



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Professional Services Agreement - South and South Seventh Street		
Presenter & Title:	Richard Babica, Director of Public Works		
Date:	April 28, 2025		
Please Check Appropriate Box:			
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input checked="" type="checkbox"/>	Special Committee of the Whole Meeting
<input type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: PGEV-II, SAWC-III, ES-I, ES-II, QIS-III			
Estimated Cost: \$199,199	Budgeted?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If "Other Funding," please explain how the item will be funded:</i>			
Executive Summary:			
<p>On November 7, 2016 the City Council Meeting adopted R-2016-80 authorizing a Professional Services Agreement with WBK Engineering to provide Phase I design services for South and South Seventh Street. Geneva had secured LAFO (Local Agency Functional Overlay) funding for the construction and was obligated to fund the engineering. In 2017, the LAFO funding was rescinded and design work ended. The City has since secured funding in the 2028 KKCOM STP-L Program and has applied for an ITEP Grant, but is still obligated to fund the engineering. In addition to completing other projects for the City, WBK has previous project experience and has relevant experience from assisting in submitting the STP and ITEP grants. Staff is confident in their abilities to complete this assignment and recommends the acceptance of their attached proposal.</p>			
Attachments: <i>(please list)</i>			
<ul style="list-style-type: none"> • Resolution • Proposal 			
Voting Requirements:			
<p><i>This motion requires a simple majority of affirmative votes for passage. (City Council Only)</i></p> <p><i>The Mayor may vote on three occasions: (a) when the vote of the alderpersons has resulted in a tie; (b) when one half of the alderpersons elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i></p>			
Recommendation / Suggested Action: <i>(how the item should be listed on agenda)</i>			
<p>Recommend Approval of Resolution Authorizing Execution of a Professional Services Agreement with WBK Engineering in the amount of \$199,199 for Phase I Engineering Services for the South Street and South Seventh Street Improvement Project.</p>			

RESOLUTION NO. 2025-41

**RESOLUTION AUTHORIZING EXECUTION OF
A PROFESSIONAL SERVICES AGREEMENT
FOR PHASE I ENGINEERING SERVICES**

SOUTH STREET AND SOUTH SEVENTH STREET

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: That the City Administrator is hereby authorized to execute, on behalf of the City of Geneva, a Professional Services Agreement for Phase I Engineering Services for the South Street and South Seventh Street Improvement Project for the City of Geneva, in the form attached hereto at Exhibit “A.”

SECTION 2: This Resolution shall become effective from and after its passage as in accordance with law.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this ____ day of _____, 2025

AYES: __ NAYS: __ ABSENT: __ ABSTAINING: __ HOLDING OFFICE: __

Approved by me this ____ day of _____, 2025.

Mayor

ATTEST:

City Clerk



SOUTH STREET AND 7TH STREET IMPROVEMENTS PHASE I

Geneva, IL

April 2, 2025

Mr. Rich Babica

Director of Public Works

City of Geneva

1800 South Street

Geneva, IL 60134

Dear Mr. Babica,

WBK Engineering, LLC (WBK) is pleased to provide this proposal to the City of Geneva (known hereafter as “the City”) for Phase I engineering services for the South Street and 7th Street Improvements Surface Transportation Program (STP). WBK looks forward to the opportunity to assist the City with the study. Included below is our understanding of the assignment, scope of services, project assumptions, and estimate of fee.

PROJECT UNDERSTANDING

The City has identified the need for pavement rehabilitation along South Street between Gary Avenue and 7th Street and from 7th Street from South Street to Illinois Route 38.

The pavement section along South Street generally consists of hot-mix asphalt (HMA) surface and binder courses on an aggregate course. There is a 4-foot paved shoulder along both sides of South Street between Gary Avenue and Southhampton Drive, which are currently striped as on-street bike lanes. East of Southhampton Drive, an off-road shared-use path carries pedestrians along the south side of South Street.

The project will consider extending the on-street bicycle accommodations east of Southhampton Drive along the north side of South Street, which would require the relocation of the existing curb line. The existing South Street pavement is in poor condition and should be considered for reconstruction. The pavement section along 7th Street generally consists of HMA surface and binder courses on an aggregate base course. There are no on-street bicycle accommodations, but there is a 5-foot sidewalk along the east side. 7th Street will be considered for potential mill and overlay.

WBK will prepare all the necessary components for Phase I engineering, which is currently programmed for federal funding assistance under KKOM’s Draft FFY 2028 – 2029 STP – L Active Program.

SCOPE OF SERVICES

TASK 1 | Data Collection and Project Setup

Early on in the Phase I process, WBK will coordinate with the City and local agencies to collect project pertinent data.

1.1 Review Existing Data. Available information will be obtained and reviewed that will include existing right-of-way and property limit data, GIS files, existing roadway plans, aerial mapping, existing crash data, previously completed traffic studies, etc.

- 1.2 Site Visit.** Pertinent design staff will visit the site to familiarize themselves with the existing topography and assessment of existing site issues. These conditions will be documented and prepared in a photo log for consideration when designing the roadway improvements.
- 1.3 Topographic Survey** WBK will utilize the topographic survey from the previously completed LAFO project. Any required pick-up survey will be performed in Phase II.
- 1.4 Geotechnical Investigations** WBK will utilize the pavement cores from the previously completed LAFO project.
- 1.5 CADD File Conversion** WBK will convert all CADD files to Open Roads Designer.

TASK 2 | Utility Coordination

Pertinent utility information will be collected for the project area to determine locations of all utilities that may or will affect design or construction of the improvements.

2.1 Utility Coordination. Coordination with utility companies and a JULIE design ticket for existing facilities will be performed and documented. Information provided by the utility companies will be reviewed and incorporated into the base drawing.

TASK 3 | Environmental Surveys

3.1 Environmental Survey Request. The Environmental Survey Request (ESR) and all necessary supporting exhibits will be prepared and submitted electronically early on in the project. The scope will include preparation of ESR attachments (BLRS Manual Section 20-2).

3.2 Preliminary Environmental Site Assessment. Huff & Huff will serve as a sub-consultant to WBK to perform the Preliminary Environmental Site Assessment (PESA), which will help establish clearer environmental expectations for the Phase I engineering and determine if a Preliminary Site Investigation (PSI) is required during Phase II engineering. Once completed, the PESA will be submitted to IDOT for review/approval. Refer to Huff & Huff's attached proposal for a detailed description of their scope of services.

TASK 4 | Preliminary Geometry

WBK will discuss potential improvements with the City to determine the preferred design. Based on our current understanding of the project, the following items will be considered during concept design:

4.1 Preliminary Geometry. WBK will utilize the preliminary geometry from the STP application to develop the concept geometry based for the Phase I study on the BLRS design criteria.

4.2 Identify Utility and Sensitive Area Conflicts. WBK will identify any potential utility conflicts and potential issues to sensitive areas, including Section 4(f) lands. These conflicts will be presented to the City for consideration, with potential alterations to the preliminary geometry.

4.3 Preliminary Quantity and Cost Estimate. WBK will prepare engineering opinions of probable construction costs for each submittal stage of the project. Utilizing the pay items and quantities, opinions of costs will be produced. Itemized costs will be determined using available guides and bid tabulations from similar projects. In addition, the pay item reports with awarded prices from IDOT's website will be used to approximate current unit costs.

BLR 05514 Form will be used to prepare the cost estimate and will include pay item number, item, unit, quantity, unit cost and total cost. Prior to each submittal, the cost estimate for civil quantities will be reviewed by a WBK Senior Project Engineer.

TASK 5 | Public Involvement

Because the proposed improvements will introduce new pedestrian and bicycle accommodations, and potentially impact Section 4(f) lands (Geneva Golf Club), WBK anticipates that a Public Information Meeting will be required.

5.1 Public Information Meeting. WBK will coordinate and prepare the necessary advertisements and public information meeting documents. The following tasks will be included as part of the public involvement activities.

1. Newspaper Advertisements
2. Exhibits
3. Signs
4. Comment Forms
5. Sign-In Sheet
6. List of Affected Parcel Owners
7. Attendance of Meeting
8. Summary of Meeting and Comments Received

TASK 6 | Permit Coordination

During Phase I, WBK will identify a list of permits required for the construction activities and contact the responsible agencies.

TASK 7 | Project Development Report

WBK will prepare a Project Development Report (PDR) – BLR Form 22211, including exhibits and documentation to obtain approval for the project.

7.1 Geometric Activities. WBK will develop a preliminary roadway design in accordance with criteria prescribed in the IDOT BLRS Manual. Aspects to be constructed at less than the design guidelines will be identified, and a clear description of required variances and appropriate justification will be provided (BLRS Manual 27-7). These items, if required, will be discussed at the FHWA coordination meeting.

7.2 Location and Existing Conditions (PDR Section 1). A description of the existing facility will be included.

7.3 Proposed Improvement (PDR Section 2). The purpose and need of the project will be documented along with design guidelines, functional classification, regulatory or posted speed limit and design speed information. Aspects to be constructed at less than the design guidelines will be identified, and a clear description of required variances and appropriate justification will be provided. An Engineer's Opinion of Probable Cost from Task 4.3 will be prepared and submitted with the PDR.

7.4 Crash Analysis (PDR Section 3). A crash analysis from data provided in Task 1 will be included in the PDR.

7.5 Right-of-Way (PDR Section 4). Existing right-of-way widths and easements will be described. Proposed right-of-way widths and easements, if needed, will be described, including parcel numbers and acreage of required acquisition.

7.6 Environmental Impacts (PDR Section 5-13). No additional thru lanes or significant alignment change will be proposed. Therefore, no COSIM or noise analysis will be required (PDR Sections 12e and 13), thus, they are not within the scope of this project.

7.7 Maintenance of Traffic (PDR Section 14). WBK will evaluate the maintenance of traffic operations based on the proposed improvements.

7.8 Public Involvement (PDR Section 15). WBK will summarize the Public Information Meeting date, location, and comments received for the PDR.

7.9 Coordination and Commitments (PDR Section 16-8). Minutes of coordination meetings with the IDOT, FHWA, the City and other local agencies will be documented. A summary of project-specific commitments will be included.

7.10 PDR Exhibit Preparation. A location map to supplement the narrative description will be developed. Plan and profile sheets will be developed based on the proposed elevation of the roadway improvements. The roadway geometry and plans will be prepared in accordance with the applicable requirements of BLRS Section IV – Project Design. Existing and proposed typical section exhibits will be prepared. Cross Sections will be created for the project corridor.

7.11 Assemble, collate, and submit PDR (Draft and Final). The draft PDR Addendum memorandum with exhibits and documentation will be prepared and submitted to IDOT for comments.

7.12 Address IDOT comments and submit Final PDR. WBK will prepare a disposition of comments received for the Draft Project Development Report Addendum memorandum. The final PDR will be revised based on review comments from IDOT and submitted to IDOT for approval.

TASK 8 | Location Drainage Study

An analysis will be performed to determine existing drainage patterns and the impact of the roadway rehabilitation.

8.1 Evaluate Existing Conditions. Analysis will include hydrologic analysis of onsite and offsite drainage areas to existing drainage facilities (storm sewers, culverts, and ditches), and hydraulic Analysis of existing systems to determine capacity of these systems. Hydrologic analysis of existing drainage to each outlet will be conducted. Coordination will be conducted with the City of Geneva to identify existing drainage problems and concerns within the project limits.

8.2 Proposed Design. Based on an evaluation of the existing drainage conditions, a proposed drainage plan will be developed to accommodate the preferred roadway geometry drainage. This would include any proposed ditches, proposed driveway culverts, storm sewers, and sewer routing in the roadway approach areas. The scope assumes that stormwater detention will not be required. There are several locations where roadway runoff exits the right of way onto private property. The sensitivity of these outlets will be conducted to determine if the change in roadway drainage affects offsite property owners.

8.3 Location Drainage Study. The LDS will be produced and submitted to the City of Geneva for review and then to IDOT, as required. The study will follow the methodology per the latest edition of the IDOT Drainage Manual and will include a narrative, site photos, existing and proposed drainage plans at 1"=50 scale, floodplain encroachment, existing drainage system analysis, identified base floodplain, proposed drainage system, design criteria, outlet evaluation, right of way analysis, local and other agency coordination, and permit summary form.

TASK 9 | STRUCTURAL TASKS

WBK has identified the following structural tasks to be completed

9.1 Data Collection and Review. WBK will collect and review existing plans pertaining to the structures within the project corridor.

9.2 Site Visit. WBK staff will visit the project site to observe existing field conditions and prepare a photo log.

9.3 Bridge Condition Report or equivalent. WBK will develop Bridge Condition Reports (BCR) for the three (3) structures within the project corridor, only if required.

TASK 10 | Meetings

Meetings and coordination will serve to discuss and resolve issues in the preliminary design process. Minutes of all meetings will be prepared by WBK and distributed within five (5) working days of the meeting. WBK will be responsible for maintaining a list of action items that will be updated at each meeting.

- WBK will attend one (1) project initiation meeting with the City of Geneva.
- WBK will attend one (1) project initiation meeting with IDOT.
- WBK anticipates and has allotted for one (1) FHWA coordination meeting.
- WBK has estimated for four (2) additional coordination or progress meetings with the City.
- WBK will prepare an agenda and distribute meeting minutes for the aforementioned meetings.

TASK 11 | Administration and Management

The successful management of a Phase I project requires scheduling and reporting of the progress of the project. Work will include the following tasks:

11.1 Project Setup. WBK will initiate project setup. WBK will manage tasks associated with work reviews, budget adherence, manpower, project meetings, contract administration and invoicing.

11.2 Progress Reports. WBK will prepare and submit monthly progress reports during months when engineering activities occur and invoices are due.

11.3 STP Quarterly Updates. WBK will update the STP Quarterly Update form and submit to KKCOM planning staff as the project progresses.

11.4 Project Schedule. WBK will prepare and monitor a project schedule and will update the schedule periodically as tasks or project scheduling change, as well as perform scope of work reviews, resource planning, internal team coordination and contract administration and invoicing.

EXCLUSIONS TO THE SCOPE OF SERVICES

The foregoing outlines WBK's understanding of the Scope of Services required for the successful completion of the HSIP application for the project. The following tasks or items were deemed unnecessary for this project, were excluded from the Scope, and would be considered as additional services if required by IDOT, FHWA, or any other agency for the successful completion of the project.

- Phase II engineering services, including detailed plans and specifications.
- Topographic survey
- Geotechnical investigations

- Wetland Delineation
- Traffic Counts and Impact Studies
- Lighting Design
- Noise and Air Quality Study
- Existing tree species identification
- Preliminary Site Investigation
- Meeting outside of the five (5) noted herein and the Public Information Meeting

WBK has provided not-to-exceed budgets for the tasks outlined in the above scope of services. Actual invoices will be based on employees’ records of time invested to accomplish each task and will not exceed the budget provided without prior written authorization from the Client. The Estimate of Fees is based on the award of the entire Scope of Services, and in general, individual tasks and accompanying budgets cannot be broken out and awarded separately.

TASK #	TASK NAME	FEE
TASK 1	DATA COLLECTION AND PROJECT SETUP	\$6,619
TASK 2	UTILITY COORDINATION	\$5,591
TASK 3	ENVIRONMENTAL SURVEYS	\$14,083
TASK 4	PRELIMINARY GEOMETRY	\$33,099
TASK 5	PUBLIC INVOLVEMENT	\$15,712
TASK 6	PERMIT COORDINATION	\$3,592
TASK 7	PROJECT DEVELOPMENT REPORT	\$31,861
TASK 8	LOCATION DRAINAGE STUDY	\$45,307
TASK 9	STRUCTURAL TASKS	\$29,029
TASK 10	MEETINGS AND COORDINATION	\$6,528
TASK 11	ADMINISTRATION AND MANAGEMENT	\$7,504
	Reimbursable Expenses	\$174
TOTAL		\$199,199

Please note that preparing this proposal requires the exercise of professional knowledge and judgment, and as such, this proposal remains the proprietary instrument of service of the firm WBK Engineering, LLC. No portion of this proposal may be shared with another firm providing similar services without our permission.

We propose to bill you monthly based on the attached Schedule of Charges. We establish our contract in accordance with the attached General Terms and Conditions. These General Terms and Conditions are expressly incorporated into and are made an integral part of this contract for professional services. We reserve the right to increase our fees by five percent (5%) on December 31st of each calendar year.

If this proposal is acceptable, please return one (1) signed copy to us for our files to serve as a notice to proceed. Thank you for the opportunity to provide service to the City of Geneva. If you have any questions, please do not hesitate to call.

Sincerely,

Yemi Oyewole, PE
Transportation Practice Lead

THIS PROPOSAL, SCHEDULE OF CHARGES, AND GENERAL TERMS & CONDITIONS ACCEPTED FOR THE CITY OF GENEVA.

Authorized By

Position

Date

AUTHORIZATION FOR HSIP FUNDING APPLICATION FOR THE SOUTH STREET AND 7TH STREET IMPROVEMENTS STP APPLICATION.

PAYROLL ESCALATION TABLE FIXED RAISES

FIRM NAME WBK Engineering, LLC
 PRIME/SUPPLEMENT Prime
 Prepared By Ryan Sikes, PE, PTOE
 Work Order #(if applicable) _____

DATE 04/02/25
 PTB-ITEM# 210

CONTRACT TERM 18 MONTHS
 START DATE 5/5/2025
 RAISE DATE 1/1/2026
 END DATE 11/5/2026

OVERHEAD RATE 160.64%
 COMPLEXITY FACTOR 0
 % OF RAISE 3%
 CURRENT SALARY CAP \$90.00

ESCALATION PER YEAR

year	First date	Last date	Months	% of Contract
0	5/5/2025	1/1/2026	8	44.44%
1	1/2/2026	11/1/2026	10	57.22%

The total escalation = **1.67%**

PAYROLL RATES

FIRM NAME	<u>WBK Engineering, LLC</u>	DATE <u>04/02/25</u>
PRIME/SUPPLEMENT	<u>Prime</u>	
PTB-ITEM #	<u>210</u>	
Work Order #	<u>0</u>	

ESCALATION FACTOR **1.67%**

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

WORK ORDERS - Classifications and Average Payrates need to match the master work order agreement.

CLASSIFICATION	DEPARTMENT AVG. PAYROLL RATES ON FILE	CALCULATED RATE (\$90.00 CAP)
Principal	\$90.00	\$90.00
Engineer VI	\$79.56	\$80.89
Engineer V	\$67.22	\$68.34
Engineer IV	\$53.45	\$54.34
Engineer III	\$42.45	\$43.16
Engineer II	\$38.28	\$38.92
Environmental Resource Spec IV	\$43.57	\$44.30
Technician III	\$43.22	\$43.94
Technician IV	\$53.30	\$54.19
Technician V	\$67.98	\$69.11
Urban Planner IV	\$57.32	\$58.28
Urban Planner VI	\$89.74	\$90.00
Administrative	\$33.05	\$33.60
Technician II	\$31.88	\$32.41
Environmental Resource Spec	\$28.28	\$28.75
Project Manager III	\$65.37	\$66.46
Intern	\$18.00	\$18.30
Urban Planner III	\$43.67	\$44.40

SUB-CONSULTANTS

FIRM NAME	<u>WBK Engineering, LLC</u>	DATE	<u>04/02/25</u>
PRIME/SUPPLEMENT	<u>Prime</u>		
PTB-ITEM #	<u>210</u>		
Work Order #	<u>0</u>		

SUB-CONSULTANT NAME	Direct Labor Total (Payroll Only)	Contribution to the Prime (Sub-Consultant DL)
Huff & Huff, Inc.	1,737.00	173.70
Total	1,737.00	173.70

AVERAGE HOURLY PROJECT RATES

FIRM WBK Engineering, LLC
PTB-ITEM# 210
PRIME/SUPPLEMENT Prime
Work Order # 0

DATE 04/02/25

SHEET 1 OF 5

PAYROLL CLASSIFICATION	CALC. AVG. RATES	TOTAL HOURS	TOTAL % Part.	TOTAL Wgtd Avg	TASK Data Collection and Project			TASK Utility Coordination			TASK Environmental Surveys			TASK Preliminary Geometry			TASK Public Involvement		
					Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
					Principal	\$90.00	12.0	0.92%	0.83										
Engineer VI	\$80.89	87.0	6.68%	5.40															
Engineer V	\$68.34	0.0																	
Engineer IV	\$54.34	266.0	20.41%	11.09	16	36.36%	19.76	8	20.00%	10.87	30	55.56%	30.19	80	36.36%	19.76	60	60.00%	32.60
Engineer III	\$43.16	570.0	43.75%	18.88	12	27.27%	11.77	24	60.00%	25.89	16	29.63%	12.79	60	27.27%	11.77	20	20.00%	8.63
Engineer II	\$38.92	72.0	5.53%	2.15															
Environmental Resource Sp	\$44.30	28.0	2.15%	0.95															
Technician III	\$43.94	0.0																	
Technician IV	\$54.19	268.0	20.57%	11.15	16	36.36%	19.70	8	20.00%	10.84	8	14.81%	8.03	80	36.36%	19.70	16	16.00%	8.67
Technician V	\$69.11	0.0																	
Urban Planner IV	\$58.28	0.0																	
Urban Planner VI	\$90.00	0.0																	
Administrative	\$33.60	0.0																	
Technician II	\$32.41	0.0																	
Environmental Resource Sp	\$28.75	0.0																	
Project Manager III	\$66.46	0.0																	
Intern	\$18.30	0.0																	
Urban Planner III	\$44.40	0.0																	
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TOTALS		1303.0	100%	\$50.45	44.0	100.00%	\$51.24	40.0	100%	\$47.60	54.0	100%	\$51.00	220.0	100%	\$51.24	100.0	100%	\$53.51

