



October 11, 2021

Village of Orland Park
14700 S. Ravinia Avenue
Orland Park, Illinois 60462

Attention: Kevin Lehmann Engineer – Public Improvement Technician

Subject: 2021-2022 Fernway Road + Ditch Reconstruction – Phase 6
Proposal for Construction Observation Services

Dear Mr. Lehmann:

At your request, V3 Companies (V3) is pleased to provide this proposal for professional engineering services related to the construction observation for the construction of 2021-2022 Fernway Road + Ditch Phase 6 project. Included below you will find our Understanding of the Assignment, Scope of Services and Estimate of Fee.

UNDERSTANDING OF THE ASSIGNMENT

This project consists of full depth street cross section reconstruction, ditch re-grading, driveway pavement removal & replacement, concrete shoulder construction, multi-use path improvements (asphalt re-paving and ADA ramp installations) and landscape restoration within a specific region of the Fernway subdivision of Orland Park.

The project boundaries are defined by the following streets:

- 88th Avenue on the west
- Village limit on the east – Sherwood Drive plus four residences on the north side of 163rd Street, east of Sherwood Drive
- 163rd Street on the north
- 164th Place on the south

SCOPE OF SERVICES

Task 1 – Pre-Construction Services:

- Attend pre-construction conference and prepare and circulate minutes.
- Review submittals from contractor for compliance with the contract.
- Review Contractor's construction schedule for compliance with contract documents.
- Attend any public meetings with residents if requested.

Task 2 – Construction Observation: V3 will provide one full-time Resident Engineer for the duration of the project (assumes an early November 2021 start date, no work between December 20th, 2021 and

March 15th, 2022 with a completion date of July 1, 2022). Construction Observation will include the following tasks:

- Observe the progress and quality of the executed work and determine if the work is proceeding in accordance with the Contract Documents. The Engineer will keep the Village informed of the progress of the work, guard the Village against defects and deficiencies in the work, advise the Village of all observed deficiencies of the work failing to conform to the Contract Documents.
- Serve as the Village liaison with the Contractor working principally through the Contractor's field superintendent.
- Assist Contractor in dealing with any outside agencies.
- Attend all construction conferences. Arrange a schedule of progress meetings and other job conferences as required. Maintain and circulate copies of records of the meetings.
- Review the Contractor's schedule on a weekly basis and compare actual progress to Contractor's approved schedule. If the project falls behind schedule, work with the Contractor to determine the appropriate course of action to get back on schedule.
- Maintain orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original contract documents including all addenda, change orders, and additional drawings issued subsequent to the award of the contract.
- Record the names, addresses and phone numbers of all contractors, subcontractors and major material suppliers in the diary.
- Keep an inspector's daily report book as outlined in the IDOT Project Procedures Guide, which shall contain a daily report and quality of hours on the job site, weather conditions, list of visiting officials, daily activities, job decisions and observations, as well as general and specific observations and job progress.
- Check the Contractor's layout at regular intervals.
- Prepare payment requisitions and change orders for the Village's approval, review applications for payment with the Contractor for compliance with established procedures for their submission and forward them with recommendations to the Village.
- Except upon written instructions of the Village, the Resident Engineer or Inspector shall not authorize any deviation from the Contract Documents.
- Determine if the project has been completed in accordance with the Contract Documents and that the Contractor has fulfilled all of his obligations.
- Schedule Quality Assurance site testing for HMA and PCC materials used on the project.

Task 3 – Post-Construction

- Prior to final inspection, submit to the Contractor a list of observed items requiring correction and verify that each correction has been made.
- Coordinate and conduct the final inspection with the Village. Prepare a final punchlist.
- Verify that all the items on the final punchlist have been corrected and make recommendations to the Village concerning acceptance.
- Review construction record drawings for completeness prior to submission to CADD for further processing.
- Provide the Village a set of AutoCAD construction record drawings in a pdf format.

V3 shall not have control over, or change of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work since these are solely the Contractor's responsibility under the contract for construction.

Task 4 – Material Testing (by others): V3 will utilize the Village of Orland Park's inhouse testing service to provide materials testing for the work.

Task 5 – Direct Costs: Vehicle usage: 110 days at \$65/day

ESTIMATE OF FEE

V3 estimates the following fees for each of the tasks described above:

Task 1 – Pre-Construction	\$	5,180.00
Task 2 – Construction Observation	\$	98,280.00
Task 3 – Post Construction	\$	9,980.00
Task 4 – Material Testing (by Orland Park)	\$	0.00
Task 5 - Direct Cost	\$	<u>7,150.00</u>
Total	\$	120,590.00

V3 shall invoice the City per the Terms and Conditions of the Master Agreement for Professional Engineering Services dated October 1, 2020. A detailed hourly cost breakdown is enclosed with this proposal.

Sincerely,
V3 COMPANIES, LTD.



Matthew Powers.
Director of Construction Engineering

MEP/

Attachments

Accepted For:
VILLAGE OF ORLAND PARK

BY: _____

TITLE: _____

DATE: _____

**Village of Orland Park
 2021-2022 Fernway Road + Ditch Reconstruction Phase 6
 V3 Estimated Phase III Schedule, Hours and Fee**

		Pre-Con	Construction Phase										Post- Constr	Total Hours	Total Fee
		4 week Periods Ending													
Classification	Role	11/1/2021	11/29/2021	12/27/2021	1/24/2022	2/21/2022	3/21/2022	4/18/2022	5/16/2022	6/13/2022	7/11/2022	8/8/2022			
Resident Engineer II	Project Mngmnt	2	2	2	Winter Shut Down	2	2	2	2	2	2		16	\$3,040.00	
Senior Construction Tech	Resident Engineer	40	160	120		40	160	160	160	160	40	40	920	\$110,400.00	
													Subtotal	936	\$113,440.00
Vehicles (Day)			20	15			5	20	20	20	5	5	110	\$7,150.00	
												Subtotal		\$7,150.00	
Materials Testing (by Orland Park)														\$0.00	
												Total		\$120,590.00	

- Assumptions:**
 Begin Field Work 11/1/2021
 Begin Winter Shut Down 12/20/21
 End Winter Shut Down 3/15/22
 Project Completion 7/1/22
 40 Hour Weeks