

CITY OF WASHINGTON

PLANNING & DEVELOPMENT DEPARTMENT

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MEMORANDUM

TO: Mayor Manier and Committee of the Whole
FROM: Jon R. Oliphant, AICP, Planning & Development Director
SUBJECT: Square Streetscape/ITEP Applications
DATE: July 7, 2017

As you know, an application was submitted for a Square streetscape project through the Illinois Transportation Enhancement Program (ITEP) in June 2016. While that project was not selected for funding, a recreation trail extension on McClugage and Centennial was chosen. The streetscape project that was submitted had a total cost of about \$1.97 million, with the City being responsible for about \$394,000 of the project through TIF. The project would have included completion of the PE I and II, construction engineering, and construction. Specific construction elements included the reconstruction of the brick pavers currently on Zinser, consistent historic pedestrian lighting, the reconstruction of sidewalks, bike racks, kiosks, landscaping, wayfinding signage, and crosswalks around the perimeter and to the interior.

IDOT recently announced the schedule for the 2018 ITEP cycle. Applications can be submitted between October 2 and December 1. IDOT anticipates the review process to continue through April 2018 with an announcement of selected projects occurring in the spring of 2018. IDOT has not announced any changes to this program as of yet. ITEP funds projects on an 80/20 basis and eligible projects include pedestrian/bicycle facilities and landscape/streetscape projects within a transportation corridor. There is another category that allows for historic rehabilitation projects provided they are within an area that has designated historic landmarks or districts. This is the category that the City submitted the streetscape project within last year.

Hutchison Engineering completed survey work around the Square last year as part of its contract. The contract also allocates the completion of the design for one block of the Square (see attached for the existing scope of work). Staff seeks feedback on which block to design, which could allow for construction to start next spring, and how to proceed with possible sequencing of future phases on the Square. While ITEP is a very competitive program, having the design completed and a planned construction schedule would seemingly make this project a better candidate for funding.

Staff would recommend the consideration of starting with the interior part of the Square. The Public Works Committee discussed this at its June meeting and there was some interest in starting on that section. IDOT also liked the idea of starting in the middle and moving towards the exterior. This would likely accommodate crosswalks to the interior and would allow for a truer spatial layout of the coping wall, which would better assist with larger trucks maneuvering around the Square.

Please note that a full Intersection Design Study (IDS) would be required if any of the existing geometrics on the Square are altered. Hutchison has provided a supplement to its original agreement with the City to provide additional services in completing a Project Development Report (PDR), including the IDS, field survey of Zinser (for the new parking lot) and the adjacent alleys, a public open house (which would be required if ITEP funds are received), and sub-consultant services with the landscape architect, Massie Massie & Associates in an amount of \$37,050. Should the City receive ITEP funding, a supplement to Hutchison's agreement would be required to accommodate the increased project area and the PDR. While coordination with IDOT is necessary, we should be able to have an IDS and open house completed before the ITEP submittal deadline and have bid documents ready for construction to occur next spring. A tentative project timeline is also attached.

Staff seeks feedback on proceeding with the Square design as part of the current Hutchison contract and potential ITEP application at the July 10 Committee of the Whole meeting.

Tentative ITEP/Square Streetscape Timeline

- July 11 – Authorization to proceed with work in Supplement #1.
- July 11 – Submit Environmental Survey Request to IDOT for processing.
- July 11 – Submit Design JULIE to initiate utility coordination.
- July 17-21 – Traffic Counts. The traffic counts are required to develop the Intersection Design Study (IDS).
- July 24-September 1 – IDS Development. Massie Massie will be involved in the development of the IDS to ensure that streetscape development is considered.
- July 31 – Meeting between City, HEI, and Massie Massie to discuss streetscape concepts.
- September 5-October 6 – IDOT review, revisions, and approval
- October 9-November 3 – Finalize Streetscape Plan
- November 8 – Public Meeting/Open House
- November 9 – November 22 – Revisions to streetscape plan resulting from open house/public meeting comments.
- November 27 – January 19 – Bid Document Development
- December 1 – ITEP submittal
- January 22 – February 2 – City/IDOT review of Bid Documents
- February 19 - Advertise for bid
- March 7 - Bid Opening
- March 12 – April 20 - Bid Award, Contract Execution
- May 1 – Construction Begin

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CITY OF WASHINGTON DOWNTOWN REVITALIZATION/STREETSCAPE PROJECT SCOPE OF WORK

Hutchison Engineering, Inc. (HEI) proposes to provide Phase I and Phase II engineering services for the Downtown Square. The proposed services are as follows:

1. Reconnaissance field survey of the square to establish the existing topography and cross sections. The survey will be limited to the square and will not include Zinzer Place, Danforth St. or any of the adjacent alleys. These locations will need to be added by supplement if additional funds become available. HEI will also complete the necessary courthouse research to determine/verify existing right-of-ways and parcel ownership information for the one block that is chosen to proceed with Plans and Specifications.

The cost for these tasks is \$8,500.

2. Coordination.
 - a. Environmental: HEI will perform Environmental coordination by submitting an Environmental Survey Request (ESR) to IDOT. The ESR will be submitted for the entire project area as discussed in the IDOT Bi-Monthly Meeting on 4/21/16. This proposal does not include the completion of a historical report. If IHPA requires a historical report, a supplement to the engineering agreement will be required to complete this report
 - b. Utility: HEI will coordinate with all utility companies within the entire project area. This coordination will include initial contact, including utility locations on existing plan sheets, and coordinating conflict resolution for the one block that is chosen to move forward to construction.
 - c. IDOT: HEI will coordinate with IDOT to ensure that the proposed improvements comply with all IDOT policies.

The costs for these tasks is \$5,000

3. Streetscape Development. HEI will provide existing plan sheets and a list of different streetscape elements for the City of Washington's use. The City will be responsible for conducting public involvement meetings including stakeholder meetings to determine the streetscape elements that will be incorporated into the final plan and the specifics types of each element. The cost for these tasks is \$500.

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If the City desires assistance with streetscape development and the corresponding public involvement, HEI along with sub-consultant Massie Massie Associates (Landscape Architect) can provide the following services by supplement to the engineering agreement:

- a. Attend meetings with City Staff to determine direction for the process and coordinate the selection of streetscape elements
- b. Make presentations to City Council
- c. Attend stakeholder meetings to collect ideas, vision, and preferences
- d. Attend open house/public meetings
- e. Prepare exhibits (including artistic renderings) for city council meetings, stakeholder meetings, and open house/public meeting.

The cost for these services will be determined by request from the city based on the level of effort that the city desires.

4. Plans, Specifications, and Estimates. Upon final approval by the city council of the proposed streetscape plan and completion of the different coordination items noted above, HEI will develop Plans, Specifications, and Estimates (PS & E) for a local letting for one block of the square. HEI will assist the City of Washington in the bid process and provide shop drawing review during construction.

This proposal does not include the engineering required to complete an electrical plan for the lighting system. This task will need to be added by supplement once the extent of the lighting improvements are determined.

The cost for these tasks is \$34,500.

The total cost for the above listed services is \$48,500.

If the City of Washington is selected by IDOT to receive ITEP funding, a supplement to the engineering agreement will be required to provide additional hours to accommodate the increased project area and to provide additional hours to complete a Project Development Report requiring federal approval.

Municipality City of Washington	L O C A L A G E N C Y	Preliminary Engineering Services Agreement For Local Funds Supplement #1	C O N S U L T A N T	Name Hutchison Engineering, Inc.
Township N/A				Address 2015 W. Glen Ave., Suite 210
County Tazewell				City Peoria
Section N/A				State IL

THIS AGREEMENT is made and entered into this 10th day of July, 2017 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement described herein. Local Funds under the general supervision of the Local Agency, will be used entirely to finance ENGINEERING services as described under AGREEMENT PROVISIONS and in the attached scope of services.

Section Description

Name Downtown Square Revitalization

Route Bus 24 Length .14 Mi. 720 FT (Structure No. N/A)

Termini Bus 24 – Downtown Square

Description: Streetscape of the downtown square.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the attached scope of services and the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:

- a. ☒ Make such detailed surveys as are necessary for the preparation of detailed plans
- b. ☐ Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
- c. ☐ Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
- d. ☒ Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
- e. ☐ Prepare Army Corps of Engineers Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
- f. ☐ Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
- g. ☒ Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
- h. ☐ Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

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

The LA Agrees,

1. ~~To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:~~

- ~~a. ☐ A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.~~
- ~~b. ☐ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:~~

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost		Percentage Fees	
Under	\$50,000	_____	(see note)
		_____	%
		_____	%
		_____	%
		_____	%
		_____	%

~~Note: Not necessarily a percentage. Could use per diem, cost plus or lump sum.~~

2. To pay for services stipulated in paragraphs 1a, 1g, 1i, 1j ENGINEER AGREES and the attached scope of services at performing such work plus 125 percent to cover profit, overhead and readiness to serve - "actual cost" being defined as material cost plus payrolls, insurance, social security and retirement deductions. CADD time, Robotic Total Station, and GPS will be billed at the Engineer's current rate. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet part of the services provided in the attached scope of services.

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

Payment for all engineering services described under ENGINEER AGREES and the attached scope of services shall not exceed \$37,050.00 unless approved in writing by the LA.

- ~~3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:~~
 - ~~a. Upon completion of detailed plans, special provisions, proposals and estimate of cost being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.~~
 - ~~b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.~~
- ~~By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.~~
4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, 1g, 1i, 1j and the attached scope of services, and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus 125 percent incurred up to the time he is notified in writing of such abandonment -"actual cost" being defined as in paragraph 2 of THE LA AGREES.
5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus 125 percent to cover profit, overhead and readiness to serve -"actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

It is Mutually Agreed,

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

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in duplicate counterparts, each of which shall be considered as an original by each party.

Executed by the LA:

ATTEST: _____
By _____
City of Washington Clerk
(Seal)

City of Washington of the
(Municipality/Township/County)
State of Illinois, acting by and through its
By _____
Title _____

Executed by the ENGINEER:

Hutchison Engineering, Inc.
2015 W. Glen Ave, Suite 210
Peoria, IL 61614
By W. Shan Lan
Title Office Manager

Hutchison Engineering, Inc.

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CITY OF WASHINGTON DOWNTOWN REVITALIZATION/STREETSCAPE PROJECT SUPPLEMENT #1 - SCOPE OF WORK

Hutchison Engineering, Inc. (HEI) proposes to provide Phase I and Phase II engineering services for the Downtown Square. These services are an addition to the services agreed upon in the original agreement. The proposed services are as follows:

1. Reconnaissance field survey of Zinzer Place, Danforth St. and the adjacent alleys to establish the existing topography and cross sections.

The cost for this task is \$5,000.

2. Public Involvement. HEI will develop exhibits for display at one Open House/Public Meeting, attend the Open House/Public Meeting to assist the City in conducting the meeting, and will summarize public comments for inclusion in a Phase I Project Development Report (if ITEP Funds received).

The costs for this task is \$3,000.

3. Intersection Design Study (IDS). IDOT has indicated that an IDS will be required if the existing geometrics are altered. HEI will develop an IDS for the entire square as well as conduct all necessary coordination with IDOT to receive an IDOT approved IDS. As required by IDOT, the IDS development will require traffic counts, capacity analysis, and geometric analysis.

The cost for this task is \$15,000.

4. Streetscape Development. HEI will sub-consultant the streetscape development to Massie Massie & Associates (MMA). MMA will provide the services listed on the attached Scope of services provided by MMA.

The cost for this task in \$14,050.

The total cost for the above listed services is \$37,050.

If the City of Washington is selected by IDOT to receive ITEP funding, a supplement to the engineering agreement will be required to provide additional hours to accommodate the increased project area and to provide additional hours to complete a Project Development Report requiring federal approval.



Downtown Washington

Proposal to Hutchison Engineering
Landscape Architecture/Planning Services

Project Area

The project area involves the downtown square and street rights-of-way in the core of the downtown area. The area extends along Peoria/Walnut Street from Market Street on the west to High Street on the east, and along Main Street from Burton Street on the south to what-would-be-an-extension of Zinser Place on the north.

Scope of Services

This project involves two parts.

- Part One: MMA will develop Concept Plans for Enhancement of the project area.
- Part Two: MMA will develop Construction Documents for Center Park. Documents will include plan sheets, details and specifications needed for project construction.

MMA will consider downtown enhancements including special paving, lighting (fixtures, locations), street trees, other planting, fencing, sitting and retaining walls, signs (not traffic control), banners, street furnishings, and other features.

MMA will work closely with project engineers Hutchison Engineering who will provide MMA with base plans of the area.

Tasks of Service

1. Site Investigation and Analysis
 - Review preliminary geometrics for street improvement.
 - Review existing plans, documents and ideas for the area.
2. Meet with City of Washington officials
 - Discuss needs and preferences for the downtown square and downtown area as a whole.
 - On-site observation and recording of existing conditions.
3. Design Concepts
 - Develop Design Concepts for enhancement of the project area.
 - Prepare plans and drawings to illustrate the concepts.

MassieMassie+Associates

Landscape Architecture and Land Planning
1210 South 5th St. Springfield, Illinois 62703
217-544-3210 Massie-Massie-Associates.com

4. Meet with City
 - Meet with City to present and discuss Concept Plans.
 - Revise as needed and finalize material for public open house.
5. Public Open House— by others
6. Finalize Concept Plans
 - Revise plans as needed.
 - Prepare ***Enhancement Plan for Downtown Washington*** in booklet form. Booklet to contain all plans, sketches, and product images along with a narrative description of the plans.
7. Construction Documents for Center Park
 - Prepare plans, details, specifications and budget estimates for specialty features.
 - Submit documents at 75% and 100% completion.

Time and Fees

	<i>Senior Planner/ Landscape Architect</i>	<i>Planner/ Landscape Architect</i>
Site Investigation	8 hrs.	8 hrs.
Meet with officials	8 hrs.	--
Design Concepts	16 hrs.	24 hrs.
Meet with City	8 hrs.	4 hrs.
Public Open house	--	--
Finalize Enhancement Plan	4 hrs.	12 hrs.
Construction Documents	16 hrs.	32 hrs.
 Total Hours	 60 hrs.	 80 hrs.
Hourly Rate	\$110/hr.	\$90/hr.
Extension	\$6,600	\$7,200

TOTAL \$13,800 + \$250 (direct expenses) = \$14,050.00

Estimated Direct Expenses: Printing \$100, Travel (2 trips, 150 mi.@ 0.50/mi.) \$150