RESOLUTION 2019-137                 PASSED: SEPTEMBER 23, 2019

AUTHORIZING THE CITY MANAGER TO ENTER INTO A
PROFESSIONAL SERVICE AGREEMENT WITH WILLS BURKE
KELSEY ASSOCIATES, LTD. FOR THE COMPLETION OF A
CORRIDOR STUDY FOR PEACE ROAD BETWEEN ILLINOIS ROUTE
38 AND GURLER ROAD IN AN AMOUNT NOT TO EXCEED $330,000.

WHEREAS, the City of DeKalb, DeKalb County, Illinois ("the City") is a home rule
community with those powers granted under the provisions of the Illinois Constitution
and the Illinois Municipal Code, 65 ILCS 5/1-1-1.et/seq.; and

WHEREAS, the City of DeKalb has applied for and desires to utilize State and Federal
funding and must meet the planning requirements for those moneys; and

WHEREAS, the Mayor and City Council have determined that it is advisable, for staff to
utilize outside vendors to perform a corridor study to aid in the responsible development
of Peace Road from Illinois Route 38 to Gurler Road; and

WHEREAS, the City maintains relationships for services with several firms from a
Qualification Based Selection process, among which are Wills Burke Kelsey Associates,
Ltd.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF
DEKALB, ILLINOIS:

SECTION 1: That the City Manager of the City of DeKalb, Illinois, be authorized and
directed to enter into a Professional Service Agreement with Wills Burke Kelsey
Associates, Ltd. for the completion of a corridor study for Peace Road between Illinois
Route 38 and Gurler Road, in an amount not to exceed $330,000.

PASSED BY THE CITY COUNCIL of the City of DeKalb, Illinois, at a Regular meeting
thereof held on the 23rd day of September 2019 and approved by me as Mayor on the
same day. Passed by a 7-0-1 roll call vote. Aye: Morris, Finucane, Fagan, McAdams,

ATTEST:

LYNN A. FAZEKAS, City Clerk

JERRY SMITH, Mayor
Municipality
City of DeKalb

LOCAL AGENCY

Illinois Department of Transportation

CONSULTANT

Name
WBK Engineering LLC

Address
116 W Main Street

City
St. Charles

State
IL

Preliminary Engineering Services Agreement For Motor Fuel Tax Funds

THIS AGREEMENT is made and entered into this 23rd day of September, 2019 between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA 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.

Section Description

Name
Peace Road Corridor Study

Route
MUN 9700

Length
2.15 Mi.

11,352.00 FT

Termini
IL 38 to Gurler Road

Description:
Corridor Study to establish basis for future Phase I scope, limits and PDR's on Peace Road from IL 38 to Gurler Road.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:
   a. Make such detailed surveys as are necessary for the preparation of detailed roadway plans
   b. Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
   c. Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
   d. Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
   e. Prepare Army Corps of Engineers Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
   f. Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
   g. Complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
   h. Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

Note: Four copies to be submitted to the Regional Engineer

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i. □ Assist the LA in the tabulation and interpretation of the contractors' proposals

j. □ Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.

k. □ Prepare the Project Development Report when required by the DEPARTMENT.

(2) That all reports, plans, plats and special provisions to be furnished by the ENGINEER pursuant to the AGREEMENT, will be in accordance with current standard specifications and policies of the DEPARTMENT. It is being understood that all such reports, plats, plans and drafts shall, before being finally accepted, be subject to approval by the LA and the DEPARTMENT.

(3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.

(4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.

(5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.

(6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.

**See Attached Exhibit A for additional detailed scope elements**

The LA Agrees,

1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5 and 6 in accordance with one of the following methods indicated by a check mark:

   a. □ A sum of money equal to ____________ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.

   b. □ A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

      Schedule for Percentages Based on Awarded Contract Cost

      | Awarded Cost Under $50,000 | Percentage Fees (see note) |
      |---------------------------|---------------------------|
      |                           | %                         |
      |                           | %                         |
      |                           | %                         |
      |                           | %                         |
      |                           | %                         |

      Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k of the ENGINEER AGREES at actual cost of performing such work plus 14.5 percent to cover profit, overhead and readiness to serve - "actual cost" being defined as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.

"Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.
3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:

   a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.

   b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.

   By Mutual agreement, partial payments, not to exceed 90 percent of the amount earned, may be made from time to time as the work progresses.

4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus \( \frac{14.5}{100} \) percent incurred up to the time he is notified in writing of such abandonment - "actual cost" being defined as in paragraph 2 of THE LA AGREES.

5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus \( \frac{15}{100} \) percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.

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It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee’s decision shall be final.

2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.

3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.

4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.
IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

ATTEST:

By

Title

Executed by the ENGINEER:

ATTEST:

By

Title

WBK Engineering LLC

116 W Main Street Suite 201

St. Charles, IL 60174

By

Title

Approved

Date

Department of Transportation

Regional Engineer
The City of DeKalb has initiated a project requesting professional engineering services by WBK Engineering (WBK) for the performance of a Feasibility Study for the Widening of Peace Road from IL Route 38 to Gurler Road Drive. The project study limits include the IL Route 38 / Peace Road intersection and the I-88 interchange extend to Gurler Road.

The goal of the feasibility study is to determine the preferred corridor improvements, while identifying the sequence in which they will be implemented. The corridor is generally separated into three primary segments: Peace/IL 38 intersection, Peace Road from IL 38 to Fairview Drive, and Fairview Drive to Gurler Road. The Feasibility Study will identify the proposed improvements for the entire corridor, through completion of preliminary engineering tasks, client/stakeholder input and funding considerations. In addition, the three corridor segments will be prioritized based on necessity and available funding, allowing for the City to strategically advance Phase I/II engineering for each segment accordingly.

The Feasibility Study is anticipated to begin in Fall of 2019 and completed by Spring of 2020. This will allow the City to pursue project funding for engineering and construction, while updating the DSATS program accordingly.

UNDERSTANDING OF THE PROJECT

Existing Roadway. Peace Road is an existing 2 and 3 lane rural cross-section with aggregate shoulders and open ditches from IL Route 38 to Gurler Road. There are six intersections within the study corridor, including IL 38, Macom Drive, Fairview Drive, I-88 westbound exit/entrance ramps, I-88 eastbound exit/entrance ramps, and Gurler Road.

Existing Structures. There are two existing structures within or adjacent to the project limits. The northern project limits end at the south touchdown of the bridge structure above the UPRR line. The bridge was constructed wide enough to accommodate 4 lanes of traffic in the future and no modifications are anticipated. A second structure within the corridor is the bridge above I-88 and no impacts are anticipated at that location. A westbound to northbound continuous right turn lane and northbound right turn lane will be considered at the westbound and eastbound ramps, respectively, but structural modifications to the I-88 bridge are not anticipated.

Roadway Widening. Peace Road is planned to be widened to 4 lanes from Fairview to IL 38 to alleviate local congestion and extend the existing typical section from north of the railroad bridge, at the northern project termini. The improvements are included in the DSATS long range transportation plan, and will result in service and safety benefits to regional roadway network.

Roadway Functional Class. Peace Road is classified as a principal arterial and a designated National Highway System (NHS) route from IL 38 to I-88, and a local road to Gurler Road. Given the functional classification, use of the roadway, and its location, it is expected that the appropriate geometric design criteria table are the suburban arterial and rural local roads (Bureau of Local Roads and Streets Manual Figure 32-2C and D). A typical section study will be completed to help identify
the optimal section for current and future demand. The design will be in general conformance to criteria, guidelines, and standards presented in the BLRS Manual. The design elements at the IL 38 intersection will be in conformance with the IDOT BDE Manual.

**Preliminary Studies.** The City of DeKalb provided the Phase I study document for Peace Road, north of IL 38. WBK will review and incorporate information from available resources such as the Long Range Transportation plan, land use plan, as well as available development and planning documents.

**Summary.** The *Scope of Services* for the Feasibility Study involves a comprehensive preliminary engineering study. Included in this scope will be preliminary topographic survey, intersection and safety studies, preliminary geometric design, and public involvement. Once the Feasibility Study is complete, the City will have a hierarchy of corridor needs and will pursue Phase I/II engineering accordingly.

1. **EARLY COORDINATION AND DATA COLLECTION**
   Early in the process, WBK will coordinate with local agencies and collect project pertinent data.

   1.1 **Review of Existing Data.** Obtain, review and inventory the following items:

   A. Existing right-of-way and property documentation
   B. Existing roadway plans
   C. County-based GIS digital topographic survey data
   D. County-based GIS aerial photography
   E. Existing traffic counts (new traffic counts and turning movements to be collected, see Task 5)
   F. School and transit bus-routes
   G. Crash data
   H. Existing maintenance and flooding records
   I. Design year traffic projections

   1.2 **Prepare Photo Log.** Photograph the features of the project site and prepare a historic photo log of the existing feature.

   1.3 **Internal Project Kickoff Meeting.** WBK will conduct an internal project kickoff meeting to coordinate project scope, schedule, initial client correspondence, and important project information prior to starting Phase I engineering tasks. The kick-off meeting ensures a more efficient project start-up.

2. **TOPOGRAPHIC DATA COLLECTION**
   Preliminary design survey will be required to properly document existing field conditions that will serve as the basis for the preliminary engineering and design in this phase. Coordination with utilities and a JILIE design stage/planning information request for buried facilities will be performed and documented.

   2.1 **Horizontal and Vertical Control.**

   A. Horizontal control will be based on County Geodetic Monuments and the coordinates are referenced to NAD 83.
   B. Vertical control will be based on County Bench Marks and orthometric elevations derived from GPS observations, based on NAVD 88 datum.
   C. Tie-points for all benchmarks and control points will be established.

Peace Road Widening – IL Route 38 to Gurler Road
City of DeKalb
2.2 Topographic Data Collection. The topographic survey will consist of a survey of the roadway corridor and site within the project limits. The survey includes, but not limited to:

A. The topographic survey will consist of a survey of multiple roadways and site within the project limits. This survey will include benchmarks with references, visible utilities, landscaping elements including significant trees 6" in diameter or greater, fences, drainage pipes and structures, pavement markings and signage, guardrails, pavements, shoulders, driveway locations and types.

B. Survey Limits:
   a. Peace Road – 12,300’ total, including 1,500’ north of IL 38
   b. IL Route 38 – 3,000’ total, with 1,500’ east and west of Peace Road
   c. Macom Drive – 500’ total
   d. Fairview Drive – 1,000’ total
   e. I-88 Ramps – 1,000’ total
   f. Gurler Road – 1,000’ total

C. Roadway cross sections will be taken at 200’ (tangent) and 100’ (curves) intervals, and intersecting driveways will be surveyed for approximately 50 feet.

D. The survey project limits are approximated to provide survey base information for the anticipated roadway widening and intersection improvements.

E. These cross sections shall be identify the right-of-way, centerline of the roadway, edges of pavement, edges of shoulders, visible structures, slope of the embankment on each side, and ground elevation of the roadway extension.

F. A base drawing will be created using the field survey data collected. The drawing will include all physical features within the project limits.

G. A contour model will be developed for the survey points that will also be included in the base file. The contour model will be used in the development of the working cross sections.

H. WBK will perform a plan-in-hand field check to determine if any additional field survey is required to accurately depict the physical features of the project.

I. The scope of services will include the survey of the wetland boundaries as delineated by WBK.

2.3 Existing Right of Way.

A. WBK will perform the necessary courthouse research that will include all the plats, deeds, and right of way documents for each parcel within the project limits and adjoining the project.

B. Monument Reconnaissance will be performed in the field to find the physical monumentation to determine the existing right of way of Peace Road, IL 38, Macom Drive, Fairview Drive, and Gurler Road.

C. WBK will analyze the documentation and field reconnaissance to establish a preliminary right of way and all easements within the project and prepare the existing base file and determine ROW impacts. The right of way will be confirmed during Phase II Design by a licensed professional land surveyor.

Note: Hydraulic Survey. A stream survey is not anticipated within the project limits. Review of the FEMA floodway/floodplain maps, indicated that no streams, channels, or floodway/floodplain exists within the project corridor.

3. Location Drainage Study and Corridor Drainage Study

As part of the Corridor Study, WBK anticipates preparing a Location Drainage Study (LDS) for the project corridor. In advance of completing the LDS, WBK will complete a preliminary drainage analysis that will identify any existing drainage problems, detention needs, impacted parcels, and ROW needs. The effort completed in the Feasibility Study will be used for the Phase I LDS. Description of the task is included below:

Peace Road Widening – IL Route 38 to Gurler Road
City of DeKalb
3.1 **Peace Road Preliminary Drainage Analysis:**
WBK will prepare a preliminary drainage analysis and memorandum for the proposed improvements within the project corridor. The analysis will include a review of the existing drainage conditions and identify proposed improvements for culverts and detention in order to identify ROW impacts. The analysis will include the following information:

A. General Location Drainage Map.
B. Identify Drainage Problems
C. Identify Base Floodplains.
D. Hydraulic analysis for Major Drainage Features (Culverts/bridge).
E. Stormwater Detention Analysis.
F. Right of way analysis.
G. Memorandum summarizing the analysis and findings

**Note: Stormwater and Construction permits**
Based on the preliminary review of the project corridor, a floodway construction permit is not required for improvements along the project corridor. A stormwater permit for the proposed improvements will be submitted during Phase II engineering and is not included in the scope of services.

4. **INTERSECTION ANALYSIS AND DESIGN**
The project corridor includes six intersections, five of which are under signal control and one stop controlled. Intersection Design Studies (IDS) are anticipated at the five signalized intersections due to proposed add-lanes. A Synchro traffic model will be completed for the project corridor and used in evaluation of the roadway typical sections and intersection configurations. HCS will be used to complete IDSs, per IDOT policy.

4.1 **Turning Movement Counts.** Atlas Engineering will complete traffic and turn movement counts at the six intersections within the study corridor (see attached proposal). The counts will be completed during a week day T-Th, for a 24 hour period. The existing traffic data and turn movements will be utilized to review the future traffic demand needs at each intersection.

4.2 **Development of Project and Design Year Traffic Volumes.** WBK will coordinate with DSATS and utilize information from the LRTP to determine background growth and future traffic volumes. In determining future traffic volumes we will coordinate with the City of DeKalb and evaluate development potential within the design horizon including land use, development site locations and build out schedule. These future traffic projections will be used in combination with the existing traffic data to estimate intersection volumes and turning movements. Projected intersection volumes will be prepared for the following analysis periods:

A. Initial project opening
B. Design Year (20 year design)

4.3 **Conceptual intersection traffic and geometric analysis for IL 38/Peace Intersection.**
The IL 38/Peace intersection has been identified as a local high crash location, and has some of the highest overall and truck traffic volumes in the City. The existing intersection skew (approach angles) exceeds the desired 15 degrees and is closer to the maximum 30 degree skew, resulting in vehicles leaving the roadway, slowing down, or getting into crashes. WBK will evaluate the existing geometry and propose 2 or 3 alternative geometric alternatives for discussion with the City to reduce crash rates and improve traffic operations. WBK will provide a memorandum with exhibits and concept costs to help select
Exhibit A - Scope of Services

a preferred intersection alternative. TranSystems will provide review of the alternatives and their feasibility.

4.4 Corridor Traffic Modeling Analysis. A Synchro traffic model will be completed for the project corridor and used in evaluation of the roadway typical sections and intersection configurations. A total of four models will be completed, two (Am and PM) for the existing condition, and two for the proposed design year traffic volumes and lane configurations. All six intersections will be included in the analysis to determine the proposed improvements.

4.5 Intersection Design Study (IDS). IDSs for five (5) locations within the corridor will be prepared, including: Peace/IL 38, Peace/Macom, Peace/Fairview, Peace/I-88 WB ramps, Peace/I-88 EB ramps. Gurler Road will be included in the traffic analysis and an IDS in not anticipated due to lower traffic volumes. TranSystems will complete 2 IDSs, see attached proposal.

A. Perform Signal Warrant Analysis
B. Prepare IDS base sheets
C. Perform Optimum Phasing Analysis
D. Perform Capacity Analysis
E. Determine intersection geometry (turn lane requirements)
F. Determine storage length for required turn lanes
G. Evaluate vertical geometric constraints (centerline profile, tie-down points)
H. Identify and evaluate drainage and utility constraints
I. Evaluate sight distance requirements
J. Develop preliminary traffic signal layout plan
K. Develop preliminary pavement marking plans

4.6 QAQC of Traffic Analysis. TranSystems will complete a detailed QAQC of the traffic analysis to assure the quality and completeness of the study. WBK will address any comments as necessary and include them in the project file.

4.7 Future Development Traffic Analysis and Preliminary Intersection Design (Park 88 North Expansion). Preliminary traffic analysis to evaluate planned intersection between IL 38 and Macom to facilitate the expansion of Park 88 Business Park as well as undeveloped properties east of Peace Road. The analysis will be based on land use and primary access locations as provided by the City. Preliminary intersection design will include intersection spacing review, signal warrants and lane assignments. A complete IDS is not anticipated based on the speculative nature of development potential and land uses.

5. Preliminary Design Study
WBK will complete design activities early in the process to help determine limits and general direction of the project, allowing for a more detailed and efficient design approach later on.

5.1 Conceptual Roadway Design

A. Establish Design Criteria. WBK will establish the design criteria and standards that shall be used for the design of Peace Road and the corresponding side roads.

B. Establish Initial Project Limits. Preliminary project limits, including adjacent roadways and pedestrian facilities, will be established after reviewing the potential benefits/challenges.

Peace Road Widening – IL Route 38 to Guler Road
City of DeKalb
C. **Horizontal and Vertical Alignment Study.** Initial review of the ROW indicates the roadway should be widened asymmetrically to the east, due to a wider existing ROW corridor, but will evaluate the following geometric considerations:

a. Review the existing alignment and profile to determine if they meet design criteria.
b. A preliminary alignment and profile will be established to evaluate potential R.O.W. needs
c. Review preferred intersection footprints to determine preliminary grading and ROW needs.

D. **Preliminary Typical Section Alternatives.** Will evaluate the feasibility of different typical sections and lane configurations throughout the corridor considering the proposed traffic model, ROW, cross-sections, and impacts. The preferred typical sections will be included in the PDR document. Analysis will include evaluating potential median treatments/locations for access control, as well as curb and gutter at select locations.

E. **Analyze Pedestrian Facilities.** The City and County have identified Peace Road as a corridor to include future pedestrian accommodations. WBK will analyze the feasibility of pedestrian facilities from IL 38 to Fairview Drive, and identify potential logical termini.

F. **Evaluate Locations for Future Access.** WBK will coordinate with City staff to identify existing locations of access points to remain and future access points based on land planning or pending developments.

G. **Pavement Evaluation.** WBK will evaluate the existing pavement structure and complete preliminary pavement design for widening, resurfacing and reconstruct locations.

5.2 **Peace Road Corridor Design Study.** Following the conceptual roadway design items, WBK will have direction in order to proceed with a more detailed design. WBK will study the following items:

A. Determine ROW and easements
B. Prepare Maintenance of Traffic concepts and exhibits
C. 

5.3 **Corridor Exhibits.** WBK will complete a corridor strip map and typical sections the corridor identifying the proposed improvements.

5.4 **Preliminary Cross-Sections.** Preliminary cross-sections will be completed at every 50' through the corridor using templates for the proposed typical sections. A typical ditch section will be used along the corridor based on the existing conditions, and approximate proposed capacity requirements. The x-sections will be preliminary in nature to identify potential locations where additional ROW may be necessary in order to complete the proposed improvements. The ROW needs and x-sections will be further developed during subsequent project determination and engineering.

6. **Resource Management Activities**

It is anticipated that IDOT will classify the proposed project as a categorical exclusion and not an environmental assessment. WBK will provide comprehensive environmental services, specifically in the following categories:

Peace Road Widening – IL Route 38 to Guler Road
City of DeKalb
6.1 **Wetland Delineation and Report.** WBK will delineate the farmed wetlands in the project site and within the limits of the project using the currently approved federal methodology. During the delineation, WBK will complete a floristic survey of the vegetation communities present in the project site. The Wetland Delineation Report will contain a description of the project area, quantity and quality of the wetlands, and vegetation communities observed during the field work. WBK will prepare the USDA-NRCS Farmed Wetland Determination Agreements for execution by the adjacent land parcels in the Food Security Act program as well as a cover letter explaining the need for making the determination. We will obtain either the valid Certified Wetland Determination from the NRCS or we will perform farmed wetland determination using the Flood Security Act for all parcels that are included within the project survey limits.

6.2 **PESA.** Huff and Huff will complete a Preliminary Site Assessment to highlight preliminary environmental concerns. The PESA results will help establish clearer environmental expectations for the Phase I engineering.

7. **UTILITY COORDINATION**

7.1 **Data Collection.** Pertinent utility information will be collected for the project area to determine locations of all utilities that may or will affect design or construction of the roadway and structures. Coordination with utilities and a JUUL design stage/planning information request for buried facilities will be performed and documented. The utilities will be drawn in MicroStation to analyze possible conflicts.

8. **PROJECT MEMORANDUM**

WBK will assemble a Project Memorandum including descriptions and exhibits for all of the proposed project activities. The memorandum will generally be formatted such that a Project Development Report (PDR) can be developed to facilitate future Phase I tasks for each roadway segment selected by the City.

8.1 **Project Location and Existing Conditions (Future PDR Section 1).** Describe project location and existing features.

8.2 **Proposed Improvements (Future PDR Section 2).** Describe Purpose and Need of the project, design guidelines, description of proposed improvements.

8.3 **Crash Analysis (Future PDR Section 3).** To be completed by TranSystems, detailed scope attached.

8.4 **ROW (Future PDR Section 4).** Identify project ROW and easements.

8.5 **MOT and Staging Concepts for Widening (Future PDR Section 16).** Staging concepts will be described based on the concepts completed in Task 6.2.B.

8.6 **Public Involvement and Agency Coordination and Commitments (Future PDR Sections 17-20).**

8.7 **Cost Estimate.** WBK will compile an Engineer's Opinion of Probable Construction Cost to be submitted with the Project Memorandum.

8.8 **Exhibit & and Appendices Preparation.** WBK will compile the necessary exhibits and appendices as typically required by IDOT.
8.9 **Draft Project Memorandum.** WBK will compile the draft memorandum with exhibits and documentation for submittal to the City.

8.10 **Final Project Development Report.** WBK will prepare the Project Memorandum. WBK will prepare a disposition of comments received in regards to the Draft Project Memorandum.

9. **PUBLIC INVOLVEMENT**

In order to get public opinion on the project, the design team will conduct (2) open house style public coordination meetings, based on similar project experience and requests from IDOT/FHWA. WBK will be responsible for contributing exhibits and having at least two (2) employees present to answer questions from the public. General comments will be received from the public and documented in the PDR. This task does not include a Public Hearing.

9.1 **Organize Meeting.** WBK will identify the location and coordinate schedules.

9.2 **Advertisement and Mailings.** WBK will advertise the public meeting in local papers to create awareness throughout the impacted area. WBK will identify local stakeholders and send mailings.

9.3 **Prepare Displays, Exhibits, and Handouts.** WBK will prepare displays outlining their involvement in the proposed improvements. WBK will prepare any handouts for the public.

9.4 **Attend Meeting and Record Public Comment.** WBK will attend and lead the public meeting. Public comment forms will be available and a representative from WBK will record attendance and collect comments.

9.5 **Respond to Comments.** WBK will take the recorded public comments and send out responses accordingly.

9.6 **Coordinate with Team Members.** WBK will coordinate with all subconsultants to ensure uniformity and completeness of presentation.

10. **MEETINGS AND COORDINATION**

Meetings and coordination will serve to discuss and resolve issues in the preliminary design process. Minutes of all meetings will be prepared by WBK and distributed within five working days of the meeting. WBK will be responsible for maintaining a list of action items that will be updated at each meeting.

10.1 **Anticipated Meetings.** The assumption for the below meetings is 2 people per meeting at 3 hours per meeting.

   A. Kickoff Meeting with City
   B. Meet with City to discuss/review Conceptual Roadway Design
   C. Progress Meeting with ISTHA (assume 1 meeting)
   D. Progress Meetings (assume 2 total)
   E. Meet with Township and County (assume 2 meetings)

10.2 **Preparation time prior to meetings (agenda, exhibits, etc.; total of 7 Meetings)**

11.3 **Prepare Meeting Minutes (Total of 7 Meetings)**

Peace Road Widening – IL Route 38 to Gurier Road
City of DeKalb
11.4 General Client and Stakeholder Coordination. Includes project coordination with the City and stakeholders (Illinois Tollway, IDOT, DeKalb County, DSATS, and DeKalb Township).

11. PROJECT ADMINISTRATION
The successful management of a project requires scheduling and reporting of the progress of the project. Work will include the following task:

11.1 Project Initiation and Setup. WBK will initiate project setup.

11.2 Task Management. WBK will manage tasks associated with work reviews, budget adherence, manpower, project meetings, contract administration and invoicing

11.3 Monthly Reports. WBK will prepare and submit monthly progress reports during months when engineering activities occur and invoices are due.

11.4 Internal Reviews. WBK will perform reviews of all design elements associated with the project.

11.5 Project Schedule. WBK will prepare the project schedule and will update the schedule periodically as tasks or project scheduling change, as well as perform scope of work reviews, resource planning, internal team coordination and contract administration.

EXCLUSIONS TO THE SCOPE OF SERVICES
The foregoing outlines WBK’s understanding of the Scope of Services required for the successful completion of this engineering project. The following tasks or items were deemed unnecessary for this project, were excluded from the Scope and would be considered as additional services if required by the City, County or any other agency for the completion of this project.

A. Public Involvement beyond the (2) meetings included in the scope

B. Geotechnical investigation

C. Retaining wall or structural design tasks – No bridge or structure modifications are anticipated, no structural culverts or bridges identified, no walls over 4’ tall anticipated.

D. No Title Commitments or Plat of Highways (Anticipated in Phase II)

E. Signal Design (Anticipated in Phase II)

F. Lighting Design (Anticipated in Phase II)

G. Subsurface Utility Engineering or SUE to provide non-destructive method to determine horizontal and vertical alignment of existing utilities will not be included in this scope of services

H. It is assumed that the project will be classified as a categorical exclusion and will not require an environmental assessment (EA). The roadway alignment is located an existing roadway corridor and significant environmental/human impacts are not anticipated. If IDOT determines an EA is necessary that would require additional work supplemental to the items outlined in this scope.

Peace Road Widening – IL Route 38 to Gurier Road
City of DeKalb
<table>
<thead>
<tr>
<th>Description</th>
<th>Engineer VI</th>
<th>Engineer V</th>
<th>Engineer IV</th>
<th>Engineer III</th>
<th>Engineer I</th>
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EXHIBIT A
HOURS BY TASK
### WORK HOUR ESTIMATE FOR CONSULTING SERVICES
#### EXHIBIT A - FEASIBILITY STUDY

**Peace Road Widening & Intersection Improvements**

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<thead>
<tr>
<th>Description</th>
<th>Engineer VI</th>
<th>Engineer V</th>
<th>Engineer IV</th>
<th>Engineer III</th>
<th>Engineer Technician IV</th>
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**EXHIBIT A**

**HOURS BY TASK**
WORK HOUR ESTIMATE FOR CONSULTING SERVICES
EXHIBIT A - FEASIBILITY STUDY
Peace Road Widening & Intersection Improvements

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**EXHIBIT A - FEASIBILITY STUDY**

Peace Road Widening & Intersection Improvements

Peace Road - IL 38 to Gurler Rd

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

- Overhead Rate (OH) 149.77 %
- Complexity Factor (R) 0.00%
- Calendar Days 540

Date: 07/2019

---

### Cost Estimate of Consultant's Services in Dollars

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Printed on 6/24/20198:12 PM

4 of 5

EXHIBIT A

EXH A-CPFF
## Exhibit A - Feasibility Study

Peace Road Widening & Intersection Improvements
Peace Road - IL 38 to Gurler Rd

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

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| Date: | 6/7/2019 |

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5 of 5

EXH A-CPFF
December 27, 2019

Ms. Lynn Fazekas, City Clerk
City of DeKalb
200 S Fourth Street
DeKalb, IL 60115

MFT
City of DeKalb
Section No. 19-00194-00-ES
Engineering Agreement

Dear Ms. Fazekas:

The agreement dated September 23, 2019 between the City of DeKalb and WBK Engineering LLC for engineering services to be performed in connection with this section was approved by the department on December 27, 2019.

The costs for engineering services are permitted for Motor Fuel Tax funds and will be authorized upon receipt of a Request for Expenditure/Authorization of Motor Fuel Tax Funds (BLR 09150).

The city’s file copy of the agreement is attached.

Sincerely,

Masood Ahmad, P.E.
Region Two Engineer

By: Joseph C. Wick, Jr., P.E.
Acting Local Roads and Streets Engineer

Enclosure

cc: WBK Engineering LLC