
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: ANTHONY SPECIALE, DIRECTOR OF PUBLIC WORKS
GEOFF PAYTON, STREETS & PROPERTIES SUPERVISOR
SUBJECT: RESOLUTION: AGREEMENT FOR PHASE I ENGINEERING – SAFE
ROUTES TO SCHOOL PROGRAM
RESOLUTION: AUTHORIZING FINANCIAL COMMITMENT – SAFE
ROUTES TO SCHOOL PRGRAM
AGENDA: NOVEMBER 6, 2018 REGULAR BOARD MEETING
DATE: NOVEMBER 2, 2018

ISSUE

Approval of an Engineering Agreement for Phase I engineering and passing a Resolution of Financial Commitment for the Safe Routes to School Program

DISCUSSION

The Safe Routes to School Grant is a federally funded program through the Illinois Department of Transportation (IDOT) to encourage children (including those with disabilities) to walk or bike to school by offering financial assistance with infrastructure and non-infrastructure improvements in school areas. The Village is planning to submit for the Safe Routes to School Grant for sidewalk installation in the area of Kaneland Elementary. The project is targeting the installation of sidewalk along Grove Street, West Street and Calkins Drive where no sidewalk currently exists.

The grant covers 100% of construction engineering and construction up to \$200,000.00, but does not cover Phase I engineering. The Village requested a proposal from Engineering Enterprises, Inc (EEI) for Phase I engineering. The scope of services provided includes project scoping, data collection, IDOT coordination, School District coordination and plan sheets among other items. The estimated costs for Phase I engineering is \$32,815.00.

Also as a component of the grant submission, the Village will need to pass a Resolution of Financial Commitment. Since this program is administered as a reimbursement grant, the Village will need to put forth the initial funds and submit for payment from IDOT as invoices are paid. The Resolution of Financial Commitment just reinforces that the Village is aware of this.

Staff is recommending the Village Board approve the Phase I engineering agreement with EEI and passes the Resolution of Financial Commitment for the Safe Routes to School Grant.

COST

The total estimated cost for the preliminary Phase I engineering for the Safe Route to School Grant is \$32,815.00. This is unbudgeted and will need to be included in account 35-53-6303: Engineering Services. Staff recommends that this amount be budgeted from the Infrastructure Maintenance Fee.

There are no costs associated with the Resolution of Financial Commitment at this time.

RECOMMENDATION

That the Village Board approve **Resolution #20181106PW1** – Resolution of Financial Commitment for inclusion with the Safe Routes to School grant application.

That the Village Board approve **Resolution #20181106PW2** authorizing the execution of for Phase I engineering Agreement with Engineering Enterprises, Inc. for the Safe Routes to School project.



RESOLUTION NO. 20181106PW1

VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS

**RESOLUTION AUTHORIZING APPLICATION FOR ILLINOIS
TRANSPORTATION PROGRAM AND EXECUTION OF ALL NECESSARY
DOCUMENTS**

WHEREAS, the Village of Sugar Grove supports providing a pedestrian and bicycle access and safety for school children and all residents within the Village of Sugar Grove; and

WHEREAS, the Village of Sugar Grove is in need of an adequate system of sidewalks within the Village to allow children to travel to school safely; and

WHEREAS, the Village Board has considered submitting sidewalk improvement projects to the Illinois Safe Routes to School Program to obtain funding; and,

WHEREAS, the Village Board has learned that said program can provide up to 100% of eligible project costs; and,

WHEREAS, the Village Board has determined that it is in its best interests to submit an application for Illinois Safe Routes to School Program (SRTS) Funds for the construction of new sidewalks near John Shields Elementary School that will provide safe routes for school children to traverse; and,

WHEREAS, the Village of Sugar Grove has reviewed the proposed sidewalk construction and repair plan as included in the grant application; and,

WHEREAS, the Village of Sugar Grove has determined that said plan, if followed, would serve the best interests of the citizens of the Village of Sugar Grove; and

WHEREAS, the project would improve travel and provide off-street access for pedestrians throughout the Village from schools and residential areas; and

WHEREAS, the said project will include the design engineering, construction, and construction engineering for the sidewalks, and;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

The Village of Sugar Grove supports the application for grant filed with the Safe Routes to School Program and the specific plan for repair and construction of sidewalks within the Village and will commit the necessary funds to make such improvements.

Passed by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at a regular meeting thereof held on the 6th day of November, 2018.

President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST: _____
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Sean Herron	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Ted Koch	_____	_____	_____	_____
Trustee Heidi Lendi	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____
President P. Sean Michels	_____	_____	_____	_____



RESOLUTION NO. 20181106PW2

VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT WITH
ENGINEERING ENTERPRISES, INC. FOR THE PHASE I ENGINEERING
ASSOCIATED WITH THE SAFE ROUTES TO SCHOOL GRANT**

WHEREAS, the Village of Sugar Grove Board of Trustees find that it is in the best interest of the Village to engage the services of Engineering Enterprises, Inc. to provide professional preliminary design engineering services for the Safe Route to School grant submission;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

The President and Clerk are hereby authorized to execute said agreement on behalf of the Village for professional preliminary design to provide professional preliminary design engineering services for the Safe Route to School grant submission and to take such further actions as are necessary to fulfill the terms of said agreement.

Passed by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at a regular meeting thereof held on the 6th day of November, 2018.

President of the Board of Trustees
of the Village of Sugar Grove, Kane
County, Illinois

ATTEST: _____
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Sean Herron	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Ted Koch	_____	_____	_____	_____
Trustee Heidi Lendi	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____
President P. Sean Michels	_____	_____	_____	_____



October 30, 2018

Mr. Anthony Speciale
Director of Public Works
Village of Sugar Grove
601 Heartland Drive
Sugar Grove, IL 60554

**Re: Professional Engineering Services
2018 Safe Routes to School
Village of Sugar Grove, Kane County, Illinois**

Dear Mr. Speciale:

Thank you for the opportunity to submit this proposal for professional services, consisting of civil engineering services, for the 2018 Safe Routes to School sidewalk improvement project.

Our proposal presents in more detail below the following items: Project Description, Scope of Services, Fees and Conditions, Qualifications, and Acceptance.

PROJECT DESCRIPTION

The Village of Sugar Grove, herein after referred to as Client or Village, is interested in applying for and obtaining funding through the IDOT Safe Routes to School (SRTS) program in the Village of Sugar Grove. See attached location map in Exhibit 1. This proposal is to conduct preliminary engineering services that will result in a Project Development Report (PDR) submittal to IDOT for approval.

SCOPE OF SERVICES

Our firm proposes to furnish the necessary personnel, materials, equipment, and transportation to make necessary investigations, measurements, computations, and analysis to perform field and office civil engineering services for the above referenced project, in accordance with the detailed scope of services (attached as Exhibit 2), accepted civil engineering practices, the Village of Sugar Grove requirements, and the Illinois Department of Transportation Highway Standards and Road and Bridge Specifications where applicable.

This proposal is based on the format for the Preliminary Engineering submittal to IDOT to be a BLR 19100 (CE I – no report) and no need for environmental coordination, such as Environmental Survey Requests (ESR) or Preliminary Environmental Site Assessment (PESA). This proposal is also based on the Village having adequate right-of-way to construct the sidewalk improvements. These will need to be confirmed as part of the preliminary engineering and coordination with IDOT.

FEES AND CONDITIONS

The proposed method of payment for the required professional services is at Hourly (HR) (Not to Exceed) fee for the various classifications of employees who will perform the work as listed on the Standard Schedule of Charges dated January 1, 2018. The proposed method of payment for the direct expenses as identified in the contract is the

actual cost for the work completed.

The proposed method and amount of payment for all services associated with this Contract, as outlined in the attached estimate of level of effort (Exhibit 3) **\$32,815.00 (Lump Sum)**.

Payment for all work will be based on invoices submitted periodically by our firm, but not more frequently than monthly as the work progresses. Invoices will be payable by the Client within 30 days of the date of the invoice.

This proposal shall be in effect for a period of sixty (60) days from the date of this proposal. If this proposal is not accepted within that period of time, our firm reserves the right to withdraw or revise this proposal. If SRTS funding has not been awarded (notification in March 2019), services will be terminated, and the Engineer shall be compensated for all work performed for the Village prior to termination, based on time and expenses incurred by that time.

Additional assignments not described above will be performed at an hourly rate for the various classifications of employees who will perform the work as listed on the attached Standard Schedule of Charges dated January 1, 2018, or in accordance with a separate proposal.

SCHEDULE

The project schedule is outlined in Exhibit 4. Included in the schedule are the activities related to the SRTS Funding Application as well as the associated Phase I PDR submittal. The Preliminary Engineering work in the schedule indicates what work needs to be started prior to the notification of award and what work can wait until after notification of award to keep the project on schedule for design approval within 6 months of award date.

ACCEPTANCE

If the Project Description, Scope of Services, and Fees and Conditions and Schedule, as cited above are satisfactory, please indicate your acceptance by signing both of the enclosed proposals and returning one of them to us for our records.

We welcome the opportunity to submit this proposal for professional services to you for your consideration. We look forward to working with and for you on this exciting project.

Respectfully submitted,

ENGINEERING ENTERPRISES, INC.



Michele Piotrowski, P.E.
Senior Project Manager

Enclosure

pc: Mr. Brent Eichelberger, Village Administrator
PGW, DRB, BPS, CCJ, DMT, EEI

AGREEMENT

All terms and conditions to this Agreement for Professional Services

accepted this _____ day of _____, 2018.

By _____

By _____

Village of Sugar Grove
Organization

601 Heartland Drive
Address

Sugar Grove IL 60554
City State Zip

Accepted this _____ day of _____, 2018.

ENGINEERING ENTERPRISES, INC.
Organization

52 Wheeler Road
Address

(corporate seal)

Sugar Grove IL 60554
City State Zip

By Michele L. Piotrowski
Michele Piotrowski, Senior Project Manager

By Ange Smith
Exec. Assistant





Legend

Proposed Sidewalk Locations

Engineering Enterprises, Inc.
 52 Wheeler Road
 Sugar Grove, Illinois 60554
 (630) 466-6700
www.eeiveb.com

Village of Sugar Grove
 10 South Municipal Drive
 Sugar Grove, IL 60554
 630-466-4507

DATE: OCTOBER 2018
 PROJECT NO.: SG1821
 BY: MJT
 PATH: HGISPUBLIC\SUGAR GROVE\2018
 FILE: SG1821_Safe_Routes.MXD

EXHIBIT 1
SAFE ROUTES TO SCHOOLS
 VILLAGE OF SUGAR GROVE
 KANE COUNTY, ILLINOIS



**2018 SAFE ROUTES TO SCHOOL (SRTS)
Village of Sugar Grove
Kane County, IL
Professional Services Agreement – Preliminary Engineering**

Exhibit 2 – Scope of Services

Preliminary Engineering:

- Project Scoping, Data Collection, and Survey
 - Project Scoping
 - Data Collection
 - Site Photographs to document “walkability” and “bikeability”
 - Topographic Survey

- Preliminary IDOT Coordination and Phase I Processing
 - Section Number, Job Number and Project Number Request
 - IDOT Phase I Kick-off meeting
 - Location Map
 - Preliminary Typical Sections - Existing and Proposed
 - Public/Stakeholder Involvement

- Prepare Project Development Report
 - Investigate current and past injuries to students
 - Typical Section
 - Plan Sheets
 - Project Development Report



EXHIBIT 3
ESTIMATED OF LEVEL OF EFFORT AND ASSOCIATED COST
PROFESSIONAL ENGINEERING SERVICES
 SRTS Phase I Project Development - Safe Routes to Schools
 Village of Sugar Grove

WORK ITEM NO.	WORK ITEM	ENTITY PROJECT ROLE HOURLY RATE	ENGINEERING			SURVEYING			DRAFTING		ADMIN. ADMIN.	WORK HOUR SUMM.	COST PER ITEM
			PRINCIPAL IN CHARGE \$197	SENIOR PROJECT MANAGER \$191	PROJECT MANAGER \$173	PROJECT ENGINEER \$137	PROJECT MANAGER \$173	SENIOR PROJECT SURVEYOR II \$202	PROJECT TECHNICIAN \$125	CAD MANAGER \$173			
PRELIMINARY ENGINEERING													
1	Project Scoping, Data Collection, and Survey		2	4						9		62	\$ 10,937
2	Phase I Kick-Off Meeting with IDOT			6			8				2	16	\$ 2,408
3	FHWA Coordination Meeting			6			8				4	18	\$ 2,682
4	Public Involvement			6			10					16	\$ 2,408
5	Draft PDR			12			20				20	52	\$ 7,556
6	Final PDR			4			4				2	12	\$ 1,674
7	QC/QA and Project Management		2	6			20				2	28	\$ 5,000
PROJECT TOTAL			4	10	52	66	23	28	2	204	\$ 32,665		

DIRECT EXPENSES	
Printing =	\$ 150
DIRECT EXPENSES =	\$ 150

LABOR SUMMARY	
Engineering Expenses =	\$ 22,466
Surveying Expenses =	\$ 4,646
Drafting Expenses =	\$ 5,393
Administrative Expenses =	\$ 160
TOTAL LABOR EXPENSES =	\$ 32,665

TOTAL EXPENSES =	\$ 32,815
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\\11\CV\WV\EE_Borgers\Public\GIS\GIS\2003\2003-12-14_SRS_Route_a_Schools\Summary Estimate - Level of Effort Phase I.srtPhase I Cost

EXHIBIT 4



Sugar Grove 2018 Safe Routes to School (SRTS)
 Village of Sugar Grove
 Kane County



SRTS Application and Preliminary Engineering (Phase I) Schedule

Task Description	2018							2019						
	O	N	D	J	F	M	A	M	J	J	A	S		
Phase I Agreement														
Quality Control/Quality Assurance														
Project Scoping and Data Collection														
Topographic Survey & Field Inspections														
Coordination with Schools and Collection of Student Tallies and Parent Surveys														
Obtain Resolution or Letter of Support from School District														
Obtain Resolution of Financial Commitment & Letter of Support from Village														
IDOT Coordination and Kick-Off Meeting														
Public Outreach/Coordination/Meeting														
Prepare SRTS Funding Application														
Environmental Survey Request (ESR) (if needed)														
Environmental Survey Request Review														
SRTS Award Announcement														
FHWA & IDOT Coordination Meeting														
PESA (if needed)														
Preliminary Typical Sections and Plans														
Preliminary Project Development Report														
IDOT Review														
Final Project Development Report														
IDOT Review														
Phase I Design Approval														

Quality Control/Quality Assurance

Proposal

Engineering

Agency Review

Key Dates



Standard Schedule of Charges

January 1, 2018

EMPLOYEE DESIGNATION	CLASSIFICATION	HOURLY RATE
Senior Principal	E-4	\$202.00
Principal	E-3	\$197.00
Senior Project Manager	E-2	\$191.00
Project Manager	E-1	\$173.00
Senior Project Engineer/Planner/Surveyor II	P-6	\$160.00
Senior Project Engineer/Planner/Surveyor I	P-5	\$149.00
Project Engineer/Planner/Surveyor	P-4	\$137.00
Senior Engineer/Planner/Surveyor	P-3	\$125.00
Engineer/Planner/Surveyor	P-2	\$114.00
Associate Engineer/Planner/Surveyor	P-1	\$103.00
Senior Project Technician II	T-6	\$149.00
Senior Project Technician I	T-5	\$137.00
Project Technician	T-4	\$125.00
Senior Technician	T-3	\$114.00
Technician	T-2	\$103.00
Associate Technician	T-1	\$ 90.00
Engineering/Land Surveying Intern	I-1	\$ 84.00
GIS Technician	G-1	\$ 72.00
Administrative Assistant	A-3	\$ 70.00

CREW RATES, VEHICLES AND REPROGRAPHICS

1 Man Field Crew with Standard Survey Equipment		\$163.00
2 Man Field Crew with Standard Survey Equipment		\$254.00
1 Man Field Crew with RTS or GPS *		\$202.00
2 Man Field Crew with RTS or GPS *		\$293.00
Vehicle for Construction Observation		\$15.00
In-House Scanning and Reproduction	\$0.25/Sq. Ft. (Black & White)	
	\$1.00/Sq. Ft. (Color)	
Reimbursable Direct Costs & Services by Others	Cost + 10%	

*RTS = Robotic Total Station / GPS = Global Positioning System