



Agenda Item Executive Summary

Item Name Contract with BLA, Inc. and the Village of Bartlett for Traffic Engineering & Planning Services Committee or Board Board

BUDGET IMPACT

Amount:	N/A	Budgeted	N/A
List what fund	N/A		

EXECUTIVE SUMMARY

Attached is a contract for the board's review for traffic engineering and planning services with BLA, Inc. Ms. Lynn Means has been the village's traffic consultant for the past three years and has extensive knowledge of our roadway system, including the vast amount of work she has completed on Naperville Road. She reviews all of the traffic impact studies the staff receives for the various development projects throughout the village and she continues to assist the staff with invaluable expertise at meetings with IDOT and other roadway agencies when issues or concerns arise. Ms. Means has changed engineering firms, and as a result, a new contract is required.

ATTACHMENTS (PLEASE LIST)

PDS memo, resolution and contract

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance- Move to approve **Resolution #2021-_____A Resolution Approving Of The Agreement for Traffic Engineering & Planning Services Between The Village Of Bartlett And BLA, Inc.**
- Motion

Staff: Roberta Grill, Planning & Development Services Director Date: 3/3/2021

PLANNING & DEVELOPMENT SERVICES MEMORANDUM

21-29

DATE: March 5, 2021

TO: Paula Schumacher, Village Administrator

FROM: Roberta Grill, Planning & Development Services Director 

RE: **Contract with BLA, Inc. for Traffic Engineering & Planning Services**

BACKGROUND

Attached is a contract for the board's review for traffic engineering and planning services with BLA, Inc. Ms. Lynn Means has been the village's traffic consultant for the past three years and has extensive knowledge of our roadway system, including the vast amount of work she has completed on Naperville Road. She reviews all of the traffic impact studies the staff receives for the various development projects throughout the village and she continues to assist the staff with invaluable expertise at meetings with IDOT and other roadway agencies when issues or concerns arise. Ms. Means has changed engineering firms, and as a result, a new contract is required.

RECOMMENDATION

1. The staff recommends **approval** of the attached contract.
2. A resolution is attached for your review approving of the contract with BLA, Inc. and the Village of Bartlett.

RESOLUTION 2021 - _____

**A RESOLUTION APPROVING OF THE AGREEMENT FOR
TRAFFIC ENGINEERING & PLANNING SERVICES BETWEEN
THE VILLAGE OF BARTLETT AND BLA, INC.**

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, as follows:

SECTION ONE: The Agreement for Traffic Engineering & Planning Services dated March 1, 2021, between the Village of Bartlett and BLA, Inc. (the "Agreement"), a copy of which is appended hereto and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: That the Village President is hereby authorized and directed to sign the Agreement on behalf of the Village of Bartlett.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable, and of any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Ordinances and Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED: March 16, 2021

APPROVED: March 16, 2021

Kevin Wallace, Village President

ATTEST:

Lorna Gilles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2021 - _____ enacted on March 16, 2021, and approved on March 16, 2021, as the same appears from the official records of the Village of Bartlett.

Lorna Gilles, Village Clerk



March 1, 2021

VIA EMAIL
RGrill@vbartlett.org

Ms. Roberta Grill
Director Planning & Development Services
Village of Bartlett
228 S. Main Street
Bartlett, Illinois 60103

Re: *Traffic Engineering & Planning Services*
Village of Bartlett

Dear Roberta:

We at BLA-Inc appreciate the opportunity to provide our proposal for traffic engineering consulting services. BLA staff has provided traffic engineering services for numerous communities, institutions and private developers – in both urban and suburban environments. The experience of our dedicated staff in traffic engineering and planning; transportation design; and traffic signal operation allows us to blend sound engineering with creative solutions to complex, multi-faceted problems. Our goal is always to increase safety for all travelers without compromising functionality, and we are anxious to provide these results to the Village of Bartlett.

Ms. Lynn M. Means, P.E., PTOE, a Senior Transportation Engineer with the firm, will be the Project Manager and will serve as the primary contact for the Village. With over 20 years of experience in traffic engineering and transportation planning, Ms. Means combines her extensive knowledge with an intense passion for her work. She seeks to understand and assess existing traffic patterns and constraints, and works with clients and constituents to develop practical, cost-effective methods for improvement. Ms. Means is a respected presenter at public hearings and meetings, with a natural aptitude for explaining technical complexities in a manner accessible to everyday citizens.

Following is a brief scope of work and the associated fee. We are available immediately to discuss specific details and scheduling requirements. We will commence with the following scope of work upon your notice to proceed and authorization.

TRAFFIC ENGINEERING & PLANNING SERVICES SCOPE OF WORK AND FEES

The Village of Bartlett seeks a traffic engineering and transportation planning consultant on an on-call basis to assist with various concerns, questions and issues. Bartlett is a diverse community with a well defined downtown area with transit access; commercial uses along its major corridors; residential uses equally balanced throughout the Village; industrial and business park uses (Bluff City Industrial, Blue Heron Business Park and Brewster Creek Business Park), predominately on the west side of the Village; along with recreational and religious facilities with a regional draw – Villa Oliva, BAPS Shri Swaminyan Mandir and James “Pate” Phillips State Park. Each of these unique land uses comes with its own traffic engineering challenges and opportunities.

To meet the needs of the Village and its constituents, BLA will call upon its experts from traffic engineering and planning, transportation design and traffic signal operation to perform the Scope of

Services depending on the required task. By working with BLA, the Village of Bartlett will benefit from our knowledge of the latest regulatory requirements (AASHTO, FHWA, MUTCD, ITE, HCM, HSM, NACTO, IDOT, etc.), industry trends and technologies.

Our capabilities include, but are not limited to:

- Review and/or preparation of traffic impact and parking studies.
- Review and/or preparation of Intersection Design Studies (IDS) and Traffic Signal Plans.
- Overall traffic performance evaluation.
- Synchro/SimTraffic traffic model development, which provide both a static and dynamic visualization of intersection operations and traffic performance.
- Conduct and/or review all-way and two-way Stop sign warrant studies.
- Review stop-control vs. yield-control.
- Analyze one-way versus two-way operations.
- Evaluate the arterial/collector roadway system, operational, capacity, access, and pedestrian issues, including traditional neighborhood study parameters such as speeds, classifications, vehicular and pedestrian circulation, parking issues, overall safety, and general traffic operations.
- Recommend short-, mid- and long-range time frames for specific improvements, with cost estimates.
- Recommend roadway safety, traffic calming, access patterns, capacity performance and intersection control improvements to address vehicular speeding, cut-through traffic and pedestrian safety.
- Roadway corridor studies.
- Experienced professionals who are practiced at public presentations including a refined process for leading open house meetings.

T.01 – Review of Private Development Traffic and/or Parking Studies

The first step of the project is a kick-off meeting. BLA will meet with the Village of Bartlett staff in person or via tele or video conference to discuss the traffic and/or parking study requirements, identifying specific concerns of the Village. Next, BLA will collect and review available data. We will review all analyses, data and recommendations related to traffic, parking and on-site circulation, as applicable. As necessary or requested, BLA will perform additional data collection, site visits (photos, field measurements or traffic counts) and/or obtain necessary supporting data from online databases or jurisdictional agencies.

Depending on the study findings and proposed improvements, BLA will conduct supporting analysis, calculations and/or perform a review of intersection/roadway geometrics for safety, as necessary to fully review and evaluate the study. If our analyses suggest the recommendations to be infeasible or inadequate to accommodate the specific development's impact, BLA will advise the Village and discuss recommendations and potential solutions prior to proceeding.

Finally, BLA will produce a memorandum, summarizing our findings and recommendations, including any supporting analyses performed, data collected or exhibits prepared, as appropriate.

BLA staff is also available to attend project meetings and/or public hearings to explain our findings and recommendations. If necessary, we are also available to attend meetings with other jurisdictional agencies.

It is estimated that the typical traffic and parking study review would take approximately 10 to 15 hours, depending on the size of the development – not including preparation and attendance at meetings or public hearings. A draft summary memorandum would be completed in one to two weeks.

T.02 – Develop Solutions in Specific Location

Often specific intersections or roadway segments are identified by the public or Village staff as being unsafe or problematic. BLA would be available to assist the Village in evaluating these concerns or issues via the preparation of safety studies, traffic calming measures and/or identifying pedestrian, bicycle or vehicular traffic operations or facility improvements.

Again, we will begin the study with a kick-off meeting. BLA will meet with the Village of Bartlett staff in person or via tele or video conference to discuss the traffic and/or parking study requirements, identifying specific concerns of the Village Staff and/or its residents. Next, BLA will collect and review available data specific to the location, including historical traffic counts, crash data, land uses, Chicago Metropolitan Agency for Planning 2050 Traffic Volume Projections and GIS data. As necessary, we will supplement the available data with additional data collection. We will perform a field visit to observe existing conditions and the identified concern/issue. Particular attention will be made to factors that may be related, such as sight-line issues; missing and/or inadequate pavement markings or signage; or pedestrian/bicycle accommodations.

BLA will then perform the appropriate analyses to address and evaluate the specific issue/concern, i.e., signal warrant analysis, crash analyses, auxiliary turn lane warrant analyses, two-way or multi-way stop warrant, capacity, or vehicle queue analyses, etc.

We will then determine and make recommendations for any roadway/operational improvements, as necessary, such as geometric and traffic control improvements, site access modifications/restrictions, pedestrian/bicycle accommodations, traffic calming measures, signal timing/phasing modifications or signing.

BLA will prepare a summary report or memorandum, including supporting exhibits, tables, analysis and conceptual intersection/roadway improvement plans, as appropriate.

Again, if desired by the Village of Bartlett, BLA is available to attend project meetings and/or public hearings to explain our findings and recommendations. We are also available to attend meetings with other jurisdictional agencies.

Typical specific location evaluation may require 20 to 40 hours of BLA personnel time, again depending on the specific project and data collection (intersection turning movement counts, parking counts, etc.) needs. Projects would typically be completed within one to four weeks, depending on the size and scope of project.

Compensation for Services

BLA proposes to provide the requested services on a Time and Materials basis in accordance with the below hourly rates. We employ a two-tiered system for our municipal clients. For services paid for by developers (i.e., a traffic impact study review that is a pass-through cost to the Village), the below rates would apply. *Any assignments to be paid for directly by the Village (i.e., special area studies), a 10% discount would be applied to the Senior Transportation Engineer rate.*

Our fees for professional services are listed below.

Principal.....	\$235.00
Director of Construction Engineering	\$200.00
Director of Structural Engineering.....	\$190.00
Director of Preliminary Design Services.....	\$190.00
Senior Transportation Engineer.....	\$180.00 (\$162.00 if Village funds)
Senior Project Manager.....	\$175.00
Senior Structural Manager.....	\$175.00
Director of Environmental Services	\$135.00
Project Manager	\$135.00
Project Engineer	\$95.00
Structural Engineer.....	\$85.00
Design Engineer	\$80.00
Senior Resident Engineer	\$175.00
Resident Engineer II.....	\$135.00
Resident Engineer I.....	\$110.00
Construction Engineer II	\$90.00
Construction Engineer I.....	\$80.00
Documentation Engineer.....	\$125.00
Public Outreach Coordinator.....	\$80.00
Clerical Assistance	\$60.00
Project Surveyor (PLS)	\$125.00
Vehicle (design, per day).....	\$48.00
Vehicle (construction, per day)	\$65.00

These rates are based on average hourly rates and invoices will be based on actual rates and are subject to change with annual performance appraisals.

In addition to the hourly rates for professional services, expenses for any outside costs such as reproducible, prints, and delivery charges will be billed to you at cost plus a 15% fee for handling.

Invoices will be mailed out monthly. Payment is to be made within thirty days after receipt of our invoice.

Client understands and agrees that on January 1, 2022 and yearly thereafter, the fees and quotes for services to be performed shall be increased by an amount not to exceed 5%.

Please let us know if any of the above information is at variance with your instructions. If this correctly reflects your instructions and is acceptable, please sign below and return one copy for our file.

Thank you for requesting BLA, Inc. to do this work.

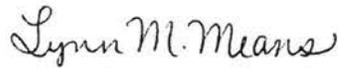
Should you have any questions or require additional information please contact us at (630) 438-6400.

Sincerely,

BLA-Inc.



Dan Bruckelmeyer, P.E.
President/CEO



Lynn M. Means, P.E., PTOE
Senior Transportation Engineer

ACCEPTANCE:

VILLAGE OF BARTLETT

BY: _____

TITLE: _____

DATE: _____