$295,912.00

January 7, 2025
Mr. Pete Faberbock, P.E.
Public Improvement Technician
Village of Orland Park
14700 Ravinia Ave
Orland Park, Illinois 60462

RE: 2025 Neighborhood Road Improvement Program ("Annual NRIP") Phase III Engineering for Construction Management
Village of Orland Park | Cook County

Dear Mr. Faberbock:

On behalf of V3 Companies, Ltd. (V3), we are pleased to submit this proposal for Phase III Engineering for Construction Management for the Annual NRIP.

Project Understanding

V3's understanding of the project improvements includes, but are not limited to observation, marking curb and inlets for removal or adjustments to ensure positive drainage, maintenance and tracking quantity of:

- Erosion control measures (inlet protection)
- Hot-mix asphalt surface removal
- Driveway approach pavement
- Isolated curb and gutter removal and replacement
- Isolated concrete sidewalk removal and replacement
- Isolated concrete slab raising
- Preparation and proof-rolling of exposed aggregate base course
- Placement of hot-mix asphalt binder and surface courses
- Adjustment and/or repair of roadway drainage structures
- Parkway restoration
- Documentation of ADA compliance for all sidewalk crossings within project areas
- Pavement marking restoration/installation
- Existing irrigation system disturbances
- Other incidental and miscellaneous items of work on various roadways within the Village.

The project is local/village-funded and the improvements consist of consist of seven (7) neighborhood locations. A plan set has been developed by the Public Works Streets Division and an Excel spreadsheet provides an estimate of probable cost overall and per area based on the summary of quantities. Many of the quantities assigned to each project location are based upon statistical/historical estimation factors that have been refined by years of

implementation, based on the nature of the project areas and their respective type of work. Street lengths and widths, plus the age of the streets, dictates the level of service required in each area as designed by the Village. Village of Orland Park Streets Division Public Improvement Tech II/Engineer has developed the plans and quantities for the respective project locations, based on the Village's pavement management system co-maintained by Public Works and Applied Research Associates, Inc.

A project of this size is always accompanied by numerous inquiries from residents, motorists and outside agencies. The consulting engineer should know that the project is assisted daily by the Public Works' Public Improvement Tech II, who stays closely involved with the day-to-day activities of the project. Public Works provides a considerable amount of support to the consulting engineer via the department's Public Improvement Tech II and office support staff. Written and in-field messaging, with the assistance of numerous PCMS boards, is a key component of communication.

KEY PERSONNEL

To fulfill the staffing needs for the 2025 Annual NRIP we have put the following team together.

QAYUM ZAZAI | CONSTRUCTION PM | 16 YEARS OF EXPERIENCE
As the Construction PM, Qayum will be the primary contact for the Village. He will maintain regular communication with Village staff and field staff. Qayum understands that timely and attentive communication is crucial when working in residential areas. Qayum will work with field staff to make sure impacted residents, and property owners are being properly notified and updated when work may be affecting them. Qayum has performed similar duties while working on the Woodridge 2024 MFT resurfacing program.

JACK GRIMAN | RESIDENT ENGINEER | 3 YEARS OF EXPERIENCE
Jack's experience in construction observation for roadway and municipal infrastructure improvement projects. He has worked on various STP project, railroad track improvements, ADA sidewalk, and drainage improvements. Jack's field work has also required him to perform detailed field measurements, data calcs, and verification of contract quantities.

The team that V3 has put together will work with the Village to come up with advanced notifications for the business owners that are impacted as well as the residences in the general work area. They will work hand in hand with the Village and the contractor to coordinate the construction to provide the least impact on the surrounding public.

Phase III Construction Engineering Scope of Work

PRE-CONSTRUCTION PHASE SERVICES

1. Attend and prepare minutes for the preconstruction meeting TBD.
2. Review the Contractor's proposed construction schedule for compliance with the contract.
3. Assist the Village with preparing a project emergency communication plan "ECP" (template provided for reference) for distribution to various Village staff and stakeholders. The ECP includes a project description, contact list with names, addresses, phone numbers, and email addresses for all contractors, subcontractors and consultant staff in order to best facilitate attention to emergency matters.
4. Review the plans, special provisions and project standard details, verifying quantities, familiarize staff with project locations within the project. Share with Village staff any potential conflicts or issues and develop solutions prior to construction.
5. Perform construction layout as allowed by Village for preferred areas in anticipation of work starting.
6. Perform and provide a pre-construction video recording to the Village. This work shall consist of performing color video and audio recording of the project area and other areas which may be impacted by construction. Pre-construction video recordings will include coverage of the project area and all other areas which may be impacted by construction. Video recordings will also include construction easements and any other areas where staging, access, or actual construction will be occurring. Video recordings will provide a visual record of all physical features within those areas, including, but not limited to, roadways, pavements, curbs, gutters, driveways, driveway aprons, sidewalks, carriage walks, parkways, trees, landscaping, shrubbery, plantings, landscaping walls, retaining walls, signs, sign posts, fences, utility poles, light poles, utilities, equipment, manholes, b-boxes, cleanouts, valves, curb structures, pipelines, buildings, mailboxes, and any other features located within the project area.

Video recordings will begin with an audio narrative which provides the current date and time, the name of the Owner and name of project, and a description of both the starting location and the location or locations to be recorded, including street name or names, street addresses, and any additional information which may be necessary to describe the location and subject of viewing.

Video recordings will maintain viewer orientation by means of an audio commentary in the audio track of each video recording which provides an explanation of what is being viewed; and by videotaping landmarks and readily identifiable objects, including property addresses, street signs, or other appropriate objects, at appropriate intervals.

Pre-construction video recordings will be recorded at a rate of travel not exceeding 50 feet per minute, and zooming and panning rates will be controlled to provide clarity of features during playback. The finished product will be provided with bright, clear pictures and accurate colors free from distortion, tearing, rolls, or other forms of picture imperfection. The audio will have proper volume and clarity. All recordings will be performed at times of satisfactory visibility, and when no more than 10 percent of ground is obscured by snow, leaves, or other cover.

Preconstruction video recording will be performed according to the following schedule:

- Pre-construction video recording will be completed after a Notice to Proceed has been issued.
- Pre-construction video recording will be completed before any equipment, materials, or other items are delivered to the site.
- Pre-construction video recording will be completed, the required pre-construction video recording deliverables will be submitted to the Village, and the Village will review and issue written approval of the pre-construction video recording before any activity other than utility locating will be permitted to start.
- Pre-construction video recording will be submitted to the Village for review prior to commencement of any construction and receive acceptance of recordings prior to commencement of construction. Any areas found not acceptable to the Owner will be re- recorded at no additional cost to the contract.

Deliverables: Video will be high definition, with a minimum resolution of 1920 × 1080 pixels per frame. The video will be filmed in a landscape aspect ratio. Video filmed in a portrait ratio will be considered unacceptable and will be rejected. Preconstruction video recordings will be provided as electronic files of .avi, .mp4, .m4v,.mkv, .wmv, or .mpg file format, or of such other file format as may be approved by the Village. Preconstruction video recordings will be provided as independent digital container format files, which container files will include all video, audio, and other electronic information necessary to view the preconstruction video recording as intended. Video DVD will be considered an unacceptable format for providing preconstruction video recordings and will be rejected. Pre-construction video recording electronic files will be provided on a portable electronic media device or devices of one of the following types: USB flash drive, SD flash memory card, CF flash memory card, external hard drive, or such other portable electronic media device as may be approved by the Village. Preconstruction video recording electronic files may also be provided via online file sharing, cloud storage, File Transfer Protocol (FTP), or other online or network file transfer methods if approved by the Village. Pre-construction video recording electronic files will be accompanied by corresponding logs which document the dates, times, and locations covered by each preconstruction video recording electronic file.

The consulting engineer shall maintain copies of all items submitted to the Village for the consulting engineer's own use and record.

CONSTRUCTION ADMINISTRATION (PROJECT MANAGEMENT) TASKS

1. Conduct bi-weekly construction progress meetings and prepare meeting minutes.
2. Shop drawing and submittal review and approval where applicable.
3. Review eligibility of extra work, proposed extra work pricing and prepare construction contract change orders when approved by the Village.
4. Provide the contractor with quantities acceptable for progress payments, review contractor pay estimates, review contractor and subcontractor trailing and final waivers of lien, and prepare payment recommendation letters for the Village.
5. Review contractor RFI (Request For Information) and prepare a written response to the Village and Contractor.
6. It is expected the Project Manager visit the project on a weekly basis to review project status.

CONSTRUCTION LAYOUT

Provide construction layout on an ongoing basis. The project obviously contains multiple locations throughout the Village and construction layout will need to be coordinated with the scheduling and sequence of work by the contractor. It is required that construction layout shall be coordinated with the Village in order to provide resident notifications (typical tri-fold door hang flyer included for reference) to project areas throughout the project duration. Additional field staff may be necessary to accommodate construction layout to ensure the contractor's crews are being observed at all times throughout the project. Construction layout will consist of marking project limits, sidewalk, driveway and curb replacement locations, slab raising locations, tree root pruning, Class D patching, pipe underdrain locations, road base stabilization/undercuts, structure repairs and adjustments.

PROJECT DATA COLLECTION AND SHARING

Implement a web-based system to inventory project quantities, job notes and all residential inquiries/concerns related to the project. A GIS-based system is highly preferred, as this type of system is directly imported to the Village GIS network for project history and tracking. Field and staff (both Village and consultant) co-manage the resident inquiry component of the system to communicate and resolve resident-related issues during the project. A GIS system shall be applicable to the ESRI ArcGIS Online (AGOL) platform

with the ability to be collaborated with the Village AGOL data. Consultant must be able to share the GIS data, or other on-line system with Village staff and any 2025 RIP construction contractors which need to view pay item/quantity details, project status and residential concern resolution, with the ability to export the data to various formats (Excel) through the application.

The Village maintains ownership and has access to the data throughout the process. The Village has an existing Road Improvement Program GIS database and therefore all GIS data design must match the existing ESRI ArcGIS data scheme. A final database deliverable will be provided to the Village at the conclusion of the project.

The Village has an ongoing sidewalk compliance initiative and as part of the village transparency, the Village hosts an interactive GIS map on the Orland Park website. This is intended as a complement to the village's ADA Transition Plan.

Therefore, in order to aid in the management of the sidewalk compliance project, we request that the newly installed ADA sidewalk ramps be gathered via an electronic method, which can be imported into the Village's GIS system.

The Village will provide the guidance/criteria/checklist for assessing the finished ramp conditions. The consultant may choose to use their own electronic data collection methods, or the Village has a tablet that can be utilized to gather the data for all ramps within each project area.

FIELD OBSERVATION & DOCUMENTATION

1. Provide a Resident Engineer and an Assistant Resident Engineer on a full-time basis as required for daily activities such as observing the progress and quality of the work, measuring quantities, addressing Village and resident/business owner inquires and complaints, performing construction layout, and determining work is progressing in accordance with the contract documents. Maintain a site presence at all times when the contractor is working to ensure a high quality of work is upheld.
2. Provide liaison duties related to coordination of contractors, various Village departments, utilities (if required), developers, other agencies and property owners engaged or affected by the project. Assist the Village with preparing and delivering notifications to property owners ahead of critical items of work scheduled in project areas, such as general notification (typical tri-fold flyer included for reference) paving operations, temporary driveway closures, etc.

3. Provide liaison duties with property owners engaged or affected by the project in regards to personal property in the ROW including any property damages as a result of construction. Documentation should be compiled of any incident of property damage throughout the course of the work.
4. Maintain a current/active property owner inquiry log through the online collaborative system that is shareable with the Village at all times and for discussion at bi-weekly progress meetings. The log should include property owner or caller information, address, status of complaint, resolution, etc.
5. Provide daily electronic status reports to the Village that include the following: Contractor tasks, number of crews, hours worked, cumulative total for workable days, extra work identified and/or tracked, issues encountered in the field and pertinent correspondence with contractor, challenging property owners and/or stakeholders.
6. Maintain daily contact with contractor to monitor schedule and recommend actions that should be taken if falling behind. Maintain daily contact with the Village representatives as needed to inform on all relevant project information and future scheduling.
7. Keep an organized and current record of project pay item quantities including cost tracking, that is shared with the Village through the required online system. Identify anticipated additions or deductions and be proactive in sharing this information with the Village to ensure the project scope remains on-target and stays within budget.
8. Monitor the adequacy and/or placement and maintenance of traffic control devices and adequacy of storm inlet protection. Perform all necessary traffic control and erosion control inspections. Document deficiencies and notify the contractor for corrective action.

9. Coordinate the periodic visitation of a Village-furnished materials testing company, Construction and Geotechnical Material Testing Inc. to perform proportioning and testing of the portland cement concrete and bituminous mixtures in accordance with the IDOT's QA (Quality Assurance) policies. The Village will provide the budget for this work and the consulting engineer will track the number of visits requested for material testing, in order to ensure the associated costs are within budget.
10. Obtain material acceptance certifications, QC reports and delivery tickets as materials are incorporated into the project to expedite processing of contractor invoicing and eventual project closeout. Withholding of payment until material inspection items are provided is expected.
11. Maintain and periodically transmit to the contractor a running punch list (also maintained within the online database) to expedite project close out.

PROJECT CLOSEOUT

12. The Village will have access to the web applications throughout the project via a collaboration with the consulting engineer. At the completion of the project, the contractor will provide a comprehensive export of the project data for archival use.
13. Perform a final inspection with a Village representative and the contractor. Document the items in the final punch list and submit list to the construction contractor for completion and close out. Punch list items may need to be verified in the Spring of the following year, such as reasonable landscaping restoration growth. Verify completion of all work and provide a written recommendation of acceptance to the Village.
14. Verify all documentation pertinent to the project has been received, punch list has been verified and confirm Village acceptance prior to final payment or release of payment retention to the contractor.

Compensation

For the Scope of Services provided herein, V3 shall be paid hourly, based on a multiplier, with a not-to-exceed fee of $295,912.00. The following is our detailed fee and hour breakdown.

TASK			STAFF			
	Sr. Project Manager	Construction PM (RE)	Field Staff	TOTAL HOURS	DIRECT COST	TOTAL FEE
				0		0
Pre-construction Phase		40	80	120		14,250
Construction Administration	10	1100	900	2010	16380	267,412
Project Close Out		40	50	90		10,949
Project Administation	10	8		18		3,301
				0		0
				0		0
Hours	20	1188	1030	2218		**$295,912**
Rate	$221	$136	$110			

This fee includes reimbursable expenses such as mileage, printing, postage, messenger service, and other similar project-related items. If Additional Services are required, they will be subject to a separate agreement. No additional services will be performed without prior written approval from the Village. The Village will be invoiced monthly for professional services and reimbursable expenses.

If this request is found to be satisfactory, please sign in the space provided and return one signed copy to our office. Receipt of the signed authorization will serve as our Notice to Proceed for this work. Please feel free to contact us should you have any questions or comments regarding this request. We look forward to continuing our work with the Village.

Sincerely,
V3 Companies, Ltd.

Jason Holy, P.E.
Project Manager

Vincent J. Del Medico, P.E.
Director of Transportation and Municipal Engineering

Accepted for:
VILLAGE OF ORLAND PARK

BY:_____
Authorized Signature

TITLE:_____

DATE:_____

QAYUM ZAZAI

PROJECT ENGINEER

Qayum is a Project Engineer with experience in construction geotechnical engineering and project management for both small and large-scale infrastructure projects. He is skilled in preparing geotechnical investigation reports and guiding project life cycle from strategic planning and setting deliverables to filing closing documentation and ensuring project integrity and success.

YEARS OF EXPERIENCE

V3: 1 | Total: 17

EDUCATION

Master of Science, Civil Engineering, Clemson University

Bachelor of Science, Civil Engineering, University of Engineering & Technology

CONTINUING EDUCATION

IDOT:

- *Documentation of Contract Quantities, #25-22801, 2025*
- *Level 1 PCC*
- *Hot Mix Asphalt Level 1*
- *Mixture Aggregate Technician*

ASSOCIATIONS

Institute of Transportation Engineer (ITE), Member

Institute of Electrical & Electronics Engineers (IEEE), Member

Transportation Research Board (TRB)

Woodridge Motor Fuel Tax Resurfacing Program, Village of Woodridge – *Woodridge, Illinois* | Resident Engineer for monitoring and supervision of approximately eight miles of resurfacing throughout the Village as part of the Motor Fuel Tax Refacing Program. Qayum was responsible for supervision of road resurfacing, patching, sidewalk construction, and curb and gutter installation.

The Townes At Farmingdale, Village of Woodridge – *Woodridge, Illinois* | Resident Engineer for the construction inspection services of this residential building project. Qayum was responsible for the management and supervision of storm sewers, sanitary sewers, and watermain installations and water connections/B-boxes.

Carpentersville Dam Removal, Forest Preserve District of Kane County – *Carpentersville, Illinois* | Resident Engineer for the construction activities of a 10-foot high, low-head, concrete dam removal within the Fox River. Construction services included reviewing pay estimates, preparing project reports, and completing change orders. Qayum was responsible for day-to-day management of the demolition activities, tracking project quantities as well as contract pay estimating. He updated the County on a weekly basis with these reports and arranged project meetings.

Various Geotechnical Projects, Geo Services Inc. – *Chicago, Illinois* | Project Manager responsible for preparing geotechnical reports, structure geotechnical reports, roadway geotechnical reports, site investigations, logging, and geotechnical calculations. Qayum also performed environmental investigations.*

Field Data Quality Assurance, Integrity Global – *Chicago, Illinois* | Engineering Expert responsible for data cleaning and quality assurance of field data collected by third-party monitoring engineers. Qayum assisted the analysis team in the scrutiny and reporting of the infrastructure data and reviewing and finalizing technical aspects of project reports.*

Government Infrastructure Assessment Reports, Ministry of Public Works – *Kabul, Afghanistan* | Infrastructure Engineer responsible for the preparation of assessment reports for government infrastructures throughout the area.*

**Work performed at previous firm*

QAYUM ZAZAI

PROJECT ENGINEER

World Bank Inspections Project, World Bank Group – *Kabul, Afghanistan* | Team Leader for this $90.5 million, World Bank-funded project. Qayum managed three-phase inspection, multiple projects, and documented milestones. He oversaw the preparation of tender documents for consultancy, goods, and works contracts. He issued invitations to tender, received tenders, and managed bid evaluations.*

Power Transmission & Substations, Tetra Tech – *Kabul, Afghanistan* | Deputy Director/Project Manager for this $120-million power transmission and substations project funded by the United States Agency for International Development. Qayum managed, monitored, and tracked project documents including scope of work, schedules, budget, and quality assurance. He managed job site safety, environmental, and hygiene issues.*

Gardiz-Khost Highway, Bluemont Inc. – *Kabul, Afghanistan* | Lead Quality Assurance Engineer for the final phase of the long-standing and strategically-important Gardiz-Khost highway. Qayum led a diverse technical team in the field and ensured implementation of the established quality assurance procedures including time limits for inspection, sampling, and testing of works, materials, and other QA/QC requirements.*

Solid Waste Management Projects, Kabul Municipality – *Kabul, Afghanistan* | Deputy Engineering Manager for solid waste management of 20 recreational parks. Qayum developed the infrastructure portion of the capital improvement plan as well as supervised the quality assurance of 32 kilometers of paved roads and 45 kilometers of gravel roads in various parts of Kabul City.*

Highway Project, Bluemont Inc. – *Kabul* | Deputy Project Manager for the implementation and quality assurance of an 80-kilometer highway project. Qayum managed a field team of quality assurance engineers in accordance with the standard construction management program as pertained to the reporting, tracking, and logging of cost, quality, schedule, safety, security, and correspondence.*

I asked Jason years w/ V3 1 year

*Work performed at previous firm

JACK GRIMAN

CONSTRUCTION INSPECTOR

Jack is a Construction Inspector with experience in construction observation for roadway and municipal infrastructure improvement projects. Prior to graduating from Bradley University in 2022 and joining V3 full-time, Jack spent two summers interning at V3 where he gained site-civil design and survey experience for roadway and private development projects. He is also proficient in AutoCAD and ArcGIS Pro.

YEARS OF EXPERIENCE

V3: 3 | Total: 3

EDUCATION

Bachelor of Science, Civil Engineering, Bradley University

CONTINUING EDUCATION

IDOT: Documentation of Contract Quantities, #23-20731, 2023

Nassco: Pipeline, Lateral, & Manhole Assessment, #P0044653-112023, 2023

Union Pacific 3rd Mainline Track Addition, Union Pacific Railroad – *Geneva, Illinois* | Construction Inspector for the construction of a third mainline on the Geneva Subdivision. The project includes six miles of grading for new track construction, new railroad bridges at the Fox River and IL Route 31, retaining walls, crashwalls, culvert replacements, drainage and railroad crossing improvements, as well as new station warming houses and platforms at the Metra Geneva station. Some of the improvements will include construction within the Fox River.

City of Lockport Downtown Revitalization, City of Lockport – *Lockport, Illinois* | Construction Inspector for streetscape improvements along State Street in downtown historic Lockport. Enhancements for this V3 designed project included various hardscape and streetscape elements including brick paver sidewalks, limestone outcroppings and planters, bicycle racks and benches, ADA design, and rehabilitation of existing pedestrian lighting. Jack was responsible for reviewing plan sheets to verify contractor work and completing individual daily reports. Project design was awarded the APWA Public Works 2020 Project of the Year: Southwest Branch for transportation projects in the $5- to $25-million range.

East New York Street Improvements, City of Aurora – *Aurora, Illinois* | Construction Inspector for this STP funded arterial roadway reconstruction from Farnsworth Avenue west to Ohio Street. The half-mile corridor involves five intersections with new storm sewer, curbs, sidewalks, driveways, and an adjusted roadway crown for drainage. Coordination with the adjacent City watermain contract, residents, and businesses was required. Jack was responsible for field measurements, data calculations, and verification of contract quantities.

Stevenson Expressway (I-55) at Joliet Road & IL Route 53, IDOT – *Bolingbrook, Illinois* | Construction Inspector for improvements to two bridges located on the Stevenson Expressway (I-55). Project includes removal and replacement of the existing concrete bridge decks at both IL Route 53 and Joliet Road. New approaches and parapet walls were installed at both locations and new steel girders were placed at Joliet Road. A new 500-foot soldier pile retaining wall was installed to accommodate the widening leading to the bridge at IL Route 53. Traffic signal, roadway lighting, and ITS systems needed to be relocated to accommodate widening and construction activities. Ramp closure detour will necessitate coordination with IDOT, Illinois Tollway, and Village of Bolingbrook.

**Work performed at previous firm*

JACK GRIMAN
CONSTRUCTION INSPECTOR

Costco Wholesale North East Naperville Location, Costco Wholesale Corporation – *Naperville, Illinois* | Design Intern for site design services of this 18.95-acre, 161,203-square-foot warehouse and gasoline facility. Project included a due diligence report and preliminary plans, a traffic impact study, capacity analysis of 11 intersections, as well as coordination for the design of a proposed electric duct bank with the City of Naperville. Jack attended site visits to check construction progress, completed site visit summaries, and verified utility installments.

Summit Grove Development, Nitti Group, LLC – *Schaumburg, Illinois* | Design Intern providing site civil design services for this residential development with 149 single-family lots on 62 acres. V3 provided a complex stormwater management system to integrate detention within existing wetland areas along with traditional stormwater management ponds which reduced wetland impacts. Jack was responsible for reviewing the plan sheet design check lists for correct quantities and measurements.

Pedcor Companies – *Carmel, Indiana* | Civil Engineering Intern responsible for assisting the development department in designs and surveys for pending affordable housing properties. Jack drafted computerized designs, conducted background research, and completed cost estimations for future projects. He also performed design and quantity reviews for final plan sets.*

**Work performed at previous firm*