



**Civiltech Engineering, Inc.**  
www.civiltechinc.com

Two Pierce Place, Suite 1400  
Itasca, IL 60143  
Phone: 630.773.3900  
Fax: 630.773.3975

30 N LaSalle Street, Suite 3220  
Chicago, IL 60602  
Phone: 312.726.5910  
Fax: 312.726.5911

**Transportation Design**

**Traffic Engineering**

**Civil Engineering**

**Construction Engineering**

**Environmental Studies**

**Water Resources**

**Structural Design**

**Right of Way**

**Urban Design**

**Transportation Planning**

**Program Management**

December 29, 2020

Mr. Russell Lubash  
Traffic Engineer  
City of Joliet, Department of Public Works  
150 West Jefferson Street  
Joliet, IL 60432

**Re:** Proposal for RFP Preparation Assistance for a Traffic Impact Study Review  
Compass Business Park/NorthPoint Development  
Joliet, Illinois

Dear Mr. Lubash:

Thank you for the opportunity to submit this proposal. Based on a brief review of the following pieces of information, it is our understanding that NorthPoint Development is proposing an approximately 2,600-acre development that would include approximately 31 million square feet of industrial and warehouse/distribution facility uses.

- Staff Report, February 19, 2020 Joliet Plan Commission Meeting
- Proposed Study Intersections Exhibit
- Zoning/600' Public Notification Boundary Exhibit
- Aerial Photo/600' Public Notification Boundary Exhibit
- April 2020 Compass Business Park TIS by Kimley Horn
- Agenda packet for the December 16, 2020 City Council meeting

Of the approximately 2,600 acres of development, roughly 100 acres is located within the original City of Joliet municipal boundary, roughly 1,360 has recently been annexed into the City, and roughly 1,140 acres are located in other adjacent municipalities or unincorporated areas outside of the City's planning boundary.

A Traffic Impact Study (TIS) has been prepared by Kimley Horn for NorthPoint Development for the 2,600-acre development proposal. The City will be seeking a consultant to perform a review of the TIS, focusing on the impacts to roadways and intersections within the City of Joliet's jurisdiction. Civiltech has respectfully declined the opportunity to review the TIS on behalf of the City due to potential conflicts associated with Civiltech's involvement in a Will County Truck Route Planning Study. However, Civiltech has offered to assist City staff with preparing a scope of services that the City can use in a Request for Proposals to identify a consultant to perform the TIS review.

Following is a proposed scope for these services, a listing of proposed project staff, an estimated project schedule, and an estimate of fee.

## I. Scope of Services

- 1. Materials Review** – Review available background materials in detail to become familiar with details of the proposed development and the Traffic Impact Study that was prepared.
- 2. Prepare Scope of Services and RFP Assistance** – Prepare a draft scope of services to be used by the City as part of a Request for Proposals to retain a consultant to review the Traffic Impact Study. Work with the City to ensure that the RFP/RFQ contains all of the necessary elements that will be important as part of the selection process.
- 3. Meetings and Coordination** – One or two phone or video meetings with City staff to discuss project background and review the draft and/or final scopes of services.

## II. Project Staff

Below is a list of our key staff members who will provide the engineering services.

Project Manager	James R. Woods, P.E., PTOE
Project Engineer	Brian R. DeSalle, P.E., PTOE

## III. Project Schedule

Civiltech will provide a draft scope of services by January 15, 2021 for the City's review.

## IV. Compensation

We propose to perform the work using a direct labor multiplier, with a not-to-exceed maximum. The not-to-exceed fee will include reimbursement of direct labor costs for the scope of services described above, overhead and indirect costs, fringe benefit and salary burden costs, plus profit. We will use a billing factor of 2.8. Direct expenses will be reimbursed at their actual cost. The upper limit of compensation is based on the workhour estimates and fee calculations shown below:

Item	Task	Workhours
1.	Materials Review	4
2.	Prepare Scope of Services	12
3.	Meetings and Coordination	4
<b>Total</b>		<b>20</b>

Fee Estimate:                      20 hrs. x \$54/hour x 2.7 =                      **\$ 2,916**

### Additional Work

During the course of this project, it may become necessary to perform additional services beyond the scope of this contract including but not limited to attendance at additional or extended-length meetings, additional traffic counts, additional traffic analyses, additional geometric analyses/plans, or additional plan, exhibit, and report revisions. If some of this work becomes necessary, the additional fee for extra work would be billed on a time-and-material basis. Additional work would only be performed after prior approval from the City. Billing rates are as follows:

Project Manager:	\$60/hour x 2.8 = \$168.00/hour
Project Engineer:	\$50/hour x 2.8 = \$140.00/hour

If this proposal is acceptable, please endorse one copy and return a scan to us via e-mail.

We thank you for the opportunity to submit this proposal, and look forward to working with you toward the successful completion of this project. If you have any questions or require additional information, please contact me at (630) 735-3942.

Very truly yours,

**CIVILTECH ENGINEERING, INC.**



James R. Woods, P.E., PTOE

**Approved By:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_