C, the narrative should address these special topics:
  - i. Provide the Consultant's recommendation as to if the Project as a whole is desirable for the Corridor's transportation operations.
  - ii. Provide examples of three comparable projects that consist of five-lane to three-lane reductions.
- B. Presentation.** Present these results at a meeting of the City Council tentatively scheduled for July 2025.
- C. Technical Materials.** Provide a full copy of all Synchro project materials, which shall become the property of the City without license or restriction for use in future projects.

**IV. Proposal Submittal Instructions**

Because of the expedited timeline for review, the City anticipates receiving proposals with a limited level of detail and that it will further refine the scope and fee as well as other details with the most responsive proposer. To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

- 1. Cover Letter.** Maximum of three pages serving as an executive summary, including an understanding of the scope of services and a timeline for completion. Briefly highlight comparable experience by the firm and key personnel assigned to the project. Specify any exceptions from, or suggested modifications to, the scope(s) of work presented in this Request for Proposals.
- 2. Project Cost Proposal.** The cost proposal should be tendered as a not-to-exceed lump sum for the traffic study including all labor, materials, overhead, and other costs necessary for the Consultant to perform the traffic study requested, whether or not specified explicitly in this Request. Include an estimate of required hours and the hourly billable costs of each team member, as well as any sub-consultant's fee schedule, if applicable.
- 3. Brief Consultant Profile.** General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualifications of the firm as they relate to the work proposed with this Request.
- 4. Organization and Staffing.** Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list is to include a summary of the qualifications, licenses, and experience of each individual and the work to be performed by each individual. Clearly identify the project manager and specify the role of subcontractors. The City will retain the right of approval of all persons performing under the agreement.

**V. Selection Criteria**

The City intends to engage the most qualified Consultant(s) available that demonstrates a thorough understanding of the City's needs and will use the following criteria to identify the proposal that, in its sole and absolute discretion, will be in the best interest of the City and its residents:

- Demonstrated understanding of requirements and recommended approach.
- Qualifications and experience of the Consultant and individuals to be assigned to this project in providing requested services.
- Comparable work, references, and reputation.
- Price.

The City may interview the most competitive proposers and may negotiate components of both cost and scope before a recommendation is considered by the City Council.

**VI. RFP Timeline**

The City anticipates the following timeline for the selection process and the traffic study:

<b>Action Item</b>	<b>Date</b>
RFP Issued	Wednesday, April 9, 2025
<b>Questions Regarding the RFP Due</b>	<b>Monday, April 21, 2025 at 4 p.m.</b>
<b>Proposals Due</b>	<b>Thursday, April 24, 2025 at 4 p.m.</b>
Contract Awarded	On or before May 13, 2025
Notice to Proceed	Immediately following award
Submit Draft Deliverables	June 24, 2025
City Council Review Meeting (tentative)	July 15, 2025

**VII. Submittal Instructions**

The Consultant is to submit their proposal, no later than the date and time specified above, to [admin@cityrm.org](mailto:admin@cityrm.org) via a single combined PDF attachment (maximum 10MB) or by emailing a link to a file sharing platform from which the proposal can be downloaded by City staff. Do not send paper copies by mail. The City will promptly reply to confirm receipt during business hours.

**VIII. Questions**

Consultants should seek answers to questions or clarifications of any ambiguity, conflict, omission, or other error in this proposal in writing. Written questions should be sent via email to [admin@cityrm.org](mailto:admin@cityrm.org) by no later than the date and time specified above. Answers provided to all questions will be shared promptly via an addendum to the RFP, which will be posted to the City's website and via e-mail to all known interested parties. If you would like to receive any addendums, please submit an email to [admin@cityrm.org](mailto:admin@cityrm.org) before the written question deadline.

**IX. Reservation of Rights**

The City reserves the right to accept any and all proposals including the proposal that, in its sole and absolute judgement, is the best and most favorable proposal to the City and its residents; to amend this RFP by addendum prior to the final proposal submittal date; to waive irregularities and informalities; to request additional information necessary in order to evaluate the responsibility and responsiveness of proposers and their proposals, whether in the form of a presentation, interview, or consultation with references; and to further negotiate the scope, fee, and other aspects of any proposal prior to award. All proposals will become property of the City and no payment or reimbursement will be made for any proposal submitted.



**City of Rolling Meadows  
Request for Proposals (RFP)  
Kirchoff Road Reconfiguration  
Traffic Study**

**Addendum 1 (Q&A)**

**RFP Deadline:** **Thursday, April 24, 2025 at 4 p.m.**  
**(Unchanged)**

As of Monday, April 21 at 4 p.m., the following questions were received by the City concerning the pending Request for Proposals for the Kirchoff Road Reconfiguration Traffic Study. The City will not be responding to further questions. The City does not believe the answers below do not materially change the Request for Proposals. Accordingly, proposals remain due **no later than Thursday, April 24, 2025 at 4 p.m.** Proposers are encouraged to review this Addendum fully and **should indicate that they have reviewed this Addendum 1 in their cover letter.**

#### **Availability of City Data**

**Q1: The City makes reference to 2022 traffic counts (Task 2, C2). Are the 2022 counts turning movement counts or ADT counts?**

A1: This is a reference to the most recent AADT counts performed by IDOT and published on *Getting Around Illinois*. See A4 below for the City's limited local data.

**Q2a: Does the City have traffic signal timing and phasing information for the "Key Intersections"?**

**Q2b: Will the City of Rolling Meadows provide current signal timing sheets for the following signalized intersections: Kirchoff Rd/E Frontage Rd/Rohlwing Rd; Kirchoff Rd/Owl Drive; Kirchoff Rd/Plaza Dr; and Kirchoff Rd/Meadow Dr? If included in the analysis, will the City of Rolling Meadows also provide the current signal timing sheets for Kirchoff Rd/Highway 53 Off-Ramp?**

A2: The City is obtaining current timing sheets for all of the above signalized intersections. Proposers may assume that these will be available by the start of the Study.

**Q3: Are the "Key Intersections" part of a coordinated signal system?**

A3: No. These signals are locally controlled and independently timed.

**Q4: Task 2C of the RFP includes direction to "compare the results of Task 1 with past traffic counts and studies conducted for the Corridor...". How far back in time should this comparison extend (i.e. 5 years)? Will specific past traffic counts and past studies referenced in this task be provided to the Consultant by the City of Rolling Meadows or will the Consultant be relying on publicly available information for this comparison?**

A4: These references are to publicly available information from other agencies regarding AADT, accidents, forecasted growth, etc.

The City only has limited additional local engineering data to provide to the Consultant, specifically: (1) a signal warrant / pedestrian safety study that analyzed turning movement counts at Kirchoff Road & Oriole Lane (collected May 16, 2024); and (2) ongoing data capture by the City's radar speed advisory board, which monitors eastbound traffic just prior to Kirchoff Road's intersection with Oriole Lane.

**Misc. In response to no specific question, the City would like to clarify that it is willing to arrange an early project meeting including the Pending Study's traffic consultant to review the context and supporting data collected during the Pending Study process.**

**Scope and Task Clarifications**

**Q5: Task 1A – The signalized intersection of Kirchoff Road/NB Highway 53 Off-Ramp is not included in the list of Key Intersections as defined in the RFP. However, the Highway 53 Off-Ramp is within 250-feet of the intersection of Kirchoff Rd/E Frontage Rd/Rohlwing Rd to the east. Given the proximity of the intersection to the study area, we recommend that traffic counts be conducted at the intersection of Kirchoff Road/Highway 53 Off-Ramp in addition to the five Key Intersections listed in the RFP, and we recommend that this intersection be included in the traffic model. Should traffic data collection and traffic analysis at the intersection of Kirchoff Rd/Hwy 53 Off-Ramp be included in the proposal?**

A5: Yes, the suggestion is appreciated and should be presented as a suggested modification or exception to the scope of work provided in the Cover Letter. The cost proposal can note that it assumes this (and other) suggested modifications or exceptions will be accepted by the City.

**Q6: Task 1A – The RFP includes a request for traffic counts during school pick-up and drop-off times at Kimball Hill Elementary School and Carl Sandburg Middle School. In addition to standard AM and PM Peak Period traffic models for the Existing, Future (No-Build), and Future (Build) conditions, is a separate traffic model scenario required for the peak pick-up/drop-off traffic periods at each school?**

A6: Yes, partially. The City anticipates that the peak AM drop-off time will overlap with the AM peak hour and that the PM pick-up time may require a separate count and model. The proposer may concur or suggest alternatives for the City's consideration.

**Q7: Task 1A – Are school pick-up and drop-off operations desired in addition to traffic count data collection, and should pick-up/drop-off observations be included in the Proposal?**

A7: No. Pick-up and drop-off traffic at the Corridor's two nearby schools is not a standalone concern for the City. However, these conditions may present special considerations in evaluating the operation and potential reconfiguration of Kirchoff Road. For example, inbound and outbound traffic may create atypical queue lengths and could justify extended right-turn lanes or other design modifications. While the City anticipates that the AM drop-off model will likely exhibit these conditions at their most intense for design purposes, the PM pick-up model will help the City to fully evaluate this proposed reconfiguration as a policy decision.

**Q8: Will the City consider a proposal that includes an optional additional task to provide additional traffic simulation and visualization in a different software program?**

A8: Yes, the City encourages proposers to consider and suggest additional tasks that may compliment the Study scope and help achieve the Study's goals. Optional additional tasks like this may be suggested in the cover letter and listed as a separate line (add-alternate) in the cost proposal. The City may also negotiate these subsequent to the close of the Request for Proposals but prior to award.

**Proposal Requirements**

**Q9: Based on the reporting in the *Daily Herald* regarding this project, we have concerns about project budget and schedule not aligning with the required level of effort.**

A9: The reporting in the *Daily Herald* was regarding a proposal previously made as an add-alternate to the City's Kirchoff Road Corridor Study. It had a substantially narrower scope and had efficiencies that will not be captured in a standalone study as the proposing consultant was already engaged for related work.

Consultants who are unsure if they can meet the proposed timeline for deliverables and Study completion in the RFP may suggest modifications or take exceptions in the cover letter. While timeliness is important to the City, the City intends to consider all factors including timeline, qualifications, and price in selecting the proposal that is in the City's best interests.

**Q10: We would like one additional week to prepare our response.**

A10: The City's timeline for this selection process is firm due to important time constraints including: the approaching end of the school year, the start of the City's summer legislative meeting schedule, and a number of other time-sensitive projects that have been placed on hold pending the conclusion of this Study. The City's request for concise proposals recognizes that this is a relatively straightforward scope of work and is meant to be considerate of proposing firms given the expedited schedule.

**Q11: Is the 3-page limit applicable to the entire proposal or just to Section 1, the cover letter? Do the cover page and table of contents (TOC) count towards this page limit?**

A11: The three-page limit applies only to Section 1, the cover letter. There is no overall proposal page limit. Proposers may include a standalone cover page and table of contents without penalty.

**Q12: Three pages is very limited for the items requested for the cover letter.**

A12: The City anticipates that, given the straightforward scope and the level of detail provided in the Request for Proposals, longer response items such as a traditional task-item listing will not be necessary to adequately demonstrate an understanding of the project. The City encourages firms to focus the cover letter so as to highlight those unique elements that differentiate their proposal.