



# Local Public Agency Engineering Services Agreement

Using Federal Funds?  Yes  No

Agreement For:  Agreement Type:  Number:

### LOCAL PUBLIC AGENCY

Local Public Agency:  County:  Section Number:  Job Number:

Project Number:  Contact Name:  Phone Number:  Email:

### SECTION PROVISIONS

Local Street/Road Name:  Key Route:  Length:  Structure Number:

Location Termini:

Project Description:

Engineering Funding:  Federal  MFT/TBP  State  Other

Anticipated Construction Funding:  Federal  MFT/TBP  State  Other

### AGREEMENT FOR

Phase I - Preliminary Engineering  Phase II - Design Engineering

### CONSULTANT

Prime Consultant (Firm) Name:  Contact Name:  Phone Number:  Email:

Address:  City:  State:  Zip Code:

THIS AGREEMENT IS MADE between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Project funding allotted to the LPA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT," will be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Since the services contemplated under the AGREEMENT are professional in nature, it is understood that the ENGINEER, acting as an individual, partnership, firm or legal entity, qualifies for professional status and will be governed by professional ethics in its relationship to the LPA and the DEPARTMENT. The LPA acknowledges the professional and ethical status of the ENGINEER by entering into an AGREEMENT on the basis of its qualifications and experience and determining its compensation by mutually satisfactory negotiations.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

- Regional Engineer: Deputy Director, Office of Highways Project Implementation, Regional Engineer, Department of Transportation
- Resident Construction Supervisor: Authorized representative of the LPA in immediate charge of the engineering details of the construction PROJECT
- In Responsible Charge: A full time LPA employee authorized to administer inherently governmental PROJECT activities
- Contractor: Company or Companies to which the construction contract was awarded

## AGREEMENT EXHIBITS

The following EXHIBITS are attached hereto and made a part of hereof this AGREEMENT:

- EXHIBIT A: Scope of Services
- EXHIBIT B: Project Schedule
- EXHIBIT C: Qualification Based Selection (QBS) Checklist
- EXHIBIT D: Cost Estimate of Consultant Services (CESCS) Worksheet (BLR 05513 or BLR 05514 )
- Location Map
- \_\_\_\_\_
- \_\_\_\_\_

### I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance of the Scope of Services presented in EXHIBIT A for the LPA in connection with the proposed improvements herein before described.
2. The Classifications of the employees used in the work shall be consistent with the employee classifications and estimated staff hours. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are 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.
3. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections required as a result of the ENGINEER'S error, omissions or negligent acts without additional compensation. Acceptance of work by the LPA or DEPARTMENT will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or the responsibility for clarifying ambiguities.
4. That the ENGINEER will comply with applicable Federal laws and regulations, State of Illinois Statutes, and the local laws or ordinances of the LPA.
5. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
6. To invoice the LPA for Preliminary and/or Design Engineering: The ENGINEER shall submit all invoices to the LPA within three months of the completion of the work called for in the AGREEMENT or any subsequent Amendment or Supplement.
7. To submit a completed BLR 05613, Engineering Payment Report, to the DEPARTMENT within three months of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement. The form shall be submitted with the final invoice.
8. 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 United States Department of Transportation (US DOT) assisted contract. 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.
9. 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 be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
10. For Preliminary Engineering Contracts:
  - (a) To attend meetings and visit the site of the proposed improvement when requested to do so by representatives of the LPA or the DEPARTMENT, as defined in Exhibit A (Scope of Services).
  - (b) That all plans and other documents furnished by the ENGINEER pursuant to the AGREEMENT will be endorsed by the ENGINEER and affix the ENGINEER's professional seal when such seal is required by law. Such endorsements must be made by a person, duly licensed or registered in the appropriate category by the Department of Professional Regulation of the State of Illinois. 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 DEPARTMENT.
  - (c) That the ENGINEER is qualified technically and is thoroughly 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 in Exhibit A (Scope of Services).
11. That the engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with this AGREEMENT (See DIRECT COST tab in BLR 05513 or BLR 05514).

### II. THE LPA AGREES,

1. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the following:
  - (a) Professional Services Selection Act (50 ILCS 510), The Brooks Act (40 USC 11), and the Procurement, Management, and Administration of Engineering, and Design Related Services (23 CFR part 172). Exhibit C is required to be completed with this AGREEMENT.
2. To furnish the ENGINEER all presently available survey data, plans, specifications, and project information.

3. To pay the ENGINEER:
  - (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 DEPARTMENT a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amount of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
4. To pay the ENGINEER as compensation for all services rendered in accordance with the AGREEMENT on the basis of the following compensation method as discussed in 5-5.10 of the BLR Manual.

Method of Compensation:

- Lump Sum  
 Specific Rate  
 Cost plus Fixed Fee:

Fixed

$$\text{Total Compensation} = \text{DL} + \text{DC} + \text{OH} + \text{FF}$$

Where:

DL is the total Direct Labor,  
 DC is the total Direct Cost,  
 OH is the firm's overhead rate applied to their DL and  
 FF is the Fixed Fee.

Where  $\text{FF} = (0.33 + R) \text{DL} + \% \text{SubDL}$ , where R is the advertised Complexity Factor and %SubDL is 10% profit allowed on the direct labor of the subconsultants.

The Fixed Fee cannot exceed 15% of the DL + OH.

5. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any US 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 US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by US 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 (31 U.S.C 3801 et seq.).

### III. IT IS MUTUALLY AGREED,

1. No work shall be commenced by the ENGINEER prior to issuance by the IDOT of a written Notice to Proceed.
2. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amount, 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 DEPARTMENT: the Federal Highways Administration (FHWA) or any authorized representative of the federal government, 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 DEPARTMENT for the recovery of any funds paid by the DEPARTMENT under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
3. 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 DEPARTMENT, and their officers, agents, and employees from all suits, claims, actions or damage liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.  
 The LPA will notify the ENGINEER of any error or omission believed by the LPA to be caused by the negligence of the ENGINEER as soon as practicable after the discovery. The LPA reserves the right to take immediate action to remedy any error or omission if notification is not successful; if the ENGINEER fails to reply to a notification; or if the conditions created by the error or omission are in need of urgent correction to avoid accumulation of additional construction costs or damages to property and reasonable notice is not practicable.
4. 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 incurred under the terms of this AGREEMENT up to the date of the written notice of termination.
5. In the event that the DEPARTMENT stops payment to the LPA, the LPA may suspend work on the project. If this agreement is suspended by the LPA for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT, the ENGINEER shall be compensated for all services performed and reimbursable expenses incurred as a result

of the suspension and resumption of its services, and the ENGINEER's schedule and fees for the remainder of the project shall be equitably adjusted.

6. This AGREEMENT shall continue as an open contract and the obligations created herein shall remain in full force and effect until the completion of construction of any phase of professional services performed by others based upon the service provided herein. All obligations of the ENGINEER accepted under this AGREEMENT shall cease if construction or subsequent professional services are not commenced within 5 years after final payment by the LPA.
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 have harmless the LPA, the DEPARTMENT, and their officers, employees from all suits, claims, actions or damages liabilities, costs or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. The ENGINEER and LPA certify that their respective firm or agency:
  - (a) has not 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 the LPA or the ENGINEER) to solicit or secure this AGREEMENT,
  - (b) has not 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) has not paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for the LPA or the ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
  - (d) that neither the ENGINEER nor the LPA is/are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
  - (e) has 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 indicated 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) has not within a three-year period preceding this AGREEMENT had one or more public transaction (Federal, State or local) terminated for cause or default.

Where the ENGINEER or LPA is unable to certify to any of the above statements in this certification, an explanation shall be attached to this AGREEMENT.

9. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the ENGINEER no claim for damages shall be made by either party. Termination of the AGREEMENT or adjustment of the fee for the remaining services may be requested by either party if the overall delay from the unforeseen causes prevents completion of the work within six months after the specified completion date. Examples of unforeseen causes include but are not limited to: acts of God or a public enemy; act of the LPA, DEPARTMENT, or other approving party not resulting from the ENGINEER's unacceptable services; fire; strikes; and floods.

If delays occur due to any cause preventing compliance with the PROJECT SCHEDULE, the ENGINEER shall apply in writing to the LPA for an extension of time. If approved, the PROJECT SCHEDULE shall be revised accordingly.

10. This certification is required by the Drug Free Workplace Act (30 ILCS 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 DEPARTMENT 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 on grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the DEPARTMENT for at least one (1) year but not more than (5) years.

For the purpose of this certification, "grantee" or "Contractor" means a corporation, partnership or an 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 contract or grant of \$5,000 or more from the DEPARTMENT, as defined 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 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 (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 maintain 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.
- (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.

Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act, the ENGINEER, LPA and the Department agree to meet the PROJECT SCHEDULE outlined in EXHIBIT B. Time is of the essence on this project and the ENGINEER's ability to meet the PROJECT SCHEDULE will be a factor in the LPA selecting the ENGINEER for future project. The ENGINEER will submit progress reports with each invoice showing work that was completed during the last reporting period and work they expect to accomplish during the following period.

- 11. Due to the physical location of the project, certain work classifications may be subject to the Prevailing Wage Act (820 ILCS 130/0.01 et seq.).
- 12. For Preliminary Engineering Contracts:
  - (a) That tracing, 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, CADD files, related electronic files, and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request to the LPA or to the DEPARTMENT, without restriction or limitation as to their use. Any re-use of these documents without the ENGINEER involvement shall be at the LPA's sole risk and will not impose liability upon the ENGINEER.
  - (b) That all reports, plans, estimates and special provisions furnished by the ENGINEER shall conform to the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Manual or any other applicable requirements of the DEPARTMENT, it being understood that all such furnished documents shall be approved by the LPA and the DEPARTMENT 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.

**AGREEMENT SUMMARY**

Prime Consultant (Firm) Name	TIN/FEIN/SS Number	Agreement Amount
Christopher B. Burke Engineering	36-3468939	\$0.00

Subconsultants	TIN/FEIN/SS Number	Agreement Amount
Testing Service Corporation	35-0937582	\$0.00
Metro Strategies Group, LLC	87-2285367	\$126,429.00
Subconsultant Total		\$126,429.00
Prime Consultant Total		\$0.00
Total for all work		\$126,429.00

**AGREEMENT SIGNATURES**

Executed by the LPA:

The  of

Attest:

By (Signature & Date)

By (Signature & Date)

Name of Local Public Agency  Local Public Agency Type  Clerk

Title

(SEAL)

Executed by the ENGINEER:

Prime Consultant (Firm) Name

Attest:

By (Signature & Date)

**Sherry Sporina** Digitally signed by Sherry Sporina  
Date: 2024.08.02 15:45:54 -05'00'

Title

By (Signature & Date)

**Michael Kerr** Digitally signed by Michael Kerr  
Date: 2024.08.02 15:48:46 -05'00'

Title

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
DuPage County Division of Transp	Christopher B. Burke Engineering	DuPage	23-00002-08-BT

To perform or be responsible for the performance of the engineering services for the LPA, in connection with the PROJECT herein before described and enumerated below

**EXHIBIT A  
SCOPE OF SERVICES**

**FOR FEDERAL PARTICIPATION PROJECTS**

See attached scope of services.



# EAST BRANCH DUPAGE RIVER TRAIL

## ILLINOIS PRAIRIE PATH TO BUTTERFIELD ROAD (IL 56)

### PHASE I ENGINEERING STUDY – SCOPE OF SERVICES

#### SUPPLEMENT #1

#### SCOPE OF SERVICES

The following provides the proposed **Supplement #1** scope of services to complete Phase I Engineering on behalf of the DuPage County Division of Transportation (County) for the East Branch DuPage River Trail (EBDRT) from the Illinois Prairie Path (IPP) to Butterfield Road (IL 56), a distance of approximately 4.3 miles. In its entirety, the East Branch DuPage River Trail is a planned 28-mile-long regional bike trail with significant public and political interest. The purpose of **Supplement #1** is to provide a dedicated public involvement strategy to develop consistent messaging and handle inquiries from many diverse perspectives.

The detailed **Supplement #1** scope of services required for completion of Phase I Engineering is as follows:

#### **Task 1 – Data Collection and Compilation**

No change to the original scope of services proposed.

#### **Task 2 – Survey**

No change to the original scope of services proposed.

#### **Task 3 – Alternatives Analysis and Preliminary Plans**

No change to the original scope of services proposed.

#### **Task 4 – Environmental Analysis and Coordination**

No change to the original scope of services proposed.

#### **Task 5 – Drainage Analysis and Reports:**

No change to the original scope of services proposed.

#### **Task 6 – Structural Analysis and Reports**

No change to the original scope of services proposed.

#### **Task 7 – Traffic and Crash Analyses**

No change to the original scope of services proposed.

#### **Task 8 – IDS and ADA Curb Ramps**

No change to the original scope of services proposed.

#### **Task 9 – Public Involvement**

Stakeholder coordination will be an essential component to ensure that all existing deficiencies and stakeholder concerns are identified and addressed as part of the alternative development and evaluation process. As part of the County's efforts to identify and execute a dedicated public involvement strategy with consistent messaging and handling inquiries from many stakeholders, Metro Strategies Group (MSG)





**EAST BRANCH DUPAGE RIVER TRAIL**  
**ILLINOIS PRAIRIE PATH TO BUTTERFIELD ROAD (IL 56)**  
**PHASE I ENGINEERING STUDY – SCOPE OF SERVICES**

**SUPPLEMENT #1**

is being added to the EBDRT team. No changes to CBBEL’s original scope of services are proposed, which included website updates and 3 Public Information Meetings. Several tasks that DuPage County was originally going to complete for the Public Information Meetings have been reallocated to Metro Strategies Group. Revised subtasks by work hour are identified below:

<i>Subtask</i>	<u>Original CBBEL Work Hours</u>	<u>New MSG Work Hours</u>
<u>Stakeholder Identification:</u> Build upon DuPage County’s existing bicycle trail stakeholder outreach database(s), MSG will recommend additional project specific stakeholders and collate the stakeholder lists. MSG will also review and finalize the Trail Survey created by CBBEL and recommend various methods of engaging existing and future stakeholders in the distribution of surveys.		29
<u>Website:</u> CBBEL website maintenance. MSG review and finalize will review and finalize the website created by CBBEL for launch. While any “Contact Us” submittals will still go to DuPage County, MSG will synthesize direct website “Contact Us” inquiries into a Frequently Asked Questions (FAQ) document and respond to any requests for information or special assistance for PIMs.	48	100
<u>Initial Outreach Program:</u> MSG will coordinate with DuPage County PIO regarding a consistent and coordinated outreach program and message. This more robust initial outreach expected includes notices in Village of Glen Ellyn, Village of Lombard, Village of Downers Grove, Village of Lisle, FPDDC, IPPC, Friends of the EBDRT, Bike53 and any local homeowners’ association or business park communication/newsletters. Website posts to stakeholder websites noted above. Eblast for the County Chair and Board to share with constituents. Eblast for other local elected officials to share with constituents. Yard Signs in strategic locations to inform a wide variety of stakeholders (at IPP, GWT, IL 56, 22nd Street, farmers markets or community events.		24
<u>Three (3) Public Information Meeting Open Houses:</u>		
CBBEL and MSG will set up PIM webpage on EBDRT website and populate. <b>X 3</b>	40	24
CBBEL and MSG will prepare and coordinate notices in Village of Glen Ellyn, Village of Lombard, Village of Downers Grove, Village of Lisle, FPDDC, IPPC, Friends of the EBDRT, Bike53 and any local homeowners’ association or business park communication/newsletters. Website posts to stakeholder websites noted above. Eblast for the County Chair and Board to share with constituents. Eblast for other local elected officials to share with constituents. Yard Signs in strategic locations to inform a wide variety of stakeholders (at IPP, GWT, IL 56, 22nd Street, farmers markets or community events. All coordinated with DuPage County PIO for approval of branding, content, format, and final materials. <b>X 3</b>	72	50
CBBEL and MSG will prepare meeting assets: PIM brochure and comments response form/survey, questionnaire and interactive GIS-based social pinpoint, display exhibits and narrative descriptions. All coordinated with DuPage County PIO for approval of branding, content, format, and final materials. <b>X 3</b>	372	120



**EAST BRANCH DUPAGE RIVER TRAIL**  
**ILLINOIS PRAIRIE PATH TO BUTTERFIELD ROAD (IL 56)**  
**PHASE I ENGINEERING STUDY – SCOPE OF SERVICES**

**SUPPLEMENT #1**

CBBEL and MSG will attend Dry Run meeting with County X 3	24	33
CBBEL and MSG will attend PIM In-person Open House X 3	48	60
MSG will synthesize stakeholder input received into a One-Page Summary Sheet for inclusion in the PIM Summary and for distribution to County Board members. CBBEL will prepare the Public Information Meeting summary. Posts to website. X 3	120	60
<u>Four (4) Community-based pop-up events:</u> MSG will staff and support up to 4 community-based pop-up events (farmers markets, community festivals, community concerts, trail events, etc.) to engage with stakeholders and share information about the project.		100
<u>County Board Coordination:</u> MSG will act as a liaison to key County & Village Board Members. Prior to each public meeting or broad scale community engagement Metro Strategies Group will coordinate with the County PIO to prepare briefing materials for key County and Village Board members, or other key officials and stakeholders, as well as media. Anticipated outreach: Initial individual outreach to key County and Village Board Members prior to PIM #1, four (4) meetings assumed. County Board Package #1: Project Overview, Summary of PIM #1, Trail Purpose and Need, Range of Alternatives. County Board Package #2: Alternatives Evaluation and Recommendations, Identify Preliminary Preferred Alternative. County Board Package #3: Summary of PIM #2.		150
<u>Total</u>	724	750

**Task 10 – Agency Coordination**

No change to the original scope of services proposed.

**Task 11 – Final EBDRT Proposed Improvement Plans**

No change to the original scope of services proposed.

**Task 12 – Project Development Report**

No change to the original scope of services proposed.

**Task 13 – Project Management and Coordination**

No change to the original scope of services proposed.

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
DuPage County Division of Transp	Christopher B. Burke Engineering	DuPage	23-00002-08-BT

**EXHIBIT B  
PROJECT SCHEDULE**

See attached.

Quarterly Status Update Form for CMAQ, CRRSAA, STP, and TAP-L projects processed through IDOT/FHWA

<b>Project:</b>	<b>EBDRT from IL 56 to IPP</b>	<b>TIP ID:</b>	<b>08-23-0014</b>
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For CMAP/Council use only:

- CMAQ     CRRSSA-SF     STP-SF  
 TAP-L     CRRSAA-L     STP-L  
 Active     Contingency     Deferred

UPDATE INFORMATION

	<b>Completed By:</b>	<b>Date:</b>
Initial Submittal	Sidney Kenyon, DuDOT	5/1/2023
Most Recent Prior Update	Sidney Kenyon, DuDOT	5/1/2023
<b>Current Update</b>	<b>John Loper, DuDOT</b>	<b>5/18/2024</b>
Final "Actual" Dates		

PROJECT INFORMATION

Environmental Class of Action:  
 Target Construction Letting:  
 Current construction cost estimate:  
 Change in estimate since prior update:  
 Most recent PPI approval:  
 Most recent GATA periodic report (BoBS 2832):

CE, Group 2 (Federal Approval)	Approved
TBD	Enter the current target date (m/d/yy)
\$15M	Enter the current estimate, excluding CE
\$0	Enter 0 if no change, or enter amount of change (+ or -)
	If no PPI approved, do not enter a date
<date>	If no report submitted yet, do not enter a date

MILESTONE INFORMATION

No changes from prior update

Milestone (Shaded lines required for federally-funded phases only)	Initial Estimated Date (m/yyyy)	Complete?	Updated Estimated Date (m/yyyy)	Actual Date (m/d/yyyy)	Attachments (R - Required, O - Optional)	Sponsor/Implementer Comments (will be shaded if notes are added)	Notes/Instructions
Pre-phase 1							
Project Scoping		Yes		11/1/2018			
Application for ENG1 Funds		Yes		2/15/2022			
Phase 1 QBS Advertisement		Yes		12/5/2018			
Phase 1 QBS Closed		Yes		12/20/2018			
Consultant Selected by Local Council/Board		Yes		2/1/2019	Meeting minutes (O)		
Phase 1 ENG							
<input checked="" type="checkbox"/> Federally-funded							
Engineering Agreement submitted (BLR 5530)	5/2023	N/A					
LAA submitted (BLR 5310)	5/2023	N/A					
Engineering Agreement Approved (BLR 5530)	8/2023	Yes		3/7/2024	Notice to proceed (O)		expected 8-12 months after draft submittal
LAA approved (BLR 5310)	8/2023	Yes		3/7/2024	Approved agreement (R)		expected 8-12 months after draft submittal
Phase 1 Kick-off Held	7/2023	No	9/2024		Meeting minutes (R)		
Initial PPI Submittal	4/2023	Yes		4/15/2023			
Initial PPI Approval		No			PPI Form (R)		expected 5-10 days after draft submittal
1st State/Fed Coord Meeting	10/2023	No	12/2024		Meeting minutes (R)		
Environmental Action Concurrence	10/2023	No	12/2024		Copy of email/letter/form (R)		
Environmental Survey Request (ESR) submitted	10/2023	No	12/2024		Copy of request (O)		See BLRS manual for environmental requirements
Cultural	9/2024	No					
Section 4(f) approval		N/A			Copy of approval form/letter (O)		If "n/a" selected, attach form BLR 22410
Section 6(f) approval		N/A			Copy of approval form/letter (O)		
Historic Preservation Compliance		N/A			Copy of approval form/letter (O)		
Noise		N/A					
Floodplain	9/2024	No					
Wetland	9/2024	No					
Wetland Impact Evaluation (WIE)	9/2024	No					
Bio - USFWS Coordination	9/2024	No					
EcoCAT submitted	9/2024	No					
Special Waste	9/2024	No					
PESA Requested	10/2023	No	12/2024		Copy of request		
PESA Completed	9/2024	No					
PSI Requested		N/A			Copy of request		
PSI Completed		N/A					
Public Meeting	9/2023	No	3/2025			2-3 Public Meetings Anticipated	
Subsequent State/Fed Coord Meeting	10/2024	No					
Subsequent State/Fed Coord Meeting		N/A					
Subsequent State/Fed Coord Meeting		N/A					
Project Dev. Report (BLR 19100 or 22210) Submitted	10/2025	No			Copy of transmittal/cover only (R)		
Project Dev. Report (BLR 19100 or 22210) Approved	12/2025	No			Signature page (R)		
Phase 1 Design Approval Received	2/2026	No			Signature page (R)		
Initial Invoice (BLR 5620, 5621, 5621-A, -B, -C)	8/2023	No					
Final Invoice/Final Report (BLR 5613 or 13510)	2/2026	No					

Quarterly Status Update Form for CMAQ, CRRSAA, STP, and TAP-L projects processed through IDOT/FHWA

<b>Project:</b> EBDRT from IL 56 to IPP	<b>TIP ID:</b> 08-23-0014
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**For CMAP/Council use only:**

- CMAQ     CRRSSA-SF     STP-SF  
 TAP-L     CRRSAA-L     STP-L  
 Active     Contingency     Deferred

**UPDATE INFORMATION**

	<b>Completed By:</b>	<b>Date:</b>
<b>Initial Submittal</b>	Sidney Kenyon, DuDOT	5/1/2023
<b>Most Recent Prior Update</b>	Sidney Kenyon, DuDOT	5/1/2023
<b>Current Update</b>	John Loper, DuDOT	5/18/2024
<b>Final "Actual" Dates</b>		

**PROJECT INFORMATION**

**Environmental Class of Action:**  
**Target Construction Letting:**  
**Current construction cost estimate:**  
**Change in estimate since prior update:**  
**Most recent PPI approval:**  
**Most recent GATA periodic report (BoBS 2832):**

CE, Group 2 (Federal Approval)	Approved	
TBD	Enter the current target date (m/d/yy)	
\$15M	Enter the current estimate, excluding CE	
\$0	Enter 0 if no change, or enter amount of change (+ or -)	
	If no PPI approved, do not enter a date	
<date>	If no report submitted yet, do not enter a date	

**MILESTONE INFORMATION**

No changes from prior update

	Milestone <small>(Shaded lines required for federally-funded phases only)</small>	Initial Estimated Date <small>(m/yyyy)</small>	Complete?	Updated Estimated Date <small>(m/yyyy)</small>	Actual Date <small>(m/d/yyyy)</small>	Attachments <small>(R - Required, O - Optional)</small>	Sponsor/Implementer Comments <small>(will be shaded if notes are added)</small>	Notes/Instructions
Phase 2 ENG <input checked="" type="checkbox"/> Federally-funded	Application for ENG2 Funds		No					
	Phase 2 QBS Advertisement		No					
	Phase 2 QBS Closed		No					
	Consultant Selected by Council/Board		No			Meeting minutes (O)		
	Updated PPI Submittal		No					
	Updated PPI Approval		No					expected 5-10 days after draft submittal
	Engineering Agreement submitted (BLR 5530)		No					
	LAA submitted (BLR 5310)		No					
	Engineering Agreement Approved (BLR 5530)		No			Notice to proceed (O)		expected 8-12 months after draft submittal
	LAA approved (BLR 5310)		No			Approved agreement (R)		expected 8-12 months after draft submittal
	Phase 2 Kick-off Held		No			Meeting minutes (R)		
	State/Fed Coord Meeting		No			Meeting minutes (R)		
	Pre-final plans submitted		No			Copy of transmittal only (R)		Do not attach a full set of plans
	Comments received		No					expected 1-4 months after draft submittal
	<b>Final Plans, Specs, and Estimates submitted</b>		No			Copy of transmittal (R)		<b>Do not attach a full set of plans</b>
Initial Invoice (BLR 5620, 5621, 5621-A, -B, -C)		No						
<b>Final Invoice/Final Report (BLR 5613 or 13510)</b>		No						
ROW <input type="checkbox"/> None required <input checked="" type="checkbox"/> Federally-funded	Application for ROW funds		N/A				ROW to be entirely Locally Funded	
	Updated PPI Submittal		N/A					
	Updated PPI Approval		N/A			Approved PPI (R)		expected 5-10 days after draft submittal
	LAA submitted (BLR 5310)		N/A					expected 4-6 months after draft submittal
	LAA approved (BLR 5310)		N/A			Approved Agreement (R)		expected 4-6 months after draft submittal
	Initiated		No					
	Completed		No					
	<b>Certified</b>		No					
	Initial Invoice (BLR 5620, 5621, 5621-A, -B, -C)		No					
	<b>Final Invoice/Final Report (BLR 5613 or 13510)</b>		No					
Construction/CE <input checked="" type="checkbox"/> CON federally-funded <input checked="" type="checkbox"/> CE federally-funded	Application for CON/CE funds		Yes		2/1/2022			
	Updated PPI Submittal		Yes		4/15/2023			
	Updated PPI Approval		No			Approved PPI (R)		expected 5-10 days after draft submittal
	Draft Construction Agreement submitted (BLR 5310)		No					
	Draft Construction Eng Agreement submitted (BLR 5530)		No					
	Final Construction Agreement submitted (BLR 5310)		No					expected 4-6 months after draft submittal
	Final Construction Eng Agreement submitted (BLR 5530)		No					expected 4-6 months after draft submittal
	Final Construction Agreement approved (BLR 5310)		No			Approved Agreement (R)		expected 3-4 months after draft submittal
	Final Construction Eng Agreement approved (BLR 5530)		No			Approved Agreement (R)		expected 3-4 months after draft submittal
	<b>Letting</b>		No					
	Bid Acceptance		No					
	Notice to Proceed		No					
	Initial Invoice (BLR 5620, 5621, 5621-A, -B, -C)		No					
<b>Final Invoice/Final Report (BLR 5613 or 13510)</b>		No						
Other project activities	Project groundbreaking ceremony		N/A					
	Project ribbon cutting ceremony		N/A					
	<enter activity>		N/A					
	<enter activity>		N/A					
	<enter activity>		N/A					

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
DuPage County Division of Trans	Christopher B. Burke Engineering	DuPage	23-00002-08-BT

**Exhibit C  
Qualification Based Selection (QBS) Checklist**

The LPA must complete Exhibit D. If the value meets or will exceed the threshold in 50 ILCS 510, QBS requirements must be followed. Under the threshold, QBS requirements do not apply. The threshold is adjusted annually. If the value is under the threshold with federal funds being used, federal small purchase guidelines must be followed.

Form Not Applicable (engineering services less than the threshold)

**Items 1-13 are required when using federal funds and QBS process is applicable. Items 14-16 are required when using State funds and the QBS process is applicable.**

		No	Yes
1	Do the written QBS policies and procedures discuss the initial administration (procurement, management and administration) concerning engineering and design related consultant services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06 (e) of the BLRS Manual?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Was the scope of services for this project clearly defined?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Was public notice given for this project?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If yes Due date of submittal

Method(s) used for advertisement and dates of advertisement

5	Do the written QBS policies and procedures cover conflicts of interest?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Do the written QBS policies and procedures discuss the methods of evaluation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Project Criteria	Weighting
Technical Approach	30%
Firm Experience	25%
Staff Capabilities	30%
Work Load Capacity	10%
DBE/WBE Participation	5%

8	Do the written QBS policies and procedures discuss the method of selection?	<input type="checkbox"/>	<input type="checkbox"/>
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Selection committee (titles) for this project

Top three consultants ranked for this project in order

1	<input style="width: 100%;" type="text"/>
2	<input style="width: 100%;" type="text"/>
3	<input style="width: 100%;" type="text"/>

9	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Were negotiations for this project performed in accordance with federal requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Were acceptable costs for this project verified?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>
13	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, records retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	QBS according to State requirements used?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Existing relationship used in lieu of QBS process?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Local Public Agency	Prime Consultant (Firm) Name	County	Section Number
DuPage County Division of Transp	Christopher B. Burke Engineering	DuPage	23-00002-08-BT
16 LPA is a home rule community (Exempt from QBS).			<input checked="" type="checkbox"/> <input type="checkbox"/>



<b>Local Public Agency</b> DuPage County Division of Transportation	<b>County</b> DuPage	<b>Section Number</b> 23-00002-08-BT
<b>Prime Consultant (Firm) Name</b> Christopher B. Burke Engineering, Ltd.	<b>Prepared By</b> Emily Anderson	<b>Date</b> 6/20/2024
<b>Consultant / Subconsultant Name</b> Christopher B. Burke Engineering, Ltd.	<b>Job Number</b> 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**  
 Supplement #1 to add Metro Strategies as a subconsultant

**PAYROLL ESCALATION TABLE**

<b>CONTRACT TERM</b>	30	MONTHS	<b>OVERHEAD RATE</b>	132.88%
<b>START DATE</b>	7/8/2024		<b>COMPLEXITY FACTOR</b>	
<b>RAISE DATE</b>	1/1/2025		<b>% OF RAISE</b>	2.00%
<b>END DATE</b>	1/7/2027			

**ESCALATION PER YEAR**

Year	First Date	Last Date	Months	% of Contract
0	7/8/2024	1/1/2025	6	20.00%
1	1/2/2025	1/1/2026	12	40.80%
2	1/2/2026	1/1/2027	12	41.62%



**Local Public Agency**

**County**

**Section Number**

DuPage County Division of Transportati

DuPage

23-00002-08-BT

**Consultant / Subconsultant Name**

**Job Number**

Christopher B. Burke Engineering, Ltd.

**PAYROLL RATES**

**EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE**

<b>MAXIMUM PAYROLL RATE</b>	<b>86.00</b>
<b>ESCALATION FACTOR</b>	<b>2.42%</b>

<b>CLASSIFICATION</b>	<b>IDOT PAYROLL RATES ON FILE</b>	<b>CALCULATED RATE</b>
Engineer VI	\$82.63	\$84.63
Engineer V	\$72.59	\$74.34
Engineer IV	\$59.41	\$60.85
Engineer III	\$46.80	\$47.93
Engineer I/II	\$36.22	\$37.10
Survey V	\$85.04	\$86.00
Survey IV	\$76.25	\$78.09
Survey III	\$66.63	\$68.24
Survey II	\$54.50	\$55.82
Survey I	\$38.75	\$39.69
Engineering Technician V	\$68.90	\$70.56
Engineering Technician IV	\$64.03	\$65.58
Engineering Technician III	\$42.86	\$43.90
Engineering Technician I/II	\$30.00	\$30.72
CAD Manager	\$70.83	\$72.54
CAD Technician II	\$53.29	\$54.58
GIS Specialist III	\$58.00	\$59.40
Landscape Architect	\$65.00	\$66.57
Landscape Designer III	\$40.50	\$41.48
Environmental Resource Specialist V	\$76.01	\$77.85
Environmental Resource Specialist IV	\$60.78	\$62.25
Environmental Resource Specialist III	\$52.75	\$54.02
Environmental Resource Specialist I/II	\$30.92	\$31.67
Environmental Resource Technician	\$45.30	\$46.39
Engineering Intern	\$18.88	\$19.34
Business Operations Department	\$57.69	\$59.08



**Local Public Agency**

DuPage County Division of Transportation

**County**

DuPage

**Section Number**

23-00002-08-BT

**Consultant / Subconsultant Name**

Christopher B. Burke Engineering, Ltd.

**Job Number**

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utlility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
No Change to CBBEL Direct Costs				\$0.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$0.00</b>



**Local Public Agency**

DuPage County Division of Transportation

**County**

DuPage

**Section Number**

23-00002-08-BT

**Consultant / Subconsultant Name**

Christopher B. Burke Engineering, Ltd.

**Job Number**

**AVERAGE HOURLY PROJECT RATES**  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1. Data Collection and Compilation			2. Survey			3. Alternatives Analysis and Preliminary Plans			4. Environmental Analysis and Coordination			5. Drainage Analysis and Reports		
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg
Engineer VI	84.63	0.0			0			0			0			0			0		
Engineer V	74.34	0.0																	
Engineer IV	60.85	0.0																	
Engineer III	47.93	0.0																	
Engineer I/II	37.10	0.0																	
Survey V	86.00	0.0																	
Survey IV	78.09	0.0																	
Survey III	68.24	0.0																	
Survey II	55.82	0.0																	
Survey I	39.69	0.0																	
Engineering Technician V	70.56	0.0																	
Engineering Technician IV	65.58	0.0																	
Engineering Technician III	43.90	0.0																	
Engineering Technician I/II	30.72	0.0																	
CAD Manager	72.54	0.0																	
CAD Technician II	54.58	0.0																	
GIS Specialist III	59.40	0.0																	
Landscape Architect	66.57	0.0																	
Landscape Designer III	41.48	0.0																	
Environmental Resource Specialist V	77.85	0.0																	
Environmental Resource Specialist IV	62.25	0.0																	
Environmental Resource Specialist III	54.02	0.0																	
Environmental Resource Specialist I/II	31.67	0.0																	
Environmental Resource Technician	46.39	0.0																	
Engineering Intern	19.34	0.0																	
Business Operations Department	59.08	0.0																	
		0.0																	
<b>TOTALS</b>		0.0	0%	\$0.00	0.0	0.00%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



**Local Public Agency**

DuPage County Division of Transportation

**County**

DuPage

**Section Number**

23-00002-08-BT

**Consultant / Subconsultant Name**

Christopher B. Burke Engineering, Ltd.

**Job Number**

**AVERAGE HOURLY PROJECT RATES**  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 3 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	12. Project Development Report			13. Project Management and Coordination														
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Engineer VI	84.63																		
Engineer V	74.34																		
Engineer IV	60.85																		
Engineer III	47.93																		
Engineer I/II	37.10																		
Survey V	86.00																		
Survey IV	78.09																		
Survey III	68.24																		
Survey II	55.82																		
Survey I	39.69																		
Engineering Technician V	70.56																		
Engineering Technician IV	65.58																		
Engineering Technician III	43.90																		
Engineering Technician I/II	30.72																		
CAD Manager	72.54																		
CAD Technician II	54.58																		
GIS Specialist III	59.40																		
Landscape Architect	66.57																		
Landscape Designer III	41.48																		
Environmental Resource Spe	77.85																		
Environmental Resource Spe	62.25																		
Environmental Resource Spe	54.02																		
Environmental Resource Spe	31.67																		
Environmental Resource Tec	46.39																		
Engineering Intern	19.34																		
Business Operations Departm	59.08																		
<b>TOTALS</b>		0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00



<b>Local Public Agency</b> DuPage County Division of Transportation	<b>County</b> DuPage	<b>Section Number</b> 23-00002-08-BT
<b>Prime Consultant (Firm) Name</b> Christopher B. Burke Engineering, Ltd.	<b>Prepared By</b> 	<b>Date</b> 5/7/2024
<b>Consultant / Subconsultant Name</b> Metro Strategies Group, LLC	<b>Job Number</b> 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

**Remarks**

### PAYROLL ESCALATION TABLE

CONTRACT TERM	30	MONTHS			
START DATE	7/8/2024			OVERHEAD RATE	116.68%
RAISE DATE	1/1/2025			COMPLEXITY FACTOR	
				% OF RAISE	2.00%
END DATE	1/7/2027				

### ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	7/8/2024	1/1/2025	6	20.00%
1	1/2/2025	1/1/2026	12	40.80%
2	1/2/2026	1/1/2027	12	41.62%

**The total escalation = 2.42%**







**Local Public Agency**

DuPage County Division of Transportation

**County**

DuPage

**Section Number**

23-00002-08-BT

**Consultant / Subconsultant Name**

Metro Strategies Group, LLC

**Job Number**

**DIRECT COSTS WORKSHEET**

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.  
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$0.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)	4	\$500.00	\$2,000.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)	1	\$500.00	\$500.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)	1	\$2,000.00	\$2,000.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utlility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Translation	Actual Cost	3	\$500.00	\$1,500.00
Mailings (Postcards)	Actual Cost	3	\$4,200.00	\$12,600.00
				\$0.00
				\$0.00
<b>TOTAL DIRECT COSTS:</b>				<b>\$18,600.00</b>



**Local Public Agency**

DuPage County Division of Transportation

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DuPage

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23-00002-08-BT

**Consultant / Subconsultant Name**

Metro Strategies Group, LLC

**Job Number**

**AVERAGE HOURLY PROJECT RATES**  
**EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			1. Data Collection and Compilation			2. Survey			3. Alternatives Analysis and Preliminary Plans			4. Environmental Analysis and Coordination			5. Drainage Analysis and Reports		
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg
Strategic Advisor	86.00	130.0	17.33%	14.91	0			0			0			0			0		
Principal	78.78	120.0	16.00%	12.60															
Senior Project Manager	46.48	314.0	41.87%	19.46															
Sr. Communications Manager	46.15	122.0	16.27%	7.51															
Project Manager	37.75	64.0	8.53%	3.22															
		0.0																	
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		0.0																	
<b>TOTALS</b>		750.0	100%	\$57.70	0.0	0.00%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

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**AVERAGE HOURLY PROJECT RATES**

**EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET  2  OF  1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	6. Structural Analysis and Reports			7. Traffic and Crash Analysis			8. IDS and ADA Curb Ramp Details			9. Public Involvement			10. Agency Coordination			11. Final EBDRT Proposed Improvement Plans		
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg
Strategic Advisor	86.00	0			0			0			130	17.33%	14.91	0			0		
Principal	78.78										120	16.00%	12.60						
Senior Project Manager	46.48										314	41.87%	19.46						
Sr. Communications Manage	46.15										122	16.27%	7.51						
Project Manager	37.75										64	8.53%	3.22						
<b>TOTALS</b>		0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	750.0	100%	\$57.70	0.0	0%	\$0.00	0.0	0%	\$0.00

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**AVERAGE HOURLY PROJECT RATES**  
**EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET**

SHEET  3  OF  1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	12. Project Development Report			13. Project Management and Coordination			14. Grant Development											
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg			
Strategic Advisor	86.00																		
Principal	78.78																		
Senior Project Manager	46.48																		
Sr. Communications Manage	46.15																		
Project Manager	37.75																		
<b>TOTALS</b>		0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00





### 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. This Exhibit should include all classifications that *might be* involved with the project. This avoids your resubmittal and the need to go through the approval process again.
3. Minimum rate is the lowest rate being paid to personnel for a particular classification (rounded down to nearest \$ amount).
4. Maximum rate is the top rate being paid to personnel for a particular classification considering employee raises within contract period (rounded up to nearest dollar amount). (Maximum rate at minimum rate + 15% is usually a good amount to cover contract period.)

