AGENDA

FINANCE COMMITTEE

Finance Committee: April 7, 2026 at 6:45 PM

Village Hall 740 Hillgrove Avenue, Western Springs, IL 60558

A. Call to Order

B. Roll Call

C. Approval of Minutes

1. Minutes - March 3, 2026

D. Public Comment

E. New Business

1. Approval of a Three-Year Agreement with ClearGov for Subscription Services for Capital Budgeting
2. Authorizing Certain Expenditures From the Downtown North Tax Increment Financing District to Pay for a Portion of the Hillgrove Avenue Improvement Project
3. Water Rate Study Update

F. Other Business

G. Schedule Next Committee Meeting

Individuals with disabilities who plan to attend / participate in this meeting and who require accommodations to allow them to observe and participate, or who have questions regarding accessibility of the meeting or facilities, please email accommodations@wsprings.com or contact Jill Izzo at 708-246-1800, extension 127.

Finance Committee Meeting Minutes
Tuesday, March 3, 2026
Village Hall

Present:
Karen Martin, Chairperson
Scott Lewis, Trustee

Others Present:
John Mastandona, Director of Finance
Ellen Baer, Village Manager
Heidi Rudolph, Village President *arrived at 5:19pm*

Meeting called to order at 5:15 pm

Minutes: The minutes of the February 3, 2026, Finance Committee were approved as presented. Motion by Trustee Lewis and second by Chairperson Martin.

Public Comment: Resident, Lisa Den Besten addressed the committee stating that she was interested in some of the items on the agenda. She wanted to confirm if the TIF Incentive Payment on the agenda was utilizing funds from the South TIF District. She also commented about the exploration of Home Rule status which was included in the Strategic Plan update. Chairperson Martin thanked her for her comments.

Items of Discussion:

TIF Incentive Rebate Payment to Hawthorn 45, LLC: Director Mastandona presented the request of the second disbursement to Hawthorn 45, LLC for the increment received from the second installment of the 2024 Levy year in the amount of $146,777.06. He explained that the funds for the payment will come out of the TIF District South Fund and the amount reflect 70% of the increment received for the specific parcel. The Committee reviewed the request and Chairperson Martin motioned that the request be placed on the March 9th Board of Trustees meeting agenda for discussion and a second by Trustee Lewis. Motion passed by a roll call vote.

Strategic Plan Updates: Director Mastandona provided an update on the Finance Department's progress and initiatives outlined in the Strategic Plan.

Other Business: None.

Schedule Next Meeting: The next Finance Committee meeting was confirmed to be held on Tuesday, April 7, 2026, at 5:15pm.

Motion to adjourn by Trustee Scott Lewis and second by Chairperson Karen Martin.

There being no further business, the meeting was adjourned at 5:38 pm

Respectfully Submitted,
John Mastandona
Director of Finance

APPROVED:

DRAFT

AGENDA ITEM SUMMARY

FINANCE COMMITTEE

Finance Committee: April 7, 2026

AGENDA ITEM E.1.

To: Finance Committee
From: John Mastandona, Director of Finance
CC: Ellen Baer, Village Manager
RE: Approval of a Three-Year Agreement with ClearGov for Subscription Services for Capital Budgeting

Recommendation

Consider a recommendation to approve a three-year agreement with ClearGov Services for Capital Budgeting

Summary

The Village started utilizing ClearGov software in 2021 to help assist in our budget process. ClearGov Digital Budget Book has been an essential tool in improving transparency, accessibility, and efficiency in our budget presentation and capital project planning processes. ClearGov also has a Capital Budgeting module that would provide staff tools to assist with long-term planning and budget process efficiencies. Staff has been utilizing a limited access version as part of our existing subscription but we have met its maximum capacity with the amount of projects and forecasting tools needed. Staff is recommending the purchase of the Capital Budgeting module.

The annual costs align with similar software. The proposed agreement is for three (3) years, and it provides the Village with the option to terminate the agreement on an annual basis by providing written notification within sixty (60) days prior to the start of the year.

Financial Impact

The previous subscription costs were included in the Finance Department budget within the Professional Services line item. If approved, the costs below will be included in future budget years.
2026 - $8,732.50 (Implementation Costs + Pro-rata)
2027 - $9,945.00
2028 - $9,945.00

Recommended Motion

I move to recommend to the Village Board the approval of a three-year agreement with ClearGov Services for Capital Budgeting.

Strategic Plan Alignment

Financial Sustainability

File Attachments

None

AGENDA ITEM SUMMARY

FINANCE COMMITTEE

Finance Committee: April 7, 2026

AGENDA ITEM E.2.

To: Finance Committee
From: John Mastandona, Director of Finance
CC: Ellen Baer, Village Manager
RE: Authorizing Certain Expenditures From the Downtown North Tax Increment Financing District to Pay for a Portion of the Hillgrove Avenue Improvement Project

Recommendation

Consider a recommendation to advance for review and discussion the authorization of funds from the Downtown North TIF District Fund (5201395) for engineering services related to the Hillgrove Avenue Improvement Project.

Summary

Attached is a memo from Director of Engineering, Jeff Koza, to the Public Works & Water Committee. The memo provides background on the Hillgrove Avenue Improvement project. The project and approval will be presented to the Public Works & Water Committee for consideration.

The project falls within the North TIF District and is eligible to utilize TIF funds. Staff is requesting the Finance Committee to consider the use of TIF funds for the costs associated with the project. All TIF expenditures must be authorized by the Village Board. The total amount of the request is not to exceed $752,224 over multiple years for phase 1 design.

Financial Impact

Account 5201395-50100
Fund Referendum Fund
2026 Budget $150,000
Project Cost $752,224 (2026 - $150,000; Future Years - $602,224)

Recommended Motion

I move to recommend to the Village Board the approval to authorize the use of funds from the Downtown North TIF District Fund (5201395) for the Engineering Services related to the Hillgrove Avenue Improvement Project.

Strategic Plan Alignment

Infrastructure Improvements

File Attachments

1. PW & Water Commitee Memo

AGENDA ITEM SUMMARY

PUBLIC WORKS AND WATER COMMITTEE

Public Works and Water Committee: April 7, 2026

AGENDA ITEM D.6.

To: Public Works and Water Committee
From: Jeff Koza, Director of Engineering Services
CC: Ellen Baer, Village Manager, Matthew Supert, Director of Municipal Services, Heather Valone, AICP, Director of Community Development
RE: Hillgrove Avenue Improvements, Hampton Avenue to Wolf Road, Preliminary Engineering Phase 1 proposal from V3 Companies

Recommendation

This item was reviewed at the joint Infrastructure Commission and Public Works and Water Committee meeting held earlier this evening. The Infrastructure Commission recommended the approval of an agreement with V3 Companies for the Hillgrove Avenue Improvements - Phase 1 Engineering Services in an amount not to exceed $752,224.00

Summary

As discussed during the Board Strategic Plan Session, Hillgrove Avenue is in need of both infrastructure and aesthetic enhancements. The Board specifically prioritized this area at that time. The first step is to begin Phase 1 engineering services for this Hillgrove Avenue Improvements project and a proposal will be presented to the Village Board later this month for consideration and approval.

The project encompasses a comprehensive transformation of the Hillgrove Avenue corridor between Hampton Avenue and Wolf Road, with a significant focus on the area surrounding the Tower Green. This effort will evaluate opportunities to enhance the pedestrian environment, improve safety and circulation, create new public space and streetscape features, and reinforce the sense of place in this central civic area. The project will also address all infrastructure within the reconstruction limits, including sanitary sewers, water main and water services, electrical systems, and storm sewers. This full corridor, multidisciplinary approach aligns directly with the recently completed Village of Western Springs Capital Improvement Plan and is consistent with the goals set by the Village Board in the Strategic Plan, which emphasizes reinvestment in public infrastructure, enhancement of the downtown district, and long-term community vitality. The preliminary project cost estimate is approximately $11,678,000.

As part of the Phase 1 process, Village staff and the consultant team will also review and refine the concepts established in the Village's 2016 Downtown Revitalization study. Those concepts envisioned improving connectivity and circulation through the downtown, strengthening the relationship between Hillgrove Avenue, Burlington Avenue, and the Tower Green, and

enhancing the pedestrian experience with upgraded materials, lighting, streetscape furnishings, landscaping, and way-finding elements. These ideas will serve as a foundation during Phase 1 as the project team evaluates urban design options, considers traffic and circulation adjustments, and updates the aesthetic and functional vision for the corridor.

Phase 1 engineering will follow the Illinois Department of Transportation's Bureau of Local Roads procedures and will include surveys, environmental documentation, traffic and safety evaluations, drainage analysis, community engagement, and development of the Project Development Report. The cost of the Phase 1 engineering proposal submitted by V3 is $752,224.

The Village requested federal Surface Transportation Program funding through the West Central Municipal Conference during the 2025 call for projects. Western Springs was selected for funding and is included in the draft program to receive $3,000,000 for construction in Fiscal Year 2029. The program is expected to be finalized at the end of April. Phase 1 engineering will be funded through the Village's Tax Increment Financing district. Village staff will continue to actively pursue additional funding opportunities with IDOT and other state and regional agencies to support future phases of the project and to maximize outside grant participation.

If approved by the Village Board, Phase 1 engineering will begin this Spring, positioning the Village to advance the long-term vision for Hillgrove Avenue and the Tower Green area and to meet upcoming federal funding schedules.

Financial Impact

The total cost of the Phase 1 engineering proposal submitted by V3 Companies is $752,224. The Village budgeted $150,000 in Tax Increment Financing funds in the current fiscal year within account 5201395-50100 (Professional Services) to begin this work. Based on the planned schedule and the scope of early Phase 1 tasks, both Village staff and V3 expect to remain within this fiscal year budget allocation. Remaining Phase 1 engineering costs will be programmed in future fiscal year budgets as the work progresses.

Recommended Motion

I move to approve an agreement with V3 Companies for the Hillgrove Avenue Improvements - Phase 1 Engineering Services in an amount not to exceed $752,224.00.

Strategic Plan Alignment

Community Planning and Economic Development and Infrastructure Improvements

File Attachments

1. Hillgrove Phase_I Complete Package 03092026

March 9, 2026

Jeff Koza, PE, CFM
Director of Engineering Services/Village Engineer
Village of Western Springs
740 Hillgrove Avenue
Western Springs, IL 60558

RE: Hillgrove Avenue Improvements – Phase I Engineering Scope of Work – Section No. 26-00107-00-PV

Dear Mr. Koza,

Thank you and the Village for continuing to push forward with the Hillgrove Avenue improvement project. We are excited to team with the Village on this community enhancement. As requested, we have provided scope and fee for Phase I Engineering services, which will provide design approval through IDOT Local Roads.

It is our understanding the project received $3M in STP_L funds through the Central Council of Mayors. These funds are allocated for construction and construction engineering and will be available in the Federal FY 30-31.

During the Phase I services the Village received $3M in ITEP funds through IDOT, which need to be obligated in 2028. To meet this funding timeline, it is imperative that Phase I engineering begin soon. Projects of this nature typically take 18 months to be processed through IDOT. We will provide a Phase II scope and fee near the end of Phase I in order to begin Phase II, detailed design and construction documents at the time of Phase I approval.

Our proposal includes the necessary scope and fee to complete the Phase I engineering. It also includes what the team feels is needed for public engagement, as it pertains to the streetscape and hardscape elements proposed along the Hillgrove Avenue corridor (Hampton Avenue to Wolf Road). In addition to the full Phase I scope and fee, we have provided an alternate fee for to begin the Phase I engineering, with the intent to have the Village award the remaining scope and fee in 2027.

We look forward to delivering the Hillgrove Avenue improvements and continuing our working relationship with the Village. If you have any questions or require additional information, please contact me at 847-417-0072 or via email at kcorrigan@v3co.com.
Sincerely,

V3 Companies, Ltd.

Kurt Corrigan, P.E.
Vice President of Municipal Services

EXHIBIT A: SCOPE OF SERICES

PROJECT DESCRIPTION

The Hillgrove Avenue Phase I engineering project includes approximately 2,720' of roadway, infrastructure, pedestrian, streetscape, traffic and parking improvements along Hillgrove Avenue from Hampton Avenue to Wolf Road. The Phase I study will include the METRA platform areas, parking and the intersection of Wolf Road. The Village recently applied for $3.0M dollars of STP_L funds through the Central Council of Mayors for the Fiscal Year of 2030-2031. The program is currently being reviewed and is expected to be adopted mid-2026.

The proposed improvements will improve the safety, operations, and access throughout the corridor. Improvements are anticipated to generally include pavement resurfacing from Hampton Avenue to Central Avenue, reconstruction of Hillgrove Avenue from Central Avenue to Wolf Road. Within this section improvements include evaluating the existing infrastructure, pedestrian access, crossings and overall experience, developing a pedestrian space from Grand Avenue to Walnut Street. In addition, the team will evaluate traffic calming throughout the corridor as well as analyzing potential improvements at the intersection of Hillgrove Avenue and Wolf Road.

We will build upon a variety of previously completed complete streets and streetscape studies and concepts. The project will include a comprehensive community engagement and consensus plan. We understand that Hillgrove Avenue is utilized by a variety of motorized and non-motorized users; public works equipment, commuters, businesses, community events, to name a few. This variety provides a unique opportunity to provide a corridor that meets the various needs but also focuses on a sense of place. A place the community can gather and be proud.

Phase I elements will be per the Illinois Department of Transportation's (IDOT) Bureau of Local Roads & Streets Policies & Procedures. Designs and studies will be prepared per Village of Western Springs and IDOT standards.

EXHIBIT A: SCOPE OF SERVICES

1 TOPOGRAPHIC SURVEY

Perform a full topographic survey of the project area including a detailed right-of-way survey. The survey limits along Hillgrove Avenue shall extend from 300 feet west of Hampton Avenue to 300 feet east of Wolf Road. The survey will include the METRA platform(s) and parking along the southside of Hillgrove Ave. Sideroads will be surveyed 300 feet north and south of Hillgrove Avenue including Wolf Road. The total linear feet of roadway to be surveyed is approximately 6,620'. The existing park and park feature between Grand Avenue and Walnut Street will be included in the survey as well.

The topographic survey data will be collected using a combination of conventional methods and aerial data collection with the use of a drone. The Topographic Survey services will include the following as outlined in IDOT's survey manual.

- Record a minimum of two (2) permanent benchmarks over the project site. Elevations shall be referenced to the North American Datum of 1988 (NAVD 88). Site benchmarks shall be established at less than 1000-foot intervals. A description of the source benchmark to which the new benchmarks are tied shall be indicated in the survey.
- A contour survey with 1'-0" contour intervals shall be prepared from field spot elevations. Spot elevations obtained in the field shall be of sufficient quantity to generate a contour survey that properly represents the ground surface. Additional elevations shall be indicated on the survey as required to establish accurate profiles (including all changes or breaks in grade) and cross-sections of walks, curbs, gutters, pavement edges, and centerlines.
- Finished floor or top of foundation elevation(s) of existing buildings and doorways within the Survey Area.
- Spot elevations shall be shown to the nearest 0.01 foot on all "hard surfaces" and utility structures. Spot elevations in unpaved areas such as grass and dirt shall be accurate to the nearest 0.1 foot.
- Cross-sections along all roadways shall be taken at 50-foot intervals. Full cross-sections shall be taken at all cross streets, alleys, culverts, and entrances. Grid intervals/profiles of 50 feet shall be taken in all fields for offsite hydraulic work (drainage ditches, streams, etc.). Additional shots shall be taken at all sudden grade break lines.
- Pavement types such as concrete, asphaltic concrete, gravel, etc. shall be indicated.
- Existing improvements, buildings, and surface features shall be located.
- General outlines of landscaping shrubs and bushes shall be shown.
- Top of curb, flow line, and edge of the pavement, ADA, sidewalk, bike path, etc. elevations of all roadways and streets within the survey area obtained by non-GPS methods.
- Roadway striping of all roadways and streets within the survey area.
- Right-of-way and property lines shall be calculated from existing monumentation in coordination with record maps, plats, and deeds. In addition to the topographic survey, V3 will build right-of-way limits based on the survey documents provided by the Village. We have included 40 title commitments as part of establishing the existing ROW.

The topographic survey shall incorporate information on existing utility systems adjoining or contained within the survey area which is obtained from city departments or utility companies responding to written or verbal requests

for utility records through the Joint Utility Locating Information for Excavators (J.U.L.I.E.) Design Stage/Planning Information process and available for the surveyor's use at the time of the survey. The Village of Western Springs will assist V3 with calling a field locate of utility information for our survey team to pick up visible utilities within the limits and verify to utility atlases.

Utilities and improvements shall be shown based on visible field verified structures, in coordination with atlas information provided by utility companies through J.U.L.I.E.'s design stage process, if available. Additionally, V3 will send each utility owner a set of preliminary plans to verify the locations of their facilities. The intent of the design of the project is to avoid impacts to existing utilities to the extent feasible.

We have included 2 days of RR Flagger costs in order to survey along the METRA platform areas.

We have identified 40 properties along the corridor that we are recommending acquiring Title Commitments. This will assist with determining right of way impacts, existing easements or other property encumbrances as we move into Phase II and construction.

2 DATA COLLECTION AND REVIEW

DATA COLLECTION

Review and analyze pertinent information for the project obtained from the Village and IDOT. This information will include, but are not limited to the following:

- Geological information if available
- As-built plans of utilities, roadway improvements, buildings or park improvements within the project area
- Accident records for the last five years (coordinate with Village's Police Department)
- Traffic projections (coordinate with CMAP to obtain 2050 projections)
- Existing right-of-way plats, boundaries, and limits
- Utility atlases
- Past studies or reports
- Plans for new developments, if applicable
- Village will provide any available existing plans and/or inspections
- Addresses of properties within the project limits

We have included a proposal for televising the existing storm sewer and sanitary sewer. We will evaluate the televising tapes and provide recommendations for repairs and/or replacement.

FIELD VISITS

Perform (2) field visits to the site by design team members.

- Verification of existing conditions and utilities, existing vegetation, existing site furnishings/fixtures, existing pedestrian, bicycle, and transit circulation and infrastructure.
- Pictures of Historical Buildings (buildings constructed before 1983) as required for the submittal of the environmental survey request to IDOT.

EXHIBITS

Provide Aerial photographs for the project area from the Nearmap database.

Data collection will be coordinated with Psomas.

3 CONCEPT REFINEMENT

Our sub-consultant, Psomas, will be leading this effort. We will assist with roadway, ADA and streetscape geometric review and input. This will be an iterative process throughout Phase I.

4 ENVIRONMENTAL SURVEY REQUEST AND COORDINATION

Prepare and submit the Environmental Survey Request (ESR) form to IDOT following the ESR Guidelines provided by IDOT, which will include the following exhibits as applicable:

- Location Map
- Aerials exhibits or CADD drawings with anticipated proposed right-of-way
- Photos of all buildings constructed before 1986 (40 years old).
- National Wetland Inventory Maps
- Aerial Map and CADD drawings with anticipated construction limits

Due to the characteristics of the project area and anticipated improvements, it is anticipated that ecological and water resources assessment and noise analysis will not be required. Tree removals for the proposed improvements will be estimated and included in the ESR.

V3 will coordinate with IDOT staff and provide additional information as required. The IDOT Central Office will perform the necessary coordination with the involved environmental and cultural agencies and provide the appropriate results to obtain an inventory of the affected environment and identify any potential issues that the project may need to address as part of required environmental studies.

5 WETLAND DETERMINATION DOCUMENTATION & TREE SURVEY & ASSESSMENT

To fulfill the required ESR documentation, V3's wetland specialist, who is also a V3 International Society of Arboriculture (ISA) certified arborist, will screen the project area to document a negative finding for wetlands while conducting the tree survey and assessment. Data for the wetland determination will be collected during the tree survey and assessment field work. Available regulatory maps, wetland sampling data, and photographs will be included in the Wetland Determination report deliverable.

V3's International Society of Arboriculture (ISA) certified arborist will tag, identify, assess, and locate all 3 inch DBH trees and greater within the project corridor as required by the IDOT ESR process. All trees exhibiting bat habitat will be logged and surveyed. The tag number, diameter, and tree species will be recorded for each tree identified. A rating will be assigned to each tree which will consider the size, species, condition, location, and aesthetics of

each. The trees will also be evaluated for Northern Long Eared Bat and/or Tricolor Bat habitat. A summary table will be prepared listing the scientific name, common name, DBH, and rating of each tree identified. Survey grade equipment will be utilized so that tree locations can be put on to the engineering plans.

6 GEOTECHNICAL INVESTIGATION & COORDATION

V3's sub consultant, NASHnal Soil Testing, LLC., will perform soil borings and pavement cores and prepare a geotechnical report to determine the suitability of the soils for the roadway and park improvements. V3 will coordinate this work with NAHnal and utilize it as needed for the design and study of the proposed improvements.

Soil Borings

Seven (7) pavement cores/soil borings extended 10' below the existing grade will be drilled as part of our Geotechnical Exploration.

Percolation Testing

Percolation test will be performed at two locations adjacent to the park are within Hillgrove Ave. This information will assist with determining the structure of a permeable pavement or bioswale system.

Geotechnical Report

A geotechnical engineering report will be prepared upon completion of field and laboratory testing, including typed boring logs and a location plan. If field infiltration testing is performed for the site the engineering report will also summarize the results of the field percolation test data.

See the attached scope from NASHnal for further details of the Geotechnical Investigation & Coordination. Coordination with the Village to close parking stalls to perform the work will be necessary. The Village to provide the necessary traffic control devices to close parking stalls.

7 UTILITY EVALUATION

This task will coordinated with Psomas.

The Village to coordinate with the business owners entry into the buildings, as necessary, to asses existing utilities as needed.

The Village shall determine if all water services are to be replaced throughout the corridor.

In addition, we have included scope and fee for all storm sewer and sanitary sewer to be televised. Upon receipt of the cctv footage the V3/Psomas team will evaluate and provide recommendations for repair and/or replacement.

8 PRELIMINARY ENVIRONMENTAL SITE ASSESSMENT (PESA)

V3 will conduct a PESA within the project limits. The PESA will be conducted in accordance with the IDOT's Special Waste Screening Process. Based on this screening, further assessment of the project for special wastes or other regulated substance or contamination may be required. T*he IDOT Bureau of Local Roads and Streets Manual, A Manual for Conducting Preliminary Environmental Site Assessments for IDOT Highway Projects, and ASTM Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (Standard E 1527 -13)* will be used as guidance documents for preparing the PESA. The PESA will identify evidence of RECs and potentially impacted properties (PIPs) to determine sections of Project ROW requiring further investigation or sampling for offsite soil disposal. The scope of work for the PESA will include the following:

Environmental Record Review: Review reasonably ascertainable environmental and applicable regulatory information published by local, State, Federal and Tribal agencies and regulatory databases pertaining to sites with known chemical usage, treatment, disposal, and/or operations that pose an environmental risk of impact to the project site.

Historical Record Review: Investigate past land uses through review of available Sanborn fire insurance maps, city directories, historical aerial photographs and topographic maps.

Site Visit: Conduct a site reconnaissance visit to confirm and document the current land use, and record site conditions potentially impacting the project soils. Photos of the project area taken during the site visit will be incorporated into a photo log attached to the PESA Report.

Project Report: V3 will compile all observations and conclusion in a PESA report. The PESA will include photos, figures, and appendices with governmental and regulatory record file review documents.

9 LOCATION DRAINAGE TECHICAL MEMORANDUM

Hillgrove Avenue is drained via curb and gutter with combined sewer through the project corridor from Hampton Avenue to Wolf Road. A Location Drainage Technical Memorandum (LDTM) will be prepared in accordance with IDOT's Local Roads Manual. The study will include a description of the existing and proposed drainage systems and identification of outlet locations and their adequacy based on IDOT criteria. Correspondence and meeting notes will be prepared to document coordination with IDOT, MWRD, or other regulatory agencies.

The Study will include required mapping, exhibits, design of the drainage system, a discussion of Best Management Practices (BMPs) (if applicable), and identification of permitting requirements. Although the existing and proposed drainage exhibits typically only include the proposed limits of the project, it may be necessary to study areas outside of the project limits. Additional survey and/or field investigations outside of the ROW may be required to confirm offsite drainage routes and capacity.

We understand that drainage design will follow the Metropolitan Water Reclamation District (MWRD) Watershed Management Ordinance (WMO) requirements. Permitting needs will be identified during Phase 1, but the permit submittal will be made during Phase 2. WMO stormwater management requirements (runoff, volume control, and

detention) are only required when greater than or equal to one acre of new impervious area is proposed. We anticipate that the proposed project will not create greater than one acre of new impervious and therefore expect that stormwater management requirements would not apply.

10 SECTION 4(F) DOCUMENTATION AND EVALUATION

A Section 4(f) Evaluation is anticipated with the improvements to the Tower Green. 4(f) documentation will be verified with IDOT and provided as necessary. The Village shall provide documentation of ownership of the area to support the necessary 4(f) Evaluation process.

11 CRASH ANALYSIS

Crash reports will be reviewed and tabulated (five most recent years) within the project limits. See Psomas scope of work for details.

12 TRAFFIC ANALYSIS

As part of the Phase I documentation, Psomas will analyze and evaluate multi-modal traffic along the project corridor. See Psomas scope of work for details.

13 GEOMETRIC STUDIES

Psomas will be developing the geometric studies and preliminary plan. We are anticipating the design criteria to be IDOT, 3R, but that will be confirmed early with IDOT. We will provide design oversight of the concept development.

14 LIGHTING DESIGN

See Psomas scope of work for details.

15 PUBLIC INVOLVEMENT/COMMUNITY ENGAGEMENT PROGRAM

Psomas will be leading this task. V3 will provide oversight and coordination as necessary. V3 staff will attend various public engagement events and meetings as requested by the Village and Psomas. We anticipate V3 staff (1-2 ppl) at seven different events. See Psomas scope of work for details.

16 TRAFFIC MANAGEMENT PLAN

See Psomas scope of work for details.

17 CONSTRUCTION COST ESTIMATE

We will support and provide review of the cost estimate prepared by Psomas. See Psomas scope of work for details.

18 PROJECT DEVELOPMENT REPORT

A Project Development Report (PDR) for a Group I Categorical Exclusion is anticipated and will be prepared following IDOT's report format BLR 22211. The report will include a description of existing conditions, proposed improvements, capacity analysis, crash analysis, right-of-way/easement required, identified environmental concerns and impacts, maintenance of traffic during construction, and agency coordination/public involvement activities. Exhibits that will be prepared and incorporated into the project report will include:

- Location and functional classification maps
- Existing and proposed typical sections
- Proposed plan and profile sheets
- ADA details
- Crash Analysis
- Environmental clearances and correspondence
- Public involvement meeting documents
- FHWA/IDOT coordination and meeting minutes
- Design variances
- Traffic management plan
- Coordination documentation
- Estimate of probable construction cost
- Permit Identification to be completed in Phase II

Two submittals of the PDR will be made to the Village and IDOT (pre-final and final). Before the prefinal PDR submittal, conceptual typical proposed sections and plan and profile sheets will be submitted to the Village for review and comment. After receiving comments from the Village, the final PDR will be submitted to IDOT for review and comment. A disposition of comments will be included with each submittal until design approval. Survey and design files will converted into AutoCad as needed.

Support by Psomas as needed.

19 MEETING AND COORDINATION

V3 anticipates the following meetings throughout the duration of the Phase I Study. These meetings are in addition to meetings noted for the public involvement requirements.

- Conduct internal team meetings as necessary and provide procedures for documenting and filing of project information. One (1) meeting per month for eighteen (18) months.
- One (1) Project kick-off meeting with the Village.
- One (1) Phase I Project kick-off meeting with IDOT, the Village, and Central Council.
- One (1) FHWA meeting.
- One (1) meeting with MWRD, if necessary.
- One (1) Village Board meeting.
- Up to three (3) meetings to discuss design issues, project status, schedule, or meet with other review agencies, as needed.

Online meetings are included as part of the overall scope of our services. We will meet online with the Village as needed throughout the project.

Meeting minutes will be prepared by V3/PSOMAS as necessary.

20 ADMINISTRATION AND MANGEMENT

Project administration and management will be performed by the project manager and administrative staff over eighteen (18) months.

- Prepare invoices and progress reports every month and submit them to the Village for review and processing.
- Provide project and staff management.
- Prepare sub consultant agreements and manage the performance of their work efforts.

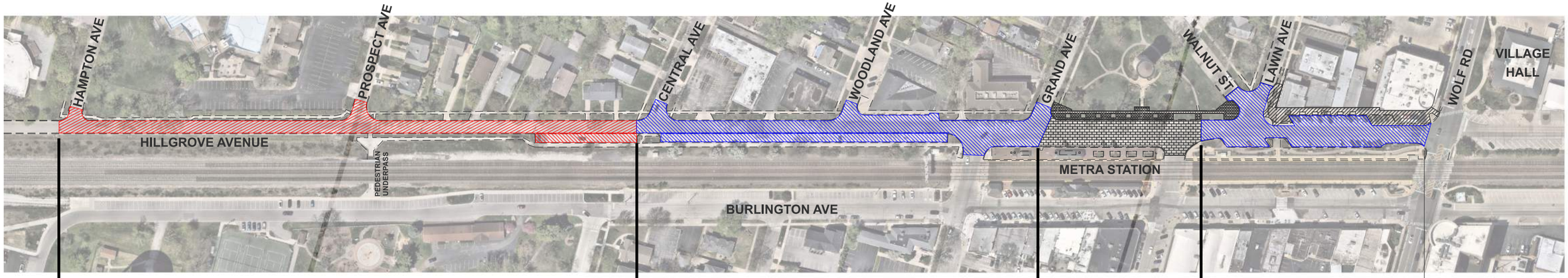
21 QUALITY ASSURANCE / QUALITY CONTROL

V3 will perform in-house quality control reviews to ensure that the preliminary plans, cost estimates, and PDR are prepared to meet the standards and guidelines for the plans or documents required. These quality control reviews will occur before the submittal of any deliverable to the Village and IDOT. The project manager will be responsible for the oversight of the QA/QC procedures and quality control reviews of the documents prepared for the project.

Before each submittal, V3's project manager will designate a quality assurance reviewer that has not been directly involved in the project to perform independent quality reviews. These reviews will include plan design reviews, reviews of supporting calculations, and reviews of report documents.

22 FUNDING APPLICATIONS

The Village recently applied for and is anticipating to receive $3.0M in STP-L funding through the Central Council of Mayors. We anticipate that ITEP funding and Invest in Cook funding will be available during the Phase I process. We will assist the Village with applying for up to three (3) funding opportunities.



1150' | 800' | 325' | 445'

1.0

MILL AND OVERLAY

2.0

ROADWAY RECONSTRUCTION
INFRASTRUCTURE REPAIRS AND REPLACEMENT
PEDESTRIAN ENHANCEMENTS

3.0

STREETSCAPE, PEDESTRIAN, PLAZA, AND INFRASTRUCTURE ENHANCEMENTS

4.0

STREETSCAPE, PEDESTRIAN, AND INFRASTRUCTURE ENHANCEMENTS

N

1" = 100'

100 0 100 200

SCALE FEET

V3 Companies
7325 Janes Avenue
Woodridge, IL 60517
630 724 9200 phone
www.v3co.com

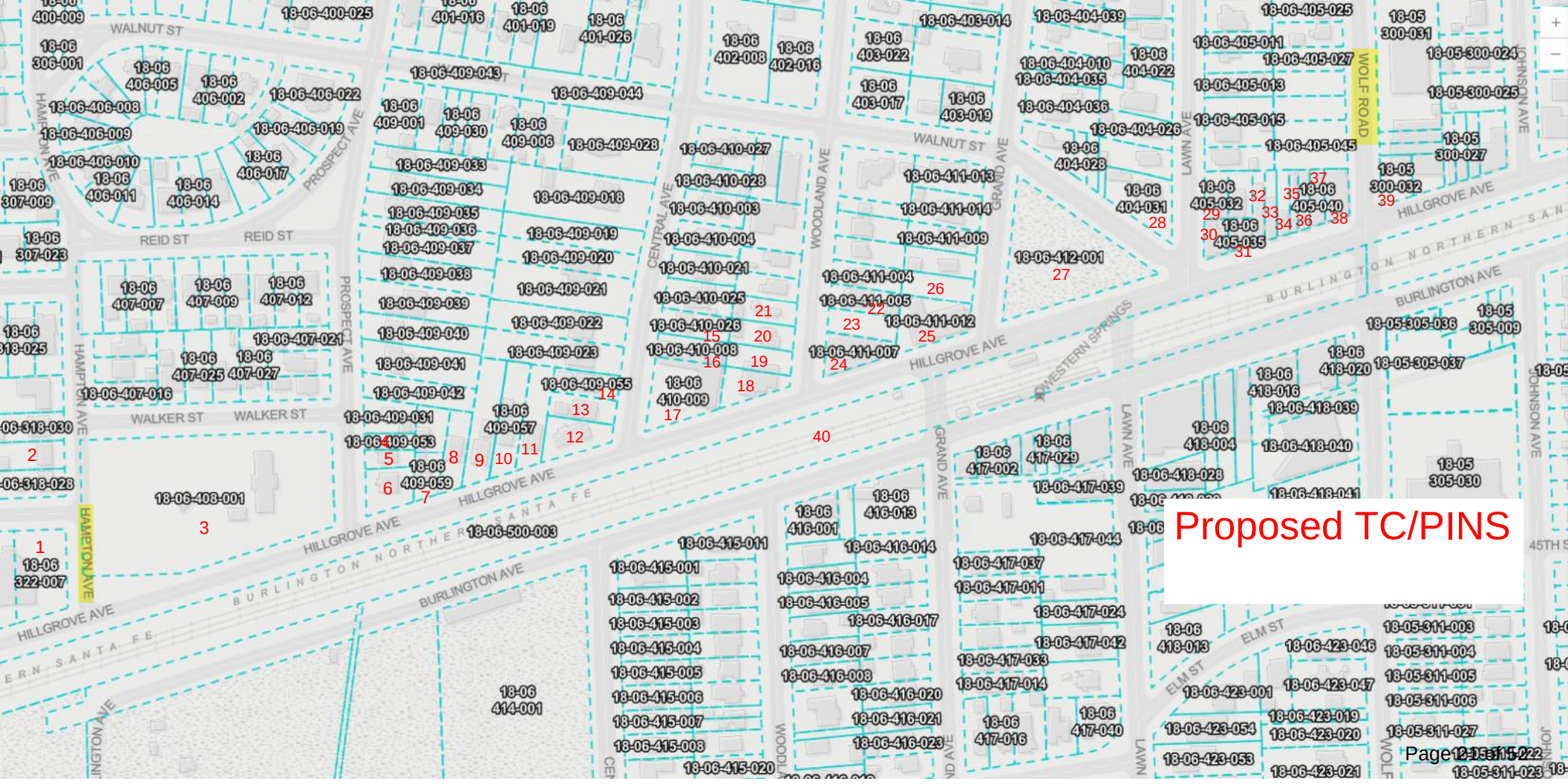
USER NAME = lyanitsch	DESIGNED -	REVISED -	REVISED -
	DRAWN -	REVISED -	REVISED -
PLOT SCALE = $SCALE$	CHECKED -	REVISED -	REVISED -
PLOT DATE = 11/17/2025	DATE -	REVISED -	REVISED -

HILLGROVE AVENUE ROADWAY AND STREETSCAPE IMPROVEMENTS
VILLAGE OF WESTERN SPRINGS ILLINOIS

PROJECT LOCATION MAP

COUNTY	TOTAL SHEETS	SHEET NO.
COOK	1	1

MODEL: Default
FILE NAME: Y:\Proposals & SOO's_Grants\Grant Applications\STP-L\FFY 2027-2031\Western Springs_Submittal Materials\Exhibits\Hillgrove-design.dgn


Proposed TC/PINS
WALNUT ST
REID ST
WALKER ST
HILLGROVE AVE
BURLINGTON AVE
BURLINGTON NORTHERN SANTA FE
PROSPECT AVE
HAMPTON AVE
WOODLAND AVE
CENTRAL AVE
GRAND AVE
LAWN AVE
WOLF ROAD
JOHNSON AVE
ELM ST
18-06 400-009
18-06-400-025
18-06 306-001
18-06 406-005
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18-06 322-007
18-06-500-003
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Illinois Department of Transportation

Local Public Agency	County	Section Number
Village Of Western Springs	Cook	26-00107-00-PV
Prime Consultant (Firm) Name	**Prepared By**	**Date**
V3 Companies	Kurt Corrigan, PE	3/5/2026
Consultant / Subconsultant Name	**Job Number**	
V3 Companies		

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

Remarks

Phase I Engineering Services along Hillgrove Avenue frm Hampton Avenue to Wolf Road, approximatley 2800 feet.

PAYROLL ESCALATION TABLE

CONTRACT TERM	18	MONTHS	OVERHEAD RATE	165.00%
START DATE	6/1/2026		COMPLEXITY FACTOR	0
RAISE DATE	1/1/2027		% OF RAISE	3.00%
END DATE	11/30/2027			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	6/1/2026	1/1/2027	7	38.89%
1	1/2/2027	12/1/2027	11	62.94%

The total escalation = 1.83%

Local Public Agency	County	Section Number
Village Of Western Springs	Cook	26-00107-00-PV

Consultant / Subconsultant Name	Job Number
V3 Companies	

PAYROLL RATES

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

MAXIMUM PAYROLL RATE	**90.00**
ESCALATION FACTOR	**1.83%**

JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.

CLASSIFICATION	IDOT AVG PAYROLL RATES ON FILE	CALCULATED RATE
Principal	$90.00	$90.00
Senior Project Manager - TD	$90.00	$90.00
Senior Project Manager - CE	$85.75	$87.32
Senior Survey Project Manager	$64.97	$66.16
Project Manager II	$61.68	$62.81
Project Manager I	$56.77	$57.81
Project Manager I	$56.77	$57.81
Project Engineer I	$49.33	$50.23
Engineer III	$54.32	$55.32
Project Scientist II	$48.41	$49.30
Design Technician III	$44.29	$45.10
Survey Crew	$38.52	$39.23
Technician II	$37.90	$38.60
Administration III	$44.40	$45.22
Project Designer I	$53.52	$54.50
Planner I	$37.14	$37.82
Technician II	$37.90	$38.60
Senior Project Manager - ST	$86.76	$88.35
Senior Design Technician	$50.25	$51.17
Project Surveyor II	$40.31	$41.05
Senior Project Engineer	$67.75	$69.00
Civil Designer II	$42.41	$43.19

Local Public Agency	County	Section Number
Village Of Western Springs	Cook	26-00107-00-PV

Consultant / Subconsultant Name	Job Number
V3 Companies	

SUBCONSULTANTS

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

NAME	Direct Labor Total (Payroll Only)	Contribution to Prime Consultant
PSOMAS	126,250.00	12,625.00

Local Public Agency
Village Of Western Springs

County
Cook

Section Number
26-00107-00-PV

Consultant / Subconsultant Name
V3 Companies

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
Per Diem (per Federal GSA)	Up to federal maximum			$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum			$0.00
Vehicle Owned or Leased (no mileage charge allowed)	$45.00/half day (4 hours or less) or $90/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)	1	$500.00	$500.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)	1	$500.00	$500.00
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)	2	$750.00	$1,500.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			$0.00
Utliity 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
Title Commitments	Actual Cost	40	$625.00	$25,000.00
Structural Geotechnical Engineering	Actual Cost	1	$12,400.00	$12,400.00
Sewer Televising	Actual Cost	1	$25,000.00	$25,000.00
			TOTAL DIRECT COSTS:	**$64,900.00**

Local Public Agency
Village Of Western Springs

County
Cook

Section Number
26-00107-00-PV

Consultant / Subconsultant Name
V3 Companies

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 165.00%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
TOPOGRAPHIC SURVEY	26,500	384	17,647	29,118	5,824		79,089	10.51%
DATA COLLECTION AND REVIEW	25,000	24	1,266	2,089	418	8,543	37,316	4.96%
CONCEPT REFINEMENT		28	1,666	2,749	550	46,438	51,403	6.83%
ENVIRONMENTAL SURVEY REQUEST/COORDINATION		84	4,401	7,262	1,452		13,115	1.74%
WETLAND DETERMINATION AND TREE SURVEY		64	3,522	5,812	1,162		10,496	1.40%
GEOTECHNICAL INVESTIGATION AND COORDINATION	12,400	4	201	332	66		12,999	1.73%
UTILITY EVALUATION		32	1,698	2,802	560	5,726	10,786	1.43%
PESA		80	4,029	6,648	1,330		12,007	1.60%
LOCATION DRAINAGE TECHNICAL MEMO		410	26,192	43,217	8,643		78,052	10.38%
SECTION 4(F) DOCUMENTATION AND EVALUATION		24	1,405	2,319	464		4,188	0.56%
CRASH ANALYSIS			-	-	-	4,094	4,094	0.54%
TRAFFIC ANALYSIS			-	-	-	60,052	60,052	7.98%
GEOMETRIC STUDIES		48	2,729	4,503	901	123,063	131,196	17.44%
LIGHTING DESIGN			-	-	-	10,464	10,464	1.39%
PUBLIC INVOLVEMENT/COMMUNITY ENGAGEMENT PLAN		60	3,961	6,535	1,307	113,289	125,092	16.63%
TRAFFIC MANAGEMENT PLAN		4	360	594	119	15,127	16,200	2.15%
CONSTRUCTION COST ESTIMATE		20	1,164	1,920	384	9,544	13,012	1.73%
PROJECT DEVELOPMENT REPORT	1,000	234	11,973	19,755	3,951		36,679	4.88%
MEETINGS AND COORDINATION		40	2,347	3,873	775	12,731	19,726	2.62%
ADMINISTRATION AND MANAGEMENT		28	1,876	3,096	619		5,591	0.74%
QUALITY ASSURANCE/QUALITY CONTROL		28	1,876	3,096	619		5,591	0.74%
FUNIDNG APPLICATIONS		56	2,991	4,935	987		8,913	1.18%
			-	-	-		-	
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			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
			-	-	-		-	
Subconsultant DL					6,162.88		6,163	0.82%
TOTALS	64,900	1652	91,304	150,655	36,294	409,071	752,224	100.00%

Fixed fee is limited to the lower of the calculated amount or 15%

The subconsultant fee has been adjusted due to 15% fixed fee

Local Public Agency
Village Of Western Springs

County
Cook

Section Number
26-00107-00-PV

Consultant / Subconsultant Name
V3 Companies

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 4

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			TOPOGRAPHIC SURVEY			DATA COLLECTION AND REVIEW			CONCEPT REFINEMENT			ENVIRONMENTAL SURVEY REQUEST/COORDINATION			WETLAND DETERMINATION AND TREE SURVEY		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	90.00	78.0	4.72%	4.25	4	1.04%	0.94				4	14.29%	12.86				4	6.25%	5.63
Senior Project Manager - TD	90.00	8.0	0.48%	0.44															
Senior Project Manager - CE	87.32	0.0																	
Senior Survey Project Manager	66.16	40.0	2.42%	1.60	40	10.42%	6.89												
Project Manager II	62.81	8.0	0.48%	0.30							8	28.57%	17.95						
Project Manager I	57.81	242.0	14.65%	8.47				8	33.33%	19.27				24	28.57%	16.52	24	37.50%	21.68
Project Manager I	57.81	0.0																	
Project Engineer I	50.23	376.0	22.76%	11.43				16	66.67%	33.49	16	57.14%	28.70	60	71.43%	35.88			
Engineer III	55.32	0.0																	
Project Scientist II	49.30	106.0	6.42%	3.16													36	56.25%	27.73
Design Technician III	45.10	40.0	2.42%	1.09															
Survey Crew	39.23	180.0	10.90%	4.27	180	46.88%	18.39												
Technician II	38.60	0.0																	
Administration III	45.22	44.0	2.66%	1.20															
Project Designer I	54.50	0.0																	
Planner I	37.82	0.0																	
Technician II	38.60	0.0																	
Senior Project Manager - ST	88.35	0.0																	
Senior Design Technician	51.17	152.0	9.20%	4.71	100	26.04%	13.33												
Project Surveyor II	41.05	60.0	3.63%	1.49	60	15.63%	6.41												
Senior Project Engineer	69.00	290.0	17.55%	12.11															
Civil Designer II	43.19	28.0	1.69%	0.73															
		0.0																	
		0.0																	
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TOTALS		1652.0	100%	$55.27	384.0	100.00%	$45.96	24.0	100%	$52.76	28.0	100%	$59.51	84.0	100%	$52.40	64.0	100%	$55.04

Local Public Agency
Village Of Western Springs

County
Cook

Section Number
26-00107-00-PV

Consultant / Subconsultant Name
V3 Companies

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

PAYROLL CLASSIFICATION	AVG HOURLY RATES	GEOTECHNICAL INVESTIGATION AND COORDINATION			UTILITY EVALUATION			PESA			LOCATION DRAINAGE TECHNICAL MEMO			SECTION 4(F) DOCUMENTATION AND EVALUATION			CRASH ANALYSIS		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	90.00													4	16.67%	15.00			
Senior Project Manager - TD	90.00																		
Senior Project Manager - CE	87.32																		
Senior Survey Project Manager	66.16																		
Project Manager II	62.81																		
Project Manager I	57.81				12	37.50%	21.68	10	12.50%	7.23	40	9.76%	5.64	8	33.33%	19.27			
Project Manager I	57.81																		
Project Engineer I	50.23	4	100.00%	50.23	20	62.50%	31.39							8	33.33%	16.74			
Engineer III	55.32																		
Project Scientist II	49.30							70	87.50%	43.14									
Design Technician III	45.10																		
Survey Crew	39.23																		
Technician II	38.60																		
Administration III	45.22													4	16.67%	7.54			
Project Designer I	54.50																		
Planner I	37.82																		
Technician II	38.60																		
Senior Project Manager - ST	88.35																		
Senior Design Technician	51.17										52	12.68%	6.49						
Project Surveyor II	41.05																		
Senior Project Engineer	69.00										290	70.73%	48.80						
Civil Designer II	43.19										28	6.83%	2.95						
TOTALS		4.0	100%	$50.23	32.0	100%	$53.07	80.0	100%	$50.37	410.0	100%	$63.88	24.0	100%	$58.55	0.0	0%	$0.00

Local Public Agency
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County
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Consultant / Subconsultant Name
V3 Companies

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TRAFFIC ANALYSIS			GEOMETRIC STUDIES			LIGHTING DESIGN			PUBLIC INVOLVEMENT/COMMUNITY ENGAGEMENT PLAN			TRAFFIC MANAGEMENT PLAN			CONSTRUCTION COST ESTIMATE		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	90.00				8	16.67%	15.00				20	33.33%	30.00	4	100.00%	90.00	4	20.00%	18.00
Senior Project Manager - TD	90.00																		
Senior Project Manager - CE	87.32																		
Senior Survey Project Manager	66.16																		
Project Manager II	62.81																		
Project Manager I	57.81										20	33.33%	19.27						
Project Manager I	57.81																		
Project Engineer I	50.23				40	83.33%	41.86				20	33.33%	16.74				16	80.00%	40.18
Engineer III	55.32																		
Project Scientist II	49.30																		
Design Technician III	45.10																		
Survey Crew	39.23																		
Technician II	38.60																		
Administration III	45.22																		
Project Designer I	54.50																		
Planner I	37.82																		
Technician II	38.60																		
Senior Project Manager - ST	88.35																		
Senior Design Technician	51.17																		
Project Surveyor II	41.05																		
Senior Project Engineer	69.00																		
Civil Designer II	43.19																		
TOTALS		0.0	0%	$0.00	48.0	100%	$56.86	0.0	0%	$0.00	60.0	100%	$66.01	4.0	100%	$90.00	20.0	100%	$58.18

Local Public Agency
Village Of Western Springs

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Cook

Section Number
26-00107-00-PV

Consultant / Subconsultant Name
V3 Companies

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

PAYROLL CLASSIFICATION	AVG HOURLY RATES	PROJECT DEVELOPMENT REPORT			MEETINGS AND COORDINATION			ADMINISTRATION AND MANAGEMENT			QUALITY ASSURANCE/QUALITY CONTROL			FUNIDNG APPLICATIONS					
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	90.00	2	0.85%	0.77	8	20.00%	18.00	8	28.57%	25.71	8	28.57%	25.71						
Senior Project Manager - TD	90.00													8	14.29%	12.86			
Senior Project Manager - CE	87.32																		
Senior Survey Project Manager	66.16																		
Project Manager II	62.81																		
Project Manager I	57.81	40	17.09%	9.88	8	20.00%	11.56	20	71.43%	41.30	20	71.43%	41.30	8	14.29%	8.26			
Project Manager I	57.81																		
Project Engineer I	50.23	160	68.38%	34.35	16	40.00%	20.09												
Engineer III	55.32																		
Project Scientist II	49.30																		
Design Technician III	45.10	32	13.68%	6.17	8	20.00%	9.02												
Survey Crew	39.23																		
Technician II	38.60																		
Administration III	45.22													40	71.43%	32.30			
Project Designer I	54.50																		
Planner I	37.82																		
Technician II	38.60																		
Senior Project Manager - ST	88.35																		
Senior Design Technician	51.17																		
Project Surveyor II	41.05																		
Senior Project Engineer	69.00																		
Civil Designer II	43.19																		
TOTALS		234.0	100%	$51.16	40.0	100%	$58.67	28.0	100%	$67.01	28.0	100%	$67.01	56.0	100%	$53.41	0.0	0%	$0.00

Project Description

The Hillgrove Ave Phase I engineering project includes approximately 2750' of roadway rehabilitation, reconstruction, and streetscape and pedestrian improvements along Hillgrove Avenue from Hampton Avenue to Wolf Road. The work is anticipated to occur within the existing right-of-way.

The proposed improvement will improve the safety, operations, and access throughout the corridor. Improvements are anticipated to generally include creating a paver street area utilizing concrete pavement, pavers and permeable pavers, traffic calming features, streetscape elements including pedestrian amenities and landscaping enhancements, lighting improvements, gateway features, limited drainage improvements, water, sewer, power infrastructure upgrades, and implementation of green infrastructure elements.

Phase I elements will be per the Illinois Department of Transportation's (IDOT) Bureau of Local Roads & Streets Policies & Procedures. Designs and studies will be prepared per applicable Village of Western Springs and IDOT standards. Plans will be prepared using AutoCad Civil3D. Survey and design files will converted between MicroStation OpenRoads Designer utilizing a workspace from the Illinois Department of Transportation (IDOT) and AutoCad Civil3D as needed.

This scope of services is limited to supporting V3 in preparation of the Project Development Report (PDR) and supporting the Village through community outreach campaign.

1 DATA COLLECTION AND REVIEW

Data collection will be coordinated with V3 Companies.

DATA COLLECTION

Review and analyze pertinent information for the project obtained from the Village and IDOT. This information will include, but are not limited to the following:

- Geological information if available
- As-built plans of utilities, roadway improvements, buildings or park improvements within the project area
- Accident records for the last five years (coordinate with Village's Police Department)
- Traffic projections (coordinate with CMAP to obtain 2050 projections)
- Existing right-of-way plats, boundaries, and limits
- Utility atlases, if not previously provided
- Past studies or reports, transportation studies, traffic studies from permit applications, and utility infrastructure

- Plans from Metra Platform reconstruction.
- Plans from pedestrian underpass construction
- Plans for new developments, if applicable
- Village will provide any available existing plans and/or inspections
- Addresses of properties within the project limits

FIELD VISITS

Perform (2) field visits to the site by design team members.

- Verification of existing conditions and utilities, existing vegetation, existing site furnishings/fixtures, existing pedestrian, bicycle, and transit circulation and infrastructure.
- Pictures of Historical Buildings (buildings constructed before 1986) as required for the submittal of the environmental survey request to IDOT.

EXHIBITS

Provide Aerial photographs for the project area from the Nearmap database.

2 CONCEPT REFINEMENT

The Consultant shall prepare up to three (3) roadway layouts on the survey. One (1) based upon the previous planning work performed along Hillgrove from Wolf Road to Grand Avenue, and two (2) additional conceptual alternatives aligning with the Downtown Master Plan. Concepts may, but are not limited to, depict ADA facility locations, cross street control, curb bulbs/art parklets, street trees, schematic street furniture locations, parking reconfiguration, integration of metra platform improvements, integration of building frontage improvements, and channelization and signage. This layout will be refined to a preferred alternative and typical section through the public involvement process.

The Consultant shall prepare up to one (1) roadway layout on the survey for improvement to Hillgrove Ave from Grand Ave to Hampton Ave depicting ADA facility locations, cross street control, curb bulbs/art parklets, street trees, schematic street furniture locations, parking reconfiguration, integration of Metra platform improvements, integration of building frontage improvements, and channelization and signage.

The initial concept refinements and alternatives will be utilized within the public outreach process (under a separate task).

The concept refinement will integrate and update the Village's previous concept plans, and will include, but is not limited to the following elements:

- Evaluating Tower Green expansion and utilization, which includes evaluating the placement of a stage area.
- Landscaped and paved plaza configuration utilizing permeable pavers.
- Evaluate feasibility of potential woonerf, curbless street, concept. This will include traffic calming measures such as a raised intersection and pedestrian areas to create more definable pedestrian areas and crossings.
- Evaluate entry features at Hillgrove Ave & Grand Ave and Hillgrove Ave & Lawn.

- Lighting concept including a potential expanded light canopy and uplighting (analysis performed under separate task)
- Incorporate intersection operational recommendations
- Evaluate a variety of street furnishings to be added to the corridor as part of the concept refinement.

Deliverables/Products:

- Scroll Plot Design Alternative Layouts (11"x Project Length hard copy and electronic PDF). There will be two iterations of refined layout scroll plot submittals to the Client for review and discussion.
- Scroll Plot Preliminary Illustrative Plan (matches 10% Engineering Plan) including street furniture, art and cultural elements, pavement types, parklets/curb bulb space for people or for future LID/GSI (11"x Project Length hard copy and electronic PDF). This Plan is limited to Wolf Road to Grand Avenue.
- Typical Cross Sections (Illustrative) (11"x17" electronic PDF)
- Illustrative Perspectives (2 Photo simulations) (11"x17" electronic PDF)
- Preliminary Urban Design Package (Project Narrative & Photo Examples - 11"x17" electronic PDF)

The final preferred concept will be detailed in a report with estimated costs based on the goals of the project and coordination with the Village (under separate tasks).

3 UTILITY EVALUATION

The Consultant will review provided inspection reports, as built information, and cctv footage within to the project limit to detect damage, flow conditions, potential improvement limits, and connection locations. Utility replacement plans will be prepared under separate task. Under this task an assessment of the downtown power utility routing/maps/connections will be performed and opportunities to replace, reuse, or create new more efficient conduit runs for future improvements will be noted. Power/Electrical Plan will be developed under separate task.

Deliverables/Products:

- Recommendation of improvement/repair limit to prime consultant.

4 CRASH ANALYSIS

Crash reports will be reviewed and tabulated (five most recent years) within the project limits. A crash and roadside safety analysis will be performed to identify high crash locations and determine safety countermeasures (such as improving sight lines, sight distance, curb and intersection geometrics, etc.). Exhibits will be prepared to summarize the crash data to be included in the Phase I PDR documentation.

5 TRAFFIC ANALYSIS

As part of the Phase I documentation, Psomas will analyze and evaluate multi-modal traffic along the project corridor. The following work will include:

- Our subconsultant, Quality Counts, will conduct 14-hour counts including a vehicular, pedestrian, bicyclist, and truck traffic at each of the following locations:
  - Hampton Ave/Hillgrove Ave
  - Prospect Ave/Hillgrove Ave
  - Central Ave/Hillgrove Ave
  - Woodland Ave/Hillgrove Ave
  - N Grand Ave/Hillgrove Ave
  - S Grand Ave/Hillgrove Ave
  - N Lawn Ave & Walnut St/Hillgrove Ave
  - S Lawn Ave/Hillgrove Ave
  - Wolf Road/Hillgrove Ave
  - Wolf Road / Burlington Ave
  - Lawn Ave / Burlington Ave
  - Grand Ave / Burlington Ave
- Counts will be taken on a Wednesday and Saturday.
- Development of design hour volumes for the AM and PM peak periods.
- Capacity analysis of existing traffic and projected traffic (2050).

Downtown circulation, safety, and operational analysis will be performed at the following locations:

- N Lawn Ave/Walnut St & Hillgrove Ave
- S Lawn Ave & Hillgrove Ave
- Wolf Rd & Hillgrove Ave
- One-way operations for Hillgrove and Burlington
- One-way operation for Walnut St
- Closure of Lawn Ave grade crossing to vehicle traffic

The Village shall furnish previous parking data/study to Consultant. The Consultant shall review previous parking data / study and perform supplement parking analysis of downtown streets considering future streetscape enhancements, potential traffic operational changes, and new/future downtown business.

Deliverables/Products:

- Recommendation of potential intersection, safety, and circulation improvements to consider as part of project elements
- Parking study supplemental memorandum
- Existing and future traffic exhibits will be prepared to summarize the review of the traffic data.
- Four-way stop warrants will be performed at all existing four-way stop intersections. Warrant reports will be included in the PDR under a separate task.
- Raw traffic count data

6 PUBLIC INVOLVEMENT

Public involvement in the form of public notifications, public informational meetings, and attendance of additional Village meetings will be conducted to satisfy the requirements of the Federal process and inform the community. The Public Informational Meeting held in an open house format is anticipated to present the project improvements, the results of agency coordination, and the project schedule to solicit feedback from stakeholders. The scope of work includes the following:

- Compile a list of property & business owner addresses with assistance from the Village and send one (1) notification via US Certified Mail.
- Support Village in development of project website and coordinate with the Village to provide project updates on their website
- Psomas staff will attend and facilitate one (1) public involvement meeting as required and provide the following:
    - Up to three language translations for handout brochures and display exhibits for use during the meeting.
    - Anticipated display exhibits include 2-D plan renderings and representational imagery. Perspective imagery, digital or hand drawn will be prepared, to inform public perception and solicit comment.
    - Up to one drone or perspective fly though video depicting the existing conditions and the proposed project will be produced for display at public meetings and village board/committee meetings.
    - Graphics prepared under Concept Refinement Task shall be utilized in this scope.
    - Documentation of the concerns and comments expressed by those at the meeting.
    - Responses to public comments.
    - Summary of the public involvement process to incorporate into the Project Development Report (PDR).
- With support from the Village, Psomas will establish a Hillgrove Ave Steering Committee. This steering committee is anticipated to meet once per month from contract commencement (July 2026) though IDOT Phase 1 approval (November 2027). Location and specific businesses, neighborhood leaders, and residents, will be coordinated with the Village and downtown businesses upon contract commencement. Anticipated businesses and community groups include, but is not limited to:
    - Western Springs Historical Society
    - Western Springs Park District
    - Western Springs Theater
    - Western Spring Public Works
    - Western Spring PD
    - Western Springs Fire Dept
    - Hillgrove Tap
    - Guac N Tacos
    - Spring Othrodontics
    - Davnti Enotecs
    - Top Driver School
    - Young Life Metro Southwest
    - Jolie, a dress boutique
    - Clarity Physical Therapy and Wellness Center
    - Metra Staff
    - BNSF
    - Community Bank of Western Springs
    - Colonial Barber Shop
    - Evolve health and wellness
    - Initially ewe
    - Jenna Crowther State Farm
    - SET Fitness
    - Streamline Physical Therapy & Rehab
    - Shear Envy

- Psomas will participate in up to five Village of Western Springs events. Specific events will be coordinated with Village. Anticipated events include, but not limited to,
    - July 22nd Jammin in July
    - Gather on the Green
    - August French Market
    - Village Touch a Truck Event
    - December 5 or 6 Santa Pictures/Winter Wonderland.

Additional events attendance beyond what is identified above shall be compensated at $5,000 / event.

Any official public meeting will adhere to the FHWA public meeting requirements that will be included in the PDR. Steering Committee meeting notes and other meeting notes with community members / events will be included in the PDR.

7 LIGHTING DESIGN

As part of the roadway, streetscape, and safety improvements, Psomas will perform conceptual lighting design throughout the project limits. The lighting design work will include:

- Integration of conceptual lighting plan from concept refinement
- Review of the existing lighting conditions within the project limits to determine the existing lighting conditions and maintenance responsibilities and make recommendations for the proposed condition.
- Determination of the appropriate requirements for lighting design based on IDOT standards.
- Evaluation of decorative lighting options. This includes incorporating uplighting as part of the holiday and overhead festival lighting.

Deliverables/Products:

- Plan view of proposed lighting and electrical system. Scroll Plot of entire corridor.

8 GEOMETRIC STUDIES AND PRELIMINARY PLAN

Upon evaluation of the existing conditions, results of the concept refinement, traffic analysis, and public outreach Psomas will perform a geometric study that focus on the following design elements:

- Upon completion of the concept refinements we will document the roadway typical section, considering pedestrian and bicyclist accommodations, parking modifications, and lane configurations.
- Intersection geometric evaluation, including design vehicle turning movements and sight triangle evaluation.
- Cross Section Studies (Grading): Prepare cross-sections and/or grading plans for evaluation of the improvements and potential impacts to right-of-way. A (up to one) representative cross section or grading plan per block will be provided in the PDR.
- ADA grading details at each intersection and pedestrian crossing within the project limits to satisfy IDOT requirements.

- Preparation of water and sewer replacement plans are in included in this task. Profile design and conflict coordination and resolution is not included at this time.

Deliverables:

- Intersection geometrics including design vehicle turning movements.
- Intersection sight triangle exhibits to identify clear obstruction areas to accommodate the proposed improvements and hardscape features.
- Psomas will prepare a design criteria table for review by IDOT. The anticipated design criteria will be based of IDOT "3R" criteria. Final determination of the design criteria will be determined at the FHWA coordination meeting.
- Psomas will prepare plan exhibits on an aerial background that shows the alternative and include the identification of all proposed right-of-way and temporary/permanent construction easements.
- The preferred alternative will be detailed in the plan and profile exhibits, 20-scale or 40 scale roll plots, with the topographic survey as the background, that will be included in the Project Development Report. Anticipated Plan sheets include:
  - Roadway Plan and Profile, Roll Plot (22'' x length, 40 scale)
  - Utility Plan and Profile, water and sewer, Roll plot (22'' x length, 40 scale)
  - Electrical Plan, Roll plot (22'' x length, 40 scale)
  - Urban Design and Landscape Plan, Roll plot (22'' x length, 40 scale)
  - One Urban Design and Landscape Plan for Hillgrove Ave from Grand Ave to Wolf Road (Roll Plot 22''x length, 20 scale)
  - Intersection Plans (9) (22''x34'', 20 Scale)
  - Stormwater Plans from V3 companies will be integrated into the above plan sheets.

9 TRAFFIC MANAGEMENT PLAN

A Transportation Management Plan (TMP) will be prepared to evaluate various maintenance of traffic alternatives to be included in the Phase I study. This scope of work includes the following as required:

- Completion of IDOT form D1OP0042.
- Prepare a brief description of the project.
- Identify various traffic management strategies considered which include the cost.
- Impact analysis to evaluate delays and queues, and determine the recommended strategies and mitigation measures to reduce the impacts on the project.
- Traffic Control Plan (TCP). This includes identifying efficient, maintenance free and quick options to close Hillgrove Ave.

Associated exhibits will be prepared as part of the TMP for IDOT's review and/or concurrence. Two (2) submittals (pre-final and final) to IDOT will be prepared.

10 CONSTRUCTION COST ESTIMATE

Psomas, with support from V3, will prepare a preliminary engineer's opinion of probable construction costs (EOPCC) of the proposed improvements utilizing IDOT pay items, standards, and guidelines. Itemized costs will be determined using available guides and bid tabulations from similar projects. Cost estimates will be produced during the concept refinement task as well as the PDR task.

11 PROJECT DEVELOPMENT REPORT

V3 will coordinate and provide the PDR. As requested, Psomas will provide specific necessary documentation from scope tasks herein to support the Project Development Report submittal to IDOT.

12 MEETINGS AND COORDINATION

Psomas will participate as requested in meetings led by V3. These meetings are in addition to meetings noted for the public involvement requirements. See V3 scope of work for details.

13 FUNDING APPLCIATIONS

Support for this task is included with the various scope items herein.

Illinois Department of Transportation

EXHIBIT D

COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

FIXED RAISE

Local Public Agency	County	Section Number
Western Springs	Cook	

Prime Consultant (Firm) Name	Prepared By	Date
V3 Companies	Bryce Corrigan, PE	3/5/2026

Consultant / Subconsultant Name	Job Number
Psomas	

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	**18**	**MONTHS**	**OVERHEAD RATE**	**176.66%**
START DATE	**6/1/2026**		**COMPLEXITY FACTOR**	**0**
RAISE DATE	**1/1/2027**		**% OF RAISE**	**3.00%**
END DATE	11/30/2027			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	6/1/2026	1/1/2027	7	38.89%
1	1/2/2027	12/1/2027	11	62.94%

The total escalation = 1.83%

Local Public Agency	County	Section Number
Western Springs	Cook	

Consultant / Subconsultant Name	Job Number
Psomas	

PAYROLL RATES

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

MAXIMUM PAYROLL RATE	**90.00**
ESCALATION FACTOR	**1.83%**

JOB SPECIFIC - Classifications and Average Payrates need to match current payrolls submitted to the Department.

CLASSIFICATION	IDOT AVG PAYROLL RATES ON FILE	CALCULATED RATE
Senior Engineer II	$79.33	$80.78
Senior Engineer I	$72.00	$73.32
Project Engineer II	$68.33	$69.58
Transportation Planner II	$48.33	$49.22
Senior Transportation Planner	$76.00	$77.39
Design Engineer II	$51.00	$51.94
Design Engineer I	$48.33	$49.22
Technician	$40.00	$40.73
Landscape Designer I	$38.33	$39.03
Landscape Designer II	$42.00	$42.77
Senior Landscape Architect I	$66.67	$67.89
Office Admin	$40.33	$41.07

Local Public Agency
Western Springs

County
Cook

Section Number

Consultant / Subconsultant Name
Psomas

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
Per Diem (per Federal GSA)	Up to federal maximum			$0.00
Lodging (per Federal GSA)	Actual Cost (Up to Federal rate maximum)			$0.00
Lodging Taxes and Fees (per Federal GSA)	Actual Cost			$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			$0.00
Vehicle Mileage (per Federal GSA)	Up to Federal rate maximum			$0.00
Vehicle Owned or Leased (no mileage charge allowed)	$45.00/half day (4 hours or less) or $90/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)	6	$500.00	$3,000.00
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
Utliity 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
Traffic Counts	Actutal Cost	1	$15,120.00	$15,120.00
				$0.00
				$0.00
			TOTAL DIRECT COSTS:	**$18,120.00**

Local Public Agency
Western Springs

County
Cook

Section Number

Consultant / Subconsultant Name
Psomas

Job Number

COST ESTIMATE WORKSHEET

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

OVERHEAD RATE 176.66%

COMPLEXITY FACTOR 0

TASK	DIRECT COSTS (not included in row totals)	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Data Collection and Review		40	2,759	4,874	910		8,543	2.09%
Concept Refinement		260	14,996	26,493	4,949		46,438	11.35%
Utility Evaluation		24	1,849	3,267	610		5,726	1.40%
Crash Analysis		20	1,322	2,336	436		4,094	1.00%
Traffic Analysis	15,120	224	14,510	25,634	4,788		60,052	14.68%
Public Involvement	3,000	556	35,616	62,920	11,753		113,289	27.69%
Lighting Design		52	3,379	5,970	1,115		10,464	2.56%
Geometric Studies		620	39,741	70,207	13,115		123,063	30.08%
Traffic Management Plan		80	4,885	8,630	1,612		15,127	3.70%
Construction Cost Estimate		40	3,082	5,445	1,017		9,544	2.33%
Meetings and Coordination		52	4,111	7,263	1,357		12,731	3.11%
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Subconsultant DL					0.00			
TOTALS	18,120	1968	126,250	223,039	41,662	-	409,071	100.00%

Local Public Agency: Western Springs

County: Cook

Section Number:

Consultant / Subconsultant Name: Psomas

Job Number:

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Data Collection and Review			Concept Refinement			Utility Evaluation			Crash Analysis			Traffic Analysis		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Senior Engineer II	80.78	384.0	19.51%	15.76	8	20.00%	16.16	40	15.38%	12.43	12	50.00%	40.39				12	5.36%	4.33
Senior Engineer I	73.32	308.0	15.65%	11.47							12	50.00%	36.66				12	5.36%	3.93
Project Engineer II	69.58	252.0	12.80%	8.91	8	20.00%	13.92	40	15.38%	10.71									
Transportation Planner II	49.22	124.0	6.30%	3.10	8	20.00%	9.84							8	40.00%	19.69	100	44.64%	21.97
Senior Transportation Planner	77.39	144.0	7.32%	5.66	8	20.00%	15.48							12	60.00%	46.44	100	44.64%	34.55
Design Engineer II	51.94	112.0	5.69%	2.96															
Design Engineer I	49.22	72.0	3.66%	1.80															
Technician	40.73	40.0	2.03%	0.83															
Landscape Designer I	39.03	160.0	8.13%	3.17				60	23.08%	9.01									
Landscape Designer II	42.77	120.0	6.10%	2.61				60	23.08%	9.87									
Senior Landscape Architect I	67.89	192.0	9.76%	6.62	8	20.00%	13.58	60	23.08%	15.67									
Office Admin	41.07	60.0	3.05%	1.25															
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TOTALS		1968.0	100%	$64.15	40.0	100.00%	$68.97	260.0	100%	$57.68	24.0	100%	$77.05	20.0	100%	$66.12	224.0	100%	$64.78

Local Public Agency
Western Springs

County
Cook

Section Number

Consultant / Subconsultant Name
Psomas

Job Number

AVERAGE HOURLY PROJECT RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Public Involvement			Lighting Design			Geometric Studies			Traffic Management Plan			Construction Cost Estimate			Meetings and Coordination		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Senior Engineer II	80.78	160	28.78%	23.25	20	38.46%	31.07	60	9.68%	7.82	12	15.00%	12.12	20	50.00%	40.39	40	76.92%	62.14
Senior Engineer I	73.32	80	14.39%	10.55				160	25.81%	18.92	12	15.00%	11.00	20	50.00%	36.66	12	23.08%	16.92
Project Engineer II	69.58	40	7.19%	5.01	4	7.69%	5.35	160	25.81%	17.96									
Transportation Planner II	49.22										8	10.00%	4.92						
Senior Transportation Planner	77.39	16	2.88%	2.23							8	10.00%	7.74						
Design Engineer II	51.94				12	23.08%	11.99	80	12.90%	6.70	20	25.00%	12.98						
Design Engineer I	49.22				12	23.08%	11.36	40	6.45%	3.18	20	25.00%	12.30						
Technician	40.73							40	6.45%	2.63									
Landscape Designer I	39.03	60	10.79%	4.21				40	6.45%	2.52									
Landscape Designer II	42.77	60	10.79%	4.62															
Senior Landscape Architect I	67.89	80	14.39%	9.77	4	7.69%	5.22	40	6.45%	4.38									
Office Admin	41.07	60	10.79%	4.43															
TOTALS		556.0	100%	$64.06	52.0	100%	$64.99	620.0	100%	$64.10	80.0	100%	$61.06	40.0	100%	$77.05	52.0	100%	$79.06

NASHnal Soil Testing, LLC.
23856 W. Andrew Road, Plainfield, IL 60585
Ph 630-780-5201, Fax 630-429-9099

Mr. Kurt Corrigan
V3 Companies
7325 Janes Avenue
Woodridge, IL 60517
Phone: 630-724-9200
E-mail: kcorrigan@v3co.com

3/2/2026
Proposal No. 2026-3513-028P

RE: Proposal for the Pavement Coring and Geotechnical Exploration Services for the Hillgrove Avenue Roadway and Streetscape Improvements at Hillgrove Avenue (between Wolf Rd. & Hampton Ave.) in Western Springs, IL-60558

Dear Mr. Corrigan;

We are pleased to submit a proposal for this project. We have reviewed scope of work you prepared and discussed the project with you as a basis for this proposal. Enclosed please find a description of our understanding of the project, and an estimate of our fee and our fee schedule.

NST is a full-service company, which provides geotechnical investigation, construction inspection, material testing and environmental services (Phase-I & Phase II) to clients in both the private and public sectors. Our principals have over 23 years of combined experience in the related fields. I personally am a registered professional engineer in over 7 states and have been providing subsurface soil investigations, construction inspection and material testing services to developers and contractors in multiple locations.

Project Description

We understand that you are design engineering services for Hillgrove Avenue Roadway and Streetscape Improvements project located on Hillgrove Avenue (between Wolf Road and Hampton Avenue) in Western Springs, IL. As you have requested, to understand the subsurface soils profile and pavement sections within the roadway/street, we will drill 7 soil borings to a depth of 10 feet each at the locations marked by you for soil borings and core at all 7 locations to determine the bituminous pavement thickness along with the aggregate base thickness in order to obtain preliminary geotechnical data to help plan your design. Additionally, as requested, we will perform two (2) percolation tests at the surface at the two locations marked by you.

It is important for you to understand that during the drilling and access to the proposed area, any the existing surface, landscaping and grass in the vicinity and the access area will be damaged by our equipment. NST should not be held responsible for the repair of the damaged grounds/grass and landscaping. Additionally, if due to any unforeseen conditions, additional trips are required to drill the job, an additional mobilization fee will be charged.

Scope of Services

As you requested, we will drill seven (7) soil borings to a depth of 10 feet each below existing grade and perform two (2) percolation/infiltration tests at the locations specified by you. Surface elevations at each boring location will be determined by our field crew and referenced to a convenient on-site or nearby benchmark or established using GPS coordinates.

Before we drill, we will contact J. U. L. I. E. to locate public underground utilities. J. U. L. I. E., does not charge for this service, but will also not locate private underground utility lines within property. If there are private underground utility lines where we are to drill, we recommend that your organization contact a private locating company, which will charge for its services. At this time, we have not made an allowance for a private locating firm in our estimate of fees for this project. If we must contact a private locating firm or if private locating firm is hired, we would pass along their fees at cost plus 15%.

We will drill with hollow stem augers or solid stem augers, and sample by the split barrel method (ASTM: D 1586). Our crew will maintain logs noting the drilling and sampling methods and groundwater levels.

Representative samples of the recovered soil will be preliminarily classified in the field, sealed in jars to reduce moisture loss, and sent to our laboratory for testing and final classification by a Soil Engineer. Upon completion of drilling and groundwater measurements, we will backfill the boreholes with soil cuttings at your request and not by Bentonite Grout.

Laboratory Testing

Our laboratory program will be initiated by a Geotechnical Engineer examining the recovered samples to determine the major and minor soil components. We anticipate performing routine testing including moisture content determination and unconfined compressive strength of cohesive samples (by hand penetrometer).

If special testing is required, such as Atterberg Limits tests, gradation tests, organic content tests, or consolidation tests, we would contact you to discuss a modification in the scope of work before proceeding. After completion of the laboratory testing, the Engineer will visually/manually classify each sample based on texture and plasticity in accordance with the Unified Soil Classification System and prepare the boring logs and the geotechnical report.

Mr. Kurt Corrigan
Hillgrove Avenue Roadway and Streetscape Improvements
Hillgrove Avenue (between Wolf Rd. & Hampton Ave.)
Western Springs, IL-60558

3/2/2026
Proposal No. 2025-3513-027P

Geotechnical Report

In our report, we will describe the soil and groundwater conditions that we encounter and present recommendations for feasible methods of pavement construction. We will discuss site preparation and excavation, including the placement of fill or backfill.

Our report will conclude with a discussion of construction considerations related to pavement construction and earthwork on this site with IDOT Geotechnical Exploration requirements.

Fees

Representative samples of the recovered soil will be preliminarily classified in the field, sealed in jars to reduce moisture loss, and sent to our laboratory for testing and final classification by a Soil Engineer. Upon completion of drilling and groundwater measurements, we will backfill the boreholes with cuttings and plug the surface with bituminous cold patch, if required

Based on the scope of work described above, we will charge the following fees.

Mobilization/demobilization of men & equipment	$ 1,500.00
7 borings, 70 total lineal feet of drilling, routine sampling	$ 3,060.00
Laboratory testing of 28 samples (w% & Qp)	$ 280.00
Laboratory testing of 14 samples (Unit Weight)	$ 210.00
Geotechnical Exploration Report & logs	$900.00
Sub Total Geotechnical Exploration	**$ 7,000.00**
7 Pavement Cores	**$1,400.00**
2 Percolation/Infiltration Tests	**$4,000.00**
Total	**$12,400.00**

If additional borings or deeper borings are needed, or if engineering and testing are requested beyond that required for preparation of the report (i.e., post-report consultation, report revision due to changes in building design or location, specification review, pre-bid or pre-construction meetings), the increase in our fees will be in accordance with the unit prices shown on the enclosed fee schedule. If additional trips are required to drill the job, an additional mobilization fee will be charged.

Work Schedule

The utility locating will require three days following your authorization. We estimate that drilling will take one working day to complete. Laboratory testing will require an additional three days following drilling. We may submit copies of the boring logs at the completion of laboratory work and also provide verbal recommendations to the Structural Engineer to allow them to start on their design prior to receiving our formal report. Following completion of the testing, we would then prepare the soil report. We anticipate starting drilling sometime in the week of 3/29/2026, if that is not possible, we will inform you in writing.

Environmental Concerns

This proposal is presented for engineering services to determine the structural properties of the soil at the specified site. This proposal does not cover an environmental assessment of the site, nor environmental testing of the soil or groundwater. Environmental services can be provided if you desire.

Mr. Kurt Corrigan 3/2/2026
Hillgrove Avenue Roadway and Streetscape Improvements Proposal No. 2025-3513-027P
Hillgrove Avenue (between Wolf Rd. & Hampton Ave.)
Western Springs, IL-60558

Authorization

We are submitting this proposal in two copies for acceptance. When it is accepted, we ask that one copy be signed by an authorized representative of the party responsible for payment for these services, and that this copy be returned to us as our authorization to proceed.

We have enclosed with this proposal a copy of our General Conditions. The terms contained in the General Conditions are incorporated herein and are an integral part of this contract for professional engineering services. ACCEPTANCE OF THIS PROPOSAL BY AUTHORIZED SIGNATURE, VERBAL AUTHORIZATION, OR ISSUANCE OF A PURCHASE ORDER, INDICATES THAT YOU UNDERSTAND AND ACCEPT THE TERMS AND CONDITIONS CONTAINED IN THIS PROPOSAL, INCLUDING THE GENERAL CONDITIONS.

Mobilization/demobilization for 7 soil borings 70 lineal feet of drilling and sampling, routine laboratory testing, and the geotechnical exploration report with logs	**$ 7,000.00**
7 Pavement Cores	**$1,400.00**
2 Percolation/Infiltration Tests	**$4,000.00**
Total	**$12,400.00**

If you have any questions regarding this proposal, please contact us.

Sincerely,
Engineering Testing Laboratories

Umar T. Ahmad, P.E.
Senior Project Engineer

Enclosures:
Important Information regarding your Geotechnical Engineering Proposal
General Conditions for Geotechnical Engineering

ACCEPTED
DATE:_____

FIRM: V3 Companies

AUTHORIZED NAME: _____

WHEN ACCEPTED PLEASE SIGN *THIS* COPY AND *RETURN* IT TO OUR *OFFICE.* THANK YOU.
(Please print)

AUTHORIZED SIGNATURE:_____

NASHnal Soil Testing, LLC.
23856 West Andrew Road, Unit 103, Plainfield, IL 60585
Ph 630-780-5201, Fax 630-429-9099

IMPORTANT INFORMATION ABOUT YOUR GEOTECHNICAL ENGINEERING PROPOSAL

As the client of a consulting geotechnical engineer, you should know that site subsurface conditions cause more construction problems than any other factor. Following are some suggestions and observations to help you manage your risks.

Have Realistic Expectations
If you have not dealt with geotechnical issues before, recognize that site exploration identifies actual subsurface conditions only at those points where samples are taken, at the time they are taken. The data derived are extrapolated by consulting geotechnical engineers who then apply their judgment to render an opinion about overall subsurface conditions, how they will react to construction activity, and appropriate design of foundations, slopes, impoundments, and other construction elements. Even under optimal circumstances, actual subsurface conditions may differ from those inferred to exist, because no geotechnical engineer, no matter how qualified, and no subsurface exploration program, no matter how comprehensive, can reveal what is hidden by earth, rock, and time.

Develop The Subsurface Exploration Plan With Care
The nature of a subsurface exploration program - the types, quantities, and locations of procedures used plays a large role in determining the effectiveness of a geotechnical engineering report and the design based upon it. The more comprehensive a subsurface exploration plan, the more information it provides to the geotechnical engineer, helping the engineer reduce the risk of unanticipated conditions and the attendant risk of costly delays and disputes. Even the cost of subsurface construction may be lowered. Geotechnical design begins with development of the subsurface exploration plan, a task that should be accomplished jointly by you and/or your professional representatives and the geotechnical engineer. Mutual development helps assure that all parties involved recognize one another's concerns and the available technical options. Clients who develop a subsurface exploration plan without the involvement of their geotechnical engineers may be required to assume responsibility - and liability - for the plan's adequacy.

Read General Conditions Carefully
Most consulting geotechnical engineers include their standard general contract conditions in their proposals, and it is common for one of these conditions to limit the engineer's liability. Known as risk allocation or limitation of liability, this approach helps prevent problems to begin with, and establishes a fair and reasonable framework for handling them should they arise.
Various other elements of the general conditions explain the geotechnical engineer's responsibilities, in order to help prevent confusion and misunderstandings, and assist all parties in recognizing who is responsible for different tasks.
In all cases, read the geotechnical engineer's general conditions carefully. Speak with the geotechnical engineer about any questions you may have.

Have The Geotechnical Engineer Work with Other Design Professionals
Costly problems can occur when other design professionals develop their plans based on misinterpretations of a geotechnical engineering report. To help avoid misinterpretations, retain your geotechnical engineer to work with other project design professionals who are affected by the geotechnical report. Ask the geotechnical engineer to explain report implications to those design professionals affected by them, and to review other design professionals' plans and specifications to consider the manner in which they have incorporated geotechnical issues. Although other design professionals may be familiar with geotechnical concerns, none knows as much about them as a competent geotechnical engineer.

Realize That Environmental Issues Have Not Been Addressed
If you have requested a geotechnical engineering proposal, it will not include services needed to evaluate the likelihood of the site being contaminated by hazardous materials or other pollutants. Given the liabilities involved, it is prudent practice always to have a site reviewed from an environmental viewpoint. A geotechnical engineer cannot be responsible for failing to detect contaminants when the services needed to perform that function are not being provided.

GENERAL CONDITIONS FOR GEOTECHNICAL ENGINEERING

I. Scope of Work,

NASHnal Soil Testing, LLC (hereinafter called NST) shall perform the services defined in this contract and shall invoice the client for those services at the rates shown on the attached FEE SCHEDULE. Any estimate of cost to the Client as stated in this contract shall not be considered as a firm figure, but only as an estimate, unless otherwise specifically stated in the contract. NST will provide additional services under this contract, as required to complete the engineering assignment, and/or as authorized by the Client and requested by the Client with charges for those additional services at the stated rates.

II. Soil Boring Locations and Elevations

It is desirable for NST to use its expertise in determining the number, depth, and locations of borings. However, it is understood that the Client may specify the number, location, or depth of borings. NST agrees to follow the Client's specifications to the extent practical. If the Client specifies the number, depth or locations of borings, Client agrees to accept the risk associated therewith, and agrees to indemnify and hold harmless NST from the claims of others arising there from. To the extent that the Client does not specify the number, locations, or depth of borings, such will be selected by NST personnel. NST will determine the ground surface elevations at the boring locations. If a benchmark is not available on the site, the elevations may be estimated from the topographic map (if one is provided). In using survey data provided by the Owner (for horizontal and vertical control), NST assumes no liability or responsibility to verify the accuracy of the survey data; we assume the survey data and/or benchmark elevations are correct as given. When NST uses a benchmark provided by the local municipality, county, or the state, we likewise assume no liability or responsibility in verifying the correctness of the elevation.

Since NST does not practice in the profession of land surveying, boring locations will be located in the field within the accuracy feasible. When the property lines are not surveyed and staked it may be necessary to approximately locate the borings by reference to available landmarks and landforms. In some cases, NST will request the Owner to either survey the boring locations before drilling starts, or after the completion of drilling. Such surveying will be carried out at no cost to NST. The boring locations shown on the Soil Boring Location Diagram are to be considered as approximate locations only.

III. Access to Site

Unless otherwise agreed, the Client will furnish NST with right-of-access to the site in order to conduct the planned exploration or field service. NST will take reasonable precautions to minimize damage due to its operations. NST has not included in the estimated charges the cost of restoration of any damage resulting from the operations, and will not be liable for such damage, If the Client directs, NST will restore the site and add the cost of restoration to the charges in accordance with personnel and equipment rates indicated on the FEE SCHEDULE.

IV. Utilities

In the prosecution of the work, we will take reasonable precautions to avoid damage or injury to subterranean structures or utilities. The client agrees to hold us harmless for any damages to subterranean structures, which are not called to our attention and correctly shown or described on the documents furnished.

V. Discovery of Unconfirmed Pollution, Notification to the State

If we observe a substance at the ground surface, in a boring or an excavation, or if we observe a substance in contact with or within the groundwater, which in our professional opinion could potentially pollute surface waters or the groundwater, there is a legal obligation to notify the State of Illinois Emergency Management Agency, in accordance with the provisions of Title 29, Chapter I, Subchapter D, Part 430, (29-IAC-430) "Emergency Response." It is our understanding that this notification must be "immediate," usually interpreted by the Agency to be within 24 hours. We will attempt to notify you, our Client, first to have you do the notification, but if you do not assure us that you will do so, or if we are unable to communicate with you, we will then be obligated to notify the State directly. The requirements of this statute supersede the usual practice of client confidentiality, and Client agrees to hold NST harmless from any consequences arising from such notification.

VI. Invoices

a. Invoices will be submitted once a month or services performed during the prior month, Payment is due upon presentation and is past due alter thirty (30) days of receipt of the invoice, unless specifically arranged otherwise in writing. The Client shall provide NST with a clear written statement within fifteen (15) days after the invoice date of any questions with respect to the invoice. Failure to provide NST with a clear written statement within fifteen (15) days shall constitute acceptance of an invoice as submitted. The Client agrees to pay a finance charge of one and one-half percent *(1'12%)* per month eighteen percent (18%) annually on past due accounts but not to exceed the maximum rate by law. The billing rates as described in the Agreement will be increased on the anniversary of the effective date of this agreement.

b. The Client's obligation to pay for the work contracted is in no way dependent upon the Client's ability to obtain financing, zoning, approval of governmental or regulatory agencies, final adjudication of a lawsuit in which NST is not involved, or upon the Client's successful completion of the project. It is agreed that all expenses incurred by NST in liens or collecting a delinquent amount, including but not limited to reasonable attorneys' fees, financial charges, witness personnel, document duplication, organization and storage costs, court costs, travel and subsistence, shall be paid to NST by the Client in addition to the delinquent amount.

VII. Ownership of Documents

NST will furnish two (2) copies of each report to the Client. The Client will be billed for additional copies at the cost of $25.00 per copy.

All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by NST, as instruments of service, shall remain the property of NST.

Client agrees that all reports and other work furnished to the Client or his agents who are not paid for, will be returned upon demand, and will not be used by the Client for any purpose whatsoever.

NST will not retain any records relating to the services performed following submission of the report.

AGENDA ITEM SUMMARY

FINANCE COMMITTEE

Finance Committee: April 7, 2026

AGENDA ITEM E.3.

To: Finance Committee
From: John Mastandona, Director of Finance, Matthew Supert, Director of Municipal Services
CC: Ellen Baer, Village Manager
RE: Water Rate Study Update

Recommendation

Summary

Representatives from Baxter & Woodman will be in attendance at the joint meeting of the Infrastructure Commission and the Public Works & Water Committee to present the water rate study. They will provide the results of the water rate study, including their findings and recommendations. Baxter & Woodman will be presenting a walkthrough of the rate model that is being developed to identify changes needed to the water/sewer usage rate. The presentation will include an overall presentation of the concepts and data used and incorporated along with proposed rate implementation schedules.

The Finance Committee will discuss the results of the study and discuss the different recommendations.

Financial Impact

To be determined

Recommended Motion

Strategic Plan Alignment

- Financial Sustainability
- Infrastructure Improvements

File Attachments

None