

Proposal to Furnish Professional Engineering Services *Supplement #2*  
Belmont/Finley/Ogden/Cross Phase I Study  
DuPage County Division of Transportation

## Scope of Services for Professional Engineering Services

### *Supplement #2*

#### Belmont/Finley/Ogden/Cross Phase I Study

DuPage County Division of Transportation | February 6, 2024

Following is a scope and fee estimate to provide supplemental services for the referenced project.

After coordination with IDOT and the Village of Downers Grove, DuDOT and Civiltech identified additional scope items outside the original Phase I scope of services. A kick-off meeting with IDOT was held on September 6, 2023, at which time the proposed scope of improvements, the scope of the Phase I Study, anticipated level of environmental processing, design criteria, project schedule, and other items were discussed. IDOT stated that the proposed improvements should be designed according to 3R design criteria. 3R criteria uses existing traffic volumes instead of 2050 projections, so previous 2050 traffic analyses would no longer be applicable. Intersection analyses were requested by DuDOT to investigate the northwest and southeast gas station operation and impacts to each. This work was completed prior to coordination with Downers Grove. DuDOT also requested additional intersection operation analysis and geometric analyses to investigate a single southbound left turn lane and the resulting impacts in the opening day and 2050 Build scenarios and reduced impacts to the gas station at the southeast corner. Additional scope items include an updated Environmental Survey Request package, additional topographic survey, crash analyses, and an additional Public Information Meeting.

All of the reports and documents that are prepared as part of this supplement will follow IDOT criteria and formats, as was the case for the original scope of services. This supplement does not change the original assumption that the improvement will be processed as a State-Approved Categorical Exclusion, pending FHWA coordination and approval. This includes the preparation of a Project Development Report (PDR). See **Attachment A** for a detailed Cost Estimate of Consultant Services, and subconsultant information.

### I. Proposed Scope of Services

#### Item 1 – Early Coordination and Data Collection

An Environmental Survey Request (ESR) was prepared and submitted to DuDOT on August 28, 2020, for review. This submittal included an ESR form, applicable exhibits, a 40-year old building photolog, and shapefiles. Since then, the anticipated improvements have changed, and the current concepts extend past the original survey limits, so the form, exhibits, photolog, and shapefiles will all need to be updated. This item includes the following tasks:

- a. Update exhibits for ESR submittal including, USGS map, National Wetlands Inventory Map, Cultural Resources Map, and Environmental Survey Limits.
- b. Update 40-year old Building Photolog and Summary Table.

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- c. Update and process Environmental Survey Request forms.
- d. Update GIS Shapefiles of ESR boundary for inclusion in ESR submittal.

**Item 2 – Topographic Survey**

In order to evaluate impacts to the gas station operations at the northwest and southeast corners; develop accurate construction costs; evaluate hydraulic and geometric impacts from the proposed improvement; develop accurate construction costs; and determine the limits of any necessary easements or right-of-way, supplemental detailed topographic survey will be required. The proposed supplemental survey area can be found in **Attachment B**. This work item will also include inputting the supplemental topographic information into a computer-aided design (CAD) workstation. Civiltech will supplement previously prepared base sheets with the new information.

Millennia Professional Services prepared the original topographic survey and is proposed to perform the supplement detailed topographic survey services. This item includes time for Civiltech coordination with the sub-consultant and review of the field survey. An estimate of Millennia's fee is contained in **Attachment B**

**Item 3 – Crash Analysis**

The current crash analysis that has been completed covered the five-year study period of 2014-2018. It is anticipated that IDOT will require the analysis to be updated one more time before design approval to include the latest 5-year set of crash data available. Four additional years of crash data are required for this analysis, assuming crash data is not available for 2023: 2019, 2020, 2021, and 2022. This scope item consists of work required to update the crash analysis.

- a. Collect four additional years of crash data from DuPage County database.
- b. Tabulate data and plot collision diagrams. We will use DuPage County MS2 database to pull the crashes and generate collision diagrams.
- c. Analyze existing and opening day safety conditions.
- d. Prepare exhibits and tables.

**Item 4 – Traffic Analyses** – Traffic analyses will be performed to determine the existing and opening day conditions of the corridor. The traffic analyses will include:

- a. Update traffic volume exhibits to show Opening Day Traffic.
- b. Perform A.M. and P.M. Opening Day Traffic Analyses for the following scenarios.
  - o Two through lanes on Ogden, dual lefts on NB, EB, and WB approaches, no NB right turn lane, and single SB left turn lane on Belmont.
  - o Two through lanes on Ogden, dual lefts on all approaches, and no NB right turn lane.

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- c. Perform A.M. and P.M. 2050 Build Traffic Analyses for the following scenario.
  - o Two through lanes on Ogden, dual lefts on NB, EB, and WB approaches, no NB right turn lane, and single SB left turn lane on Belmont.

**Item 5 – Concept Plan** – Two additional intersection analyses were requested by the County as part of the alternative analysis.

- a. Prepare concept horizontal geometric revisions for the following alternatives based on additional County coordination and to minimize impacts to gas stations on the northwest and southeast corners and reducing lane widths. Screenshots and revised exhibits were sent to the County for review. This included modifying the northwest and southeast corners to minimize impacts to the gas stations as well as evaluate reducing the lane widths.
  - o Scenario 4 – complete streets (10’ shared-use path)
  - o Scenario 4 – sidewalks
  - o Scenario 4 – shift intersection to minimize impacts to Green Bay Packaging facility
  - o Scenario 4 – single SB left turn lane on Belmont/Finley
  - o Scenario 4 – 10-foot versus 11-foot through lanes
- b. Prepare plan exhibits showing the concept plan for the alternatives.
- c. Prepare impact summary table for the alternatives.
- d. Design vehicle turning-template analyses completed for additional intersection analyses.
- e. Design vehicle turning-template analyses and traffic operation/circulation review at the two gas stations to determine extents of impacts to the two gas stations.

**Item 6 – Geometric Studies** – *No supplemental work is anticipated at this time.*

**Item 7 – Geotechnical Studies** – *No supplemental work is anticipated at this time.*

**Item 8 – Preliminary Environmental Site Assessment (PESA)** – *No supplemental work is anticipated at this time.*

**Item 9 – Drainage Study** – *No supplemental work is anticipated at this time.*

**Item 10 – Wetland Investigation** – *No supplemental work is anticipated at this time.*

**Item 11 – Draft Project Development Report** – *No supplemental work is anticipated at this time.*

**Item 12 – Agency Coordination** – Through coordination with IDOT, it was determined that the following forms are required to be submitted.

- a. Prepare form D1 PD0038 and required exhibits as required by IDOT.

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- b. Prepare BDE 1702 and required exhibits as required by IDOT. It is assumed that the County will complete the preparation of a letter and resolution to provide only sidewalks and no bicycle accommodations.

**Item 13 – Public Involvement** - The purpose of the public involvement process is to promote a proactive and responsive approach that seeks the input of all concerned stakeholders early and often, and that provides for appropriate input at key points in the project decision-making process. This supplement assumes that two Public Information Meetings (PIM) will be required to receive input from the public regarding the installation of a shared-use path versus a sidewalk. The original scope only accounted for one PIM. Following are the specific public involvement tasks that are anticipated for the second PIM:

- a. Selection of and coordination with meeting venue.
- b. Preparation of invitation letters to area residents and businesses. It is assumed that Civiltech will draft the letter, the County will provide addresses and names, and the County will send the letters.
- c. Preparation of Public Information Meeting newspaper display advertisement.
- d. Preparation of Public Information Meeting brochure.
- e. Preparation of Public Information Meeting exhibits.
- f. Attendance at Public Information Meeting (2 Civiltech Employees).
- g. Preparation of meeting summary and disposition of comments for documentation in Project Report. It is assumed that the County will provide responses to all public comments.

**Item 14 – Final Project Development Report** – *No supplemental work is anticipated at this time.*

**Item 15 – Supervision, Administration, and Project Coordination**

This item is comprised of monthly invoicing and preparation of status reports, client coordination meetings as needed and in-house coordination meetings. This item also includes implementation of Civiltech’s quality control/quality assurance (QC/QA) in-house review process. QC/QA has been included in specific task items hours.

**Item 16 – Structural and Geotechnical Studies**

An alternate to be considered in this Phase I study includes the addition of a left hand turn lane to Finley Road at its intersection with Ogden Ave. It is anticipated that approximately 200-ft of the southern end of the existing MSE wall along the west side of Finley Road north of Warrenville Road will need to be reconstructed/realigned in order to accommodate the addition of the left hand turn lane. It is believed that the reconstructed portion of the wall will have a max design height of about 13-ft. Therefore, a Preliminary Bridge Design and Hydraulic Report (BLS 10210) submittal with a Type Size & Location (TSL) plan and Structure Geotechnical Report (SGR) as attachments will be required. The existing wall will be inspected to assess its condition prior to the development of the

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TSL and SGR. The reconstruction of the wall will be designed and detailed in accordance with the current AASHTO and IDOT specifications.

An Abbreviated SGR will be prepared in accordance with IDOT requirements by our subconsultant, Rubino Engineering Inc. Four soil borings will be taken along the proposed wall alignment unless adequate historic borings can be found from the original construction. The report will describe the subsurface soil conditions and provide soil parameters for design. Rubino's proposal can be found as **Attachment C**.

Work on Item 16 – Structural and Geotechnical Studies is not to be completed until requested by IDOT and authorized by the County. Invoices will not include this fee until authorized by the County.

**Item 17 – Various Scope Items**

Throughout the Phase I Study, there may be additional required submittals and/or studies. This item includes additional scope items and work hours to complete additional various tasks to be determined by DuDOT and not to be completed without DuDOT Authorization.

Work on Item 17 – Various Scope Items is not to be completed until requested by IDOT (if necessary) and authorized by the County. Invoices will not include this fee until authorized by the County.



Payroll Escalation Table  
Anniversary Raises  
DLM 2.80

FIRM NAME Civiltech Engineering, Inc.  
PRIME/SUPPLEMENT \_\_\_\_\_

DATE 03/05/24  
PTB NO. \_\_\_\_\_

CONTRACT TERM 36 MONTHS  
START DATE \_\_\_\_\_  
RAISE DATE Anniversary

OVERHEAD RATE 125.88%  
COMPLEXITY FACTOR 0  
% OF RAISE 3.00%

ESCALATION PER YEAR

DETERMINE THE MID POINT OF THE AGREEMENT

18

CACULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT

4.50%

The total escalation for this project would be: 4.50%





## Average Hourly Project Rates

**Route** Belmont/Finley/Ogden/Cross  
**Section** 19-00173-06-CH  
**County** DuPage  
**Job No.**  
**PTB/Item**

**Consultant** Civiltech Engineering, Inc.

**Date** 03/05/24

**Sheet** 1 **OF** 3

Payroll Classification	Avg Hourly Rates	Total Project Rates			Early Coordination and Data C			Topographic Survey			Crash Analysis			Traffic Analysis			Concept Plan		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Senior Project Manager	\$70.00	20	2.65%	1.85	0			0			0			0			4	2.30%	1.61
Senior Project Manager	\$67.93	90	11.92%	8.10	2	8.33%	5.66	4	28.57%	19.41	0			4	6.67%	4.53	16	9.20%	6.25
Engineer IV	\$44.94	149	19.74%	8.87	6	25.00%	11.23	4	28.57%	12.84	0			8	13.33%	5.99	36	20.69%	9.30
Engineer I	\$37.62	228	30.20%	11.36	10	41.67%	15.68	6	42.86%	16.12	8	50.00%	18.81	0			76	43.68%	16.43
Senior Transportation Planner	\$53.30	6	0.79%	0.42	0			0			0			0			0		
Chief Structural Engineer	\$70.00	34	4.50%	3.15	0			0			0			0			0		
Structure Engineer IV	\$52.25	56	7.42%	3.88	0			0			0			0			0		
Structure Engineer I	\$38.67	18	2.38%	0.92	0			0			0			0			0		
Engineer V	\$58.52	18	2.38%	1.40	0			0			0			8	13.33%	7.80	10	5.75%	3.36
Engineer IV	\$49.12	64	8.48%	4.16	0			0			8	50.00%	24.56	40	66.67%	32.74	16	9.20%	4.52
Senior Design Technician	\$44.94	72	9.54%	4.29	6	25.00%	11.23	0			0			0			16	9.20%	4.13
Administrative Assistant	\$20.90	0																	
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<b>TOTALS</b>		755	100%	\$48.40	24	100%	\$43.80	14	100%	\$48.37	16	100%	\$43.37	60	100%	\$51.07	174	100%	\$45.60





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**WORKHOUR ESTIMATE  
PHASE I ENGINEERING**

Item No.	Task	Personnel & Hours											Total Hours	% of Hours	
		Department Head	Senior Project Manager	Project Engineer	Design Engineer	Senior Transportation Planner	Chief Structural Engineer	Structural Engineer IV	Structural Engineer I	Sr. Traffic Engineer	Traffic Engineer	Design Technician			Admin. Asst.
<b>1</b>	<b>Early Coordination and Data Collection</b>														
	<i>By Civiltech</i>														
a.	Update exhibits for ESR submittal.		2	2	4							4		12	50.0%
b.	Update 40-year old Building Photolog & Summary Table.			2	4									6	25.0%
c.	Update and process ESR forms.			2	2									4	16.7%
d.	Update GIS Shapefiles of ESR boundary.											2		2	8.3%
	<b>Sub-total Item 1</b>	<b>0</b>	<b>2</b>	<b>6</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>24</b>	<b>100.0%</b>
<b>2</b>	<b>Topographic Survey</b>														
	<i>Additional field survey will be conducted by a subconsultant.</i>														
a.	Coordination with subconsultant.		4											4	28.6%
g.	Review of field survey.			2	2									4	28.6%
c.	Update project CAD files.			2	4									6	42.9%
	<b>Sub-total Item 2</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>100.0%</b>
<b>3</b>	<b>Crash Analysis</b>														
	<i>By Civiltech</i>														
a.	Collect four additional years of crash data (to be provided by DCDOT)													0	0.0%
b.	Tabulate data and plot collision diagram. We will use DuPage County MS2 database to pull the crashes and generate collision diagrams.				8									8	50.0%
c.	Analyze existing and opening day safety conditions.										4			4	25.0%
d.	Revise exhibits and tables.										4			4	25.0%
	<b>Sub-total Item 3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>100.0%</b>
<b>4</b>	<b>Traffic Analysis</b>														
	<i>By Civiltech</i>														
a.	Update traffic volume exhibits to show Opening Day traffic.			4						2	4			10	16.7%
b.	Perform A.M. and P.M. Opening Day traffic analyses for two scenarios.		2	2						4	24			32	53.3%
c.	Perform A.M. and P.M. 2050 Build traffic analyses for one scenario.		2	2						2	12			18	30.0%
	<b>Sub-total Item 4</b>	<b>0</b>	<b>4</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>100.0%</b>
<b>5</b>	<b>Concept Plan</b>														
	<i>By Civiltech</i>														
a.	Prepare concept horizontal geometrics for alternatives.	2	8	12	24					2	4	4		56	32.2%
b.	Prepare plan exhibits showing the concept plan for the alternatives.		2	2	14							4		22	12.6%
c.	Prepare impact summary table for the alternatives			2	6									8	4.6%
d.	Design vehicle-template analyses completed for additional intersection analyses.		2	8	16							4		30	17.2%
e.	Design vehicle-template analyses and traffic operation/circulation review at the two gas stations to determine extents of impacts.	2	4	12	16					8	12	4		58	33.3%
	<b>Sub-total Item 5</b>	<b>4</b>	<b>16</b>	<b>36</b>	<b>76</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>16</b>	<b>16</b>	<b>0</b>	<b>174</b>	<b>100.0%</b>
<b>6</b>	<b>Geometric Studies</b>														
	<i>No additional work is anticipated</i>														
	<b>Sub-total Item 6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>7</b>	<b>Geotechnical Studies</b>														
	<i>No additional work is anticipated</i>														
	<b>Sub-total Item 7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>

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**WORKHOUR ESTIMATE  
PHASE I ENGINEERING**

Item No.	Task	Personnel & Hours											Total Hours	% of Hours		
		Department Head	Senior Project Manager	Project Engineer	Design Engineer	Senior Transportation Planner	Chief Structural Engineer	Structural Engineer IV	Structural Engineer I	Sr. Traffic Engineer	Traffic Engineer	Design Technician			Admin. Asst.	
<b>8</b>	<b>Preliminary Environmental Site Assessment</b>															
	<i>No additional work is anticipated</i>															
	<b>Sub-total Item 8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>9</b>	<b>Drainage Study</b>															
	<i>No additional work is anticipated</i>															
	<b>Sub-total Item 9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>10</b>	<b>Wetland Investigation</b>															
	<i>No additional work is anticipated</i>															
	<b>Sub-total Item 10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>11</b>	<b>Draft Project Development Report</b>															
	<i>No additional work is anticipated</i>															0.0%
	<b>Sub-total Item 11</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>12</b>	<b>Agency Coordination</b>															
	<i>By Civiltech</i>															
a.	Prepare form D1 PD0038 and required exhibits as required by IDOT.		2	2											4	40.0%
b.	Prepare form BDE 1702 and required exhibits as required by IDOT, including letter and resolution.	2	2	2											6	60.0%
	<b>Sub-total Item 12</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10</b>	<b>100.0%</b>	
<b>13</b>	<b>Public Involvement</b>															
	<i>By Civiltech</i>															
a.	Selection of and coordination with meeting venue.			2											2	1.9%
b.	Preparation of invitation letters to area residents and businesses.		2	2											4	3.8%
c.	Preparation of Public Information Meeting newspaper display advertisement.			1											1	1.0%
d.	Preparation of Public Information Meeting brochure.		2	4	8	2									16	15.2%
e.	Preparation of Public Information Meeting exhibits.	2	8	20	34	4									68	64.8%
f.	Attendance at Public Information Meeting.		4	4											8	7.6%
g.	Preparation of meeting summary and disposition of comments for documentation in Project Report.		2	2	2										6	5.7%
	<b>Sub-total Item 13</b>	<b>2</b>	<b>18</b>	<b>35</b>	<b>44</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105</b>	<b>100.0%</b>	
<b>14</b>	<b>Final Project Development Report</b>															
	<i>No additional work is anticipated</i>															
	<b>Sub-total Item 14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>15</b>	<b>Supervision, Administration &amp; Project Coordination</b>															
	<i>By Civiltech</i>															
a.	Monthly invoicing, status reports & schedule monitoring.		12	6											18	40.9%
b.	Client coordination.		6	6											12	27.3%
c.	In-house coordination meetings.	2	4	4	4										14	31.8%
	<b>Sub-total Item 15</b>	<b>2</b>	<b>22</b>	<b>16</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>100.0%</b>	

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Item No.	Task	Personnel & Hours											Total Hours	% of Hours	
		Department Head	Senior Project Manager	Project Engineer	Design Engineer	Senior Transportation Planner	Chief Structural Engineer	Structural Engineer IV	Structural Engineer I	Sr. Traffic Engineer	Traffic Engineer	Design Technician			Admin. Asst.
<b>16</b>	<b>Structural and Geotechnical Studies</b>														
	<i>By Civiltech</i>														
a.	Site visit to verify existing conditions.						4	4						8	7.4%
b.	Inspection Report.						4	8						12	11.1%
c.	Prepare and submit a Type Size & Location (TSL) Report.						22	40	18					80	74.1%
d.	Prepare BLR Form 10210 (Preliminary Bridge Design and Hydraulic Report).						4	4						8	7.4%
	<b>Sub-total Item 16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>34</b>	<b>56</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>108</b>	<b>100.0%</b>
<b>17</b>	<b>Various Scope Items</b>														
	<i>By Civiltech - to be determined and authorized by DuPage County</i>														
a.	Various Scope Items to be determined and authorized by DuPage County	10	20	40	80							50		200	100.0%
	<b>Sub-total Item 17</b>	<b>10</b>	<b>20</b>	<b>40</b>	<b>80</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>50</b>	<b>0</b>	<b>200</b>	<b>100.0%</b>
<b>Total Hours:</b>		<b>20</b>	<b>90</b>	<b>149</b>	<b>228</b>	<b>6</b>	<b>34</b>	<b>56</b>	<b>18</b>	<b>18</b>	<b>64</b>	<b>72</b>	<b>0</b>	<b>755</b>	
<b>% of Hours:</b>		<b>2.6%</b>	<b>11.9%</b>	<b>19.7%</b>	<b>30.2%</b>	<b>0.8%</b>	<b>4.5%</b>	<b>7.4%</b>	<b>2.4%</b>	<b>2.4%</b>	<b>8.5%</b>	<b>9.5%</b>	<b>0.0%</b>	<b>100.0%</b>	



COMPANY NAME: Civiltech Engineering, Inc.  
PTB NUMBER: \_\_\_\_\_  
TODAY'S DATE: 2/6/2024

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
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J.S. = Job Specific

**EXHIBIT C**

**DUPAGE COUNTY DIVISION OF TRANSPORTATION  
Consultant Employee Rate Listing**

**CONSULTANT: Civiltech Engineering, Inc.**  
**PROJECT: Belmont/Finley/Ogden/Cross Phase I Study**

Classification	Rate Range		Reason for Adjustment/Addition/Deletion
	Minimum	Maximum	
Senior Project Manager	\$55.00	\$78.00	Minimum rate increased
Project Manager	\$35.00	\$78.00	Minimum rate increased
Engineer V	\$40.00	\$65.00	Maximum Rate increased
Engineer IV	\$35.00	\$55.00	Maximum Rate increased
Engineer III	\$30.00	\$45.00	
Engineer II	\$30.00	\$40.00	
Engineer I	\$30.00	\$40.00	
Water Resources Manager	\$55.00	\$78.00	Minimum rate increased
Senior Design Technician	\$30.00	\$45.00	
Administrative Assistant	\$15.00	\$33.00	Minimum rate increased
Senior Transportation Planner	\$40.00	\$65.00	Added. New staff in this category
Senior Graphic Designer	\$25.00	\$40.00	
Graphic Designer	\$25.00	\$40.00	Added. New staff in this category
Chief Structural Engineer	\$55.00	\$78.00	Added. New staff in this category
Structural Engineer I	\$30.00	\$45.00	Added. New staff in this category
Structural Engineer IV	\$35.00	\$55.00	Added. New staff in this category

Note: Maximum rate shall not exceed \$78.00 per hour.

Signature of Authorized Agent  
for CONSULTANT:

**Signature on File**

Ty ✓ \_\_\_\_\_

Date: 3/4/2024

Approved By COUNTY:

\_\_\_\_\_

Date: \_\_\_\_\_

### **Exhibit C Notes**

1. The Classification represents a position within the CONSULTANT'S operation that is filled by one or more personnel that have similar duties and responsibilities.
2. Minimum rate is the lowest rate being paid to personnel for a particular classification.
3. Maximum rate is the top rate being paid to personnel for a particular classification.
4. Revisions to Exhibit C shall be limited to adjustments requested by the CONSULTANT to the hourly rate ranges and additions or deletions to position classifications approved by the COUNTY provided the adjustment(s) do not exceed the total compensation as stated in the AGREEMENT.



## **SCOPE OF WORK**

DUPAGE COUNTY

DIVISION OF HIGHWAYS

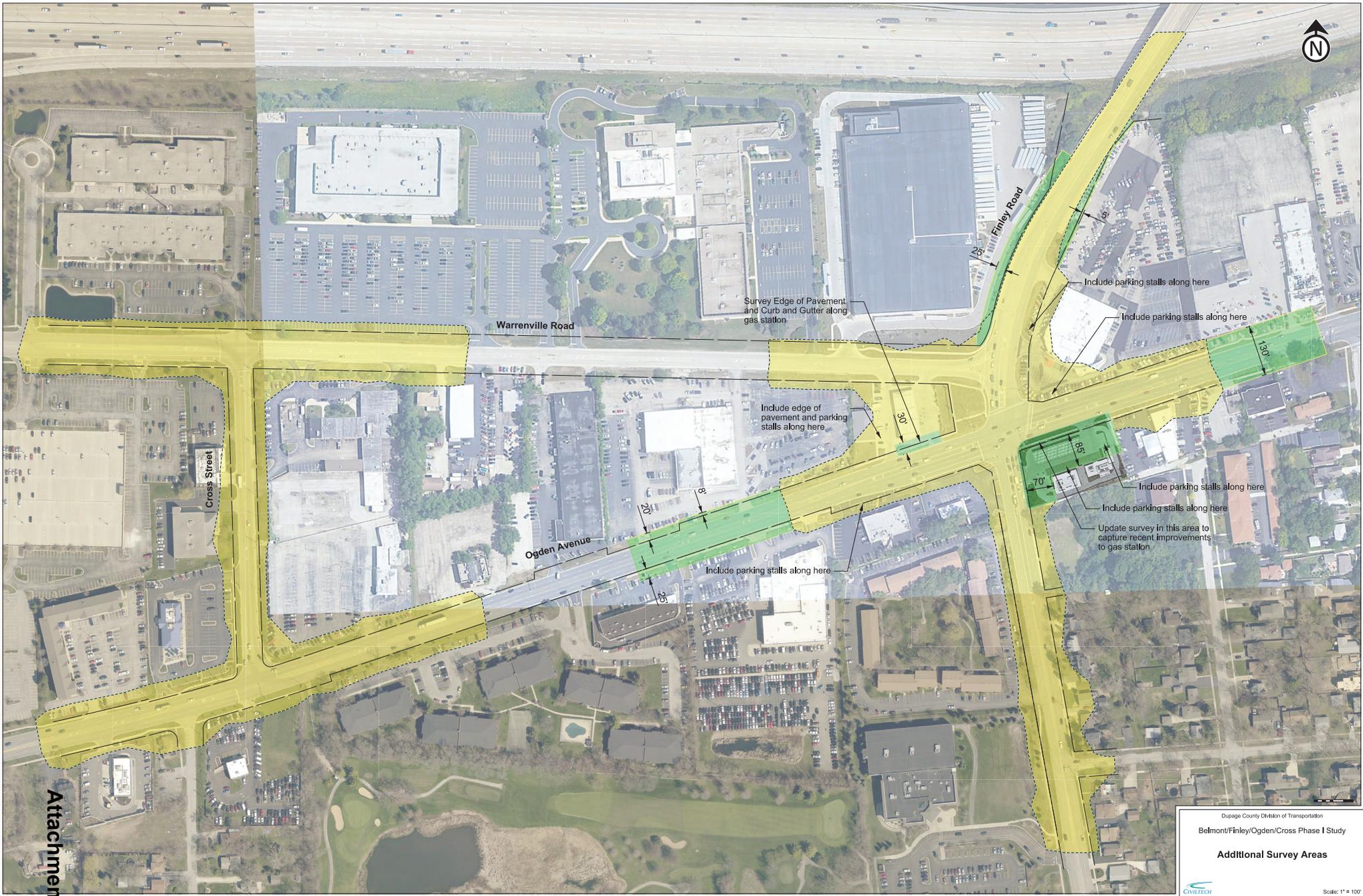
PROFESSIONAL PRELIMINARY & DESIGN ENGINEERING SERVICES  
FINLEY ROAD/BELMONT ROAD/OGDEN AVENUE/CROSS STREET

### **Land Survey Scope of Services**

Millennia is a sub-consultant to Civiltech Engineering, Inc. on this contract and has been assigned the following tasks:

#### **Route Surveys**

- **General Scope:**
  - a. The Project Limits are as shown on the attached Exhibit.
  - b. The lateral limits extend to 20 feet beyond the ROW.
  - c. The survey includes the location of all visible planimetric features and the production of an accurate terrain model. The field survey will be completed with Total Station survey methods.
  - d. The deliverables will be a basemap and TIN/Terrain model per the IDOT CADD standards. The basemap will provide all of the features normally found (lines, symbols, structure notes, etc.) in a route survey.
- **Control/Alignment:**
  - a. The horizontal datum will be the Illinois State Plane Coordinate System – NAD83 (2011 adjustment).
  - b. The vertical datum will be NAVD88.
  - c. Millennia will provide recovery ties in field book format for all the project control points.
- **Utility Survey:**
  - a. Millennia will provide “measure-down” sheets for each water and sewer structure within the project limits. “Measure-down” notes will include pipe size, material type, and invert elevation when accessible without entering the manhole.
  - b. Millennia will provide pipe size, material type, rim elevations and invert elevations on the CADD basemap.
  - c. Millennia will incorporate the Utility Information provided by the client into the basemap.
  - d. The utility survey will be completed to “Attribute Quality Level C” (Information obtained by surveying and plotting visible above-ground features and correlating with existing records), as specified in the “Standard Guideline for Collection and Depiction of Existing Utility Data” (American Society of Civil Engineers, CI/ASCE 38-02).
- **Tree Survey:**
  - a. Trees, 2 inches in diameter or greater and ornamental trees of value, within the Project Limits will be located, sized and identified as coniferous or deciduous.
- **Deliverables:**
  - a. Develop basemap and TIN model using Microstation/GeoPak software to IDOT CADD Standards.
  - b. Survey field notes including control ties, level circuit and “measure-down” notes.



Attachment B

DuPage County Division of Transportation  
Belmont/Finley/Ogden/Cross Phase I Study  
**Additional Survey Areas**



Scale: 1" = 100'  
Exhibit A-1

DuPage County  
 Division of Transportation  
 Belmont Road/Finley Road/Ogden Avenue Phase I Study

**Staff Hours Breakdown**

TASK & DESCRIPTION	WORK HOURS	DIRECT COST
<b>1</b> Field Survey		
Control	16	\$130.00
Lidar Scanning (3500 lineal feet)		
Robotic Total Station Survey	24	\$195.00
Utility Survey	16	\$130.00
ROW Determination		
<b>2</b> Office Survey		
Control Adjustments	2	
Lidar Scanning Processing and CADD		
Traditional Survey Processing and CADD	40	
<b>3</b> Administration		
Administration (3%)	4	
Total	102	\$455.00



Payroll Escalation Table  
Fixed Raises  
DLM 2.80

FIRM NAME Millennia Professional Services  
PRIME/SUPPLEMENT Supplement

DATE 12/21/2023  
PTB NO. \_\_\_\_\_

CONTRACT TERM 2 MONTHS  
START DATE 2/1/2024  
RAISE DATE 2/2/2024

OVERHEAD RATE 139.77%  
COMPLEXITY FACTOR 0  
% OF RAISE 3.00%

ESCALATION PER YEAR

2/1/2024 - 2/2/2024

2/3/2024 - 4/2/2024

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

0  
2

2  
2

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

= 0.00%  
= 1.0300

103.00%

The total escalation for this project would be:

3.00%



**Payroll Rates**

FIRM NAME Millennia Professional Services DATE 12/21/2023  
 PRIME/SUPPLEMENT Supplement  
 PTB NO. \_\_\_\_\_

ESCALATION FACTOR 3.00%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Senior Project Manager	\$75.57	\$70.00
Senior Project Engineer	\$86.00	\$70.00
Project Engineer	\$50.63	\$52.15
Project Manager	\$53.45	\$55.05
Engineer III	\$37.63	\$38.76
Engineer II	\$35.50	\$36.57
Engineer I	\$27.95	\$28.79
Geologist II	\$33.20	\$34.20
Technician VI	\$56.00	\$57.68
Technician V	\$45.27	\$46.63
Technician IV	\$40.35	\$41.56
Technician III	\$33.14	\$34.13
Technician II	\$25.60	\$26.37
Technician I	\$21.63	\$22.28
Union Technician	\$44.33	\$45.66
Administrator II	\$35.81	\$36.88
Adminsitrator I	\$21.00	\$21.63



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

Firm Millennia Professional Services  
 Route Finley-Belmont-Ogden-Cross  
 Section \_\_\_\_\_  
 County DuPage  
 Job No. \_\_\_\_\_  
 PTB & Item \_\_\_\_\_

Date 12/21/2023  
 Overhead Rate 139.77%  
 Complexity Factor 0

ITEM	MANHOURS (A)	PAYROLL (B)	(2.80+R) TIMES PAYROLL (C)	DIRECT COSTS (D)	SERVICES BY OTHERS (E)	DBE TOTAL (C+D+E)	TOTAL (C+D+E)	% OF GRAND TOTAL
Field Survey	56	2,921.08	8,179.02	455.00		8,634.02	8,634.02	60.74%
Office Survey	40	1,662.42	4,654.78			4,654.78	4,654.78	32.75%
Administration	6	330.32	924.90			924.90	924.90	6.51%
<b>TOTALS</b>	102	4,913.82	13,758.70	455.00	0.00	14,213.70	14,213.70	100.00%

Attachment B





**Direct Costs Check Sheet**

Prime Consultant Name	PTB Number	State Job Number(s)
Civiltech		
<input type="checkbox"/> Prime <input checked="" type="checkbox"/> Supplement # <u>1</u> Date <u>12/21/23</u>		

Consultant  
**Millennia Professional Services of Illinois, Ltd**

Item	Allowable	Utilize <small>W.O. Only</small>	Quantity <small>J.S. Only</small>	Contract Rate	Total
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	<input type="checkbox"/>			
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)	<input type="checkbox"/>			
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost	<input type="checkbox"/>			
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval	<input type="checkbox"/>			
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	<input type="checkbox"/>			
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	<input type="checkbox"/>	7	\$65.00	\$455.00
Vehicle Rental	Actual cost (Up to \$55/day)	<input type="checkbox"/>			
Rental Vehicle Fuel	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Tolls	Actual cost	<input type="checkbox"/>			
Parking	Actual cost	<input type="checkbox"/>			
Overtime	Premium portion (Submit supporting documentation)	<input type="checkbox"/>			
Shift Differential	Actual cost (Based on firm's policy)	<input type="checkbox"/>			
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Project Specific Insurance	Actual cost	<input type="checkbox"/>			
Monuments (Permanent)	Actual cost	<input type="checkbox"/>			
Photo Processing	Actual cost	<input type="checkbox"/>			
Way Radio (Survey or Phase III Only)	Actual cost	<input type="checkbox"/>			
Telephone Usage (Traffic System Monitoring Only)	Actual cost	<input type="checkbox"/>			

Attachment B



**EXHIBIT C**

**DUPAGE COUNTY DIVISION OF TRANSPORTATION  
Consultant Employee Rate Listing**

**CONSULTANT:**           Millennia Professional Services of Illinois, Ltd  
**PROJECT:**             Belmont/Finley/Ogden/Cross Phase I Study

Classification	Rate Range		Reason for Adjustment/Addition/Deletion
	Minimum	Maximum	
Senior Project Manager	\$60.00	\$70.00	
Project Manager	\$35.00	\$60.00	
Senior Project Engineer	\$40.00	\$70.00	
Project Engineer	\$35.00	\$55.00	
Engineer III	\$37.00	\$50.00	
Engineer II	\$25.00	\$37.00	
Engineer I	\$20.00	\$30.00	
Geologist II	\$20.00	\$50.00	
Technician VI	\$40.00	\$60.00	
Technician V	\$35.00	\$50.00	
Technician IV	\$30.00	\$45.00	
Technician III	\$25.00	\$35.00	
Technician II	\$20.00	\$30.00	
Technician I	\$15.00	\$25.00	
Union Technician	\$45.00	\$55.00	
Administrator II	\$25.00	\$50.00	
Administrator I	\$20.00	\$35.00	

Note: Maximum rate shall not exceed \$70.00 per hour.

Signature of Authorized Agent  
for CONSULTANT:

**Signature on File**

Type Name: Ramon Dela Cruz 

Date: March 3rd, 2024

Approved By COUNTY: \_\_\_\_\_

Date: \_\_\_\_\_

### **Exhibit C Notes**

1. The Classification represents a position within the CONSULTANT'S operation that is filled by one or more personnel that have similar duties and responsibilities.
2. Minimum rate is the lowest rate being paid to personnel for a particular classification.
3. Maximum rate is the top rate being paid to personnel for a particular classification.
4. Revisions to Exhibit C shall be limited to adjustments requested by the CONSULTANT to the hourly rate ranges and additions or deletions to position classifications approved by the COUNTY provided the adjustment(s) do not exceed the total compensation as stated in the AGREEMENT.



March 4, 2024

To: Greg J. Hatlestad, P.E., S.E.  
Civiltech Engineering, Inc.  
Two Pierce Place, Suite 1400  
Itasca, Illinois 60143

Re: Proposal - Geotechnical Exploration  
Proposed MSE Retaining Wall  
Finley Road and Warrenville Road  
Downers Grove, Illinois

Proposal No. Q23.580g\_REV2

Via email: [ghatlestad@civiltechinc.com](mailto:ghatlestad@civiltechinc.com)

Dear Mr. Hatlestad,

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide geotechnical engineering services for the above referenced project. Rubino received a request for proposal from Greg J. Hatlestad, P.E., S.E. of Civiltech Engineering, Inc. via email on December 11, 2023.

### **PROJECT UNDERSTANDING**

Rubino understands that Civiltech Engineering, Inc. is planning a supplement for the Finley Road Phase I project with DuPage County. This supplement will include the reconstruction / realignment of the existing MSE wall along the west side of Finley Road north of its intersection with Warrenville Road. A potential improvement under consideration is reconstructing / realigning the south 200-ft of the wall to the west in order to accommodate a second left hand turn lane for the intersection with Ogden Avenue. Per the information provided, the existing wall is supported by a shallow foundation system.

The proposed wall may have a design height greater than 10-ft. As a result, the project will require a TS & L (by others) and an SGR Report for submittal.

#### **Information received:**

- RFP email from Greg J. Hatlestad, P.E., S.E. of Civiltech Engineering, Inc. on December 11, 2023.
- Drawing – “Retaining wall location”, DRAFT, Belmont / Finley/ Ogden / Cross Phase I Study, Exhibit 1, by Civiltech received on December 11, 2023
- Drawing – “Existing Finley Rd MSE Wall plan”, Type I Mechanically Stabilized Earth Wall (Metallic), by DuPage County Highway Department, Fiscal Year 1995
- Revision email to change BDE form on March 1, 2024



**Design Criteria received:** none; please provide the following prior to mobilization:

- Boring locations and elevations
- Site plan with proposed wall alignment in relation to soil borings
- Existing cross sections at the proposed wall reconstruction/realignment
- Current TS&L that includes the following:
  - Proposed top of wall elevation
  - Design footing elevation

### Field Services Scope of Services Summary

Additional Scope discussion can be found in subsequent pages of this proposal

<b>Site Access</b>	Permission from client / DuPage County Highway Department to access west side of wall
<b>Permitting</b>	Rubino anticipates permitting fees and bonds to be waived
<b>Soil Sampling Method Proposed</b>	Track-mounted Geoprobe Drill Rig
<b>Traffic Control Needs</b>	Lane Closure – Single Lane
<b>Boring Location Plan</b>	See below for aerial / KMZ
<b>Soil Sampling</b>	IDOT SPT – 2 ½ ft to 30 ft, 5 ft thereafter (if necessary)
<b>Additional Field Equipment needed</b>	Rimac – for AASHTO
<b>Backfill Needs</b>	Cuttings and Bentonite Chips, if needed
<b>Site Protection or Restoration included</b>	None

**Field crews should track start and end mileage per day.**

#### Boring Depths

To obtain data to evaluate subsurface conditions within the proposed construction areas. Rubino proposes the drilling scope of work (requested by the client) as detailed below:

NUMBER OF BORINGS	DEPTH (FEET BEG*)	LOCATION	SPT SAMPLING INTERVALS	SOIL CLASSIFICATION METHOD
4	30	Proposed Retaining Wall	2 ½ ft to or 30 ft, 5 ft intervals thereafter	AASHTO (Rimac)
<b>4</b>	<b>120</b>			

\*BEG = below existing grade

Should any of the information on which this proposal has been based, including as described above, be inconsistent with the planned construction, Rubino requests to be contacted immediately in order to make any necessary changes to this proposal and scope of work.

### SCOPE OF SERVICES DISCUSSION

The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide a geotechnical exploration the planned project. The exploration will be performed in general accordance with both the requested proposal information and Rubino’s current understanding of the project.

#### Site Access and Permitting

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the project site will be accessible to track-mounted Geoprobe drilling equipment.

Rubino anticipates that county permits fees and bonds will be waived, if fees or bonds are required, additional fees will apply.

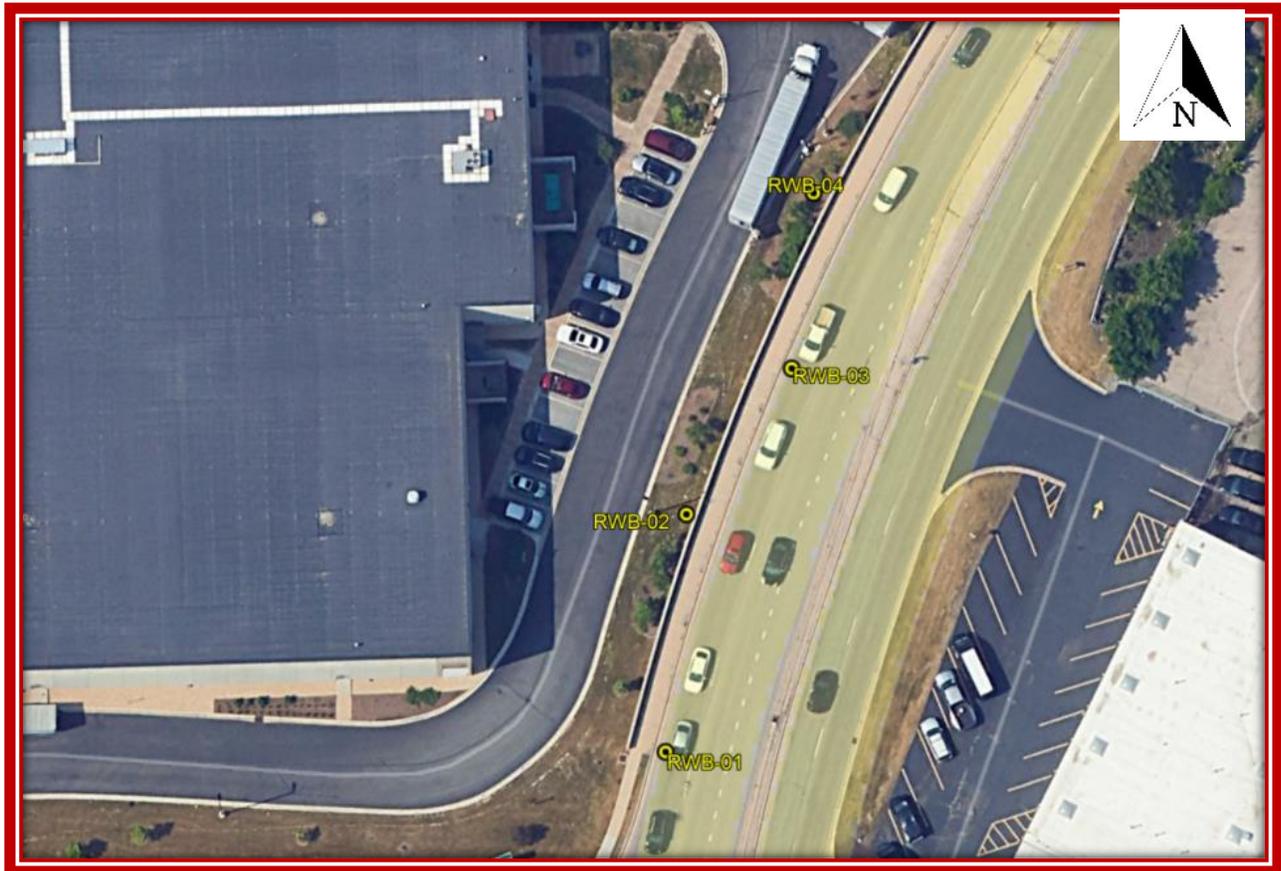
### Traffic Control

Rubino anticipates that traffic control will be necessary along the east side or top of the wall (within Finley Road). Rubino will subcontract a traffic control company to provide a single lane closure.

### Boring Locations

The approximate proposed boring locations are shown below. Actual boring locations to be coordinated with DuPage County DOT Prior to field work. Rubino recommends that the borings be located and surveyed for elevation by others prior to drilling. If the borings cannot be surveyed, Rubino will locate the borings in the field by measuring distances from known, fixed site features.

Per the IDOT Geotechnical Manual (December 2020), the maximum boring spacing will be 75 feet (for wall equal to or less than 20-ft). In addition, two borings will be taken along the proposed wall face and two borings behind the wall (existing traffic lane of Finley Road). Rubino will require permission from the client / owner (DuPage County Highway Department) to access the grassy area west of the wall. If access to the area west of the wall is inaccessible, all borings will be taken on Finley Road.



### SPT - Soil Sampling

Soil sampling will include split-barrel samples (ASTM D 1586) or thin-walled tube samples on cohesive soils (ASTM D 1587) at 2 ½ - foot intervals to a depth of 30 feet and 5 - foot intervals thereafter, as applicable.

If unsuitable bearing soils are encountered within the borings as proposed herein, the borings will be extended an additional 5 feet to attempt to end the borings in suitable soils. If unsuitable soils persist at the end of an additional 5 feet the client will be contacted prior to demobilizing.

Unsuitable soils will be defined by field personnel using the following criteria:

- Cohesive soils with an N value less than or equal to 4.
- Granular soils with an N-value less than 6.
- Black cohesive or silty soil with visible signs of organic matter and / or organic odor and low blow counts as described above.

### Completion of Borings

Upon completion of drilling, the borings will be backfilled with soil cuttings (bentonite chips, if needed) and capped with similar existing material and/or asphalt cold patch. Some damage to ground surface may result from the drilling operations near the work areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the soil test borings is included. Excess soil cuttings that do not backfill the boreholes will be spread within county right-of-way.

It should be noted that over time, some settlement may occur in the bore hole. If Rubino is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges may apply.

### Geotechnical Laboratory Testing

The soil samples obtained during the field exploration program will be transported to the laboratory for classification and a limited number of laboratory tests. The nature and extent of the laboratory testing program is at the discretion of Rubino Engineering, Inc. and will depend upon the subsurface conditions encountered during drilling.

Laboratory testing will be performed in accordance with ASTM procedures and may include examination of selected samples to evaluate the soils' index properties and relative strength characteristics.

Based on the proposed quantity of soil borings, anticipated depths, and project type, a list of the anticipated laboratory tests are summarized below.

LABORATORY TEST	ESTIMATED QUANTITY	SAMPLE TYPE
Atterberg Limits	4	Split spoon, bulk, or Shelby Tube
Hydrometer	3	Split spoon, bulk, or Shelby Tube
Natural Moisture Content	48	Cohesive Samples
Organic Content	3	Split spoon, bulk, or Shelby Tube
Consolidation Testing	1	Shelby Tube
Triaxial Strength Test (3-point envelope)	1	Shelby Tube

## STRUCTURE GEOTECHNICAL REPORT (SGR)

- Cover Sheet and Table of Contents
- Project Description and Scope
- Field Exploration
- Geotechnical Evaluations and Recommendations
  - Settlement
  - Slope Stability
  - Seismic Considerations
- Foundation Recommendations
- Construction Considerations
- Appendices (Supporting Documentation): location map, boring plan and soil profile, boring logs, laboratory test results

An electronic copy of the report will be provided. The report will be addressed to Civiltech Engineering, Inc.

## PROJECT SCHEDULE

Rubino proposes to initiate work on this project within 5 working days after receiving written authorization to proceed and we will follow the schedule below in order to complete the project:

Task	Number of Working Days
Utility clearance and rig mobilization	10 – 15
Field work including site layout and drilling	5
Laboratory Testing	10 – 15
Preparation of the Geotechnical Report	10 - 15

Project schedules can be affected by weather conditions and changes in scope. If the report needs to be delivered by a specific day, please notify us as soon as possible. Preliminary verbal recommendations can be made to appropriate parties upon completion of the field investigation and laboratory testing. Rubino will need to receive a signed copy of this proposal intact prior to mobilizing the drill rig.

## UTILITY LOCATE AND OUTSIDE SERVICES

Rubino will coordinate contacting the Utility “One-Call” for public utility clearance prior to the start of drilling activities. It is Rubino’s experience that this service does not mark the locations of privately owned utilities. This proposal is based on privately owned utility locates being coordinated by the owner prior to drill rig mobilization.

Rubino understands that metallic strip reinforcements associated with the existing MSE retaining wall may extend into the southbound traffic lane of Finley Road. These strips will probably not be marked by the public utility locators. As a result, Rubino may damage these strips while drilling in Finley Road. Therefore, the client or owner (DuPage County Highway Department) may want to subcontract a private locating company to search for strip reinforcement and other underground elements in a 10-foot area around the borings.

## **FEES**

Rubino proposes to charge the fee for performance of the outlined scope of services on a cost plus fixed fee basis per the attached CECS. Based on the scope of services outlined above, the BDE 3602 fee will be \$28,816.21.

Please see the attached form BDE 3602 for a breakdown of fees by scope item.

### Scope Limitations

Project services do not include a site evaluation to determine the presence or absence of wetlands, hazardous substances, or toxic materials.

Rock coring is not included in the scope of this exploration, therefore, the character and continuity of refusal materials, if encountered, can be determined only with a more comprehensive scope of services. Therefore, the borings will be advanced to the depths referenced above, or to refusal, whichever is shallower.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. The proposed lump-sum fee is based on the use of shallow foundations to support the planned construction and the existence of adequate bearing materials being encountered within the proposed boring depths. Should conditions be encountered which require a deepening of borings or additional investigation, Rubino will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump-sum fee will not be performed without your prior authorization.

## **AUTHORIZATION**

If this proposal is acceptable to you, Rubino will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. Rubino will proceed with the work upon receipt of authorization.

Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact Rubino with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

**RUBINO ENGINEERING, INC.**

**Signature on File**

Michelle A. Lipinski, PE  
President

**Signature on File**

Anthony T. Tomaras  
Project Manager

**RUBINO ENGINEERING, INC. IS:  
AN AASHTO-ACCREDITED LABORATORY  
IDOT PREQUALIFIED  
IDOT DBE-CERTIFIED (100% WOMAN-OWNED)**

MAL/file

Attachments:      Proposal Acceptance and Data Sheet  
                            Schedule of Services and Fees  
                            General Conditions  
                            BDE 3608  
                            BDE 436

\*\*This is an electronic copy. Hard Copies of this proposal are available upon request.



**Payroll Escalation Table  
Anniversary Raises  
DLM 2.80**

FIRM NAME Rubino Engineering, Inc.  
PRIME/SUPPLEMENT \_\_\_\_\_

DATE 03/04/24  
PTB NO. \_\_\_\_\_

CONTRACT TERM 12 MONTHS  
START DATE 3/1/2024  
RAISE DATE Anniversary

OVERHEAD RATE 169.03%  
COMPLEXITY FACTOR 0  
% OF RAISE \_\_\_\_\_

**ESCALATION PER YEAR**

**DETERMINE THE MID POINT OF THE AGREEMENT**

**6**

**CACULATE THE ESCALATION FACTOR TO THE MIDPOINT OF THE CONTRACT**

**0.00%**

**The total escalation for this project would be: 0.00%**









**Direct Costs Check Sheet**

Prime Consultant Name	PTB Number	State Job Number(s)
Rubino Engineering, Inc.	Q23.580G_REV2	
<input type="checkbox"/> Prime <input type="checkbox"/> Supplement		Date <u>02/02/24</u>

Consultant  
 Civiltech

Item	Allowable	Utilize W.O. Only	Quantity J.S. Only	Contract Rate	Total
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	<input type="checkbox"/>			
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)	<input type="checkbox"/>			
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost	<input type="checkbox"/>			
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval	<input type="checkbox"/>			
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum	<input checked="" type="checkbox"/>	Field 600	\$0.67	\$402.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	<input type="checkbox"/>			
Vehicle Rental	Actual cost (Up to \$55/day)	<input type="checkbox"/>			
Rental Vehicle Fuel	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Tolls	Actual cost	<input type="checkbox"/>			
Parking	Actual cost	<input type="checkbox"/>			
Overtime	Premium portion (Submit supporting documentation)	<input type="checkbox"/>			
Shift Differential	Actual cost (Based on firm's policy)	<input type="checkbox"/>			
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Project Specific Insurance	Actual cost	<input type="checkbox"/>			
Monuments (Permanent)	Actual cost	<input type="checkbox"/>			
Photo Processing	Actual cost	<input type="checkbox"/>			
2-Way Radio (Survey or Phase III Only)	Actual cost	<input type="checkbox"/>			
Telephone Usage (Traffic System Monitoring Only)	Actual cost	<input type="checkbox"/>			

Item	Allowable	Utilize W.O. Only	Quantity J.S. Only	Contract Rate	Total
CADD	Actual cost (Max \$15/hour)	<input type="checkbox"/>			
Website	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Advertisements	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)	<input type="checkbox"/>			
Recording Fees	Actual cost	<input type="checkbox"/>			
Transcriptions (specific to project)	Actual cost	<input type="checkbox"/>			
Courthouse Fees	Actual cost	<input type="checkbox"/>			
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)	<input type="checkbox"/>			
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)	<input checked="" type="checkbox"/>	Field 2	\$2,000.00	\$4,000.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)	<input type="checkbox"/>			
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)	<input type="checkbox"/>			
Testing of Soil Samples*	Actual cost (Provide breakdown of costs to the Department for approval)	<input type="checkbox"/>			
Lab Services*	Actual cost (Provide breakdown of cost for each lab service to the Department's PM for approval)	<input type="checkbox"/>			
Equipment and/or Specialized Equipment Rental*	Actual cost (Rental - 2-3 quotes needed / Owned - provide depreciated value for IDOT approval)	<input type="checkbox"/>			
Drill Rig Mobilization	In House Direct Cost (Field)	<input checked="" type="checkbox"/>	2	\$700.00	\$1,400.00
Tri-axial Testing	In House Direct Cost (Lab)	<input checked="" type="checkbox"/>	1	\$1,800.00	\$1,800.00
Hydrometer	In House Direct Cost (Lab)	<input checked="" type="checkbox"/>	3	\$178.00	\$534.00
Atterberg Limits	In House Direct Cost (Lab)	<input checked="" type="checkbox"/>	4	\$89.00	\$356.00
Organic Content	In House Direct Cost (Lab)	<input checked="" type="checkbox"/>	3	\$29.67	\$89.01
Natural Moisture Content	In House Direct Cost (Lab)	<input checked="" type="checkbox"/>	48	\$8.90	\$427.20
Shelby Tubes	In House Direct Cost (Field)	<input checked="" type="checkbox"/>	4	\$50.00	\$200.00
One-Dimensional Consolidation Test	In House Direct Cost (Lab)	<input checked="" type="checkbox"/>	1	\$960.00	\$960.00
				Total Direct Cost	\$10,168.21

\*If other allowable costs are needed and not listed, please add in the above spaces provided.

LEGEND

W.O. = Work Order

J.S. = Job Specific