Scope of Services
143rd Street at John Humphrey Drive Intersection & Bridge
Improvements, Phase III

GENERAL
This scope is for the Phase III construction engineering services for John Humphrey Drive (FAU 2520) at 143rd Street (IDOT Contract #61K89) located in the Village of Orland Park (Village). The scope of work will follow the Illinois Department of Transportation (IDOT)'s documentation requirements and Phase III procedures utilizing the Construction and Materials Management System (CMMS) software. Per the project's Contract Documents, the project is to be completed in 105 working days as defined and measured by IDOT.

CONSTRUCTION ENGINEERING SERVICES
1. Meetings and Coordination. RINA shall:
    • Attend the initial IDOT Pre-Construction meeting.
    • Lead and provide meeting minutes for regularly scheduled (Anticipated to be weekly) project progress meetings to be attended by the Contractor, the Village, IDOT, RINA and Project Stakeholders (when appropriate).
    • Communicate on a regular basis with the Village to keep them abreast of the Contractor's work activities and progress.
    • Assist the Village, when requested, with agency coordination and communications.
    • Coordinate with residents and businesses regarding upcoming planned project construction activities and their potential impacts to the residents and businesses by providing information to the Village to be posted on the Village's website, emailing information to a project stakeholder distribution list or discussing in person with stakeholders.

2. Construction Engineering. RINA shall
    • Provide a full-time resident engineer and the necessary construction inspection staff to observe and document that the Contractor's work is completed in accordance with the approved contract documents.
    • Utilize IDOT's CMMS software to prepare weekly reports, pay estimates, daily journals and other project information required by IDOT.
    • Document, review and track the material certifications and Bill of Ladings submitted by the Contractor.
    • Provide technical review of shop drawings and submittals for conformance with the Contract Documents.
    • Continue to track and push for the completion of the utility relocations (ComEd and Comcast) required for the project's construction as identified and initiated during the design phase.
    • Assist the Contractor with clarification and interpretation of the project plans and specifications.
    • Work with the Contractor to coordinate and resolve questions from the field.
    • Obtain, document and have readily available for reference IDOT form BSPE 725 "Traffic Control Authorization Request" completed by the Contractor and approved by IDOT prior to allowing the Contractor to modify the existing traffic operations.

- Complete IDOT Form BSPE 726 "Traffic Control Inspection Report" to document the Contractor's installed traffic control is compliant with IDOT Standards and best practices. Deficiencies will be documented, and RINA will coordinate with the Contractor to have the Contractor correct the deficiency immediately.
- Perform erosion control inspections in accordance with the SWPPP.
- Prepare monthly pay estimate for the Village to review and submit to IDOT.
- Review and monitor the Contractor's construction schedule and two-week look ahead schedules.
- Maintain records during construction to document field changes. These records are to be used to generate final as-built MicroStation drawings that will be submitted to the Village at the completion of the project.
- Monitor and verify the Contractor's work is compliant with project permits obtained by the Contractor and notify the Contractor to take correct action if items are not in compliance.
- Complete QA material testing per IDOT requirements.
- Complete the final IDOT quantity and material documentation for contract close out.
- Develop a punch list, following substantial construction completion, and ensure the Contractor completes the items identified on the punch list per the Contract requirements.
- Identify and direct the Contractor to address deficiencies that may develop after substantial construction completion for work and items covered under the Contractor's or manufacturer's warranty. RINA to perform a warranty inspection per the IDOT Standard Specification prior to the project closeout occurring.
- Collect from the Contractor, document in the project files and provide to the Village warranties for the work performed by the Contractor or equipment installed by the Contractor

3. Project Staffing
    - Resident Engineer
    - Documentation Technician
    - Inspector
    - Office Engineering Support – Various Disciplines (To review technical submittals)
    - Material Testing as required by IDOT's material program

4. Deliverables
    - Quantity Book
    - Record Drawings (pdf plan sheets and MicroStation CADD files)
    - Final Material Records
    - List of items covered under Contractor's performance warranties and items covered under manufactures warranty under the project.
    - All documentation will be saved electronically in the CMMS system

UTILITY COORDINATION

During the project design, the utility companies were contacted and coordination for the relocation of utility infrastructure was requested. ComEd agreed to have their final infrastructure relocation completed by June 27, 2025. Comcast equipment uses leased

spaced on the ComEd owned utility poles. As of February 7, 2025, ComEd is actively working on their infrastructure relocation design and has been provided with the CADD design files from this project. Comcast has not provided a schedule for their infrastructure to be relocated pending review of the final design of ComEd's infrastructure.

Rina will continue to coordinate with ComEd and Comcast, as necessary, to ensure that their relocation work is completed in a timely manner with minimal disruption to the Village's project.

GEOTECHNICAL
No additional geotechnical work is expected to be performed by the RINA team during construction.

SURVEY
Construction layout and staking will be performed by the Contractor per "Construction Layout" pay item. No survey cost included for the Phase III services.