

August 26, 2021

Mr. Kenneth Dado
Public Works, Utilities Operations Manager
Village of Orland Park
15655 S. Ravinia Avenue
Orland Park, Illinois 60462

Subject: Village of Orland Park - 88th Avenue and 131st Street Elevated Water Storage Tanks Maintenance and Repainting

Dear Mr. Dado:

Projecting a positive image of your Village provides the entire community with a sense of pride. Proper maintenance of highly visible infrastructure such as elevated water storage tanks is one way to project this image. Repainting and maintenance is critical to maintain the structural integrity and extend the life expectancy of elevated water storage tanks.

The Village intends to have maintenance and repainting work completed on the 131st Street tank in 2022 and 88th Avenue tank in 2023. Our approach to the maintenance and repainting work for the elevated tanks is divided into two phases: Phase I Design and Phase II Construction. This Proposal outlines the scope and fee for Phase I design services and Phase II construction-related services for elevated tanks maintenance and repainting along with the electrical equipment upgrades for interior/exterior electrical equipment.

DESIGN SCOPE OF SERVICES

1. PROJECT ADMINISTRATION AND MEETINGS
 - A. Plan, schedule, and control the activities necessary to complete the project. These activities include but are not limited to budget, schedule, scope, and performance.
 - B. Confer with the Owner, from time to time, to clarify and define the general scope, extent, and character of the project.
 - C. Arrange and attend the following meetings with Owner's staff.
 - (1) Kickoff meeting.
 - (2) Preliminary design review meeting.
 - (3) Final construction contract and design review meeting.

2. PRELIMINARY MAINTENANCE INSPECTION

- A. Arrange for a subconsultant to perform a Preliminary Maintenance Inspection and provide recommendations for repair and repainting on the 131st Street and 88th Avenue tanks.
- B. Utilize remotely operated vehicle for in-service underwater interior inspections to assess the condition without wasting water, downtime, contamination, or confined space concerns.

3. PRELIMINARY DESIGN

- C. Collect, reproduce, and review available records of original coating systems, and repainting or repair work completed since construction of the tank(s).
- D. Arrange for a subconsultant to perform a Preliminary Maintenance Inspection and provide recommendations for repair and repainting. Utilize remotely operated vehicle for in-service underwater interior inspection to assess the condition without wasting water, downtime, contamination, or confined space concerns.
- E. Arrange for a coating specialist representing TNEMEC paint to perform a coating inspection and provide surface preparation and specific painting system recommendations for repainting.
- F. Review recommendations provided by the subconsultant and coating specialist to determine the general scope, extent, and character of coating and repair work.
- G. Visit sites and identify specific requirements for collection and disposal of surface preparation residue and protection of antennas and related equipment mounted on the tank(s).
- H. Prepare summary of coating system alternatives, expected life cycles, repair items, and preliminary opinion of probable construction costs for selection and approval by the Owner.
- I. Review existing electrical systems installed in each tank for equipment inventory and for use in load calculations for new equipment. Review existing site in order to locate new equipment inside and outside of the tank.
- J. Provide electrical design to upgrade the electrical service to include an emergency backup generator. The electrical design will include a new service

entrance, automatic transfer switch, generator, and lighting panel to feed the 240/120V loads for each tank.

- K. The design will replace power equipment, lighting fixtures, and other ancillary electrical equipment related to the water tower. Provisions to provide power to Police Department equipment will be made. Cellular equipment will not be included in the power equipment design.
- L. New natural gas service will be designed for each tank to feed the new generator. New heaters will be designed to be either gas fired or electrical.
- M. The new Generator and ATS will be connected to the existing control panel for monitoring in the existing SCADA system.

4. FINAL DESIGN

- A. Prepare single set of construction contract documents and technical specifications in 2021 for work to be completed on the 131st Street tank in 2022 and 88th Avenue tank in 2023.
- B. Prepare for review and approval by the Owner and its legal counsel the forms of Construction Contract Documents consisting of Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions, where appropriate, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC).
- C. Prepare for review and approval by the Owner Design Documents consisting of Specifications which will be prepared in conformance with the format of the Construction Specification Institute describing the general scope, extent, and character of construction work to be furnished and performed by the Contractor(s) selected by the Owner.

5. PEER REVIEWS

- A. Conduct internal peer review of the contract and design documents.
- B. Address peer review comments and finalize contract and design documents.

6. OPINION OF PROBABLE PROJECT COST

- A. Prepare a final opinion of probable total project cost including construction, engineering services, and contingencies based on the Design Documents approved by the Owner.

7. AGENCY SUBMITTALS

- A. Prepare documents necessary to acquire a construction permit from the IEPA, Water Bureau, Permit Section including the following:
 - (1) Application for Construction Permit
 - (2) Engineer's Design Summary
 - (3) Form A – Cost Estimate
 - (4) Drawings and Specifications
- B. Submit Agency Documents to the IEPA for review and permitting. Provide Owner with three copies of the approved documents.

8. BIDDING ASSISTANCE

- A. Assist the Owner in solicitation of construction bids from as many qualified bidders as possible.
- B. Respond to bidders' questions on the construction contract and design documents. Issue one (1) addendum revising construction contract and/or design documents as necessary.
- C. Attend the bid opening and tabulate bid proposals, make an analysis of the bids, and submit recommendations for the award of construction contract.

CONSTRUCTION RELATED SERVICES

- 9. Act as the Owner's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents.

10. PROJECT INITIATION

- A. Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed.
- B. Receive Contractor insurance documents.
- C. Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.

11. CONSTRUCTION ADMINISTRATION

- A. Attend periodic construction progress meetings.
- B. Shop drawing and submittal review by Engineer shall apply to the items in the submissions and for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the

construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing, or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.

- C. Prepare construction contract change orders and work directives when authorized by the Owner.
- D. Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- E. Research and prepare written response by Engineer to request for information from the Owner and Contractor.
- F. Project Manager or other office staff visit site as needed.
- G. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If the Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over a contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by a contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of a contractor nor assumes responsibility for a contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of a contractor, subcontractor, or supplier, or of their agents or employees or other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing work; or for decisions made regarding the contract documents, or applications, interpretations, or clarifications, of the contract documents, other than those made by the Engineer.

- H. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of extra work.

12. CRITICAL PHASE PAINT INSPECTION

- A. Provide, through subconsultant services, an on-site representative on a periodic part-time basis of not more than eight (8) hours per regular weekday, as deemed necessary by the Engineers, to assist the Contractor with interpretation of the Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion.

13. PROJECT CLOSEOUT

- A. Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- B. Prepare Certificate of Substantial Completion.
- C. Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- D. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- E. Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- F. Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with an electronic copy within ninety (90) days of the Project completion.

Notes:

1. Preparation of color exhibit(s) showing lettering and/or logo are excluded from the Scope of Services.
2. Owner Responsibilities:
 - A. Provide a copy of previous Maintenance Inspection Report for use in preparing contract and design bidding documents.

- B. Furnish copies of available original design drawings, fabrication and erection drawings, and maintenance records.
- C. Provide available documents and drawings for modifications to install telecommunications equipment.
- D. Coordinate with telecommunication provider(s):
 - a. Correct deficiencies in cable mounting, sealing, and routing.
 - b. Removal of antennas and equipment to complete work.
- E. Critical Phase Paint Inspection includes 17 coating inspections per location performed by a subconsultant.

ENGINEERING FEE

The Village shall pay the Engineer for the services performed or furnished, based upon the Engineer’s standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel in total will not exceed **\$144,705**.

131st Street Elevated Water Storage Tank	Item(s)	Fee
Design Services	1, 3(C-H)-8	\$10,000
Electrical Design with Site Survey	3(I-M), 4	\$19,000
Subconsultant - Preliminary Maintenance Inspection	2	\$3,150
Construction Administration	9-11, 13	\$9,000
Subconsultant - Critical Phase Inspections	12	\$36,050
Electrical Construction Reviews	11	\$1,250
	Subtotal	\$78,450
88th Avenue Elevated Water Storage Tank		
Design Services	1, 3(C-H)-8	\$10,000
Electrical Design with Site Survey	3(I-M), 4	\$19,000
Subconsultant - Preliminary Maintenance Inspection	2	\$3,150
Construction Administration – 88 th Avenue Tank	9-11, 13	\$7,500
Subconsultant - Critical Phase Inspections – 88 th Avenue Tank	12	\$28,355
Electrical Construction Reviews	11	\$1,250
	Subtotal	\$69,255
	Total	\$144,705

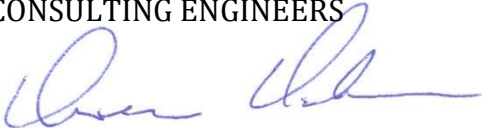
All Terms and Conditions of the Master Agreement dated October 1, 2020 with the Village of Orland Park apply to this proposal.

If you find this proposal acceptable, **please sign and return one copy for our files**. If you have any questions or need additional information, please contact Chuck Brunner at 815-444-3210 or via email at cbrunner@baxterwoodman.com.

Thank you for the opportunity to provide continued service to the Village of Orland Park.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Dennis S. Dabros, P. E.
Vice President

Attachment

VILLAGE OF ORLAND PARK, ILLINOIS

ACCEPTED BY: _____

TITLE: _____

DATE: _____

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