



**RESOLUTION OF THE COUNTY BOARD
WILL COUNTY, ILLINOIS**

Authorizing the County Executive to Execute a Contract with CDM Smith for Consulting Services for the Will County Community Friendly Freight Mobility Plan, Section 16-000200-22-EG, County Board Districts #1 through #13, using County RTA Tax Funds

WHEREAS, Will County desires to contract with a consultant for the Will County Community Friendly Freight Mobility Plan, Section 16-000200-22-EG, County Board Districts #1 through #13, and

WHEREAS, pursuant to Resolution #16-276, approved on September 15, 2016, the Director of Transportation/County Engineer was authorized to enter into negotiations with CDM Smith, Inc., Chicago, IL who was ranked by the Community Friendly Freight Mobility Plan Selection Committee as their first choice as the consultant for the Will County Community Friendly Freight Mobility Plan, and

WHEREAS, the Director of Transportation/County Engineer, on behalf of the County Executive and the County Board has completed a successful negotiation process with CDM Smith, Inc., Chicago, IL, for consulting services for the Will County Community Friendly Freight Mobility Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Will County Board concurs with the recommendation of the Director of Transportation/County Engineer and hereby authorizes the County Executive to execute a contract with the firm of CDM Smith, Inc., Chicago, IL, for consulting services for the Will County Community Friendly Freight Mobility Plan, Section 16-000200-22-EG, County Board Districts #1 through #13.

BE IT FURTHER RESOLVED, that said contract is subject to the review and approval of the State's Attorney's Office.

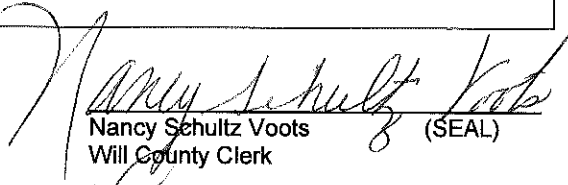
BE IT FURTHER RESOLVED, that the compensation for the engineering consulting services be according to the schedule as listed in the agreement and paid for using County RTA Tax Funds.

BE IT FURTHER RESOLVED, that the Preamble of this Resolution is hereby adopted as if fully set forth herein. This Resolution shall be in full force and effect upon its passage and approval as provided by law.


Adopted by the Will County Board this 20th day of October, 2016.


AYES:	Howard, Ogalla, Moustis, Singer, Moran, Rice, Harris, Traynere, Fritz, Freitag, Balich, Fricilone, Brooks Jr., Winfrey, Parker, Staley-Ferry, Wilhelmi, Hart, Maher, Tuminello, Weigel, Collins, Ferry
ABSENT:	Bennefield, Gould, Babich

Result: Approved - [Unanimous]


Nancy Schultz Voots (SEAL)
Will County Clerk

Approved this 24th day of October, 2016.


Lawrence M. Walsh
Will County Executive

Municipality	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Motor Fuel Tax Funds Non-MFT Funds	C O N S U L T A N T	Name CDM Smith Inc.
Township				Address 125 S. Wacker Drive. Suite 600
County Will				City Chicago
Section 16-00200-22-EG				State Illinois

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the improvement of the above SECTION. Motor Fuel Tax Funds, allotted to the LA by the State of Illinois under the general supervision of the State Department of Transportation, hereinafter called the "DEPARTMENT", will not be used entirely or in part to finance ENGINEERING services as described under AGREEMENT PROVISIONS.

Section Description

Name Will County Community Friendly Freight Mobility Plan

Route Various Length _____ Mi. _____ FT (Structure No. _____)

Termini N/A

Description:
Develop the Will County Community Friendly Freight Mobility Plan in accordance with the attached scope of services.

Agreement Provisions

The Engineer Agrees,

1. To perform or be responsible for the performance of the following engineering services for the LA, in connection with the proposed improvements herein before described, and checked below:
 - a. Make such detailed surveys as are necessary for the preparation of detailed roadway plans
 - b. Make stream and flood plain hydraulic surveys and gather high water data, and flood histories for the preparation of detailed bridge plans.
 - c. Make or cause to be made such soil surveys or subsurface investigations including borings and soil profiles and analyses thereof as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations are to be made in accordance with the current requirements of the DEPARTMENT.
 - d. Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - e. Prepare Army Corps of Engineers Permit, Department of Natural Resources-Office of Water Resources Permit, Bridge waterway sketch, and/or Channel Change sketch, Utility plan and locations, and Railroad Crossing work agreements.
 - f. Prepare Preliminary Bridge design and Hydraulic Report, (including economic analysis of bridge or culvert types) and high water effects on roadway overflows and bridge approaches.
 - g. Make complete general and detailed plans, special provisions, proposals and estimates of cost and furnish the LA with five (5) copies of the plans, special provisions, proposals and estimates. Additional copies of any or all documents, if required, shall be furnished to the LA by the ENGINEER at his actual cost for reproduction.
 - h. Furnish the LA with survey and drafts in quadruplicate of all necessary right-of-way dedications, construction easement and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

Note: Four copies to be submitted to the Regional Engineer

- i. Assist the LA in the tabulation and interpretation of the contractors' proposals
 - j. Prepare the necessary environmental documents in accordance with the procedures adopted by the DEPARTMENT's Bureau of Local Roads & Streets.
 - k. Prepare the Project Development Report when required by the DEPARTMENT.
- (3) To attend conferences at any reasonable time when requested to do so by representatives of the LA or the Department.
- (4) In the event plans or surveys are found to be in error during construction of the SECTION and revisions of the plans or survey corrections are necessary, the ENGINEER agrees that he will perform such work without expense to the LA, even though final payment has been received by him. He shall give immediate attention to these changes so there will be a minimum delay to the Contractor.
- (5) That basic survey notes and sketches, charts, computations and other data prepared or obtained by the Engineer pursuant to this AGREEMENT will be made available, upon request, to the LA or the DEPARTMENT without cost and without restriction or limitations as to their use.
- (6) That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by him and will show his professional seal where such is required by law.
- (7) To perform all tasks described in the attached Scope of Services for the Will County Community Friendly Freight Plan.

The LA Agrees,

1. To pay the ENGINEER as compensation for all services performed as stipulated in paragraphs 1a, 1g, 1i, 2, 3, 5, 6 and 7 in accordance with one of the following methods indicated by a check mark:
- a. A sum of money equal to _____ percent of the awarded contract cost of the proposed improvement as approved by the DEPARTMENT.
 - b. A sum of money equal to the percent of the awarded contract cost for the proposed improvement as approved by the DEPARTMENT based on the following schedule:

Schedule for Percentages Based on Awarded Contract Cost

Awarded Cost	Percentage Fees	
Under \$50,000		(see note)
		%
		%
		%
		%
		%

Note: Not necessarily a percentage. Could use per diem, cost-plus or lump sum.

- c. The Engineer's Actual Costs, plus a Fixed Fee of \$79,086.76, subject to an upper limit of compensation of \$941,346.98 in accordance with the attached Cost Estimate for Consultant's Services. "Cost to Engineer" to be verified by furnishing the LA copies of employee time records and expense reports, Subconsultant invoices and receipts documenting any project direct expenses.
2. To pay for services stipulated in paragraphs 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k of the ENGINEER AGREES at actual cost of performing such work plus _____ percent to cover profit, overhead and readiness to serve - "actual cost" being defined as material cost plus payrolls, insurance, social security and retirement deductions. Traveling and other out-of-pocket expenses will be reimbursed to the ENGINEER at his actual cost. Subject to the approval of the LA, the ENGINEER may sublet all or part of the services provided under the paragraph 1b, 1c, 1d, 1e, 1f, 1h, 1j & 1k. If the ENGINEER sublets all or part of this work, the LA will pay the cost to the ENGINEER plus a five (5) percent service charge.
- "Cost to Engineer" to be verified by furnishing the LA and the DEPARTMENT copies of invoices from the party doing the work. The classifications of the employees used in the work should be consistent with the employee classifications for the services performed. If the personnel of the firm, including the Principal Engineer, perform routine services that should normally be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the work performed.

3. That payments due the ENGINEER for services rendered in accordance with this AGREEMENT will be made as soon as practicable after the services have been performed in accordance with the following schedule:
 - a. Upon completion of detailed plans, special provisions, proposals and estimate of cost - being the work required by paragraphs 1a through 1g under THE ENGINEER AGREES - to the satisfaction of the LA and their approval by the DEPARTMENT, 90 percent of the total fee due under this AGREEMENT based on the approved estimate of cost.
 - b. Upon award of the contract for the improvement by the LA and its approval by the DEPARTMENT, 100 percent of the total fee due under the AGREEMENT based on the awarded contract cost, less any amounts paid under "a" above.
 - c. For services performed under item 7 under THE ENGINEER AGREES, the ENGINEER may invoice the LA not more than monthly using the DEPARTMENT'S form BDE 430 (Cost plus Fixed Fee Invoice). No retainage shall be withheld from periodic payments.
 4. That, should the improvement be abandoned at any time after the ENGINEER has performed any part of the services provided for in paragraphs 1a, through 1h and prior to the completion of such services, the LA shall reimburse the ENGINEER for his actual costs plus _____ percent incurred up to the time he is notified in writing of such abandonment - "actual cost" being defined as in paragraph 2 of THE LA AGREES.
 5. That, should the LA require changes in any of the detailed plans, specifications or estimates except for those required pursuant to paragraph 4 of THE ENGINEER AGREES, after they have been approved by the DEPARTMENT, the LA will pay the ENGINEER for such changes on the basis of actual cost plus _____ percent to cover profit, overhead and readiness to serve - "actual cost" being defined as in paragraph 2 of THE LA AGREES. It is understood that "changes" as used in this paragraph shall in no way relieve the ENGINEER of his responsibility to prepare a complete and adequate set of plans and specifications.
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It is Mutually Agreed,

1. That any difference between the ENGINEER and the LA concerning their interpretation of the provisions of this Agreement shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
2. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at his last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all surveys, permits, agreements, preliminary bridge design & hydraulic report, drawings, specifications, partial and completed estimates and data, if any from traffic studies and soil survey and subsurface investigations with the understanding that all such material becomes the property of the LA. The ENGINEER shall be paid for any services completed and any services partially completed in accordance with Section 4 of THE LA AGREES.
3. That if the contract for construction has not been awarded one year after the acceptance of the plans by the LA and their approval by the DEPARTMENT, the LA will pay the ENGINEER the balance of the engineering fee due to make 100 percent of the total fees due under this AGREEMENT, based on the estimate of cost as prepared by the ENGINEER and approved by the LA and the DEPARTMENT.
4. That the ENGINEER warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the ENGINEER, to solicit or secure this contract, and that he/she has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the ENGINEER, any fee, commission, percentage, brokerage fee, gifts or any other consideration, contingent upon or resulting from the award or making of this contract. For Breach or violation of this warranty the LA shall have the right to annul this contract without liability.

IN WITNESS WHEREOF, the parties have caused the AGREEMENT to be executed in quadruplicate counterparts, each of which shall be considered as an original by their duly authorized officers.

Executed by the LA:

County of Will of the
(Municipality/Township/County)

ATTEST:

By

Nancy Schultz Koot
County Clerk

(Seal)

State of Illinois, acting by and through its

County Board

By

Lawrence M. Walsh

Title County Executive

Executed by the ENGINEER:

CDM Smith

125 S. Wacker Drive, Suite 600

Chicago, IL 60606

ATTEST:

By

Cuneyt A. Feizoulouf
Cuneyt A. Feizoulouf

Title Vice President

By

Christopher M. Martel
Christopher M. Martel

Title Vice President

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME
PRIME/SUPPLEMENT

CDM Smith
Prime

CONTRACT TERM
START DATE
RAISE DATE

6
11/1/2016
5/1/2017

DATE 10/07/16
PTB NO. Will County Community Friendly Freight Plan
OVERHEAD RATE 172.29%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

ESCALATION PER YEAR

11/1/2016 - 5/1/2017				
6				
6				

= 1.0000 100.00%
= 1.0000
The total escalation for this project would be: 0.00%

PAYROLL RATES

FIRM NAME CDM Smith **DATE** 10/07/16
PRIME/SUPPLEMENT Prime
PSB NO. Will County Community Friendly Freight Plan

ESCALATION FACTOR **0.00%**

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Professional 8	\$70.00	\$70.00
Professional 7	\$60.00	\$60.00
Professional 6	\$50.00	\$50.00
Professional 5	\$45.00	\$45.00
Professional 4	\$40.00	\$40.00
Professional 3	\$35.00	\$35.00
Professional 2	\$31.17	\$31.17
Administrative 3	\$33.17	\$33.17
Administrative 2	\$26.64	\$26.64
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
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AVERAGE HOURLY PROJECT RATES

FIRM CDM Smith
PSB Will County Community Friendly Freight Plan
PRIME/SUPPLEMENT Prime

DATE 10/07/16
 SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			Project Management			Stakeholder Involvement			Current Freight Profile			Future Profile All Modes			Performance Measures		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Professional 8	70.00	1152	27.20%	19.04	436	74.91%	52.44	30	7.79%	5.45	132	11.01%	7.71	144	18.00%	12.60	76	48.72%	34.10
Professional 7	60.00	104	2.46%	1.47	8	1.37%	0.82	0			0			96	12.00%	7.20	0		
Professional 6	50.00	298	7.03%	3.52	58	9.97%	4.98	0			120	10.01%	5.00	40	5.00%	2.50	80	51.28%	26.64
Professional 5	45.00	1328	31.35%	14.11	52	8.93%	4.02	15	3.90%	1.75	467	38.95%	17.53	312	39.00%	17.55	0		
Professional 4	40.00	272	6.42%	2.57	0			0			200	16.66%	6.67	0			0		
Professional 3	35.00	734	17.33%	6.06	0			300	77.92%	27.27	200	16.66%	5.84	144	18.00%	6.30	0		
Professional 2	31.17	96	2.27%	0.71	0			0			0			0			0		
Administrative 3	33.17	192	4.53%	1.50	28	4.81%	1.60	40	10.39%	3.45	40	3.34%	1.11	44	5.50%	1.82	0		
Administrative 2	26.64	60	1.42%	0.38	0			0			40	3.34%	0.89	20	2.50%	0.67	0		
		0																	
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TOTALS		4236	100%	\$49.36	582	100.00%	\$63.86	385	100%	\$37.93	1199	100%	\$44.74	800	100%	\$48.64	156	100%	\$59.74

AVERAGE HOURLY PROJECT RATES

FIRM CDM Smith
PSB Will County Community Friendly Freight Plan
PRIME/SUPPLEMENT Prime

DATE 10/07/16
SHEET 2 **OF** 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Workforce Development			Freight Plan			Grant Application								
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Professional 8	70.00	190	38.00%	28.60	92	23.71%	16.60	52	23.01%	16.11						
Professional 7	60.00	0			0			0								
Professional 6	50.00	0			0			0								
Professional 5	45.00	190	38.00%	17.10	166	42.78%	19.25	126	55.75%	25.09						
Professional 4	40.00	40	8.00%	3.20	0		8.12	32	14.16%	5.66						
Professional 3	35.00	0			90	23.20%	8.12	0								
Professional 2	31.17	80	16.00%	4.99	0		3.42	16	7.08%	2.21						
Administrative 3	33.17	0			40	10.31%	3.42	0								
Administrative 2	26.64	0			0			0								
TOTALS		500	100%	\$51.89	388	100%	\$47.39	226	100%	\$49.07	0	0%	\$0.00	0	0%	\$0.00

SCOPE OF WORK FOR THE WILL COUNTY COMMUNITY FRIENDLY FREIGHT MOBILITY PLAN

A. Project Section (Contract) Number: 16-00200-22-EG

B. Project Location: Will County, Joliet, Illinois

C. Description and Purpose of Project:

The purpose of the Will County Community Friendly Freight Mobility Plan (CFFMP) is to develop a multimodal freight plan that provides freight strategy and goals to guide freight policies, programs and projects for Will County.

The Will County CFFMP will achieve the following high-level objectives:

1. Leverage and be consistent with Will County's Long Range Transportation Plan, Will Connects 2040.
2. Leverage the Will County Freight Advisory Council.
3. Integrate transit and freight transportation needs and plans.
4. Create a *common voice* across stakeholders.
5. Create a *common needs measurement* system.
6. Create a *project ranking mechanism* across freight and transit infrastructure, workforce, land use, and community to inform funding decisions.
7. ROI amplification through an integrated prioritization across freight, transit, land use, education, etc... *leveraging interrelations*.
8. Incorporate *lessons learned* from the past.
9. Reduce the need for truck freight movement onto neighborhood streets.

D. Scope of Services:

Task 1: Project Management and Coordination

The purpose of this task is to ensure coordination for the duration of the freight plan development between Will County and CDM Smith. CDM Smith shall develop a Project Management Plan (PMP) that will outline how the project will be managed from initiation to completion within budget and on schedule. The PMP will include a Project Schedule and Quality Assurance/Quality Control (QA/QC Plan).

Task 1.1: Project Coordination

The CDM SMITH'S Project Manager (PM) shall be responsible for coordinating all CDM Smith activities with the Will County Project Manager (WCPM). The PM is the primary point of contact for the CDM Smith and the WCPM is the primary point of contact for Will County. The PM shall be responsible for directing and coordinating the activities of the CDM Smith and all sub-consultants.

Task 1.2: Project Management Plan

This entire subtask consists of CDM Smith developing a Project Management Plan with the following components:

- Project Overview
- Scope and Task Assignments
- Project Schedule (Task 1.3)
- Project Team Roles and Responsibilities
- Communication/Correspondence Plan (Task 1.4)
- Project Team Online Workspace (Task 1.5)
- Quality Assurance/Quality Control (Task 1.6)
- Project Closeout Procedures

Task 1.3: Project Schedule

This task includes schedule updates through the life of the project duration. The schedule will be reviewed and approved by Will County. This schedule will outline Tasks and Sub-tasks with critical dates, milestones, deliverables, and Will County reviews. The Project Schedule will be reviewed and, if necessary, updated at each Progress Meeting, or more frequently as necessary.

Task 1.4: Communication/Correspondence Plan

This task consists of CDM Smith developing a Communication/Correspondence Plan that outlines the communication types and channels through which the PM and WCPM will manage the interaction of the project team and all project work products. All correspondence will be through the PM or a member of the CDM Smith Management Team (PM, Deputy PM or major task leaders) and the WCPM. Will County must approve all correspondence for any outside distribution. A master correspondence file will be established and kept by the PM for outgoing copies and incoming original documents. Microsoft Office formats or other common formats such as Adobe Acrobat will be used for all correspondence.

All Chapter deliverables will be in Microsoft Word format to Will County for their review.

Task 1.5 Project Team Online Workspace

CDM Smith will develop an online workspace for project team collaboration for up to 100 users in order to provide team members with access to relevant correspondence, project work products, technical data, and draft and final deliverables. This task includes maintenance through the remainder of the project duration. Access will be limited to project team members consisting of Will County and the CDM Smith (including sub-

consultant) personnel.

Task 1.6: Quality Assurance/Quality Control

CDM Smith will develop a Quality Assurance/Quality Control (QA/QC) Plan that documents a quality control program within its organization and to be used by the sub-consultant and sub-providers. This document will be incorporated into the PMP for distribution and will be a "living" document that will further describe the scope of services, identify the task and sub-task responsibilities of team members, and define the formats for all memos, reports, graphics, mapping, and other operational procedures for the project. It will identify procedures for the review of methodology, technical material, technical output, and project deliverables by the project team, project manager, and meetings with an independent technical review team (to be comprised of CDM Smith's staff not working on the project on a regular basis and therefore able to provide independent assessments). These task includes the kick-off meeting and two additional meetings with the technical review team.

CDM Smith shall review all work to assure that the work is in accordance with Will County requirements and that the work is completed in a timely and efficient manner. To this end, CDM Smith shall provide Will County, upon request, a copy of the quality control "review copy" of the major submittals showing the comments, corrections and changes made prior to delivering it to Will County for review.

Task 1.7: Core Team Meetings

CDM Smith and the Will County Steering Committee shall meet regularly throughout the project either in person or via phone to review and discuss the progress of the project. A face-to-face meeting will be conducted bi-monthly (anticipates 4 meetings). The time and location of these meetings will be coordinated between the WCPM and PM. Senior Will County leadership will participate in progress meetings as determined by the WCPM.

The first meeting will "kick-off" the project and will be a face-to-face meeting attended by all team task leaders and key members. At the Project Kick-off Meeting with the PM and key staff, CDM Smith will describe proposed approach and methodologies to be used to develop the Will County CFFMP. CDM Smith may also request information from Will County, including relevant studies and datasets. Based on the discussion, minor changes may be made to the scope of work set forth below.

Task 1.8: CDM Smith Team Meetings

The CDM Smith PM will conduct meetings with the key members of the CDM Smith team bi-weekly (approximately 24 meetings) to review and discuss the progress of assigned project tasks, project needs, and any issues. Most of the meetings will be conducted via

conference call, but some may be face-to-face.

Task 1.9: Progress Reports

CDM Smith shall prepare and electronically submit monthly progress reports detailing the progress or completion of tasks, sub-tasks, work products, and deliverables during the preceding month. Submission of the progress report will occur prior to the submission of the monthly invoice and will also be submitted with the monthly invoice.

Task 1.10: Invoicing

Once monthly, the PM shall submit electronically one prime invoice that includes all sub-consultant invoices to Will County. The PM shall review and validate all information in the prime invoice. The WCPM will review and electronically forward to Will County staff within 24 hours the invoice for payment processing.

Deliverables:

- *Project Management Plan (electronic (PDF) copies only)*
- *Project Schedule (electronic copies only for initial baseline and monthly updates)*
- *Communication Plan (electronic copies only)*
- *Interim progress reports*
- *Project Team Online Workspace (CDM SMITH's eRoom platform)*
- *Correspondence/Meeting Documentation (1 original, 1 electronic copy to WCPM)*
- *Monthly Progress Report (1 original submitted prior to and with invoice, 1 electronic copy to WCPM)*
- *Electronic Invoices (1 per month)*

Task 2: Two-Way Understanding with Stakeholders

Task 2.1: Stakeholder Contact List Development

CDM Smith will coordinate with Will County to receive existing contact lists including key stakeholders to be engaged and kept informed of activities related to the CFFMP. CDM Smith will also review and use existing lists from the Long Range Transportation Plan process. These lists, which will ideally include Will County Freight Advisory Council membership information, will be maintained throughout the project.

Task 2.2: Will County Freight Advisory Council Meetings

CDM Smith will meet with the existing Will County Freight Advisory Council (WCFAC) group to solicit their respective input and keep stakeholders engaged, for development of the Will County CFFMP. The consultant team will meet with the WCFAC at 4 meetings during the project and WCPM will coordinate meetings with Will County and Will County Center for Economic Development.

Task 2.3 Regional Freight Forums

A total of three freight forums will be held in Will County. The purpose of these sessions is to ensure the CDM Smith team and Will County understands needs, trends and issues about freight mobility. CDM Smith will secure the venues, provide for all logistics, staffing and facilitation for the forums. Attendees of these forums will be focused on private sector users of the freight transportation system. Efforts will be made to ensure geographic, multimodal and industry-specific participation representing a wide range of perspectives, interests and experiences.

CDM Smith will also participate in private sector carrier, industry or other topical association meetings or events as opportunities exist. These events will supplement the freight forums for gathering additional stakeholder input.

CDM Smith will introduce the project and promote the forums through development of a downloadable fact sheet. CDM Smith will distribute meeting notices through email and website announcements. CDM Smith will develop the agenda and content including presentations and talking points, and feedback mechanisms. Following each forum, easy to understand, meeting summaries will be developed and submitted to Will County for review.

Forums will present relevant information (e.g. freight topics, etc.) enabling stakeholders and meeting participants to better understand how freight and transportation affects their jobs, the region's economy and their daily lives.

Task 2.4 Freight Mobility Plan Outreach

In addition to stakeholder outreach and input, CDM Smith will develop and conduct a comprehensive public education strategy that includes one public meeting at 3 locations to be determined in consultation with the WCPM and Will County staff. The meetings will present the same material and will be conducted during the same week. The public meetings will be advertised in the Joliet Herald, and through newsletters and flyers developed and distributed by CDM Smith. The associated flyer will be promoted through the contact lists used during the LRTP Will Connects 2040 process. The meetings will be open house style and will include exhibit boards with information about the freight plan and include opportunities for the public to provide comment/input. Meeting locations will be secured by Will County. CDM Smith will provide 3 staff for each of the meetings.

Stakeholders in freight-related industries will be engaged through the WCFAC and the Will County Center for Economic Development. There will be interim reports prepared and presented to the WCFAC and Will County to keep them apprised of progress and to solicit input at critical stages in the planning process.

Website

Will County may establish a CFFMP webpage, reached through the Will County website. CDM Smith will provide content for the website. This includes information about the CFFMP, the overall process, a short PowerPoint presentation about the purpose of the Plan, an on-line survey, and ultimately the draft and final versions of the *Will County CFFMP*.

Survey

The purpose of the on-line survey will be to qualitatively assess Will County citizen's thoughts about freight issues. CDM Smith will compile and review public comments from the survey in the stakeholder involvement portion of the CFFMP. CDM Smith will develop the survey in collaboration with Will County.

CDM Smith will publicize the survey through our contact database developed through the LRTP and will develop a press release announcing the CFFMP and its webpage and soliciting citizens to visit the page and fill out the survey. It is recommended that Will County distribute the press release and encourage by letter various public agencies such as local municipalities, economic development groups, chambers of commerce, et al., to respond to the survey or otherwise provide comments on the plan. CDM Smith will develop a draft of the letter to the public agencies.

Freight Stakeholder Interviews

CDM Smith will conduct up to thirty (30) freight stakeholder interviews, either in-person or via telephone to acquire in-depth information. Stakeholders could include Carrier Associations, shipper associations, major shippers, etc.

Truck Driver Engagement

CDM Smith will develop a truck driver engagement process to capture freight system issues from the driver's perspective. Maps and instructions will be developed for drivers to identify operational and issues and problems in Will County's freight system. The setting for driver engagement will be in the carrier's common use or breakroom areas. The WCPM will assist CDM Smith in coordinating and seeking carrier approval for driver engagement.

Deliverables:

- *Factsheet: Freight profile brochure*
- *Three (3) regional freight forums, including logistics, promotion, content and summaries*
- *Opportunistic meetings, i.e. carrier associations*
- *On-line survey*
- *Stakeholder information in CFFMP*

Task 3: Define and enhance the current state Will County Multimodal Freight Profile.

Task 3.1: Develop Current State understanding for freight mobility that will include legislative, regulatory and policies affecting the mobility of freight and livability in Will County. The components of this Chapter should include:

a) Defining the Current State Will County Multimodal Freight Profile. Understanding how goods and commodities are moved into, out of, and through Will County today sheds light on transportation network fluidity and infrastructure issues that could be impediments to the reliable and cost-efficient movement of freight today and in the future.

b) Develop the Will County multimodal freight profile as it currently exists. The vendor will review and report previous work efforts that define modal freight movements in Will County including highway, rail, river, canals, intermodal and air cargo/parcel. As part of this analysis, existing plans will be reviewed including but not limited to:

- Will County Connects 2040
- Will County Transportation Blueprint, 2016
- Will County Inland Port Study, 2010
- Will County Inland Port Infrastructure Analysis, 2012
- South Suburban Freight Study, June 2008
- Illinois Statewide Freight Mobility Plan, December 2012
- Illinois State Rail Plan, 2012
- Will County Traffic Management Plan
- Various CMAP Long Range and Freight Plans

c) Conduct up to two (2) focus group discussions, up to thirty (30) in-depth interviews and up to 120 surveys with shippers, haulers, 3PLs, manufacturers, distributors and other key stakeholders in consultation with Will County, the Will County Freight Advisory Committee and the study steering committee. Additional interviews and surveys may be requested. Based on the information gathered, provide an analysis of the users of the Will County multimodal freight system and the demands currently placed on each freight modal element. System performance issues that are critical from users' perspective should be identified, cataloged and reported in the Current State Chapter. The focus groups will be used to help define data sets regarding the movement of freight within the County, key workforce mobility needs, and measures of access for freight that will enhance development connected with freight. These data sets/measures will then be collected through the in-depth interviews and surveys, with the surveys being designed in a repeatable manner to allow for the ability to collect similar comparison data in the future. This will provide the county with a comparable and updatable current data set for freight movement in the county that can be used as part of making the case for future regional, state, and national investment and future performance measures.

d) Based on the discussions, interviews and shippers in Task C above as well as data analysis, identify the County's major industries and their uses and needs of the County's multimodal freight transportation network. This will also identify the industries that most significantly drive demand for freight transportation both now and in the future as well as their impact on the County's economy, logistics practices, supply chain and relationship to critical multimodal infrastructure elements. In order to better understand and profile the existing freight system and better estimate the needs related to the effects of future trade, land use, and economic changes within the Chicago region and Will County, the consultant will complete a trade analysis white paper based on the stakeholder interviews and other available data and reports. This white paper will serve as the basis for a ½ day scenario planning workshop conducted with members of the WCFAC to identify potential future opportunities for trade and economic growth in the region, and its effect on freight needs and forecasts.

e) Identify key elements of shipper supply chains and the issues shippers encounter when moving raw materials and components to manufacturing and processing facilities and finished goods to markets. The consultant will coordinate with the WCFAC, Will County Center for Economic Development, and use national economic data sources/IMPLAN multipliers to identify the key freight dependent industries in the region. We will identify and analyze supply chains for key county industries, including elements of raw materials delivery, agricultural products, and the manufacturing sector. Supply chain analysis graphics will be constructed for all of the key industries, along with a GIS-based analysis and mapping of key links, transfer points, and characteristics. This will include developing a clear understanding of what goods are moving through the inland port and where they are going so there can be a full understanding of its competitive position and potential future opportunities.

f) Identify and map geographic freight activity centers in the County using a data driven methodology. The consultant will use a heat map approach to showing clusters of freight activities as well as key corridors with high levels of freight activity.

g) Define, identify and map freight corridors including first and last mile connectors that connect the freight activity centers to the freight transportation system based on the results of the stakeholders focus group discussions, in-depth interviews and surveys. This should include an analysis of regional freight movements, patterns, origins and destinations.

h) Develop recommendations for corridors, including first and last mile connectors, for MPO and State consideration as Critical Urban Freight Corridors as defined in the Fixing America's Surface Transportation (FAST) Act and FHWA guidance documents.

i) Prepare an analysis of the regional freight infrastructure including freight corridors, first and last mile connectors and terminal areas, using existing data and new data developed from stakeholder engagement. Based on this analysis and additional quantitative and qualitative methods, the vendor will identify, develop and prepare a freight needs analysis

that includes current freight facility deficiencies and infrastructure gaps. The freight needs analysis must complement and support potential P3 financing and federal /State funding opportunities, such as programs available through the FAST Act.

j) Identify and develop a comparison of Will County to peer regions using employment, population, freight based measures, and other vital data. The consultant will recommend to the County between three to five peer regions and create a profile for each in comparison to Will County.

k) Catalog all local jurisdiction land use maps, analyze the maps using current market data and determine impacts of freight on existing land use. ESRI GIS business and environmental data, transportation facilities, and other establishment data will be used in conjunction with local land use maps and plans to create an overall GIS database to determine the potential impacts of freight on existing and future land uses as well as nodes/clusters of freight activity. The consultant will then facilitate an informational session open to the 39+- jurisdictions across Will County. Topics may include: land use, environmental effects of freight and potential mitigation, multimodal workforce transportation, future development connected with freight activities, and community mitigation effects. Based on the outcomes of the information session and the combined land use data, the consultant will work with the WCFAC to identify up to 8 target clusters of freight and industrial activity within the county for further in-depth study. For these 8 target clusters, this will include development of a land use to workforce predictive analysis of current and future workforce mobility needs and freight movements.

- Existing work and freight trips assessment from available public and private data sources
 - Trips by mode
 - Work flows
 - Major Trip Generators/Major Employers within the clusters
 - Actual/projected number of employees
 - Types of jobs, skill basis, wage basis
 - Current travel to work modes
- Land use inventory of industrial types and proposed future industrial areas within these clusters.
- Market test the planned industrial areas within these clusters to determine potential absorption times, and validity of areas by industrial use type.
- Develop employment and workforce predictions for various industrial land use types within these clusters. (Logistics, light assembly, manufacturing, etc.)
- Develop trip generation projections for both workforce and freight trips based on market tested future land use scenarios
- Use this information to help determine freight needs to be addressed in Task 4.

l) Conduct an economic impact study to describe the economic benefits derived from the freight based economy to the general public who share transportation assets. The consultant will identify Freight-supported movements by tracing the directional

movement of freight values by commodity type by mode through commodity-industry economic interrelationships. This data will be collected as part of the freight profiles/Freight Atlas development. Translation of freight values by commodity into economic impacts will be completed using some of the same IMPLAN-supported algorithms used in the supply chain analysis.

m) Will County Freight Atlas: As a summary report and to enhance communication of the results, the consultant will produce a Will County Freight Atlas, containing approximately 25 maps and exhibits, which will summarize/incorporate all of the maps, graphics, and analysis from the subtasks listed above, and use ESRI story-mapping to annotate and lead readers through an understanding of existing and forecasted freight-related conditions in the region. The consultant will provide paper and on-line, web-based versions.

The layers/annotated maps in the Freight Atlas will include:

- Freight facilities by mode including intermodal yards and parking as appropriate. Data on route restrictions, hazardous materials routes, weight/size limitations, low clearance bridges, grade crossings, and other potential freight movement constraints will be included.
- Major freight dependent land uses and manufacturing facilities with discussion of their impact on freight.
- Identified freight bottlenecks from a congestion and safety standpoint.
- Graphics illustrating the performance of the freight system by the various modes including intermodal points and performance measures.
- Key freight corridors including first and last mile connectors, patterns of freight flows, and major origin and destination points within and external to the county.
- Recommended corridors to designate as Critical Urban Freight corridors, based on condition, performance measures, freight flows, bottlenecks, and other criteria identified with the WCFAC.
- Graphics and maps illustrating the top freight needs and gaps by mode, based on data discussed above, survey and interview results, and performance metrics.
- Graphics and maps that place Will County in context with other geographic markets and articulate the relevance of Will County's global trade and logistics industry to national and international trade.

The Will County Freight Atlas will provide the anchor material for Chapter 1 of the plan. In addition, we will include a funding toolbox which links the particular freight needs and gaps to potential Federal, State, Local and private/P3 funding sources. The funding toolbox will serve as the basis for a final funding implementation plan once future freight projects are identified and refined in the subsequent chapters and phases in the plan. Chapter 1 will also include graphics and data illustrating the results of the economic study to derive the benefits of freight and freight-based economy to the general public and the overall Will County and regional economies. This information will be presented

in ways that can be related to the everyday lives and quality of life of Will County citizens including jobs, availability of goods, and costs of living related to freight.

n) Summarize the information above including the Will County Freight Atlas to create a description of a Distinctive National Identity for Will County through a series of up to four fact sheets that will be used with local, regional, state, and federal stakeholders. These will show the regional and national significance of Will County through data. The local fact sheet will help build support for action through discussion of community, land use, and environmental issues as well as the importance and benefits of freight locally. The other fact sheets will focus on Will County's role and significance in the regional, state, and national/global economies.

Task 3.2: The Vendor will contribute data from items above as input for the Technology provider's web-based freight route map that will include any route restrictions, weight/size limitations, closed grade crossings and geometric challenges.

Task 3.3: Bottleneck and Hotspot Analysis

CDM Smith shall analyze existing and future potential truck, waterway and rail freight "bottlenecks" or system deficiencies that affect freight movement in the County. This analysis shall include, but not limited to: operational impediments, system "hot spots" or recurring congestions, substandard infrastructure that does not meet effective and efficient freight movement needs, inadequate level of service, lack of or poor access to freight facilities, and gaps in the statewide freight network.

As part of this analysis, CDM Smith shall conduct identification and analysis of freight movement safety "hot spots" or locations with high truck or rail related crashes throughout the County. CDM Smith will develop a list of criteria that can be used to rank "hot spots". A cross-section of up to 5 highly ranked 'hot spots' will be selected for further study to identify potential crash remediation strategies. This further study will be limited to the use of the following kinds of readily available information in electronic format: (1) aerial mapping; (2) vehicle type mix; (3) estimated level of congestion; (4) posted speed limit; (5) type of traffic control; (6) qualitative assessment of topography, (7) lane geometry and critical distances between conflict points; and, (8) qualitative assessment of sight distances as to the potential conditions that contribute to truck or rail related crashes. In developing the list of sites for further study, specific focus will be given to roadways with a significant presence of truck traffic as well as to rail-roadway at-grade crossings throughout Will County.

Deliverables:

- *Chapter 1: Draft & Final*

- *Bottleneck and Hotspot analysis*
- *Materials and results from stakeholder focus groups, interviews, and surveys*
- *Peer Market Comparison*
- *Will County Freight Atlas*
- *Will County Freight Fact Sheets (four)*

Task 4: Develop a future state Will County Freight Profile across all modes.

Task 4.1: Develop a Strategic Plan for freight mobility that will include legislative, regulatory and policy recommendations to improve the mobility of freight and enhance livability in Will County. The components of the Community Friendly Freight Mobility Strategic Plan should include:

- a) A guiding vision for Will County’s freight oriented development and economy developed in consultation with Will County and the Will County Freight Advisory Committee;
- b) An action plan that can be implemented to achieve the guiding vision;
- c) An analysis of future freight mobility conditions and trends that identifies issues and recommends strategies to strengthen the system, improve freight fluidity and community livability and mitigate concerns.
- d) A formal inventory of the freight multimodal needs, deficiencies, opportunities that reflect stakeholder input and data analysis conducted as part of Task 3.
- e) Recommendations to improve the contribution of the freight transportation system to economic efficiency, productivity, and competitiveness of the region based on stakeholder and public input.
- f) Recommendations to improve freight safety and security.
- g) Recommendations to reduce negative environmental and community impacts of freight movement.

Task 4.2: Identify multimodal infrastructure improvement projects critical to regional and national freight mobility based on the needs analysis in Chapter 1. Develop a data-driven methodology for prioritizing and scheduling identified infrastructure improvement projects in consultation with the Steering Committee and the WCFAC. The prioritization methodology will incorporate measures consistent with smart growth principles and should address community livability needs. Prepare a funding and financing matrix that includes options for completing each identified project. At a minimum this includes:

- a) Identifying freight projects that can reasonably be funded and will offer improved freight connectivity and access throughout the region.

b) Identifying Public Sector funding and financing sources (Federal, State), innovative project funding/financing opportunities and potential public private partnerships.

c) Promoting consistency and continuity between freight transportation investments, evaluating long term impacts to prevent conflicts and mitigate the risk of unintended consequences/impacts.

d) Consideration should be given to railway-highway grade separations, grade crossing consolidation/closures, improvements to interchanges, truck parking facilities, improvements to freight intermodal connectors, relocation/consolidation of ports of entry, and improvements to truck bottlenecks. Non-infrastructure intensive projects including Intelligent Transportation System (ITS) and other operational strategies, harmonization of local freight related regulations/ordinances, and policies related to freight standards, land use and zoning, key corridors, and economic development initiatives will also be considered and discussed.

Task 4.3: Develop a turn-key multi-year multimodal Freight Infrastructure Improvement Program (FIIP) consisting of approximately 50 projects and 20 program recommendations. Projects will include various system owners including, IDOT, Will County, the Illinois Tollway and Will County municipalities. The FIIP will include a 1 year, 5 year and 10 year program. The program will include:

- a) Early screening of approximately 5 freight projects suggested by the WCFAC. Apply the following:
 - o Status in project development – environmental, design?
 - o Status within regional plans and ability to satisfy CMAP criteria
 - o Ability to address the following factors:
 - Likelihood of higher benefit-costs from both Will County and National standpoint
 - Addresses safety issue
 - Includes multimodal components or can be combined to create multimodal components
 - Addresses Ladders of Opportunity for communities needed economic benefits and access to job opportunities
 - Compelling link to Will County economic development story
- The results of this subtask will be used for Task 8.

b) Quick action freight projects/policies that can immediately improve freight movement.

c) A project/program ranking mechanism across freight and transit infrastructure, workforce, land use, and community to inform funding decisions based on the tool described in Task 4.2. This will include a portfolio management framework that will propose a methodology for plan updates, a process for adding, changing or deleting projects and a methodology for measuring and reporting performance. The background behind this ranking mechanism will be a GIS-based set of filter criteria connected with a

spreadsheet ranking matrix. The consultant will work with WCFAC and client to select measures of effectiveness based on goals, objectives and performance measures developed in other tasks and the stakeholder developed data sets that have been developed in Task 3.1.C. Criteria for project inclusion and prioritization will include: safety, mobility, infrastructure condition, environmental impact/sustainability, resiliency and redundancy, security, equity and impact on and opportunity for environmental justice communities, economic/economic development impacts.

d) Develop a requirements management plan that defines requirements for project inclusion and a data driven approach to updating project requirements.

e) Identify and make suggestions on innovative technologies and operational strategies, including intelligent transportation systems (ITS), that improve the safety and efficiency of freight movement in Will County.

f) Identify and make suggestions on solutions that separate day-to-day commuting traffic from freight movements including an evaluation of truck only lanes.

g) Identify and make suggestions to isolate freight movements from school zones, residential areas, parks and commercial/retail activity.

Task 4.4: Contribute data from 1, 2, and 3 above as input for the Technology provider's web based map that will provide an interactive interface into projects, performance measures and other relevant project data.

Deliverables:

*Chapter 2: Draft & Final
Project prioritization methodology
Early project screening list
Action Plan: 1, 5, and 10-year program*

Task 5: Develop a performance measures methodology that will be used to analyze the freight network, identify and prioritize infrastructure improvement projects and policies to enhance freight mobility.

Task 5.1: Preparation of Goals and Measures

CDM Smith shall develop a set of draft goals, objectives and performance measures for the freight plan, which will provide a firm foundation for the plan's direction and a basis for evaluating recommendations and implementing the plan. The goals and measures will be informed heavily by previous tasks and other Will County initiatives, including previous freight studies. CDM Smith shall coordinate with the WCPM and appropriate Will County staff in developing the goals and measures.

Community friendly performance measures will be developed in conjunction with freight performance measures for use in project and policy identification, prioritization and reporting. Performance measures must be consistent with federal rules and Notice of Proposed rulemakings to ensure consistency with federal requirements. CDM Smith will collaborate with Will County and the WCFAC in the development of performance measures to be used to update the FIIP, report on system performance and measure effectiveness of the CFFMP.

To develop the measures, CDM Smith will coordinate with Will County to review existing performance measurement capabilities/resources as well as conduct national best practice research to identify candidate freight performance measures for incorporation in the CFFMP.

The goals and performance measures will guide freight-related transportation investment decisions of Will County. Each goal will include at least one measure of condition performance that indicates how well the freight transportation system is doing in achieving that goal. Measures will be developed that demonstrate both the condition of the freight transportation infrastructure and the performance of the transportation system. Potential measures to be analyzed include identification of:

- Bottlenecks that cause delay and unreliability in freight movements
- Specific locations in poor state of repair
- Areas that create safety hazards
- Areas that create other performance problems

Task 5.2: Finalize Goals, Objectives and Performance Measures

CDM Smith will prepare a final set of strategic freight goals and performance measures that incorporates the feedback received from workshops and from WCPM, CED, WCFAC, and County staff including identifying the strategic goals most important to the County. These goals will be consistent with the goals of the draft National Freight Strategic Plan, State Freight planning (where appropriate), CMAP Freight Planning (where appropriate) and the Will County Long Range Transportation Plan, Will Connects 2040. The final goals and measures will then be submitted to the County for acceptance. The goals, objectives and performance measures adopted, will serve to guide decision-making.

Deliverables:

- *Chapter 3: Draft & Final*
- *Freight Goals, Objectives and Performance Measures*

Task 6: Develop a Freight Oriented Workforce Development Plan

Task 6.1 Conduct initial workforce development task meeting with WCFAC Steering Committee, key staff and board members of the Will County Workforce Investment Board, Joliet Junior College, representatives from secondary education, and other education and training stakeholders identified by Will County. This meeting will provide information on existing workforce programs and any planned training initiatives for the transportation, distribution and logistics (TDL) sector. Information from this meeting and follow-up with meeting representatives will be used to prepare an inventory of existing TDL workforce training programs in Will County.

Task 6.2 Identify workforce needs. Workforce occupations should include managerial, technical, laborers, and other TDL employees. Analyze current TDL workforce demographic based on available data and information from businesses, steering committee, educators, and data sets provided by the Workforce Investment Board local, regional and state resources. Data captured will include a labor supply profile (both full time & seasonal), occupations (today and in the future), and innovations impacting head counts (robots). To determine future workforce needs CDM Smith will facilitate an initial workforce development forum with Will County (WC) businesses to discuss their workforce needs, changes in industry requirements and regulations, and other opportunities and challenges. The forum will include discussions of workforce pain points, available vacancy data, and anticipated workforce and training impacts resulting from the deployment of technology innovations. In addition to the forum, CDM will conduct up to thirty (30) interviews with the largest freight dependent businesses in Will County and up to 10 interview with smaller freight dependent businesses to identify future needs. CDM Smith may also deploy a workforce survey to TDL businesses to assess future needs, workforce pain points, and impacts of technology on workforce and training issues using available mailing lists or working through CED.

Task 6.3 Identify gaps in current workforce development programs
CDM Smith will identify gaps in existing workforce development program based on information secured in previous tasks. CDM Smith will also conduct a national review of “best practices” in TDL workforce development and training programs, and prepare a briefing paper outlining these programs along with contact information. In the review of national “best practices” within TDL workforce programs CDM Smith will specifically research successful workforce recruitment programs and strategies to develop a more robust workforce pipeline and will include these programs in the briefing paper. CDM Smith will facilitate a second workforce development forum with WC businesses and educators to discuss the identified gaps and future workforce needs, innovative training delivery options, “best practices” in the industry, and approaches to workforce retention and recruitment.

CDM Smith will conduct a final meeting with WCFAC Steering Committee, educational representatives, CED representatives, and others to review research findings, identified workforce needs, and discuss a “roll-out” strategy for bringing priority pipeline development and training programs on line to meet the needs of the TDL industry sector in Will County.

Based on the discussion from this meeting, CDM Smith will recommend performance metrics that can be updated regularly to measure the performance and progress of the Freight Workforce Development Plan. CDM Smith will convene a meeting with HR representatives from a range of TDL firms (large, medium, and smaller firms; logistics and warehousing firms; etc.). The purpose of the meeting is to discuss strategies to secure information on open jobs as early as possible; to improve communication with TDL employers regarding open jobs and related workforce and training issues; and the best strategy to share open job information. Based on the feedback from this meeting CDM Smith will develop a job vacancy survey form that can continue to be used in the future.

Deliverables:

- *Chapter 4: Draft & Final*

Task 7: Freight Plan Deliverables

Task 7.1: Draft Community Friendly Freight Mobility Plan and Executive Summary

CDM Smith shall prepare a draft freight mobility plan and executive summary based on the deliverables produced from Tasks 1 through 6. This scope anticipates one round of review of the draft plan from Will County.

Task 7.2: Final Freight Plan and Executive Summary

CDM Smith shall prepare a final plan and executive summary based on all the deliverables produced from Tasks 1 through 6, review comments from Will County, and responses from public/stakeholder input. The final plan shall be produced in color, hard bound copies, and electronic copies. The executive summary shall be produced in a color brochure format.

Deliverables:

- *Bulleted Outline and Final Project List*
- *Draft and Final Community Friendly Freight Mobility Plan*
- *Draft and Final Executive Summary*

Task 8: Identify Project(s) for Grant Application(s) and Development of Grant Application(s)

Task 8.1: Identify and analyze freight projects. Early identification of freight projects from Task 4.3 a) will provide the basis for this task.

CDM Smith will review priority freight projects with Will County and will provide the client with a list of evaluation factors for FAST LANE grants based on the round 1 RFP and review of funded applications in the initial funding cycle. Will County will select the top three projects for FAST LANE funding consideration and provide CDM Smith with available data, analysis, environmental, design, and other available information. Based on the project information provided CDM Smith will provide additional feedback to Will County to help the county select the primary and a secondary FAST LANE project. CDM Smith will advise the county on additional project data, analysis, environmental, design, and other information gaps that may exist.

Task 8.2: Grant application development

CDM Smith will provide project coordination with Will County to facilitate meetings and application completion. CDM Smith will provide Will County with a data request for available data related to traffic, multimodal issues, accident data, and other data for the selected project area. Will County will assist CDM Smith in securing potentially beneficial planning documents and reports, engineering reports, and other studies and documentation to support the preparation of the FAST LANE application.

CDM Smith will prepare a benefit cost analysis in accordance with the USDOT guidance provided in the BCA FAST LANE NOFO and the BCA FAST LANE webinar. CDM Smith will prepare a tech memo/report in accordance with the FAST LANE NOFO and appropriate appendix materials for the BCA.

Will County will provide mapping of the proposed project area, map of the proposed project within Will County, and maps that help to demonstrate the project need. CDM Smith will develop a letter of support template and provide recommendations regarding primary targets for support letters for Will County. The county will secure appropriate letters of support.

A schedule will be developed to allow for timely completion and submission of the grant application, the schedule will be submitted to Will County for review, comment and final approval. As sections of the draft application are prepared, CDM Smith will submit these electronically to the designated Will County reviewer. CDM Smith will provide the designated Will County reviewer with a final draft of the application. After the final client review CDM will make final revisions, complete the formatting of the application and provide an electronic FAST LANE application to Will County for submission as described in the grant application.

Will County should determine that all credentials and requirements to enable Will County to submit this application have been satisfied in advance such as registration with Grant.gov. Will County will prepare the Standard Form 424, application for federal assistance form that must be submitted with the document, and a cover letter if required, CDM Smith can assist by providing draft text for the grant cover letter.

Appendices providing links to documents, studies, etc. were utilized in the previous FAST LANE process. CDM Smith will work with Will County early in the process to identify a means to provide links through the county's system to provide access to USDOT to these documents.

Deliverables:

Develop one (1) grant applications

Optional: develop a second grant application