

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:** 2015-0170

**Innoprise Contract #:** C15-0033

**Year:** 2015-17

**Amount:**

**Department:** Public Works

**Contract Type:** Master Engineering Services Agreement

**Contractors Name:** Baxter & Woodman, Inc.

**Contract Description:** Master Services Professional Engineering Agreement - Roadway Maintenance & Pavement Reconstruction 2015-17  
Exhibit B - 2015 RIP Program \$239,300 (2015-0170)  
Exhibit B - Orlan Brook Drive Culvert Replacement \$25,200 (C15-0079 - 2015-0399)  
Exhibit B - 143rd Metra Station Stairs \$13,840.00 (C15-0097 2015-0170)  
Exhibit B - Fernway Roadway & Ditch Grading \$33,800 (C15-0122 2015-0671)

MAYOR  
Daniel J. McLaughlin  
VILLAGE CLERK  
John C. Mehalek  
14700 S. Ravinia Ave.  
Orland Park, IL 60462  
(708) 403-6100  
[www.orlandpark.org](http://www.orlandpark.org)



VILLAGE HALL

TRUSTEES  
Kathleen M. Fenton  
James V. Dodge  
Patricia A. Gira  
Carole Griffin Ruzich  
Daniel T. Calandriello  
Michael F. Carroll

December 16, 2015

Mr. Derek J. Wold, P.E.  
Baxter & Woodman, Inc.  
8840 West 192<sup>nd</sup> Street  
Mokena, Illinois 60448

**RE: NOTICE TO PROCEED – Fernway Roadway & Ditch Grading Improvements 2016**

Dear Mr. Wold:

This notification is to inform you that the Village of Orland Park has accepted and signed the proposal dated October 12, 2015 for Fernway Roadway & Ditch Grading Improvements 2016 – Design Engineering.

The Village will be processing a Purchase Order for the above service and will email/fax it to you. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) fully executed proposal dated October 12, 2015 in an amount not to exceed Thirty Three Thousand Eight Hundred and No/100 (\$33,800.00) Dollars. Please attach this as Exhibit B - Fernway Roadway & Ditch Grading Improvements 2016 to the Master Services Agreement dated March 17, 2015. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski  
Contract Administrator

cc: Napoleon Haney  
John Ingram  
Rich Rittenbacher

October 12, 2015

Mr. John J. Ingram  
Infrastructure Maintenance Director  
Village of Orland Park  
14700 S. Ravinia Avenue  
Orland Park, Illinois 60462

***Subject: Fernway Subdivision Roadway and Ditch Grading Improvements 2016 -  
Design Engineering***

Dear Mr. Ingram,

Baxter & Woodman is pleased to submit this proposal to the Village to perform design engineering for roadway improvements at the following locations:

<b><u>Road</u></b>	<b><u>Limits</u></b>	<b><u>Length (feet)</u></b>
167 <sup>th</sup> Place West	88 <sup>th</sup> Avenue to Robinhood Drive	829
167 <sup>th</sup> Place East	Robinhood Drive to east end	338
Robinhood Drive	171 <sup>st</sup> Street to north of 167 <sup>th</sup> Place*	2,466

*\*No work will be performed within the 171<sup>st</sup> Street Right-of-Way*

Our project understanding, scope of services, and engineering fee are presented below.

**Project Understanding**

The Village plans to reconstruct the above roads and add an 18" wide concrete ribbon curb/shoulder to help support the pavement edges. Design engineering will consist of a field evaluation, review of geotechnical data, preparation of plans, specifications, construction cost estimate, and bid documents. Schematic drawings will be developed from aerial photography and field measurements at select locations.

Ditch grading plans, details, pay items, quantities, and specifications prepared for the Village by Christopher B. Burke Engineering, Ltd. (CBBEL) will be incorporated into the bid documents. There is floodplain and potentially wetlands associated with Midlothian Creek Western Tributary within the project limits. However, based on correspondence between CBBEL and the Village, we understand that no impacts to floodplain are anticipated and any impacts to wetlands, if present, would be negligible.

From correspondence with the Village, we understand that preparation of documentation to demonstrate compliance with MWRD Watershed Management Ordinance (WMO) requirements is not needed.

It is anticipated that construction layout will be performed by a resident project representative during the construction phase. Topographic survey and construction services are not included in this scope of work.

**Scope of Services**

- **FIELD EVALUATION** - Perform a field evaluation of the width of existing pavements and estimate quantities for driveway patching.
- **CLEAN CONSTRUCTION OR DEMOLITION DEBRIS (CCDD)** - The contractor will provide testing during construction to comply with Form 663. CCDD testing and completion of Form 663 is not included in this scope and the amount of potentially contaminated soils will be determined during construction.
- **UTILITIES** - Contact J.U.L.I.E. for potentially impacted utility companies. Initiate utility coordination by contacting utility companies that have facilities along the project limits and requesting utility atlas maps.
- **NPDES, SWPPP, IEPA** - Complete SWPPP and NOI and obtain NPDES permit from IEPA. Erosion Control Plan Sheets are not anticipated to be required, rather this work will be described using Notes and Standard Drawings.
- **PAVEMENT REHABILITATION EVALUATION** - The Village has obtained Pavement Core Samples and Soil Borings. This information will be evaluated to determine the most effective methods to rehabilitate each street section. Eighteen inch (18") wide concrete ribbon curbs/shoulders or barrier curb and gutter (at intersection radius returns only) will be added.
- **SPECIFICATIONS** - Prepare special provisions in accordance with Village guidelines to specify items not covered by the Standard Specifications for Road and Bridge Construction.
- **DETAILED DRAWINGS** - Complete required plan sheets necessary for bidding including: Cover, General Notes, Summary of Quantities, Typical Sections, and Construction Details.
- **INCORPORATION OF DITCH GRADING** - Coordinate with CBBEL to obtain plans, details, pay items, quantities, and specifications for ditch grading, and incorporate into bid package.
- **FINAL SCHEMATIC PLANS** - Prepare bidding documents consisting of plan view schematics (no topographic survey), Contract Proposal, Schedule of Prices, and Engineer's Estimate of Cost.

- BIDDING ASSISTANCE - Assist the Village in evaluation of bids.
- PROJECT MANAGEMENT - Plan, schedule, and control the activities that must be performed to complete the Project including budget, schedule, and scope. Coordinate with Village and project team to ensure the goals of the Project are achieved. Prepare and submit monthly invoices provide regular updates to the Village.

**Engineering Fee**

The Owner shall pay the Engineer for the services performed or furnished as stated above, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$33,800**.

All terms and conditions of the Master Agreement dated March 17, 2015 with the Village of Orland Park shall apply.

We appreciate the opportunity to work with the Village of Orland Park on this important Project and we are available to begin work immediately upon your notice to proceed. We anticipate completing the above scope of services within three months of receiving the notice to proceed. If you find this proposal acceptable, **please sign one copy and return for our files.**

Please do not hesitate to contact Tara Orbon or Adam James if you have any questions or need additional information.


Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Derek J. Wolf, P. E.  
Vice President

Attachment

VILLAGE OF ORLAND PARK, IL  
AUTHORIZED BY:   
TITLE: Village Manager  
DATE: 12/10/15

**Village of Orland Park**  
**Fernway Subdivision Roadway and Ditch Grading**  
**Improvements 2016 - Design Engineering**

	Labor Category	Hours	Labor	Expenses	Total Compensation
<b>Overall Project Total</b>		<b>294.00</b>	<b>33,710.00</b>	<b>90.00</b>	<b>33,800.00</b>
01 Field Evaluation		28.00	3,200.00	40.00	3,240.00
	Sr Engineer II	4.00	560.00		
	Engr Tech III	24.00	2,640.00		
02 Pavement Rehabilitation Evaluation		24.00	2,760.00	0.00	2,760.00
	Sr Engineer II	4.00	560.00		
	Sr Engineer II	8.00	1,120.00		
	Engineer II	12.00	1,080.00		
03 Plans, Specifications and Estimate of Cost		160.00	18,170.00	30.00	18,200.00
	Sr Engineer II	16.00	2,240.00		
	Sr Engineer II	6.00	840.00		
	Sr Engineer II	36.00	5,040.00		
	Engineer II	68.00	6,120.00		
	CAD/GIS/Survey Tech IV	30.00	3,600.00		
	CAD/GIS/Survey Tech II	2.00	190.00		
	Clerical I	2.00	140.00		
04 Incorporation of Ditch Grading		64.00	7,040.00	20.00	7,060.00
	Sr Engineer II	8.00	1,120.00		
	Sr Engineer II	8.00	1,120.00		
	Engineer II	32.00	2,880.00		
	CAD/GIS/Survey Tech IV	16.00	1,920.00		
05 Bidding Assistance		6.00	860.00	0.00	860.00
	Sr Engineer III	4.00	580.00		
	Sr Engineer II	2.00	280.00		
06 Project Management		12.00	1,680.00	0.00	1,680.00
	Sr Engineer II	8.00	1,120.00		
	Sr Engineer II	4.00	560.00		

VILLAGE OF ORLAND PARK, ILLINOIS

BAXTER & WOODMAN, INC.  
 2016 HOURLY BILLING RATES AND EXPENSE ITEMS  
 FOR PROFESSIONAL SERVICES

<b>EMPLOYEE CLASSIFICATION</b>	<b>HOURLY BILLING RATES</b>
Principal	\$180
Senior Engineer III to IV	\$150 to \$170
Senior Engineer I to II	\$125 to \$140
Engineer III to IV	\$115
Engineer I to II	\$80 to \$95
Engineering Technician III to V	\$110 to \$140
Engineering Technician I to II	\$70 to \$95
Senior Geologist	\$135
CAD / GIS / Survey Technician III to IV	\$105 to \$150
CAD / GIS / Survey Technician I to II	\$85 to \$95
Clerical II	\$90 to \$110
Clerical I	\$70
Support Manager	\$160

Hourly rates for inspection services do not include any overtime.  
 The Engineer may adjust the hourly billing rate and out-of-pocket expenses on or about January 1 of each subsequent year and will send the new schedule to the Owner.  
 Hourly Billing Rates include direct labor and indirect overhead expenses, readiness to serve, and profit, and are for 8 hours/day and 40 hours/week regularly scheduled work hours.  
 Personal-owned vehicle Mileage Charges will be reimbursed at the rate set by the U.S. Internal Revenue Service.  
 Company-owned/leased vehicle usage will be reimbursed at a rate of \$65.00 per diem or \$32.50 per half diem.  
 Traffic Counters \$50/day.  
 Miovision Traffic System usage will be reimbursed at a rate of \$600.00 per diem and \$24.00 per hour processing.  
 Sub-consultant costs will be reimbursed at their invoice costs plus 5%