

## Memorandum

To: Honorable Mayor and Members of the City Council  
Administration and Public Works Committee

From: David Stoneback, Public Works Agency Director  
Lara Biggs, P.E., Bureau Chief – Capital Planning / City Engineer  
Sat Nagar, P.E., Senior Project Manager

Subject: Howard Street Corridor Improvement Project (RFQ 16-75)  
Engineering Services Contract

Date: March 2, 2017

### Recommended Action:

Staff recommends that City Council authorize the City Manager to execute a contract to provide Phase I Engineering Services for the Howard Street Corridor Improvement Project with Christopher B. Burke Engineering, Ltd. (9575 W. Higgins Road, Suite 600 Rosemont, IL 60018) in the amount of \$289,820.70.

### Funding Source:

This project will be funded from the City's Capital Improvement Program (CIP) 2017 General Obligation Bonds (Account No. 415.40.4117.65515-417002), which has an FY 2017 budget of \$300,000.

### Livability Benefits:

Built Environment: Enhance public spaces; Provide compact and complete streets and neighborhoods

Climate & Energy: Reduce greenhouse gas emissions

Equity & Empowerment: Ensure equitable access to community assets

Health & Safety: Promote healthy, active lifestyles

### Background:

Howard Street is a major arterial street running east-west with the City of Evanston on the north side and the City of Chicago on the south side. Both Evanston and Chicago have jurisdiction on Howard Street, with Evanston owning the northernmost 60% of the right-of-way. The Howard Street corridor is adjacent to commercial and residential areas and has considerable pedestrian, bike, bus and vehicular traffic. The scope of the Howard Street Corridor Improvement Project is to address street resurfacing and streetscape improvements on Howard Street, from Dodge Avenue to Chicago Avenue. The scope will also include potential traffic signal modernization at two intersections: Howard/Asbury and Howard/Custer.

The City applied and received \$2.4 million in Surface Transportation Program (STP) federal funds from North Shore Council of Mayors for the Howard Street corridor improvement project. As part of the federal funding guidelines, a Phase I Engineering is required to determine the environmental impacts and develop a preliminary design of the proposed improvements. The federal funds may be used for Phase II Engineering (development of construction plans) and the construction. Construction is planned for 2019.

Because of the shared jurisdiction, staff is under negotiation with the City of Chicago to complete the final construction as a joint program that addresses the entire street width in both jurisdictions. Chicago is not contributing funding towards this Phase I study, but is working to designate funding to assist with Phase II final design and construction to cover their fair share of the costs.

The scope of work for this phase of the project includes data collection, topographic survey including underground utilities, public coordination, multi-modal analysis, developing alternate corridor improvements, preliminary cost estimate for the entire corridor including coordination with the City of Chicago. A detailed scope of services is attached to this memo. The Phase I Engineering is expected to be complete by December 31, 2017.

#### Analysis:

The City of Evanston issued a Request for Qualifications (RFQ) to provide Phase I Engineering, Phase II Design Services and Phase III Construction Engineering for the Howard Street Corridor Improvement Project. As part of federal guidelines, the consultant selection process is a Qualification Based Selection (QBS). Once the most qualified consultant is determined through the selection process, the cost of engineering services is negotiated. This process has been used on other federally funded projects, including Central Street Bridge, Sheridan Road/ Chicago Avenue Improvements, and the Bridge Street Bridge reconstruction project. While the RFQ reviewed qualifications for all three phases of engineering work, only Phase I is being awarded at this time. The submittals for Howard Street Corridor Improvement Project were reviewed based on qualifications & expertise, organization & completeness of proposal, M/W/EBE utilization and willingness to execute the required agreement.

The proposals were reviewed by:

- Lara Biggs – Bureau Chief Capital Planning & Engineering/City Engineer
- Rajeev Dahal – Senior Project Manager - Transportation
- Dan Manis, P.E. - Senior Project Manager
- Sat Nagar, P.E. – Senior Project Manager
- David Stoneback – Public Works Agency Director
- Linda Thomas – Purchasing Specialist

The proposals were rated and interviews were conducted with the top four firms. Including information from the interviews, the final scoring of the proposals is as follows:

**Engineering Services Related to: Howard Street Corridor Project -  
RFQ 16-75  
RFQ Evaluation  
Summary**

The proposals were rated and an interview was conducted with the top four firms. Including information from the interview, the final scoring of the proposals is as follows:

Firm	Qualifications & Expertise (30%)	Organization and Completeness of Proposal (45%)	Willingness to Execute Evanston's Pro. Services Agreement (10%)	M/W/EBE (15%)	Total Score
Accurate Group	14	21	10	15	60
Bowman Consulting	22	34	10	15	80
<b>Christopher B. Burke Engineering</b>	<b>28</b>	<b>40</b>	<b>10</b>	<b>15</b>	<b>94</b>
Ciorba Group	23	30	10	14	77
EJM Engineering	22	31	10	15	78
Greenberg Farrow	16	26	10	15	67
HLR Inc.	19	33	10	15	77
Jacobs	24	39	0	15	78
Knight Engineers	23	31	10	15	79
Millhouse Engineering	18	33	10	15	75
Patrick Engineering	27	35	5	0	67
Parsons Brinkerhoff	22	37	10	15	84
Sdl Engr Corporation	18	14	10	15	57
Stanley Consultants	25	40	10	15	90
Thomas Engineering Group	20	31	10	15	76
Transystems	23	34	10	15	83
T.Y. Lin	24	28	10	15	77
Civiltech	27	41	10	15	92

Christopher Burke Engineering was selected as the best candidate to provide the engineering services. They have extensive experience with similar corridor projects with other municipalities. They also have previous experience of working with CDOT, IDOT and the City of Evanston, and their work has been satisfactory on previous projects.

Staff is recommending award of Phase I Engineering services only at this time. After the Phase I Design Approval is obtained through IDOT, the Phase II Engineering services contract can be awarded. The federal funds are committed towards the phase II design engineering and phase III construction for this project.

Christopher Burke Engineering is satisfying their M/W/EBE goal by having Altamanu (WBE), Fish Transportation Group (WBE), GSG Consultants (MBE) AND Metro Strategies (WBE) as subcontractors. The total value of the M/W/EBE subcontracted work is 35% of the total contract amount. The M/W/EBE schedule and a memo reviewing their compliance is attached.

Attachments:

Scope of Services

M/W/EBE Participation Review Memo

## FEBRUARY 23, 2017 REVISION - PHASE I SCOPE OF SERVICES

Based on our understanding of the project, the CBBEL team has developed the following Scope of Services to best guide the City of Evanston through this project.

### **Task 1 – Project Initiation and Kick-off Meeting**

The CBBEL team will meet with City staff for a project initiation meeting to review/refine the scope of services and to develop an acceptable project schedule. The meeting will include introductions, expectations, priorities, and communication protocols. This task will also include a kick-off meeting with IDOT and CDOT to initiate the Phase I Study

### **Task 2– Traffic Counts and Traffic Study**

Fish Transportation Group will perform 12 hour full classification counts of all of the signalized intersections along Howard Street between Dodge/California and Custer/Damen. These counts will include bikes and pedestrians.

Additionally, CBBEL will obtain the existing signal timings for each of the signalized intersections listed above. This may include uploading the existing controller data base and/or manually reviewing the existing signal timings depending on the type of control equipment.

CBBEL also believes it is necessary to perform a crash analysis of the project corridor and will therefore request the latest 5 years of crash data for the locations within the study area. Finally, CBBEL will perform peak period observations to qualitatively assess the existing traffic characteristics and operations. CBBEL will evaluate traffic patterns and overall traffic flow and will observe the interaction of buses, cars, pedestrians, bicyclists, and parking operations.

Based on the traffic counts, CBBEL will perform a traffic study for the Howard Street corridor. The traffic study will include the following intersections:

- Dodge/California at Howard Street
- Asbury/Western at Howard Street
- Ridge Avenue at Howard Street
- Custer/Damen at Howard Street

The traffic analysis will include a Synchro or Vissim analysis of the entire corridor for both the AM an PM peak hours.

Once the traffic analysis is complete, CBBEL will prepare Intersection Design Studies (IDS) for the intersections of Asbury/Western and Howard Street and Custer/Damen and Howard Street.

This task will also consist of reviewing the existing on street parking operations and evaluate impacts to the on street parking caused by the proposed improvements. CBBEL will make recommendations regarding modifications to the on street parking as it relates to the proposed improvements.

A safety assessment will be part of the traffic study and will consist of reviewing the crash history based on the data collected above and will assess the occurrences and locations of crashes with respect to the existing conditions. This will include identification of crash trends and a review of potential countermeasures to mitigate prevalent crashes.

### **APPROACH**

We will meet with City staff to review and refine our proposed scope of work. In addition, CBBEL will review the limits of the study area and adjust our data collection efforts accordingly. We will also need to determine the best time of year to conduct the traffic and pedestrian/bicyclists counts as these can be impacted by adverse weather conditions and ongoing construction projects. This also applies to general observations and parking conditions.

We will have our sub-consultant perform the traffic counts in early spring of 2017 most likely. This information will be supplemented with our own field reconnaissance of the project area. We will also obtain the existing traffic signal timings at key intersections in conjunction with this effort.

CBBEL will develop a Synchro model for the project area for both existing and proposed conditions. A safety assessment will also be performed for the project area.

We see the development of the final report as a collaborative effort with the City and key stakeholders.

It will provide an executive summary of the overall traffic study. The report will include a description of existing conditions and proposed conditions, overall findings and recommendations as well as the technical analysis of traffic operations, parking and safety.

## INFORMATION FROM CITY

Any existing roadway and traffic signal plans to supplement our data collection efforts. Also, if the City has an existing Synchro model that includes some or all of the project area. Previous traffic and/or pedestrian/bicycle counts for historical comparison. Traffic accident data for the past 5 years will be requested from the state.

## ISSUES TO BE CONSIDERED IN COMPLETION

Scheduling of the data collection to avoid weather and construction impacts. Understanding emergency service operations and options.

## TEAM MEMBERS

**MICHAEL ZIEGLER, PE, PTOE** will lead the overall traffic study effort. He has over 30 years of experience in traffic operations and analysis, including 20 years as the head of CBBEL's traffic operations department.

**ELIZABETH JENSEN, PE** will oversee the data collection and traffic operations analysis. She has over 15 years of experience in traffic engineering studies, traffic data collection and traffic operations analysis using Synchro. She has developed Synchro analysis for over 100 traffic engineering studies and signal coordination and timing studies (SCAT).

**TOM SZABO, TOPS, TSOS** will perform the parking evaluation and traffic safety assessment. Tom has over 20 years of experience in general traffic operations and safety studies in the District 1 area. He has completed several Highway Safety Improvement Projects, including evaluating mitigation measures and performing cost benefit analysis.

**BOBBY GUNNELLS, EI** will assist the project team with the overall traffic study. He has a broad range of experience with data collection requirements, Synchro analysis and crash analysis.

### **Task 3 – Geotechnical Field Services, Soils Report, and Environmental Investigation and Certification:**

GSG Consultants, Inc. will be responsible for conducting all soils borings and testing as well as preparing the necessary soils report for the project. It is anticipated that approximately 2 soils borings per intersection will be obtained and tested. In addition, GSG will also determine if IEPA LPC 662 or 663 is applicable for uncontaminated soil certification. They will also prepare the applicable form and provide written certification of such. This task will be coordinated as part of CE processing as well as Phase II design engineering as applicable.

### **Task 4 – Data Collection and Topographic Survey**

The CBBEL team will collect all available information from the City and other sources necessary for the project. The information will include:

- Storm and Sanitary Sewer Atlases
- Water System Atlases
- Private Utility Atlases (ComEd, NICOR, AT&T)
- Utility Information through the City of Chicago's Board of Underground
- Traffic Signal Plans for Corridor
- Transit Routes Along the Corridor
- The Accident History for the Previous Five Years for the Corridor
- Prior Studies and Improvement Plans
- Recent and Pending Adjacent Development Information

CBBEL will perform a topographic survey of the project limits for the Howard Street project. The project limits are as follows:

- Howard Street from 300' west of Dodge/California to 300' east of Custer/Damen; for a total distance of approximately 5,800'.
- At signalized intersections 300' north and south at Dodge/California, Asbury/Western, Ridge and Custer/Damen; for a total distance of approximately 2,400'.

CBBEL understands that the survey limits are approximate and may change based on the final project limits; the approximate total length is 8,200'.

The topographic survey will include the following scope items:

- Twenty-five (25) foot grid spot elevations, spot elevations at all critical points (edge of pavement, face of curb, back of curb, etc.) and one foot contours of the entire site. All spot elevations shall be shown to 0.01 part of a foot.
- Grades and lines of streets, alleys, pavements, curbs, adjoining property and structures and adjacent drainage. At a minimum, all adjacent streets and/or alleys shall be surveyed to their centerlines.

- Locations, dimensions and necessary planimetric data to accurately delineate existing site improvements including furnishings and site features.
- Approximate Locations and delineation of right-of-way lines and adjacent property lines.
- Trees and shrub massings including notation of tree caliper and spot elevation at base of trunk.
- Location of all existing public utility services and lines, above and below grade, including available invert elevations, rim elevations, pipe size and pipe orientation. In addition CBBEL will collect private utility information through the Joint Utility Locating Information for Excavators (J.U.L.I.E.) service and Chicago's Board of Underground or by contacting utility providers and other affected agencies directly. The atlas information received through this process will be drafted into the base sheets developed from the information gathered from the survey.
- All information on the Plat of Topography shall be referenced horizontally and vertically to a minimum of three (3) permanent site benchmarks.
- All data shall be horizontally referenced to State Plane Illinois East NAD 1983 and vertically referenced to the City of Evanston's datum.
- Survey shall be prepared in electronic format, be suitable for digital modeling and be prepared in units of decimal / feet.
- Utility data shall also be provided to the City in .shp file format for incorporation into the City's GIS database.
- The survey shall be signed and sealed by a land surveyor licensed in the State of Illinois.

## APPROACH

CBBEL's approach to the topographic survey will be to perform all research and collect all data before sending a crew into the field. The survey crew will then set all horizontal and vertical control prior to collecting the data described above. The downloaded survey will be checked and drafted and a draft of the existing conditions will be field checked by a Professional Land Surveyor. Final edits and all collected J.U.L.I.E. information will be drafted into the base files and submitted to the City for review.

## INFORMATION FROM CITY

CBBEL will require utility GIS information, available as-built plans of utilities, streets, and signals within the project area and a letter on City letterhead for crews to carry while surveying City Rights of Way.

## ISSUES TO BE CONSIDERED IN COMPLETION

Due to the detailed nature of the survey, it is not recommended that the survey be completed while snow and ice are present in the ROW. Snow/ice will obstruct and affect the accuracy of survey performed during this time. Additionally, the survey should be correlated to adjacent project surveys to assure that the datums are the same.

## TEAM MEMBERS

The topographic survey will be overseen by **JOHN MURPHY, PE, PLS.** John has been with CBBEL for 17 years and has performed numerous surveys within the City of Evanston. (Sheridan Road, Fountain Square, to name a few).

**KEN RASMUSSEN** is an IL PLS and will research and calculate all boundaries and property line information. Ken has been with CBBEL for 18 years and has prepared hundreds of Plat of Surveys and Plat of Highways for various clients.

**KC SCHLENKER** and **JIM SCHMIEDER** will combine to develop the base sheets with KC performing the majority of the drafting and Jim coordinating with the various private utilities companies and drafting their horizontal locations into the sheets.

### Task 5 – Concept Design

Based on all of the above tasks, the CBBEL team will provide three conceptual alternatives for the entire Howard Street corridor meeting the City's goals as outlined earlier in our Understanding of the Project.

The concept drawings will be prepared on roll plots at a scale of 1"=20' and will be developed to meet the design criteria for federally funded projects. Concept typical sections will be developed concurrently.

These concepts will be suitable for City review and for presentation to the public. More importantly, these concepts will be used to develop accurate project costs, determine fatal flaws and process pitfalls, compare the pros and cons of each concept, and to develop a strategic implementation plan meeting the City's schedule.

The concepts, details, estimates, comparison, preferred alternative, and implementation plan will be provided to the City in a report format prior to proceeding with any detailed Phase I or Phase II Engineering.

**Task 5.1 – Public Outreach**

Metro Strategies will lead the community outreach process for this project. Due to several factors, this is a critical item for the successful completion of this project. As discussed in detail in the attached scope, Metro Strategies will:

- Develop a Public Engagement Plan.
- Conduct three Steering Committee Meetings.
- Conduct two Stakeholder Committee Meetings.
- Conduct an on line survey to seek broader community input.
- Conduct a Public Information Meeting. A second Public Information Meeting may be conducted if necessary.
- Create e-mails, newsletters and other announcements.
- Provide content for Evanston's website page.
- Provide a final report summarizing the public outreach efforts.

The above tasks will be carried out by Laura Wilkinson and Lissa Domoracki of Metro Strategies. Mike Kerr and/or Martin Michalowicz will also attend all public outreach meetings.

**Task 5.2 – Multi-Modal Analysis**

The multi-modal analysis will include an assessment of the street right-of-way, identifying how much space is devoted to sidewalks, transit facilities, vehicular travel lanes, bike facilities, and parking. To get a sense of the pedestrian experience, we will catalog the edge conditions of the roadway. Conducting an inventory of the curbside uses, including parking lots, driveways, and vacant property (as well as intact streetwalls) provides quantitative and qualitative information on the pedestrian experience.

This analysis will result in recommended changes to improve multi-modal mobility, with particular focus on pedestrian facilities. Recommendations may include striped crosswalks, upgraded signals, pedestrian refuge islands, curb bump-outs, and signage. This analysis will also consider operational changes, such as parking regulations or bus stop relocations that might improve the overall operations of the street.

Our team member, Stacey Meekins of Sam Schwartz will lead the multi-modal analysis.

**Task 5.3 – Parkway, Landscape and Lighting Concept Design**

The parkway and landscape concept design will be coordinated with the recent streetscape improvements made from Ridge Ave. to Howard Street CTA Station and these improvements to the roadway will include new sidewalk, curb and gutter, decorative lighting, community identifiers, tree and tree grates, planters and site furnishings (bike racks, benches and trash receptacles). The Concept Design will be developed for the entire corridor. It is anticipated that the existing streetscape elements will be extended from Ridge Avenue to at least Asbury/Western Avenue. In addition, CBBEL will perform a photometric study of the corridor and coordinate with the Cities of Evanston and Chicago to develop a lighting plan for the corridor that meets IDOT requirements.

Our team member, Altamanu will lead the parkway and landscape design.

**APPROACH**

CBBEL will lead the concept design task with support from Metro Strategies, Sam Schwartz and Altamanu.

After completion of the survey and various studies, the CBBEL Project Manager and Project Engineers will field check the topographic survey to verify the locations of critical features such as utilities, and other grade controlling features.

We will begin by reviewing past planning efforts, including the Evanston Bike Plan, the Northwest Municipal Conference Bike Plan, and relevant City of Chicago plans that address Howard Street.

Community meetings will be held to gather input from the community. Key CBBEL designers will be present to hear first-hand concerns voiced by various stakeholders.

Concept drawings will be developed and presented to the City, various Boards, Committees, Council and/or the community. Once a preferred concept is reviewed and approved by the City, CBBEL will develop plans necessary to complete a project development report per IDOT's Phase I requirements.



## INFORMATION FROM CITY

CBBEL will require existing information. CBBEL also prefers disposing of plan comments in a meeting format rather than in writing.

## ISSUES TO BE CONSIDERED IN COMPLETION

The biggest issue to be considered during the design and public outreach process is the project budget and schedule. Our team is committed to meeting both.

## TEAM MEMBERS

The concept design will be managed by **MICHAEL KERR, PE**. Mike is Executive Vice President and has served as Principal in Charge for multiple Phase I Engineering studies of varying complexity for CDOT, IDOT, ISTHA, Counties and Municipalities.

**MARTIN MICHALOWICZ, PE** will be CBBEL's Project Engineer for the geometric concept layout. Martin has worked on a number of City of Evanston projects as well as streetscapes for the City of Chicago. Martin is also a resident of Evanston.

All electrical work on the plan set will be performed by **GERALD HENNELLY** and **DOUG KERR**. Both have worked on two recent City of Evanston projects. Gerry has designed numerous lighting systems for complex streetscape lighting systems.

The Metro Strategies task will be lead by **LAURA WILKINSON**.

The multimodal analysis will be lead by **STACEY MEEKINS** of Sam Schwartz.

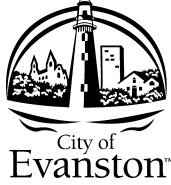
The landscape task will be lead by **JOSEPHINE BELLALTA** and **PHIL HUTCHINSON** of Altamanu.

## **Task 6 – Phase I Project Development Report and Phase II IDOT Agreements**

It is anticipated this project will be documented via a Phase I PDR, Group I Categorical Exclusion (IDOT-BLR Form 19100) with report. This task includes development of the PDR, and all supporting exhibits, for initial review by the City of Evanston, and ultimate review by IDOT and FHWA for Phase I Design Approval. After finalizing the project limits and exact scope of work, our team will determine if a report will be necessary with the BLR Form 19100.

In addition to the usual elements of a PDR, CBBEL will develop preliminary water main replacement plans and the associated maintenance of traffic plans necessary to construct the water main along Howard Street between Ridge Avenue and Asbury Avenue.

CBBEL will also prepare and process Phase II agreements with IDOT and City of Chicago.



# Memorandum

To: David Stoneback, Public Work Agency Director  
 Lara Biggs, Bureau Chief – Capital Planning / City Engineer  
 Sat Nagar, P.E., Senior Project Manager

From: Tammi Nunez, Purchasing Manager

Subject: Howard Street Corridor Improvement Project, RFQ 16-75

Date: March 13, 2017

The goal of the Minority, Women and Evanston Business Enterprise Program (M/W/EBE) is to assist such businesses with opportunities to grow. In order to help ensure such growth, the City’s goal is to have general contractors utilize M/W/EBEs to perform no less than 25% of the awarded contract. With regard to the recommendation for the Howard Street Corridor Improvement Project, RFQ 16-75, Christopher Burke’s total base bid is \$289,820.70, and they will receive 35.5% credit for compliance towards the initial M/W/EBE goal.

Name of M/W/EBE	Scope of Work	Contract Amount	%	MBE	WBE	EBE
Altamanu Inc. 1700 Irving Park Road, # 202 Chicago, IL 60613	Landscape Design	\$25,000.00	8.6%		X	
Fish Transportation Group 801 South Blvd., Suite 5 Oak Park, IL 60302	Transportation Planning	\$5,000.00	1.8%		X	
GSG Consultants 855 W. Adams Street, #200 Chicago, IL 60607	Construction Management	\$26,075.00	8.9%	X		
Metro Strategies, Inc. 526 Crescent Blvd, #314 Glen Ellyn, IL 60137	Public Affairs Consulting	\$46,990.00	16.2%		X	
<b>Total M/W/EBE</b>		<b>\$103,065.00</b>	<b>35.5%</b>			

CC: Martin Lyons, Assistant City Manager/CFO