Memorandum

To: Honorable Mayor and Members of the City Council
   Administration & Public Works Committee

From: Suzette Robinson, Director of Public Works
   Sat Nagar, P.E., Assistant Director, Engineering & Infrastructure

Subject: Sheridan Road/Chicago Avenue Phase I & Phase II Engineering
   Services Contract - RFQ #14-16

Date: November 26, 2014

Recommended Action:
Staff recommends City Council authorize the City Manager to execute an agreement for
Phase I & Phase II engineering services for the Sheridan Road Improvement Project
and Sheridan Road/Chicago Avenue Bike Path in the amount of $850,676, with
Christopher B. Burke Engineering, Ltd. (9575 W. Higgins Road, Suite 600, Rosemont,
Illinois 60018)

Funding Source:
Illinois Transportation Enhancement Program (ITEP) Grant $331,924
2015 Capital Improvement Fund (Project Account 416445) $418,752
Washington National TIF $100,000

Background
On February 6, 2014 the City issued a Request for Qualification (RFQ/RFP # 14-61) for
the engineering services for the Sheridan Road-Chicago Ave Improvement project. The
RFQ included tasks to complete the following: 1) alternate analysis, 2) Phase I design
engineering and 3) Phase II construction plans. The City Council approved the contract
award for task 1, Sheridan Road/Chicago Avenue alternate analysis at the April 28,
2014 Council meeting. A recommended option for Sheridan Road/Chicago Avenue
Improvement Project has been selected. Staff is requesting approval to proceed with
awarding tasks 2 and 3, as noted in the attached scope of services and summarized
below, and including IDOT required Phase I and Phase II engineering services.
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|                    | The above work will be completed by CBBEL (67%), TY Lin (25%), HR Green (4%), and Altamanu (4%). |
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Task 5 – Stakeholder Coordination and Public Involvement  
Task 6 – Final Contract Documents and Final Cost Estimate (95% Submittal)  
Task 7 – Bid Documents (100%) |
|                    | The above work will be completed by CBBEL (58%), TY Lin (30%), HR Green (3%), and Altamanu (9%). |
Summary:
The first phase of the Sheridan Road project began with an alternative analysis of Sheridan Road and Chicago Avenue for improved biking, pedestrian, vehicular and transit operations. This phase included traffic, accidents and intersection analysis, surveying, geotechnical investigation, public outreach and development of the best alternate plans for automobiles, bicycles and pedestrian flow along the corridors.

Based on the Engineering analysis and community input staff presented the recommended Sheridan Road/Chicago Avenue Improvement plan to the City Council at the September 29th Special City Council meeting. The proposed improvements along Sheridan Road/Chicago Avenue funded by Illinois Transportation Enhancement Funds (ITEP) need a detail phase I engineering approval by IDOT. After the Phase I Design approval the consultant will start the Phase II Engineering for construction plan preparation. Staff will present the final IDOT approved design at a public information meeting in the fall of 2015. The scope and cost of the Phase I & Phase II Engineering Services is attached to the memo.

The Christopher B. Burke Engineering, Ltd. project team includes TY Lin International for Bike/pedestrian design, Altamanu, Inc. (WBE) for landscape architecture and ADA design for geotechnical and HR Green (EBE) for public engagement process and civil engineering QA/QC. Christopher Burke has committed to 25.29% M/W/BE participation for this project and Change Order #1 for the Sheridan Road Water Main improvements. (See next agenda item A4.1.)

Attachments:
Scope & Fee Proposal
Memo MW/EBE
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I. PHASE I ENGINEERING

Task 1 - Addendum to Sheridan Road Project Report
CBBEL will prepare an addendum to the previously completed Categorical Exclusion Group 1 for Sheridan Road between South Boulevard and Isabella Street. This document was prepared by Transystems and Design Approval was received in 2009. Based on our October 10, 2014 meeting with IDOT, the cultural clearance is still valid and no biological clearance is necessary.

The addendum will address converting Sheridan Road between Foster Street and Central Street (3700') from its existing 4 lane section to a 3 lane section to match Sheridan Road north of Central. It will also address reconstruction Sheridan road between Chicago Avenue and Lincoln Street (3800').

Based on a coordination meeting with IDOT, the addendum should include the following information and will be processed in the District.

- Meeting minutes from the October 10, 2014 Coordination Meeting.
- A brief memo discussing the reason for the lane reduction and the resulting operations.
- Typical sections of both existing and proposed conditions for Sheridan Road.
- Detailed geometrics in the area where the transition from four lanes to three lanes occurs. This would require detailed geometry from Foster Street to Garrett Place, a distance of approximately 1000'.

Upon receipt of this information, it is expected that the addendum to the previously accepted Categorical Exclusion would be granted by District One.

Task 2 – Phase I for Chicago Avenue/Sheridan Road Cycle Track
The concept plan for the Chicago Avenue/Sheridan Road cycle track was presented to IDOT at a meeting on October 10, 2014 in accordance with the required federal funding policies and to determine the anticipated processing of the Phase I document. The cycle track is being funded, in part, by ITEP dollars which require that federal procedures be followed.

The proposed cycle track consists of the following three segments:

Segment 1: Chicago Avenue – Davis Street to Sheridan Road
The cycle track in this segment will be located on the east side of Chicago Avenue starting at its intersection with Davis Street and extending north to its intersection with Sheridan Road. The two-way cycle track will be 8’-10’ wide and will be protected by either a barrier curb or by being raised above the existing pavement. This segment will require intersection and/or signal modifications at Davis Street, Church Street, Clark Street, and Sheridan Road. The distance of this segment is approximately 2000’. This segment is included within the current ITEP funding limits.
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Segment 2: Sheridan Road – Chicago Avenue to Lincoln Street

The cycle track in this segment will be located on the east side of Sheridan Road starting at its intersection with Chicago Avenue and extending north to its intersection with Lincoln Street. The two-way cycle track will be 8'-10' wide and will be protected by either a barrier curb or by being raised above the existing pavement. This segment may require intersection and/or signal modifications to Foster Street, Northwestern Place, Noyes Street, and Lincoln Street. This segment will also require minor pavement widening between Chicago Avenue and Northwestern Place (1600'). The distance of this segment is approximately 4000'. This segment is included within the current ITEP funding limits.

Segment 3: Sheridan Road – Lincoln Street to Isabella Street

In this segment it is anticipated that the two-way cycle track will extend north to Central Avenue or Ingleside Place and then be routed along Sheridan or through neighborhood streets to connect to the existing Wilmette bicycle lanes at Isabella. The routing will be further coordinated during Phase I. The majority of the bikeway will be constructed within the existing or slightly widened pavement. The distance of this segment is approximately 3600'. This segment is not included within the current ITEP funding limits.

Based on the above discussion, IDOT determined that the Phase I should be prepared for the entire cycle track from Davis Street to Isabella Street, a total distance of 9600'. This would eliminate any confusion regarding logical terminus and allow the City to pursue additional federal funding based on system connectivity and project readiness. IDOT believed that the project would be processed as a Categorical Exclusion Group II; possibly Group 1, depending on the results of the ESRF.

Task 2.1 – Data Collection

CBBEL will attend project kickoff meetings with the City and IDOT to discuss the project objectives and to refine the project scope as necessary. CBBEL will collect and evaluate all necessary data for completion of Phase I Engineering. This data will include at least the following base information:

- Existing Right-of-Way information (Plats).
- Ground level photos of all buildings along Sheridan Avenue within the Historic Districts.
- All other information determined to be required for completion of Phase I Engineering.

Task 2.2 – Pick-up Topographic and Land Survey

CBBEL will perform a pick-up topographic survey of the project area for use in both the Phase I Engineering Services and subsequent Phase II Engineering Services.

Existing monumentation will be surveyed to verify right-of-way. Additional underground utilities will also be surveyed to address new construction and utilities will be surveyed down side streets where necessary.
Task 2.3 – Environmental Coordination
CBBEL will perform an initial biological and cultural resource database search via the IDNR “Eco-CAT” website, a formal review of the CERCLIS/UST-LUST/RCRA Special Waste databases, and submit the results to IDOT for processing in accordance with the Environmental Survey Request (ESR) procedures for federally funded projects being coordinated through IDOT-Local Roads.

CBBEL will perform an environmental review of the project corridor, as required as part of the ESR submittal. Impacted trees within the project area will be located and listed in the ESRF.

In addition, CBBEL will develop a strategy for preserving or replacing each of the trees removed in accordance with City/IDOT policies.

As noted above, we anticipate that a PESA report (special waste) will be required for the reconstruction section of the project and advise it be prepared for the entire project, and we will use HR Green to prepare that report.

Task 2.4 – Roadway Drainage Analysis
CBBEL will prepare an Existing Drainage Plan and a Proposed Drainage Plan. Based on meetings with Evanston, no major drainage problems were identified. The existing drainage system will be analyzed for adequacy and potential reuse as part of the reconstruction project. The condition and hydraulic adequacy of the existing drainage system will be a factor in this determination.

Task 2.5 – Roadway and Cycle Track Geometrics
CBBEL will prepare preliminary and final geometry including proposed horizontal and vertical geometry, templated existing/proposed cross sections and a right-of-way/easement assessment for the project. The traffic and crash analysis and the capacity analysis will be utilized to identify spot geometric improvement needs, which could occur in association with signalized and unsignalized intersection channelization improvements and bus stop locations. Each of the bus stop locations along the proposed 3-lane section of Sheridan will be critical; especially on the east side of the road where the cycle track is proposed. Bus stops suitable for transit, but safe for bikes and peds without severe tree damage will be challenging to locate.

CBBEL will prepare preliminary plan and profile sheets showing existing and proposed horizontal and vertical geometry at a scale of 1"=20'. The proposed geometry will be set to meet design criteria for federally funded projects and to avoid or minimize right-of-way and easement requirements. Typical sections for the proposed improvement will be developed concurrently.

Existing and proposed cross-sections will be templated at 50' intervals and at all side streets, driveways and other grade controlling features to determine right-of-way and easement requirements, environmental features impacts (if present), drainage patterns, and to fine-tune the proposed vertical geometry. Existing conditions cross-sections will be developed utilizing the topographic survey performed by CBBEL. These cross-sections will show existing right-of-way, existing grade, proposed grade (top surface only) and proposed right-of-way and easements where necessary.
During this task, it is expected that preliminary plan, profile, and cross sections will be initially reviewed by the City of Evanston for their comments and/or concurrence, and then submitted to IDOT for review. At the end of this task the project team will have completed preliminary geometry.

**Task 2.6 – Intersection Design Studies**

It is not anticipated that formal intersection design studies will be required at the 10 signalized intersections within the project limits, however, it is anticipated that capacity analysis and detailed intersection geometry will be necessary due to the addition of the two way cycle track. Intersections affected include: Chicago with Davis, Church, and Clark; Sheridan with Chicago, Foster, Northwestern Place, Noyes, Lincoln, Central and Isabella. These intersection design studies will be based on the existing traffic volumes, and will be submitted to the City and IDOT for review and approval.

Special consideration will be taken to evaluate bicycle and pedestrian movements and traffic signal phasing necessary to accommodate the cycle track. It is anticipated that several of the intersections will be very complex to design.

CBBEL will prepare preliminary traffic signal layout for each of these intersections. The proposed design will likely utilize new bicycle traffic signals and vehicle turn traffic signals.

**Task 2.7 – Traffic Maintenance Analysis**

CBBEL will evaluate construction staging and summarize the recommendation in a Traffic Maintenance Analysis (TMA) report. Based on the high volumes of traffic in the corridor, particularly north of Chicago, and the adjacent commercial, office and residential land uses, construction staging will be an important factor in overall successful project implementation. The TMA report will identify the preferred methodology for maintaining traffic flow during construction, including turning traffic, and will discuss the maintenance of access points during construction for properties that are potentially adversely affected by the construction activities. Typical stage construction cross sections and plan exhibits will be developed to clearly depict the recommended construction staging methodology.

The TMA report will be submitted to the City of Evanston for review and approval and included in the Phase I PDR. The report is also anticipated to be available for review at the Public Meeting and Public Hearing.

**Task 2.8 – Project Development Report**

As mentioned, it is anticipated this project will be documented via a Phase I PDR, anticipated to be a Group II Categorical Exclusion (IDOT-BLR Form 22210). This task includes development of the PDR, and all supporting exhibits, for initial review by the City of Evanston and ultimate review by IDOT and FHWA for Phase I Design Approval.

**Task 2.9 – Stakeholder Coordination and Public Involvement**

This task will focus on overall project coordination including communicating with the local stakeholders along the project, the general public, the City, and other agencies as required. The local stakeholders include all residents and businesses along or adjacent to the corridor that could be affected by this project, whether permanently or during construction only due to access. As noted above, based on the reconstruction scope of work, it is assumed as part of this proposal that a Public Meeting will be held.
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at the City Hall to allow the project stakeholders and the general public an opportunity to review and
discuss the results of the Phase I Study with CBBEL and the City Staff. CBBEL will develop the exhibits
and handout materials for the Public Meeting which is anticipated to include aerial exhibits to illustrate
the scope of the improvement, colored exhibits to illustrate proposed right-of-way impacts and written
handouts that describe the overall project. The aerial exhibits will consist of the proposed
improvements shown on the color digital orthophotographs at a scale of 1”=20’. This task also includes
all other coordination activities for the project including project status meetings with the City’s Project
Staff and other departments as required, individual property owners to resolve specific project issues,
and outside agency coordination including IDOT, CMAP, FHWA coordination meetings, and
meetings/presentations to the Municipal Conference as required. Meeting minutes will be prepared
for all meetings for the project record and PDR.

Task 2.10 – Roadway Lighting
This task will include coordination with the City regarding potential roadway lighting improvements
along Chicago Avenue and Sheridan Road to be included with the reconstruction project. An initial
analysis of the existing lighting along the project corridor will be performed to determine if it is
compliant with IES lighting standards as required by IDOT for projects using federal funding. For any
necessary or desired lighting improvements, a photometric analysis will be prepared to determine
luminance requirements and pole spacing in accordance with federal standards and City requirements.
A proposed lighting layout will be prepared and preliminary plans, photometric calculations, typical
IDOT roadway lighting submittal forms for coordination with IDOT, and voltage drop calculations will
be prepared and submitted to the City and IDOT for review/approval. A lighting cost estimate will be
prepared based on the approval proposed lighting plan.

Task 2.11 – Project Administration and Quality Assurance
This task includes overall project administration and management, as well as implementation of
CBBEL’s Quality Assurance plan for Phase I Engineering. Project administration includes managing the
day to day work effort on the project to ensure an efficient project development process including work
force allocations, budget oversight, monthly progress reviews to ensure project milestones are being
met to the extent possible, and periodic progress coordination meetings.

II. PHASE II ENGINEERING

Task 1 – IDOT Phase 2 Kick-Off Meeting
CBBEL will attend a project kickoff meeting with the City and IDOT to discuss the project objectives and to
refine the project scope and schedule as necessary. CBBEL will collect, examine, review and evaluate data
to be utilized for the project. This data will include at least the following base information:

- Existing Private Utility Information
- City Utility Atlases
- Preliminary Plans
- Existing Right-of-Way information (Plats)
- Survey Benchmarks
- All other necessary information

CBBEL will prepare minutes of the meeting and distribute to all in attendance.
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**Task 2 – Utility Coordination**
CBBEL will send the plans to all known utility companies for their review. Based on the information received from the utility companies CBBEL will mark the locations of their facilities on the plans. CBBEL will meet with the utility companies to discuss potential conflicts, relocations and the project schedule. This will be an on-going effort throughout the design.

**Task 3 – Preliminary Contract Documents and Cost Estimate (60% Submittal)**
CBBEL will prepare preliminary contract documents consisting of plans, specifications, estimate of time, status of utilities to be adjusted and an estimate of construction cost. The plans will be prepared in accordance with IDOT and City design criteria. The preliminary plans are anticipated to include the following sheets:

**Task 3.0 – Base Drawings**

<table>
<thead>
<tr>
<th>No. of Sheets</th>
<th>Sheet Title</th>
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<tbody>
<tr>
<td>1</td>
<td>Cover Sheet</td>
</tr>
<tr>
<td>1</td>
<td>General Notes</td>
</tr>
<tr>
<td>4</td>
<td>Including City standard notes and additional major notes to clarify project’s intent and define incidental items</td>
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<tr>
<td>5</td>
<td>Alignment, Ties and Benchmarks sheet</td>
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<tr>
<td>5</td>
<td>Typical cross sections that are</td>
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<td></td>
<td>Complete and comprehensive</td>
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<td></td>
<td>Extending from ROW to ROW</td>
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<tr>
<td></td>
<td>Clearly describe improvement</td>
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<tr>
<td>3</td>
<td>Summary of Quantities and Earthwork Schedule</td>
</tr>
<tr>
<td>20</td>
<td>Maintenance of Traffic Plans/Typical Sections</td>
</tr>
<tr>
<td>8</td>
<td>Existing Conditions and Removal Plans showing</td>
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<tr>
<td></td>
<td>Existing topography, drainage structures and sewers and other utilities</td>
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<tr>
<td></td>
<td>Items to be removed or adjusted</td>
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<tr>
<td></td>
<td>Existing property lines and street addresses</td>
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<tr>
<td>12</td>
<td>Roadway Plan and Profile sheets showing above and</td>
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<tr>
<td></td>
<td>Proposed horizontal and vertical alignment</td>
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<tr>
<td></td>
<td>Proposed edge of pavement, curb and gutter, driveways, and sidewalks</td>
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<tr>
<td>12</td>
<td>Utility Plan and Profile Sheets</td>
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<tr>
<td></td>
<td>Any proposed drainage and utility structures and pipe in plan and profile</td>
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<td></td>
<td>Existing utilities to remain in place</td>
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<tr>
<td>3</td>
<td>Resurfacing Plans</td>
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<tr>
<td>9</td>
<td>Intersection Detail Plans</td>
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<tr>
<td>45</td>
<td>Traffic Signal Plans (See Task 3.2)</td>
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<tr>
<td>28</td>
<td>Roadway Lighting Plans and Details (See Task 3.1)</td>
</tr>
<tr>
<td>12</td>
<td>Sustainable Parkway Plans (See Task 3.3)</td>
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<tr>
<td>12</td>
<td>Landscaping Plans (See Task 3.3)</td>
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<td>8</td>
<td>Erosion Control Plans and Details</td>
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8  Pavement Marking and Signage Plans (See Task 3.4)
4  Construction Details
24  Cross Sections
   ● Sufficient in number to approximate cuts and fills (50’ intervals plus driveways)
   ● Through driveways to determine proposed slopes
   ● Sufficient in number to delineate drainage patterns

219  Total

CBBEL will use IDOT standard pay items or City standard special provisions where applicable. Otherwise, project-specific special provisions will be written as needed. Plans, special provisions, and the estimate of cost will be submitted to IDOT and City for review. Plans will also be sent to the Utility companies for review and coordination.

CBBEL will also make any required submittals to IEPA to meet NPDES requirements. A set of preliminary plans will be submitted to utility companies for verification of facilities.

Task 3.1 – Lighting Design
CBBEL will meet with the appropriate personnel to finalize the roadway lighting requirements, preferred lighting equipment and pertinent standards. We will perform site visit(s) to review the existing lighting components and their power sources.

CBBEL will review all initial lighting photometric calculations performed in Phase 1, supplement as required, and incorporate into an overall photometric submittal document. Complete photometric submittal document will include calculations for each signalized intersection and typical roadway cross section, including all bikeways and sidewalks. Based on the photometric calculations, existing field conditions and proposed improvements, a proposed preliminary light pole layout will be determined and field verified. The photometric calculations and preliminary layout will be submitted to the City and IDOT for review and approval.

CBBEL will prepare roadway lighting plan drawings, detail drawings and specifications based upon the approved photometric calculations and preliminary layout. The plan drawings will include proposed lighting, temporary lighting and removal sheets. The proposed plan sheets will include the locations of the lighting units along with electric cables/raceways, controllers and hand holes. Detail drawings will include light pole and luminaire, concrete foundation, lighting controller cabinet/ component schedule/ wiring diagram, pole handhole wiring diagram, one line circuit diagram, handhole, conduit and installation CBBEL will perform voltage drop calculations for the longest run of each circuit, and will coordinate/meet with the electric utility to determine locations for new electric service to the proposed lighting controller(s).

Task 3.2 – Traffic Signal Design
TY Lin will prepare temporary and final traffic signal plans for the following intersections: Along Chicago Avenue, the signals at Davis and Church will be modified and the signal at Clark will be completely replaced; Along Sheridan Road, the signals at Chicago, Foster, Northwestern Place, and Noyes will be modified and the remaining signals outfitted with bicycle only signals.
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**Task 3.3 – Landscaping and Sustainable Parkway Design**
Altamanu will provide landscaping plans for the entire corridor from Chicago Avenue to Isabella. This will include a tree removal and replacement plan, sustainable parkways and detail sheets for 3 bus pull out/plaza areas on both sides of Sheridan.

**Task 3.4 – Pavement Marketing/Signage Design**
TY Lin will prepare pavement marking and signage sheets for the roadway and cycle track for the entire corridor.

**Task 4 – Pre-Final Contract Documents and Cost Estimate (75% Submittal)**
Upon meeting with IDOT and the City staff to review their comments on the preliminary submittal, CBBEL will revise the contract documents, cost estimate and estimate of time. During this task the exact letting date will be determined and an estimated construction schedule will be provided. Pre-final plans will then be submitted to IDOT and City for a review.

**Task 5 – Stakeholder Coordination and Public Involvement**
CBBEL has assumed that two (2) design coordination/review meetings will be required with the City and/or other project stakeholders. Additionally, CBBEL has assumed that our attendance will be required at two (2) public meetings related to the design and construction of the project.

CBBEL will prepare agendas, presentations and meeting exhibits as requested by the City. Following attendance at each meeting, CBBEL will prepare meeting summaries.

**Task 6 – Final Contract Documents and Final Cost Estimate (95% Submittal)**
CBBEL will make the final revisions to the pre-final submittal based on the IDOT and City’s review comments. The requested number of copies of plans and specifications will be submitted to IDOT. A final estimate of cost and estimate of required working days will also be submitted. In addition to printed copies, we will provide the plans, specifications and estimate to the City in electronic format. CBBEL will make application and obtain all required permits.

**Task 7 – Bid Documents (100%)**
CBBEL will make revisions to the final submittal based on IDOT, City and any review agency final review comments. The requested number of copies of plans and specifications will be submitted the City and any review agencies for their files. A final estimate of cost and estimate of required working days will also be submitted. In addition to printed copies, we will provide the plans, specifications and estimate to IDOT and the City in electronic format (CAD and PDF).

CBBEL will provide final reproducible drawings and specifications to be issued to prospective bidders.

**Exclusions**
Items that are specifically not included in this scope are plats and legals, right-of-way acquisition, roadway lighting, USACE permit, PSI Environmental Soil Testing and major structures.