



May 6, 2021

Proposal submitted by:

**BAXTER & WOODMAN**  
Consulting Engineers



Village of Orland Park

# **RFP McGinnis Slough Multi-Use Path**

## **Phase I Preliminary Engineering**

May 6, 2021

Mr. Sean Marquez  
Village Engineer  
Village of Orland Park  
14700 S. Ravinia Avenue  
Orland Park, Illinois 60462

Ms. Nicole Merced  
Purchasing Coordinator  
Village of Orland Park  
14700 S. Ravinia Avenue  
Orland Park, Illinois 60462

**Subject: RFP McGinnis Slough Multi-Use Path Phase I Preliminary Engineering**

Dear Mr. Marquez and Ms. Merced:

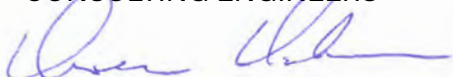
The Village's goal is to select an experienced team to be your advocate, assisting you with completion and IDOT approval of the Phase I Engineering for the McGinnis Slough Multi-Use Path. Having completed numerous Phase I designs for similar trail projects for the Forest Preserve District of Cook County, Glenview, Skokie, Park Forest, and others, we fully understand the project challenges. Our staff's ongoing work in Orland Park, combined with our experience coordinating with Cook County DOT&H and IDOT BLRS, will allow us to be the advocate you need. Our approach for your project focuses on:

- **An Experienced Team** - Your project will receive hands-on attention from transportation engineering professionals who are skilled at helping communities find cost effective, practical solutions for transportation-related projects. Your team is led by Project Manager Jay Coleman who has extensive experience completing Phase I studies for federally funded projects. He will help Orland Park efficiently navigate through the IDOT process to keep your project moving forward.
- **Helping Secure Funding** - We assist our clients with identifying and securing funding from various funding sources, including ITEP, STP, STP Shared Fund, CMAQ, Safe Routes to Schools, Rebuild Illinois, and Invest In Cook. You can rely on our local expertise and proven funding procurement experience to help Orland Park secure funds for your bicycle facilities.
- **Successful Public Engagement and Outreach** - An informed public is one of the most vital keys to project success. From project websites to virtual public meetings to visualization exhibits/videos to social media updates, our team can offer a variety of tools to promote a positive public response.

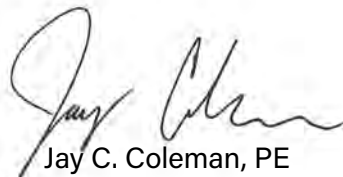
If you have questions or need additional information during your review of our submittal, please contact Project Manager Jay Coleman at (815) 444-3277 or [jcoleman@baxterwoodman.com](mailto:jcoleman@baxterwoodman.com). We look forward to working with the Village to prepare a Phase I preliminary design for the McGinnis Slough Multi-Use Path.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Dennis S. Dabros, PE  
Vice President/Client Services Liaison



Jay C. Coleman, PE  
Project Manager

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## **Baxter & Woodman celebrates our 75th anniversary!**

On January 19th, 1946, company founders Richard Baxter and Lorrin Woodman began a journey that ultimately led to the firm known today as Baxter & Woodman, Inc., Consulting Engineers.

Over the years, the company's service offerings have expanded. Baxter & Woodman now provides planning, design, construction and technology services for water, wastewater, stormwater and transportation facilities for municipalities, counties and state agencies and more. Environmental, geographic information systems (GIS), water and wastewater operations, and advanced technology needs complement the firm's civil engineering expertise. The company has several subsidiaries including ones focused on Natural Resources, Municipal Technology, and Design-Build project delivery.



# Firm Overview

## ■ Company Profile

Founded in 1946, Baxter & Woodman, Inc. provides more than \$50M in consulting engineering and technology assistance annually to municipalities, state agencies, county governments, and sanitary districts throughout Wisconsin, Illinois, Florida, and Texas. Dedicated to promoting a sustainable future, our staff of more than 320 talented engineers, surveyors, technicians, and support personnel incorporates innovative techniques along with tried and true processes.

Baxter & Woodman offers planning, design, construction and technology services for water, wastewater, stormwater and transportation facilities for municipalities, counties and state agencies and more. Environmental, geographic information systems (GIS), water and wastewater operations, and advanced technology needs complement the firm's civil engineering expertise. The company has several subsidiaries including ones focused on Natural Resources, Municipal Technology, and Design-Build project delivery.

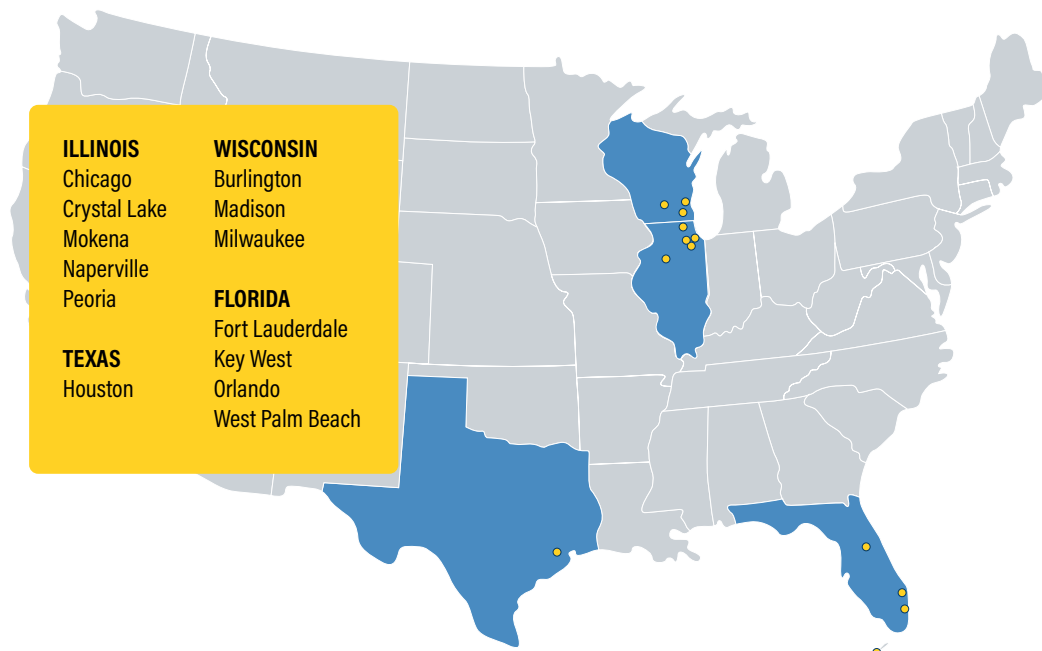
Baxter & Woodman has climbed to **#296** on the Engineering News Record list of Top Design Firms in the Country!



Dedicated to combining **sound engineering practices** with **emerging technologies** to provide **sustainable, innovative solutions**.

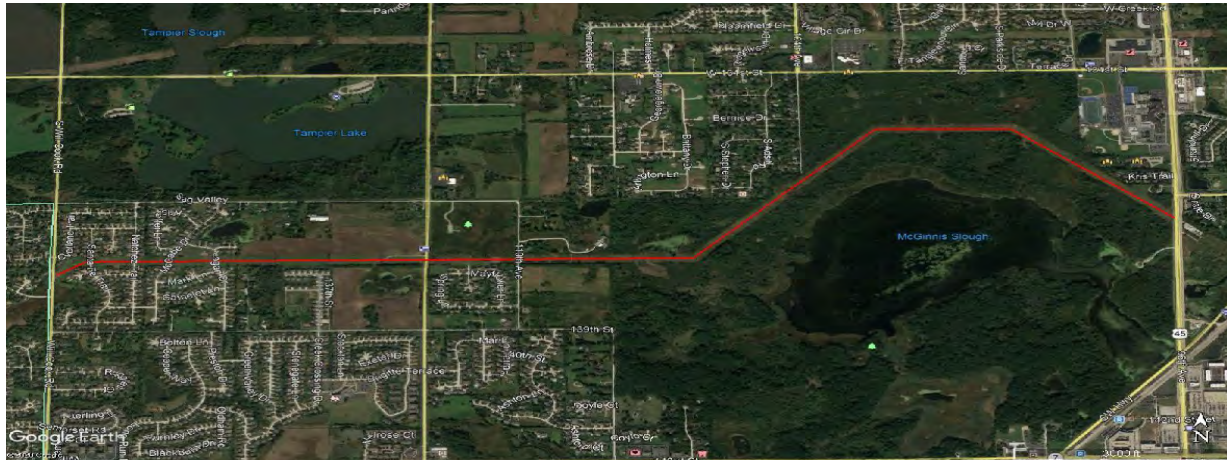
## ■ Responsive Project Support

Baxter & Woodman's 13 regional offices provide our clients with local presence and responsive service. Our team offers services that stretch well beyond typical engineering consulting.



# Strategy for Success

The Village of Orland Park has identified a need for a multi-use path around the McGinnis Slough as identified in the Village's Comprehensive Plan. The multi-use path, proposed within the existing Commonwealth Edison utility easement, will provide an important link for non-motorized transportation between the existing paths on the west side of US Route 45 and the south side of Venetian Way.



With Baxter & Woodman, the Village will receive a team with the experience necessary for project success as highlighted in the sections below.

## Federal Phase I Process



Our team's familiarity with federally funded projects and Illinois Department of Transportation (IDOT) Local Roads and Streets' policies goes beyond our resumé of successful projects.

Baxter & Woodman has recently served as Program Manager for the Bureau of Local Roads and Streets to review and assist IDOT in processing Phase I & II federally funded projects. Few firms will be able to offer the same first-hand experience with projects administered by IDOT, and our long-standing relationships with IDOT staff promote flexibility in document preparation and processing, and help streamline reviews and approvals.

Your Project Manager, **Jay Coleman**, has been processing Phase I and Phase II Federal Aid projects through IDOT District 1 for 20 years. Jay spent three years working at IDOT District 1 Local Roads processing hundreds of Federal Aid projects.



Baxter & Woodman staff are well equipped to navigate complex federal and IDOT policies with expert knowledge of critical design elements including:

- Pedestrian & Bicycle Facilities and Traffic Safety Engineering (**Jason Fluhr**, Professional Traffic Operations Engineer).
- PESA/PSI Reporting (**Don Palmer**, Professional Geologist).
- Permitting Agency Coordination (**Paul Siegfried**, Stormwater and Permit Engineer).
- Cook County Department of Transportation and Highways and Forest Preserve District of Cook County Coordination (**Dan Schug**, Project Advisor and QA/QC)

Our strength with these projects is not only completing preliminary and final engineering, but also securing funding to help move projects forward to construction. Many firms say they are experts at funding, but in the last STP call for projects in 2020, **Baxter & Woodman successfully secured funding for 18 of 25 project applications** submitted across Chicagoland. This was accomplished by not only submitting thorough applications, but by having an in-depth understanding of each Council's scoring system and positioning each project to maximize points in advance of the call for projects.

## ■ Public Involvement, Stakeholder Coordination & Visualization



Face-to-Face Meetings



Virtual Open Houses



Video Visualizations

We know that engaging the community in the planning process helps get the public on board with Village goals. This is a recommended (and in some cases, required) step in the IDOT Phase I process. Regular and proactive communication with stakeholders, businesses, and property owners, will help facilitate your schedule and provide the positive momentum needed to complete the project. We can help tailor a communication strategy that meets your needs.

Anticipated stakeholders on this project include numerous residential & commercial properties, Village residents, regional bicycle user groups, Forest Preserve District of Cook County, Cook County Department of Transportation and Highways, Commonwealth Edison, and the Village of Homer Glen. Coordination with adjacent schools, Centennial Elementary School and Carl Sandburg High School, will be critical to confirm the pedestrian/bicycle connectivity meets the schools' needs. Coordination with the Cook County Department of Transportation and Highways will be required for any roadway or pedestrian improvements at Wolf Road and Will Cook Road, and coordination with IDOT Bureau of Programming will be required for work in US Route 45 right-of-way. Early engagement with these entities, with particular focus on the adjacent properties, will be critical to identifying design alternatives that will gain stakeholder support.

Depending on the Village's preferences, we can assist you with a wide variety of public outreach services. We will work with you to create a strategy that builds public support and excitement, promotes your dedication to building a better community, and keeps your project moving forward.

## ■ Project Management & Communication

In addition to Public Involvement, proactive communication between the design team and the Village will be a top priority. We understand the value in keeping the Village updated on costs associated with the project as well as talking through various design alternatives and their impact on construction. We are always available to meet in person or we can provide the technology needed to facilitate virtual meetings.

## ■ Key Points

- The existing off-street multi-use paths south of Venetian Way and on the west side of US Route 45 provide logical termini for the beginning and ending of the proposed multi-use path within the existing Commonwealth Edison utility easement.
- The proposed multi-use path should be located to minimize environmental impacts, avoiding wetlands where possible.
- Pedestrian activated crosswalk warning systems utilizing solar powered Rectangular Rapid Flashing Beacons (RRFB) should be installed at the higher volume, higher speed roadway / multi-use path crosswalk locations on Wolf and Will/Cook Roads to enhance safety for path users crossing the roadways. Appropriate signage should also be included on the County Routes alerting motorists to the multi-use path crossings. RRFBs can also be installed on any other roadway the multi-use path crosses at the Village's discretion.
- The demographic of bicycle users will include students, families, and adult (regional and local) users.

An off-street path will provide safety benefits to young riders near schools and provide the connectivity required to allow students to navigate the route with minimal interaction with motor vehicles.



Wetlands in ComEd easement to be avoided, if possible



Potential crosswalk location on Wolf Road with Rectangular Rapid Flashing Beacons

## ■ Project Funding Opportunities

Baxter & Woodman has assisted municipalities secure over \$240 million in funding for local capital improvement projects. Over the past few years, we have been successful in obtaining funds for local multi-use path facilities within several local communities, including Frankfort, Country Club Hills, Mokena, Oak Forest, Plainfield, and more.

Our team is well versed in funding programs for multi-use paths, including:

- Illinois Transportation Enhancement Program (ITEP)
- Chicago Metropolitan Agency for Planning (CMAP) programs for Congestion Mitigation and Air Quality Improvement (CMAQ)
- Surface Transportation Program and Southwest Conference of Mayors and the related selection methodology.
- Cook County DOT&H Invest in Cook
- Safe Routes to Schools
- Illinois Department of Commerce and Economic Development (DCEO) Grants



We will help position this project to score well as you decide on pursuit of ongoing and multiple funding sources, Call(s) for Projects. Depending on recommended improvements, we can also assist the Village in investigating and obtaining other funding sources.

## ■ Complying with Cook County DOT&H Invest In Cook Processes

We have assisted many municipalities with Invest In Cook funding for projects at various stages of development including planning and feasibility studies, engineering design, right-of-way acquisition, and funding for construction. We have been successful in securing this funding because we understand the criteria and work with County staff regularly which helps us focus our efforts on winning project applications.

Our work with Cook County DOT&H over the last 15 years has included permitting municipal transportation projects, reviewing developments and other improvements for stormwater impacts, helping them with their first federal TIGER grant application, and BLRS projects' coordination for IDOT. The various Superintendents, including Acting Superintendent "Sis" Killen, have all told us they appreciate

### Invest In Cook Experience

Your Baxter & Woodman team has been promoting, applying, and engineering through this program since it debuted in 2017. This funding program encourages local and regional investments that support Cook County's priorities, including the movement towards designing and building Complete Streets and connecting Cook County.

Our design experience includes the Skokie Valley Trail through Glenview, Northfield, Wilmette, and Skokie, IL and the 135th Street STP Improvements in Robbins, IL. We assisted the Villages with their successful Invest in Cook applications, for which they were awarded funds to use as their local match during construction. We have also assisted the Villages of Park Forest, Flossmoor, La Grange, and Niles with successful Invest In Cook applications.



consultants who can help the County work better with municipalities and other agencies. We know our long-term experience with the County has been consistent with the priorities set forth in Connecting Cook County and has helped them and many municipal clients expand the County's involvement in multimodal projects including transit, bicycle, pedestrian, freight and bridge projects. This comprehensive experience and knowledge of both County staff and processes will allow us to be the advocate you need to navigate the BLRS process while recognizing Invest In Cook, or other funding sources policies.

## **Coordinating with IDOT, Cook County DOT&H, Forest Preserve District of Cook County, & Other Permitting Agencies**

With our focus on municipal and county clients, Baxter & Woodman's in house staff includes leadership in the required disciplines of work for these improvements, including roadway, drainage, infrastructure, structural, environmental, sustainability, lighting, survey, and public outreach. Our team is continuously working with permitting agencies potentially involved along this project's corridor.

We have had ongoing communication with key staff at the following agencies. Our company's general experience with some of the key agencies is highlighted below.

	<ul style="list-style-type: none"> <li>• Seventh year of contract providing stormwater permit review services for development projects requiring review by the Highway Department and Building &amp; Zoning Department</li> <li>• Numerous permit projects for intersection improvements, roadway resurfacing and pedestrian facilities improvements</li> <li>• INVEST IN COOK grant funded project experience</li> </ul>
 Illinois Department of Transportation	<ul style="list-style-type: none"> <li>• Program Management contracts with the Bureau of Design for Districts 1 and 3</li> <li>• Bureau of Local Roads Program Management contract for processing federally and MFT funded local agency projects</li> <li>• Numerous pedestrian/bicycle facilities, roadway reconstruction, and intersection improvement projects</li> </ul>
	<ul style="list-style-type: none"> <li>• Frequent involvement with MWRD on municipal projects, and several funding programs, throughout the District</li> <li>• Baxter &amp; Woodman serves on the Watershed Management Ordinance (WMO) committee</li> <li>• Vast experience in MWRD permitting, including modifying drainage systems</li> </ul>
 United States Army Corps of Engineers	<ul style="list-style-type: none"> <li>• Continuous coordination with the ACOE for projects, including bridge rehabilitation/reconstruction, culvert replacement, and transportation projects involving wetland and stream impacts</li> <li>• Regular permit coordination meetings maintain our firm's familiarity with permit procedures and responsible ACOE staff</li> </ul>
	<ul style="list-style-type: none"> <li>• Design and construction engineering services for multiple trail improvements in a diverse mix of Forest Preserve District locations</li> <li>• Trail crossing designs complied with Forest Preserve District and AASTHO guidelines</li> <li>• Improvements to Sand Ridge Nature Center, including green solutions and energy saving equipment</li> </ul>

For this project, our knowledge of IDOT and Cook County requirements for pedestrian facilities, traffic and pedestrian signals, ADA, and work within County and IDOT right-of-way will be essential for achieving timely reviews and approvals.



Work within the US Route 45 right-of-way will require IDOT Bureau of Programming coordination

## ■ Scope of Work and Project Timeline

Based on our familiarity with similar projects and the IDOT Phase I process, the critical path items for this project will include:

- Project initiation and coordination with IDOT Bureau of Local Roads, and prompt submittal of Environmental Clearance Requests required for the project limits.
- Alternative alignment development, adjacent property owner coordination and concurrence. Identify land acquisition needs.
- Development of Phase I Plans and Report based on the preferred alignment. Initiate project reviews and/or coordination from permitting agencies including IDOT, Cook County DOTH, Forest Preserve District of Cook County, MWRD, Commonwealth Edison, and others as required.

A detailed Scope of Services and Project Schedule are included on the following pages.

# Scope of Work

## 1. EARLY COORDINATION AND DATA COLLECTION

- *Data Collection:* Obtain, review and evaluate the following information provided by the Village for use in design:
  - ◊ Utility Atlases
  - ◊ Existing Roadway and Structure Plans with Inspection Reports
  - ◊ GIS Shape files surrounding the project limits
  - ◊ Aerial Photography
  - ◊ Environmental Studies
  - ◊ Maintenance and flooding records
  - ◊ Drainage Studies
  - ◊ Geotechnical Data
  - ◊ Crash Data (5 years)
  - ◊ ROW, GIS and property data

## 2. TOPOGRAPHIC SURVEY

- *Topographic Survey:* Perform topographic survey within the project limits and at 100-foot intervals including driveways and cross streets. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls. Outside the anticipated right-of-way, County contours shall be utilized for approximating compensatory storage, detention, borrow excavation, and mass grading design elevations.
- *Photos:* Collect photographs along the project route to assist with design drawings and exhibits.
- *Structures:* Collect drainage structure condition, inverts, size, and flow direction.
- *Terrain Model:* Download and develop digital terrain model for use in design and plan preparation.
- *Right of Way:* Field-locate existing property corners and utilize available tax parcel information to establish an approximate right-of-way. Conduct research at the County Recorder to obtain recorded documents for determining the limits of existing right of way and easements.

## 3. ACCIDENT ANALYSIS

- *Accident Analysis:* Obtain accident data from the Village, IDOT and the County and compile for review. Complete an accident diagram for the segments and intersections in the last 5 years and summarize findings. Complete an accident analysis to evaluate the frequency, severity, and recommended countermeasures.

## 4. ALTERNATIVES & PRELIMINARY DESIGN

- *Alternative Geometric Development:* Analyze and schematically develop alternative alignments, configurations, and geometrics to establish the preferred alternative of the proposed multi-use path location. Review critical cross sections, right-of-way, impacts, and design constraints. Compile alternatives and summarize findings of the analysis with recommendations. A maximum of two (2) alternatives will be developed further for evaluation.

- *Preferred Alternative Geometric Design:* Develop the preferred improvement plan, profile, and cross sections throughout the project. Identify design constraints including clear zone, obstructions, drainage limitations, and potential design exceptions. Include development of the following items in the preferred improvement:
  - ◊ Multi-use trail
  - ◊ Sidewalk improvements
  - ◊ Pedestrian connections, including schools
  - ◊ ADA ramp details required in Phase I
  - ◊ Maintenance of Traffic
  - ◊ Driveways and adjacent intersections
  - ◊ Drainage facilities
- *Plan and Profile:* Prepare plan and profile sheets for the horizontal and vertical alignment of the preferred alternative at 1" = 40' scale.
- *Typical Sections:* Prepare typical sections for the existing and proposed improvements, showing dimensions for multi-use path surfaces, bases, subbases, subgrade treatments, sidewalks, ditches, backslopes, and right of way.
- *Cross Section Design:* Design multi-use path cross sections at 100-foot intervals and all cross streets, driveways and cross-path culverts.
- *Estimate of Cost and Schedule:* Develop preliminary cost estimates for the preferred improvement and anticipated schedule for construction. Include costs for Phase II design engineering, Phase III construction observation, and project construction cost estimates.

## 5. DRAINAGE ANALYSIS

- *Location Drainage Technical Memorandum (LDTM):* Prepare a Location Drainage Technical Memorandum for drainage improvements within IDOT ROW including an analysis of the existing drainage system, an analysis of existing outlets, an evaluation of the need for storm water detention and compensatory storage, and design of proposed drainage improvements. Identify sensitive outfalls and complete the drainage report in accordance with IDOT requirements and the requirements of the Metropolitan Water Reclamation District (MWRD) Watershed Management Ordinance.

## 6. ENVIRONMENTAL COORDINATION AND PERMITTING

- *Environmental Survey:* Prepare the Environmental Survey Request Form and related exhibits. Submit to IDOT to determine potential environmental impacts. Biological, Archeological, and Historical surveys will be performed by the State. Wetland delineation and special waste assessment will be performed by Baxter & Woodman as described below. It is anticipated that IDOT will complete the PESA, if necessary, as part of improvements within the US Route 45 right-of-way.
- *Permit Agency Early Coordination:* Initiate coordination with the following regulatory agencies to obtain preliminary design comments:
  - ◊ Metropolitan Water Reclamation District (MWRD)
  - ◊ US Army Corps of Engineers (ACOE)
  - ◊ Illinois Environmental Protection Agency (IEPA)

- *Wetlands:* Perform wetland delineation in the project corridor during the growing season; including documentation of baseline vegetation, hydrology, and soils information. Prepare a Wetland Delineation Report and Exhibits that summarize the methodology used, site description, and results of survey.
- *Wetland Impact Evaluation:* Prepare a wetland report detailing the work within a regulatory wetland, including a description of the wetlands being impacted, avoidance, minimization, and mitigation efforts. Submit to IDOT for review and approval.
- *Section 4(f) Lands:* Impacts to the *Forest Preserve District of Cook County* are anticipated. Prepare description of Right-of-Way acquisition or easements (permanent or temporary) from publicly owned parks and recreational areas. Develop avoidance alternatives to assess feasibility. Evaluate impacts on these properties, addressing alternatives, measures to avoid, minimize, mitigate or enhance resources, and net benefits that would result from the use of Section 4(f) land. A Section 4(f) De Minimus impact is anticipated. Prepare 4(f) documentation using De Minimus format and submit to the FHWA, County and IDOT for review.

## 7. PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT (PESA)

- *Historical Records Review:* Review and document historical data sources for the project area, including aerial photographs, topographic maps, fire insurance maps, County resources, and other readily available development data.
- *Environmental Regulatory Records Review:* A computer search of Federal, State, Tribal, and local government agency records will be performed to determine if the Site or adjacent properties are included within the selected regulatory databases. Based on the results of this query, the Site and its surrounding properties shall be evaluated for recognized environmental concerns (REC). Queries shall be performed, but not be limited to, the following regulatory databases:
  - ◊ National Priority List (NPL) of Hazardous Waste Sites;
  - ◊ Hazardous Waste Treatment, Storage, Disposal Facilities (TSDF);
  - ◊ Underground Storage Tank or Leaking Underground Storage Tank Locations (UST/LUST);
  - ◊ Sanitary Landfill and Solid Waste Sites (SL/SWS);
  - ◊ State Hazardous Waste Sites (SHWS);
  - ◊ CERCLIS sites
  - ◊ Small and Large Quantity Hazardous Waste Generators (RCRIS-SQG/LGG)
  - ◊ RCRA
- *Report Preparation:* Based on Environmental Screening results and site visit, prepare a PESA using the processes described in *A Manual for Conducting Preliminary Environmental Site Assessments for Illinois Department of Transportation Infrastructure Projects*, Second Edition, January 2012.
  - ◊ Prepare a letter report summarizing the activities and results of the assessment. The report will include pertinent documentation to support the screening results of the assessment. It will also provide a summary of conclusions from the limited information collected. A Preliminary Site Investigation (PSI) will not be included within this scope of work, which will be included in Phase II Engineering.

## 8. MEETINGS AND PUBLIC INVOLVEMENT

- *Meetings:* The following meetings are anticipated for this project:
  - ◊ Village (4 total) (Kickoff, Alternatives, Concept, Preliminary)
  - ◊ Village of Homer Glen (1)
  - ◊ Cook County DOT&H (1)
  - ◊ Forest Preserve District of Cook County (1)
  - ◊ Commonwealth Edison (2)
  - ◊ IDOT (1) (Kickoff)
  - ◊ IDOT/FHWA Coordination Meetings (1)
  - ◊ Stakeholder Meetings (8 total): Review preferred path alignment with stakeholders prior to proceeding with design.
  - ◊ Public Meeting (1)
- *Public Meetings:* Prepare advertisement, exhibits, handouts, and attend Public Open House Meetings. Prepare meeting minutes to document public comments. Prepare mailings to property owners identified with land acquisition.

## 9. PROJECT DEVELOPMENT REPORT

- *Phase I Documentation:* Prepare a Local Project Development Report for a Federal Approved Categorical Exclusion and submit the report to IDOT-BLRS and the Federal Highway Administration for review and approval. Preliminary, Pre-final, and Final submittals are anticipated. Maintain an updated PPI form and funding application with CMAP and Southwest Conference of Mayors if necessary.

## 10. FUNDING APPLICATIONS

- Complete and submit (CMAQ / STP / ITEP) funding applications with the Chicago Metropolitan Agency for Planning (CMAP), including necessary exhibits and cost estimates. Assist the Village with coordination of resolutions/letters of support for inclusion in the applications. Complete and Submit Invest In Cook Funding application through the Cook County DOT&H as required. The applications (over a 2-funding cycle period) will be submitted to acquire funding for Phase II design engineering, Phase III construction observation, and project construction. Coordinate with the Southwest Conference of Mayors, Illinois Department of Transportation (IDOT) District 1 Bureau of Local Roads and Streets (BLRS) and Cook County DOT&H.

## 11. RIGHT-OF-WAY/EASEMENT VERIFICATION

- Research and verify right-of-way and easements required for the proposed multi-use path. Coordinate with property owners to allow the Village to obtain an agreement allowing placement of the multi-use path on the landowner's property.

## 12. QA/QC

- Perform in-house peer and milestone reviews by senior staff during project initiation, conceptual review, preliminary, prefinal, and final submittals. Provide ongoing reviews of permitting and utility coordination efforts.

### 13. MANAGE PROJECT

- Plan, schedule, and control the activities that must be performed to complete the project including budget, schedule, and scope. Coordinate with Village and project team to confirm the goals of the project are achieved. Prepare and submit monthly invoices, coordinate invoices from sub-consultants, and provide regular updates to the Village.

The following items are not included within the scope of this project, but can be provided as additional services to the contract:

- Permit Review fees
- Plats, Legal Descriptions, Appraisals, Negotiations
- Soil borings / cores – to be completed during Phase II Engineering
- Preliminary Site Investigate (PSI) – typically completed during Phase II Engineering
- Additional meetings beyond those identified above
- Tree Survey
- Drain Tile Survey
- Traffic Counts and Capacity Analysis
- Virtual content and Newspaper Fees for Public Meeting
- Court Reporter fee for Public Hearing (if required)

*Deliverables:* The following is a list of anticipated final deliverables to the Village for this project:

- Electronic DGN, Geopak, Digital Photos, and GIS files used in project development including Plan, Profiles, Cross Sections, Survey, and Exhibits.
- Electronic Record of Design files including agency correspondence, Project Development Report content, Drainage Reports and Models, Environmental Reports, Estimates, Exhibits, and related electronic submittals (pdf or as appropriate). Baxter & Woodman utilizes an electronic filing system in lieu of hard copies.

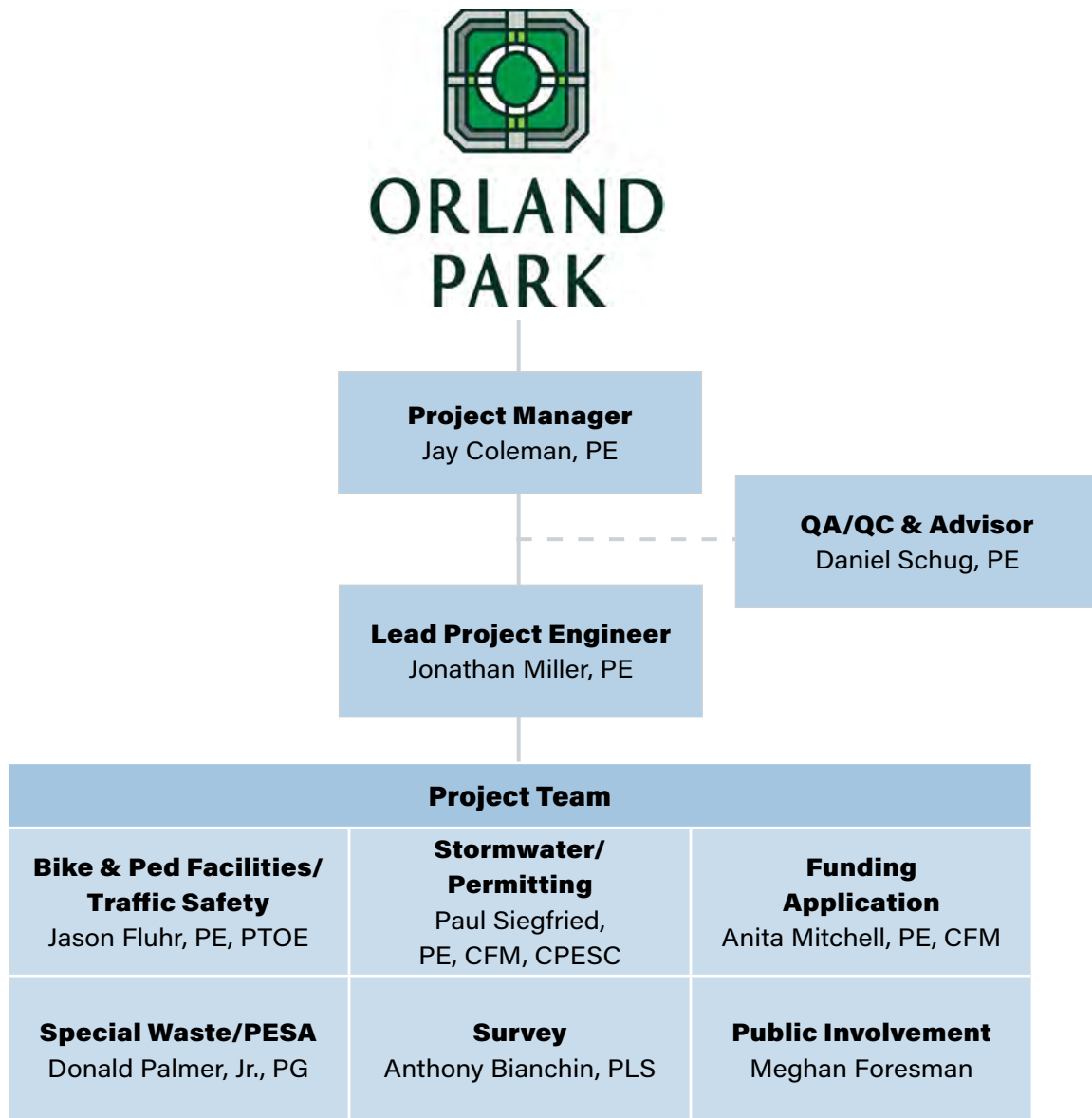
# Project Schedule

Design
  Submittal
  Agency Review
  Key Date

Task	2021								2022							
	Jun	Jul	Aug	Sep	Oct	Nov	Dec		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
<b>Phase I</b>																
Consultant Selection & Village Kickoff Meeting																
Data Collection & Topographic Survey																
IDOT Kickoff Meeting																
Submit Env Survey Request to IDOT (9 month IDOT review time)																
Evaluation of Design Alternatives / ROW Analysis																
Stakeholder Coordination																
Selection of Preferred Design																
Drainage Analysis / PESA Documentation																
Phase I Design/PDR Preparation																
Submit Phase I to IDOT for review																
Submit Applicable plans to CCDOTH																
Public Open House Meeting																
Finalize Phase I per IDOT/Public Comments																
IDOT Approval of Phase I																
Funding Application Submittals																

# Project Team

The success of this project depends on our ability to collaborate with your staff, address your project goals, and facilitate the federal Phase I process. Our project team is ready and available to assist the Village with the McGinnis Slough Multi-Use Path project. Brief resumes are included for your review.



**Education**

B.S., Civil Engineering,  
University of Illinois, Urbana-  
Champaign

Joined Firm in 2015

Years of Experience: 20

**Registrations**

Licensed Professional Engineer:  
Illinois

Jay joined Baxter & Woodman in 2015 with extensive experience in Phase I studies, Phase II design, and Phase III construction services. He has 20 years of expertise in the preparation of plans, specifications, and cost estimates, as well as the various analyses and reports required by Phase I studies, and resident engineering responsibilities.

**Representative Projects****Illinois Department of Transportation, District One**

Assisted the Bureau of Local Roads & Streets staff with the administration of projects using federal, state or MFT funding. Duties included coordination with the FHWA, IDOT - Springfield Office, IDOT - various bureaus of District One, Councils of Mayors, local agencies, and consultants. Also responsible for verifying that Phase I and Phase II submittals met the conditions of their funding programs and were compliant with IDOT design policies.

**Northfield, Wilmette, Glenview, Skokie, IL****Skokie Valley Trail Multi-Use Path**

Project Engineer for Phase I Engineering on behalf of the Villages of Glenview, Wilmette, Northfield, and Skokie of a 3.9 mile segment of the Skokie Valley Trail from the northern-most border of Northfield to the south side of Old Orchard Road. The 10-foot wide multi-use trail was proposed to run along a discontinued Union Pacific Railroad line corridor and ComEd right-of-way. The project consisted of preliminary design including an alternative analysis of multiple path layouts, public outreach, and coordination with regulatory agencies including IDOT and Cook County. This segment completes a gap in the regional trail network, providing an uninterrupted linear connection between Lake Bluff and Chicago.

**Plainfield, IL****127<sup>th</sup> Street Reconstruction Phase I**

Project Engineer for Phase I Study, which included topographic survey, wetland delineation, initial utility coordination, special waste assessment, public meeting, BCR, PBDHR, Hydraulic Report, Local Project Development Report, and coordination with IDOT Bureau of Local Roads and Streets, IDOT Detour Committee, and FHWA. Project added 3,400 feet of shared-use path and lighting on the south side of 127th Street.

**Schaumburg, IL****Plum Grove Road STP Improvements**

Project Engineer for Phase II design services for roadway lighting, roadway reconstruction, maintenance of traffic plan, three traffic signal designs, sidewalk and bike path improvements, and new storm sewer improvements.

**Niles, IL****Milwaukee Avenue Streetscape Improvements**

Project Engineer for Phase I and II design engineering services for streetscape corridor plan. The project includes relocating the sidewalk along Milwaukee Avenue to create streetscape opportunities to provide a safer pedestrian route.

**Education**

B.S., Civil Engineering,  
University of Notre Dame,  
2012

Joined Firm in 2012

Years of Experience: 9

**Registrations**

Licensed Professional Engineer:  
Illinois

**Associations**

American Society of Civil  
Engineers

Jonathan provides design and construction engineering assistance to senior transportation engineers. He has experience in roadway rehabilitation and reconstruction, traffic signal design, sidewalk and multi-use path design, and fieldwork including survey and data collection.

**Representative Projects****Skokie, IL****Howard Street Bike Path**

Project Engineer for design phase for an ITEP-funded bicycle trail extension to connect existing on-street lanes on Howard Street west of Crawford Avenue to the North Shore Channel Trail on the east side of McCormick Boulevard. The work included widening and re-striping to accommodate bike lanes with the existing two through lanes and parking lanes in a tree-lined urban residential block, and installation of an off-street asphalt bike path in an open parkway along the fenceline of an MWRD treatment plant.

**Grayslake, IL****Lake Street Bicycle Path**

Design Engineer for the 1,200-foot long path that consisted of constructing a hot-mix asphalt bicycle path on the east side of Lake Street from the existing bike path at Jamestown Court to the existing bike path at IL Route 83.

**Lakewood, IL****Huntley Road, Lakewood Road, and Lake Avenue Bike Lanes**

Project Engineer for Phase I and Phase II design to widen the roads by 4 feet to provide 4.2 miles of on-street bike lanes on both sides of the road. The project included public involvement, pavement widening and resurfacing, drainage improvements, guardrail installation, wetland delineation, and coordination with the Crystal Lake Park District. Baxter & Woodman worked with the Village to secure federal Surface Transportation Program (STP) funding for three separate bike path projects over a seven-year period, which paid for 80% of the \$3.1 million project.

**Northbrook, IL****Central Business District Road Rehabilitation and Streetscape**

Project Engineer for a "road diet" consisting of parking on one side of the road, shared bike lanes on each side of the road, one travel lane in each direction, and bi-directional turn lane. The project included alternative analysis and public meetings to settle on the right project scope for the Village.

**Carpentersville, IL****Maple Avenue Improvements**

Design Engineer for the improvements between Washington Street and L.W. Besinger Drive, approximately 6,900 feet (1.31 miles). Improvements consisted of asphalt and concrete roadway reconstruction; curb and gutter installation; sidewalk and bicycle path construction; storm sewer, water main, and sanitary sewer improvements; three-sided structure installation; detention pond construction; channelization with thermoplastic pavement markings; driveway removal and replacement; roadway lighting; and parkway restoration.

**Education**

B.S., Civil Engineering  
Marquette University, 2006

Joined Firm in 2006

Years of Experience: 16

**Registrations**

Licensed Professional Engineer:  
Illinois

**Presentations**

Local Roads Management –  
MCCOG Mayor's Caucus  
September, 2016

Modern Roundabouts – B&W  
Transportation Group Training  
October, 2015

**Continuing Education**

ITE Traffic Engineering & Safety  
Conference  
October, 2015

ADA/PROWAG/Pedestrian  
Safety Training (Baxter &  
Woodman, 2012 & 2014)

Traffic Management Expo  
October, 2012

2010 Highway Capacity Manual  
Workshop  
February, 2011

Dan's design and construction engineering background includes roadway modeling, cost estimating, traffic analysis, roundabouts, streetscape, intersection improvements, bike paths, roadway maintenance, and construction inspection. He has led several federally funded, MFT funded, and locally funded projects. Dan is adept at coordinating complex projects with the local agencies, Illinois Department of Transportation, and permitting agencies.

**Representative Projects****Forest Preserve District of Cook County, IL  
Various Trail Improvements**

Design and preparation of plans and specifications, permits, cost estimates, and construction supervision for seven bicycle trails throughout the District. Project components may include traffic signals and modifications; wetland mitigation and delineation; securing necessary permits (USACE, IDNR, IEPA, Cook County B&Z, others); adherence to AASHTO Guidelines; geotechnical survey; and trail design to conform to ADA. Budgeted through the District's Capital Development monies.

**Crystal Lake, IL  
Route 14 at Virginia Road Phase II Improvements**

Project Engineer for Phase II design engineering of this federally funded project, which included pavement widening to provide new auxiliary lanes and a larger turn radius to accommodate trucks, new traffic signals, and a new entrance into the redeveloped area. The City's bike lane plan included Virginia Road as a future bike route. The project also included revising the pavement markings on Virginia Road to include bike lanes on both sides of the road.

**Grayslake, IL  
Lake Street Bicycle Path**

Project Manager for this 1,200-foot long path, which consisted of constructing a hot-mix asphalt bicycle path on the east side of Lake Street from the existing bike path at Jamestown Court to the existing bike path at IL Route 83.

**Schaumburg, IL  
Plum Grove Road STP Improvements**

Project Manager for Phase II design services for roadway lighting, roadway reconstruction, maintenance of traffic plan, three traffic signal designs, sidewalk and bike path improvements, and new storm sewer improvements.

**Round Lake, IL  
West Townline Road Widening**

Project Engineer for the reconstruction of West Townline Road, including widening from two lanes to three lanes, curb and gutter, storm sewer, a parallel bike path, and restoration. Project funded by the State of Illinois Motor Fuel Tax Program.

**Park Forest, IL  
Orchard Drive Phase I**

Project Engineer for STP-funded resurfacing and reconstruction, traffic signal improvements at 5 intersections, addition of turn lanes, street lighting, and on-street bicycle lanes.

**Education**

B.S., Civil Engineering  
Marquette University, 1999

Joined Firm in 1999

Years of Experience: 22

**Registrations**

Licensed Professional Engineer:  
Illinois, Wisconsin

**Certifications**

Professional Traffic Operations  
Engineer™, certified by the  
Institute of Transportation  
Engineers, 2007

**Associations**

American Society of Civil  
Engineers  
Institute of Transportation  
Engineers

**Presentations**

*"Accessibility Guidelines for  
Pedestrian Facilities in the  
Public Right-of-Way"* – B&W  
Transportation Group Training,  
December 2014

**Continuing Education**

"ADA Compliance" Feb 2016  
"Traffic Engineering & Safety  
Conference" October 2014  
"Neighborhood and Pedestrian  
Safety Programs" May 2009  
"School Area Traffic Control"  
September 2008

Jason is a Certified Professional Traffic Operations Engineer and is a Project Manager for a variety of transportation projects. His design and construction engineering background includes roadway reconstruction, roundabouts, streetscape, intersection improvements, bike paths, traffic studies, traffic operations, and roadway maintenance.

**Representative Projects****Illinois Department of Transportation**

Jason performed work as a Program Manager and Lead IDOT Phase II reviewer for complex jobs processed through Local Roads. During that time, Jason reviewed and administered several Federally funded projects to ensure work was completed in accordance with Federal Aid policies and Local Roads design guidelines. He also managed and monitored the progress and schedule of Local Agency project submittals, and coordinated reviews and approvals with various IDOT Bureaus and the Central Office.

**Lakewood, IL****Huntley Road, Lakewood Road, and Lake Avenue Bike Lanes**

Project Manager for Phase I and Phase II design to widen the roads by four feet to provide 4.2 miles of on-street bike lanes on both sides of the road. The project included public involvement, pavement widening and resurfacing, drainage improvements, guardrail installation, wetland delineation, and coordination with the Crystal Lake Park District. Baxter & Woodman worked with the Village to secure federal STP funding for three separate bike path projects over a seven-year period.

**Crystal Lake, IL****Route 14 and Virginia Road Phase II Intersection Improvements**

Project Manager for this federally funded intersection capacity improvement, which involved adding auxiliary lanes at two legs of the intersection, improving truck movements by widening intersection radii, installing new traffic signals, installing a bike lane along Virginia Road, and improving drainage at the intersection.

**Wood Dale, IL****Pedestrian Access TCP Improvements**

Project Manager for upgrading existing pedestrian facilities at seven locations within the City limits to comply with ADA requirements, improve pedestrian visibility to the motorized travelling public, and improve access for pedestrians accessing the Metra train station. Worked with the City to identify several key pedestrian access points along Wood Dale Road and Addison Road, which would have the most significant safety impacts by upgrading signage, striping and traffic signals. Baxter & Woodman then helped the City secure Federal funding for the improvements through the DuPage Mayors and Managers Conference.

**Park Forest, IL****Orchard Drive Improvements**

Project Engineer for widening 2.2 miles of roadway to provide additional turn lane channelization, on-street bicycle lanes along Orchard Drive, and five signalized intersections.



## Education

B.S., Civil Engineering  
University of Illinois, 2006

Joined Firm in 2014

Years of Experience: 15

## Certifications

Licensed Professional Engineer:  
Illinois, Florida

Certified Floodplain Manager

Certified Professional in Erosion  
and Sediment Control

## Associations

Illinois Association for  
Floodplain and Stormwater  
Management

Central States Water  
Environment Association,  
Illinois Branch Stormwater  
Committee Co-Chair

## Continuing Education

IAFSM Funding Seminar, Cicero,  
Illinois, February 22, 2018

Beyond the Basics Stormwater  
Management Conference,  
Woodridge, Illinois, Sept. 2016

ACEC Illinois IDOT 1 Drainage  
Seminar, Lisle, Illinois  
May 7, 2014

Paul has extensive experience in the field of water resources engineering, focused on stormwater design and floodplain management. His experience includes flood mitigation projects, Phase I and II drainage design, green infrastructure planning and design, streambank stabilization, floodplain and floodway analyses and remapping, permitting, funding applications, engineering review, and construction observation.

## Representative Projects

### Illinois Department of Transportation

#### Willow Road and Pfingsten Road, Village of Glenview, Cook County, Illinois

Lead Drainage Engineer for Phase I drainage evaluation and preliminary design for approximate 1060' of roadway improvements along Willow Road at Pfingsten Road. Alternatives were considered for configuration of bike path, sidewalk, and roadside drainage within the project R.O.W.

### Lake County Forest Preserve District, IL

#### Sedge Meadow Forest Preserve, Lake County, Illinois

Provided permitting, stormwater and floodplain analyses, and culvert sizing for approximately 0.35 miles of proposed trail alignments, parking facilities, and access road improvements.

### Lake County Forest Preserve District, IL

#### Fox River Forest Preserve Addition, Lake County, Illinois

Provided permitting and stormwater and floodplain analyses for approximately 3.5-miles of proposed trail alignments at the Fox River Forest Preserve Site. Specific tasks included detention threshold calculations, depressional BFE determinations, compensatory storage calculations, and isolated wetland hydrology calculations to document that 80-150 wetland hydrology criteria was met.

### Forest Preserve District of Will County, IL

#### Hammel Woods North DuPage River Trail, Joliet, Will County, Illinois

Provided inundation analysis, compensatory storage calculations, existing and with-project hydraulic analysis, and culvert crossing design for a new pedestrian trail on the 106-acre Hammel Woods North Forest Preserve property.

### Plainfield, IL

#### 127<sup>th</sup> Street STP Improvements

Assisted with Hydraulic Report Preparation for Phase I of reconstruction of 3,400 feet of 127<sup>th</sup> Street to provide a 3-lane urban roadway, a shared-use path on the south side of 127<sup>th</sup> Street, replacement of an existing culvert conveying the West Norman Drain, right-of-way acquisition, and floodplain compensatory storage. Coordination with IDOT's Bureau of Local Roads and Streets and the Federal Highway Administration was necessary to confirm STP funding eligibility.

### DeKalb, IL

#### Northern Illinois University Outdoor Intramural and Recreation Facility

Provided analysis of the existing stormwater system and stormwater design to accommodate several athletic fields, a walking track, bike paths, sand volleyball, restroom facilities, and parking areas to be constructed on the Main Campus.



### Education

B.S. Civil Engineering,  
Iowa State University, 1990

Joined Firm in 1999

Years of Experience: 30

### Registrations

Licensed Professional Engineer:  
Illinois

### Associations

American Public Works  
Association

American Society of Civil  
Engineers

### Modeling Software Expertise

- XPSWMM
- HY-8
- HEC-HMS
- StormCAD
- FlowMaster

Before joining Baxter & Woodman, Anita spent 6-1/2 years as an engineer in the IDOT Hydraulics Section in the Bureau of Programming. She is very familiar with IDOT policies and format and gained valuable experience reviewing the drainage aspect of traffic requests.

Anita also worked for the Bureaus of Design and Construction. Effective communications skills and a teamwork attitude have allowed her to successfully coordinate projects with utilities, municipalities, Illinois Environmental Protection Agency, the Army Corps of Engineers, as well as internal IDOT Bureaus.

Her responsibilities have included all aspects of project design, including preliminary research; IDNR, CMAP, MWRD, & USDOT Funding applications, CADD plans; drainage analysis and design; guardrail analysis and design, profile design; computer modeling for analysis, design, and quantity calculations; and details and specifications.

### Representative Projects

Grant Funding Application Assistance:

#### Glenview, IL

- Skokie Valley Trail Phase I Engineering - Invest in Cook County
- Chestnut Avenue Bike Trail - ITEP
- East Lake Avenue & Waukegan Road Intersection Improvements - CMAQ
- Willow Road & Shermer Road Intersection - Invest in Cook
- Glenview Road Streetscape Phase II and Construction - STP Local
- Springdale Avenue Sidewalk Improvements - Safe Routes to School

#### Northfield, IL

- Skokie Valley Trail Phase II Engineering - CMAQ

#### Wilmette, IL

- Skokie Valley Trail Phase II Engineering (Local match) - Invest in Cook

#### Flossmoor, IL

- Central Business District Streetscape Improvements Phase I Engineering - Invest in Cook

Bike Path Design:

#### Sugar Grove, IL

Design Engineer for Virgil Gilman Trail reconstruction with vertical realignment and flooding alleviation.

#### Plainfield, IL

Drainage Engineer for Phase I/II 127th Street reconstruction, including 3,400 feet of shared-use path.

#### West Dundee, IL

Drainage Engineer for Phase II design of Huntley Road, including bike path.

**Education**

B.S., Geology, Northern Illinois University, 1995

Joined Firm in 2014

Years of Experience: 30

**Certifications**

Licensed Professional Geologist, Illinois (License 196.001072)

**Specialized Training**

OSHA 40-Hour HAZWOPER Certification

CPR Training

Emergency Response and First Aid Training (OEC)

Don is a Licensed Professional Geologist with extensive experience in engineering and environmental consulting. Expertise includes engineering and environmental engineering projects, environmental site assessments, site remediation, groundwater evaluations, and field drilling programs for public and private sector clients, mining, and construction materials producers.

His project experience includes engineering design support, environmental investigations, environmental site assessments, design, installation, operation and decommissioning of remediation systems, abandonment and removal of existing underground fuel storage tanks at public and private facilities, correspondence and coordination with regulatory agencies, site investigation planning, corrective action and remediation plans, project proposals, and project budgeting.

Experienced in the IEPA Clean Construction or Demolition Debris (CCDD) regulatory program, Don provides expertise in evaluating, managing, and disposing of construction soils excavated during public works improvement projects. He manages coordination, evaluation, assessment, and oversight for proposed construction project soils management including designing and overseeing field soils investigations, evaluation of laboratory data collected during field investigations, and preparation of IEPA LPC-662 and LPC-663 forms for soils disposal as appropriate. Don is well qualified to assist clients to meet construction soils CCDD management procedures and regulatory requirements.

**Representative Projects****Illinois Department of Transportation**

**Phase II Project Support and Management for Various Projects/Variou Counties, District 1, PTB 194/20**

**Phase II Project Support and Management for Various Projects/Variou Counties, District 1, PTB 185/04**

**Phase II Project Support and Management for Various Projects/Variou Counties, District 1, PTB 173/020**

Special Waste Assessment Coordinator for the IDOT District 1 operations in the District office. Directs, coordinates, and manages the Special Waste Assessment Program for District 1 projects, and works directly with IDOT Engineers and District staff in developing and conducting construction site soils investigations and management of regulated substances associated with all IDOT District 1 Phase I and Phase II construction projects. Responsibilities include review and interpretation of Illinois State Geological Survey; Preliminary Environmental Site Assessments (PESAs); tasking and development of IDOT-approved Preliminary Site Investigation (PSI) Work Plans; direction of statewide consultants performing PSIs on IDOT Phase I and Phase II projects; review and approval of PSI studies prepared by statewide consultants; preparation and approval of Illinois Environmental Protection Agency (IEPA) Uncontaminated Soil Certification LPC-663 forms; and preparation of IDOT-approved soils management Special Provisions; and soils management memoranda. Works directly with IDOT's Geologic and Waste Assessment Department and advises the District office on appropriate policy and procedures related to evaluation, investigation, and management of CCDD uncontaminated soils, regulated wastes, and contaminated soils encountered during IDOT District 1 Phase I and Phase II construction projects.

**Education**

B.S., Civil Engineering  
Illinois Institute of Technology,  
1993

Joined Firm in 2006

Years of Experience: 28

**Registrations**

Licensed Professional Land  
Surveyor: Illinois, Wisconsin

Licensed Professional Surveyor  
and Mapper: Florida

**IDOT Certifications**

IDOT Bureau of Construction  
Task Training/Certifications:  
P.C.C. Paving  
HMA Density Testing  
HMA

**Certifications**

Nuclear Density Gauge, Troxler  
Laboratories  
Concrete Field Testing  
Technician, ACI

Tony has over 28 years of design and land surveying experience. His expertise includes the design of roadway reconstruction, roadway realignment, storm sewer, sanitary sewer, and water main projects. He is also proficient in the preparation of right-of-way acquisition, plat, and legal description documents. Tony teaches several surveying courses at the College of Lake County.

**Representative Projects****McHenry County Conservation District, IL****Oak Street to Veteran Acres Park Bike/Pedestrian Path**

Project Manager for the design of one mile of 10-foot wide bike/pedestrian path.

**Schaumburg IL****Plum Grove Road STP Improvements**

Surveyor for improvements to Plum Grove Road between Higgins Road and Golf Road, a high volume roadway that links the residential area south of Higgins with the commercial area to the north. The project is funded through the federal Surface Transportation Program. The design included roadway reconstruction, roadway lighting, culvert headwall improvements, three traffic signal designs, sidewalk and bike path improvements, and new storm sewer improvements. Provided field survey of utility structures and boundary lines. Researched title, prepared and revised highway plats, and modified legal descriptions.

**Arlington Heights, IL****Kensington Road Topographic Survey, Tree Survey and Drafting Services**

Project Manager for survey and drafting services for the Kensington Road improvements, a project length of 6,850 lineal feet. The project consisted of obtaining data of record, performing topographic survey of pertinent features, surveying tree locations and diameters in preparation for trail routing, and generating drawings compatible with AutoCAD 2016 and Autodesk Civil 3D 2016, and in standard IDOT format.

**Park Forest, IL****Orchard Drive Improvements Phase I**

Surveyor for the preparation of a Phase I Project Development Report for this 2.22-mile project, which consisted of widening the roadway to provide additional turn lane channelization and on-street bicycle lanes along Orchard Drive. The project included the widening and reconstruction of Orchard Drive, curb and gutter, reconstruction/improvement of existing storm sewer system, utility relocation, sidewalk removal and replacement, modification of traffic signals, channelization, and driveway removal and replacement.

**McHenry County Division of Transportation, IL****Walkup Road Reconstruction**

Land Surveyor for improvements in two locations along the Walkup Road corridor, which included the reconstruction of Walkup Road and IL 176, installation of right turn lanes, upgrades to traffic signals at IL 176, profile corrections, addition of a center left turn lane, right turn lanes at select intersections, new installation of traffic signals at Mason Hill Road, and bicycle path with street crossing.

**Education**

B.A., Corporate Communication  
Marquette University, 2013

Joined Firm in 2014

Years of Experience: 7

**Project Websites  
Designed/Managed**

[seacrestphase3.com](http://seacrestphase3.com)

[sw4thstreet.com](http://sw4thstreet.com)

[osceolaparkproject.com](http://osceolaparkproject.com)

[dbforcemainreplacements.com](http://dbforcemainreplacements.com)

[beachmasterplanphase2.com](http://beachmasterplanphase2.com)

[weilandproject.com](http://weilandproject.com)

[wpsites.baxterwoodman.com/151st  
improvements](http://wpsites.baxterwoodman.com/151stimprovements)

Meghan is often called upon by project managers to assist with public relations efforts for client projects. Her communication expertise is utilized to plan and develop materials used in public information meetings, as well as displays, presentations, mailings and online tools geared towards stakeholder and resident issues. She has designed and maintained project websites and stays current with the latest technology and online communication tools including Twitter, Facebook and blogs. Meghan is adept at tailoring a project communication program to meet the needs and budget of a client.

**Representative Projects****Lake County Division of Transportation, IL  
Weiland Road Improvements**

Public Relations Specialist for reconstructing Weiland Road from an existing two-lane asphalt pavement to a five-lane asphalt pavement including two lanes in each direction with a center turn lane through a majority of the project. Provides support for public information meetings and development and maintenance of the project website. Provides regular project updates to residents.

**Orland Park, IL  
151<sup>st</sup> Street Improvements**

Public Relations Specialist for construction of a wider 151st Street with one lane in each direction and a striped center two-way left turn lane. A roundabout at 151st Street and West Avenue will be constructed to promote a continuous flow of traffic. Provides support for public information meetings and development and maintenance of the project website. Provides regular project updates to residents.

**McHenry County Division of Transportation, IL  
Randall Road Corridor**

Provides Public Relations support for roadway widening to provide three through lanes in each direction with up to four for the portion between Bunker Hill/Huntington Drive just up to Polaris Drive/Acorn Lane. Dual left turn lanes and separate right turn lanes will be provided at all signalized intersections. Various communication techniques are being utilized on the project, from business canvassing to the development of a project-specific website.

**Round Lake, IL  
Hart Road Improvements**

Public Relations during Phase III construction. Provided support for construction ground breaking and ribbon cutting, and maintenance of the project website. Designed public outreach materials to keep local stakeholders informed and provided construction updates through the project website and email list.

**Delray Beach, Florida  
SW 4<sup>th</sup> Street, SW 6<sup>th</sup> Street, SW 7<sup>th</sup> Avenue, and SW 3<sup>rd</sup> Court Improvements**

Public Relations Specialist for design and construction of improvements to the public roadways, alleyways, potable water, sanitary and storm sewer systems, and considerations for sidewalk and street lighting improvements to improve the area's bike and pedestrian mobility and safety. Provides support for public information meetings and development and maintenance of the project website. Provides regular project updates to residents.

# Similar Projects

## Services

- Phase I Engineering
- Coordination with Cook County DOT and IDOT
- Pedestrian Improvements
- Off-Street Multi-Use Trail

## Funding

Invest in Cook, TAP

## Completed

2019 (Design)

## Construction Cost

\$2.95M (est)



## Skokie Valley Trail

### Glenview, Wilmette, Northfield & Skokie, IL

Baxter & Woodman provided Phase I Engineering on behalf of the Villages of Glenview, Wilmette, Northfield, and Skokie of a 3.9-mile segment of the Skokie Valley Trail from the northernmost border of Northfield to the south side of Old Orchard Road. The 10-foot-wide multi-use trail is proposed to run along a discontinued Union Pacific Railroad line corridor and ComEd right-of-way. Baxter & Woodman also successfully assisted the Villages secure Invest in Cook County funding for Preliminary Phase I Engineering and TAP funding for Phase II engineering. When constructed, the proposed segment of Skokie Valley Trail will complete a gap in the regional trail network, providing an uninterrupted linear connection between Lake Bluff and Chicago.

The Phase I Report followed federal guidelines and was processed by and coordinated with IDOT's Bureau of Local Roads and Streets to ensure Phase II Engineering and construction costs are eligible for future federal grant opportunities.

Preliminary design included alternative analysis of multiple path layouts through the Village of Wilmette. Special attention was given to the proposed path crossing alternative at the Skokie River and at Lake Avenue to ensure the goals of the project, including bike/pedestrian safety and connectivity, were achieved in the most cost-effective manner. The approved Project Development Report included multiple path layouts to allow the Village the flexibility to stage construction of various alternatives as future funding is available.

Extensive coordination and meetings were included in Phase I Engineering, including multiple progress meetings with Villages, IDOT, Cook County, ComED, and Union Pacific Railroad. A public open house meeting was conducted to confirm a community-supported plan consistent with the project's vision and objectives. Right-of-Way and/or Easements acquisition needs were verified as part of the project.

When constructed, Skokie Valley Trail will provide a dedicated off-street route for bicyclists and pedestrians, minimizing their interaction with vehicular traffic and the likelihood and occurrence of pedestrian and bicycle-related crashes along and near the project area.



Public Open House



Typical existing cross section

### Services

- Phase II and III Engineering
- Coordination with IDOT
- Off-Street Path Improvements through Forest Preserves

### Funding

Various

### Completed

2015

### Construction Cost

Kickapoo Trail - \$387K

Dunne Trail - \$243K

40 Acre Woods Underpass - \$99K

Dan Ryan Woods Trail - \$400K

North Branch Trail - \$82K

Sand Ridge Boardwalk - \$376K



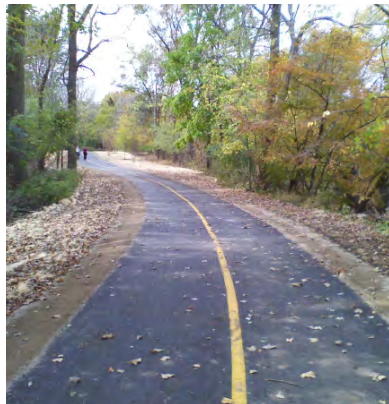
## District-Wide Trail Improvements

### Forest Preserve District of Cook County, IL

Baxter & Woodman provided design and construction services for multiple trails in a diverse mix of environmentally sensitive Forest Preserves areas. The work included new trail construction at seven different locations throughout the County along with various engineering tasks as determined by the District. This project included trail crossing designs in accordance with Forest Preserve standards and AASTHO design guidelines.

Consideration of environmental impacts was at the forefront of these projects. Numerous regulatory agencies required permit approval, including Illinois Department of Natural Resources, Illinois Environmental Protection Agency, Illinois Department of Transportation, Army Corps of Engineers, various surrounding communities, and many others. The work included initial needs assessment, cost estimates, and improvement prioritization.

The path construction terrain included floodplain encroachment, several different types of wetlands, open prairies, dense forests, existing trail modifications, and forest reclamation areas. The project involved improvement of poor quality soils under the path, upgrading safety measures, analyzing known drainage deficiencies, minimizing impacts to known wetlands on the National Wetland Inventory, and meeting seasonal time constraints for construction.



### Services

- Phase I, II, and III Engineering
- Coordination with IDOT
- Off-Street Shared Use Path
- Wetland Mitigation

### Funding

CMAQ, ITEP

### Completed

2019

### Construction Cost

\$2M



## Ridgefield Trace Shared Use Path

### McHenry County Conservation District, IL

Baxter & Woodman assisted with Phase I/II design and Phase III construction engineering services for a \$2 million federally funded shared use path between the Cities of Crystal Lake and Woodstock. The path spans over nine miles and provides a connection with the Conservation District's 26-mile Prairie Trail and other trail networks.

The first segment is a two-mile trail section consisting of a bituminous concrete surface on an aggregate base with 2-foot earth shoulders, with site restoration and drainage modifications. The path crossed several wetland areas, roadways under various jurisdictions, railroad-roadway crossings, and is located immediately adjacent to several home sites and cemeteries. Consideration of the impact to these areas, and each trail crossing location, was critical and was evaluated in the Phase I report. Wetland mitigation and possible compensatory storage sites were determined. Required permits for the bike/pedestrian path construction were applied for during the Phase I process. Work included assessment of issues, budgeting, and segment prioritization.

Baxter & Woodman designed and coordinated construction of the second 1-mile segment with the Walkup Road improvements. The trail included installation of a Pedestrian Hybrid Signal at Walkup Road, and a pedestrian railroad crossing at Oak Street was later constructed in 2018. The third segment of the path opened in 2019 after installation of the pedestrian gates at the Union Pacific RR crossing.

Project activities were successfully coordinated with various public/private landowners and regulatory agencies, including the City of Crystal Lake, Crystal Lake Park District, McHenry County Division of Transportation, Commonwealth Edison, U.S. Army Corps of Engineers, Illinois Environmental Protection Agency, and Illinois Department of Natural Resources.

The District has received \$860,000 in Congestion Mitigation and Air Quality funds and \$934,930 in Illinois Transportation Enhancement Program funds.

### Services

- Coordination with Cook County DOTH and IDOT
- Phase I, II and III Engineering
- Road Diet with Bike Lanes
- Public Information Plan

### Funding

STP

### Completed

2015

### Construction Cost

\$7.2M



## Orchard Drive Roadway Improvements & Bicycle Accommodations Park Forest, IL

Orchard Drive is a main thoroughfare within the Village of Park Forest that provides relief to motorists from delays along Western Avenue. The Village of Park Forest CBD, Village Aquatic Center, Public Library, Fire Training Center, Old Plank Trail, CN Railroad Overpass, and various residential and commercial stakeholders are located within the Orchard Drive improvements work zone.

The project extended between Sauk Trail to the south and US Route 30 (Lincoln Highway) to the north. The total length was approximately 2.2 miles. Improvements included HMA widening and resurfacing, curb and gutter installation, sidewalk repairs, storm sewer improvements, intersection improvements, bridge painting, retaining wall installation, street lighting, and traffic signal modifications at five intersections, including US Route 30.

Improvements consisted of both resurfacing and reconstruction, through a variety of typical sections, with the existing lane configuration being modified in order to provide the added safety of left turn lanes at intersections and driveways. On-street bicycle lanes were constructed between Lakewood Boulevard and Illinois Street to connect the Old Plank Trail bicycle route to Downtown Park Forest. Northbound dual left turn lanes were installed at Orchard Drive and US Route 30 to provide capacity improvements and reduce driver delay for Orchard Drive northbound left turn movements. Storm sewer improvements were made at locations where roadway flooding had been a problem.

Baxter & Woodman designed a project site construction sign to alert motorists and residents and provide information about this high visibility project in the downtown area. Baxter & Woodman's on-site resident engineer submitted weekly Twitter updates.

### Services

- Coordination with Cook County DOT and IDOT
- Phase I, II, and III Engineering
- On-Street and Off-Street Trails

### Funding

ITEP & Local

### Completed

2017

### Construction Cost

\$611,710



## Howard Street Bike Path

### Skokie, IL

Baxter & Woodman completed a concurrent Phase I/Phase II design and observed Phase III construction for an ITEP-funded bicycle trail extension to connect existing on-street lanes on Howard Street to the North Shore Channel Trail. The work included widening and re-striping to accommodate bike lanes with the existing two through lanes and parking lanes in a tree-lined urban residential block and installation of an off-street asphalt bike path in an open parkway along the fenceline of an MWRD treatment plant. The work also included providing a transition from the four-lane roadway section to the two-lane roadway section to reduce pedestrian/bike crossing distance.

Design aspects included minimizing impacts to trees in the residential block, maintaining parking and driveway access, coordinating relocation of utility poles and pedestals, obtaining permanent easement from MWRD to accommodate the path, re-striping crosswalk across McCormick Avenue (signalized State Route) to bike path width, consideration of stormwater BMPs to meet new Cook County stormwater ordinance requirements, maintaining existing PACE bus stops along the route, and coordinating improvements with the local School District.

One project challenge was the transition of on-street bike lanes to an off-street two-way bike path. The selected alternative involved a “protected intersection” where bikes travel inside the intersection corners protected by raised corner islands. The bikes then cross at designated crosswalks perpendicular to traffic to access the off-street path. A truck apron was provided on the islands to accommodate truck turns at the industrial intersection.

MWRD’s safety concerns with the path crossing its busy driveways were addressed by providing non-standard signs and pavement markings, which were approved by IDOT since the proposed configuration was not addressed by the MUTCD.

Coordination with numerous agencies was required, including the MWRD administration for the right-of-way needs, MWRD permit division for stormwater permitting, IDOT, PACE, ComEd, Comcast, Nicor, AT&T, and local School District.



### Services

- Phase II and III Engineering
- Coordination with IDOT
- Roadway Reconstruction
- Box Culvert Replacement
- Off-Street Multi-Use Trail

### Funding

STP

### Completed

2015

### Construction Cost

\$7.2M

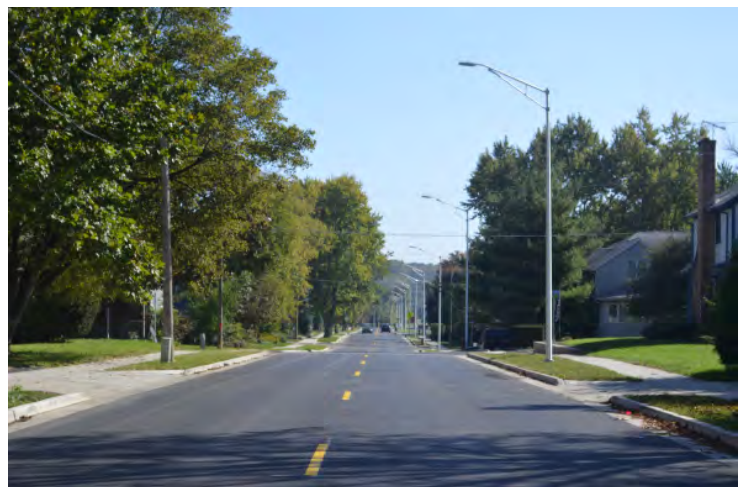
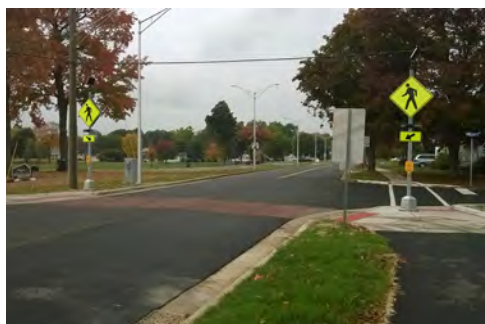


## Maple Avenue Roadway Reconstruction & Multi-Use Path Installation Carpentersville, IL

Baxter & Woodman prepared the Phase II design and provided Phase III construction observation services for improvements to Maple Avenue between Washington Street and L.W. Besinger Drive, approximately 6,900 feet (1.31 miles).

The improvements consisted of:

- Reconstruction of the roadway
- Installation of combination curb and gutter
- Sidewalk removal and replacement in the Old Town area
- Creation of a 10-foot wide multi-use recreational path
- Complete storm sewer system installation
- Installation of 5,400 feet of 16-inch water main (3,400 feet directionally drilled) and 1,200 feet of 6-inch to 12-inch water main
- Sanitary sewer lining and repairs
- Replacement of existing undersized box culvert with an 8-foot by 18-foot three-sided box culvert, including form liner and decorative staining of cast-in-place headwalls
- PCC pavement on section of project containing 10% grade for durability with truck traffic
- Decorative hot applied stamped crosswalk connecting recreational path and adjacent Carpenter Park
- Pedestrian Activated Crosswalk Warning System at decorative crosswalk
- Installation of LED street lighting system throughout project limits



### Services

- Coordination with IDOT
- Roadway Reconstruction
- Multiple Jurisdictions
- Off-Street Shared Use Path

### Funding

STP

### Completed

2020

### Construction Cost

\$7.8M



## Huntley Road Reconstruction & Shared Use Path Installation

### West Dundee, IL

The Huntley Road improvement project is located within the Villages of West Dundee and Carpentersville and unincorporated Kane County. The improvements included the reconstruction of Huntley Road from Sleepy Hollow Road to Elm Avenue.

From east of Sleepy Hollow Road to just west of Westley Lane, Huntley Road was widened to a 3-lane facility with a flush painted median, combination concrete curb and gutter, and storm sewer.

From just west of Westley Lane to Elm Avenue, Huntley Road was reconstructed to a 5-lane facility with a raised landscaped median, combination concrete curb and gutter, and storm sewer. The intersection of Huntley Road and Elm Avenue was reconstructed to tie into IDOT's intersection improvement of Huntley Road and IL 31.

An 8-foot shared-use path was provided on the south side of Huntley Road from Sleepy Hollow Road to Hamilton Drive. A 5-foot PCC sidewalk was constructed from Tartan Drive east to Harbor Drive. A 10-foot multi-use path was installed on the north side of Huntley Road from Tay River Drive to just east of Elm Avenue.

Decorative retaining walls were installed at various locations and two box culverts were extended to accommodate the roadway widening.

The existing traffic signals at the intersection of Huntley Road and Elm Avenue were upgraded/modernized.

Right-of-way plat of highways were developed for 16 parcels, and right-of-way appraisals and review appraisals were prepared for these parcels.

The project utilized STP funds and was processed through IDOT Local Roads.

## Other Shared Use Path Projects:

- **Country Club Hills:** Community Park Improvements, Amphitheater Shared Use Path
- **DuPage County Division of Transportation:** Hobson Road/59th Street Bike Trail
- **Carpentersville:** Maple Avenue Improvements with Bike Path
- **Cary:** Silver Lake Road Bike Path
- **Elwood:** West End Park Redevelopment, Center Point Park Trail
- **Fox River Grove:** Foxmoor Park Trail
- **Frankfort:** Elsner Road Bike Path, Pfeiffer Road Bike Trail
- **Grayslake:** Center Street Bike Path/Pedestrian Bridge, Shorewood Road Bike Path, Carillon North Development Bike Path, Somerset to St. Gilbert's Bikeway and Bridge, Brae Loch to Sheffield Bike Path, Route 120 & Lake Street Bike Path
- **Gurnee:** Cemetery Road Shared Use Path
- **Huntley:** Ruth Road improvements with Path
- **Jackson:** Park & Ride Shared Use Path
- **Lakewood:** Huntley Road Bike Path
- **Lincolnshire:** IL Route 22 Bicycle Path, Riverwoods Road Bike Path Extension
- **Lombard:** Lagoon Park Bike Path
- **Mokena:** 104th Street Improvements with Bike Path
- **New Lenox:** Grand Prairie Bike Path Connection
- **Oak Forest:** Metra Station Shared Use Path, Bicycle Network Master Plan
- **Olympia Fields:** Kedzie Avenue/Olympia Way, 203rd Street Bikeway
- **Oswego:** Waubonsie Creek Shared Use Path
- **Paddock Lake:** 248th Avenue On-Street Bike Lanes
- **Park Forest:** Logan Park Pedestrian Path
- **Plainfield:** 127th Street/Van Dyke Improvements with Bike Path, Lockport Street Multi-Use Path
- **Richton Park:** Poplar Avenue Bike Path, Village Bike Trail
- **Round Lake:** Lincoln Avenue Footbridge/Bike Path
- **Shorewood:** US Route 52 Improvements with Path
- **Stillman Valley:** Bicycle/Pedestrian Path Master Plan
- **Vernon Hills:** Butterfield Road Bike Path Link
- **Wheeling:** Municipal/Park District Complex, Northgate Parkway Extension, Regional Greenway Corridor Bicycle Path
- **Williams Bay:** Bike Path Master Plan
- **Winthrop Harbor:** Village Park Pond Trail
- **Woodstock:** Merryman Fields Park and Trails



**PROPOSAL SUMMARY SHEET**  
**McGinnis Slough Multi-Use Path**  
**Phase I Preliminary Engineering**

Business Name: Baxter & Woodman, Inc.

Street Address: 8430 W. Bryn Mawr Ave., Suite 400

City, State, Zip: Chicago, IL 60631

Contact Name: Jay Coleman, PE

Title: Project Manager

Phone: 815-444-3277 Fax: 773-444-0334

E-Mail address: jcoleman@baxterwoodman.com

**Price Proposal**

**PROPOSAL TOTAL**

**\$ 149,907**

(Unit price for additional meetings, as needed:  
\$1,000 per meeting)

**AUTHORIZATION & SIGNATURE**

Name of Authorized Signee: John V. Ambrose

Signature of Authorized Signee: 

Title: President/CEO Date: May 5, 2021



EXHIBIT E  
COST ESTIMATE OF CONSULTANT SERVICES WORKSHEET  
FIXED RAISE

**Local Public Agency**

Village of Orland Park

**County**

Cook

**Section Number****Consultant (Firm) Name**

Baxter &amp; Woodman, Inc.

**Prepared By**

Robert W. Lenzini

**Date**

4/28/2021

**PAYROLL ESCALATION TABLE**

CONTRACT TERM	12
START DATE	6/15/2021
RAISE DATE	1/1/2022

MONTHS

OVERHEAD RATE	143.55%
COMPLEXITY FACTOR	0
% OF RAISE	2.00%

END DATE 6/14/2022

**ESCALATION PER YEAR**

Year	First Date	Last Date	Months	% of Contract
0	6/15/2021	1/1/2022	7	58.33%
1	1/2/2022	6/1/2022	5	42.50%

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The total escalation = 0.83%

BLR 05514 (Rev. 02/01/21)  
Payroll Escalation

Local Public Agency	County	Section Number
Village of Orland Park	Cook	

MAXIMUM PAYROLL RATE	78.00
ESCALATION FACTOR	0.83%

## PAYROLL RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Executive Vice President	\$78.00	\$78.00
Vice President	\$70.13	\$70.71
Engineer V	\$64.12	\$64.65
Engineer IV	\$53.18	\$53.62
Engineer III	\$43.90	\$44.27
Engineer II	\$35.49	\$35.79
Engineer I	\$30.60	\$30.86
Environmental Scientist V	\$55.19	\$55.65
Environmental Scientist IV	\$44.00	\$44.37
Engineer Tech V	\$50.41	\$50.83
Engineer Tech IV	\$42.64	\$43.00
Engineer Tech III	\$36.01	\$36.31
Engineer Tech I	\$22.25	\$22.44
Spatial Tech. Manager	\$55.79	\$56.25
Spatial Tech. Prof. III	\$37.90	\$38.22
Spatial Tech. Prof. II	\$31.00	\$31.26
Spatial Tech. Prof. I	\$24.82	\$25.03
Survey Manager	\$39.93	\$40.26
Project Surveyor	\$35.27	\$35.56
CADD Technician III	\$44.14	\$44.51
CADD Technician II	\$37.75	\$38.06
Administrative Support IV	\$32.60	\$32.87
Administrative Support III	\$28.54	\$28.78
Administrative Support I	\$19.88	\$20.05
Marketing Professional II	\$28.68	\$28.92

Village of Orland Park

Cook
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### Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

<b>Total</b>	<b>0.00</b>	<b>0.00</b>
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Local Public Agency

Village of Orland Park

County

Cook

Section Number

## COST ESTIMATE WORKSHEET

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

OVERHEAD RATE 143.55%

COMPLEXITY FACTOR 0

TASK	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	DIRECT COSTS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Early Coordination and Data Collection	6	266	381		88		735	0.49%
Topographic Survey	182	6,182	8,874	845	2,040		17,941	11.97%
Accident Analysis	12	444	637		146		1,227	0.82%
Alternatives and Preliminary Design	210	7,682	11,028		2,535		21,245	14.17%
Drainage Analysis	140	6,768	9,716	75	2,234		18,793	12.54%
Environmental Coordination & Permitting	156	6,674	9,581	205	2,202		18,662	12.45%
Preliminary Environmental Site Assessment	46	2,105	3,021	225	694		6,045	4.03%
Meetings and Public Involvement	184	8,698	12,486	1,369	2,870		25,423	16.96%
Project Development Report	98	4,195	6,021	100	1,384		11,700	7.80%
Funding Applications	70	3,130	4,493		1,033		8,656	5.77%
Right-of-Way/Easement Verification	80	3,479	4,994		1,148		9,621	6.42%
QA/QC	20	1,243	1,785		410		3,438	2.29%
Manage Project	44	2,322	3,333		766		6,421	4.28%
		-	-		-		-	
		-	-		-		-	
		-	-		-		-	
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		-	-		-		-	
		-	-		-		-	
		-	-		-		-	
Subconsultant DL					0		-	
TOTALS	1248	53,188	76,350	2,819	17,550	-	149,907	100.00%

129,538

BLR 05514 (Rev. 02/01/21)  
Cost Estimate Worksheet

Local Public Agency

Village of Orland Park

County

Cook

Section Number

## AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultants Services Worksheet Fixed Raise

SHEET 1 OF 3

PAYROLL  CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Early Coordination and Data Collection			Topographic Survey			Accident Analysis			Alternatives and Preliminary Design			Drainage Analysis		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Executive Vice President	78.00	0.0																	
Vice President	70.71	10.0	0.80%	0.57															
Engineer V	64.65	20.0	1.60%	1.04															
Engineer IV	53.62	304.0	24.36%	13.06													60	42.86%	22.98
Engineer III	44.27	359.0	28.77%	12.73	6	100.00%	44.27	1	0.55%	0.24	8	66.67%	29.51	60	28.57%	12.65	40	28.57%	12.65
Engineer II	35.79	0.0																	
Engineer I	30.86	40.0	3.21%	0.99										40	19.05%	5.88			
Environmental Scientist V	55.65	6.0	0.48%	0.27															
Environmental Scientist IV	44.37	22.0	1.76%	0.78															
Engineer Tech V	50.83	0.0																	
Engineer Tech IV	43.00	0.0																	
Engineer Tech III	36.31	0.0																	
Engineer Tech I	22.44	177.0	14.18%	3.18				30	16.48%	3.70	4	33.33%	7.48	50	23.81%	5.34			
Spatial Tech. Manager	56.25	0.0																	
Spatial Tech. Prof. III	38.22	0.0																	
Spatial Tech. Prof. II	31.26	0.0																	
Spatial Tech. Prof. I	25.03	0.0																	
Survey Manager	40.26	1.0	0.08%	0.03				1	0.55%	0.22									
Project Surveyor	35.56	140.0	11.22%	3.99				140	76.92%	27.36									
CADD Technician III	44.51	165.0	13.22%	5.88				10	5.49%	2.45				60	28.57%	12.72	40	28.57%	12.72
CADD Technician II	38.06	0.0																	
Administrative Support IV	32.87	0.0																	
Administrative Support III	28.78	0.0																	
Administrative Support I	20.05	0.0																	
Marketing Professional II	28.92	4.0	0.32%	0.09															
		0.0																	
		0.0																	
TOTALS		1248.0	100%	\$42.62	6.0	100.00%	\$44.27	182.0	100%	\$33.96	12.0	100%	\$36.99	210.0	100%	\$36.58	140.0	100%	\$48.35

Local Public Agency

Village of Orland Park

County

Cook

Section Number

## AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

SHEET 2 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Environmental Coordination & Permitting			Preliminary Environmental Site Assessment			Meetings and Public Involvement			Project Development Report			Funding Applications			Right-of-Way/Easement Verification		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Executive Vice President	78.00																		
Vice President	70.71																		
Engineer V	64.65							20	10.87%	7.03									
Engineer IV	53.62	16	10.26%	5.50				80	43.48%	23.31	8	8.16%	4.38	50	71.43%	38.30	40	50.00%	26.81
Engineer III	44.27	60	38.46%	17.03	40	86.96%	38.49	40	21.74%	9.62	80	81.63%	36.14				20	25.00%	11.07
Engineer II	35.79																		
Engineer I	30.86																		
Environmental Scientist V	55.65				6	13.04%	7.26												
Environmental Scientist IV	44.37	22	14.10%	6.26															
Engineer Tech V	50.83																		
Engineer Tech IV	43.00																		
Engineer Tech III	36.31																		
Engineer Tech I	22.44	18	11.54%	2.59				25	13.59%	3.05	10	10.20%	2.29	20	28.57%	6.41	20	25.00%	5.61
Spatial Tech. Manager	56.25																		
Spatial Tech. Prof. III	38.22																		
Spatial Tech. Prof. II	31.26																		
Spatial Tech. Prof. I	25.03																		
Survey Manager	40.26																		
Project Surveyor	35.56																		
CADD Technician III	44.51	40	25.64%	11.41				15	8.15%	3.63									
CADD Technician II	38.06																		
Administrative Support IV	32.87																		
Administrative Support III	28.78																		
Administrative Support I	20.05																		
Marketing Professional II	28.92							4	2.17%	0.63									
<b>TOTALS</b>		156.0	100%	\$42.78	46.0	100%	\$45.75	184.0	100%	\$47.27	98.0	100%	\$42.80	70.0	100%	\$44.71	80.0	100%	\$43.49

Local Public Agency

Village of Orland Park

County

Cook

Section Number

## AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

SHEET 3 OF 3

PAYROLL CLASSIFICATION	AVG HOURLY RATES	QA/QC			Manage Project														
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Executive Vice President	78.00																		
Vice President	70.71	10	50.00%	35.36															
Engineer V	64.65																		
Engineer IV	53.62	10	50.00%	26.81	40	90.91%	48.75												
Engineer III	44.27				4	9.09%	4.02												
Engineer II	35.79																		
Engineer I	30.86																		
Environmental Scientist V	55.65																		
Environmental Scientist IV	44.37																		
Engineer Tech V	50.83																		
Engineer Tech IV	43.00																		
Engineer Tech III	36.31																		
Engineer Tech I	22.44																		
Spatial Tech. Manager	56.25																		
Spatial Tech. Prof. III	38.22																		
Spatial Tech. Prof. II	31.26																		
Spatial Tech. Prof. I	25.03																		
Survey Manager	40.26																		
Project Surveyor	35.56																		
CADD Technician III	44.51																		
CADD Technician II	38.06																		
Administrative Support IV	32.87																		
Administrative Support III	28.78																		
Administrative Support I	20.05																		
Marketing Professional II	28.92																		
TOTALS		20.0	100%	\$62.17	44.0	100%	\$52.77	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

## REFERENCES

Provide three (3) references for which your organization has performed similar work.

**Bidder's Name:** Baxter & Woodman, Inc.  
*(Enter Name of Business Organization)*

1. ORGANIZATION Village of Glenview  
ADDRESS 2500 East Lake Avenue, Glenview, IL 60026  
PHONE NUMBER 847-904-4414  
CONTACT PERSON Adriana Webb, Engineering Division Manager  
YEAR OF PROJECT Skokie Valley Trail, 2019
  
2. ORGANIZATION Forest Preserve District of Cook County  
ADDRESS 536 N. Harlem Ave., River Forest, IL 60305  
PHONE NUMBER 708-771-1357  
CONTACT PERSON Adnan Nammari, Chief Construction Engineer  
YEAR OF PROJECT District-wide Trail Improvements, 2015
  
3. ORGANIZATION McHenry County Conservation District  
ADDRESS 18410 US Highway 14, Woodstock, IL 60098  
PHONE NUMBER 815-338-6223  
CONTACT PERSON Amy Peters, Planning Manager  
YEAR OF PROJECT Ridgefield Trace Shared Use Path, 2019

 **ORLAND PARK**  
**INSURANCE REQUIREMENTS**

*Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's*

**WORKERS COMPENSATION & EMPLOYER LIABILITY**

Workers' Compensation – Statutory Limits  
Employers' Liability  
\$1,000,000 – Each Accident    \$1,000,000 – Policy Limit  
\$1,000,000 – Each Employee  
Waiver of Subrogation in favor of the Village of Orland Park

**AUTOMOBILE LIABILITY**

\$1,000,000 – Combined Single Limit

**GENERAL LIABILITY (Occurrence basis)**

\$1,000,000 – Each Occurrence    \$2,000,000 – General Aggregate Limit  
\$1,000,000 – Personal & Advertising Injury  
\$2,000,000 – Products/Completed Operations Aggregate  
Primary Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

**PROFESSIONAL LIABILITY**

\$1,000,000 Limit – Claims Made Form, Indicate Retroactive Date & Deductible


**EXCESS PROFESSIONAL LIABILITY (Umbrella-Follow Form Policy)**

\$1,000,000 – Each Occurrence  
\$1,000,000 – Aggregate  
*EXCESS MUST COVER: Professional liability*

Any insurance policies providing the coverages required of the Consultant, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, officials, employees, agents, representatives and assigns as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverages. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement, however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

Proposer agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Nicole Merced, Purchasing Coordinator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the contractor.

ACCEPTED & AGREED THIS 5th DAY OF May, 2021

  
\_\_\_\_\_  
Signature

Authorized to execute agreements for:

John V. Ambrose, President/CEO    Baxter & Woodman, Inc.  
Printed Name & Title                      Name of Company



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Risk Strategies Company 650 Dundee Road Suite 170 Northbrook IL 60062		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (847) 412-1414 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Baxter & Woodman, Inc. 8678 Ridgfield Road Crystal Lake IL 60012		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Valley Forge Ins Co <b>INSURER B:</b> Continental Insurance Company <b>INSURER C:</b> Continental Casualty Company <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 20508	

**COVERAGES****CERTIFICATE NUMBER:** CL20122188443**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6045872351	1/1/2021	1/1/2022	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
	<input checked="" type="checkbox"/> primary/non contributory						MED EXP (Any one person)	\$ 15,000
	<input checked="" type="checkbox"/> subj to written contract						PERSONAL & ADV INJURY	\$ 1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
	OTHER:							\$
B	<b>AUTOMOBILE LIABILITY</b>			6045872348	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
							\$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		6045872365	1/1/2021	1/1/2022	EACH OCCURRENCE	\$ 5,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$ 5,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					\$	
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y/N		6045872379	1/1/2021	1/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> N/A					E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
C	Professional Liability			AEH591900841	1/1/2021	1/1/2022	Per Claim	\$5,000,000
							Aggregate	\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: All projects of the named insured subject to policy terms &amp; conditions.

**CERTIFICATE HOLDER****CANCELLATION**

Baxter & Woodman, Inc. 8678 Ridgfield Rd. Crystal Lake, IL 60012	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE Michael Christian/CID <i>Michael Christian</i>

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