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Transportation Design
Traffic Engineering
Civil Engineering
Construction Engineering
Environmental Studies
Water Resources
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Right of Way
Urban Design
Transportation Planning
Program Management

October 18, 2022

Mr. S. Khurshid Hoda, CPP
Director, Engineering Programs and Services
Village of Orland Park
14700 Ravinia Avenue
Orland Park, Illinois 60462

Re: Proposal for Traffic and Parking Studies
Three Parks
Orland Park, Illinois

Dear Mr. Hoda:

Thank you for the opportunity to submit this proposal. Civiltech understands that the Village is in the process of planning and designing improvements at Schussler Park, Centennial West Park, and Centennial Park. The work is anticipated to be as detailed in the October 5th, 2022 email from the Village and response to questions emailed on October 17th. The following is a detailed scope of services, a listing of proposed project staff, a project schedule, and an estimate of fee for each of the three park projects.

I. Schussler Park

Improvements to Schussler Park are anticipated to include the conversion of an existing athletic field to two full-size football/soccer/lacrosse fields with lighting, bleachers, and a press box. The sledding hill will be relocated to the west side of the facility and a new 70 space parking lane will be provided on the east side of the park to supplement the two existing parking lots and the parking area along the north side of Golfview Drive. Other park facilities, such as the playground and basketball court, will be upgraded.

Because the improvements to the park are not anticipated to result in extensive traffic impacts that would require significant roadway improvements, this study will be approached qualitatively. Thus, traffic counts and capacity analyses are not required. Instead, Civiltech will work with the Recreation and Parks Department to understand likely park programming and then project traffic volumes using this information, industry sources such as ITE's *Trip Generation Manual*, and engineering judgment. Inbound and outbound traffic volumes for each of the three parking lots will be developed during an evening peak hour on a typical weekday and a weekend peak hour. The directional distribution of traffic entering and exiting the parking lots will be estimated and these volumes will be assigned to the street system. Ingress and egress will be evaluated as will circulation of park-related traffic onto 88th Avenue, Golfview Drive, and Poplar Road.

Peak period parking demand will also be estimated as part of this effort. This will be completed using baseline parking count data available from the Village, proposed park characteristics and programming, and a review of industry guidance, such as the *Parking Generation Manual* published by ITE and *Shared Parking* published by ULI. Parking demand will be compared with the parking supply proposed as part of the development plan.

It is not anticipated that attendance will be required at any public meetings, such as Plan Commission, however if these meetings are anticipated, an estimate time and materials for meetings can be negotiated and provided.

A. Scope of Services

1. Data Collection and Early Coordination

- a. Set up project, obtain most recent site plans, and review project history.
- b. Obtain and assimilate anticipated park utilization information and historic parking count data from the Village.

2. Traffic Evaluation

- a. Determine the anticipated number of trips to be generated by the redeveloped park based on conversations with Village staff and a review of the most current version of ITE's *Trip Generation Manual*. Trips will be projected for a weekday evening peak hour and Saturday peak hour.
- b. Estimate directional distribution and assign trips to the access driveways and surrounding street system consisting of 88th Avenue, Golfview Drive, and Poplar Road. Develop an exhibit to document the projected inbound and outbound trips.
- c. Qualitatively assess the potential traffic impacts of the site-generated trips, evaluate driveway access, internal parking lot circulation, and circulation within the street network. Provide recommendations if needed.

3. Parking Evaluation

- a. Determine anticipated parking demand generated by the redeveloped park based on historic data, conversations with Village staff, and a review of the most current version of ITE's *Parking Generation Manual*, ULI's *Shared Parking* manual, or other industry sources. Parking demand will be assessed for a weekday evening peak hour and a Saturday peak hour.
- b. Compare the number of parking spaces provided in the future condition with the projected demand and provide recommendations if needed.

4. Technical Memorandum

- a. A draft written report in the form of a technical memorandum summarizing the study will be prepared and electronically submitted to the Village for review.
- b. The draft report will be revised one time in response to Village comments and a final report will be submitted.

5. Meetings and Other Coordination

- a. Attend one in-person kick-off meeting with the Village staff, including Engineering, Parks, and Police staff. It is assumed that the kick-off meeting for the Schussler Park project will be combined with the Centennial Park West Project.

- b. Occasional coordination meetings which will occur via phone with the Village.

B. Compensation

We propose to perform the work using a direct labor multiplier, with a not-to-exceed maximum. The not-to-exceed fee will include reimbursement of direct labor costs for the scope of services described above, overhead and indirect costs, fringe benefit and salary burden costs, plus profit. We will use a billing factor of 2.49 in accordance with the Master Services Agreement. Direct expenses will be reimbursed at their actual cost. The upper limit of compensation is based on the workhour estimates and fee calculations shown below:

Item	Task	Work Hours
1.	Data Collection and Early Coordination	4
2.	Traffic Evaluation	24
3.	Parking Evaluation	24
4.	Technical Memorandum	16
5.	Meetings and Other Coordination	4*
Total		72

Fee Estimate:	72 hrs. x \$50/hour x 2.49 =	\$ 8,964
	Direct Costs (mileage estimate) =	\$ 50*
	Fee Estimate =	\$ 9,014

*Assumes combined meetings with the Centennial Park West project.

II. Centennial Park West

Improvements to Centennial Park West will primarily consist of a concert venue with an event stage. The capacity of the park will be approximately 6,000 guests. Event parking is anticipated to be provided in existing Metra parking lots to the north of the site and in Centennial Park parking lots to the east of the site.

Events at Centennial Park West will not occur every day and likely will not coincide with the peak hours of traffic. Very large events that utilize the full capacity of the park may only occur a few times per year. Furthermore, events in this park are already commonplace. Thus, rather than conducting traffic counts and performing a capacity analysis, it is recommended to evaluate future traffic impacts qualitatively, rather than conducting traffic counts and performing capacity analyses. We will work Village staff, including the Recreation and Parks Department and Police Department to understand existing event traffic and parking conditions as well as event traffic management procedures. Future traffic projections will be developed assuming a design event, which can be determined in coordination with staff at the project kick-off meeting. Traffic volumes will be projected based the size of the design event, percent of people arriving by car versus other modes, and an assumed occupancy per vehicle. Traffic will be assigned and distributed to the street network within an area bounded by 153rd Street, LaGrange Road, 159th Street, and 108th Avenue. Intersection traffic control and lane configurations within this area will be reviewed qualitatively and recommendations will be developed. Existing event management strategies will be reviewed and updates will be suggested. Finally, loading access to the proposed stage facility will be evaluated.

An assessment of future conditions parking demand will begin with a review of any existing event parking data that is available. Parking generation will be calculated based on a design event determined in coordination with staff, industry parking generation materials, and event parking research. Parking supply will be tabulated based on the size of the existing Metra and park lots, accounting for spaces that may not be available due to concurrent uses. Recommendations, if any, related to parking supply will be developed.

It is not anticipated that attendance will be required at any public meetings, such as Plan Commission, however if these meetings are anticipated, an estimate time and materials for meetings can be negotiated and provided.

A. Scope of Services

1. Data Collection and Early Coordination

- a. Set up project, obtain most recent site plans, and review project history.
- b. Obtain and assimilate anticipated park utilization information, historic parking count data, and existing event traffic management procedures from the Village.

2. Traffic Evaluation

- a. Determine the anticipated number of trips to be generated by the redeveloped park based on conversations with Village staff, mode-split, and vehicle occupancy assumptions. Trip projections will be developed for a “design event” of a type and size determined in conversations with the Village.
- b. Estimate directional distribution and assign trips to the street system within the area bounded by 108th Avenue, 153rd Street, LaGrange Road, and 159th Street. Develop an exhibit to document the projected event traffic within this network.

- c. Qualitatively assess the potential traffic impacts of the event-generated trips, evaluate driveway access and parking lot circulation, assess access to loading facilities, and review impacts of event traffic on the street network. Provide recommendations if needed.
- d. Evaluate existing event traffic management plan and provide future recommendations.

3. Parking Evaluation

- a. Quantify existing parking supply based on aerial photography, plans, or other records.
- b. Determine anticipated parking demand generated by the improved concert venue based on historic data, conversations with Village staff, and a review of industry parking generation sources. Parking demand will be assessed for design event of a type and size determined in conversations with the Village.
- c. Compare the number of spaces with the projected demand and provide recommendations if needed.

4. Technical Memorandum

- a. A draft written report in the form of a technical memorandum summarizing the study will be prepared and electronically submitted to the Village for review.
- b. The draft report will be revised one time in response to Village comments and a final report will be submitted.

5. Meetings and Other Coordination

- a. Attend one in-person kick-off meeting with the Village staff. It is assumed that the kick-off meeting for the Centennial West Park project will be combined with the Schussler Park Project.
- b. Occasional coordination meetings which will occur via phone with the Village.

B. Compensation

We propose to perform the work using a direct labor multiplier, with a not-to-exceed maximum. The not-to-exceed fee will include reimbursement of direct labor costs for the scope of services described above, overhead and indirect costs, fringe benefit and salary burden costs, plus profit. We will use a billing factor of 2.49 in accordance with the Master Services Agreement. Direct expenses will be reimbursed at their actual cost. The upper limit of compensation is based on the workhour estimates and fee calculations shown below:

Item	Task	Work Hours
1.	Data Collection and Early Coordination	6
2.	Traffic Evaluation	28
3.	Parking Evaluation	24
4.	Technical Memorandum	28
5.	Meetings and Other Coordination	4*
Total		90

Fee Estimate:	90 hrs. x \$50/hour x 2.49 =	\$ 11,205
	Direct Costs (mileage estimate) =	\$ 50*
	Fee Estimate =	\$ 11,255

*Assumes a combined kick-off meeting with the Schussler Park project.

III. Centennial Park

A final plan for Centennial Park upgrades is still to be determined. However based on the master plan, it is anticipated that the extent of the park improvements may consist of the addition of athletic fields, modernization of facilities, and addition or expansion of parking lots. Thus, the scope for this traffic and parking review is anticipated to be similar to that proposed for Schussler Park. However, it is our understanding that the traffic and parking assessment for this project will occur at a later date which will be determined in the future.

Because the improvements to the park are not anticipated to result in extensive traffic impacts that would require significant roadway improvements, this study will be approached qualitatively. Thus, traffic counts and capacity analyses are not required. Instead, Civiltech will work with the Recreation and Parks Department to understand likely park programming and then project traffic volumes using this information, industry sources such as ITE's *Trip Generation Manual*, and engineering judgment. Inbound and outbound traffic volumes for each of the parking lot access points will be projected for a typical weekday and a weekend peak hour and assigned to the street system based on an assumed directional distribution. Ingress and egress, internal parking lot circulation, and potential traffic impacts will be assessed narratively.

Peak period parking demand will also be estimated as part of this effort. This will be completed using baseline parking count data available from the Village, proposed park characteristics and programming, and a review of industry guidance, such as the *Parking Generation Manual* published by ITE and *Shared Parking* published by ULI. Parking demand will be compared with the parking supply proposed as part of the development plan.

It is not anticipated that attendance will be required at any public meetings, such as Plan Commission, however if these meetings are anticipated, an estimate time and materials for meetings can be negotiated and provided.

A. Scope of Services

1. Data Collection and Early Coordination

- a. Set up project, obtain most recent site plans, and review project history.
- b. Obtain and assimilate anticipated park utilization information and historic parking count data from the Village.

2. Traffic Evaluation

- a. Determine the anticipated number of trips to be generated by the redeveloped park based on conversations with Village staff and a review of the most current version of ITE's *Trip Generation Manual*. Trips will be projected for a weekday evening peak hour and Saturday peak hour.
- b. Estimate directional distribution and assign trips to the access driveways and surrounding street system consisting of Fun Drive, West End Avenue, and 153rd Street. Develop an exhibit to document the projected inbound and outbound trips.
- c. Qualitatively assess the potential traffic impacts of the site-generated trips, evaluate driveway access, internal parking lot circulation, and circulation within the street network. Provide recommendations if needed.

3. Parking Evaluation

- a. Determine anticipated parking demand generated by the redeveloped park based on historic data, conversations with Village staff, and a review of the most current version of ITE’s *Parking Generation Manual*, ULI’s *Shared Parking* manual, or other industry sources. Parking demand will be assessed for a weekday evening peak hour and a Saturday peak hour.
- b. Compare the number of parking spaces provided in the future condition with the projected demand and provide recommendations if needed.

4. Technical Memorandum

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- a. Attend one in-person kick-off meeting with the Village staff.
- b. Occasional coordination meetings which will occur via phone with the Village.

B. Compensation

We propose to perform the work using a direct labor multiplier, with a not-to-exceed maximum. The not-to-exceed fee will include reimbursement of direct labor costs for the scope of services described above, overhead and indirect costs, fringe benefit and salary burden costs, plus profit. We will use a billing factor of 2.49 in accordance with the Master Services Agreement. Direct expenses will be reimbursed at their actual cost. The upper limit of compensation is based on the workhour estimates and fee calculations shown below:

Item	Task	Work Hours
1.	Data Collection and Early Coordination	4
2.	Traffic Evaluation	24
3.	Parking Evaluation	24
4.	Technical Memorandum	16
5.	Meetings and Other Coordination	8
Total		76

Fee Estimate:	76 hrs. x \$50/hour x 2.49 =	\$ 9,462
	Direct Costs (mileage estimate) =	\$ 100
	Fee Estimate =	\$ 9,562

IV. Project Staff

Below is a list of our key staff members who will provide the engineering services.

Project Manager: Steven A. Pautsch, P.E., PTOE
Traffic Engineer: Louis Pukelis, P.E.
QA/QC: James R. Woods, P.E., PTOE

V. Project Schedules

For the Schussler Park and Centennial Park West traffic and parking evaluation assignments, Civiltech will provide a draft technical memorandum for the Village’s review within four weeks of the kick-off meeting with Village staff. A final memorandum will be submitted one week after comments on the draft memo are received from the Village.

The anticipated schedule for the Centennial Park project is unknown at this time and will be negotiated with Village staff at a later date.

VI. Total Fee Estimate

Project	Work Hours	Project Fee Estimate
Schussler Park	72	\$9,014
Centennial Park West	90	\$11,255
Centennial Park	76	\$9,562
Total Fee Estimate		\$29,831

VII. Additional Work

During the course of this project, it may become necessary to perform additional services beyond the scope of this contract including but not limited to attendance at additional or extended-length meetings, additional traffic counts, additional traffic analyses, additional geometric analyses/plans, or additional plan, exhibit, and report revisions. If some of this work becomes necessary, the additional fee for extra work would be billed on a time-and-material basis.

Work will be performed in accordance with the Master Agreement for Professional Engineering Services between Civiltech Engineering and the Village of Orland Park. In the event of a conflict between the terms of this proposal and the terms of the agreement, the professional services agreement will control.

We thank you for the opportunity to submit this proposal, and look forward to working with you toward the successful completion of this project. If you have any questions or require additional information, please call me at (630) 735-3942.

Very truly yours,

CIVILTECH ENGINEERING, INC.

A handwritten signature in blue ink that reads "James R. Woods". The signature is written in a cursive style with a clear, legible font.

James R. Woods, P.E., PTOE