

September 7, 2021

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

***Subject: Village of Orland Park - Proposal for Engineering Services
Design and Construction of Water Main Replacement for Silver Lake West
Subdivision - Phase 2 and El Cameno Re'al Subdivision***

Dear Mr. Dado:

In accordance with your request, Baxter & Woodman, Inc. is pleased to submit this proposal for engineering design and construction-related services for the Silver Lake West Subdivision – Phase 2/Quail Hollow Drive and El Cameno Re'al Subdivision water main replacement projects as described in your email on August 11, 2021. We understand that the Project includes approximately 10,000 linear feet of 8-inch and 3,000 linear feet of 12-inch ductile iron water main replacement by open cut construction in the Silver Lake West/ Quail Hollow and El Cameno Re'al neighborhoods. Fire hydrants and auxiliary valves will be replaced along with new valves and vaults, water services, and curb stops within the road right-of-way. Replacement of lead water services on private property are not anticipated for this project, and consequently not included in the scope of design services. Pavement patching is planned for street restoration and maintenance of traffic plans will be prepared. In addition, a new 8-inch ductile iron water main connection from the El Cameno Re'al Subdivision to the existing water main on Ravinia Avenue and a crossing of Tinley Creek are included in this Project.

Engineering design will include the use of aerial photographs for base sheet preparation and a partial topographic survey to establish utility elevations suitable for obtaining IEPA, US Army Corps of Engineers (USCOE), and Illinois Department of Natural Resources (IDNR) construction permits for the water main replacement project. The partial topographic survey shall include collection of structure locations, rim elevations and depths of structures within the project limits and full topography for the Tinley Creek crossing along 151st Street and the new water main to connect the El Cameno Re'al Subdivision to the Ravinia Avenue water main. Proposed water main replacements will be shown in plan view on the drawings and specifications will be prepared for Village review. Permit applications will be prepared and submitted to the IEPA for the replacement and new water mains and USCOE and IDNR for the crossing of Tinley Creek. We note that the scope of design services does not include wetland delineation services, obtaining right-of-way, easements, or preparation of IEPA Loan applications, contract documents, or reimbursement requests.

Baxter & Woodman, Inc. will prepare Contract and Bidding Documents for construction of the proposed improvements and we will assist the Village with the bidding process. Our construction-related engineering services includes preparation of a Notice of Award letter to the Contractor, Agreements and Bond forms, and the Notice to Proceed. We will attend the Pre-construction Meeting with a prepared agenda. Contractor submittals of proposed materials will be reviewed. Change Orders will be prepared if necessary and Contractor's Pay Requests will be reviewed each month. A full-time Resident Engineer will be on site during construction. Daily reports will be prepared and on-going quantities tabulated. Upon completion of construction, a punch list will be prepared and we will coordinate with the Contractor on the final Pay Request. We will perform an as-built survey of the completed improvements, prepare Construction Record Drawings, and update the Village GIS with the new improvements.

The following tasks will be necessary to complete the requested design and construction-related engineering services:

Scope of Services

1. PROJECT COORDINATION AND DATA COLLECTION

A. PROJECT MANAGEMENT

- 1) Plan, schedule, and control activities to complete the Project. These activities include but are not limited to budget, schedule, and scope.
- 2) Submit a weekly status report via email describing tasks completed the previous month and outlining goals for the subsequent month.

B. PROJECT MEETINGS

- 1) Conduct a Project kick-off meeting with OWNER's staff and the Project team to establish clear lines of communication, introduce OWNER staff to the team members, and establish the OWNER's detailed needs, objectives, and goals for the Project.
- 2) The meeting will also be used to obtain information, drawings, plans, atlases, and other data to be supplied by the OWNER, and set schedules and guidelines for future design meetings.
- 3) Conduct design meetings with staff at specific times during the design of the Project to clarify staff wishes, design questions, and/or construction methods
- 4) Design meetings will normally consist of one preliminary "red line" meeting at 30 percent completion, where the initial layout of the water main is approved by the OWNER prior to design drawing preparation and one final meeting at 90 percent completion.

C. TOPOGRAPHIC SURVEY

- 1) Topographic Survey: Perform a partial topographic survey of natural and man-made features along the route of the water main replacement at the proposed crossing of

Tinley Creek as needed for USCOE and IDNR permitting and a 100-foot width centered over the proposed water main alignment for the new connection between the El Cameno Re'al Subdivision and Ravinia Avenue. Aerial photographs will be utilized for the preparation of base sheets for Project plan drawings. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls. The partial topographic survey will include obtaining invert/top of pipe elevations for utilities within the project area.

- 2) Right of Way/Property Lines: Field-locate existing property corners (if set) and utilize available tax parcel information to establish approximate rights-of-way.

D. SITE VISITS FOR DESIGNERS - Conduct site visits to familiarize the designer(s) with the sites, clarify any discrepancies on the Drawings.

E. UTILITY LOCATES & COORDINATION

- 1) Complete a Design Stage JULIE Request which consists of obtaining names and phone numbers of utilities located within the work area. Includes coordination with utilities if relocates are needed.
- 2) Obtain names and phone numbers of all utilities located within the work area. Contact utilities, obtain atlases where available, and provide preliminary plan sheets to utility companies for their markup and return.
- 3) Record and maintain documentation of communications with utilities.

2. DETAILED ENGINEERING DESIGN

A. FINAL DESIGN

- 1) Review and respond to OWNER review comments from the Initial (30%) and Pre-Final (90%) plan sets.
- 2) Finalize the pipeline design for the proposed improvements including the horizontal location of pipelines, valves, fire hydrants, and water services.
- 3) Prepare Design Documents consisting of one set of Drawings showing the general scope, extent, and character of construction work to be furnished and performed by the Contractor(s) selected by OWNER and Specifications, which will be prepared in conformance with the format of the Construction Specification Institute.

B. CONTRACT DOCUMENTS

- 1) Prepare for review and approval by the OWNER and its legal counsel one set of 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. QUALITY CONTROL REVIEWS

- 1) Conduct Quality Control peer reviews of drawings and specifications.

- 2) Utilize Baxter & Woodman Construction Department personnel to provide a constructability review of drawings and specifications.
- 3) Make revisions based upon comments from both Baxter & Woodman engineering and construction department comments.

D. PERMITS AND AGENCY COORDINATION

- 1) Submit the design documents to obtain permits from Soil and Water Conservation District, IEPA NOI, IEPA Public Water Supply for construction of the proposed improvements, and USCOE and IDNR for the Tinley Creek crossing.

E. ENGINEER'S OPINION OF PROBABLE COST

- 1) Prepare Opinion of Probable Construction Costs (OPCC) for the Project.

3. ASSISTANCE DURING BIDDING

A. BID ADVERTISEMENT

- 1) Assist the OWNER in solicitation of construction bids for a single project from as many qualified bidders as possible.
- 2) Set bid dates with OWNER, create Advertisement for Bids (AFB), provide AFB to OWNER for publication, and mail advertisement to selected prospective bidders.
- 3) Answer bidders' questions during bid period.
- 4) ADDENDUMS -Issue necessary addenda to all plan holders as necessary.

B. BID OPENING

- 1) Assist in reviewing and checking of bid package submittals as required.
- 2) Tabulate all bids received and review all bid submittals to verify low bid is responsive and responsible.
- 3) Issue a Letter of Recommendation to Award the construction contract to the OWNER for their action.

4. CONSTRUCTION SERVICES

A. PROJECT INITIATION

- 1) Prepare the Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed.
- 2) Receive Contractor insurance documents.
- 3) Coordinate, attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.

B. CONSTRUCTION ADMINISTRATION

- 1) Act as the OWNER's representative with duties, responsibilities, and limitations of authority as assigned in the construction contract documents.
- 2) Attend periodic construction progress meetings.

- 3) Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only 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.
- 4) Coordinate with OWNER staff and Contractor on notices of water service disruptions to residents.
- 5) Review construction record drawings for completeness prior to submission to CADD.
- 6) Prepare construction contract change orders and work directives when authorized by the OWNER.
- 7) 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.
- 8) Research and prepare written response by Engineer to request for information from the OWNER and Contractor.
- 9) Project manager or other office staff visit site as needed.

C. FIELD OBSERVATION

- 1) Engineer's site observation shall be at the times agreed upon with the OWNER. Engineer will provide Resident Project Representatives at the construction site on a full-time basis.
- 2) FULL-TIME-Engineer will provide Resident Project Representatives at the construction site on a full-time basis of forty (40) hours per week from Monday through Friday, not including legal holidays, as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and 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.
- 3) Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If 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 any 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 any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work.

Engineer neither guarantees the performance of any contractor nor assumes responsibility for any 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 any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.

- 4) 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 any extra work, and provide weekly reports to the OWNER of the construction progress and working days charged against the Contractor's time for completion.

D. PROJECT CLOSEOUT

- 1) Provide construction inspection services when notified by the Contractors that the Projects are substantially complete. Prepare written punch lists during substantial completion inspections.
- 2) Prepare Certificates of Substantial Completion.
- 3) Provide construction inspection services when notified by the Contractor that the Projects are complete.
- 4) Prepare written punch lists during final completion inspections.
- 5) Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the OWNER.
- 6) 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.
- 7) 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 Projects completion.

Our engineering fee for the stated scope of services will be based on our hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total **will not exceed the following:**

Design Engineering Services (Nos. 1- 3):	\$161,540
<u>Construction Engineering Services (No. 4):</u>	<u>\$149,950</u>
Total	\$311,490

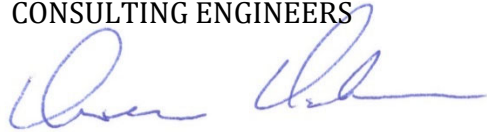
Please see Attachments A and B for the labor estimate and hourly rates. The compensation and services to be provided under this Proposal will be in accordance with the Professional Engineering Services Master Agreement dated October 1, 2020.

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

Thank you for the opportunity to submit a Proposal for this important Project. 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 feel free to contact me at 815-444-3370 or via email at ddabros@baxterwoodman.com.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Dennis Dabros, PE
Vice President

VILLAGE OF ORLAND PARK, ILLINOIS

ACCEPTED BY: _____

TITLE: _____

DATE: _____

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Attachment A

Village of Orland Park						
Plan Number: 211705.40						
Plan Name: ORLPK-Silver Lake West Ph 2 Water Main Replacement Design						
Level	Emp	Planned Hrs	Planned Labor Rates	Planned Labor Bill	Reimb Allowance	Total Compensation
Overall Project Total		1,174.00		160,660.00	880.00	161,540.00
1	Project Coordination and Data Collection	340.00		47,040.00	880.00	47,920.00
1.1	Project Management	104.00		18,320.00	0.00	18,320.00
	Bruce Aderman	40.00	170.00	6,800.00		
	Dennis Dabros	40.00	210.00	8,400.00		
	Jack Worsham	24.00	130.00	3,120.00		
1.2	Project Meetings	60.00		9,720.00	300.00	10,020.00
	Bruce Aderman	24.00	170.00	4,080.00		
	Dennis Dabros	12.00	210.00	2,520.00		
	Jack Worsham	24.00	130.00	3,120.00		
1.3	Collect Existing Data	24.00		3,120.00	0.00	3,120.00
	Timothy Bette	12.00	130.00	1,560.00		
	Jack Worsham	12.00	130.00	1,560.00		
1.4	Topographic Survey (Partial)	120.00		11,400.00	480.00	11,880.00
	Cody Jay	60.00	65.00	3,900.00		
	Joseph Molitor	60.00	125.00	7,500.00		
1.5	Site Visit	20.00		2,920.00	100.00	3,020.00
	Bruce Aderman	8.00	170.00	1,360.00		
	Jack Worsham	12.00	130.00	1,560.00		
1.6	Utility Locates & Coordination	12.00		1,560.00	0.00	1,560.00
	Jack Worsham	12.00	130.00	1,560.00		
2	Detailed Design	798.00		108,800.00	0.00	108,800.00
2.1	Final Design	552.00		74,820.00	0.00	74,820.00
	Bruce Aderman	90.00	170.00	15,300.00		
	Timothy Bette	250.00	130.00	32,500.00		
	Barbara Tobin	12.00	85.00	1,020.00		
	Jack Worsham	200.00	130.00	26,000.00		
2.2	Contract Documents	58.00		7,580.00	0.00	7,580.00
	Bruce Aderman	10.00	170.00	1,700.00		
	Barbara Tobin	8.00	85.00	680.00		
	Jack Worsham	40.00	130.00	5,200.00		
2.3	Quality Control Reviews	24.00		4,640.00	0.00	4,640.00
	Dennis Dabros	8.00	210.00	1,680.00		
	Mark Kolczaski	16.00	185.00	2,960.00		
2.4	Permits and Agency Coordination	116.00		15,200.00	0.00	15,200.00
	Paige Adams	24.00	110.00	2,640.00		
	Bruce Aderman	24.00	170.00	4,080.00		
	Barbara Tobin	8.00	85.00	680.00		
	Jack Worsham	60.00	130.00	7,800.00		
2.5	Engineer's Opinion of Probable Cost	48.00		6,560.00	0.00	6,560.00
	Bruce Aderman	8.00	170.00	1,360.00		
	Jack Worsham	40.00	130.00	5,200.00		
3	Bidding Assistance	36.00		4,820.00	0.00	4,820.00
	Bruce Aderman	8.00	170.00	1,360.00		
	Barbara Tobin	4.00	85.00	340.00		
	Jack Worsham	24.00	130.00	3,120.00		

Attachment B

Village of Orland Park							
Plan Number: 211705.60							
Plan Name: ORLPK-Silver Lake West Ph 2 Water Main Replacement Construction							
Level	Emp	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
Overall Project Total		1,130.00	146,660.00	146,660.00	0.00	3,290.00	149,950.00
CS100	Project Initiation	30.00	5,220.00	5,220.00	0.00	60.00	5,280.00
	Timothy Carter	20.00	3,300.00				
	Michael Costanzo	2.00	240.00				
	Dennis Dabros	8.00	1,680.00				
CS105	Construction Administration	144.00	24,840.00	24,840.00	0.00	250.00	25,090.00
	Timothy Carter	120.00	19,800.00				
	Dennis Dabros	24.00	5,040.00				
CS107	Submittal Review	20.00	3,400.00	3,400.00	0.00	0.00	3,400.00
	Bruce Aderman	20.00	3,400.00				
CS110	Field Observation	880.00	105,600.00	105,600.00	0.00	2,800.00	108,400.00
	Michael Costanzo	880.00	105,600.00				
CS140	Project Closeout	56.00	7,600.00	7,600.00	0.00	180.00	7,780.00
	Timothy Bette	16.00	2,080.00				
	Timothy Carter	16.00	2,640.00				
	Michael Costanzo	24.00	2,880.00				