Agenda
Village of Glen Ellyn
Special Village Board Workshop
Monday, February 27, 2023
6:00 PM
Glen Ellyn Civic Center, Room 301

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda on their chairs or online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

A. Call to Order

B. Pledge of Allegiance

C. Roll Call

D. Audience Participation

1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment at the time the item is discussed. In either case, please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that, if possible, one spokesman for a group be appointed to present the views of the entire group. Speakers who are recognized are requested to step to a microphone and state their name, their topic and the group, if any, they are representing prior to addressing the Village Board. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

E. Presentation

1) Glen Ellyn Metra Station and Multimodal Access Improvements Project - Project Update and Phase II Engineering Services

F. Adjourn

Glen Ellyn Village Board
535 Duane Street
Glen Ellyn, IL 60137

Meeting 2/27/2023 6:00 PM
Department: Public Works
Department Head: Dave Buckley
Category: Discussion Item
Prepared By: Rich Daubert

AGENDA ITEM (ID # 2023-195)

DOC ID: 2023-195

Glen Ellyn Metra Station and Multimodal Access Improvements Project - Project Update and Phase II Engineering Services

Statement of the Issue:
This agenda item serves to provide an update on the Village of Glen Ellyn Metra Station and Multimodal Access Improvements project. It also serves to provide both Staff and Capital Improvements Commission recommendations to retain CDM Smith of Chicago, Illinois for the completion of Phase II Engineering Services for the project in the not-to-exceed amount of $3,971,481.

Analysis:

Phase I Engineering Status
Staff and CDM Smith continue to responsively work through the completion of Phase I Engineering for the Glen Ellyn Metra Station and Multimodal Access Improvements Project. Recent major achievements include the Deputy State Historic Preservation Officer concurring with the Illinois Department of Transportation's Bureau of Design and Environment that the proposed project including the demolition of the existing station house is an adverse effect solely to the depot itself. More specifically, in some cases, the demolition of a property that is eligible for listing in the National Register of Historic Places can be an adverse effect to other eligible or listed properties. In turn, the State was then able to develop a draft Memorandum of Agreement (MOA) which includes measures to mitigate the adverse effect. The measures include:

1. Completing a historic survey of the station depot prior to its demolition
2. Installing interpretative signage and/or plaques that commemorate the history and/or significance of the former depot.
3. Removing the mural located on the north interior wall of the depot and reinstalling it at a public space that could include the new depot.

Staff and CDM Smith reviewed the draft MOA and made numerous comments and edits to the document which have been submitted back to the State for their consideration and follow up. The document will ultimately need to be agreed to and executed by IDOT, the Village, and State Historic Preservation Officer. Signoff is also required by Metra Rail and Union Pacific Railroad. Once the MOA is executed, the 4(f) evaluation can then advance to Federal Highway Administration.

In consort with the above, staff has worked with CDM Smith to refine the proposed site geometrics and grading associated with the preliminary design of the underpass tunnel including its walls, stairs, and ramps. In addition, revised geometrics for the underpass itself are being developed to utilize an alternative construction method based on CDM Smith's recent experience with Union Pacific Railroad on another nearby project involving a similar pedestrian underpass. CDM Smith is incorporating the Village's latest review comments into revised Type, Size, and Location drawings which are anticipated to be submitted to staff on February 21st. Staff will complete a quality assurance review of the materials. Once they are deemed to be in order, Staff will submit the documents to the State and Railroad for their review.

Other Phase I Items that are in progress or soon to start to finalize the Project Development Report include updating the Preliminary Environmental Site Assessment (PESA), Completion of Drainage Report, Formal Public Involvement Process required for completion of Phase I Engineering, and Outside Agency Coordination (DuPage County, Union Pacific Railroad).

Cost Estimating Update

CDM Smith and its subconsultant Vistara have developed a revised cost estimate for the overall project including the New Depot, Pedestrian Underpass, Platform and Warming Shelters, Plaza along Crescent Boulevard, as well as the Roadway and Streetscape Improvements along Crescent Boulevard and Forest Avenue. Staff has reviewed the cost estimate and noted specific items that need revision/inclusion in the cost estimate. However, as of the most recent cost estimate is summarized as follows:

Glen Ellyn Metra Station and Multimodal Access Improvements In Progress Construction Cost Estimate				
Item	**2022 Cost**	**Design Contingency**	**Escalation**	**Totals**
Station Depot	$6,445,945	$1,289,175	$1,392,211	$9,127,331
Platform and Warming Shelters	$9,104,923	$1,820,965	$1,966,504	$12,892,392
Plaza	$756,630	$151,324	$163,419	$1,071,373
Underpass Including Ramps and Stairs	$8,658,834	$1,731,748	$1,870,156	$12,260,738
Roadway, Parking, Site Work	$3,873,975	$774,787	$836,711	$5,485,472
Construction Subtotals	$28,840,307	$5,768,000	$6,229,000	**$40,837,000**
Construction Engineering (CE)	-	-	-	**$4,062,500**
Construction Subtotal + CE				**$44,899,500**

Grant Pursuit Update

A tabular summary of the current project grant funding is as follows:

Current Project Grant Funding for Construction and Construction Engineering			
Metra	**State**	**Federal**	**Total**
$4,000,000	$2,000,000	$14,408,806	**$20,408,806**

Staff respectfully notes that these funds remain programmed; i.e. no communication whatsoever has been made to the Village that funds are no longer available due to financial constraints of Metra, the State, or Federal entities.

Staff notes that these grants were secured as part of the initial preliminary engineering work with staff and CDM Smith continually exploring additional grant funding for the project. In this regard, staff stayed apprised of changes in State legislation that increased allowable crossing safety improvement program funding for pedestrian grade separation projects. It accordingly submitted a request for an additional ~$6.2M in State Funding for the underpass component of the project in January. Staff anticipates that the programmed funding will be published sometime in April; i.e. we will learn as to whether or not the Village's request will be fulfilled in whole or in part around that timeframe.

Staff is currently working with CDM Smith on the pursuit of supplemental CMAQ/Shared STP funding with the call for projects open at this time. The exact request for the supplemental funding is being fine-tuned based on a review of the most current eligible construction costs. For illustrative purposes, the draft overall target project funding table including the most current cost for Phase II Engineering is provided below. This table represents what staff is currently targeting for total project funding. It reflects a request for an additional $18,226,818 in funding with $2,000,000 in funding from Metra, $6,226,818 from the State, and $10,000,000 in Federal Funding. Staff respectfully notes that this is an aggressive ask for funding and the Village will likely only see a portion thereof. However, as indicated above, additional funding opportunities are continually being explored by staff and CDM Smith and the target for outside funding is being refined. Please note that the C&M (Construction & Maintenance)/Lease Agreement is a placeholder with the amount dependent on negotiations with Union Pacific Railroad which will occur during Phase II Engineering.

Draft Overall Targeted Project Funding Table					
Item	**Village**	**Metra**	**State CSIP**	**CMAQ/STP**	**Totals**
Phase I Engineering	$762,754				**$762,754**
Phase II Engineering	$3,971,481				**$3,971,481**
C&M/Lease Agreement	$1,000,000				**$1,000,000**
Construction	$6,199,596	$6,000,000	$7,478,958	$21,158,806	**$40,837,000**
Construction Engineering	$64,640		$747,860	$3,250,000	**$4,062,500**
Totals	**$11,998,471**	**$6,000,000**	**$8,226,818**	**$24,408,806**	**$50,633,735**

SUBJECT

Background

At the support of the Capital Improvements Commission and Village Board, staff has worked with CDM Smith to develop a scope of work and cost estimate of consultant services for the completion of Phase II Engineering which should start in earnest in 2023 to keep the project moving towards construction. The materials have been refined into a proposal and revised cost estimate of

consultant services which were reviewed in detail with the Capital Improvements Commission at its Special Meeting held on February 15, 2023. The meeting materials can be reviewed at the following hyperlink: **Link To Capital Improvements Special Meeting February 15, 2023**. Applicable excerpts of the proposal as well as draft meeting minutes from the CIC meeting are attached to this agenda item for the Village Board's reference.

Phase II Engineering Summary

In summary, Phase II Engineering involves completing the detailed design of the project including all necessary permissions to prepare the project to be competitively bid by the Illinois Department of Transportation. More specifically, as part of Phase II engineering, the design team will prepare all required engineering documents according to requirements set forth by the Village of Glen Ellyn, DuPage County, Metra, UPRR and the Illinois Commerce Commission (ICC).

The Phase II Design Scope includes the preparation of final contract plans, specifications, estimates and other associated documents, securing required permits including right-of-way and/or other land use permissions, anticipated value-added Tasks, and QA/QC. The team will coordinate state/federal/ and railroad design approvals to allow subsequent phases of project development. The team will assist the Village of Glen Ellyn with project grant pursuit and management services.

CDM Smith team will follow applicable requirements for preparing plans, specifications and estimates using IDOT District 1 Local Roads and state/federal guidelines and coordinating with the necessary agencies at various levels of design completion.

It is noted that the project includes the design of the new train station, underpass, site improvements, as well as utility and streetscape improvements along Crescent Boulevard and Forest Avenue (both north and south of the tracks).

A specific scope of services has been developed in consultation with staff and is included within the attached proposal excerpts.

Personnel Summary

The team that has been assembled by CDM Smith to deliver the assignment includes a highly qualified team of professionals who are well experienced in Civil, Architectural, Structural, Mechanical, Electrical, and Plumbing disciplines. The team has extensive direct experience in the planning, design, and construction of similar federal aid commuter station projects involving the improvements that the Village is pursuing. More specifically, this team is working on the City of Elmhurst's Metra Station project which involves the same major elements as well as involves the same key agencies (IDOT, Union Pacific Railroad, Metra, and Illinois Commerce Commission). The project team organizational chart is included in the proposal excerpts. While the project will be led by the Village's Public Works Department, Public Works will be responsible for appropriately engaging staff as well as the Village's elected and appointed officials.

Schedule

A high-level overall schedule for rendering Phase II Engineering is provided in the attached proposal and presentation. In summary, if CDM Smith is given notice to proceed by mid-March, Phase II services will immediately start in earnest with the following major target milestones:

Phase II Engineering Milestones	Deliverable Date
Notice to Proceed	March 15, 2023
30% Design, Including Agency Review	February, 2024
60% Design, Including Agency Review:	July, 2024
90% Design, Including Agency Review:	December, 2024
IDOT Prefinal Plans Submittal	January 3, 2025
IDOT Final Plans, Specifications, Estimate and Draft Agreements (Funding/CE)	March 3, 2025
IDOT Final CE, RR, Funding Agreement	April 21, 2025
IDOT Letting	June 13, 2025

Staff cautions that this schedule is aggressive and at the mercy of timely outside agency reviews as well as cooperation with the railroad in terms of real estate negotiations.

Contract Fee Model

The assignment is proposed to be delivered through the cost-plus fixed fee model whereby the Village compensates the firm for its Direct Labor, Direct Costs, Overhead, and Fixed Fee. As the goal is to engage appropriately qualified staff to complete the assignment, the main negotiation point is not the direct labor costs or direct costs. Overhead rates and fixed fee are also not traditionally negotiated as they are typically determined by the complexity of the project and the number of subconsultants. For this assignment, CDM Smith originally proposed a Fixed Fee that calculated to 14.2% of the direct labor. Fixed fees are typically around 10-15% of the direct labor with projects of this complexity typically resulting in a fixed fee of 15% which is the maximum allowed by IDOT. Having said that, staff requested that CDM Smith lower its Fixed Fee in good faith given the size of the project and the staff skill sets which will offset the risk that Fixed Fee typically covers. Staff and the firm accordingly agreed upon a 12% Fixed Fee which reflects a noteworthy ~$66,000 in concession by the firm.

Fee Summary

A summary of the fee from the cost estimate of consultant services is as follows:

Item	Estimated Fee
Prime Consultant Engineering	$3,380,568
Subconsultant Track Survey	$23,407
Subconsultant Site Survey	$81,755
Subconsultant Drainage Design	$117,494
Subconsultant Landscaping Design	$87,733
Subconsultant Cost Estimating	$84,941
Travel	$5,000
Building Survey	$60,000
Environmental	$25,000
Printing	$25,000
Renderings	$19,800
Utility Surveying	$35,780
Legal	$25,000
Total	**$3,971,481**

Payroll rates for the assignment vary; based on prime consultant's total hours of 18,992, the average payroll rate for CDM Smith staff works out to ~$61/hour.

Capital Improvements Commission (CIC) Review

As noted herein, the CIC reviewed this matter at a Special CIC Meeting held on February 15, 2023. Six of nine members of the CIC were in attendance; staff does respectfully note that one member of the CIC did recently tender resignation, so the Commission is down to 8 engaged members. The draft meeting minutes are attached for reference.

In summary, the present CIC members unanimously approved a motion to recommend to the Village Board that the Village retain CDM Smith of Chicago, Illinois for Phase II Engineering Services for the Glen Ellyn Metra Station and Multimodal Access Improvements Project in the not-to-exceed amount of $3,971,481 of which it is estimated that $1.7 Million will be expensed in 2023.

Budget Impact:

At the time of preparing the 2023 Budget and updated Capital Improvement Plan, staff had increased the estimated cost of Phase II Engineering for the project to $3.5M with an anticipated expenditure of approximately $1.3M in 2023. As such, the 2023 Budget includes $1.3M in funding to commence Phase II Engineering Services with the 5-year Capital Improvement appropriating $1.2M in 2024 and $1M in 2025. Hence, the Budget and CIP need to be adjusted to reflect the required funding and expense schedule to complete the assignment.

Assuming an accelerated schedule can be supported by reviewing agencies, CDM Smith's latest estimate yields that up to ~$1.625M in fee could be expended in 2023, ~$2.0M in 2024, and the balance of ~$346K in 2025. Staff emphasizes that not all of the engineering expense would be incurred in 2023. In addition, if the assignment is approved by the CIC and Village Board, staff will be closely engaging the CIC and Village Board in the design process as well as providing regular updates on engineering expenditures and grant pursuits. The recommended funding distribution is as follows:

Fund	Account	Amount
Capital Projects Fund	40000-580100-16016	$3,848,555
Water & Sewer (Water Portion)	50100-580100-16016	$63,408
Water & Sewer (Sewer Portion)	50200-580100-16016	$59,518

There are other expenses that are not accounted for above. More specifically, the Village will need to compensate Union Pacific Railroad for their expenses in reviewing the project plans. As Phase I Engineering was advanced, Union Pacific had suggested an initial preliminary engineering agreement of $100,000 to cover review fees with the Village approving $20,000 at the time given financial concerns associated with the COVID-19 Pandemic. Staff has reached out to UP to get an update on anticipated review expenditures but has not yet heard back.

As discussed with the Village Board as part of the Budget Process, advancing all of the Village's Capital Improvement Plan projects will require creativity with respect to funding. More specifically, Public Works Engineering Staff is working with the Finance and Administration Departments to

update the Capital Improvement Plan in unison with the receipt of bids for the Central Business District Streetscape, Pursuit of Grants, and closeout of other Capital Projects.

Contribution to Strategic Plan (if applicable)

Advancing Phase II Engineering for the Glen Ellyn Metra Station and Multimodal Access Improvements Project supports the following elements of the Village's Strategic Plan Summary:

Strategic Priority	Initiative	Actions	Measure of Success
Development	Improve Commercial District	Complete Streetscape Improvement	Complete all Streetscape Project Phases
Infrastructure	Develop CIP	Prepare for construction of new Train Station	Prepare for Phase II Engineering

Action Requested:

Staff and CDM Smith will overview this memorandum through the attached presentation to the Village Board at its Special Workshop Meeting on February 27, 2023. A motion authorizing the Village Manager to execute an agreement with CDM Smith of Chicago, Illinois for Phase II Engineering Services for the Glen Ellyn Metra Station and Multimodal Access Improvements Project in the not-to-exceed amount of $3,971,481 to be expensed to the Capital Project and Water & Sewer Funds will be included on the Consent Agenda for the Regular Village Board Meeting on February 27, 2023. Staff stands ready to offer a brief presentation as well as answer any subsequent questions the Board may have at the Regular Board Meeting.

Attachments:

1. CDM Smith Phase II Proposal Excerpts for Village Board Workshop 2-27-2023
2. Cost Estimate of Consultant Services Summary
3. CIC Meeting Minutes February 15 2023 - Draft
4. Presentation

Village of

Glen Ellyn

Glen Ellyn **Metra Train Station** Phase II
Architectural and Engineering Services

Proposal | January 2023

Section 4

Project Understanding and Approach

The Glen Ellyn Metra Station and Multimodal Improvements Project (MSMIP) proposes significant improvements to the Metra Station and the adjacent parking lots, sidewalks, streets, access for the disabled, as well as a pedestrian/bicycle underpass beneath the Union Pacific Railroad (UPRR). This project will be the last portion of the Glen Ellyn Downtown renovation and result in an infrastructure investment that will create new community spaces, improve access to transit, and enable safer connectivity for all users for generations to come. The intended outcomes are to enhance community spaces and integrate multimodal transportation uses with safe access to Metra passenger rail service, businesses, schools, and many other destinations or land uses that require crossing the UPRR.

With public stakeholder groups, the Glen Ellyn Village Board, the Capital Improvement Commission, local businesses, and Village residents being focused on efficient and effective budgeting and decision-making, it is critical that this project be delivered in a manner that is context appropriate, addresses the purpose and need for the project, and represents an excellent investment for the Village by fully leveraging outside sources of funding.

The project is currently nearing completion of Phase I of a three-phase process (preliminary engineering, plan preparation, and construction). While Phase I or Preliminary Engineering has several remaining tasks and coordination milestones to complete, the critical path is defined by remaining reviews and a Memorandum of Agreement (MOA) being developed by the Illinois Department of Transportation (IDOT) to document adverse impacts to the current train station that has been found to be eligible for the National Register of Historic Places (NRHP). The Memorandum of Agreement will be signed by the Federal Highway Administration (FHWA), IDOT, and the Village of Glen Ellyn. The primary outcome will be a determination ruling on whether the demolition of the Metra Station is considered to be significant. This coordination has been on-going for approximately two years. Abiding by the terms of the MOA is required to utilize the federal funding that has been secured for construction (Phase III).

The second Glen Ellyn station, seen looking southwest across Main Street on March 28, 1957. (Original photo by P. Stringham, from the collection of William Raia)

Phase II is comprised of assembling construction plans and details, obtaining permits, acquisition of right-of-way, drafting and executing agreements for maintenance and construction, estimating costs of construction, coordination with Village Departments for zoning and architectural. Fairly unique to this project, the construction plans will require a very wide range of disciplines due to the project including building design (architecture, heating and cooling, plumbing, electrical, vertical structures, platforms, warming structures), civil design (tunnel, boring operations, soils engineering, retaining walls, drainage and pumps) and roadway design (parking lots/grading, street and streetscape design, lighting). Construction staging and maintenance of traffic for vehicles, bicycles, and pedestrians must be considered as well as access to business and public spaces. All of this must be designed and staged so it can be efficiently bid out to the largest pool of qualified contractors and achieve optimal bid prices keeping costs low while achieving outstanding construction quality. This requires outstanding design capabilities as well as familiarity with the project type. As the project evolves, the Phase II consultant should also consistently manage the funding strategies established in Phase I to minimize Village financial commitment while leveraging state and federal fund sources.

Phase III is the construction phase where the plans are advertised, and contractors will bid on the project. The lowest, qualified contractor bid will be selected and charged with constructing the MSMIP per the construction documents prepared in Phase II. Phase III construction is now in the hands of the low-bid contractor who will use the plan set as their guide to build the project. Therefore, the preparation of construction plans must be done by expert design firm with experience in this project type.

PROJECT UNDERSTANDING

The current Phase I preliminary engineering work being done by CDM Smith for the Metra Station has given our team an explicit understanding of the project context and clear insight into the integrated nature of the design and coordination necessary in the upcoming Phase II plan preparation, permitting, and right-of-way acquisition. With the Phase I critical path (late 2023 completion) being defined by tasks needed to conclude the Historical Resource Eligibility review by IDOT, the State Historic Preservation Officer (SHPO), and the Federal Highway Administration (FHWA), it is paramount to initiate and complete the Phase II design process as early as possible so as to not risk compromising the already approved Federal and State grant funding commitments which have sunset clauses. We also understand that there is a strong Village interest to minimize any delay between final construction of the streetscape program and kicking off the MSMIP construction.

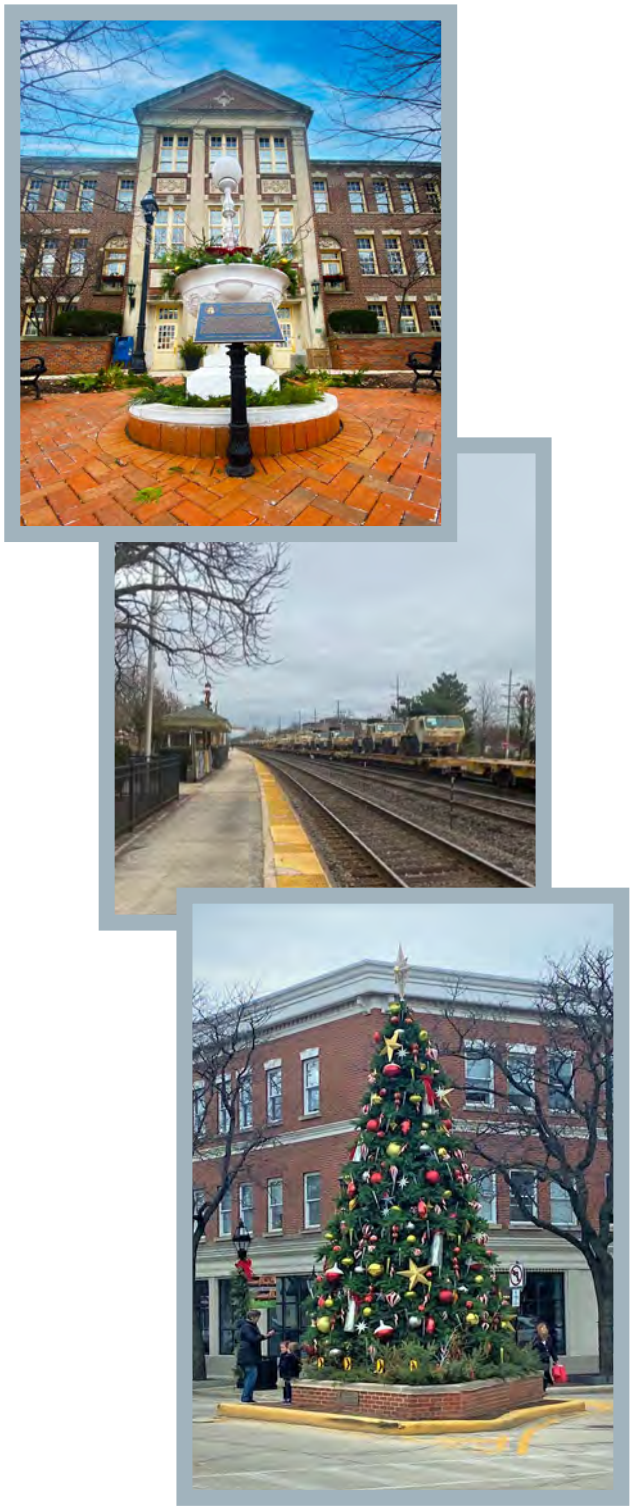
We at CDM Smith recognize that these perspectives are not mutually exclusive and must be fully considered in the planning, designing, constructing, and maintenance of the MSMIP as this work impacts and benefits the quality of life for so many residents, visitors and businesses over such a long period of time. Creating a multimodal downtown space that is representative of the Village's desire to transform the Central Business District into a community focal point is central to our understanding and approach. The Metra station, parking lots, sidewalks and trails, and roadways have many condition deficiencies and do not satisfy many modern design standards. Access for all users and modes continues to degrade as the antiquated and under-capacity station, non-ADA compliant access points, circuitous and conflicting

travel patterns and lack of a grade separated pedestrian/ bicycle crossing cause delay and inhibit the Village's goal to fully capture the potential of this keystone public space.

In addition to the technical aspect of designing the MSMIP, this project requires equal consideration for coordination, negotiation, and risk management strategies in regard to agency agreements, access to right-of-way, funding plans, local development, agency reviews and approvals, and permitting. Each of these aspects must be proactively managed with our team partnering with the Village to leverage agency partner cooperation and support. Most of these coordination and risk management aspects will play varying roles in informing design decisions and defining critical path(s). Conversely, most of the coordination strategies and risk management aspects will require some level of design completion to initiate long-lead items as well as serve as a basis for right-of-way and agreement negotiations and agency coordination.

CDM Smith has gained recent practical experience as well as an understanding for the complexities associated with MSMIP. Our team is currently in the middle of designing (Phase II Final Design) the Elmhurst Metra Station and related multi-modal improvements project which has amazingly similar technical and coordination challenges. Through this work, CDM Smith has gained unequalled, real-time experience in design but especially in navigating the various coordination challenges. Our team has proactively engaged with the Union Pacific Railroad (UPRR), Metra, Illinois Department of Transportation (IDOT), Illinois Commerce Commission (ICC), environmental resource agencies, and DuPage County as well as internal Departments at the City of Elmhurst. This recent experience offers the MSMIP highly unique and extraordinarily helpful lessons learned enabling the CDM Smith-led team to make informed, proactive decisions regarding the management of project costs, project funding, local impact mitigation, and maximizing project value.

CDM Smith offers the following approach to provide comprehensive architectural and engineering services for the design of the Glen Ellyn Metra Station and Multimodal Improvements Project. Our understanding of the design and coordination elements will help inform an integrated approach that will accelerate project delivery and allow for construction sooner than any other team. We are proposing a team that has unique and recent project experience that informs our approach to this complex and nuanced project. The following project approach focuses on how we plan to address those key challenges as well as offer specific strategies to seize opportunities for the village to make this project a wonderful success.



PROJECT APPROACH

CDM Smith and the Village staff have collaborated to thoroughly consider the remaining tasks in Phase I and the complete Phase II scope of work necessary to prepare plans, specifications and estimates to insure that the intended outcomes of the Village are fully accomplished. CDM Smith has also drawn extensively from our recent work and lessons learned on the equally unique and yet highly similar Elmhurst Metra Station Multimodal Improvements project.

This experience provides extremely useful insight and know-how to manage the many moving pieces and the biggest challenges of the MSMIP.

The approach is separated into design risk management and coordination of the specific challenges and the related impacts to the schedule exhibit as shown towards the end of this section.

RISK MANAGEMENT

The initial 7 to 8 months of the Phase II design process will require risk management of several project aspects. The CDM Smith PM has worked with the MSMIP Phase I team to identify those aspects which could impact the overall duration of design and that could impact the construction cost and cost sharing of the project. Drawing also from recent lessons learned on the Elmhurst project, we have identified the following items are requiring either risk management or long-lead critical path considerations.

Section 106 / Section 4(f)

The CDM Smith Phase II team is aware of the recent MOA that was issued as part of the Section 106 / 4(f) process. The CDM Smith Phase II team to coordinate with the Phase I team to monitor the Section 106 / 4(f) process being executed during the concurrent phase I process to ensure that any historic issues that are identified and incorporate any historically relevant details, treatments, and or design ideas that may be recommended.

Tunnel Design

Our recommended approach to design the pedestrian underpass is to develop the design based on the SEM with canopy support around the arch. This allows for maximum flexibility in terms of construction requirements, as well as attracting multiple contractors. The bid documents could be set up to allow for alternatives to be presented by the contractor which could include the box jacking approach; it could be selected based on technical proposal and cost competitiveness to the conforming bid.

During our design process we will aggressively engage UPRR in the design process by providing technical memoranda and supporting calculations to obtain feedback early in the design process. It is anticipated that UPRR may reject the tunnel design following the 10% design submission, this action would be countered by the Village of Glen Ellyn filing an ICC petition which we would support with technical documents and drawings. Being ready to file an ICC petition early allows enough time for the petition process to play out without risking missing the Village's funding sunset dates.

ROW Acquisition and Agreements

CDM Smith will assist the village with UPRR ROW. pre-acquisition tasks per the results of qualitative and quantitative evaluation of two options as follows: Option 1 Land Purchase from UPRR and Option 2 Lease and Maintenance Agreement that will be conducted under Phase I Contact. The CDM Smith staff will help provide the Village of Glen Ellyn with ROW drawing exhibits, project plans, sections, or details that may be required to advance the Village's acquisition process. The CDM Smith Team will coordinate the utilization of outside entities for the purposes of special legal guidance as required.

Uncertain Platform Costs and Administrative Requirements

Based on data from similar projects, the current Metra funding commitment will not fully fund the station platform costs as previously planned. Also, due to the nature of Metra funding there is possibility that Metra funding will be provided by way of "Rebuild Illinois" funding which includes several administrative requirements that would significantly increase the overall cost of the project.

To mitigate or hopefully eliminate this risk CDM Smith proposes that the Village require Metra to either fully fund the cost of the platforms or share the costs of the platforms with the Village rather than contribute funding towards the project. In both cases it is recommended that the scope of the platforms be removed from the scope of the project that will be let by IDOT so that any additional administrative requirements imposed by funding that Metra chooses to deploy towards the project do not apply to the larger station project.

FUNDING APPLICATIONS AND COORDINATION

There have been unprecedented inflationary pressures and supply chain challenges on the construction industry that have caused construction costs to significantly increase in the last 24 months. To counter this new reality CDM Smith proposes the following strategies to increase the funding for this project.

- CMAQ Funding Increases - CDM Smith proposes to make a cost increase requests in order to capture as much of expected inflation data and provide as much cost certainty as possible.
- ICC Funding Increases - ICC recently removed the funding cap for the Grade Crossing Projection fund. CDM Smith has prepared a cost increase request that has been submitted to ICC. The cost increase requests that ICC fund 60% of the pedestrian underpass, ramps down to the underpass, the stairs down to the underpass, and the surrounding retaining wall structures.

Funding Management

It is anticipated that 24 monthly updates to the Village of Glen Ellyn and quarterly reporting to the funding agencies will be required including the flowing tasks.

- Quarterly CMAQ Grant updates to CMAP.
- Coordination with ICC on GCPF intermittent updates.
- Quarterly Coordination meetings with Metra on grant funding
- Monthly funding meetings with Glen Ellyn to discuss design progress in relation to the Funding Sun Set Dates
- Cost request increases to existing funding sources

It is also anticipated that additional grants and/or increases to existing grants will be required. CDM Smith will monitor the funding landscape and will notify the Village of Glen Ellyn of any promising opportunities.

DESIGN EXECUTION

CDM Smith is extremely excited for the opportunity to execute this unique design project. What makes this project unique is that the most challenging aspect of this project is the management of the agency stakeholders. This requires responsive and thoughtful management and coordination of multiple agency stake holders including Metra, Union Pacific Railroad (UPRR), Illinois Department of Transportation (IDOT), the Illinois Commerce Commission (ICC), and the Village of Glen Ellyn.

The overall project approach stresses the fundamentals of building on a foundation of sound data and following proven design processes that starts with systematically, yet efficiently defining the project requirements through stake holder engagement.

Village of Glen Ellyn Project Initial Requirements Validation

We would anticipate an initial kickoff meeting with the Village Staff shortly after the Notice to Proceed (NTP), ideally within the first week. This kickoff meeting would confirm the Village of Glen Ellyn's and CDM Smith's communication structure for the project, review an updated draft project schedule, review an initial request for data matrix, review Village of Glen Ellyn and Agency stakeholder working groups, discuss concurrent studies (Pedestrian Tunnel Alternatives Report, Geothermal Feasibility Study, and UPRR Request for Exception), discuss reporting and administrative procedures, review the QA/QC process, and we would also have the CDM Smith Project Manager facilitate relationship building between the Village of Glen Ellyn team and the CDM Smith discipline leads for the project. Following the kickoff meeting the design team will initiate pre-design field work like the site survey, track survey process, and station hazardous material survey.

Agency Kickoff Meetings

Agency Kickoff meetings will ideally be held one week following the initial project kickoff meetings with the Village. Agency kick off meetings would be held with Metra, UPRR, and ICC at this time. Due to the status of the IDOT Phase I process the IDOT Phase II kick off will need to be delayed until after Phase I approval. The purpose of the agency kickoff meetings is to establish a regular meeting schedule for the project, confirm reporting requirements, introduce team members, confirm communication channels, and review expectations and goals for the project.

Project Quality Management Workshop

Following the Initial Project Kick Off and initial follow-up meetings with Metra and UPRR a Project Quality Management Workshop (PQM) will be held with Village Staff and the design team with the goal of confirming the project goals, define the critical success factors; the processes, activities and tasks needed to achieve success; and to assign responsibilities for carrying out the tasks.

Ongoing Project Stake Holder Engagement

As previously stated, effective stakeholder engagement will be critical to the success of this project. As such a robust draft stakeholder engagement plan has been developed for this project and includes:

- Weekly Client Meetings with the Village of Glen Ellyn

- Monthly coordination meetings with Metra UPRR to provide project updates and to coordinate the development of the design with Metra.
- Quarterly meetings and meetings following the 30%, 60%, 90%, and 100% design phases with ICC.
- IDOT Phase II Kickoff meeting to review the IDOT submission standards and current IDOT letting schedule.
- Periodic IDOT coordination to address project specific challenges that may arise.
- Even though stakeholder management is a major contributor to the success of this project an equally robust process is in place to manage the development of the phase II design.
- Virtual Public Meeting will be help to solicit comment on the proposed demolition of the current station and other final project concept elements.

Zoning and 10% Design

The preliminary station design and preliminary site design developed as part of the Phase I Engineering Phase will be validated against all laws, codes, regulations, and agency requirements applicable to the project. The Phase II team will be working in close coordination with the Phase I team during this process because the Phase I process will be ongoing and will not fully resolve until a later design phase.

The zoning process will begin at this point in the design process and will include public presentations and breakout meetings with various Village entities. It is anticipated that the zoning process will continue concurrently with the 30% design phase.

Another important part of the 10% design phase will be validating that UPRR and Metra Standards have been fully addressed. This will be documented in a 10 PCT Project Design Report. Conflicting standards will be identified so that the process of resolving any conflicts can begin.

Concept level drainage plans will be developed for the purpose of ensuring the design approach is acceptable prior to producing the 30% plans. Concept plan production will include establishing the applicable stormwater and other drainage regulations based on the proposed design

A preliminary schematic landscape design will be generated using current project goals and parameters, test a range of schematic landscape and site options for the train station area, including building foundations/entries, drives/streetscapes, buffers, parking lots, plazas, and connections. This may include, but is not limited to, paving layout options, stormwater management strategies, permeable paver opportunities, landscape character and layout, and site furniture locations.

Also during this phase, the design team incorporates a sustainability plan for the project. We will complete and track a LEED v4 scorecard and tracking spreadsheet. Our team will also investigate use of permeable pavers and other best management practices (stormwater, alternative energy, etc.) throughout the project.

Schematic Design Phase 30% Design

After review of the 10 % Design Package has been completed by the Village of Glen Ellyn, Metra, UPRR, and ICC the 30% Design phase will begin. This is the step in the design process where all plan, section, and schedule sheets are started, and the full construction set starts to form.

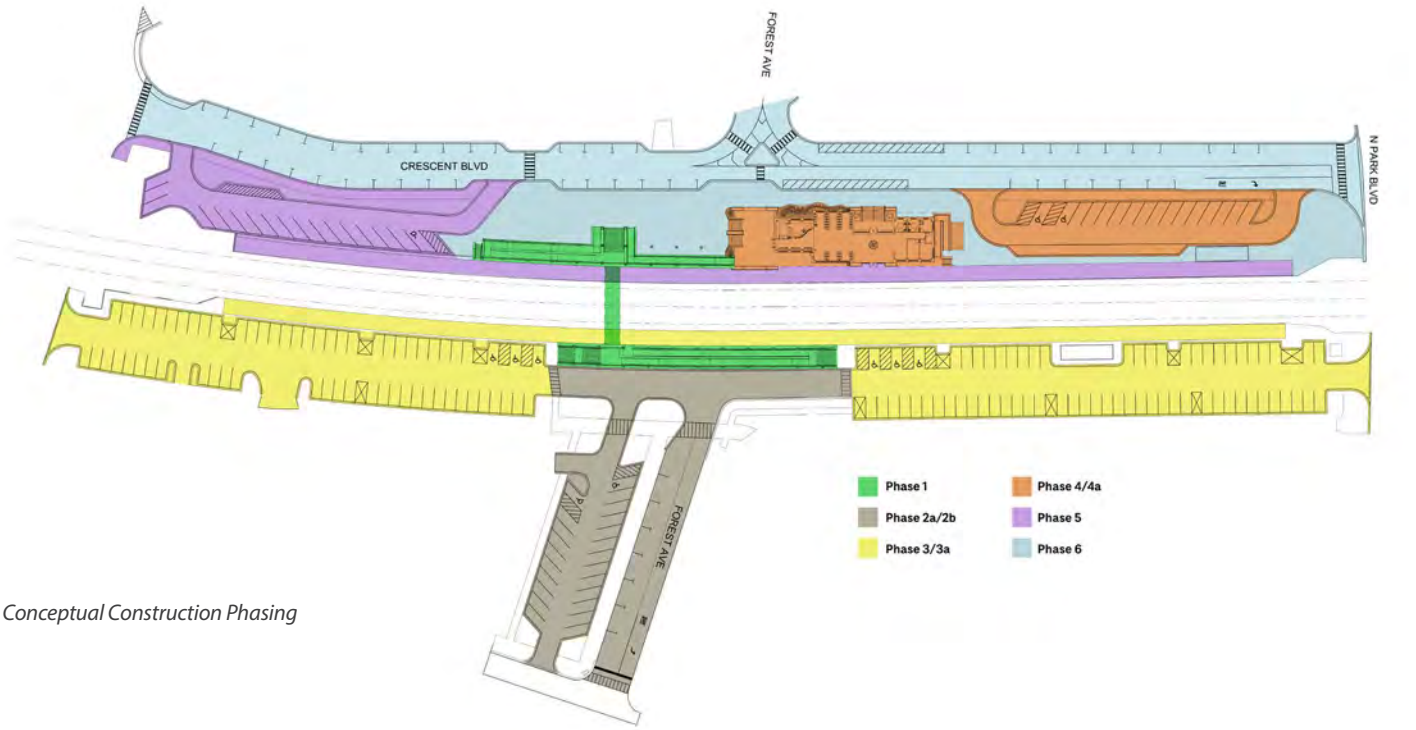
It is anticipated that UPRR may initially reject the tunnel design per their design and engineering standards which state their preference for an overpass structure. If this were to occur the Design team would advise the Village of Glen Ellyn to file a petition with ICC to obtain an order authorizing the installation of a pedestrian underpass crossing under the UPRR tracks. This process could take 6 months or longer and making the decision to file after receipt of the 10% comments will mitigate the risk of a long UPRR approval process by starting that process early on in the design process well before it is needed.

30 PCT Civil Design

Civil engineering during the 30% design phase will focus on the coordination of drainage, utilities, and site equipment with permitting requirements, Metra, UPRR, and Village needs based on the scope of the station. The site geometry of major site elements like the pedestrian underpass, the retaining wall structures, parking lots, and the north curb line of Crescent Boulevard will be refined and nearly finalized.

Construction phasing and staging plans will be developed based upon the narrative from the 10% Design and any suggested adjustments. The phasing and staging plans will be used to inform the contractors of the maintenance of operations requirements, identify areas for potential construction trailers, and contractor access points. In our experience, it is critical to be very clear on what can and cannot be done within operating facilities to ensure safe operations and construction work.

The 30% site drainage plans will be very similar to the Concept plans but will include more detail and will address input received on the Concept plans. These plans will also account for the overall site design changes that occurred since the last design stage. Specific plan modifications anticipated at this stage. The Stormwater Detention plans will be developed further to provide more design details. Additional BMPs that may be required as part of stormwater regulations will also be added.



Conceptual Construction Phasing

30% design phase. Drawings will be included to illustrate the landscape/hardscape character of the various study area sub-areas, such as plazas, connections, buffers, parking lots, foundations, and streetscapes.

30 PCT Station Design

Following the receipt of 10% comments from the Village of Glen Ellyn and all agency stakeholders the station design will be progressed with all floor plans, architectural building sections, and architectural elevations being developed. The 30% design will also be provided for structural, mechanical, electrical, plumbing, equipment, and communications / security. Particular attention will be paid to the relationship of the station to the edge of platform and to the accessible routes to and from the station.

60% Design Phase

Following the receipt of 30% comments from the Village of Glen Ellyn and all agency stakeholders, the 60% Design phase will begin. During the 60% design phase the details of all elements of the project start to be developed. The civil engineering design, drainage design, landscape design, and station design all progress based on input from the Village of Glen Ellyn and the agency stakeholders.

It is the stage of intensive team coordination and collaboration for interdisciplinary reviews and checks. CDM Smith typically holds weekly team meetings during this stage of the design to ensure proper communication and coordination. The civil team will focus on coordination of the major design elements like sidewalks, drainage structures, curb lines, utilities, and landscaping areas.

coordination of systems and components. This is the start of the on-going coordination process to ensure proper equipment spacing and clearances. By using BIM modeling, the information developed in three-dimensions, showing critical interferences early in the design process, such as clashes with proposed HVAC equipment and existing structure.

90% Design Phase

Following the receipt of 60% comments from the Village of Glen Ellyn and all agency stakeholders, the 90% Design phase will begin. The goal of this phase of the project is to develop the drawings to near completion with the goal of submitting the required building permits, stormwater permits, and to produce an IDOT 95% Pre-final submittal package. The IDOT 95% pre-final submittal package is the first submittal in a succession of submittals that are required in order for the project to be let through IDOT.

During the 90% detailing of the building, senior technical staff reviews will occur to ensure that all necessary details and specifications are provided to complete the building. Also, all IDOT required supporting documentation like the 90 PCT Construction Cost Estimate with IDOT Pay Items, an Estimate of Time, Lump Sum Breakdowns (Including backup calculations and validation), and a Copy of a draft construction agreement.

100% Design Phase

We anticipate between CDM Smith's internal development, response to the Village of Glen Ellyn and agency stakeholders, that the effort to move from 90% to 100% completion should be limited as the 90% should have defined every major element of the package in detail.

AGENCY COORDINATION

Union Pacific

We understand the need to coordinate with UPRR to provide a safe and cost-effective design and maintain reliable and uninterrupted rail service during construction. We understand the importance of timely and proactive execution of work in order to minimize potential impacts to rail operations. The CDM Smith team is uniquely positioned to coordinate with UPRR for this project based on previous work with this railroad on this and other projects. CDM Smith has worked with Union Pacific on many local and national projects. The team's experience working with the UPRR on other projects enables the team to hit the ground running and minimize railroad coordination delays. UPRR will most likely have a General Engineering Consultant (GEC) complete any plan, design calculation, and construction submittal reviews on behalf of UPRR. The team is familiar with the process having provided similar services and understands what railroads are looking for with design and construction submittals. Additional time will be required for any review as UPRR's acceptance will still be needed on top of the time needed for their consultant review. We recommend providing adequate design review time within the project schedule and provide requested return review dates to the railroad with each review. Minimally, reviews at 30%, 60%, and 90% (we propose 95% IDOT documents) will be required. Requirements as well as policies regarding access and approvals constantly change and require a nimble team working on behalf of the Village.

In addition, and equally as important to the technical needs of the project, developing finalized agreements with UPRR for the permanent lease, as well as maintenance agreements are critical path issues. The design team and Village staff have worked with Chicago UPRR engineering staff during Phase I for preliminary review and approvals, but during Phase II firm agreements will be required prior to IDOT letting. Additionally, challenges and changes during the negotiations may have impacts on the final design, including sidewalks, parking, fencing, etc. on UPRR property. The team has recommended tasks and deliverables to create exhibits for use in these negotiations. We recommend that even prior to a design team NTP, the Village and CDM Smith continue to collaborate with special legal counsel.

ICC

The entire ICC petition and hearing process must be completed during Phase II. This will be another critical path item for this project's success. The team fully understands the RR and ICC process for securing approval of the pedestrian underpass crossing of the UPRR tracks.

The process starts with a petition for the desired crossing being submitted to the ICC. The petition can only be submitted by the public agency that owns and maintains the crossing or the railroad. The petition should include a narrative with the necessity or reason and justification for the crossing. The ICC will then schedule a Site Diagnostic Meeting with all of the parties to become familiar with the physical features of the site. Any issues such as sight lines, obstructions, distance to road intersections, and traffic signals etc., that could affect the proposed crossing will be discussed.

The ICC will then schedule a hearing. Any issues or concerns regarding the proposed crossing will be worked out with the UPRR before the hearing, as any objections to the proposed crossing that are presented at the hearing will generally result in the petition not being approved. The ICC will then issue an order authorizing the construction of the proposed crossing. The team's past project experience with the UPRR, as well as the contacts we maintain there and with the ICC, will result in smoother and quicker approvals. The team has routinely worked with the ICC for at-grade crossing projects as well as other public projects similar to this one as a GEC for Public Projects for CSX and G&W.

Metra

While Metra is a significant stakeholder in the successful operation and safety of the completed Metra station, we recommend focused, "strategic" involvement in order to continue to keep project support and limit concerns from appearing late in the final design and construction phases. We recommend involving governmental affairs and operations in addition to the station engineering department to focus priorities and reviews.

Governmental affairs will assist in navigating and communicating within the agency and with partners. Metra's operations department will be significant in coordinating with the Village and design team moving forward, especially as it relates to phasing and reviewing options for platform phasing and service. We would recommend that the Village provides a review set at 30%, 60%, and 95% to Metra for courtesy review. If this was a Metra sponsored project the mandatory review milestones would be followed at 30%, 60%, and 90%. We recommend utilizing the same 95% for Metra as is required for IDOT in order to limit schedule impacts.

Pace

During Phase I a revised Pace stop was located in proximity to the station to improve comfort and ease of site access. During Phase II, we recommend a meeting be initiated with Pace operations following the Notice to Proceed to confirm any additional requirements or concerns. CDM Smith has a long relationship with Pace and can assist in facilitating these conversations.

IDOT

While IDOT is a critical agency for the success of the project, the project is "non-traditional" for IDOT due to the Metra facilities components. Like Phase I, Phase II will be coordinated through IDOT District One Bureau of Local Roads and Streets (BLRS). Once the Phase II agreement is approved by IDOT, we will propose a Phase II kick-off meeting with IDOT BLRS at the initiation of Phase II, so that we can come to agreement on the required submittals, plan review process, targeted letting schedule, review entities, etc. We will inquire if they believe IDOT Bureau of Land Acquisition staff should attend the Phase II kick-off meeting to concur with the requirements of the updated lease agreement with UP Railroad. In Phase II, IDOT requires a Pre-Final (95%) Submittal, Initial Final (99%) Submittal and Final (100%) Submittal of the Plans, Specifications, Estimate of Cost and Estimate of Time. We will also ensure the environmental clearances are kept up to date and complete a Preliminary Site Investigation as required by IDOT in Phase II. To avoid any funding issues, we will keep the Project Program Information (PPI) form, which lists the funding types, amounts and fiscal years, updated and current throughout the lifetime of the project.

Village of Glen Ellyn

While the focus of the project involves many outside agency stakeholders and approvals, as the project moves into Phase II, the Village of Glen Ellyn and multiple departments play an increasing role. The station and site will follow federal, state, and local code requirements including the Internal Building Code requirements with local amendments. While the project has may elements, there is a primary building component that will require close coordination with not only the Architectural committee, but also the building department, the fire department, and the county health department (depending on the permitting/design strategy for the café component).

RISK MANAGEMENT & COST CONTROL

The reliability of the project scope, cost estimate, and schedule is important, not only for the successful completion of the project within budget and schedule, but also for the credibility of the project designers and, ultimately, the Village of Glen Ellyn. Risk management provides the basis for improving the reliability of project delivery.

Risk management involves identification of risks, assessment of potential impacts to budget or schedule, and preparing appropriate responses to the risks. Design resources would be directed toward those risks with moderate to high potential for cost or schedule impact.

Identification of risks is typically done with a multi-disciplinary team. Risks may include, but not be limited to: Third-party agreements (UPRR, Metra, Utilities); ADA design requirements; Tunnel appurtenances (railing, lighting, drainage, security); Railroad flagging; Railroad operational requirements (limiting allowable work windows); and Business/ Public responses. Generally, sufficient contingency would be identified to cover probable risk events, although many risks can be addressed through other means such as Subsurface Utility Exploration (SUE), early coordination regarding agreements, and careful attention to design elements.

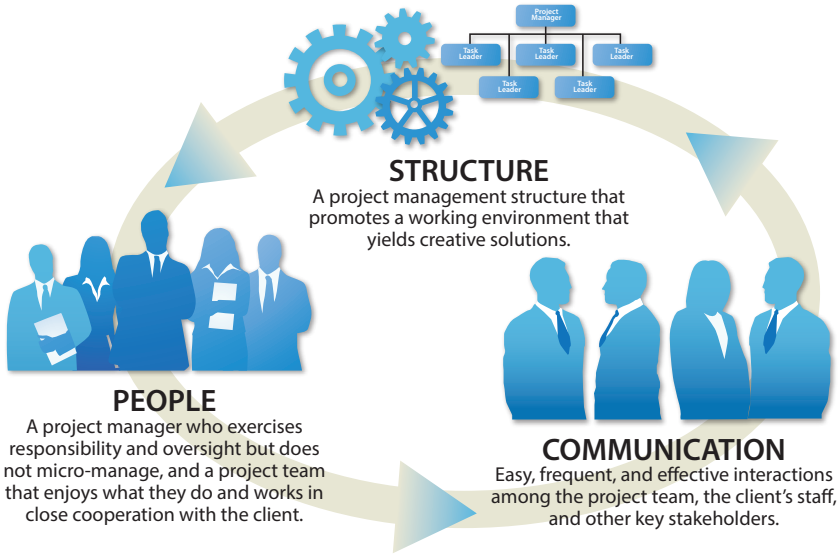
Our approach includes weaving overall project management with risk management soon after notice to proceed. By directing resources and time early in the design toward those items which may have the greatest impact on project schedule (design or construction) and/or project cost, response options will have considerably more flexibility and lower cost compared to addressing risk items after design is 95 percent complete.

As proposed in the scope of services, budgetary cost estimating and cost estimating proposed during the architectural design, schematic design, and at each phase of Phase II deliverables to provide constant review and tracking methods.

VALUE ENGINEERING (VE)

Typically, when value engineering (VE) is mentioned, team members think of cutting cost because a project is overbudget. The discipline of value analysis, however, examines how to deliver the functions desired by the client at the best value. Like risk management, the earlier value engineering is conducted in the design process, the greater the opportunity for incorporating the generated ideas, including ideas that improve the project at a lower cost. We propose in our approach to include an internal multi-disciplinary value engineering workshop prior to the first design submittal in order to identify potential opportunities for value improvement. We will also discuss incorporating sustainability measures in coordination with this process.

CDM Smith implements project controls to keep a project on schedule, on budget, and within realistic construction cost estimates.



CDM Smith's approach to project management focuses on utilizing the right people in an efficient team structure that fosters effective communication. This approach is critical for project success.

PROJECT MANAGEMENT

Managing and coordinating project activities is essential for a long-duration project such as this. If focus is lost on any of the elements of the management element, the overall goal of the project could diverge from the ideal design solution or not meet stakeholder expectations. We are committed to starting out properly so that the team and stakeholders are focused on the objectives and up to date on the project tasks and direction.

CDM Smith strives to meet overall schedules and key milestones to keep projects progressing towards successful completion. For this project, we have developed a baseline schedule which indicates items that we have identified on the critical path.

Due to unforeseen project conditions or additional scope, project schedules can slip. We understand that project goals can change during the course of a project, and can impact schedule float, and possibly delay project completion.

For these instances during the project, we will discuss all potential impacts on the schedule with the Village of Glen Ellyn, so that you can understand the implications of project changes, explore opportunities to accelerate other portions of the project schedule, and evaluate the project change ramifications to the schedule. This collaborative approach brings teamwork and mutual understanding to the overall project delivery.

We have kept our project team relatively compact to facilitate effective communication. We expect that we will have bi-weekly project team meetings outside of weekly progress meeting "update emails", and specific stakeholder and agency meetings. We will maintain meeting minutes, schedule updates, and action items to communicate throughout schematic design and Phase II.

We will also utilize conference calls with sharing of project materials on our screens for check-ins between these project team meetings. This will allow specific team focus communication to take place on issues such as utility identification, analysis, outreach engagement issues, and so forth.

We will also maintain constant communication with village staff through email and phone. We have worked to be available throughout Phase I of the project and look to only increase the amount of communication during Phase II. We seek to limit surprises, and we will make sure that you are kept informed if there are adjustments to the project activities, especially if these may impact village operations.

Cost control must be maintained on several levels. We will strive to closely manage the study, design, and construction engineering budgets on this project. However, we understand that during the project activities, there may be adjustments to the project scope as the work progresses, and we will work actively with the village to manage our work and budget where possible to maintain the overall project budget. Changes may be in response to village-requested changes, or it may be required because of changes to the regulatory framework, or other issues. We expect and anticipate there will invariably be changes, but also understand that addressing these elements as early as possible as opposed to later is critical. We will review and discuss these scope and budget issues when they take place to most efficiently manage the project work.

This project will generate many study, design, and construction phase documents. At the outset of the project, we will define the document control plan to all project staff based on the CDM Smith Quality Management plan which adheres to ISO 9001 protocols. This will identify required documents, including technical memoranda, design reports, design documents, specifications, communication, etc. These documents will be developed using our standards, unless documents are required in specific formats based on agency requirements, for example IDOT or ICC. This will be outlined in the plan so that all project team members understand the formatting requirements at the outset of the project.

The project team will manage team and village communication of files through a dedicated Sharepoint site, hosted by CDM Smith, and internal files will follow CDM Smith

standard ProjectWise document control program. This system will also maintain all the design document progress records so that changes to the design can be quickly documented if need be. ProjectWise enforces discipline in managing documents in the design phase so that there is proper drawing referencing in the different discipline drawings. This helps with the coordination of the different disciplines as the design moves forward and requires that documents are checked out and checked in to the system to maintain strict control of the versions of documents that are generated during the project. The ProjectWise software will also provide a store for future reference so that needed documents can readily be located.

To achieve this overarching goal, we have developed a Quality Management System (QMS) of policies, processes, and procedures to be applied to our business model of pursuing, capturing, executing, and closing out projects or fulfilling other contractual obligations for our clients. This project will be executed in accordance with CDM Smith's firmwide QMS.

CDM Smith has designed our QMS to meet differing client requirements; in essence, to be flexible so it can be responsive to our clients. By evaluating the client's needs and determining the applicable sections of the QMS, we are able to meet each client's requirements. This is how we tailor our QMS to make a Project Quality Assurance Plan (PQAP).

The project quality assurance plan requires that the project manager initiates a project kickoff meeting internally to remind staff of the project's key objectives. Additionally, there will be project reviews for each milestone including mandatory technical review committees. These committees will be held internally with technical staff outside of the project team that will review deliverables, including:

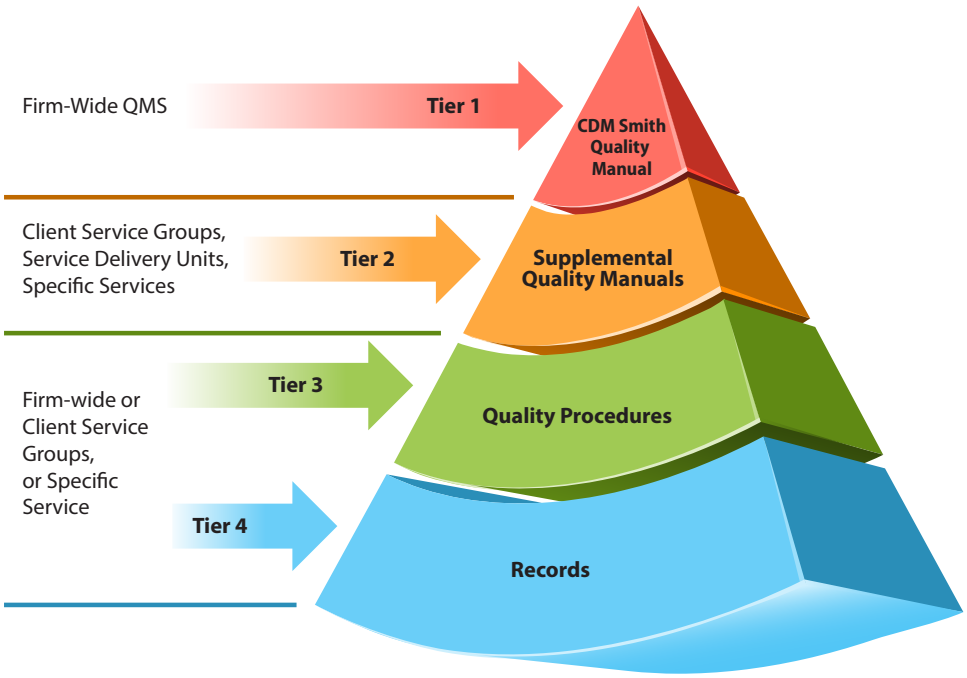
- Materials of Construction
- Calculations
- Interdisciplinary Checking
- Cost Estimate Review
- Technical Memorandum
- Design Reports
- Drawings
- Specifications

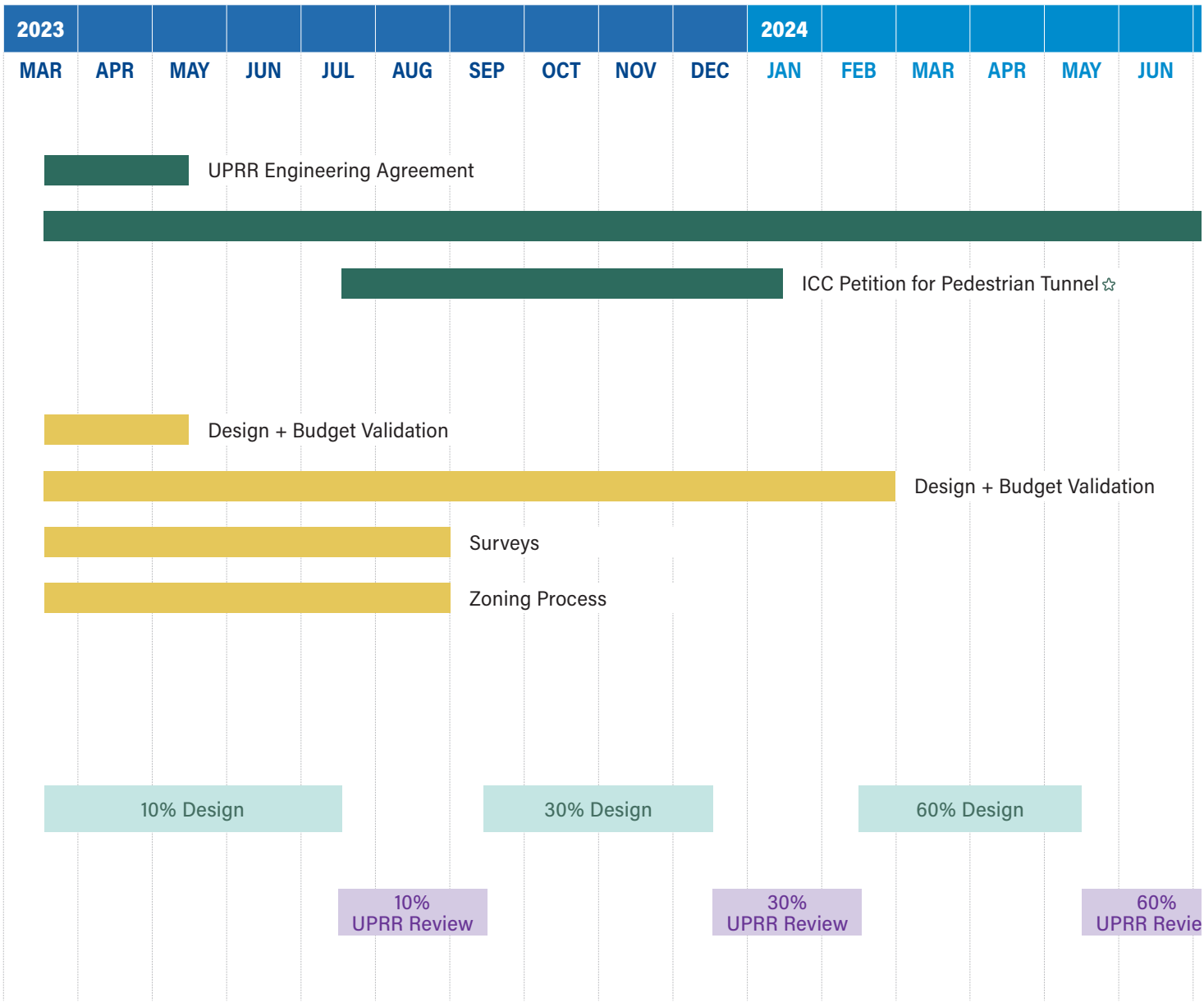
Robert Cheval as the project manager, and the entire project team, is committed to successfully implementing the Glen Ellyn Metra Station project.

GRANT MANAGEMENT

Glen Ellyn has received a nearly unprecedented level of financial support for the project from a variety of funding sources. As previously noted, these funding sources include federal, state, and local funds administered through IDOT, ICC, and by direct grants. The project team's experience with IDOT, ICC, and Metra will allow the team to meet requirements to complete design and construction. Besides meeting standard reporting and deadline requirements (see IDOT coordination and scope of services), the CDM Smith team will plan on frequent points of contact with IDOT, DMMC, and ICC staff specifically related to proactively coordinating and communicating changes or updates to schedule or budget for funding management. As noted in Section 2, the team has exceptional professionals that are part of the project team with a focus on funding management.

Robert Cheval as the project manager, and the entire project team, is committed to successfully implementing the Glen Ellyn Metra Station project.

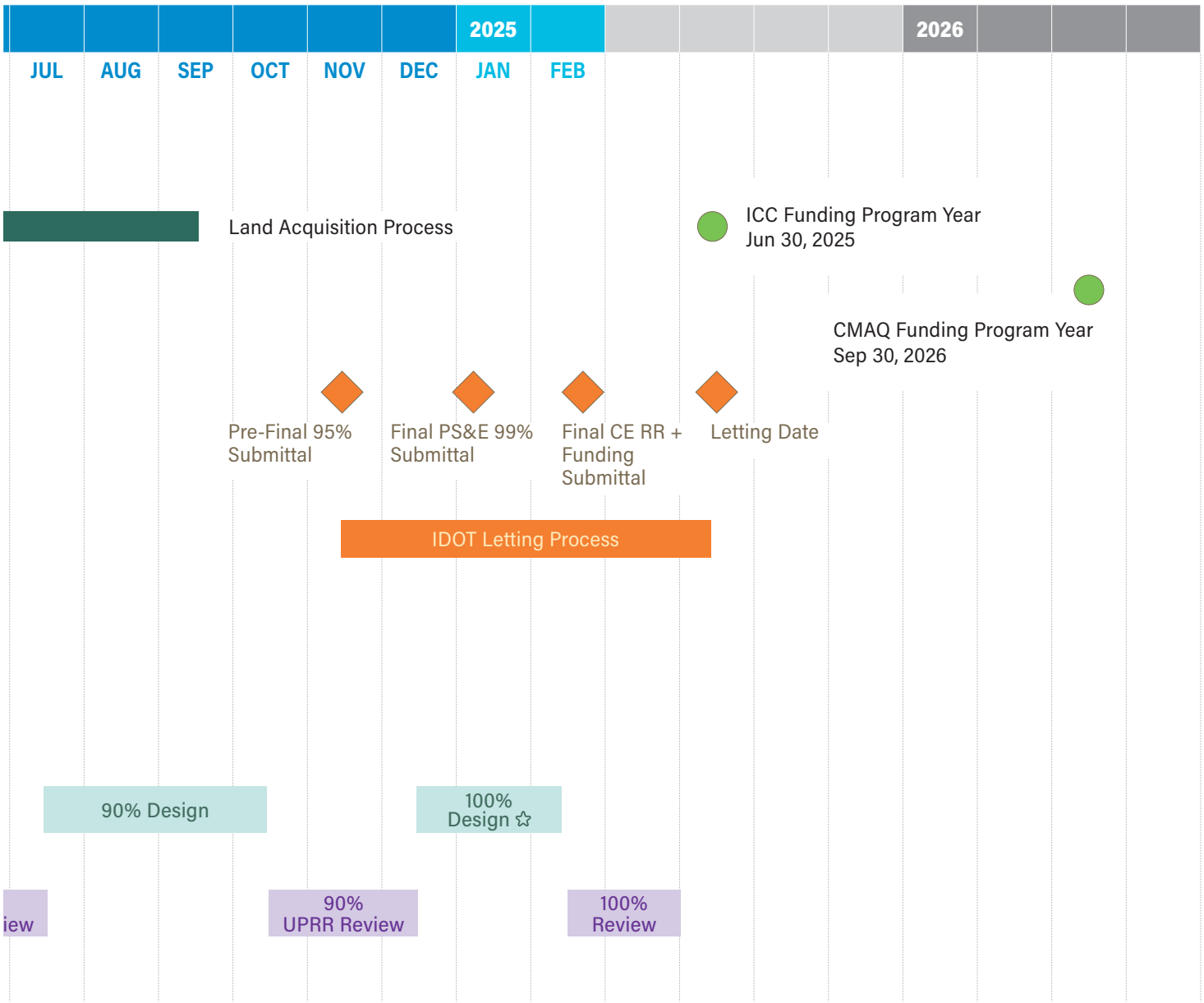




SCHEDULE

The proposed project schedule includes limited time from the date of an assumed Notice to Proceed in early 2023 until proposed IDOT Phase II letting in early 2025. Elements that we believe are critical when working to meet the project objectives are continuously emphasizing and tracking critical path items, limiting unforeseen items or durations, and quickly notifying the Village and agencies when unforeseen items or durations do arise. Union Pacific approvals including access and lease agreements, utility relocation agreements, and IDOT reviews and approvals are items that are most likely to impact schedule.

CDM Smith believes that based on our team's experience, and specifically our cultivated knowledge and relationships related to Phase I that we are uniquely positioned to meet the Village's schedule objectives.



KEY

◆ Potential IDOT Dates

ALL time frames indicated are preliminary and are based on the assumed 2025 IDOT letting schedule.

☆ The 100% UPRR Review is being shown at 1 month. If UPRR comments are received after the documents are forwarded to IDOT then comments will be addressed as an addendum.

AUGMENTED STAFF (OPTIONAL)

CDM Smith understands that the Village of Glen Ellyn has many commitments throughout all departments that provide services to residents and businesses. We understand that undertaking the final design and construction of a complex multi-modal project with many stakeholders can be both labor and time consuming. CDM Smith may provide both augmented technical and/or administrative staff to the village specific to this project if the village believes there is a desire to pursue this service. We are fully committed to the success of the project, but also to supporting the village in any way possible, and this extends to staff support and augmentation.

PHASE III

CDM Smith understands that the Village of Glen Ellyn intends to have the ability to continue into Phase III with the firm at the completion. We understand that these scopes and services will be negotiated at that time and would look forward to providing these services to the Village.

STAFFING CAPACITY

CDM Smith is committed to assisting the Village of Glen Ellyn in meeting the project objectives for the new Metra Station and site improvements project. That commitment extends to meeting another challenging schedule for Phase II and Phase III Engineering. CDM Smith internally has one of the largest and most diverse architecture and engineering practices in the country with over 5,500 staff. In the most recent 2022 Engineering News-Record rankings, CDM Smith ranked in the top 25 for Top Design Firms across the country. As noted in Section 2: Firm Information, CDM Smith will use our Lisle and Chicago offices for the project. KMI will continue to provide supplemental architectural and engineering support for facility work. In addition to the existing resources, we are adding further capacity with the addition of Civiltech Engineering and The Lakota Group for drainage and landscape architecture, respectively and our other partners. Project staff noted in Section 6: Project Staffing, will be committed to this project based on the final approved scope of services.

The Right People for Streamlined Delivery

CDM Smith's project team is comprised of the region's best experts in the critical disciplines needed for the new Glen Ellyn Metra station project and will provide the highest level of service and efficiencies during project delivery. Senior architect Robert Cheval, AIA, PMP, will lead the team to bring you the right resources to help the Village of Glen Ellyn elevate its Metra station as a community asset and notable transportation hub.

Glen Ellyn Project Manager

Project Principal
Chris Martel, PE, PMP, LEED AP, BCEE

Project Manager
Robert Cheval, AIA, PMP

QA/QC
Steve Pasinski, PE

SITE ENGINEERING
Anna Ualat, PE

IDOT Coordination
Tony Cerda, PE

Maintenance of Traffic Detour Plans
Tony Cerda, PE

Roadway Design
Kim Jarosz, PE

Site Utilities
Anna Ualat, PE

Structural - Canopy
Brandon Diffenderfer, SE

Structural - Retaining Wall
Pete Sarich, PE, SE

Structural - Tunnel
Mahmood Khwaja, PE

Drainage + Stormwater Permits
Tom Liliensiek, PE

Landscape Design
Kevin Clark, PLA, AICP

Site Survey
Chris Jorgensen, PLS

Track Survey
John Dybas, PLS

FACILITY
Sarah Sutherlin, AIA, LEED AP

Project Architect
Sarah Sutherlin, AIA, LEED AP

Mechanical/Plumbing/Fire Protection
April Rickets, PE

Structural
Brandon Diffenderfer, SE

Electrical + Communications
Megan Czach, PE

Sustainable Design Coordinator
Ben Harber, AIA, LEED AP, NCARB, PMP

BIM Coordination
Brian Cunningham, PE

Metra Standards
John Mehdi, AIA

CONSTRUCTABILITY/PROJECT ESTIMATING

Construction Phasing, Constructability
Anas Alkhatib, PE, PMP

Cost Estimating
Ramesh Nair, AIA

COORDINATION + PERMITTING TASKS
Robert Cheval, AIA, PMP

Community Outreach
Steve Pasinski, PE
Kevin Clark, PLA, AICP

Grant Management
Jacquelyn Murdock, AICP

Agency Coordination
IDOT
Tony Cerda, PE
UPRR/Metra/ICC
Bob Cheval, AIA, PMP

Zoning + Building Permits
Bob Cheval, AIA, PMP
Sarah Sutherlin, AIA, LEED AP

NPDES Permitting + Documentation
Tom Liliensiek, PE

IEPA Permit (Water Service)
Anna Ualat, PE

Facility Utility Coordination
ComEd
Megan Czach, PE
Nicor
April Rickets, PE

Section 106/4(F) Advisor
Steve Hands, PMP

Right-of-Way Negotiations
Melody Carvajal
Bradley Smith

SUBCONSULTANTS
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ON-CALL VENDOR
Neal & Leroy, LLC

Section 7

Scope of Services

The Village is pursuing a project, known as the Glen Ellyn Metra Station and Multimodal Access Improvements Project to construct a larger station building and a pedestrian tunnel under the Union Pacific Railroad (UPRR) West Line, reconstruct parking lots, provide ADA access throughout the project area, and reconstruct affected roadways including utility and streetscape improvements. The Village has advanced Phase I Engineering for the project with said services being rendered by CDM Smith of Chicago, Illinois.

As of December 23, 2022, a draft Project Development Report is in place with the project continuing to work through cultural resource clearances as well as design revisions encircling the commuter parking lots, pedestrian tunnel (and associated ramps/stairs), and other project appurtenances.

In addition, a revised project cost estimate has been recently developed for the project with the most current project cost estimate standing at approximately $50 million for all phases of engineering and construction. The project currently has approximately $20.4 million in outside funding sources including from the Congestion Mitigation and Air Quality Improvement (CMAQ) Program ($14.4 million Federal), Metra ($4 million Federal), and State of Illinois Commerce Commission Grade Crossing Protection Fund (ICC GCPF) ($2 million State). In 2023, the Village will pursue additional project funding through the CMAQ Program, ICC GCPF, Metra, and others as identified to be applicable and viable sources.

Concurrent with the completion of Phase I Engineering and the pursuit of additional outside project funding sources, the Village's goal is to complete Phase II Engineering for the project. Through the procurement of Phase I Engineering for the project, the Village has identified CDM Smith as the most qualified firm to complete the project design and has accordingly worked with the firm to develop this document which commemorates the scope of services, deliverables, schedule, and cost estimate of consultant services to ultimately complete Phase II Engineering for the Project.

In summary, Phase II Engineering involves completing the detailed design of the project including all necessary permissions to bring the project to a state where it can be competitively bid by the Illinois Department of Transportation. More specifically, as part of Phase II engineering, the design team will prepare all required engineering documents according to requirements set forth by the Village of Glen Ellyn, DuPage County, Metra, UPRR and the Illinois Commerce Commission (ICC).

The Phase II Design Scope includes the preparation of final contract plans, specifications, estimates and other associated documents, securing required permits including right-of-way and/or other land use permissions, anticipated value-added Tasks, and QA/QC. The team will coordinate state/federal/ and railroad design approvals to allow subsequent phases. The team will assist the Village of Glen Ellyn with project grant pursuit and management services.

The CDM Smith team will follow applicable requirements for preparing plans, specifications and estimates using IDOT District 1 Local Roads and state/federal guidelines and coordinating with the necessary agencies at various levels of design completion.

Exhibits, included at the end of this section:

Exhibit A: Glen Ellyn Metra Station Site Survey Limits

Exhibit B: Glen Ellyn Metra Station Track Survey and Sue Level-A Limits

A complete scope of services including deliverables, schedules, and cost estimate of consultant services is as follows.

Scope of Services

The scope of work is based upon the project understanding and is as follows.

Task 1– Zoning and 10 Percent (PCT) Design

During the Zoning and 10 PCT Design Phase, CDM Smith and its subconsultants will reconfirm project goals, objectives, resources, existing conditions, stakeholder interests, and best practices that will be used for the design. The main goal of the 10 PCT design phase is to validate the current Site and Station Designs as presented in Phase I.

This will include participation in Glen Ellyn's Zoning process. It is anticipated that the property will require a special use permit because the property is in the "CR-Conservation Recreation" Zoning District.

1.1 Phase I Engineering Design Validation

Phase I Design Validation – Conduct a meeting with Village Staff to review the status of the project and documents related to the Phase I Engineering process. The design validation will incorporate the review of the extent of the site improvements, site program, site geometries, station program, station design, and limited value engineering to build consensus and set expectations for the project.

Based on this feedback from Glen Ellyn, CDM Smith will develop the design from the Phase 1 study to a 10 PCT schematic design level.

1.2 Glen Ellyn Zoning Process

CDM Smith and our consultants will perform analysis of Glen Ellyn's zoning code as it relates to the project, complete required zoning applications and supporting documentation, and attend the following meetings:

- Preapplication Meeting
- Plan Commission / Zoning Meeting - Pre-Meeting with Director of Planning and Development
- Plan Commission / Zoning Workshop - Attend Village Board Workshop
- Zoning Presentation - Presentation to Village Board
- Zoning Presentation - Public Hearing before Zoning Board of Appeals / Plan Commission

1.3 Architectural Appearance Commission (ARC)

CDM Smith and our consultants will provide design information as required for approval from Glen Ellyn's Architectural Appearance Commission and attend the following meetings:

- Preapplication Meeting with the ARC
- Appearance Review Meeting - Pre-Meeting with Director of Planning and Development
- Appearance Review Presentation - Present at commission meeting
- Appearance Review Presentation - Presentation to Village Board

1.4 10PCT Schematic Design

CDM Smith shall verify the preliminary station design and preliminary site design developed in the Phase I Engineering Phase against laws, codes, and regulations applicable to the project. CDM Smith will review the preliminary station design and preliminary site design produced in Phase I and validate that all identified Union Pacific Railroad and Metra Standards have been fully addressed. This will be documented in a 10 PCT Project Design Report. Conflicting standards will be identified so that the process of resolving the conflict can begin.

- Schematic Site Plans Developed in Phase I
- Schematic Architectural Floor Plans
- Schematic Architectural Roof Plans
- Schematic Architectural Exterior Elevations
- Schematic Architectural Building Sections
- Preliminary Parking Lot Photometric Plans
- Schematic Landscaping Plans
- 10 PCT Project Design Report
- Up to (4) Four Digital Renderings of the Exterior, Printable on up to a 11"x17" size.
- Up to (2) Two Large Format Digital Renderings, Printable on up to a 30"x42" size.
- LEED v4 for building design and Construction
  - While we have included the completion and tracking of a LEED v4 scorecard and tracking spreadsheet through 10% design (included in the phase scope of work), a decision should be considered as early as possible to pursue LEED registration in order to allow for both design and construction phase reviews which limit risk, versus waiting until final project design is completed, and construction is initiated to submit for LEED certification. The CDM Smith team will provide a detailed LEED scope of services for both design and construction phases, if requested by the city.

Task 2 Surveying

2.1 Union Pacific Railroad (UPRR) Track Survey

The Phase II Engineering Track Survey will support the design of improvements at and around the Glen Ellyn Metra Station. A LIDAR and Photogrammetry survey will be completed within the Project Area as shown in Exhibit B. The area of the survey will extend on the UPRR tracks from 100 feet west of Main Street to 100 Feet east of N Park Boulevard. The surveyor will coordinate with UPRR to obtain right of entry permits to perform survey within the UPRR ROW.

The tracks to be surveyed are to include rail gauge face, top of rail, type of rail, switch points on each rail, frog points, curves, and any other locations necessary to provide sufficient baseline geometry, including horizontal curve data and profile of the track. Locations/points of the survey are to be taken at sufficient intervals to achieve appropriate baseline geometry of the existing track and terrain grade, but in no case are to be more than fifty (50) feet apart.

2.2 Subsurface Utility Exploration (SUE) Level A (Potholing)

Utilities located directly adjacent to the tracks will be presumed to conflict with the proposed pedestrian underpass, and therefore will be required to be relocated. Refer

to Exhibit B for potential locations. To verify the precise horizontal and vertical location of utilities the utilities will be required to be exposed and measured. This is accomplished by excavating small pits until the utilities are exposed.

2.3 Site Survey (Excluding the UPRR Track)

A topographic and utility survey will be completed within the Project Area. The utility survey will be a C-Level and B-Level SUE. The Project Area will extend along the UPRR ROW and shall be continuous as shown in Exhibit A and as described below:

- **Survey Along Main Street –** Project Area on either side of the UPRR tracks, West of Main Street – The project area shall extend along the UPRR tracks, to the West of Main Street. The survey should end 20 feet West of Main Street.
- **Project Area Along Crescent Blvd. –** The survey shall extend along Crescent Blvd. to 50 feet west of main street and 50 feet east of N. Park Blvd. The northern boundary of the survey along Crescent Blvd. shall be 50 feet north of Crescent Blvd.
- **Project Area Along the Illinois Prairie Path –** The survey along Illinois Prairie Path shall have a southern boundary that is 50 feet south of the Illinois Prairie Path. The Project Area shall also include the Metra parking lot up to the face of the 546-548 building. This part of the survey shall extend to 50 feet south of Duane St. and 50 feet to the east of Forest Ave.
- **Project Area Along Forest Avenue North of Crescent Blvd. –** The project area shall extend along Forest Avenue North to Pennsylvania Avenue.
- **Project Area on either side of the UPRR tracks, East of North Park Blvd. –** The project area shall extend along the UPRR tracks to the East of North Park Blvd.

Task 3 Site Design - Civil Engineering

The scope of work for the civil engineering discipline related to the site design consists of utility, survey coordination, and the preparation of contract documents for the design of the proposed site including plans, specifications, and estimates. The proposed site work consists of the reconstruction of Crescent Boulevard between Main Street and Park Boulevard, reconstruction of Forest Avenue from the parking lot located on the south side of the railroad tracks to Duane Street, reconstruction of the parking lot located on the south side of the railroad tracks between Main Street and Park Boulevard, reconstruction of the parking lots on the north side of the railroad tracks and reconstruction of the parking lot on the west side of Forest Avenue north of Duane Street. The design will be performed in MicroStation PowerGEOPAK and will utilize IDOT CADD guidelines.

Design guidelines that will be utilized include IDOT's Bureau of Local Roads and Streets Manual and Bureau of Design and Environment Manual, Metra's design manual, Union Pacific Railroad guidelines, DuPage County Stormwater Ordinance and Village of Glen Ellyn ordinances. Services to perform this work are described herein.

Topographic/Utility Survey – This work will be performed by a subconsultant and is described separately.

Railroad Track Survey – This work is separate from the topographic/utility survey and will be performed by a subconsultant and is described separately.

10% (Schematic Design Phase) – The scope of work related to this phase is limited to coordination with the facility team as the proposed site improvements have been outlined in the Project Development Report. Refinement of design criteria based on coordination with the facility team may occur in this phase.

3.1 Utility Coordination

The team will continue utility coordination and will contact utilities to verify location of their utilities. Additionally, the team will work with utilities whose facilities are impacted by the proposed improvement to resolve potential conflicts. Documentation between the Village on their letterhead and the utilities will be required and submitted to IDOT at the 95% submittal.

3.2 Survey Coordination

The team will coordinate the execution of the surveys with the village and UPRR. CDM Smith will review the deliverables from the surveyors to ensure that it meets IDOT CADD Deliverables and includes all items in their scope of work.

3.3 Site Design Contract Documents

- **Summary of Quantities –** The summary of quantities will be prepared according to the IDOT BDE Manual – Chapter 63. As Federal funding is involved, separate columns will be provided to indicate items eligible for federal funding.
- **Schedule of Quantities –** Schedules to be included are earthwork, roadway related removal items and proposed roadway related pay items that are not included in the roadway typical sections that may not be easily found in the plans. Drainage schedules will be prepared by a subconsultant.
- **Typical Sections –** Existing and proposed typical sections are anticipated for Crescent Boulevard between Main Street and Park Boulevard, Forest Avenue between Crescent and Pennsylvania Avenue and Forest Avenue between the parking lot south of the railroad tracks and Duane Street. Typical sections will also be provided for the parking lot located on the south side of the UPRR railroad tracks between Main Street and Park Boulevard.

- **Alignment, Ties and Benchmarks –** These sheets will be provided for the alignments for Crescent Boulevard, Forest Avenue and the parking lot south of the railroad tracks between Main Street and Park Boulevard.
- **Removal Plans –** Separate removal plans will be provided to show removal of existing roadway and roadside elements as well as removals related to drainage items. The removal plans will not include structure demolition notes. These may be shown on the structure plans for the building. Additionally, a pay item and callout will be added for removals related to the building.
- **Existing Utility Site Plans –** These sheets will show the existing utilities for the project. Any removals of Village owned utilities such as water main and sanitary sewer would be shown on these sheets. Storm sewer removals will be shown on the removal plans. Existing utilities will also be shown on the proposed drainage plans and other plans were underground items are featured.
- **Construction Phasing Concept –** A concept plan of how the project will be constructed will be prepared while maintaining pedestrian and vehicular traffic and minimizing parking impacts to the extent possible. An exhibit depicting the phasing concept will be shared with the Village prior to continuing with the development of the phasing plan and maintenance of traffic plans.
- **Phasing Plan –** An overall phasing plan will be prepared for use by the contractor to depict the work to be performed in each phase.
- **Maintenance of Traffic Plans –** Generally it is anticipated that vehicular and pedestrian access to both Crescent Boulevard and Forest Avenue will be maintained when under construction. Special attention will be paid to maintaining access to local businesses and government offices. Additionally, it is anticipated that traffic on Crescent Boulevard will be maintained when the pedestrian tunnel is to be constructed. Maintenance of traffic plans will be provided for Crescent Boulevard and Forest Avenue only as well as for accommodating pedestrian traffic during construction. Pedestrian access to the station will be provided at all times. The south parking lot phasing will be shown on the phasing plan.
- **Detour Plans –** Detour plans for both vehicular and pedestrian traffic may be required to construct the proposed improvements on Crescent Boulevard. Crescent Boulevard is one way eastbound between Main Street and Forest Avenue and two-way between Forest Avenue and Park Boulevard. Additionally, pedestrian traffic to the station as well as local businesses along Crescent Boulevard will be maintained.
- **Proposed Plan and Profile –** Proposed plan and profile sheets will be prepared for Crescent Boulevard between Main Street and Park Boulevard, Forest Avenue between Crescent Boulevard and Pennsylvania Avenue and Forest Avenue between the between the parking lot south of the railroad tracks and Duane Street will be shown at a 1:20 scale. These plans will only show the roadway improvements including the adjacent sidewalk. Separate site grading plans will be provided for the parking lots north and south of the railroad tracks, platforms and station area.
- **Proposed Site Plans –** Proposed site grading plans will be provided for the parking lots north and south of the railroad tracks, and station area. These plans will be provided at a 1:20 scale. Platforms will be shown on these plans but details will be provided on the separate platform plans. These plans will show the parking lot details that will comply with IDOT Bureau of Local Roads and Streets, Metra and the Village of Glen Ellyn zoning and code requirements.
- **Fencing Plan –** The fencing plan will be shown on 1:20 scale plans. These plans are being provided separately so that it is fencing installations can be clearly shown adjacent to the railroad.
- **Drainage Plan and Profile –** The scope of work for the drainage is to remove the existing 54" storm sewer located on Crescent from West of Forest to as shown on the exhibit from Hydraulic Report prepared by ERA. The existing storm sewer located under the railroad tracks north of Forest Avenue will be retired and the existing storm sewer crossing under the railroad tracks along Park Boulevard will be replaced with a 36" storm sewer. A new storm sewer is proposed in the south parking lot between Main Street and Park Boulevards that ranges in size from 24" West of Forest to 36" east of Forest. In addition, a storm sewer connection will be provided from the station building canopy roof leaders and site area drains to the storm sewer. Below are the sheets that will be provided.
  - Crescent Blvd. – Main Street to Park Blvd.
  - Forest Avenue - Crescent Blvd. to South of Pennsylvania Ave.
  - Forest Avenue – Duane Street to the south parking lot.
  - Site Drainage Plan for south parking lot, north parking lots, and plaza area south of Crescent. The proposed storm sewer along the south parking lot will cross under the UPRR tracks along Park Boulevard and connect to the existing system at the first manhole north of the railroad tracks.
- **Utilities Plans, Profile and Details –** Utility Plans will be provided for the following streets and for the station as follows:
  - Station Utilities:

- A station sanitary sewer connection will be designed from the building to the sanitary sewer main.
- Storm sewer connections will be designed from the station canopy roof leaders and site area drains to the storm sewer main(s).
- A combined domestic water and fire suppression service connection will be designed from the building to the water main.
- A natural gas service and gas meter will be indicated. This information will be shared with the local utility throughout the design. The final design of the electrical service will be by the local utility.
- An electrical service will be indicated, and a utility transformer located. This information will be shared with the local utility through out the design. The final design of the electrical service will be by the local utility.

- Village of Glen Ellyn Utility Mains
  - Crescent Blvd. Utility Replacement Scope (Between N Park Ave. and Main St.)
    - "In kind" Water Main Replacement
    - "In kind" Sewer Main Replacement and Lateral Replacement
  - Forest Ave. Utility Replacement Scope (North of Crescent Blvd. and South of Pennsylvania Ave.)
    - "In kind" Sewer Main and Lateral Replacement from Pennsylvania Ave. 330-350 Feet South towards Crescent Blvd. and laterals.
    - "In kind" Water Main Replacement
  - Forest Ave. South of the Tracks
    - "In kind" Water Main Replacement
- Utility Main Assumptions
  - It is assumed that the water and sanitary sewer systems in the area are generally in good working order and are being replaced due to age and opportunity. This design does not include improvements or upgrades, only removal and replacement.
  - Village will provide local permits and submit for IEPA and any other permits required.
  - No wetlands exist in the area and no wetland survey will be completed.
  - Water and Sewer Main Replacements are "In Kind". No pipeline design is included. Pipe materials, pressure rating, joint types (restraint or non-restrained), cathodic/corrosion protection, tracer wire, backfill/ trench, bury depth, construction methods, etc. To be provided by the Village.
  - Existing manholes and hydrants will be removed and replaced with new manholes in the same general vicinity. Details and models for the manholes and hydrants to be provided by the Village.
  - Isolations valves and air release/air vacuum valves will be removed and replaced with new manholes in the same general vicinity. Details and models be provided by the Village.
  - No corrosion design or sampling is included.
  - Hydraulic Modeling will not be included.
  - Will provide plan, profiles, and utilize standard details provided by the Village.
  - The existing water main and service lines are not lead lines.
  - Soil borings will be required every 500 ft along the path of the water and sewer lines to determine both geotechnical design requirements and complete environmental sampling for soil disposal.
  - Public outreach to the businesses, residents, and other stakeholders effected by the work will be completed by the Village, with assistance from CDM Smith. CDM Smith has included 40 hours for this effort.
  - The Village of Glen Ellyn will perform field inspections and provide direction on which properties require lead service line replacement and provide required information to complete the design.
  - The Village of Glen Ellyn will provide the IDOT special provisions to utilize for the project.

- **Erosion and Sediment Control Plans –** A stormwater Pollution Prevention Plan will be prepared for inclusion in the contract documents for final execution by the successful bidder. All erosion control design will be in accordance with the latest IEPA and Village requirements.
- **Platform Plans –** The proposed platform plans will be shown on 1:20 scale plans. These plans are not shown on the proposed plan and profile plans so that I can be it clearly shown and will ease in the reviews by both Metra and the Union Pacific Railroad. Metra and Union Pacific Railroad (UPRR) guidelines will be used for the platform design. A heated platform is not included.
- **Intersection Details –** Intersection details will be provided at the following intersections: 1) Crescent and Forest. 2) south parking lot and Forest, 3) Duane and Forest and 4) West leg of Crescent and Park.

- **At-Grade Railroad Crossing Details –** These details will be provided at the intersection with Main Street and Park Boulevard. Pedestrian Diversions may be reconstructed due to the improvements on the east side of Main Street and the west side of Park Boulevard. Guidance from ICC and UPRR guidelines for the design of the pedestrian diversion. ICC, Metra and UPRR will be consulted as part of diagnostic review to determine preferred layout. These details will be utilized for coordination with the Union Pacific Railroad.
- **Pavement marking and signing plans –** These plans will include the signing needed for the station as well as any roadway signs and pavement markings. The Village of Glen Ellyn's downtown Streetscape Design Standards may be used as well as IDOT and Metra guidelines.
- **American Disabilities Act (ADA) Details –** ADA detail plan sheets will be provided for the following corners: 1) Crescent at Main Street, 2) Crescent at Forest, 3) Crescent at Park, 4) Crescent at Pedestrian Tunnel crossing, 5) South Parking lot at Main Street, Pedestrian Tunnel, Driveway (west of Forest), Forest and Park and 6) Forest at Duane and 7) the Illinois Prairie Path crossings at Park and Forest .
- **Cross Sections –** Cross sections will be provided at 50' intervals along Crescent and Forest and at driveways, crosswalks, critical geometric locations additional cross sections along Crescent between Main and Forest due to a significant change in grade and select locations as required.
- **Crescent Blvd Lighting –** Street lighting plans and details will be provided for Crescent Blvd between North Park Blvd and Main Street. The street lighting plans and details will included the following
  - Street Lighting Plans
  - Street Lighting Photometric Plans
  - Typical Details
- **IDOT and Local Agency Details –** IDOT District 1 Details, Metra and Village of Glen Ellyn details will be provided as required.
- The approximate boundary of the site design is as follows and as represented in Exhibit A.
  - **Along Forest Ave. –** The civil engineering plans shall extend to 50 feet north of Pennsylvania Ave. and 50 feet on either side of Forest Ave or to building faces, whichever is shorter.
  - **Along Crescent Blvd. –** The civil engineering plans shall extend along Crescent Blvd. to the pavement butt joint of Main Street and the pavement butt joint of Park Blvd. The northern boundary of the site along Crescent Blvd. shall be 50 feet north of Crescent Blvd.
  - **Along the Illinois Prairie Path –** The civil engineering plans along Illinois Prairie Path shall have a southern boundary that is 50 feet south of the Illinois Prairie Path. The civil engineering plans shall also include the Metra parking lot, the property of the 546-548 building and the parking lot directly to the east of the 542 building. This part of the civil engineering plans shall extend to the butt joint of Duane St. and 50 feet to the east of Forest Ave.
  - **Along Forest Ave. North of Crescent Blvd. –** The civil engineering plans shall extend 50 feet to the North of the butt joint of Forest Ave. and Crescent Blvd.

Task 4 Site Design – Structural Engineering

The structural engineering for the site will consist of the design of a pedestrian tunnel and retaining walls adjacent to the pedestrian tunnel and the railroad at the locations described herein. The design of the pedestrian tunnel will be based on the PBDHR approval from Phase I. The design of the pedestrian tunnel is assumed to be of a tunnel utilizing the sequential excavation method (SEM). The design of the pedestrian tunnel is a multi-disciplinary effort that may include lighting, dewatering, and finishes. IDOT's Bridge Manual and UPRR's guidelines will be utilized for the design of these structures. The following tasks are included in this effort.

4.1. Tunnel Engineering and Analysis

The tunnel analysis will consist of the review of the geotechnical data report to develop the geotechnical interpretive memorandum which will define the design parameters of the tunnel and the geotechnical baseline design report which will document the geotechnical baseline for the construction of the tunnel.

Two-dimensional models will be created to perform basic settlement analysis and waterproofing requirements will be evaluated during this phase. A report of the analysis will be created documenting the findings.

4.2. Tunnel Support Design

Using the geotechnical design parameters and preliminary tunnel envelope preliminary, a 2-dimensional numerical analysis will be performed using computer software to analyze potential settlement to refine the required preliminary and final support needed to carry the loads of the soil and railroad above the tunnel.

Following the preliminary 2-dimensional numerical analysis, the design of the shape of the tunnel, preliminary support, and final support will be refined, and a final 2-dimensional numerical analysis will be performed to confirm that

potential settlements are within ranges acceptable by Union Pacific Railroad's written standards.

4.3. Tunnel Drawings, Specifications, and Calculations

The final Pedestrian Underpass design will include plans, sections, details, calculations, specifications, and technical memoranda. Refer to Phase to Engineering Deliverables Summary for description of the deliverables at the 30PCT, 60PCT, 90PCT, and 100PCT Phases.

4.4. Retaining walls (adjacent to the Pedestrian Tunnel)

The retaining wall plans adjacent to the proposed pedestrian tunnel will be designed based on IDOT's Bridge Manual and UPRR guidelines and will be based on the PBDHR plans approved in Phase I by IDOT's Bridge Office.

4.5. Retaining walls (adjacent to the railroad tracks and/or platform)

The retaining wall plans adjacent to the proposed pedestrian tunnel will be designed based on IDOT's Bridge Manual and UPRR guidelines. Retaining walls are anticipated at the following locations:

- North side of the railroad tracks form east of Main Street to west of the proposed station
- North side of the railroad tracks from east of the proposed station to Park Boulevard.

Task 5 Landscaping Design

5.1. 10PCT Design

Using current project goals and parameters, test a range of schematic landscape and site options for the train station area, including building foundations/entries, drives/streetscapes, buffers, parking lots, plazas, and connections. This may include, but is not limited to, paving layout options, stormwater management strategies, permeable paver opportunities, landscape character and layout, and site furniture locations.

5.2. 30PCT Design

The landscaping design will be refined further following the 10PCT design Phase. This package may include one or more drawings to illustrate the landscape/hardscape character of the various study area sub-areas, such as plazas, connections, buffers, parking lots, foundations, and streetscapes. A detailed planting plan will be provided in the 60PCT through 100PCT design submittals. This phase task will provide an overall planting layout with a palette of suggested species and size ranges to discuss with the Village of Glen Ellyn.

5.3. 60PCT Design, 90PCT Design, and 100PCT Design

Based upon the inputs provided in the previous phases a final site landscape design will be developed. The final site landscape design will include the following:

- Detailed Final Landscape Plan(s).
- Landscape and Hardscape Layout and Dimension Plan(s).
- Enlarged Planting Area Details.
- Related Planting Details, Plant Schedules, and General Notes.
- Site Landscape Detail Sheets - Layout/Dimensioning of all Related Special Landscape Elements such as: Plaza/Entrance Hardscape, specific planting areas, etc.
- Related IDOT Technical Landscape Specification sections. (As required by Owner)
- Landscape Lighting Plan (For reference by landscapers, light fixture locations and specifications to be performed by the CDM Smith Electrical Engineers)
- Irrigation system drawings, standard details, and a performance specification.

The following items will not be included in the final landscape design:

- Signage Design and Graphics.

Task 6 Station Engineering

During station engineering the project the team will perform all required calculation and produce detailed drawings that include all plans, schedules, sequence of operations, and details required to obtain a building permit, gain IDOT approval, and to be used for bidding. Written specifications will also be developed that can be used for bidding and conform to IDOT requirements. The deliverables of this phase will be based on the direction determined in the 10PCT schematic design phase.

The 10PCT schematic design phase will validate the current Phase I Station Design as shown in Exhibit D. The station engineering tasks includes the architectural drawings and specifications, structural drawings and specifications, mechanical drawings and specifications, plumbing drawings and specifications, fire protection drawings and specifications, and electrical drawings and specifications required to properly communicate the design to both agency reviewers and to contractors for bidding and construction.

- **Applicable Building Codes –** It is assumed that the design must comply with the following building codes per Title 1, Chapter 1 of the Code of Ordinances Village of Glen Ellyn,

IL, (410 ILCS 25/) Environmental Barriers Act, and (20 ILCS 3125) Subpart B of the Illinois Energy Conservation Code.

- **Applicable Building Codes –** It is assumed that the design must comply with the following building codes per Title 1, Chapter 1 of the Code of Ordinances Village of Glen Ellyn, IL, (410 ILCS 25/) Environmental Barriers Act, and (20 ILCS 3125) Subpart B of the Illinois Energy Conservation Code.
  - 2021 ICC International Building Code with Village of Glen Ellyn Amendments
  - 2021 ICC International Mechanical Code with Village of Glen Ellyn Amendments
  - 2021 ICC International Fuel Gas Code with Village of Glen Ellyn Amendments
  - 2020 National Electrical Code - NFPA 70 with Village of Glen Ellyn Amendments
  - 2018 Illinois Accessibility Code
  - Illinois State Plumbing Code
  - 2009 ANSI 117.1 with village of Glen Ellyn Amendments
  - 2021 International Energy Conservation Code
- **Applicable Agency Standards –** In addition to the above referenced codes, it is assumed that the station design must allow comply with the following Agency Standards
  - Metra Station Design Standards
  - Applicable Union Pacific Railroad Standards
  - Applicable Illinois Commerce Commission ICC standards
  - Applicable Illinois Department of Transportation (IDOT) Standards

6.1. Architectural Design

The architectural design will include the design of a 4,300-GSF inbound station that includes a heated and cooled waiting area, a separable 24-hr waiting area, a covered outdoor loggia, single occupant unisex restrooms, vendor area, janitor's closet, electrical closet, fire sprinkler closet, and a mechanical equipment space for HVAC equipment.

Two open-air warming shelters are included and will match the architectural style and finish of the inbound station.

The architectural design will also include the design of ramps, stairs, and canopies over the tunnel access from inbound and outbound platforms as shown in the 10% design documents.

The architectural drawings will include all plans, elevations, building sections, wall sections, schedules and details required to obtain a building permit from Glen Ellyn and to communicate the design to bidding contractors.

The architectural design will also include life safety plans that documents all required fire separations, egress requirements, Compliance with the IL Accessibility Code, compliance with the IL Plumbing Code minimum fixture counts, and other applicable codes.

6.2 Structural Design

The structural design will include the station depot constructed of masonry bearing walls or steel framing and steel roof framing elements and canopy constructed from steel tube sections. The foundation system is assumed to be a shallow foundation system.

The structural design will include all plans, elevations, building sections, wall sections, schedules, details, and calculations required to obtain a building permit from Glen Ellyn and to communicate the design to bidding contractors.

6.3 Mechanical, Plumbing, and Fire Protection (FP) Design

The mechanical design will include the design of heating and cooling systems required to maintain the interior temperature of the inbound station and outdoor heaters for warming shelters in compliance with Metra standards.

The plumbing design will include the design of water distribution system, building sewer system, and roof and floor drainage system for the inbound station and platform canopies.

The fire protection design will be a performance specification and will include the design criteria of a wet sprinkler system, and RPZ. The fire protection design will conform to NFPA 13. The fire protection design does not include the design of a fire pump system.

6.4 Electrical Design

The electrical design assumes that the existing electrical service will be required to be upgraded in size to accommodate the electrical demand of the new station and platforms. The station electrical design will include power and lighting plans, an electrical one-line diagram for the entire project, a fire alarm design, and a security camera layout and specification.

A lighting plan will be provided at the parking lots, plaza, pedestrian underpass, and at warming shelters. It is assumed that relocated street lighting will need to occur on Crescent Blvd. and Forest Ave. Photometric plans will be provided for the parking lots, platforms, pedestrian underpass and on Crescent Blvd.

Audio-visual and security camera plans will be provided for the platforms and a suggested security camera layout will be provided for the platforms, pedestrian underpass, and at warming shelters.

It is assumed that the locations of audio-visual devices will be shown at the station, platform, and warming stations. It is assumed that Metra will be furnishing and installing all AV equipment. CDM Smith's drawing will indicate the locations

of all equipment and will direct the contractor to provide pull-strings and conduits.

6.5 Building Information Modelling (BIM) Coordination

The development of the drawings requires the use of multiple drawing programs that requires management and coordination of cohesive standards, processes, and metrics to facilitate a set of coordinated base plans to be utilized by all design disciplines. Station models and site structures will be developed in 3D to a 300 Level of Development in accordance with BIM Forum's Level of Development Specification 2021. Items smaller than two inches will not be modeled in general. However, items below this size threshold may be modeled where required for design work.

Task 7 Permitting

The team anticipates that several permits will be required to be approved prior to Phase III construction and recommends the following tasks and services for permitting. Assume permit fees are paid by others. Permits are as follows (any others would be procured separately):

7.1.1 Stormwater Permit

Develop application and submittal documents for the DuPage County storm water permit application. Assume one in-person meeting with Village staff to discuss the project.

7.1.2 Notice of Intent for NPDES Permit

Develop application and submittal documents for the Notice of Intent in reference to the NPDES permit application. Assume one in-person meeting or one teleconference with County staff to discuss the project.

7.1.3 Stormwater Pollution Prevention Plan (SWPPP)

Develop a SWPPP that complies with the DuPage County Stormwater Ordinances to be included with the NPDES Permit.

7.1.4 Sanitary Sewer Permit – (IEPA)

Develop application and submittal documents for the Sanitary Sewer Permit – IEPA permit for the Station and the sanitary sewer main replacement in Crescent and Forest.

7.1.5 Building Department

Develop application and submittal documents for the Village of Glen Ellyn building permit applications. Assume a total of up to three in-person meetings with the building department in total, (1) one prior to submittal during Phase II and (2) two at submittal at the completion of Phase II.

7.1.6 DuPage County Highway Permit

Develop application and submittal documents for the DuPage County Highway Permit.

Permit Deliverables:

- Meeting minutes for up to seven permit coordination meetings.
- Drawings, specifications, and applications as required by DuPage County.
- Drawings, specifications, and applications for the Village of Glen Ellyn building permit.
- Drawings, specifications, and applications for the NPDES permit.
- Drawings, specifications, and applications for the IEPA Water Main Construction and Water Pollution Control Permits.

Task 8 Construction Cost Estimating

Construction cost estimates will be performed at the 30PCT, 60PCT, 90PCT and 100PCT phases. The 30PCT estimate will be performed using the CSI Division Format. The 60PCT, 90PCT and 100PCT estimates will be performed using IDOT pay items for all applicable items.

Task 9 Value Added Tasks

Due to the complexity of this project a few tasks have been identified as providing added value to the Village of Glen Ellyn by enhancing design decision making, proactively managing the project funding reporting requirements, and advocating for the Village's prefer grade crossing separation solution, an underpass, with UPRR.

9.1. Funding Management

It is anticipated that 24 monthly updates to the Village of Glen Ellyn and quarterly reporting to the funding agencies will be required. It is also anticipated that additional grants and/or increases to existing grants will be required. The following tasks are included in the Funding Management Scope:

- Quarterly CMAQ Grant updates to CMAP.
- Coordination with ICC on GCPF intermittent updates.
- Quarterly Coordination meetings with Metra on grant funding
- Monthly funding meetings with Glen Ellyn to discuss design progress in relation to the Funding Sun Set Dates
- Cost request increases to existing funding sources
- Draft a memorandum requesting additional ICC funding for the pedestrian tunnel under the UPRR tracks.

9.2. Pedestrian Tunnel Alternatives Report

A limited evaluation will be completed to consider alternatives for the new pedestrian underpasses. This evaluation will utilize structural and geotechnical information gathered during Phase I (i.e., no additional testing or investigation of the existing tunnel is proposed). The evaluation will include construction techniques for the new pedestrian underpass, alternative aesthetic options, and related order of magnitude construction costs.

9.3 Geothermal Feasibility Study

The team will perform a feasibility study that evaluates the viability of a geothermal heating system to be used to heat or cool the station and or the warming shelters. The feasibility study will include a cost / benefit analysis, conceptual sizing, conceptual installation costs, conceptual long term maintenance costs, and a list of pros and cons. The feasibility study must also include the costs of adding a geothermal heating system to the design scope.

9.4 UPRR Request for Exception to The Overpass - Structure Type Selection Report

Per UPRR guidelines UPRR discourages underpass structures and prefers over pass structures. The request of exception includes a written engineering justification for the underpass structure and geometric, structural, and other constraints which justify the request. The request also includes a cost-benefit ration that includes all costs associated with interruption to railroad operations during construction of the underpass.

9.5 R.O.W. Acquisition Support

CDM Smith will assist the village with pre-acquisition tasks per the results of qualitative and quantitative evaluation of two options as follows: Option 1 Land Purchase from UPRR and Option 2 Lease and Maintenance Agreement that will be conducted under a separate contract.
Once a decision has been made by the Village CDM Smith will perform the following tasks:

- Provide required Right of Way drawing exhibits.
- Provide required technical project plans, sections, or details.
- Coordinate the utilization of outside entities for the purposes of special legal guidance.

All tasks performed in 9.5 will be performed for a not-to-exceed value and will be invoiced monthly based upon the work that has been completed.

9.6 Section 106 MOA - Historic Illinois Building Survey (HIBS)

CDM Smith will perform a Historic Illinois Building Survey (HIBS) Level III recordation of the existing Metra Station. The recordation will be detailed in special provisions of the construction contract and must follow HIBS guidelines established by the SHPO.

Task 10 Project Management

Coordination with the Village of Glen Ellyn, stakeholders, agencies, utilities, and other team members will be a constant priority. The project manager will communicate regularly as noted in the following descriptions. The team will prepare and regularly update progress on any design work via a weekly email. All tasks assume a 24-month schedule after notice to proceed is given to the CDM Smith team.

10.1. Weekly Client Meetings with the Village of Glen Ellyn

- CDM Smith will hold weekly meetings with the Village of Glen Ellyn to provide project updates and to coordinate the development of the design with the Village of Glen Ellyn. Meeting minutes will be issued after each meeting.
- Each meeting will last (1) hour and will be for a duration of twenty-four (24) months or ninety – six (96) weeks.
- The CDM Smith Project Manager, CDM Smith Project Technical Leader, CDM Smith Site Discipline Lead, and CDM Smith Station Discipline Lead will be the main CDM Smith participants.

10.2. Metra Coordination

- CDM Smith will hold monthly coordination meetings with Metra to provide project updates and to coordinate the development of the design with Metra. Meeting minutes will be issued after each meeting.
- Each meeting will last (1) hour and will be for a duration of twenty-four (24) months.
- The CDM Smith Project Manager, CDM Smith Project Technical Leader, CDM Smith Site Discipline Lead, and CDM Smith Station Discipline Lead will be the main CDM Smith participants.

10.3. Union Pacific Railroad (UPRR) Coordination

- Union Pacific will require formal submittals and reviews at each milestone. In addition to these submissions, the following tasks and deliverables are assumed.
  - Coordination to submit milestone submittals, and resolution of comments is included in this effort.
  - A design kickoff meeting with Union Pacific (Chicago engineering staff and Governmental Affairs - Meeting to review the status of the project and documents from Phase I completion and review "validation" documents to incorporate any critical success factors and final design considerations in schematic design and Phase II engineering.

- In addition to submitting UPRR review packages and incorporating review comments made at each design phase, the final bid documents will be submitted to UPRR.
- Assume attendance at up to four in-person meetings with UPRR local staff (Chicago) and attend up to twenty-four (24) 1-hour long conference calls as needed with UPRR engineering staff throughout Phase II.
- Schedule and attend a diagnostic field review. This will be a field meeting at the at-grade crossings to discuss the scope of the proposed work, review the proposed design and finalize location of railroad gates and ped gates and any other identified crossing improvements.

10.4. Illinois Commerce Commission (ICC) Coordination

- Provide nine (9) 1-hour meetings at the end of the 30%, 60%, 90%, and 100% phases and quarterly, 5 quarters in total, to provide project updates to ICC. Two (2) additional 1-hour meetings will be included in the scope-of-services. It is assumed that the meetings held after the 30%, 60%, 90%, and 100% phases will be held virtually. It is assumed that the quarterly meetings will be held virtually. Up to two (2) meetings will be held on site.
- Submit 30%, 60%, 90% and 100% plans. Ensure ICC comments have been addressed.
- Assist Village of Glen Ellyn in the ICC petition development and review with UPRR staff by providing already developed technical deliverables and technical deliverables defined in the Supplemental Tasks.

10.5. IDOT Coordination

IDOT coordination includes a required IDOT Phase II Kickoff meeting to review the IDOT submission standards and current IDOT letting schedule. The following IDOT submittals are anticipated:

- Pre-final (95 PCT) IDOT Submittal
- Final (99 PCT) IDOT Submittal
- Final (100 PCT) IDOT submittal for letting

Periodic IDOT coordination will be required to address project specific challenges though out the project.

10.6. Project Administration

The administrative, project management, and administration resources needed to coordinate services and deliverables of the design team.

Task 11 Quality Assurance

Execution of a Quality Management Plan which documents the necessary information required to effectively manage quality from the project planning phase through closeout. This plan defines the project's policies, procedures, and processes to ensure that project deliverables meet client and CDM Smith quality management system requirements. The Project Quality Management Plan includes the following:

11.1. Project Quality Kick Off

The project quality kick off includes a Project Quality Management Workshop (PQM) is a facilitated session by a facilitator where key stakeholders participate in a consensus-building exercise to confirm the project goals and define the critical success factors; the processes, activities and tasks needed to achieve success; and to assign responsibilities for carrying out the tasks.

11.2. Technical Review Committee

Technical reviews will be completed by several senior team members independent of the project who have expertise in the design concepts and work to be reviewed and provide guidance to the design team to ensure the project meets the stakeholder and technical requirements. This review occurs at the 10PCT, 30 PCT, and 60 PCT phases.

11.3. Deliverable Quality Assurance

Checking of design drawings and specifications have specific requirements known as the red-yellow-green check. Revisions and/or additions will be indicated in red and reviewed with the original designer. This check will occur at the 60 PCT, 90 PCT, and 100 PCT phases.

Task 12 - CDM Smith Other Direct Costs (ODC)

The following are anticipated other direct costs related to the project. All direct costs will be billed at cost until the upper limits are reached.

12.1. Travel – This includes costs associated with travel to and from the project site including milage, fuel, and meals.

12.2 Printing – This includes the costs associated with printing and or mailing hard copies of deliverables and supporting documentation.

12.3 Renderings – This includes all costs associated with producing renderings to support the zoning and 10PCT design efforts, and as required throughout the project as approved by the Village

12.4 Public Outreach – This includes costs associated with public outreach and engagement that may be required by Zoning and the Architectural Appearance Commission.

12.5 SUE Level A (Pot Holing) – This includes costs associated with performing "pot holing" to locate utilities on an as needed basis.

12.6 R.O.W. Acquisition Legal Support – This includes costs associated with utilizing outside entities for the purposes of special legal guidance as part of the R.O.W. Acquisition Support Task.

Summary of Project Deliverables (30 PCT thru 100 PCT Design)

30 PCT Document Submittal:

While not required by IDOT Bureau of Local Roads and Street, it is assumed that a 30 PCT document submittal will be developed for Village of Glen Ellyn, Union Pacific (required), ICC, and a courtesy review set for Metra to track project development and confirm design decisions. All other agencies (Union Pacific Railroad and Metra) will receive digital deliverables in PDF format.

Additionally, we would propose a meeting following submission to describe materials included and to highlight items of special consideration.

The deliverables are proposed to include one (1) PDF set and two (2) printed and bound sets of 30% development drawings including the following:

- Preliminary construction staging and phasing plans
- New and existing site plans
- New and existing utility plans
- Preliminary drainage and grading plans
- Preliminary drainage calculations
- Preliminary landscape plans
- Site structural plans and sections of the pedestrian tunnel and retaining walls (From Phase I)
- Station plan and elevations
- Line diagrams of proposed mechanical, electrical, and plumbing systems.
- Also included is a Basis of Design Report which will describe the design rational for site, architectural, structural, mechanical, plumbing, and fire protection designs.
  - Including the following calculation:
    - Preliminary Structural Calculations
      - IBC Based, AREMA and AASHTO calculation are not provided.
    - Preliminary Heating and Cooling Demand Calculations
    - Preliminary HVAC Equipment Selections
    - Preliminary Domestic Water Demand Calculations
    - Preliminary Fire Suppression Demand Calculations
    - Preliminary Electrical Demand Calculations
- Union Pacific Railroad required supplemental documents, including structural TS&L for tunnels, and retaining walls.
- 30PCT Construction Cost Estimate

60 PCT Document Submittal:

While not required by IDOT Bureau of Local Roads and Streets, it is assumed that a 60 PCT document submittal will be developed for Village of Glen Ellyn, Union Pacific Railroad (required), ICC, and a courtesy review set for Metra to track project development and design decisions. All other agencies (Union Pacific Railroad and Metra) will receive digital deliverables in PDF format.

As noted in the 30% submittal, we would propose a meeting to review submitted documents and note critical items for discussion.

The deliverables are proposed to include one (1) PDF set and two (2) printed and bound sets of 60% development drawings including the following:

The 60 PCT deliverable is proposed to include the following:

- Construction staging and phasing plans
- New and existing site plans
- New and existing utility plans
- Drainage and grading plans
- Drainage calculations
- Landscape plans and details
- Site structural plans and sections of the pedestrian tunnel and retaining walls
- Civil Accessories, and Details
- Civil Erosion Control Plans
- Civil Traffic Plans
- Civil Platform Details
- Civil Fencing
- Architectural Site Plan
- Station plan and elevations
- Station Building Sections
- Station Sections
- Enraged Floor Plans
- Finish Schedules
- Door Schedules
- Mechanical Plans, One Lines, Details, and Schedules
- Plumbing Plans, One Lines, Details, and Schedules

- Fire Protection Plans, One Lines, Details, and Schedules
- Electrical Plans, Plans, One Lines, Details, and Schedules
- Fire Alarm Plans, One Lines, Details, and Schedules
- Fire Protection Plans, One Lines, Details, and Schedules
- Audio Visual Plans, One Lines, Details, and Schedules
- Also included is a Project Development Report (PDR) which will describe the design rational for site, architectural, structural, mechanical, plumbing, and fire protection designs.

  Including the following calculation:

  - Structural Calculations
    - IBC Based, AREMA and ASHTO calculation are not provided.
  - Heating and Cooling Demand Calculations
  - HVAC Equipment Selections
  - Domestic Water Demand Calculations
  - Fire Suppression Demand Calculations
  - Electrical Demand Calculations
- Union Pacific required supplemental documents, including structural TSL for tunnels, and retaining walls.
- 60PCT Construction Cost Estimate with IDOT Pay Items

90 PCT Submittal / Pre-final (95 PCT) IDOT Submittal:
While required by IDOT, this would also serve the role of a typical (90 PCT) review for the Village of Glen Ellyn, Union Pacific Railroad, and one courtesy review set for Metra to track project development and design decisions. All other agencies (Union Pacific Railroad and Metra) will receive digital deliverables in PDF format.

As noted in previous submittals, we would propose a meeting to review submitted documents and note critical items for discussion.

The deliverables are proposed to include one (1) PDF set and two (2) printed and bound sets of 90 PCT development drawings including the following:

- Construction staging and phasing plans
- New Civil Site Plans and existing site plans
- New and existing utility plans
- Drainage and grading plans
- Drainage calculations
- Landscape plans and details
- Site structural plans, sections, and details of the pedestrian tunnel and retaining walls
- Civil Accessories, and Details
- Civil Erosion Control Plans
- Civil Traffic Plans
- Civil Platform Details
- Civil Fencing
- Architectural Site Plans and Details
- Station plan and elevations
- Station Building Sections
- Station Sections
- Enraged Floor Plans
- Finish Schedules
- Door Schedules
- Mechanical Plans, Details Schedules
- Plumbing Plans, Details Schedules
- Fire Protection Plans, Details Schedules
- Electrical Plans, Details Schedules
- Fire Alarm Plans, Details Schedules
- Fire Protection Plans, Details Schedules
- Audio Visual Plans, Details Schedules
- Security Camera systems.
- Special Provisions
- Specifications
- 90PCT Construction Cost Estimate with IDOT Pay Items
- Estimate of Time
- Lump Sum Breakdowns (Including backup calculations and validation)
- Copy of Draft CA
- Proprietary item request letter if required
- Copy of Phase II IDOT kickoff meeting minutes
- Copy of Phase I approval page with design approval signatures and date
- Completed PSI for special waste

Initial Final (99 PCT) IDOT Submittal:
CDM Smith will submit to IDOT the initial final submittal following the IDOT provided comments being addressed. All hard copies will be submitted to IDOT. The village will be given one (1) PDF set and one (1) hardcopy of the drawing sets. IDOT will also be given one (1) PDF set of all deliverables. All other agencies (Union Pacific and Metra) will receive digital deliverables in PDF format.

The IDOT deliverables are anticipated to include the following hard copies in addition a PDF set of the deliverables:

- One coversheet (cover signed and stamped by CDM Smith team and Village or Glen Ellyn)
- Two reduced size drawing sets with binder clips
  - Refer to the deliverables list described for the 90 PCT Submittal / Pre-final (95%) IDOT Submittal for content
- Two sets of special provisions
- Three copies of the estimates of cost with prices
- Three copies of the estimates of cost without prices
- Two copies of the cost breakdowns for lump sum items
- Two copies of estimates of time
- One copy of utility correspondence
- One copy of Phase I approval with signatures
- One disposition of prefinal PS&E comments
- One PDF set and two printed sets of calculations

Final IDOT Submittal for Letting:

Final (100 PCT) IDOT submittal (also, for UPRR, ICC, and Metra) – CDM Smith will submit to IDOT the final submittal following the IDOT provided comments being addressed from the initial final submission. All hard copies will be submitted to IDOT. The village will be given one (1) PDF set and one (1) hardcopy of the drawing sets. IDOT will also be given one (1) PDF set of all deliverables. All other agencies (Union Pacific and Metra) will receive digital deliverables in PDF format.

The IDOT deliverables are anticipated to include the following hard copies in addition a PDF set of the deliverables:

- One CD containing electronic files including coversheet with all signatures
- One final completed comment disposition (from initial final IDOT review and CDM Smith responses)
- One set of special provisions, unbound, single sided
- Three copies of the estimates of cost with prices
- Two copies of the estimates of cost without prices
- Two copies of the cost breakdowns with lump sum items
- Two copies of the estimates of time

Assumptions:

1. Contract duration assumed to be 24 months.
2. LEED Certification is not included.
3. The Phase II design is assumed to be a reconstruction of the existing station to a larger size based on Metra capacity calculation and rebuilding of the platforms to new lengths as specified by Metra requirements.
4. Design of utility relocations beyond the requirements of the requirements of the facilities are not included. Potential fiber relocation design is not included.
5. CDM Smith may be contracted to provide Phase III engineering services either in full or in support. We anticipate that the detailed scope of services and deliverables will be reviewed and negotiated at a future time. No Phase III effort is included in this scope of work and fee estimate.
6. It has been assumed that accessories and details for the station and facilities will be off the shelf with limited custom detailing. If owner-initiated decisions during schematic design or final design phases increase design effort assumptions, additional compensation may be required.
7. The vendor area will be indicated as a vanilla shell or warm shell / "white box" in the final drawings and will include the following:
   - One tenant electrical plan will be shown based on the electrical loads shown in 7.1
   - An electrical submeter will be shown
   - Domestic cold water rough ins will be shown. No domestic hot water will be provided.
   - A domestic water submeter will be shown
   - One floor drain will be provided.
   - One Mop Basin will be provided
   - One Hand Sink will be provided
   - One water heater will be provided
   - The vender area will be developed to schematic level architecturally and a design development level (50%-60%) mechanically, electrically, and plumbing to demonstrate to a potential tenant that a business is feasible in the tenant space. The following will be included
     - Schematic floor plan
     - Schematic reflected ceiling plan
     - Lighting Plan
     - Electrical Power Plan
     - Plumbing Plan
     - H.V.A.C. Plan
     - It is assumed that a Type 1 Hood, Grease Exhaust System will not be used in this space.
     - Conceptual Kitchen Equipment Plan Based on a Potential Coffee Shop
8. Drawings sheets are assumed to be three hundred, thirty (330) in total.

CDM Smith

COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES

FIRM	CDM Smith Inc		**DATE** 02/10/23
PTB-ITEM #	1	**OVERHEAD RATE**	161.98%
PRIME/SUPPLEMENT	Prime	**COMPLEXITY FACTOR**	0

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	DIRECT COSTS (D)	FIXED FEE (E)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	SE.Surveys	86	5,985	9,695		1,882		-	17,562	0.44%
	SE.Utility	280	16,757	27,143		5,268		-	49,168	1.24%
	SE.Civil (30/60/90/100)	4642	273,937	443,723		86,119		-	803,779	20.24%
	SE.Underpass	1688	125,969	204,044		39,602		-	369,615	9.31%
	PE.Base	188	11,333	18,358		3,563		-	33,254	0.84%
	PE.10%	783	48,391	78,384		15,213		-	141,988	3.58%
	PE.Station	7189	384,568	622,923		120,899		-	1,128,390	28.41%
	PM.Stakeholder Coordination	664	48,506	78,571		15,249		-	142,326	3.58%
	PM.Studies/Support	1168	80,287	130,050		25,240		-	235,577	5.93%
	PE.Permit	167	11,653	18,876		3,664		-	34,193	0.86%
	Project Management	1527	99,871	161,771		31,397		-	293,039	7.38%
	QA/QC	442	36,358	58,892		11,430		-	106,680	2.69%
	Virtual Public Meeting	168	8,087	13,100	821	2,992		-	25,000	0.63%
	American Survey - Track Surve		-	-		1,115	22,292	-	23,407	0.59%
	Jorgenson - Site Survey		-	-		3,893	77,862	-	81,755	2.06%
	Civil Tech - Drainage and Grad		-	-		5,595	111,899	-	117,494	2.96%
	Lakota - Landscape Design		-	-		4,178	83,555	-	87,733	2.21%
	Vistara - Estimating		-	-		4,045	80,896	-	84,941	2.14%
			-	-		-		-	-	
	ODC.Travel		-	-	5,000	-		-	5,000	0.13%
	ODC.HBIS		-	-	60,000	-		-	60,000	1.51%
	ODC.Environment		-	-	25,000	-		-	25,000	0.63%
	ODC.Printing		-	-	25,000	-		-	25,000	0.63%
			-	-		-		-	-	
	ODC.Visual Renderings		-	-	19,800	-		-	19,800	0.50%
	ODC.SUE Level A		-	-	35,780	-		-	35,780	0.90%
	ODC.Legal		-	-	25,000	-		-	25,000	0.63%
			-	-		-		-	-	
			-	-		-		-	-	
	Subconsultant DL					0			-	
	TOTALS	18992	1,151,702	1,865,530	196,401	381,344	376,504	-	3,971,481	100.00%
			3,017,232							

DBE 0.00%

Village of Glen Ellyn

DRAFT

Meeting Minutes
Village of Glen Ellyn
Capital Improvements Commission
Special Meeting
February 15, 2023
7:00 PM
Glen Ellyn Civic Center Room 301

Board or Commission: Capital Improvements

Date: February 15, 2023

Meeting: Special

Called to Order: 7:01 p.m.

Quorum: Yes

Adjourned: 9:15 p.m.

Member Attendance:

Steve Szymanski	Chairman	Present
Joel Baldin	Commissioner	Absent
Joshua Cattero	Commissioner	Absent
Arthur Foerster	Commissioner	Present
Orion Galey	Commissioner	Absent
Michael Lindquist	Commissioner	Present
Adil Saeed	Commissioner	Present
Jill Ziegler	Commissioner	Present
Rocco Zucchero	Commissioner	Present
Bill Payne	Trustee Liaison	Present
Richard Daubert	Staff Liaison/Professional Engineer	Present

Also Present:

Dave Buckley	Public Works Director
Bob Cheval	Senior Project Manager with CDM Smith
Steve Pasinski	Client Service Leader with CDM Smith
Chris Martel	Vice President with CDM Smith

A. CALL TO ORDER

The February 15, 2023 Special Meeting of the Capital Improvements Commission was called to order by Chairman Szymanski at 7:01 PM at the Glen Ellyn Civic Center.

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES

APPROVAL OF DECEMBER 6, 2022 CAPITAL IMPROVEMENTS COMMISSION MEETING MINUTES

MOTION TO APPROVE MINUTES FROM DECEMBER 6, 2022 CAPITAL IMPROVEMENTS COMMISSION MEETING

MOTION BY: Commissioner Lindquist

SECOND BY: Commissioner Saed

AYES: Szymanski, Foerster, Lindquist, Saed, Ziegler, Zucchero

RESULT: UNANIMOUS APPROVAL

D. CURRENT BUSINESS

1. *Metra Station and Multimodal Access Improvements Project Update and Phase II Engineering Services* – Engineer Daubert asks members of the CDM Smith Team to introduce themselves to the CIC. Steve Pasinski introduces himself as Client Service Lead for CDM Smith. He overviews his background in Civil Engineering noting that he has been working on this project with the Village for several years now as well as notes that he is a Glen Ellyn Resident. Chris Martel introduces himself as Vice President for CDM Smith. He notes that he oversees the Chicago Office and is working on a nearly identical project for the City of Elmhurst. Bob Cheval introduces himself as Senior Project Manager for CDM Smith. He overviews his background in Architecture including experience on the private side, Chicago Transit Authority, and now his experience with CDM Smith. Bob notes that he is also working on the City of Elmhurst's similar transit station project.

   Engineer Daubert notes that he will first provide an update on the project. He notes that the State recently concurred that the only adverse impact of demolishing the existing depot is to the depot itself. He elaborates that the State accordingly developed a draft Memorandum of Agreement which includes measures to mitigate the adverse effect. He notes that the measures are very reasonable. Daubert notes that staff and CDM Smith made numerous edits and comments to the MOA which have been transmitted back to the State for their consideration. Daubert goes on to discuss the project funding and costs. He notes that the Village currently has approximately $20.4M in outside funding for the project. He notes that CDM Smith and their subconsultant Vistara have developed an updated cost estimate for the project. He notes that staff has made some comments to the cost estimate and submitted them to CDM Smith; hence it is still in draft form. He elaborates that some utility work including electrical, sewer, and water improvements is missing from the cost estimate. Engineer Daubert notes that in summary, the estimated cost of construction only is approximately $41M; approximately $45M with construction engineering services. He notes that staff also developed a project funding table which depicts current and future funding requests. He notes that while staff and CDM Smith are still working through the details, approximately $18.2M in additional funding will be requested for the project. Including

Phase I and Phase II Engineering, the Village's total cost share for the project would be approximately $12M out of $50M if an additional $18.2M in grants are secured. Daubert notes that we will know the fate of the applications in April (State ICC) and July (CMAQ and STP Shared Fund). However, even if we only get partial or no funding, there are additional opportunities to apply for funding between now and the sunset of the Village's existing grants.

Commissioner Foerster asks about what we were targeting for our all-in share for the project. Engineer Daubert notes that we were targeting our share to be approximately $5M to $8M however that was not within the context of the full street reconstruction and streetscape improvements. Commissioner Foerster suggest that this is a good point to make to the Village Board as any funding shortfalls are discussed as we are not that far off the mark. Engineer Daubert notes this is a good point but cautions that the $12M local share is dependent on us securing significant additional funding.

Engineer Daubert goes on to discuss Phase II Engineering which is why CDM Smith is here. He reminds the CIC that the Village made a commitment to advance and fully fund Phase II Engineering as part of its pursuit of the existing federal funding it has for the project. He notes that he doesn't want to steal too much thunder from the CDM Smith Team but now is the time to advance Phase II Engineering if we want to complete this project with the existing funding. Daubert turns the presentation over to Steve Pasinski of CDM Smith.

Steve Pasinski starts a powerpoint presentation and notes that this is a complex project that involves a multitude of disciplines. Chairman Szymanski refers to the image in the presentation notes that the improvements will change the dynamics of how people walk to and from the train station. He notes that it will be important to overview this as the project moves forward. Pasinski overviews the lead staff for the project including Bob Cheval, Sarah Sutherlin, Chris Martel, and himself.

Discussions between Commissioners, Staff, and CDM Smith ensue revolving around ridership. Steve Pasinski notes that ridership is on the rise. Engineer Daubert notes that ridership is currently at 45% pre-COVID. He notes that it's very hard to predict what will happen but 100% ridership seems unlikely. Commissioner Zucchero says certainly not 100% everyday given most people are only going into the office a few days a week.

Steve Pasinski shows a digital photograph model of the new depot. Perspectives are shown from the new Plaza area with discussions ensuing about the pedestrian underpass and its ramps.

Pasinski goes over the project benefits and goals. He notes how the project is a coordinated plan to implement all the improvements for the train station, underpass, parking lots, streetscape, and utility improvements. He discusses the expansion of the depot to meet current Metra Standards including accessibility requirements. He discussed the Plaza improvements, improved drop off/pick up areas, and talks about reducing maintenance.

Pasinski goes on to explain the need for the project. He discusses the poor condition of the existing station as a baseline need but emphasizes the project provides many accessibility and safety improvements. He also notes how the improvement is integral to the downtown improvement plan. He also notes that as part of Phase I, we heard from the public as to the needs

for the project in terms of safety and accessibility. Chris Martel notes that as part of Phase I we did a full facilities assessment of the depot. He notes that the lack of maintenance of the depot because a detriment to the Community. He elaborates on the economic benefit of a well-maintained depot in being an asset to the community for development. Commissioner Zucchero notes that developers that recently invested in the community likely did so in the context of the project. Engineer Daubert concurs that Developers were very interested in the project with the Avere on Duane Developer particularly seeing the project being a benefit. Engineer Daubert also notes that while not insurmountable, the depot has had several issues in the recent including a sewer backup, furnace failure, and burst pipes that required closure of the depot. He notes that repairs have been made.

Trustee Payne inquired about maintenance with a specific concern about relying on Union Pacific to maintain the new depot. Public Works Director Buckley notes correct me if I'm wrong but maintenance of the new depot would fall upon the Village. Engineer Daubert concurs and notes that this is another justification for asking Metra for additional funding as Metra technically is to reimburse UP for maintenance costs. Commissioner Saed asked about how we would cover operational and maintenance costs. Engineer Daubert notes that we would need to budget for O&M. He notes that as part of Phase II, we will establish such costs as it will drive decisions on design as well as perhaps continued funding sources similar to how food and beverage tax was set up to fund improvements in the downtown. Chris Martel note that we will be looking at life cycle costs during design.

Bob Cheval continues the presentation by going over the project team. He highlights the experience of Anna Ualat, Sarah Sutherlin, Ben Harber, John Medi, and Steve Hands. Chris Martel notes that the third column on the org chart is what makes this project complex due to the multitude of coordination and permitting with the State, Railroad, and Local Zoning.

Bob Cheval covers the schedule for the project. He notes that the gold bars involve the project validation which is required to keep the project on track. He notes that the green bars represent the UP critical path items and orange relate to the IDOT critical path. He also notes the grant sunset dates. Chris Martel notes that the key takeaway from this slide is the timeline to maintain the project funding. He notes that we don't have a lot of time to get Phase II going. Commissioner Saed inquires about whether construction is occurring at the 10% stage. Director Buckley notes that this schedule is for design only.

Bob Cheval covers the scope of work. The Tunnel Design was discussed as a particularly critical and challenging scope element. Chris Martel notes that we wanted to do what was done for Taylor Avenue in terms of pushing a pipe under the railroad but the site geometrics and soils are different so we have to use sequential excavation which requires a lot more up front engineering. Engineer Daubert notes that the grades are also different and that we have an existing box culvert to contend with that is directly adjacent to the proposed underpass. Commissioner Lindquist inquired about the tunnel dimensions and wanted to make sure it would be sufficient for foot traffic. Engineer Daubert noted that the tunnel design is still under revision in the current TS&L drawings however he had directed CDM Smith to target a walkable area of 8' to 8.5' wide with 9 feet of overhead clearance. Director Buckley inquired Engineer Daubert about the size of Taylor Avenue to which Daubert replied it is a 12' diameter tunnel with a walkable area that is approximately 8.5' wide by 8.5' tall. Hence Buckley noted that the size will be similar to Taylor

Avenue. Chris Martel noted that we have some value-added tasks in the scope as we do anticipate we may get push back from UP on the underpass verses overpass. Engineer Daubert notes we hope we don't need to go through this as we did well document UP's prior preference for an underpass and that Elmhurst just got approval for.

Chairman Szymanski asks members of the CIC if this is an important project that we should still pursue? Commissioner Zucchero answers yes. Zucchero notes that the downtown is there as it was built off the access provided by train station. He adds that we have a safety problem in that we don't have an underpass and something needs to be done about it. He notes that we should move forward, the fee is reasonable given the complexity of the project. Commissioner Lindquist agrees and notes that we continue to have accidents that block the ability for people to walk across the tracks.

Commissioner Saed inquired about how construction would impact activities such as the 4th of July Parade. Engineer Daubert notes that we will dive into the construction schedule and impacts as the maintenance of traffic plans are developed for the project. He notes that our goal is to get the project to the June, 2025 State Letting. Construction would not start right away so it would not impact the parade that year. However, it will not be feasible to have the parade when we are reconstructing Crescent Boulevard with at least one parade being impacted based on a 2 year timeline for construction. Director Buckley adds that it's no different than the Streetscape Project where we are impacting the south side of the downtown this past year so events were held on the north side. He notes that when construction moves to the north side, events will need to move to the south side of the downtown.

Engineer Daubert notes that we budgeted $1.3M to start Phase II in 2023; however CDM Smith estimates that they may expend up to $1.7M depending on progress. Chris Martel notes we can take another look at our anticipated expenses for 2023.

Chairman Szymanski asks Engineer Daubert what we can do to help move this forward. Engineer Daubert prepares a motion for the CIC to recommend that the Village retain CDM Smith for Phase II Engineering for the project. The motion is then made by Commissioner Ziegler, seconded by Commissioner Lindquist, and unanimously approved by the Capital Improvements Commission.

MOTION TO RECOMMEND TO THE VILLAGE BOARD THAT THE VILLAGE RETAIN CDM SMITH OF CHICAGO, ILLINOIS FOR PHASE II ENGINEERING SERVICES FOR THE GLEN ELLYN METRA STATION AND MULTIMODAL ACCESS IMPROVEMENTS PROJECT IN THE NOT-TO-EXCEED AMOUNT OF $3,971,481 OF WHICH IT IS ESTIMATED THAT $1.7 MILLION WILL BE EXPENSED IN 2023.

MOTION BY: Chairman Ziegler

SECOND BY: Commissioner Lindquist

AYES: Szymanski, Foerster, Lindquist, Saed, Ziegler, Zucchero

RESULT: UNANIMOUS APPROVAL

2. *Central Business District Streetscape and Utility Improvements Project – Project Update and Phase III Engineering Services* – Engineer Daubert advises the CIC that our new Assistant Village Engineer Derek Peebles has hit the ground running with taking the lead on this project moving forward. Daubert notes that we are releasing the project for competitive bidding with bids due on March 2nd. Trustee Payne inquires about the cost estimate. Engineer Daubert notes that Civiltech's Engineer's Estimate is approximately $16.8M which is over what we budgeted but similar to last year staff is going through the cost estimate and thinks it may be slightly high. Engineer Daubert notes the bid opening will be right down the hall in room 306 at 10 am on Thursday, March 2nd. He notes it is a public bid opening so anyone can come. Engineer Daubert notes that we intend to hold another special meeting with the CIC on March 7th to review the project bids. He will send a meeting invite to confirm that we have a quorum.

   Engineer Daubert notes that staff wants to make sure there is support to continue using BLA for Phase III i.e. construction engineering services for the project. He notes that we used our competitive RFP process to secure them for the first phase of the project however we are not proposing to repeat this process for Phases 2 and 3 of the project. He notes that they performed well on the first phase of the project both from a technical standpoint and business support standpoint. He noted that staff did spend considerable time with getting them up to speed on staff and community expectations. However, the firm has gained so much knowledge on how to construct the intricacies of the project to the Village's standards and the business community really likes the Resident Engineer Clay Keller as he works with them to resolve issues. Commissioner Lindquist adds that they worked through issues such as trash pickup that were a problem early on the project. Director Buckley adds that businesses spoke highly of Clay and there is hope that he continues to work on the next phase of the project on the north side.

   Engineer Daubert notes that we accordingly provided BLA with our preliminary plan review comments and asked them to provide a proposal for Phase III for the 2nd and 3rd phases of the project. He notes that they then estimated the hours required and submitted a proposal in the amount of $931,850. He notes that they increased payroll by 2% each year and that the overhead and fixed fee stayed constant. Daubert noted that BLA did indicate that their overhead will increase from 102.02% to approximately 120% but perhaps we negotiate for them to keep their overhead at 102.02%. Commissioner Zucchero asks what our contract value is with BLA for the first phase? Engineer Daubert notes it is $445,000 so this is a little over double for two years of work. He elaborated that BLA included additional hours for Saturdays and extended working days during the week as there's a lot of underground work. Commissioners inquired about what the concern is to which Trustee Payne noted that the Board doesn't like getting noncompetitive proposals. Commissioner Foerster inquired if we could provide some context on the costs relative to the proposals received last year. Engineer Daubert referenced the proposals received last year noting that we received seven proposals and excluding the low and high, proposals were approximately $425,000 to $495,000. He noted that Civiltech who did fare well in the evaluation process had a proposal of approximately $586,000. Commissioner Zucchero adds that their proposal is within reason when you take out the lows and highs. Chairman Szymanski asks Engineer Daubert what's at risk if we go out for proposals. Engineer Daubert notes that it's not necessarily risk but we have a proven engineer at a reasonable fee. He notes that it's also theoretically possible they may not submit if we issue an RFP but that's probably unlikely as they are committed to the project. Commissioner Ziegler notes that engineering rates have gone up i.e. alluding to likely higher cost proposals. Engineer Daubert agrees and notes that the firm's

payroll rates are very reasonable. He notes that we are paying the RE approximately $47/hour whereas on some past projects we have paid the RE as high as $67/hour. Engineer Daubert notes that if there's any concern with this approach we can certainly issue an RFP between now and the Contract Award. Commissioners do not direct the RFP approach and support the direction that staff is going in. Engineer Daubert notes that staff will bring the Phase III recommendation to the CIC along with the construction bids in early March.

E. TRUSTEE'S REPORT – Trustee Payne reports that the Village has been engaged with the Park District on matters relating to the Park on the former US Bank Property. He notes that the Village is also working on the comprehensive plan update as well as evaluating proposals for the former hotel property on Roosevelt Road.

F. OTHER BUSINESS – None

G. PUBLIC WORKS REPORT – Public Works Director Buckley provided a brief update on department staffing noting that we are interviewing for the management analyst position. He notes that the Village is also working on an IGA with the Park District as it relates to various properties. Director Buckley notes that the Village is also working to amend an IGA with the Forest Preserve District for the salt storage facility and McKee House on St. Charles Road.

H. PROJECT REPORT – Engineer Daubert provided a brief overview on the project report with specific discussions on the first phase of the CBD Streetscape project as well as the Crescent Boulevard Federal Aid project. Trustee Payne inquired if we had any specific updates on the completion of the utility undergrounding on Hillside Avenue. Engineer Daubert reports that ComEd was going to start wrecking equipment but AT&T has been the hold up and they have been on site working. Daubert notes that he spoke to the AT&T Engineer this morning and asked for a written update on their anticipated date of completion. AT&T did respond with March 24th as their targeted completion date including wrecking equipment. Daubert notes that WOW and Comcast still have work to do but hopefully everyone is done in the next month as to allow A Lamp to finish the balance of the roadway work on Hillside in early spring.

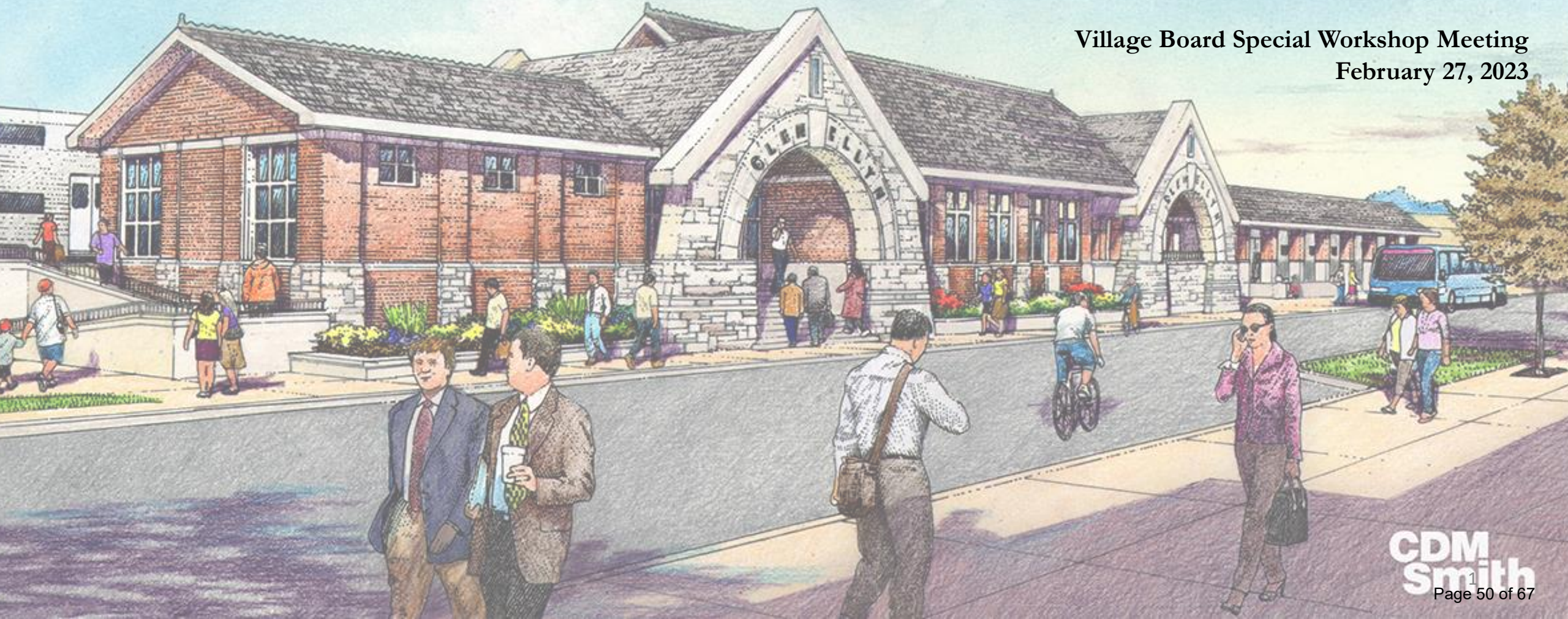
I. ADJOURNMENT – Commissioner Zucchero motions and Commissioner Ziegler seconds to adjourn the meeting. The motion is unanimously approved, and meeting adjourned at 9:15 p.m.

Submitted and Reviewed by Richard Daubert, Professional Engineer

Glen Ellyn Metra Station & Multimodal Access Improvements Project

Project Update and Phase II Engineering

Village Board Special Workshop Meeting
February 27, 2023



CDM Smith

Statement of Issue

Agenda item serves to:

1. Provide the Village Board with Project Update

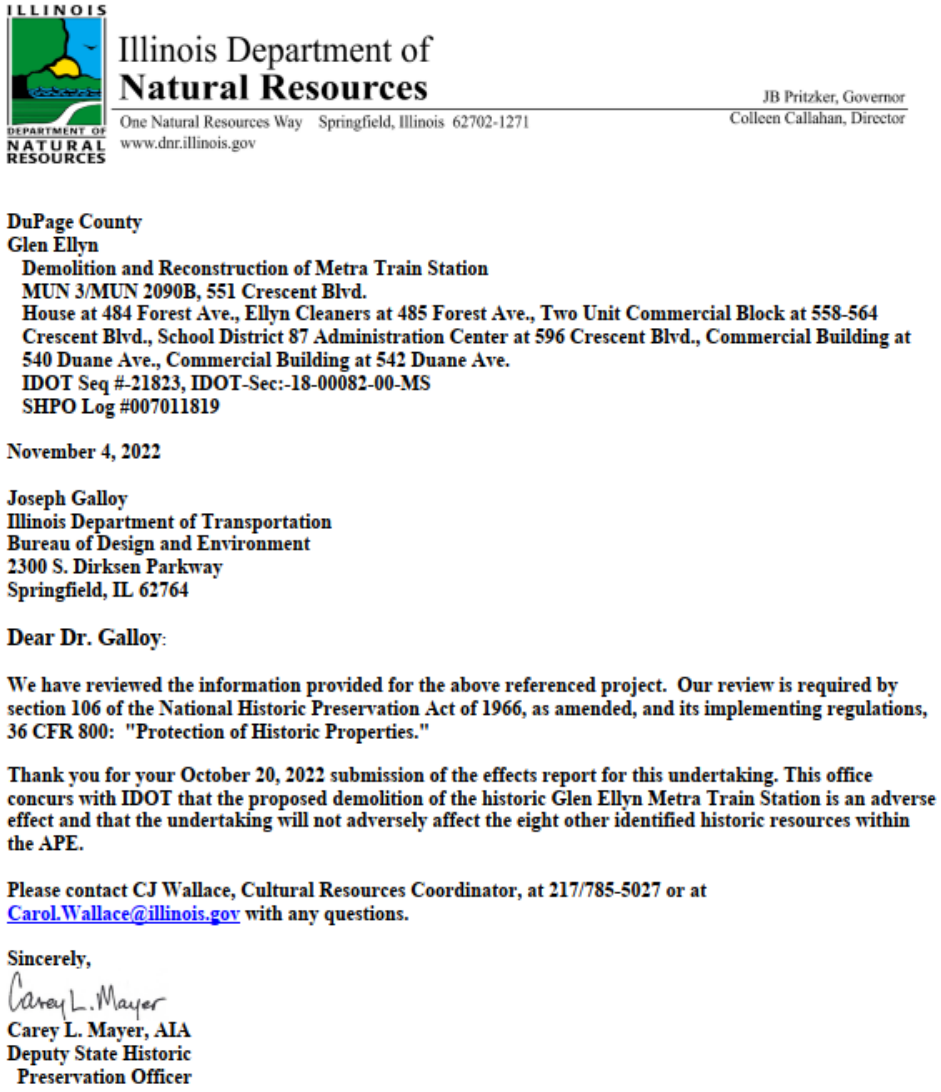
2. Provide Staff and CIC Recommendations to retain CDM Smith for Phase II Engineering Services

Project Update

Environmental Survey Request Remains Controlling Item

1. Biological Clearance Including Renewal Unofficially Received

2. Cultural Resource Clearance Still Open Due to Depot Eligibility for NRHP
   a) State has concurred that solely the depot is adversely impacted (see right).
   b) MOA drafted with three mitigation measures. Staff and CDM Smith comments provided back to State.
   c) Subsequent steps include MOA execution and advancement of 4(f) evaluation to FHWA



ILLINOIS DEPARTMENT OF NATURAL RESOURCES

Illinois Department of
Natural Resources

One Natural Resources Way Springfield, Illinois 62702-1271
www.dnr.illinois.gov

JB Pritzker, Governor
Colleen Callahan, Director

DuPage County
Glen Ellyn
Demolition and Reconstruction of Metra Train Station
MUN 3/MUN 2090B, 551 Crescent Blvd.
House at 484 Forest Ave., Ellyn Cleaners at 485 Forest Ave., Two Unit Commercial Block at 558-564 Crescent Blvd., School District 87 Administration Center at 596 Crescent Blvd., Commercial Building at 540 Duane Ave., Commercial Building at 542 Duane Ave.
IDOT Seq #-21823, IDOT-Sec:-18-00082-00-MS
SHPO Log #007011819

November 4, 2022

Joseph Galloy
Illinois Department of Transportation
Bureau of Design and Environment
2300 S. Dirksen Parkway
Springfield, IL 62764

Dear Dr. Galloy:

We have reviewed the information provided for the above referenced project. Our review is required by section 106 of the National Historic Preservation Act of 1966, as amended, and its implementing regulations, 36 CFR 800: "Protection of Historic Properties."

Thank you for your October 20, 2022 submission of the effects report for this undertaking. This office concurs with IDOT that the proposed demolition of the historic Glen Ellyn Metra Train Station is an adverse effect and that the undertaking will not adversely affect the eight other identified historic resources within the APE.

Please contact CJ Wallace, Cultural Resources Coordinator, at 217/785-5027 or at Carol.Wallace@illinois.gov with any questions.

Sincerely,

Carey L. Mayer

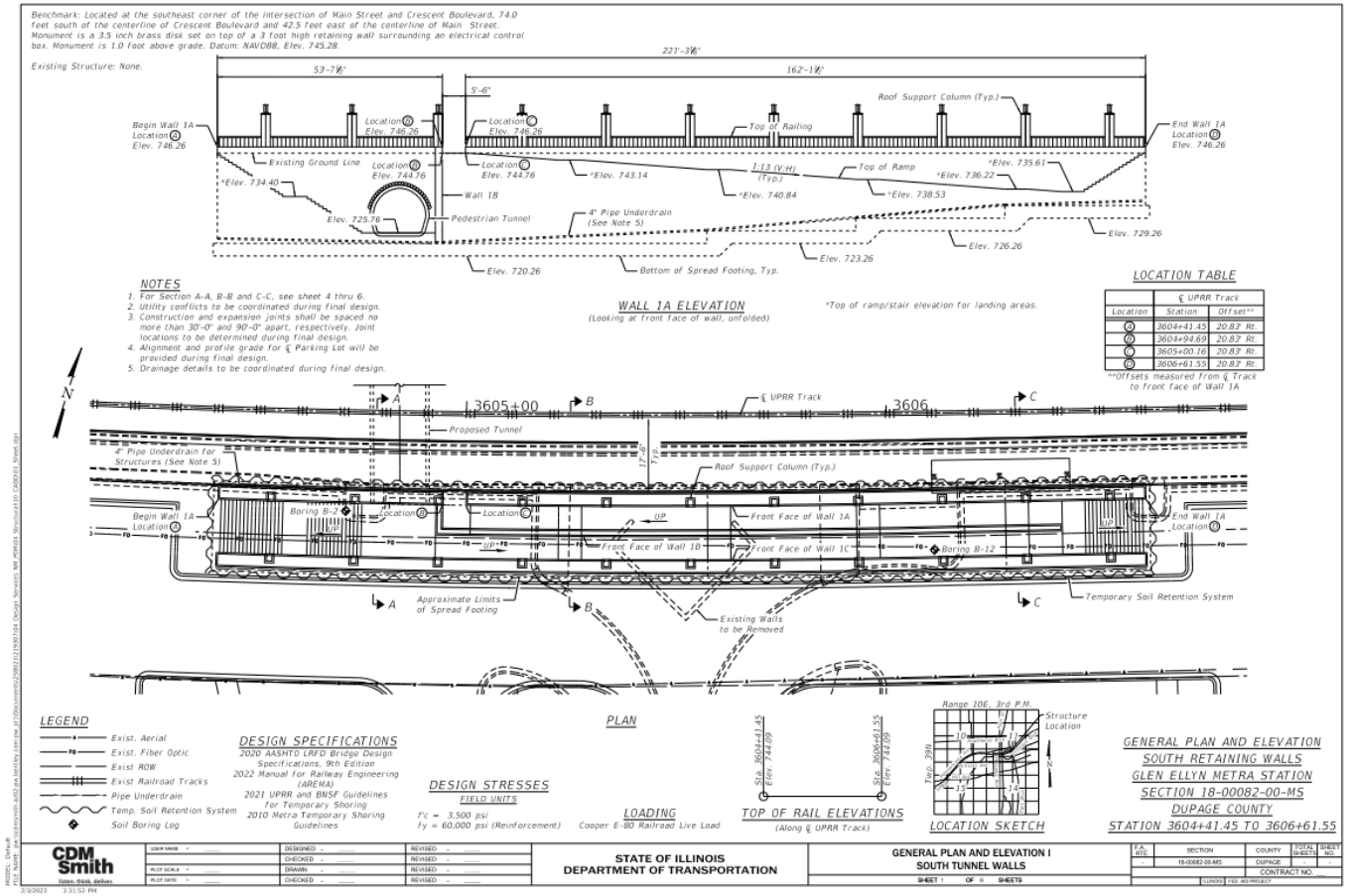
Carey L. Mayer, AIA
Deputy State Historic Preservation Officer

Project Update

Underpass, retaining walls, and ramps preliminary design

1. Revisions being made to accommodate two-way drive aisle in south parking lots at Forest Avenue as well as different tunnel construction technique.

2. Revisions due to staff 2/21. Staff reviews and if acceptable submits to State and UPRR for review.



Project Update

Other Ongoing Phase 1 Tasks

1. Preliminary Environmental Site Assessment
2. Drainage Report
3. Startup Formal Public Involvement Process
4. Outside Agency Coordination

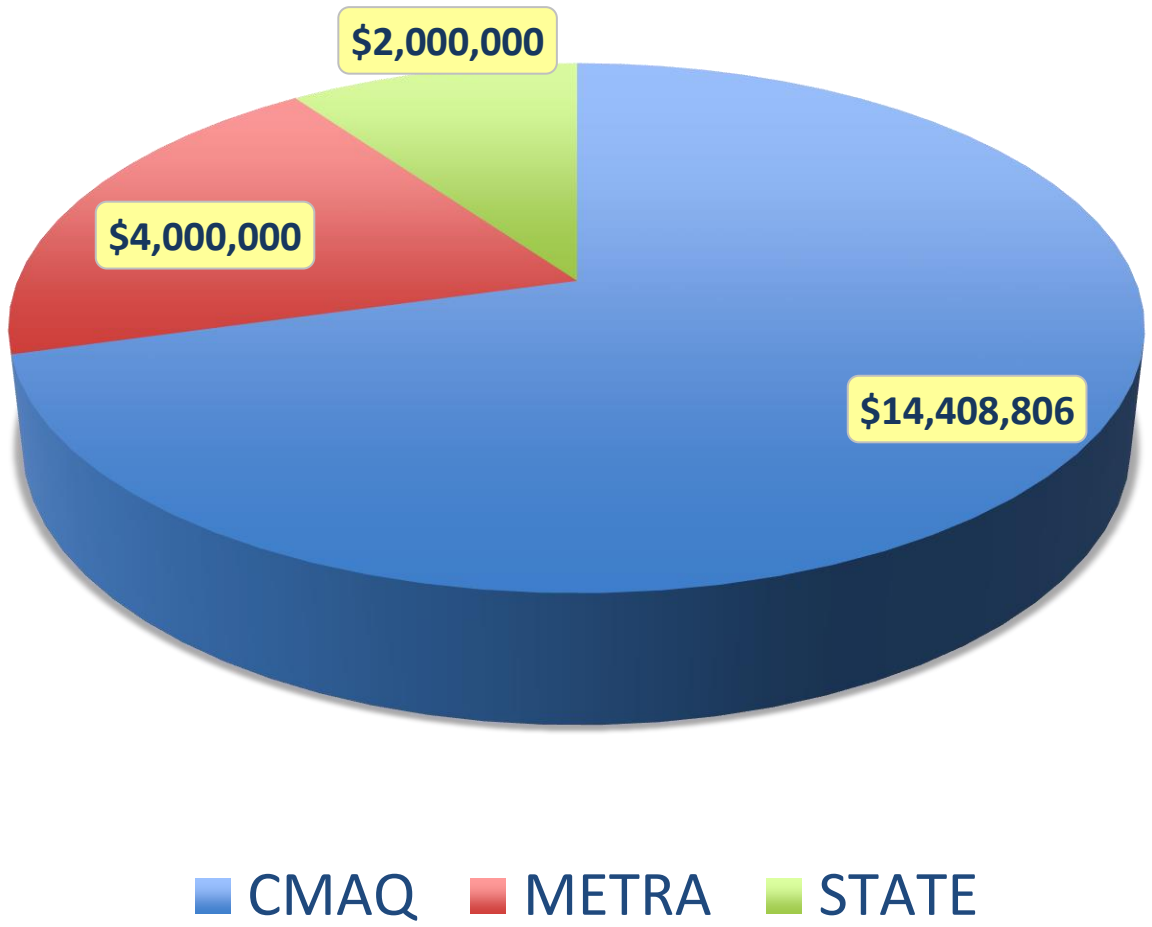
Project Update

Construction Cost Estimate Update

GLEN ELLYN METRA STATION AND MULTIMODAL ACCESS IMPROVEMENTS IN PROGRESS CONSTRUCTION COST ESTIMATE				
ITEM	**2022 COST**	**DESIGN CONTINGENCY**	**ESCALATION**	**TOTALS**
STATION DEPOT	$6,445,945	$1,289,175	$1,392,211	$9,127,331
PLATFORM AND WARMING SHELTERS	$9,104,923	$1,820,965	$1,966,504	$12,892,392
PLAZA	$756,630	$151,324	$163,419	$1,071,373
UNDERPASS INCLUDING RAMPS AND STAIRS	$8,658,834	$1,731,748	$1,870,156	$12,260,738
ROADWAY, PARKING, SITE WORK	$3,873,975	$774,787	$836,711	$5,485,472
CONSTRUCTION SUBTOTALS	**$28,840,307**	**$5,768,000**	**$6,229,000**	**$40,837,000**
CONSTRUCTION ENGINEERING (CE)	-	-	-	**$4,062,500**
CONSTRUCTION SUBTOTAL + CE				**$44,899,500**

Project Update

Total Current Outside Project Funding = $20,408,806



Draft Overall Targeted Project Funding Table

DRAFT OVERALL TARGETED PROJECT FUNDING TABLE					
ITEM	**VILLAGE**	**METRA**	**STATE CSIP**	**CMAQ/STP**	**TOTALS**
PHASE I ENGINEERING	$762,754				**$762,754**
PHASE II ENGINEERING	$3,971,481				**$3,971,481**
C&M/LEASE AGREEMENT	$1,000,000				**$1,000,000**
CONSTRUCTION	$6,199,596	$6,000,000	$7,478,958	$21,158,806	**$40,837,000**
CONSTRUCTION ENGINEERING	$64,640		$747,860	$3,250,000	**$4,062,500**
TOTALS	**$11,998,471**	**$6,000,000**	**$8,226,818**	**$24,408,806**	**$50,633,735**

$4M Currently Programmed, Revisit With Metra, Additional $2M Shown as Target

$2M Currently Programmed, Requested Additional $6,226,818 in January

$14,408,806 Currently Programmed, Additional $10M Shown as Target

Phase II Engineering

Detailed Design For Totality of Improvements Including:

- New Train Station
- Pedestrian Underpass
- Reconstruction of Surface Parking Lots
- Crescent Boulevard and Forest Avenue Utility, Roadway, and Streetscape Improvements

Phase II Engineering

Completion of Detailed Design Including Following Major Deliverables

- Project Approvals
  - DuPage County Highway Permit
  - DuPage County Stormwater Certification
  - ICC Order
  - IDOT Phase II Approval to State Letting
  - IEPA Sewer and Water Permits
  - Metra Phase II Approval
  - Union Pacific Construction, Maintenance, Lease
  - Village Entitlement and Permitting Processes
- ASMEP and Civil Engineering Drawings, Specifications, Cost Estimate
- State Letting and Award Process

Dedicated Team

SUBCONSULTANTS

- American Surveying & Engineering, P.C.
- Civiltech Engineering, Inc
- Jorgensen & Associates, Inc
- Kaltsouni Mehdi, Inc.
- The Lakota Group
- Vistara Construction Services

Glen Ellyn Project Manager

Project Principal
Chris Martel, PE, PMP, LEED AP, BCEE

Project Manager
Robert Cheval, AIA, PMP

QA/QC
Steve Pasinski, PE

SITE ENGINEERING
Anna Ualat, PE

IDOT Coordination
Tony Cerda, PE

Maintenance of Traffic Detour Plans
Tony Cerda, PE

Roadway Design
Kim Jarosz, PE

Site Utilities
Anna Ualat, PE

Structural - Canopy
Brandon Diffenderfer, SE

Structural - Retaining Wall
Pete Sarich, PE, SE

Structural - Tunnel
Mahmood Khwaja, PE

Drainage + Stormwater Permits
Tom Liliensiek, PE

Landscape Design
Kevin Clark, PLA, AICP

Site Survey
Chris Jorgensen, PLS

Track Survey
John Dybas, PLS

FACILITY
Sarah Sutherlin, AIA, LEED AP

Project Architect
Sarah Sutherlin, AIA, LEED AP

Mechanical/Plumbing/Fire Protection
April Rickets, PE

Structural
Brandon Diffenderfer, SE

Electrical + Communications
Megan Czach, PE

Sustainable Design Coordinator
Ben Harber, AIA, LEED AP, NCARB, PMP

BIM Coordination
Brian Cunningham, PE

Metra Standards
John Mehdi, AIA

CONSTRUCTABILITY/PROJECT ESTIMATING

Construction Phasing, Constructability
Anas Alkhatib, PE, PMP

Cost Estimating
Ramesh Nair, AIA

COORDINATION + PERMITTING TASKS
Robert Cheval, AIA, PMP

Community Outreach
Steve Pasinski, PE
Kevin Clark, PLA, AICP

Grant Management
Jacquelyn Murdock, AICP

Agency Coordination
IDOT
Tony Cerda, PE
UPRR/Metra/ICC
Bob Cheval, AIA, PMP

Zoning + Building Permits
Bob Cheval, AIA, PMP
Sarah Sutherlin, AIA, LEED AP

NPDES Permitting + Documentation
Tom Liliensiek, PE

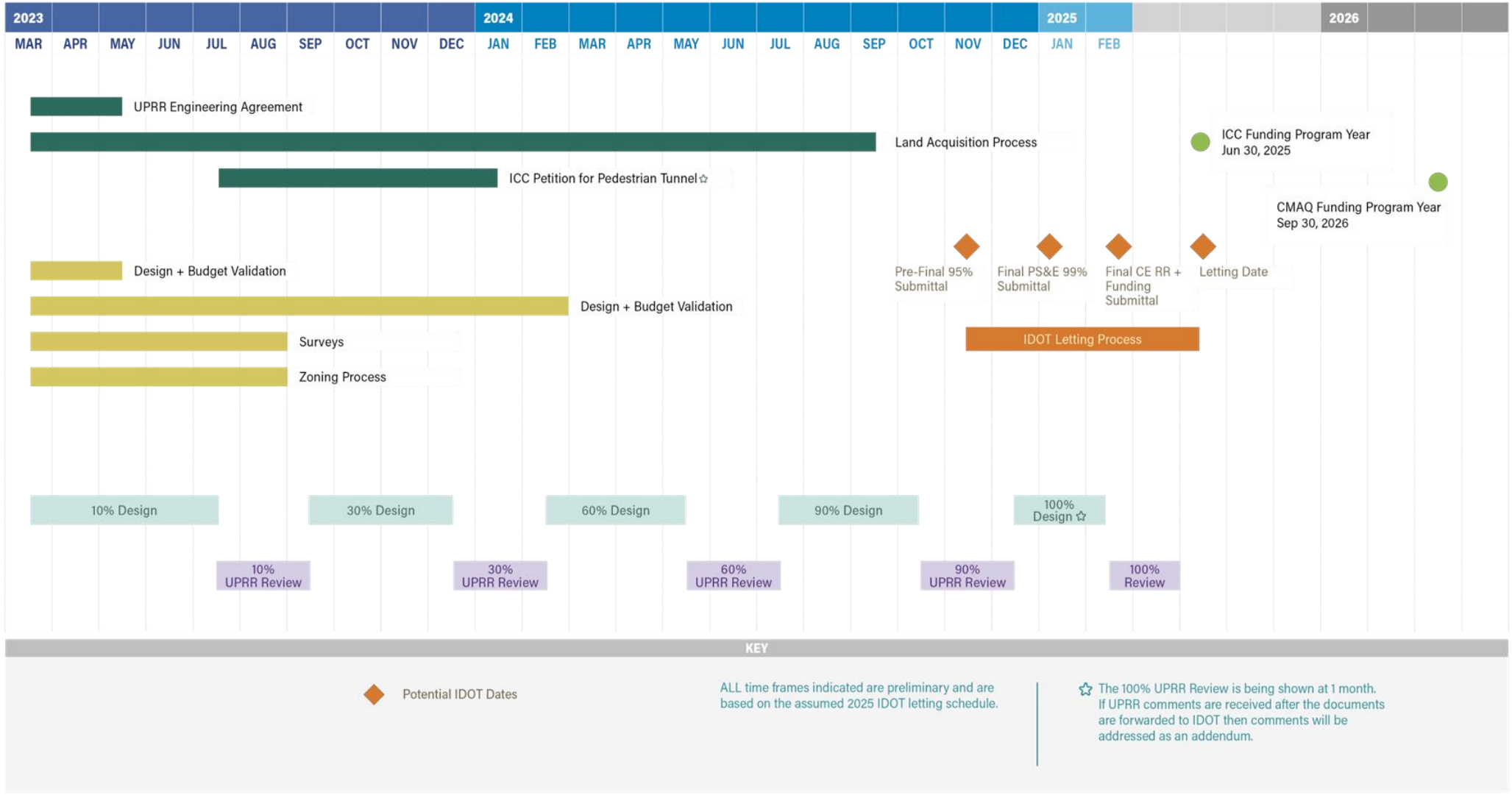
IEPA Permit (Water Service)
Anna Ualat, PE

Facility Utility Coordination
ComEd
Megan Czach, PE
Nicor
April Rickets, PE

Section 106/4(F) Advisor
Steve Hands, PMP

Right-of-Way Negotiations
Melody Carvajal
Bradley Smith

Target Design Schedule



Prime Consultant Hours Summary

Major Tasks	Hours
Zoning/10 PCT Design	783
Site Engineering	5,008
Underpass Engineering	1,688
Station Engineering	7,377
Permitting	167
Supplemental Tasks	1,168
Project Management	1,527
Stakeholder Management	832
Quality Assurance	442
Total Prime Consultant Hours	**18,992**

Cost Plus Fixed Fee Model

Standard Model Which Village Utilizes for Professional Services Whereby Village Compensates Consultant for:

1. Direct Payroll
2. Overhead & Fringe Benefit (161.98%)
3. Fixed Fee (12% of Items 1 and 2)
4. Subsconsultants Plus Fixed Fee (5%)
5. Direct Costs

COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES

FIRM	CDM Smith Inc			DATE	02/10/23
PTB-ITEM #	1	OVERHEAD RATE	161.98%		
PRIME/SUPPLEMENT	Prime	COMPLEXITY FACTOR	0		

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	DIRECT COSTS (D)	FIXED FEE (E)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	SE.Surveys	86	5,985	9,695		1,882		-	17,562	0.44%
	SE.Utility	280	16,757	27,143		5,268		-	49,168	1.24%
	SE.Civil (30/60/90/100)	4642	273,937	443,723		86,119		-	803,779	20.24%
	SE.Underpass	1688	125,969	204,044		39,602		-	369,615	9.31%
	PE.Base	188	11,333	18,358		3,563		-	33,254	0.84%
	PE.10%	783	48,391	78,384		15,213		-	141,988	3.58%
	PE.Station	7189	384,568	622,923		120,899		-	1,128,390	28.41%
	PM.Stakeholder Coordination	664	48,506	78,571		15,249		-	142,326	3.58%
	PM.Studies/Support	1168	80,287	130,050		25,240		-	235,577	5.93%
	PE.Permit	167	11,653	18,876		3,664		-	34,193	0.86%
	Project Management	1527	99,871	161,771		31,397		-	293,039	7.38%
	QA/QC	442	36,358	58,892		11,430		-	106,680	2.69%
	Virtual Public Meeting	168	8,087	13,100	821	2,992		-	25,000	0.63%
	American Survey - Track Surve		-	-		1,115	22,292	-	23,407	0.59%
	Jorgenson - Site Survey		-	-		3,893	77,862	-	81,755	2.06%
	Civil Tech - Drainage and Grac		-	-		5,595	111,899	-	117,494	2.96%
	Lakota - Landscape Design		-	-		4,178	83,555	-	87,733	2.21%
	Vistara - Estimating		-	-		4,045	80,896	-	84,941	2.14%
			-	-		-		-	-	
	ODC.Travel		-	-	5,000	-		-	5,000	0.13%
	ODC.HBIS		-	-	60,000	-		-	60,000	1.51%
	ODC.Environment		-	-	25,000	-		-	25,000	0.63%
	ODC.Printing		-	-	25,000	-		-	25,000	0.63%
			-	-		-		-	-	
	ODC.Visual Renderings		-	-	19,800	-		-	19,800	0.50%
	ODC.SUE Level A		-	-	35,780	-		-	35,780	0.90%
	ODC.Legal		-	-	25,000	-		-	25,000	0.63%
			-	-		-		-	-	
			-	-		-		-	-	
	Subconsultant DL					0			-	
	TOTALS	18992	1,151,702	1,865,530	196,401	381,344	376,504	-	3,971,481	100.00%
			3,017,232							

DBE 0.00%

Budget Impact

Phase II Engineering Projected Expenses By Year	
2023	$1,625,000
2024	$2,000,000
2025	$346,481
Total	$3,971,481

2023 Budget includes $1,300,000 in funding to start Phase II Engineering hence 2023 Budget is exceeded by $325,000. Some projects thus far this year have come in under budget ($187K for Utility and Roadway Improvements Engineering) and last year's street improvements projects will close out approximately $324K under award amount.

Capital Improvements Commission Review

- The Capital Improvements Commission reviewed this matter at a Special CIC Meeting held on February 15, 2023 with Staff and CDM Smith facilitating a presentation and dialogue on the topic.

- The CIC approved a unanimous motion to recommend to the Village Board that the Village retain CDM Smith of Chicago, Illinois for Phase II Engineering Services for the Glen Ellyn Metra Station and Multimodal Access Improvements Project in the not-to-exceed amount of $3,971,481.

Recommendation/Action Requested

Motion to authorize the Village Manager to execute an agreement with CDM Smith of Chicago, Illinois in the not-to-exceed amount of $3,971,481 for Phase II Engineering Services for the Glen Ellyn Metra Station and Multimodal Access Improvements Project to be expensed to the Capital Projects and Water & Sewer Funds.

End of Presentation