


Local Public Agency McHenry County Division of Transportation	LOCAL AGENCY	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Federal Participation	CONSULTANT	Consultant WSP USA
County McHenry				Address 30 N. LaSalle, Suite 4200
Section 20-00520-00-PL				City Chicago
Project No.				State IL
Job No.				Zip Code 60602
Contact Name/Phone/E-mail Address Scott Hennings 815-334-4985 sahennings@mchenrycountvil.gov				Contact Name/Phone/E-mail Address Jamy Lyne 312-803-6656 iamv.lyne@wsp.com

THIS AGREEMENT is made and entered into this _____ day of _____, 2020 between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LPA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name McHenry County Bicycle & Pedestrian Plan Route N/A Length N/A Structure No. N/A

Termini Countywide

Description Update to the County Bicycle and Pedestrian Plan

Agreement Provisions

I. THE ENGINEER AGREES,

- To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LPA for the proposed improvement herein described.
- To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LPA or STATE.
- To complete the services herein described within 365 calendar days from the date of the Notice to Proceed from the LPA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
- The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
- That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
- That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
- That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
- That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LPA.

9. The undersigned certifies neither the ENGINEER nor I have:
- employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT,
 - agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
11. To submit all invoices to the LPA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- ☐ Make such detailed surveys as are necessary for the planning and design of the PROJECT.
 - ☐ Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
 - ☐ Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
 - ☐ Design and/or approve cofferdams and superstructure shop drawings.
 - ☐ Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
 - ☒ Prepare the necessary environmental and planning documents including the Project Development Report or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
 - ☐ Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
 - ☐ Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
 - ☐ Prepare preliminary roadway and drainage structure plans and meet with representatives of the LPA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
 - ☐ 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.
 - ☐ Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
 - ☐ Furnish the LPA with survey and drafts in quadruplicate 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.

II. THE LPA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee ☒ CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
 ☐ CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
 ☐ CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor

Specific Rate ☐ (Pay per element)

Lump Sum ☐ _____

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

☐ With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

☒ Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).
5. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

III. IT IS MUTALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LPA of a written Notice to Proceed.
2. That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LPA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LPA and the STATE before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LPA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by,
- f. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

10. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
11. When the ENGINEER is requested to complete work outside the scope of the original AGREEMENT, a supplemental AGREEMENT will be required. Supplements will also be required for the addition or removal of subconsultants, direct costs, the use of previously unspecified staff, and other material changes to the original AGREEMENT.

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
WSP USA	11-1531569	
Sub-Consultants:	TIN Number	Agreement Amount
Sub-Consultant Total:		
Prime Consultant Total:		
Total for all Work:		

Executed by the LPA:

County of McHenry

(Municipality/Township/County)

ATTEST:

By: _____

By: _____

McHenry County Clerk

Title: _____

(SEAL)

Executed by the ENGINEER:

ATTEST:

WSP USA Inc.

By: _____

By: _____

Title: Illinois Office Manager

Title: Manager, Central Region Planning and Environment

Exhibit A - Preliminary Engineering

Route: Countywide Bicycle and Pedestrian Plan
 Local Agency: County of McHenry
 (Municipality/Township/County)
 Section: 20-00520-00-PL
 Project: _____
 Job No.: _____

*Firm's **approved rates** on file with IDOT'S
 Bureau of Accounting and Auditing:

Overhead Rate (OH) 0.00 %
 Complexity Factor (R) 0.00
 Calendar Days _____

Method of Compensation:

- Cost Plus Fixed Fee 1 ☒ 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Cost Plus Fixed Fee 2 ☐ 14.5%[DL + R(DL) + 1.4(DL) + IHDC]
 Cost Plus Fixed Fee 3 ☐ 14.5%[(2.3 + R)DL + IHDC]
 Specific Rate ☐
 Lump Sum ☐

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
SEE ATTACHED									
Totals		0.00							

WSP Project and Task Scope Budget

[illegible]

WSP Direct Costs

TASKS			EXPENSE	QUANTITY	UNIT COST	DESCRIPTION	COST
			Field Observations	4000	\$0.58	Mileage Reimbursement	\$2,320.00
			Travel for Engagement	6	\$175.00	Hotel Rooms	\$1,050.00
			Hard Copies of Final Report	5	\$50.00	Printing & Binding	\$250.00
				8	\$40.00	Per Diem	\$320.00
			Subtotal PB Expenses				\$3,940.00
			Lion CSG	1			
			Subtotal Subconsultant Expenses				\$0.00
						TOTAL Expenses	\$3,940.00

Mileage will be invoiced using the current Privately Owned Vehicle (POV) Mileage Reimbursement Rates as directed in EPG section 134.3.4 Basis of Payment.

Prime Consultant

Name	WSP USA
Address	30 N. LaSalle, Suite 4200
Telephone	312-782-1684
TIN Number	

Local Agency	County of McHenry
Section Number	20-00520-00-PL
Project Number	
Job Number	

This form is to verify the amount paid to the Sub-consultant on the above captioned contract. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the Sub-consultant for the amount listed below.

Sub-Consultant Name	TIN Number	Actual Payment from Prime
N/A		
	Sub-Consultant Total:	
	Prime Consultant Total:	
	Total for all Work Completed:	

Signature and title of Prime Consultant

Date _____

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under state and federal law. Disclosure of this information is REQUIRED and shall be deemed as concurring with the payment amount specified above.

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).

Exhibit C
Federal Qualification Based Selection (QBS) Checklist

Local Public Agency County of McHenry
Section Number 20-00520-00-PL
Project Number _____
Job Number _____

The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$40,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$40,000.

☐ Form Not Applicable (engineering services less than \$40,000)

1. Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? ☒ Yes ☐ No
2. Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the *BLRS Manual*? ☒ Yes ☐ No
If no, IDOT's approval date: _____
3. Was the scope of services for this project clearly defined? ☒ Yes ☐ No
4. Was public notice given for this project? ☒ Yes ☐ No Due date of submittal: 11/21/2019
Method(s) used for advertisement and dates of advertisement: Newspaper (Daily Herald) 11/1/2019
County Purchasing Website 10/31/2019 - 11/21/2019
5. Do the written QBS policies and procedures cover conflicts of interest? ☒ Yes ☐ No
6. Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?
☒ Yes ☐ No
7. Do the written QBS policies and procedures discuss the method of evaluation? ☒ Yes ☐ No

Criteria for this project	Weighting	Criteria for this project	Weighting
<u>Technical Approach</u>	<u>15 %</u>	<u>Firm Experience</u>	<u>25%</u>
<u>Specialized Experience</u>	<u>25 %</u>	<u>Staff Capabilities</u>	<u>15%</u>
<u>Work Load Capacity</u>	<u>10 %</u>	<u>Past Performance</u>	<u>10%</u>
<u>In-State/Local Preference</u>	<u>0 %</u>	_____	_____ %
8. Do the written QBS policies and procedures discuss the method of selection? ☒ Yes ☐ No
Selection committee (titles) for this project: Assistant County Engineer, Principal Transportation Planner, Senior Transportation Planner, Planning Liaison
Top three consultants selected for this project in order: 1) WSP USA
2) Civiltech 3) N/A
If less than 3 responses were received, IDOT's approval date: 1/7/2020
9. Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?
☒ Yes ☐ No
10. Were negotiations for this project performed in accordance with federal requirements? ☒ Yes ☐ No
11. Were acceptable costs for this project verified?
☒ Yes ☐ No ☐ LPA will rely on IDOT review and approval of costs.
12. Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? ☒ Yes ☐ No
13. Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? ☒ Yes ☐ No

McHenry County Bicycle and Pedestrian Plan

McHenry County, IL

Scope of Work

Task #1 Project Management

WSP will perform all project management duties for the duration of the project. We will conduct a kickoff meeting with the County staff. This meeting will be used to identify goals of the project, layout the schedule with involvement milestones, define the final deliverable, identify existing data, and maximize the time to gather as much input from the group. We will develop a Project Management Plan after this kickoff that aligns with the County goals, desired deliverables, schedule, as well as inform the community involvement plan. We will define clear milestones with deliverables and deadlines through the process and provide enough time for feedback from County staff and the advisory committee. This will help to make informed decisions. The project manager will host bi-weekly calls with the County staff to keep everyone on target for milestones, deliverables, involvement, and project goals.

Deliverables

- > *Project Management Plan (PDF)*
- > *Project Schedule (PDF, routinely updated as needed)*
- > *Bi-Weekly Project Team Calls (Conference calls)*

Task #2 Public Involvement

WSP will complete all public involvement tasks including the management of an advisory committee that will include representation from the key county staff, municipalities, Conservation District, advocacy groups, Chamber of Commerce/tourism bureau, CMAP, schools, and big employers or other relevant stakeholders. This committee will help to advise our process and team and help push information out to the public when we are looking for input. We propose four (4) meetings with the advisory committee and two (2) public involvement opportunities to be supplemented with online surveys using MetroQuest and other focus group meetings with elected officials and key stakeholders as needed to ensure successful plan implementation. The stakeholder, advisory, and public involvement tasks are as follows:

Kickoff Meeting + First Advisory Committee Meeting:

Two days of interviews/focus group meetings with the advisory committee and focus groups. This will supplement the data we gather with qualitative input from around the county.

Second Advisory Committee Meeting + First Public Input Session:

This involvement meeting is intended to share existing conditions and use online MetroQuest survey to hear from residents and county community on where they want to go, how they want to travel, what types of facilities they like, and other input to start identifying locations and types of biking and walking facilities. Our team would like to do this in conjunction with the timing of the County Fair at the end of July/beginning of August in 2020. The team has spent time at the fair and know how many people from around the County come to this event and feel we could get a good representation of the input at that time. We would propose to have a tent/booth with maps and information like what is pushed out through the online survey. We will draft language to post on social media platforms (such as Facebook and Netdoor and agency websites) to share the surveys and opportunities to interact with the team to provide input.

Third Advisory Committee Meeting + Second Public Input Session:

At this involvement, we will share the draft plan and potential bike paths, sidewalk opportunities, and separated facilities on a large countywide map connecting the desired destinations from the previous meeting. The first day we will meet with the advisory committee and then present this draft plan in up to three communities over the next two days. Our team is open to finding an event that draws in people from around the county to also attend if the timing works well around February/March 2021. This public input session will help us generate excitement, maneuver around the county, and allow municipalities to help us gather input. We propose another MetroQuest survey at this time to gather input from the residents and county community on the potential facilities and locations. We will draft language to post on social media platforms (such as Facebook and Netdoor and agency websites) to share the surveys and opportunities to interact with the team to provide input.

Fourth Advisory Committee Meeting + Elected Officials Briefing:

We will share the draft plan with the advisory committee and county staff before presenting to the elected officials. This presentation will help to identify priorities for implementation and final steps for county adoption. We recommend this be in the form of a work session with elected officials, to allow for the most interaction and conversation so adoption of the plan is successful.

Deliverables

- > *Public Involvement Plan (PDF)*
- > *Two (2) Online Surveys (MetroQuest)*
- > *Kick-Off Meeting + Stakeholder Interviews (In-Person)*
- > *Four (4) Advisory Committee Meetings (In-Person)*
- > *Two (2) Public Meetings (In-Person)*
- > *Up to Three (3) Elected Official or Other Meetings (In-Person or Conference Calls)*

NOTE: We propose virtual public meetings or using online platforms like Zoom as needed to supplement face-to-face meetings if COVID-19 continues to cause safety concerns. If County events or public meetings are not possible, the following are some supplemental outreach ideas to be considered:

- *Use sandwich boards at grocery stores to share surveys and project website using a QR code*
- *Conduct an online virtual meeting with live chat features*
- *Contact churches, daycares, nurseries and childcare facilities, and community centers to share survey links and project website*
- *Coordinate with County and cities to put up signs along existing trails and in parks with survey links and project website*
- *Ask county leaders to share videos of themselves asking for input from the community and sharing the survey links*
- *Coordinate social-distancing bike rides for community groups to help gather input and provide feedback to the team*
- *Use social media to share more about the project and create regular posts to engage the public*
- *Post flyers on public transit to capture ridership and connectivity input*

Task #3 Existing Conditions Assessment

We will work with County staff and key stakeholders to assemble all relevant data, existing plans, GIS information, and guidelines and policies in the County as a basis for our evaluation. We recognize that McHenry County already has an expansive sidewalk system in the downtowns and on some roadways. Creating connected places and accessibility for all users will be important to measure and observe in existing conditions. Three heavily used regional trails allow for inter-community travel. Evaluating who is using these, how and where they connect, and further desires of connectivity from these trails will help establish some larger regional opportunities. We will also include relevant data that extends across the County boundaries to look at system connectivity and how people might be visiting from outside the boundaries.

We will conduct field observations along major county roadways, key municipal roads, and state routes if necessary, to get a feel for existing Level of Stress analysis for bikers. We will develop maps in GIS adding our assessment to the County information. This will help us analyze where there are gaps and where there are opportunities for facilities. We will overlap the Green Infrastructure Trails Map and the previous planned facilities list from the 2040 Long Range Plan, as well as the previous county bike plan. We can start with the list of bicycle and pedestrian projects on page 66 of the 2040 plan since these were already previously acknowledged as priorities as a base for this plan. The existing conditions summary report will provide an overview of data with maps that speak to the physical and experiential aspects of walking and biking in the County. We will conduct a conceptual bike Level of Traffic Stress exhibit to identify facilities types existing and desired by the residents. We will assess existing conditions using NACTO, AASHTO, and Vision Zero guidelines.

Specific conditions for review will include existing/planned bicycle and pedestrian facilities, traffic and access management data, roadway types, speeds, curb-to-curb, and rights-of-way, pavement data and potential flooding, crash and safety data, level of stress analysis, mobility constraints, network gaps, community destinations, parks and open spaces, land uses, transit connections, and demographics and emerging trends.

Deliverables

- > *Index of Provided Documents and Data (PDF)*
- > *On-Site Visit and Site Photography (In-Person, JPG)*
- > *Map of Existing Conditions Information (GIS, PDF)*
- > *Existing Conditions Technical Memorandum (PDF)*
- > *Summary Issues & Ideas (PDF)*

Task #4 Plan and Street Typology Development

To augment the discussion regarding the plan framework and potential facilities, the team will work through the public involvement process to develop a set of clear, measurable vision and goal elements that will be applied to the planning and design of the framework. The vision will capture stakeholder and client aspirations gleaned through the process, as well as through the online surveys.

With the vision and goals in place and the existing conditions as a baseline, the team will then develop a diagram that will identify all essential destinations and community or collective spaces within the county that should be considered for new or improved connection to the bicycle and pedestrian network, as well as places that deserve special consideration such as commercial areas, entertainment districts, or residential neighborhoods. The idea is to develop a

place-based framework to ensure that the bicycle and pedestrian infrastructure will contribute to a sense of place and community in McHenry County. A range of cross-sections and variable framework plans will also be developed to provide options for consideration by the stakeholders and community.

Deliverables

- > *Collective Vision & Goals (PDF)*
- > *Place, Spaces, and Destinations Diagram (PDF)*
- > *DRAFT Street Typology Cross-Sections (PDF)*
- > *DRAFT Map of Bicycle & Pedestrian Framework Plan (GIS, PDF)*

Task #5 Draft / Final Bicycle and Pedestrian Plan Report

The final plan will incorporate the technical quantitative data, analysis, and input on the qualitative side from the public and stakeholders on where facilities should be located and the type of facilities. In addition to the locations for proposed facilities, the plan will create design guidelines for different types of roadways and land use types, with most detail given to county arterial roadways. The team will develop performance metrics based on the goals and best practices for bicycle and pedestrians facilities; potentially including, but not limited to: safety improvements, miles implemented, destinations and facilities connected, connectivity for communities and cities, reduction to car traffic, connections to transit, economic development opportunities, maintenance of facilities, and/or promoting ecological and human health. Beyond facility types and locations, our wayfinding experts and landscape architects will help identify the potential for better stormwater management and signage, and placemaking to create nodes and destinations within the county. Our wayfinding experts will incorporate the history of the county, unique experiences and learning, and clear designs into some mock wayfinding ideas for the final plan.

We will look for early wins for implementation; resurfacing projects, developments, and federal funding for pedestrian and bicycle facilities. Implementation and prioritization of projects will include the potential for operations and maintenance of facilities. The plan recommendations will be built in GIS to continue to be an asset management tool to document what's been completed and help county staff coordinate future projects and priorities. Funding is always key for bicycle and pedestrian facilities. Our team will investigate opportunities for local, regional, and federal funding opportunities based on the recommendations and priorities. Our CMAP experts will look for opportunities to enhance the plan and options to align with the scoring criteria. The plan will be based on the goals identified, creating safe facilities for all users and abilities and address priorities and fiscal constraints within McHenry County. The deliverable for this task will be a final plan that is visual and implementable but also aligns with the 2040 plan for McHenry County.

Deliverables

- > *FINAL Street Typology Cross-Sections (PDF)*
- > *FINAL Map of Bicycle & Pedestrian Framework Plan (GIS, PDF)*
- > *Route Implementation, O&M, and Funding Matrix (XML, associated with GIS)*
- > *DRAFT Plan Document (PDF, one round of comments)*
- > *Phased, Implementation Plan (PDF)*
- > *FINAL Plan Document (PDF)*

Schedule: This scope of work can be completed within 12 months after NTP depending on engagement schedule.