



## MEMORANDUM

**TO:** Mayor Laurel L. Prussing and Members of City Council  
**FROM:** William R. Gray, Public Works Director  
**DATE:** March 9, 2017  
**RE:** Kickapoo Rail Trail – Trail Connectivity Study Intergovernmental Agreement

### **Introduction**

The Kickapoo Rail Trail (KRT) trail connectivity study is intended to evaluate the feasibility of providing a bicycle and pedestrian facility that connects the KRT at the University Avenue/Main Street Spur to Weaver Park on Main Street in Urbana. The primary purpose of the bicycle and pedestrian facility connection is to provide a safe, convenient, and functional transportation link for bicyclists and pedestrians who seek to access and utilize the KRT from Weaver Park, where existing bicycle and pedestrian facilities are available, to the location where the KRT will start/end at the University Avenue/Main Street spur. See map in the contract for technical planning services.

The study scope includes: project coordination, data collection and research, alternatives development and evaluation, and documentation. A steering committee composed of representatives of the City, Urbana Park District (UPD), Champaign County Forest Preserve District (CCFPD), IDOT, C-U MTD, and Champaign County Bikes will be established. There will be two public information meetings.

The UPD, CCFPD, and the City all have a strong interest in establishing connectivity to the current west terminus of the KRT at the Main Street spur just south of University Avenue (US 150/IL 130). Attached please find an Intergovernmental Agreement for the KRT Connectivity Study. The UPD is the lead agency and, therefore, will enter into a contract with the Champaign County Regional Planning Commission. The study cost is \$18,500. The City share is one-third of the study cost or \$6,165.

### **Financial Impact**

The City has provided its share of this study cost (\$6,165) in the FY2016/2017 Budget, Bike Lanes and Sidepaths (A09-1-0400-0557).

### **Recommendation**

It is recommended that a Resolution Approving an Intergovernmental Agreement between City of Urbana, Champaign County Forest Preserve District, and Urbana Park District Regarding Kickapoo Rail Trail (Agreement to study regarding connectivity of Kickapoo Rail Trail to Weaver Park and surrounding area) be approved.

RESOLUTION NO. 2017-03-015R

RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN  
CITY OF URBANA, CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT,  
AND URBANA PARK DISTRICT REGARDING KICKAPOO RAIL TRAIL

(Agreement to study regarding connectivity of  
Kickapoo Rail Trail to Weaver Park and surrounding area)

WHEREAS, the City of Urbana, Illinois (the "City") is a municipal corporation and a home-rule unit of local government pursuant to Article VII, Section of the Illinois Constitution of 1970; and

WHEREAS, the Urbana Park District (the "Park District") is a municipal corporation and a unit of local government; and

WHEREAS, the Champaign County Forest Preserve District ("Forest Preserve District") is a unit of local government; and

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* enables the City, the Park District and the Forest Preserved District to enter into agreements among and between themselves to provide for intergovernmental cooperation; and,

WHEREAS, the City, Park District and Forest Preserve District seek to enter into an Intergovernmental Agreement Providing for Cooperation in a Weaver Park and East Urbana Kickapoo Rail Trail Connectivity Study (the "Agreement"); and

WHEREAS, the City, the Park District and the Forest Preserve District have determined that it would be advantageous to connect the Kickapoo Rail Trail to Weaver Park in Urbana and the surrounding area; and

WHEREAS, the City, the Park District and the Forest Preserve District have determined that it would be mutually beneficial for them to share the cost of undertaking the feasibility and connectivity study regarding connecting the Kickapoo Rail Trail to Weaver Park and the surrounding area.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Urbana, Champaign County, Illinois, as follows:

Section 1.

The City's entering into an Intergovernmental Agreement Cooperation in a Weaver Park and East Urbana Kickapoo Rail Trail Connectivity Study in substantially the form provided for in the exhibit appended hereto and incorporated herein by reference shall be and the same is hereby authorized and approved.

Section 2.

The Mayor of the City of Urbana, Illinois, shall be and hereby is authorized to execute on behalf of the City of Urbana, Illinois and deliver to the City Clerk of the City of Urbana, Illinois, for attestation the said Agreement in substantially the form appended hereto as an exhibit and made a part hereof.

PASSED BY THE CITY COUNCIL this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

AYES:

NAYES:

ABSENT:

ABSTENTIONS:

\_\_\_\_\_  
Phyllis D. Clark, City Clerk

APPROVED BY THE MAYOR this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Laurel Lunt Prussing, Mayor



## CUUATS

CHAMPAIGN URBANA URBANIZED AREA  
TRANSPORTATION STUDY

1776 East Washington Street  
Urbana, IL 61802

Phone 217.328.3313

Fax 217.328.2426

[www.ccrpc.org](http://www.ccrpc.org)

## CONTRACT FOR TECHNICAL PLANNING SERVICES

THIS CONTRACT is entered into by and between the **Urbana Park District**, herein called the **District**, and the **Champaign County Regional Planning Commission**, herein called the **Commission**, as of the latest date of execution by either of the parties.

### WITNESSETH

**WHEREAS**, the District desires to engage the Commission to assist with the Weaver Park and East Urbana Kickapoo Rail Trail Connectivity Study, herein called the Study;

**NOW, THEREFORE**, the parties do mutually agree as follows:

1. **Employment of the Commission:** The District agrees to engage the Commission, and the Commission agrees to perform the services set forth in this Contract.
2. **Cooperation of the District:**
  - A. The District will make available at no cost to the Commission any relevant information and data in the possession of the District and will cooperate with the Commission in the course of the work specified. To that end, the District agrees to direct its employees, consultants and contractors to provide relevant data and documents in their possession to the Commission.
  - B. The District agrees to provide documents, data and other information in a timely manner as required for the Commission to perform the agreed services within the time period specified in Paragraph 6.
  - C. The District agrees to perform the tasks identified as its responsibility, in Attachment A, in a timely manner as required for the Commission to perform the agreed services within the time period specified in Paragraph 6.
  - D. With respect to meetings held as part of the Study, the District is responsible for ensuring compliance with the Illinois Open Meetings Act, Illinois Freedom of Information Act and other applicable laws. The Commission will act in a timely fashion to provide documents or information to the District that may be required for these purposes.

3. **Personnel:** The Commission represents that it has, or will secure at its own expense, all personnel required to perform the services set forth in this Contract.
4. **Scope of services:** The Scope of Services is set forth in Attachment A which is, hereby, made a part of this contract.
5. **Compensation:**
  - A. The District agrees to pay the Commission the sum, herein called the Contract Sum, of \$18,500 as full compensation for the services set forth in Attachment A.
  - B. The District will pay the Commission upon requisition for payment following performance of the services. The requisition will specify the services performed and represent that it conforms to the covenants, agreements, or stipulations of the Contract and, that under the Contract the Commission is entitled to receive the amount requisitioned.  
Payments are due and payable within 45 days of the requisition date.
6. **Period covered:** This Contract shall be effective on the latest date of execution of either party and ends upon completion of those tasks set forth in Attachment A, but in no case later than June 30, 2018, unless extended by mutual agreement of the parties.
7. **Termination of Contract for Cause:**
  - A. If the Commission fails to perform the services set forth in the Scope of Services, or otherwise violates any of the terms of this Contract, the District may terminate the Contract by giving a written notice of the cause for termination to the Commission at least five business days prior to the effective date of termination.
  - B. Upon termination pursuant to this Section, all finished or unfinished materials, including computer files, documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Commission pursuant to this Contract will become the sole and exclusive property of the District. The District will be responsible for paying the Commission for any costs, including personnel costs, incurred by the Commission in the performance of services pursuant to this Contract up to the date of termination.
8. **Termination of Contract for Convenience:**
  - A. This Contract may be terminated by either party at any time by written notice at least 30 days prior to termination.

- B. Upon termination pursuant to this Section, the Commission will notify the District in writing of the percentage of services that have been completed prior to termination, and the District will pay the same percentage of the Contract Sum to the Commission within 15 days of notification, deducting any prior payments made by the District to the Commission, and amounts objected to by the District in good faith.
  - C. If less than 60% of the services to be performed by the Commission pursuant to the Contract have been performed on the effective date of termination, the District will also be responsible for reimbursing the Commission for any reasonable out-of-pocket expenses incurred by the Commission that are directly attributable to the uncompleted services to be performed by the Commission pursuant to this Agreement.
  - D. In no event will the total amount due exceed the Contract Sum specified in Paragraph 5A.
9. **Changes:** Either party may, from time to time, request changes in the terms of this Contract including the Scope of Services included in Attachment A. Any changes to the Contract or the Scope of Services including any increase or decrease Contract Sum must be made by mutual agreement of the parties and must be incorporated in this Contract by written amendment.
10. **Findings Confidential:** The Commission may not make available to any individual or organization any reports, information, data, etc., produced under this Contract without prior approval of the District.

**IN WITNESS WHEREOF**, the parties have caused this Contract to be executed by its officers as of the date indicated by the signatures of the respective parties.

BY: \_\_\_\_\_  
 President  
 Urbana Park District

BY: \_\_\_\_\_  
 Chief Executive Officer,  
 Champaign County Regional Planning Commission

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

ATTACHMENT A: SCOPE OF SERVICES



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## Weaver Park and East Urbana Kickapoo Rail Trail Connectivity Study Scope of Work

The following Scope describes the work that will be completed to evaluate the feasibility of providing a bicycle and pedestrian facility that connects the Kickapoo Rail Trail (KRT) at the University Avenue/Main Street Spur to Weaver Park on Main Street in Urbana. The primary purpose of the bicycle and pedestrian facility connection is to provide a safe, convenient, and functional transportation link for bicyclists and pedestrians who seek to access and utilize the KRT from Weaver Park where existing bicycle and pedestrian facilities are available to the location where the KRT will start/end at the University Avenue/Main Street spur.

Under this Scope, the Champaign County Regional Planning Commission (CCRPC) staff will work with an Advisory Committee to develop and assess the feasibility of various alternatives that will satisfy the stated purpose of the bicycle and pedestrian facility. The approximate study area is illustrated in attached Figure 1.

The Scope is organized into the following tasks:

- Task 1: Project Coordination
- Task 2: Data Collection and Research
- Task 3: Alternatives Development and Evaluation
- Task 4: Documentation

### **Task 1: Project Coordination**

#### *Objective*

This task defines the study development and stakeholder/community involvement process.

#### *Coordination Meetings*

CCRPC staff will meet with other involved agencies (the Urbana Park District (UPD), the City of Urbana (City), the Champaign County Forest Preserve District (CCFPD)) as needed to coordinate progress; discuss documentation requirements; resolve potential issues; review study products; etc. UPD will be recognized as the lead/contracting agency pursuant to an Intergovernmental Agreement between UPD, City, and CCFPD.



### *Steering Committee Meetings*

A Steering Committee (SC) will be established and will be actively involved in the development of the study and its products. The SC will be composed of stakeholders and representatives from City, UPD, CCFPD, Illinois Department of Transportation (IDOT), CU-MTD, and Champaign County Bikes (CCB). It is anticipated that three SC meetings (or more, as required) will be conducted at key study milestones:

- Study Kick-off: The objective of this meeting will be to present and discuss the study scope, objectives, schedule, and conceptual design parameters.
- Development of Preliminary Alternatives: The objective of this meeting will be to present and discuss the feasibility of preliminary alternatives developed under Task 3; and to select one or more alternatives for in depth evaluation.
- Evaluation of Alternatives: The objective of this meeting will be to present and discuss the in-depth evaluation of alternatives and to select a preferred alternative for presentation in the final report.

### *Public Information Meetings*

A Public Information Meeting will be conducted during Task 2 to ask the general public about different routes that it would be important to be considered for evaluation as well as problems and opportunities regarding those possible routes. The meeting may include an “open house” period, a technical presentation, and a formal question and answer period.

A second Public Information Meeting will be conducted during Task 3 to provide the public an opportunity to learn about, openly discuss, and provide input on the study findings and alternatives development. The meeting may include an “open house” period, a technical presentation, and a formal question and answer period.

Notwithstanding anything else set forth in this Scope, the SC shall be advisory only, and shall have no formal authority with respect to the study and/or its products, which shall be conducted and prepared by CCRPC in primary consultation with UPD as lead/contracting agency.

## **Task 2: Data Collection and Research**

### *Objective*

This task includes collection, compilation, review, and documentation of existing information that will be used in the development and assessment of alternatives under Task 3.

### *Existing Multimodal Accommodations and Services*

This task includes researching, evaluating, and documenting the location and condition of existing pedestrian, bicycle, and public transit accommodations and services in the study area including, but not limited to: sidewalks; pedestrian crossings; existing and available paved shoulder widths; signed bike routes; and CU-MTD bus routes and bus stops. Traffic counts including (bicycle and pedestrians) and

observation of bicycle and pedestrian activity and travel patterns will also be considered. This information will be used to identify possible routes and potential multimodal improvements associated with the bicycle and pedestrian connections to the local roadway networks in the City of Urbana.

#### *Plans, Reports, and Studies*

This task includes reviewing available plans, reports, and studies that outline recommendations and strategies or define projects associated with improving the local, regional, and state network of pedestrian, bicycle, and public transit facilities in the study area. Relevant documents could include: plans for the IL130 sidepath project; Urbana Bicycle Master Plan; Urbana Park District Trails Plan; 2014 Illinois State Bike Plan; among others.

#### *Digital GIS Data*

The Champaign County GIS Consortium 2014 GIS data layers of the study area will be used as the primary base mapping for study documents and alternatives development. The GIS data will be used to illustrate environmental resources (wetlands/wetland soils, waterbodies, floodplains, open space); topographical features and constraints; two-foot contours; approximate rights-of-way; and approximate property lines and property information, among other relevant items.

#### *Site Visits*

Site visits will be conducted as required to review existing site conditions; verify GIS and mapping information; identify physical constraints; explore feasible alternatives; assess potential impacts; and assess constructability issues, among other tasks.

### **Task 3: Alternatives Development and Evaluation**

#### *Objective*

This task provides for the identification, development, and evaluation of alternative bicycle and pedestrian connections. This task also provides for the evaluation and selection of a preferred alternative. It is assumed that the future bicycle and pedestrian connection can be designed as a shared-use path, bicycle lanes or a combination of different facility types.

#### *Conceptual Design Parameters*

This task includes developing conceptual design parameters for review and concurrence by the SC prior to the development of preliminary alternatives. The design parameters will define minimum and desirable design for the bicycle and pedestrian connection based on the latest FHWA and IDOT design guidelines for bicycle and pedestrian facilities.

#### *Preliminary Alternatives Development and Assessment*

This task includes developing conceptual-level plan sketches and sections to illustrate potential alignments and configurations for alternative bicycle and pedestrian connections. This task also includes assessing and documenting the potential benefits, challenges, relative costs, and relative environmental

and property impacts of the preliminary alternatives for consideration by the SC. Based on this information, the SC will select one or more favorable alternatives for in-depth evaluation and refinement.

#### *Alternatives Refinement and Preferred Alternative Selection*

This task includes refining the plans for one or more favorable alternatives and completing an in-depth evaluation of the approximate costs and impacts associated with each. This effort will include detailing recommendations for local roadway improvements, as required, to provide safe access at the KRT. Approximate costs will be developed in accordance with IDOT's latest Conceptual Cost Estimating Guidelines. Approximate impacts to environmental resources and private properties will be quantified.

Concept-level plans and graphics and tabular summaries will be developed to describe the benefits and challenges for the refined alternatives. This information will be presented to the SC for consideration. It is assumed that the SC will identify a preferred alternative based on this information.

#### **Task 4: Documentation**

##### *Objective*

This task provides for a draft and final report that will document the study process and the development and identification of a preferred alternative.

##### *Draft Report*

This task includes developing a draft report for review and comment by the SC. The draft report will document the study process; identify and describe details of the preferred alternative.

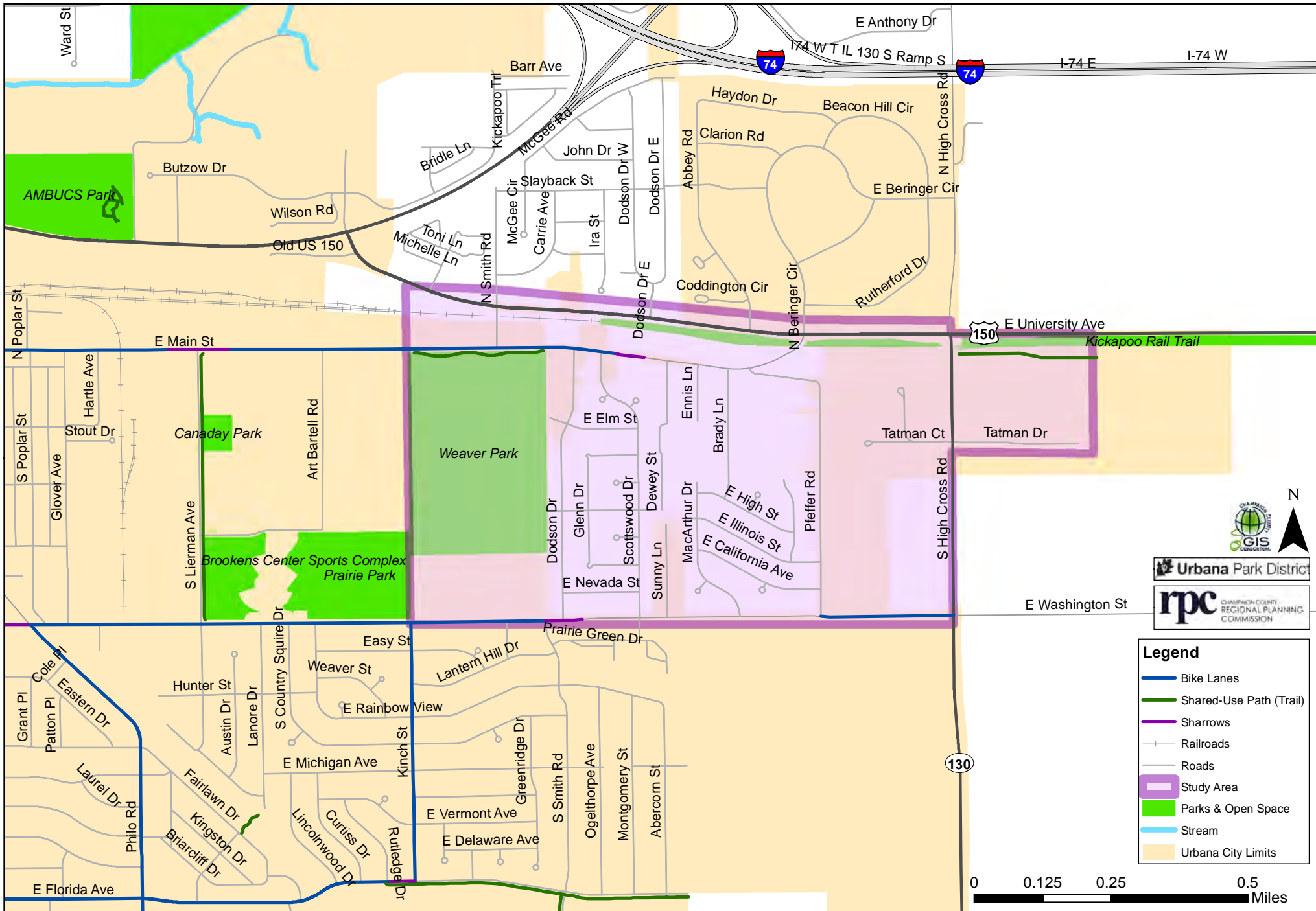
##### *Final Report*

This task includes developing a final report that addresses comments received on the draft report.

#### **Cost**

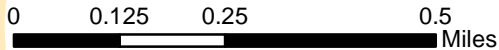
The cost of completing the tasks listed above shall not exceed \$18,500 unless mutually agreed by CCRPC and UPD as lead/contracting agency.

# Weaver Park & East Urbana Kickapoo Rail Trail Connectivity Study Area Map



**Legend**

- Bike Lanes
- Shared-Use Path (Trail)
- Sharrows
- Railroads
- Roads
- Study Area
- Parks & Open Space
- Stream
- Urbana City Limits



**Urbana Park District**  
**rpc** QUAMOND COUNTY REGIONAL PLANNING COMMISSION

### Estimated Budget Per Task

|                                   | Task                                 | Total Hours | Cost               | Percentages |
|-----------------------------------|--------------------------------------|-------------|--------------------|-------------|
| 1                                 | Creation of Steering Committee       | 5           | \$ 511.18          | 1.60%       |
| 2                                 | Steering Committee Meeting #1        | 9           | \$ 867.34          | 2.88%       |
| 3                                 | Documents Review                     | 9           | \$ 448.56          | 2.88%       |
| 4                                 | Data Collection                      | 29          | \$ 811.06          | 9.29%       |
| 5                                 | Data Analysis                        | 33          | \$ 2,097.47        | 10.58%      |
| 6                                 | Public Meeting #1                    | 24          | \$ 1,314.65        | 7.69%       |
| 7                                 | Steering Committee Meeting #2        | 14          | \$ 957.97          | 4.49%       |
| 8                                 | Develop Conceptual Design Parameters | 22          | \$ 1,382.57        | 7.05%       |
| 9                                 | Develop Preliminary Alternatives     | 43          | \$ 2,187.81        | 13.78%      |
| 10                                | Public Meeting #2                    | 24          | \$ 1,314.65        | 7.69%       |
| 11                                | Steering Committee #3                | 14          | \$ 957.97          | 4.49%       |
| 12                                | Preferred Alternatives Selection     | 27          | \$ 1,473.20        | 8.65%       |
| 13                                | Develop Draft Report                 | 40          | \$ 1,973.92        | 12.82%      |
| 14                                | Complete Final Report                | 19          | \$ 1,048.59        | 6.09%       |
| <b>Total Hours</b>                |                                      | 312         |                    |             |
| <b>Total Personnel Cost</b>       |                                      |             | \$ 17,346.94       |             |
| <b>Percentages</b>                |                                      |             | 100.00%            | 100.00%     |
| <b>Commodities &amp; Services</b> |                                      |             |                    |             |
|                                   | Printing for public meetings         |             | \$150.00           |             |
|                                   | Equipment                            |             | \$500.00           |             |
|                                   | Advertisement                        |             | \$500.00           |             |
| <b>Total</b>                      |                                      |             | <b>\$1,150.00</b>  |             |
| <b>Total Project Cost</b>         |                                      |             | <b>\$18,496.94</b> |             |

### Timeline

| Task                                   | March | April | May | June | July | August | September | October | November | December |
|--|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|
| 1 Creation of Steering Committee       |       |       |     |      |      |        |           |         |          |          |
| 2 Steering Committee Meeting #1        |       |       |     |      |      |        |           |         |          |          |
| 3 Documents Review                     |       |       |     |      |      |        |           |         |          |          |
| 4 Data Collection                      |       |       |     |      |      |        |           |         |          |          |
| 5 Data Analysis                        |       |       |     |      |      |        |           |         |          |          |
| 6 Public Meeting #1                    |       |       |     |      |      |        |           |         |          |          |
| 7 Steering Committee Meeting #2        |       |       |     |      |      |        |           |         |          |          |
| 8 Develop Conceptual Design Parameters |       |       |     |      |      |        |           |         |          |          |
| 9 Develop Preliminary Alternatives     |       |       |     |      |      |        |           |         |          |          |
| 10 Public Meeting #2                   |       |       |     |      |      |        |           |         |          |          |
| 11 Steering Committee #3               |       |       |     |      |      |        |           |         |          |          |
| 12 Preferred Alternatives Selection    |       |       |     |      |      |        |           |         |          |          |
| 13 Develop Draft Report                |       |       |     |      |      |        |           |         |          |          |
| 14 Complete Final Report               |       |       |     |      |      |        |           |         |          |          |