


Local Public Agency McHenry County	<b>L O C A L  A G E N C Y</b>	 <b>Illinois Department of Transportation</b>	<b>C O N S U L T A N T</b>	Consultant TranSystems
County McHenry				Address 1475 E Woodfield Road
Section 18-00474-00-ES				City Schaumburg
Project No.				State IL
Job No.				Zip Code 60173
Contact Name/Phone/E-mail Address Scott Hennings 815-334-4985 sahennings@co.mchenry.il.us		<b>Preliminary Engineering Services Agreement For Federal Participation</b>		Contact Name/Phone/E-mail Address Todd Bright 847-407-5271 tsbright@transystems.com

THIS AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018 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 Transit Plan Update	Route	N/A	Length	N/A	Structure No.	N/A
Termini	Countywide						
Description	Update the County Transit Plan						

#### Agreement Provisions

##### I. THE ENGINEER AGREES,

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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:
- a. 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,
  - b. 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
  - c. 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.
  - d. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - e. 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,
  - f. 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
  - g. 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 o 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
TranSystems	43-0839725	\$199,405.87
Sub-Consultants:	TIN Number	Agreement Amount
Images, Inc.		\$70,000.00
Demand Trans		\$18,000.00
Sub-Consultant Total:		\$88,000.00
Prime Consultant Total:		\$111,405.87
Total for all Work:		\$199,405.87

Executed by the LPA:

McHenry County

(Municipality/Township/County)

ATTEST:

By: \_\_\_\_\_  
 \_\_\_\_\_ Clerk

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

(SEAL)

Executed by the ENGINEER:

ATTEST:

TranSystems

By: \_\_\_\_\_  
 Title: Project Manager

By: \_\_\_\_\_  
 Title: Senior Vice President

**Exhibit A - Preliminary Engineering**

Route: Countywide Transit Plan Update  
 Local Agency: McHenry County  
 (Municipality/Township/County)  
 Section: 18-00474-00-ES  
 Project: \_\_\_\_\_  
 Job No.: \_\_\_\_\_

\*Firms **approved rates** on file with IDOT's  
 Bureau of Accounting and Auditing:

Overhead Rate (OH) 150.05 %  
 Complexity Factor (R) 0.00  
 Calendar Days 365

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
A Meetings	Varies (attached)	32	\$ 59.93	\$ 1,917.76	\$ 2,877.60	\$ 2,325.00	\$ 171.20	\$ 695.33	\$ 7,986.89
B Current & Future Conditions	Varies (attached)	179	\$ 48.76	\$ 8,728.04	\$ 13,096.42			\$ 3,164.55	\$ 24,989.01
C Public Involvement	Varies (attached)	254	\$ 53.54	\$ 13,599.16	\$ 20,405.54	\$ 70,000.00		\$ 4,930.68	\$ 108,935.38
D Transit Plan Update Report	Varies (attached)	276	\$ 49.98	\$ 13,794.48	\$ 20,698.62	\$ 18,000.00		\$ 5,001.50	\$ 57,494.60
<b>Totals</b>		741	\$ 51.34	\$ 38,039.44	\$ 57,078.18	\$ 90,325.00	\$ 171.20	\$ 13,792.05	\$ 199,405.87

Images, Inc. \$ 70,000.00  
 Demand Trans \$ 18,000.00  
 Subconsultant \$ 88,000.00

## AVERAGE HOURLY PROJECT RATES

**FIRM** TranSystems Corporation  
**PTB** 180-99  
**PRIME/SUPPLEMENT** Prime

DATE ##### 12/27/2017

SHEET 1 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			Meetings			Current/Future Conditions			Public Involvement			Report			Hours	% Part.	Wgtd Avg
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Engineer 5 (E5)	71.58	27.0	3.64%	2.61	8	25.00%	17.89	2	1.12%	0.80	12	4.72%	3.38	5	1.81%	1.30			
Engineer 4 (E4)	69.24	0.0																	
Engineer 3 (E3)	56.84	0.0																	
Engineer 2 (E2)	42.95	0.0																	
Engineer 1 (E1)	34.08	139.0	18.76%	6.39				38	21.23%	7.23	34	13.39%	4.56	67	24.28%	8.27			
Planner 5 (P5)	61.35	0.0																	
Planner 4 (P4)	60.72	196.0	26.45%	16.06	12	37.50%	22.77	16	8.94%	5.43	96	37.80%	22.95	72	26.09%	15.84			
Planner 3 (P3)	51.37	379.0	51.15%	26.27	12	37.50%	19.26	123	68.72%	35.30	112	44.09%	22.65	132	47.83%	24.57			
Architect 4 (AR4)	61.35	0.0																	
Architect 3 (AR3)	61.35	0.0																	
Architect 2 (AR2)	32.41	0.0																	
Architect 1 (AR1)	26.07	0.0																	
Environmental Scientist	61.35	0.0																	
Industry Specialist 3 (I3)	52.00	0.0																	
Construction Services	51.32	0.0																	
Technician 1 (T1)	20.86	0.0																	
Administrative 3 (A3)	44.27	0.0																	
Administrative 2 (A2)	36.50	0.0																	
Administrative 1 (A1)	23.42	0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
<b>TOTALS</b>		741.0	100%	\$51.34	32.0	100.00%	\$59.93	179.0	100%	\$48.76	254.0	100%	\$53.54	276.0	100%	\$49.98	0.0	0%	\$0.00

Transit Plan Update  
McHenry County

Direct Cost Summary

				<u>Total</u>
Vehicle (Rental)	1 vehicle @	31 days @ \$ 55.00 per day		\$ 1,705.00
Mileage	4 trips @	80 miles @ \$ 0.535 per mile		\$ 171.20
Letter Size Copies	200 sheets @	4 copies @ \$ 0.10 per sheet	2 submittals	\$ 160.00
Color Copies	25 sheets @	4 copies @ \$ 1.00 per sheet	2 submittals	\$ 200.00
Per Diem (Breakfast)	2 staff @	0 meals @ \$ 5.50 per meal		\$ -
Per Diem (Lunch)	2 staff @	4 meals @ \$ 5.50 per meal		\$ 44.00
Per Diem (Dinner)	2 staff @	4 meals @ \$ 17.00 per meal		\$ 136.00
FedEx / Messenger		4 deliveries @ \$ 20.00 per delivery		\$ 80.00
		<b>TOTAL</b>		<b>\$ 2,496.20</b>
			<b>In-House</b>	<b>\$ 171.20</b>
			<b>Outside</b>	<b>\$ 2,325.00</b>



## PAYROLL ESCALATION TABLE FIXED RAISES

FIRM NAME TranSystems Corporation  
 PRIME/SUPPLEMENT Prime  
 Prepared By T Bright

DATE 12/27/2017  
 PTB NO. 180-99

CONTRACT TERM 12 MONTHS  
 START DATE 1/17/2018  
 RAISE DATE 4/7/2018  
 END DATE 1/16/2019

OVERHEAD RATE 150.05%  
 COMPLEXITY FACTOR 0  
 % OF RAISE 3%

### ESCALATION PER YEAR

year	First date	Last date	Months	% of Contract
0	1/17/2018	4/7/2018	3	25.00%
1	4/8/2018	1/7/2019	9	77.25%

---

The total escalation = 2.25%

# PAYROLL RATES

FIRM NAME TranSystems Corporatio DATE 12/27/2017  
 PRIME/SUPPLEMENT Prime  
 PTB NO. 180-99

ESCALATION FACTOR 2.25%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Engineer 5 (E5)	\$70.00	\$71.58
Engineer 4 (E4)	\$67.72	\$69.24
Engineer 3 (E3)	\$55.59	\$56.84
Engineer 2 (E2)	\$42.00	\$42.95
Engineer 1 (E1)	\$33.33	\$34.08
Planner 5 (P5)	\$60.00	\$61.35
Planner 4 (P4)	\$59.38	\$60.72
Planner 3 (P3)	\$50.24	\$51.37
Architect 4 (AR4)	\$60.00	\$61.35
Architect 3 (AR3)	\$60.00	\$61.35
Architect 2 (AR2)	\$31.70	\$32.41
Architect 1 (AR1)	\$25.50	\$26.07
Environmental Scientist 4 (E)	\$60.00	\$61.35
Industry Specialist 3 (IS3)	\$50.86	\$52.00
Construction Servies 4 (CS)	\$50.19	\$51.32
Technician 1 (T1)	\$20.40	\$20.86
Administrative 3 (A3)	\$43.30	\$44.27
Administrative 2 (A2)	\$35.70	\$36.50
Administrative 1 (A1)	\$22.90	\$23.42
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00

**Exhibit B**



**Engineering Payment Report  
(Submit with Final Invoice )**

**Prime Consultant**

Name TranSystems  
 Address 1475 E Woodfield Schaumburg  
 Telephone 847-407-5271  
 TIN Number \_\_\_\_\_

**Project Information**

Local Agency McHenry County  
 Section Number 18-00474-00-ES  
 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
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 IDOT's collection and use of confidential information review the department's [Identity Protection Policy](#).

## Exhibit C Federal Qualification Based Selection (QBS) Checklist

Local Public Agency McHenry County  
 Section Number 18-00474-00-ES  
 Project Number \_\_\_\_\_  
 Job Number \_\_\_\_\_

The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$25,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$25,000.

Form Not Applicable (engineering services less than \$25,000)

1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 <i>BLRS Manual</i> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, IDOT's approval date: _____		
3.	Was the scope of services for this project clearly defined? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
4.	Was public notice given for this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Due date of submittal: <u>11/02/2017</u> Method(s) used for advertisement and dates of advertisement: _____		
5.	Do the written QBS policies and procedures cover conflicts of interest? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
7.	Do the written QBS policies and procedures discuss the method of evaluation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Criteria for this project	Weighting	Criteria for this project      Weighting
	<u>Technical Approach</u>	<u>15 %</u>	<u>Firm Experience</u> <u>20%</u>
	<u>Specialized Expertise</u>	<u>30 %</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 Presence</u>	<u>0 %</u>	_____ %
8.	Do the written QBS policies and procedures discuss the method of selection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Selection committee (titles) for this project: <u>County Engineer, Assistant County Engineer, Principal Transportation Planner,</u> <u>Transportation Planner</u> Top three consultants selected for this project in order: 1) <u>TranSystems</u> 2) <u>Sam Schwartz Engineering</u> 3) <u>Nelson Nygard</u> If less than 3 responses were received, IDOT's approval date: _____		
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
10.	Were negotiations for this project performed in accordance with federal requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
11.	Were acceptable costs for this project verified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

## Project Scope

### A. Kick Off Meeting

Before beginning the Plan Update, the Project Team will have an on-site kickoff meeting with the County. The objective of the kickoff meeting will be to discuss the overall goals and objectives and the project scope and schedule. Data needed for the Transit Plan Update will be requested at this kickoff meeting. This meeting will also provide the opportunity to discuss project assumptions. We will be looking for attendees to provide guidance to the Project Team about budget targets for the service operation recommendations as well as other information.

At this meeting, stakeholder and community outreach will be discussed as well as the Project Team's interaction with the PTAC and the County's Transportation Committee.

Coordination with the County staff will continue throughout the project; status calls will be held on a monthly basis or more frequently as necessary.

### B. Current and Future Conditions

The main focus of this work item will be to identify the current conditions of land use, demographics, and transportation services in McHenry County. In addition, regional, local, and county transportation plans will be consulted, and the results of previous McHenry County Transit Plan recommendations and implementation will be reviewed.

#### 1) Public Transportation Services

Existing information on the following public transportation services will be collected and analyzed:

##### **Demand Response Services<sup>1</sup>**

- Coverage Area
- Hours of Service
- Origins and Destinations
- Ridership
- Funding
- Major ridership generators
- Operating costs

##### **Fixed Route Service**

- Route termini
- Transfer points served (with connecting routes)
- Major ridership generators
- Revenue miles versus total miles
- Operating cost

---

<sup>1</sup> This analysis will be based on agreement with the client on appropriate sample from the McRide Trip data.

## Project Scope

- On-time performance/schedule adherence (includes recovery time)
- Ridership by route segment, and further divided by time of day
- Historical performance

### **Metra Services**

- Station boardings
- Reverse commute schedules

### **Pace Vanpools**

- Pick up and drop off locations

### **Other Transportation Providers (taxi, ridesharing services, human service providers, and others)**

- Service hours
- Origin/destinations
- Ridership information

## **2) Demographic and Land Use Analysis**

A demographic analysis utilizing Census data and GIS is extremely useful as a first step in the assessment of the transportation needs of older adults, persons with disabilities, those living in households without a vehicle available, low-income individuals and other demographic groups with a higher than average propensity to use transit. During this work item, the Project Team will develop a series of maps showing the percentage and densities of these target populations, as well as the projected growth of those populations, if available. Data from the most recent American Community Survey (ACS) shall be used.

The Project Team will then use a Transit Demand Index to identify census tracts that have a high propensity to use transit. Tracts with high numbers of low-income residents, zero car households, people with disabilities, and those over the age of 65 have been found through research to be the most transit supportive. Specific locations of apartment complexes, senior and low-income housing, and education facilities (high school and above) will be mapped and studied for their potential unmet transit needs. In addition, tracts where a high number of low-wage jobs (especially service jobs) exist are often underserved by transit.

In addition, the Project Team will work with McHenry County to determine where future high density land uses and high concentrations of employment are planned in order to project future transit demand.

Information that will be used to identify potential new service areas will be gathered through site visits, consultation with local stakeholders, transit providers such as Pace and Metra, and regional planning agencies



## Project Scope

such as CMAP and the RTA. Focus areas for new services will include the proposed I-90/23 interchange corridor, and the potential connections to Boone County/Belvidere area.

This information will likely include existing and planned:

- Major travel generators (shopping areas, employment centers, community centers, medical facilities);
- Residential developments (including home values)
- Health care facilities;
- Major social service agencies;
- Corridors and services identified in the previous studies;
- Schools (college/adult education);
- Service requests from the public

The characteristics of each identified area will be summarized in a simple matrix for the purpose of evaluating services given existing conditions, as well as, the overall potential for each possible service area and for developing new services.

### C. Public Involvement

Community and stakeholder engagement is critical to the success of this Plan. Therefore it is important to utilize a mix of creative engagement techniques to reach both riders and non-riders to understand what the needs are and how to attract more riders. Our subconsultant Images, Inc. will be leading the public involvement effort. The following engagement techniques will be used:

- Attendance at three outreach events or locations such as street fairs, Boy Scout breakfasts, YMCA, etc.
- Focus group meetings or one on one interviews with:
  - Seniors
  - Government Officials
  - Municipal Planners
  - Spanish Speaking
  - High School Students
  - People with Disabilities
  - Homeless Advocates
  - Major Employers
  - Chambers of Commerce/Economic Development Groups

(Note: It is expected that the County staff will be able to identify names of appropriate representatives for each of these groups and meeting space will be available at either county or municipal locations for these meetings. In order to conduct the meetings most efficiently, some one on one interviews will be held over the phone.)

- Public Meetings
  - Since public meetings do not tend to be well attended, it is recommended that a public meeting be organized around another County meeting, such as a County Board Meeting, PTAC Meeting etc. This meeting will be held during the development of recommendations to gather input before recommendations are finalized.

## Project Scope

- Transit Survey
  - A transit survey will be developed using Survey Monkey. The survey (either by electronic link or paper) will be distributed through stakeholder representatives, on the County website, at the outreach events, at public meetings, public locations (such as libraries or municipal centers), and onboard buses and at Metra stations. It is expected that County staff will assist in the distribution of these surveys.
- Project Website/Facebook
  - A project web page will be developed to be linked to the County website. The Project Team will draft appropriate content and articles to be posted on the website. This will include announcement of public meeting, survey, etc.
  - The project team will provide project content to be posted on the County Facebook page.
- Press Releases/Public Awareness/Branding
  - At the beginning of the study, a public awareness plan (i.e. “messaging”) will be developed and reviewed with County Staff. Two press releases will be developed during the course of the study and released to announce public meetings or public involvement activities.
  - A Transit Plan logo and collateral template will be developed to “brand” the project at the beginning of the study.
- Spanish Translation
  - As necessary, meeting materials and the survey will be translated into Spanish and staff will be on hand for two of the meetings to provide translation services.

### D. Transit Plan Update Report

The Transit Plan Update Report will consist of four major elements:

- Service Options
- Funding Efficiencies
- Cost and Ridership Impacts
- Infrastructure and Technology Toolbox

#### I) Service Options

Based on the analysis conducted during the existing conditions and public survey results, the Project Team will recommend service alternatives, with a concentration on demand response services. The objective will be to focus on innovative service delivery to increase efficiencies, increase ridership, and provide coverage to areas in the County not currently served.

For demand response services, a creation of demand-responsive zones to interact with fixed route services (including Metra) will be recommended. The service plans for demand responsive zones would be informed by several interwoven factors including:

- The zone area boundaries permissible by the providers/funders and preferred by the customers
- Fixed route service schedules and desired connection frequency at timed transfer points
- Resulting resources available to “float” throughout the zone given constraints that vehicles need to be at timed transfer points to encourage ridership by providing reliability at those points



## Project Scope

For fixed route services, alternatives for existing routes could involve consolidation, restructuring, and/or better coordination of existing services. Most likely a combination of these strategies will be the most beneficial.

- Consolidated routes could be recommended to satisfy deficiencies in productivity. Such consolidations could include increasing the spacing between routes while still providing adequate coverage, combining overlapping routes into a single branched route, or developing a single route to serve multiple current routes. This strategy could be employed if there are a high number of transfers between two routes, for instance.
- Restructuring routes could serve several key markets more effectively while reducing service in less productive markets. Elimination of segments could be a part of this strategy where a particular section of a route attracts little ridership. This may need to be accompanied by reconfiguration of routes.
- Improved coordination of services could be arranged at outlying points.
- New fixed routes—These could either be local routes within McHenry County or regional express routes originating in the County.
- New types of service delivery (flex routes, call and ride service) - most useful for low density areas difficult to serve with traditional fixed route service.

Metra schedules will be analyzed to identify potential service options/connections particularly for reverse commuters. Recommendations will be made to identify how best to capitalize on existing services for making connections to major employment locations.



In addition, potential interface with rideshare services to provide a guaranteed ride home or to provide the “first mile last mile” service will be recommended.

## 2) Funding Efficiencies

The current funding sources for MCRide services will be reviewed to identify ways to fund MCRide better and to ‘stretch the existing dollars’. As part of this analysis, better coordination of services will be identified and case studies will be provided. For example, specific cases where a trip exchange “Hub” has been used to improve operations or where coordination of information and operational resources has led to improved hubs. Case studies that are relevant to McHenry County include:

- Denver RTD projects involving coordination among municipalities and local paratransit, non-emergency medical transportation, and senior resource providers
- A VTrans project that is using GTFS Flex in Open Trip Planner, improving access to transit
- The State of Pennsylvania where customers can use the “One Click” system to book trips
- Nashville MTA who is working to organize countywide capacity to provide more timely and lower cost ADA transportation

## Project Scope

### 3) Cost and Ridership Impacts

The number of riders impacted by each change will be identified by using comparative Pace ridership samples from other similar demographic and land use areas in the region. Operating and capital costs will be developed for each service alternative. Alternatives will be grouped into the following categories:

- **Revenue Neutral:** This alternative will focus on redistributing operating dollars from underperforming routes and portions of routes to expand service into underserved areas. This alternative will likely only have a short-term component.
- **Modest Funding Increase:** Additional service—including new routes and increased service span and frequency—will be explored.
- **Funding Decrease:** This alternative will be developed in only a short-term iteration. Consolidation, frequency and service span resolution, and route elimination will be the focus of this alternative.

The additional shelters, facilities, and rolling stock that will be needed to run the proposed preferred alternative will be determined during this task. In addition, the changes in vehicle hours and vehicle miles due to the proposed services will also be calculated. Any new technology needed in buses and at facilities as a result of this study will be assessed. Cost estimates will be developed for each required capital improvement/ purchase, as well as any future security needs.

Cost implementations for service alternatives for the demand response services will be also be identified. Key factor is identifying costs for alternatives will include:

- How large should the zone or zones be?
- How many checkpoints are desirable or feasible?
- How many vehicles are needed to provide the desired level of service?

### 4) Infrastructure and Technology Toolkit

Recommendations as to infrastructure improvements, such as sidewalks, bus shelters, bus stop signs, passenger amenities, park and ride lots, and transit centers will be integrated into the Plan in the form of a tool kit. The tool kit will provide guidance as to conditions where infrastructure improvements are appropriate.

In addition, recommendations will be made as to how best integrate technology with transportation services. Information on various mobile apps and software that can be utilized to attract new riders and make existing services more efficient and coordinated will be described.

### 5) Plan Development Including Service Recommendations and Implementation Strategies

As part of the Transit Plan Update, an Implementation Plan will be developed. Operating and capital costs which were developed for each alternative and future funding source identified will be summarized and used to identify implementation phases. The Implementation Plan will identify how best to move the preferred alternatives forward and will determine if the new service alternative developed will be able to be implemented within one year (short-term), within five years (mid-term) or long-term (longer than five years).

In addition, the Plan will recommend an Implementation Team of made up of local stakeholders and County staff who can coordinate with Pace and Metra has been completed. It is important to identify local “champions” that will ensure that future planning at these agencies follow the plan and does not end up sitting on a shelf gathering dust.



## Project Scope

The Implementation Plan will be accompanied by detailed map/graphic depictions, and will include a rationale of why a certain direction was chosen.

The Transit Plan Update Report will consist of the following elements:

- Existing Conditions (Demographic, Land Use)
- Route Profiles
- Identification of Service Issues
- Public Involvement Summary
- Final Service Alternatives
- Infrastructure and Technology Toolkit
- Implementation/Action Plan

The report will be designed to be understood by a variety of audiences.

All deliverables will also be provided in an editable electronic format such as Microsoft Word or approved equal. Graphics, mapping, databases outside of Microsoft Word or equal will be provided in a software format agreed upon by the Project Team and the Client. Electronic versions of all maps including individual routes and system maps produced for this study shall also be provided in GIS format. In addition, data tables and respective databases comprised of on-board or passenger surveys shall be provided in electronic format.

A presentation summarizing the final recommended plan will be given to the County Board or County Transportation Committee. The presentation will explain the process that has led to the final recommendations. Final revisions to the plan may be necessary before the committee grants their final approval to the Plan Update; the Project Team is prepared to modify the plan at this stage to answer those concerns.