

## **NOTICE OF RESCHEDULED MEETING**

(The regularly scheduled June 6, 2016 Public Works Committee meeting has been rescheduled to Tuesday, May 31, 2016)

**CITY OF WASHINGTON  
PUBLIC WORKS COMMITTEE  
TUESDAY, MAY 31, 2016  
5:00 P.M.**

**CITY HALL CONFERENCE ROOM  
301 WALNUT STREET**

### **AGENDA**

- 1. ALDERMAN WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON NON-AGENDA ITEM**
- 3. APPROVAL OF MINUTES – May 2, 2016 regular meeting**
- 4. BUSINESS ITEMS**
  - A. Engineering Services Contract: Historic Square Streetscape
  - B. Current City Policy: Curbs and Sidewalks
  - C. Current City Policy: Reimbursement of Sewer User Charges
- 5. STAFF UPDATES**
- 6. OTHER BUSINESS**
- 7. ADJOURNMENT**

City of Washington  
Public Work Committee  
Monday, May 2, 2016 – **Minutes**

CITY HALL CONFERENCE ROOM  
301 WALNUT STREET

Present: Aldermen Bob Brucks, Dave Dingleline, and Jim Gee

Also Present: Ed Andrews, Public Works Director; Jim Culotta, City Administrator; Jon Oliphant, Planning & Development Director; Kevin Schone, Public Works Supervisor.

Alderman Jim Gee called the meeting to order at 5:00 p.m.

1. Alderman Wishing to be Heard on Non-Agenda Item: None.
2. Citizens Wishing to be Heard on Non-Agenda Item: None
3. Approval of Minutes – The minutes from the April 4, 2016, meeting was unanimously approved.
4. Business Items:
  - A. Sump Discharge Nuisance Consideration: Westminster/W. Cruger – Following the tornado, a couple of sump pump lines from rebuilt homes were extended beyond the rear property lines and discharging into the right-of-way adjacent to W. Cruger. The owners of the 1405, 1407, and 1409 Westminster properties indicated their desires to have the line from 1403 Westminster addressed, as the water makes it very difficult to mow their back yards and is likely a nuisance. The residents indicated there will be a new owner of 1403 Westminster soon. Staff will reach out to the owner to request connection to the city's storm sewer. Such connection should alleviate any nuisances within this area.
  - B. Sharrow Striping – A request has been made to consider adding sharrow striping in time for the Family Bike Ride, which is scheduled for June 4. Funds have been budgeted for FY 16-17 for the first phase of sharrows, which would largely be contained to N. Main, S. Main, and W. Jefferson. The public will also need to be notified about the sharrows and the requirement for vehicular traffic to pay attention to those bicyclists that are sharing the road. The committee felt that early June was likely too soon to have the sharrows marked. The goal will be to have the sharrows in place by early August, either through city staff or contracted labor, when the Bike Friendly Communities application is due.
  - C. Downtown Square IL Transportation Enhancement Program (ITEP) – The latest ITEP cycle opened on May 2 with applications due by June 17. Staff met recently at the last IDOT bi-monthly meeting to receive feedback on the proposed Square streetscape project. The dialogue was positive and IDOT recommended more fully identifying the scope and starting preliminary engineering to make for a more competitive application. The committee agreed to begin an expedited RFP process in order to better define the project and obtain accurate cost estimates. Staff will begin this work, provide an update at next week's Committee of the Whole meeting

and look to have a selected engineering consultant for the Council to approve on May 16.

- D. Nofsinger/US 24 Intersection Update – Terra Engineering provided an updated timeline for the completion of the final construction plans for the road realignment. A roundabout is tentatively planned at the Nofsinger/Dallas intersection. Pedestrian accommodations are planned along Nofsinger, Dallas, and W. Cruger. The committee recommended that two public open houses be held, with the first scheduled for May 26 from 5-7 pm at Five Points. A second would tentatively be scheduled for mid-August. Staff will provide an update at Monday's Committee of the Whole meeting to ensure consensus on this schedule.
  - E. Water Service(s) Code Amendment: Chapter 152 Subdivision Code and Chapter 50 Combined Waterworks and Sewerage System Sections – Staff noted the inconsistencies between the two code sections and that this has been brought to its attention from a couple of consulting engineers while working on developing subdivisions. At the committee's recommendation, staff will begin work on that administrative change to ensure consistency with the two codes. A subdivision code text amendment will be scheduled for the June Planning & Zoning Commission meeting.
  - F. Best Practices: Electrical Grounding, Automated Meter Reading Project – Ed Andrews briefed the Committee on the AMR / Meter replacement program's progress and the consideration to add grounding to the meter connections. There is already a unit price for this work in the bid, but the older sections of town have been averaging 60% of the replacements with a copper or galvanized service connection that is being used a household ground. New construction would have HDPE services and have separate grounding.
  - G. Glendale Cemetery Columbarium Update – The first phase of the columbarium project is on track to be completed by Memorial Day. About eight parking spaces will be available surrounding it and a lane will be open for cars to circle the columbarium. Staff will request authorization on the consent agenda at the following City Council meeting that Lonewolf Concrete, Inc. be approved to complete decorative stamped concrete work ringing the columbarium.
5. Other Business:
- A. The STP#2 Phase 2 project will have a kickoff meeting on May 11.
  - B. The east side LOMR project has been submitted to FEMA for their review and hopeful approval. It has been estimated that both FEMA and IDNR typically take 6-9 months apiece for their reviews.

Motion to adjourn at approximately 6:22 p.m.



# Memo

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TO: Public Works Committee  
FROM: Ed Andrews, Public Works Director  
Jon Oliphant, Planning & Development Director  
SUBJECT: Downtown Square Streetscape – Phase 1  
Local TIF Funding  
DATE: May 27, 2016

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At the May 6, 2016 Committee of the Whole meeting, Council was supportive of advancing the engineering for the first phase of the Downtown Square Streetscape.

Staff has been careful to review a tiered approach to the engineering effort helping insure that effort would be consummate with the current TIF only funded portion of the project, but consistent with a larger project should an ITEP award occur. Essentially the TIF funding would be subject to the IDOT Bureau of Local Roads (BLR) guidelines and procedures, but ITEP funding would be subject to similar (but different) Bureau of Design & Environment under Federal guidelines and procedures.

Survey: Perform a detailed topographical survey and conduct the necessary courthouse research to determine/verify existing right-of-ways and parcel ownership information.

Environmental and Utility Coordination: Under local TIF, IDOT will not require process an ESR. The consultant would help coordinate with IDNR (EcoCat), IHPA, and perform a Preliminary Environmental Site Assessment (PESA). The consultant will coordinate with all utility owners within the project limits.

Public Outreach: Stakeholder meetings and Council updates would largely be performed by City of Washington staff.

Streetscape Development: the select firm would also engage (or have in-house) a Landscape Architect to develop potential streetscape elements with pictures to facilitate discussion with city staff/stakeholder committee regarding ideas, vision, and preferences.

Design for One Block of the Square: Upon approval of the proposed streetscape plan and completion of the different coordination items listed above, the select firm will develop Plans, Specifications, and Estimates (PS & E) for a local letting.

In August of 2015, recommendations were presented to and approved by the Public Works Committee for the consideration of local engineering firms to assist in providing services for **IDOT / Federal Projects** to the City of Washington. Three firms were prequalified based upon

previous Statement of Qualification under this category and have the following work under contract:

Terra Engineering: Nofsinger Intersection Realignment  
Hutchinson Engineering: BR 24 ITEP and Cruger TAP Phase 1  
Maurer-Stutz: IDOT Tornado Roadway Rehabilitation

All of these firms continue to have a satisfactory relationship with the City and as such would be eligible for selection under the guidelines of QBS (Quality Based Selection) for Professional Services. Informal discussions were had with all of these firms. Statements and proposals from both Terra and Hutchison are attached.

IDOT's standard agreement for Preliminary Engineering Services Agreement for Local Funds is attached herewith, prepared using cost plus fixed fee (CPFF) of the estimated project cost for a time and materials, not to exceed fee of \$50,000, in keeping with the current budget and use of local funding. Should an ITEP selection be made for this project, the project scope would be revisited at that point.

This matter is being presented to the Public Works Committee on May 31<sup>st</sup> for review and consideration.

cc: File

# ***Hutchison Engineering, Inc.***

**Since 1945**

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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 \$9,000.

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 \$5,500

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.

# ***Hutchison Engineering, Inc.***

**Since 1945**

**Jacksonville • Shorewood • Peoria**

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 \$35,000.

The total cost for the above listed services is \$50,000.

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	<b>L O C A L  A G E N C Y</b>	<b>Preliminary Engineering Services Agreement For Local Funds</b>	<b>C O N S U L T A N T</b>	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 16<sup>th</sup> day of May, 2016 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 \$50,000.00 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.

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#### 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:

City of Washington of the  
(Municipality/Township/County)

ATTEST:

State of Illinois, acting by and through its

By \_\_\_\_\_  
City of Washington Clerk  
(Seal)

By \_\_\_\_\_  
Title \_\_\_\_\_

Executed by the ENGINEER:

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



**TERRA**  
ENGINEERING LTD.

## PROPOSAL FOR WASHINGTON SQUARE STREETSCAPE

May 20, 2016

Mr. Ed Andrews, P.E.  
Public Works Director  
City of Washington  
301 Walnut Street  
Washington, IL. 61571

### RE: Request for Proposal for Washington Square Streetscape

Dear Mr. Andrews,

As the City of Washington seeks to pursue an application for an Illinois Transportation Enhancement Program (ITEP) Downtown Square Streetscape project, we understand that you seek proposals from your pre-qualified engineering firms to provide Phase I and Phase II engineering services to support this effort. We understand your desire to have an engineer on board prior to the mid-June application date for two reasons: first, to better position the City to receive grant funds by having engineering underway, and second, to develop concepts for inclusion in the ITEP application.

TERRA, a woman-owned (WBE), full-service engineering firm, brings nearly 25 years of professional experience to the City of Washington. TERRA's local staff, combined with firm expertise, is ready to assist the City in realizing their goals of implementing this project to balance multimodal transportation needs, landscape and streetscape elements, and environmentally sound practices, while providing a sense of place for the end user and community at large.

### PROJECT UNDERSTANDING

We understand that the City of Washington is seeking design and engineering services for beautification, landscaping, hardscape, streetscape, and signing treatments along one city block of Washington. The purpose of this effort is to support the City's vision to brand the square and promote it as an engine for economic development. Improvements will include street furnishings, parkway trees and landscaping, ornamental lighting, wayfinding, gateway features, and crosswalk enhancements.

The majority of work will occur primarily between the existing curb line and right of way therefore major changes in roadway geometry, utility infrastructure and paving will be addressed as needed by the City. Bump-outs at key intersections and other best practices that promote the City's Complete Streets policy and facilitate pedestrian safety will be considered where possible. Project improvements will take into account the American Disabilities Act (ADA) and Public Rights of Way Accessibility Guidelines (PROWAG) to make as much of the public way universally accessible as possible. Temporary construction easements may be required for construction activities outside the public right of way. This may occur specifically where storefronts and doorways are set back from the right of way and need to transition to the new sidewalk grade to comply with ADA guidelines. As the streetscape design





advances, we will identify potential areas where temporary construction easements may be needed and work with the City to determine the best approach for accommodating the proposed improvements.

TERRA understands that the City of Washington has budgeted a portion of the project with TIF funding (engineering and construction) with a phased project scope starting at \$585,000 this year. Further, we understand that the City would like to pursue a tiered approach to the engineering services to insure this effort will be harmonious with the current TIF-only funded portion of the project, but consistent with a

larger project should an ITEP award occur.

As such, the proposed scope of work is based on design for one city block, funded with local TIF funds. Planning and design will be based upon IDOT design policies and will meet local, state and federal requirements for accessibility. As the Washington Square is currently a state route under the jurisdiction of the Illinois Department of Transportation (IDOT), the project will require IDOT's review and approval as a permit project. It will not require IDOT's oversight for Phase I and Phase II Preliminary Engineering. The permit may require a full time inspector.

We propose two phases of service for this project. The Concept Phase will consist of data gathering, developing project goals and objectives, environmental clearances, stakeholder and public outreach, development and selection of design elements for the Washington Square, and preliminary design and engineering for one block as chosen by the City. This phase of work will also include developing an implementation strategy, including cost estimates and phasing options, to guide the City in development priorities as funding becomes available. The second phase will consist of preparing construction documents for the first block identified in the Concept Phase.



The work plan devised for this project takes into consideration the major tasks as outlined below for the successful and timely completion of the project. Coordination with IDOT will be necessary, since project is along a State Route, however, in absence of state or federal funding, IDOT's involvement will be minimal. The tasks below are outlined for the purposes of discussion and will be initiated and refined after the favorable selection of our team.



## TERRA'S PROJECT APPROACH

### PHASE I – CONCEPT PHASE

1. **Project Scoping and Kickoff Meeting:** Attend a project kick-off meeting with City and project stakeholders to confirm the project scope, deliverables, and schedule and understand the issues associated with the project. As part of this meeting we will interview City staff, and key stakeholders to identify goals and issues with the proposed process and project development.
2. **Develop a Framework for Project Input:** We will coordinate with the City to develop a public involvement strategy and protocol.
3. **Understanding of the Design Context and Existing Conditions:** Beginning with the project kick-off meeting we will collect and study existing plans and base data provided by the City including but not limited to:
  - City of Washington Comprehensive Plan
  - City Washington Plan for Economic Development
  - Transportation Plans
  - Western Avenue – Gregory Street Traffic Study
  - Historic District Plan
  - Relevant Zoning and Municipal Codes
  - Existing utility atlases, proposed utility realignments, and proposed utility services associated with the corridor improvements
4. **Public Outreach:** We will assist the City in conducting a workshop meeting and/or public open house with the key stakeholders to determine opportunities for gateway treatments and landscape enhancements that will identify the community and brand the corridor as an opportunity for economic development.
5. **Development of Project Goals:** Based the input received from the public meetings, workshop and City staff interviews, we will synthesize an understanding of the issues, problems, potential solutions and aesthetic vision for the corridor.
6. **Survey & Utilities:** Should existing survey information not be available, we will conduct a new topographic and utility survey and document existing conditions within the project area. Our survey team will coordinate with the City and utility locate companies to determine the location of the existing utilities. Coordination with the utility companies will be important to determine locations of existing and future utilities in order to avoid any impacts with the proposed improvements. All existing and proposed utilities will be reflected on the construction documents.
7. **Streetscape Enhancements Master Plan Map:** Once the project goals are established and base data is received we will develop a streetscape enhancement opportunity map or master plan map





showing potential locations for gateway features, ADA sidewalk, ramp, and crosswalk improvements, signage/wayfinding, landscaping and other streetscape features. We will also include comparable design images and examples of features of the scale that would be appropriate to the location. Graphics will be supplemented with photos, catalog cut sheets and other graphics to depict site furnishings, planting, lighting, and other program features proposed for the site.

8. **Master Plan Presentation:** TERRA will provide the Master Plan Map, and design element graphics for a staff presentation to Council and key stakeholders, in order to receive feedback on the proposed vision for streetscape enhancements.
9. **Concept Alternatives:** Using the input received from the City and key stakeholders, we will develop preliminary design for one block of the Square, as selected by the City. These plans, sections, elevations and perspective drawings will illustrate the graphic vision established by the City and Key Stakeholders.
10. **Concept Presentation:** TERRA will provide the Concept Plan and design element graphics for a staff presentation to Council and key stakeholders.
11. **Design Refinements and IDOT concurrence:** Concept Design for the selected block will be refined based on feedback received from the presentation in preparation for presentation to IDOT and development of construction documents.
12. **Implementation Strategy:** Once the preliminary design is approved we will develop a cost opinion for the proposed improvements and an implementation strategy consistent with the City's goals. The implementation strategy will include a detailed outline for phase one construction as well as



future potential phasing options for consideration. Other elements of the implementation strategy will include maintenance considerations, and a list of the program features that would potentially qualify for grants or other sources of outside funding.

We will review the draft implementation strategy with the City to confirm the direction is consistent with the established timeline, funding and overall project goals.

## **Phase II – FINAL DESIGN & ENGINEERING**

At this stage of the design process, the concept documents should be approved, the stakeholders and public will have had the opportunity to review the preliminary design, consensus will have been reached on the design alternatives, and the detailed design process and preparation of construction documents can begin.

Our goal of the Contract Documents is to implement selected capital improvements identified in the Master Plan and finalize the improvements identified as the priority development.



1. **Construction Documents:** Project improvements and details will be designed and coordinated with the City, IDOT, and project stakeholders. Development plans may include:

- i. Site Survey / Existing Conditions
- ii. Index of Sheets and General Notes
- iii. Summary of Quantities
- iv. Existing and Proposed Sections
- v. Schedule of Quantities
- vi. Alignment, Ties and Benchmarks
- vii. Removal Plans
- viii. Design and Dimension Plans
- ix. Maintenance of Traffic Plans
- x. Grading and Utility Plans
- xi. Landscape Plans
- xii. Lighting Plans
- xiii. Lighting Details
- xiv. Structural design for retaining walls, footings, foundations and architectural features
- xv. Stormwater Pollution and Prevention Plans (SWPP)
- xvi. Project Specific Details

We will provide progress submittals of plans and special provisions at Pre-final and Final completion. We will provide an updated cost opinion with each submittal to confirm the project is aligned with the City's budget. If necessary, we will participate in value engineering process and make recommendation on potential bid alternates to control cost.

The Plans and Special Provisions will be prepared, peer reviewed and scrutinized thorough QA/QC to confirm accuracy and quantities. This will allow for a complete bid package that will avoid conflicts in the field. Providing detail documents will be a key to the success of the project. Our "Constructability Review" and QA/QC process that is instituted within the TERRA Team will provide a "fresh set of eyes" to the design of the project elements to ensure Phase III construction progresses smoothly.

2. **Permitting and Coordination:** Depending on the site location and proposed improvements, we will coordinate with local permitting authorities responsible for performing water resources related design and permitting tasks, soil erosion and sediment control and building and zoning approvals.
3. **Bid Documents:** With the completion of the Final Engineering Submittal we will issue plans and special provisions in in IDOT format to the City in both digital and hard copy for bidding. We will coordinate general conditions with the City and IDOT and issue a final engineers estimate of construction cost. During the bid period we will respond to questions and issue written addenda for distribution. We will also attend a pre-bid conference with the City and prospective Contractors to review plans and answer questions. After bids are due we will tabulate and review bids, review Contractor qualifications and make recommendation to the City on award of contract.



**TERRA'S RELEVANT PROJECT EXPERIENCE**

TERRA welcomes the opportunity to assist you on this project. TERRA's diverse staff is well versed in streetscape projects and has many award winning projects to show for it. We are IDOT prequalified in both roadways and landscape architectural and have recently completed an IDOT ITEP project for a neighboring municipality for which we provided Phase I Preliminary Engineering through Phase III Construction. TERRA understand the elements required to plan, design and implement a successful streetscape project as illustrated by a few examples of our fully implemented projects:

**DOWNTOWN STREETSCAPE - Elmwood, Illinois**

TERRA worked with the City of Elmwood to design and implement improvements to the downtown area streetscape as part of the city's continued redevelopment following a devastating tornado in 2010. The project consists of new streetscape for six primary streets within the downtown business district. The improvements provide more efficient, comfortable and attractive, accessible transportation routes for pedestrians, as well as beautifying the downtown sidewalks



and ramps with colored concrete accents, new decorative street lights and raised landscape planters. Challenged with an existing two-level sidewalk system, TERRA's design utilized raised landscape planters to resolve some of the existing accessibility issues by making up grade differences between the street level and finish floor elevations of the existing buildings. Stairs and ADA ramps were provided within the raised landscape planter module to provide convenient access to downtown businesses from the existing street parking. Ornamental guardrail fencing and handrails were used between the raised landscape planters in areas where grade differences would create safety hazards. TERRA was instrumental in assisting the City in securing ITEP Grant funds to fund construction, and continued to assist the City in working with IDOT to find ways to spend the extra grant money since the final project cost came in under budget.

**MAIN & UNIVERSITY INTERSECTION IMPROVEMENTS - Peoria, Illinois**

TERRA worked with the City of Peoria on an aggressive design-build project to complete the design and reconstruction of the Main and University intersection, along with regional pedestrian improvements and vehicular traffic calming measures. The project included replacement of existing infra-structure, streetscape enhancements, pedestrian upgrades and new traffic signals. TERRA assisted the city throughout the public involvement process and developed a comprehensive plan for the intersection and regional improvements that considered public input. The project was successfully completed on time to accommodate Bradley University's May commencement and the City's annual Marathon.

TERRA provided site civil engineering, landscape architecture, and construction engineering services on this fast-track project which allowed six months for design and construction. The City of Peoria was intent on managing total project costs while providing a high-quality product.



The intersection reconstruction work included a “road diet” reducing the intersection from five lanes to three, and creating curb bump outs with landscaped rain garden planters and decorative seat walls to improve the streetscape experience.



The intersection was raised to create a “tabletop,” placing the focus on pedestrians and calming traffic speeds. Signal improvements included new traffic signals which incorporate an all-pedestrian phase, allowing diagonal crossings. Regional improvements include new midblock crosswalks with in-roadway lighting and pedestrian activated beacons around the Bradley University campus, along with neighborhood vehicular traffic calming measures to minimize traffic impact due to reduced intersection capacity.

### **ROOSEVELT ROAD STREETScape - Oak Park, Berwyn & Cicero, Illinois**

TERRA was selected by the communities of Oak Park, Berwyn and Cicero to serve as the engineering representative/ member of the Roosevelt Road Advisory Committee to shape the concept and focus of the project along the state highway bordering the three communities. TERRA prepared the Project Development Report while simultaneously preparing the design documents for the project. The project involved the replacement of 1.5 miles of HMA pavement milling and resurfacing; curb; sidewalk and driveway reconstruction; 4,700 feet of storm sewer; streetlight removal and replacement; temporary traffic signals; and construction of streetscape amenities such as ornamental lighting, and electrical outlets for the new planters and trees.

The project incorporated unique pedestrian crossing features and extensive intersection and mid-block bump-outs to enhance pedestrian safety and accommodate larger landscape areas. This helped create an aesthetic appeal for the corridor within existing ROW.



TERRA performed construction engineering services for the project, and was instrumental in reducing the impacts on local businesses during construction by maintaining close communication with all of the businesses along the corridor as well as with each community. A project website was created to keep local residents and businesses abreast of the project progress and schedule.

### **TIGER II WAREHOUSE DISTRICT COMPLETE STREETS - Peoria, Illinois**

TERRA was selected as part of a design team to assist the City of Peoria in project development studies and design plans, specifications and estimates for roadway improvements in the City of Peoria. The proposed improvement included the reconstruction of the streets, intersections, storm water infrastructure, utilities and sidewalks within the Warehouse District in order to create a livable and walkable public infrastructure that is appropriate for the development of a mixed use neighborhood.



TERRA's Phase I involvement in this project consisted of traffic data collection, leading the public involvement process, and preparation of a traffic impact study. TERRA utilized Miovision Automated Traffic Data Collection Systems which utilize video cameras to collect traffic data including data on vehicles, pedestrians, bicycles and other modes of travel. The Phase II work included design of a new roadway including all geometry, design of new ADA compliant walkways and ramps, new curbs and gutters, storm sewers, striping plans, grading plans, project specifications and cost estimates. TERRA

was also selected to lead the Phase III construction engineering services to transform the face of this 20-block urban area. TERRA provided a resident engineer and construction inspectors to perform construction inspection and documentation services to meet City and IDOT requirements.

#### **MILWAUKEE STREETScape GUIDELINES**

Our approach is illustrated not only by project history, but also in our recent work for the City of Milwaukee in the development of the Milwaukee Streetscape Guidelines. The guidelines are devoted to the principles of complete streets and the integration of modes of travel of pedestrians, bicyclists, motorists and transit. The guidelines break down the elements of the street into a "kit of parts" used to explain, plan and implement comprehensive and uniform streetscape design in the City. This kit outlines desired standards for which future streetscapes will abide, including: appropriate streetscape elements, crosswalk and driveways, corner treatments and bump-outs, parking and loading, public transportation, universal design, crime prevention, vaulted sidewalks, medians and bicycle lanes. TERRA was awarded a Regional Planning Honor Award by the American Planning Association for this work.


We are confident that our project experience and committed local staff will make your consultant selection an easy decision. As Project Principal, I commit to ensuring that the project budget, schedule and scope of services will surpass your expectations. Attached to this letter, please find a project proposal including a draft copy of the Engineering Services Agreement, along with the proposed scope and budget.

I look forward to hearing from you. If you have any questions, or require any additional information at this time, please contact me at 303.999.0123 or via email at [gghareeb@terraengineering.com](mailto:gghareeb@terraengineering.com).

Sincerely yours,  
**TERRA ENGINEERING, LTD.**



George Ghareeb, P.E.  
Vice President

Municipality City of Washington	<b>L O C A L  A G E N C Y</b>	 <b>Illinois Department of Transportation</b>  <b>Preliminary/Construction Engineering Services Agreement For Motor Fuel Tax Funds</b>	<b>C O N S U L T A N T</b>	Name TERRA Engineering, Ltd.
Township				Address 401 Main Street, Suite 1130
County Tazewell County				City Peoria
Section				State Illinois, 61602

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of June, 2016 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above PROJECT. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

<b>Regional Engineer</b>	Deputy Director Division of Highways, Regional Engineer, Department of Transportation
<b>Resident Construction Supervisor</b>	Authorized representative of the LA in immediate charge of the engineering details of the PROJECT
<b>Contractor</b>	Company or Companies to which the construction contract was awarded

#### Section Description

Name US Business Rte 24 Route \_\_\_\_\_ Length .06 miles Structure \_\_\_\_\_

Termini ~ 300 LF or one block of the Washington Square

#### Description

Provide Preliminary Engineering Services for improvements in conjunction with one block of the Washington Square streetscape projects, including planning and design of construction documents.

#### Agreement Provisions

##### The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA in connection with the proposed improvement herein before described, and checked below: **See detailed Scope – Attachment A**
  - a. ☐ Make such detailed surveys as are necessary for the preparation of detailed roadway 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, Division 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.

**NOTE** Four copies to be submitted to the Regional Engineer

- 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 easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.
- i. ☐ Assist the LA in the receipt and evaluation of proposals and the awarding of the construction contract.
- j. ☐ Furnish or cause to be furnished:
  - (1) Proportioning and testing of concrete mixtures in accordance with the "Manual of Instructions for Concrete Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the DEPARTMENT and promptly submit reports on forms prepared by said Bureau.
  - (2) Proportioning and testing of bituminous mixtures (including extracting test) in accordance with the "Manual of Instructions for Bituminous Proportioning and Testing" issued by the Bureau of Materials and Physical Research, of the DEPARTMENT, and promptly submit reports on forms prepared by said Bureau.
  - (3) All compaction tests as required by the specifications and report promptly the same on forms prepared by the Bureau of Materials and Physical Research.
  - (4) Quality and sieve analyses on local aggregates to see that they comply with the specifications contained in the contract.
  - (5) Inspection of all materials when inspection is not provided at the sources by the Bureau of Materials and Physical Research, of the DEPARTMENT and submit inspection reports to the LA and the DEPARTMENT in accordance with the policies of the said DEPARTMENT.
- k. ☐ Furnish or cause to be furnished
  - (1) A resident construction supervisor, inspectors, and other technical personnel to perform the following work: (The number of such inspectors and other technical personnel required shall be subject to the approval of the LA.)
    - a. Continuous observation of the work and the contractor's operations for compliance with the plans and specifications as construction proceeds, but the ENGINEER does not guarantee the performance of the contract by the contractor.
    - b. Establishment and setting of lines and grades.
    - c. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
    - d. Supervision of inspectors, proportioning engineers and other technical personnel and the taking and submitting of material samples.
    - e. Revision of contract drawings to reflect as built conditions.
    - f. Preparation and submission to the LA in the required form and number of copies, all partial and final payment estimates, change orders, records and reports required by the LA and the DEPARTMENT.

**NOTE:** *When Federal funds are used for construction and the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor, the ENGINEER is required to be prequalified with the STATE in Construction Inspection. The onsite resident construction supervisor and project inspectors shall possess valid Documentation of Contract Quantities certification.*

2. That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to this agreement will be in accordance with the current standard specifications and policies of the DEPARTMENT, it being understood that all such reports, plans, plans and drafts shall before being finally accepted, be subject to approval by the LA and the said DEPARTMENT.
3. To attend conferences at any reasonable time when requested to do so by the LA or representatives of the DEPARTMENT.
4. In the event plans, surveys or construction staking are found to be in error during the construction of the PROJECT and revisions of the plans or survey or construction staking 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. The 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. To make such changes in working plans, including all necessary preliminary surveys and investigations, as may be required after the award of the construction contract and during the construction of the improvement.
7. That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.
8. To submit, upon request by the LA or the DEPARTMENT a list of the personnel and the equipment he/she proposes to use in fulfilling the requirements of this AGREEMENT.

**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:

**Cost plus Fixed Fee, NTE \$48,775. See rates and estimated cost – Attachment B**

- 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 percentage 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	(see note)
Under \$50,000	_____	%
	_____	%
	_____	%
	_____	%
	_____	%

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

2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j and 1k of THE ENGINEER AGREES at the hourly rates stipulated below for personnel assigned to this PROJECT as payment in full to the ENGINEER for the actual time spent in providing these services the hourly rates to include profit, overhead, readiness to serve, insurance, social security and retirement deductions. 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 all or part of the services provided under paragraphs 1b, 1c, 1d, 1e, 1f, 1j and 1k of THE ENGINEER AGREES. If the ENGINEER sublets all or a part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge. "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.

**Grade Classification  
of Employee**

**Hourly Rate**

Principal Engineer  
Resident Construction Supervisor  
Chief of Party  
Instrument Man  
Rodmen  
Inspectors

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

The hourly rates itemized above shall be effective the date the parties, hereunto entering this AGREEMENT, have affixed their hands and seals and shall remain in effect until N/A. In event the services of the ENGINEER extend beyond \_\_\_\_\_, the hourly rates will be adjusted yearly by addendum to this AGREEMENT to compensate for increases or decreases in the salary structure of the ENGINEER that are in effect at that time.

3. That payments due the ENGINEER for services rendered pursuant to this AGREEMENT will be made as soon as practicable after the services have been performed, in accordance with the following schedule:
- 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 based on the above fee schedule and the approved estimate of cost.
  - Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee (excluding any fees paragraphs 1j and 1k of the ENGINEER AGREES), based on the above fee schedule and the awarded contract cost, less any previous payment.
  - Upon completion of the construction of the improvement, 90 percent of the fee due for services stipulated in paragraphs 1j and 1k.
  - Upon completion of all final reports required by the LA and the DEPARTMENT and acceptance of the improvement by the DEPARTMENT, 100 percent of the total fees due under this AGREEMENT, less any amounts previously paid.

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 improvements be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a and 1g, and prior to the completion of such services the LA shall reimburse the ENGINEER for his actual costs plus times 2.8 multiplier percent incurred up to the time he is notified in writing of such abandonment "actual cost" being defined as material costs plus actual payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost.
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 times 2.8 multiplier percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 4 above. 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.
6. That should the LA extend completion of the improvement beyond the time limit given in the contract, the LA will pay the ENGINEER, in addition to the fees provided herein, his actual cost incurred beyond such time limit - "actual cost" being defined as in paragraph 4 above.
7. To submit approved forms BC 775 and BC 776 with this AGREEMENT when federal funds are used for construction.

**It is Mutually Agreed,**

1. That any difference between the ENGINEER and the LA concerning the 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 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 the 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 this AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized offices.

Executed by the LA:

\_\_\_\_\_  
City of Washington of the  
(Municipality/Township/County)

ATTEST:

State of Illinois, acting by and through its

By \_\_\_\_\_,

By \_\_\_\_\_,

Clerk

Title:

(Seal)

Executed by the ENGINEER:

\_\_\_\_\_  
TERRA Engineering, Ltd.

ATTEST:

By \_\_\_\_\_

Title: Assoc. Vice President

Title: Senior Project Manager

<p style="text-align: center;"><b>Approved</b></p> <p style="text-align: center;">_____ Date</p> <p style="text-align: center;"><b>Department of Transportation</b></p> <p style="text-align: center;">_____ Regional Engineer</p>
--



**Attachment A – Scope of Services  
Washington Square Streetscape project**

TERRA understands that the City of Washington has budgeted a portion of the project with TIF funding (engineering and construction) with a phased project scope starting at \$585,000 this year. Further, we understand that the City would like to pursue a tiered approach to the engineering services to insure this effort will be harmonious with the current TIF-only funded portion of the project, but consistent with a larger project should an ITEP award occur.

The scope of work is based on design for one city block, funded with local TIF funds. Planning and design will be based upon IDOT design policies and will meet local, state and federal requirements for accessibility. As the Washington Square is currently a state route under the jurisdiction of the Illinois Department of Transportation (IDOT), it will require their review and approval as a permit project. It will not require IDOT's oversight for Phase I and Phase II Preliminary Engineering. The permit may require a full time inspector. As such, the scope includes:

- **Survey:** Perform a detailed topographical survey and conduct the necessary courthouse research to determine/verify existing right-of-ways and parcel ownership information.
- **Environmental and Utility Coordination:** Perform environmental screenings and clearances including biological (IDNR EcoCAT), Historic and Cultural (IHPA signoffs), and special waste (database search and a Preliminary Environmental Site Assessment (PESA)). The consultant will coordinate with all utility owners within the project limits.
- **Public Outreach:** Assist City of Washington staff with stakeholder outreach meetings and Council updates, by providing concept drawings and opinions of cost.
- **Streetscape Development:** Develop streetscape elements with pictures to facilitate discussion with city staff/stakeholder committee regarding ideas, vision, and preferences.
- **Construction Documents:** Design for One Block of the Square: Upon approval of the proposed streetscape plan and completion of the different coordination items listed above, the select firm will develop Plans, Specifications, and Estimates (PS & E) for a local letting.

**Not included:**

- Bidding services including advertising for, soliciting and evaluating bids.
- Construction Engineering Services. If required, these services will be negotiated separately.
- Preliminary Engineering adhering to IDOT's policies and procedures including a Phase I Project Design Report. Should the City be successful in securing IDOT ITEP funding, the scope will be expanded commensurate with the ITEP project. Revised scope, fees and schedule will be negotiated at that time.



## Payroll Rates

**FIRM NAME**  
**PRIME/SUPPLEMENT**  
**PTB NO.**

**TERRA Engineering, Ltd.**  
**Prime**

**DATE** 05/21/16

**ESCALATION FACTOR** **0.00%**

[illegible]

**Cost Estimate of  
Consultant Services  
(Direct Labor Multiple)**

05/21/16

0

**DBE 0.00%**

Printed 5/21/2016, 7:50 AM  
Page 3



## Average Hourly Project Rates

Route
Section
County
Job No.
PTB/item

**Consultant**  
**TERRA Engineering, Ltd.**

Date 05/21/16

**Sheet 1 OF 1**

Payroll		Total Project Rates						Survey			Environmental & Utilities			Public Outreach			Streetscape Development			Construction Documents		
Classification	Avg Hourly Rates	Hours	% Part.	Wgtd Avg.	Hours	% Part.	Wgtd Avg.	Hours	% Part.	Wgtd Avg.	Hours	% Part.	Wgtd Avg.	Hours	% Part.	Wgtd Avg.	Hours	% Part.	Wgtd Avg.	Hours	% Part.	Wgtd Avg.
Principal	\$70.00	4	0.65%	0.45										1	2.44%	1.71	1	0.74%	0.52			
Sr. Project Manager	\$59.42	34	5.52%	3.28	2	3.03%	1.80	4	14.29%	8.49				4	9.76%	5.80	12	8.89%	5.28	6	4.62%	2.74
Senior Engineer	\$56.28	128	20.78%	11.69				8	28.57%	16.08							40	29.63%	16.67	40	30.77%	17.32
Project Engineer	\$32.57	92	14.94%	4.86				16	57.14%	18.61				8	19.51%	6.35				8	6.15%	2.00
Senior Technician	\$32.00	80	12.99%	4.16																		
Survey Manager	\$54.32	4	0.65%	0.35	4	6.06%	3.29															
Surveyor	\$30.83	84	13.64%	4.20	60	90.91%	28.03															
Sr. Landscape Architect	\$49.52	22	3.57%	1.77										4	9.76%	4.83	12	8.89%	4.40	6	4.62%	2.29
Landscape Architect Designer	\$22.00	168	27.27%	6.00										24	58.54%	12.88	70	51.85%	11.41	70	53.85%	11.85
Administrative Associate	\$20.02	0																				
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TOTALS		616	100%	\$36.77	66	100%	\$33.12	28	100%	\$43.18	41	100%	\$31.57	135	100%	\$38.28	130	100%	\$36.19			

# CITY OF WASHINGTON

## PLANNING & DEVELOPMENT DEPARTMENT

301 Walnut St. · Washington, IL 61571

Ph. 309-444-1135 · Fax 309-444-9779

<http://www.washington-illinois.org>

[joliphant@ci.washington.il.us](mailto:joliphant@ci.washington.il.us)

### MEMORANDUM

TO: Public Works Committee  
FROM: Jon R. Oliphant, AICP, Planning & Development Director  
SUBJECT: Sidewalk Policy  
DATE: May 27, 2016

The City currently has a 50/50 sidewalk program that provides for roughly 50% of the cost of the repair of any sidewalks (and curb) that is deemed to be in poor or substandard condition. This program has been in place since 1965. It provides for \$2.25 per square foot for sidewalk and \$25 per lineal foot of curb. Residents can either choose a contractor to do the work and be reimbursed for the eligible costs or have City employees do the work and pay 50% at the time of construction. Where poor or very poor sidewalk has been identified, residents are typically required to participate financially in the construction of the new sidewalk.

The initial sidewalk construction is the responsibility of the builder/owner. The City's existing sidewalk policy that dates to 1991 is attached. As noted, this does not speak to the future maintenance of curbs. There is also no mandate that any residential subdivisions complete any sidewalk construction upon either a certain percentage of build-out or a particular period of years following acceptance of the public infrastructure improvements.

General discussion is planned at the May 31 Public Works Committee meeting to determine if any changes are needed to this policy.

Attachment

CITY OF WASHINGTON  
WASHINGTON, ILLINOIS

CITY COUNCIL POLICY STATEMENT

Category: Public Works  
Subject: Sidewalk Extension and  
Replacement

Policy Number: PUB-01-91  
Approval Date: 09-16-91

**Purpose:** To promote pedestrian safety and limit, to the extent possible, the City's liability for sidewalk-related accidents and injuries, and to generally improve the condition of existing City sidewalks.

To establish and maintain a means to provide for both voluntary and mandatory private property owner participation in the cost of sidewalk extensions and replacements.

**Rationale:** Since June, 1965, the City has encouraged voluntary private property owner participation in what has come to be known as the Share the Cost Sidewalk Replacement Program. Each year, property owners wishing to have abutting public sidewalk replaced by the City are charged a percentage of the costs of replacement. If the owner wishes to have a private contractor replace the public sidewalk, the owner is eligible to receive City reimbursement of the material costs only. However, participation by property owners abutting some of the poorest condition sidewalk has not occurred.

Additionally, there are a number of locations within public rights-of-way in the City where sidewalks have not been installed, and where the extent of pedestrian activity would merit the installation of sidewalk. While new residential and non-residential subdivisions are required to provide for sidewalk construction, non-subdivision development is not required to provide for sidewalks along public rights-of-way.

Therefore, it is in the best interests of the City of Washington to take appropriate actions designed to assure that public sidewalks are constructed and existing sidewalks are maintained in a condition which promotes the public safety and welfare of the citizens of the City.

**Policy:**

1. **City-Mandated Sidewalk Extensions:** The City will periodically identify and prioritize public rights-of-way where new sidewalk construction is merited. Priority will be placed on extending new sidewalk, as follows.

A. Linking existing neighborhood sidewalk systems to property in the vicinity that is used for public, semi-public, or institutional purposes;

B. Linking existing neighborhood sidewalk systems to property in the vicinity that is used for commercial purposes; and

C. Linking existing adjacent sidewalk systems.

Subject to budgetary considerations, the City Council will select the locations for new sidewalk construction. The City Administrator will develop and implement appropriate procedures to notify property owners abutting the selected new sidewalk locations of their required financial participation in the construction of the new sidewalk.

2. City-Mandated Sidewalk Replacement: The City will annually inventory and evaluate the condition of existing sidewalk located in the public right-of-way, using insurance industry guidelines as a basis of evaluation. Sidewalk in Poor or Very Poor condition will be identified and listed.

A. Poor Condition Sidewalks are those which have:  
Cracks greater than  $\frac{1}{4}$ " wide and greater than  $\frac{1}{4}$ " vertical separation between squares or cracks within the same square. Significant surface scaling or pitting. Broken sections of walk are loose and shift easily under the weight of walking. Some sections may be entirely missing.

B. Very Poor Condition Sidewalks are those which have:  
Cracks greater than  $1\frac{1}{4}$ " wide or  $1\frac{1}{4}$ " vertical separation between squares or cracks within the same square. Excessive cracking, scaling or pitting. Sections of broken walk can be lifted out or are entirely missing.

Subject to budgetary considerations, the City Council will select the locations for City-mandated sidewalk replacement. The City Administrator will develop and implement appropriate procedures to notify property owners abutting the selected replacement sidewalk locations of their required financial participation in the construction of the new sidewalk.

3. Payment By Private Property Owner(s): The cost of new construction and replacement of sidewalk along public rights-of-way shall be the responsibility of the abutting property owner(s). However, the City shall participate in the cost of construction and/or replacement of sidewalk in accordance with the following criteria.

A. For City-mandated new sidewalk construction or replacement sidewalk installed by the City, or by City-awarded contractor (not applicable to properties where sidewalk construction is otherwise regulated by the Subdivision Code, Zoning Code, or Building Code):

6.00/foot

Option 1. The abutting property owner may elect to pay the City 50% of the cost at the time of construction or replacement. The City shall pay the remaining 50%.

*Don't  
do  
any more*  
Option 2. The abutting property owner may elect to pay the City 50% of the cost, plus 6.0% interest, compounded annually, which may be spread over a period not to exceed five years, beginning in the year of construction. The City shall pay the remaining 50%.

The City Council shall adopt the necessary ordinance to require abutting property owners to participate in the mandatory construction, or replacement of sidewalk.

B. For sidewalk replacement installed by the City, or by City-awarded contractor, at the request of the owner of abutting property:

Option 1. The abutting property owner shall pay the City 50% of the cost at the time of replacement. The City shall pay the remaining 50%.

C. In the case where a private property owner enters into an agreement with a private contractor to replace sidewalk located within City-owned right-of-way:

*proposed*  
Option 1. Subject to prior approval of the City, the City will reimburse the property owner an amount equal to the actual cost of materials only. based on the City's final inspection measurements.  
*Concrete*

The City reserves the right to accept, defer, or reject voluntary requests for replacement, subject to budgetary constraints.





# Memo

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TO: Public Works Committee  
FROM: Ed Andrews, Public Works Director  
SUBJECT: City Policy: PUB-01-90  
Reimbursement of Sewer Charges  
DATE: May 27, 2016

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Per the attached policy, residences that were thought to have been on City sewer but found to actually still be on septic are eligible for both:

- 1) A reimbursement of past sewer charges for up to a maximum of seven (7) years.
- 2) A waiver of the sewer connection fee.

While this is a fairly infrequent occurrence, it has happened 3 times since 2007. At the time this policy was adopted, the sewer tap fee was \$100. It is now \$4,317. Additionally, a seven year reimbursement of sewer fees could be as high as \$4,300 at our current rate of \$8.56 per 1000 gallons.

Staff wishes to query the Committee if it would not be appropriate to continue to waive the sewer connection fee, but not reimburse sewer fees.

cc: File

CITY OF WASHINGTON  
WASHINGTON, ILLINOIS

CITY COUNCIL POLICY STATEMENT

Category: Public Works  
Subject: Reimbursement of Sewer User  
Charges, paid by persons not  
connected to City sewer

Policy Number: PUB-01-90  
Approval Date: 04-16-90

**Purpose:** To establish a policy and method to reimburse sewer user charges, paid by persons whose property has been assumed to be connected to city sewer, but has not been connected.

**Rationale:** There are older areas of the City where certain properties are assumed to be connected to City sewer. That is a proper assumption, based upon sewer records, or lack thereof. However, in certain instances that assumption is wrong. In fairness, the City can only charge for services which are delivered, directly or indirectly. Therefore, in instances where persons have been charged for sewer service, but subsequent investigation has revealed that those person's sewers are not connected to the City sewer, the following policy is established to provide reimbursement to those person's improperly charged.

**Policy:** The City Administrator may authorize sewer user charges reimbursement when the following conditions are met:

1. There is sufficient and satisfactory documentation that the property is not/was not connected to the sewer.
2. The property has since been connected to the sewer, for which the City assumes no associated costs.
3. The person, in which the sewer user account is currently established, files a claim for reimbursement.

The City shall calculate the amount of reimbursement, as follows:

1. The actual amount paid by the claimant, for the period in which the property was not connected, not to exceed an amount equal to 7 years of payments.

The reimbursement shall be made payable to the claimant.

The City shall waive sewer construction permit and sewer tap fees, although a permit shall be necessary.

At time of adoption, the tap fee was \$100. We are now at \$4317 for a connection. The connection fee waiver seems appropriate but the refund on top of this is ~~an~~ an expense. We have had 3 of these arise since 2005-2007.