

June 22, 2016

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

***Subject: Village of Orland Park – Orland Brook Drive Culvert Replacement-Construction Services***

Dear Mr. Ingram:

Baxter & Woodman, Inc. is pleased to submit this proposal to provide Construction Services for the Subject Project. All terms and conditions of the Master Agreement dated March 17, 2015 with the Village of Orland Park shall apply.

#### **PROJECT SUMMARY**

Improvements consist of removal of existing culvert pipes, installation of dual reinforced concrete pipes, curb and sidewalk replacement, water main relocation, HMA patching, and parkway restoration

#### **PROJECT SCHEDULE**

Our services are anticipated to start on July 18, 2016 and record drawings completed by November 11, 2016.

The construction work is anticipated to start in early/mid-August, 2016 and the final completion date is October 21, 2016.

Our scope of services, tasks, anticipated hours of work, and fee are provided below.

#### **CONSTRUCTION SCOPE OF SERVICES**

1. Act as the Village's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.
2. PROJECT INITIATION: (9hrs)
  - Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
3. CONSTRUCTION ADMINISTRATION- (40 hrs.)
  - Attend bi-weekly construction progress meetings as needed.

- 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. Village 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. Village 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.
  - Provide Design Engineering service that are project related (as needed) including utility coordination before the construction work is started.
  - Prepare construction contract change orders and work directives when authorized by the Village.
  - Review the Contractor's requests for payments as construction work progresses, and advise the Village of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
  - Research and prepare written response by Engineer to request for information from the Village and Contractor.
  - Project manager or other office staff visit site as needed.
  - Coordinate the services of a materials testing company to perform proportioning and testing of the Portland cement concrete and bituminous mixtures in accordance with the IDOT's Bureau of Materials manuals of instructions for proportioning. Review laboratory, shop and mill test reports of materials and equipment furnished by the Contractor. Services of a material testing company shall be furnished by the Village as deemed necessary by the Engineer.
4. FIELD OBSERVATION and DOCUMENTATION- (261 hrs)
- Engineer's site observation shall be at the times agreed upon with the Village. Engineer will provide a Resident Project Representative on a full-time basis of forty (40) hours per week for 4 weeks and a part-time basis of (5) hours a week for 10 weeks from Monday through Friday, not including legal holidays, (for up to 261 hours), 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. 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 Village 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 of 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.

- 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 Village of the construction progress and working days charged against the Contractor's time for completion.

#### 5. PROJECT CLOSEOUT (28 hrs)

- Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services.
- Review construction record drawings for completeness prior to submission to CADD for further processing.
- Provide the Village a set of Auto-Cad construction record drawings in a pdf format on a USB Flash drive.

#### ENGINEERING FEE

Our engineering fee for the above 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 mileage direct costs which in **total will not exceed \$32,712.**



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. If you find this proposal acceptable, please sign one copy and return for our files.

Please do not hesitate to call me 815-444-3335 if you have any questions or need additional information.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS

A handwritten signature in purple ink that reads "Derek J. Wold".

Derek J. Wold, P. E.  
Vice President

Attachment

C: Mark L. Dachsteiner, P.E., Construction Manager

**VILLAGE OF ORLAND PARK, IL**

**AUTHORIZED BY:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

*I:\Crystal Lake\ORLPK\150623-Orlan Brook Culvert\Contract\60-Construction\For Contracts\150623.60 Proposal.doc*

**Village of Orland Park, Illinois**  
**Orlan Brook Drive Culvert Replacement**  
**Section No.: N/A**

**CONSTRUCTION ENGINEERING**  
**COST ESTIMATE OF CONSULTANT'S SERVICES IN DOLLARS**

Route: Orlan Brook Drive  
 Local Agency: Village of Orland Park

Section: N/A  
 Project: N/A  
 Job No.: N/A

\*Firm's **approved rates** on file with IDOT's  
 Bureau of Accounting and Auditing:

Overhead Rate N/A  
 Complexity Factor 0  
 Work Days M-F 7/18/16-11/11/16 83  
 Anticipated Service from 07/18/16 to 11/11/16  
 Weeks of Service 16.5 Wks  
 Saturdays 2

Method of Compensation:  
 Cost Plus Fixed Fee 1 ☐ 14.5%[DL + R(DL) + OH(DL) + IHDC]  
 Cost Plus Fixed Fee 2 ☐ 14.5%[DL + R(DL) + 1.4(DL) + IHDC]  
 Cost Plus Fixed Fee 3 ☐ 14.5%[(2.8 + R)DL] + IHDC  
 Direct Labor Multiple ☐  
 Specific Rate ☒  
 Lump Sum ☐

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs	Overhead*	In-House Direct Costs	Services by Others	Profit	Total
PROJECT INITIATION	PRINCIPAL-Wold	0	\$180.00	\$0.00					\$0.00
	SR. ENGR. IV Dachsteiner	5	\$160.00	\$800.00		\$48.60			\$848.60
	ENGR. TECH III-Mijares	2	\$110.00	\$220.00		\$21.60			\$241.60
	CLERICAL II-Tobin	2	\$90.00	\$180.00					\$180.00
CONSTRUCTION ADMINISTRATION AND DESIGNER ASSISTANCE/SHOP DRAWING	SR. ENGR. IV Dachsteiner	30	\$160.00	\$4,800.00		\$48.60			\$4,848.60
	SR. ENGR. III-James	8	\$150.00	\$1,200.00					\$1,200.00
	ENGR. TECH III-Mijares	0	\$110.00	\$0.00					\$0.00
	CLERICAL II-Tobin	2	\$90.00	\$180.00					\$180.00
FIELD DESIGN/CONSTRUCTION LAYOUT	SR. ENGR III-James	0	\$140.00	\$0.00					\$0.00
	ENGR. TECH III-Mijares	0	\$110.00	\$0.00					\$0.00
	SURVEY TECH- III-Sweeny	0	\$95.00	\$0.00					\$0.00
FIELD OBSERVATION/DOCUMENTATION	ENGR. TECH I-Lauterbach	246	\$80.00	\$19,680.00		\$777.60			\$20,457.60
	ENGR. TECH III-Mijares	15	\$110.00	\$1,650.00		\$108.00			\$1,758.00
COMPLETION OF PROJECT	SR. ENGR. IV Dachsteiner	4	\$160.00	\$640.00					\$640.00
	ENGR. TECH I-Lauterbach	8	\$80.00	\$640.00		\$38.00			\$678.00
	CAD/SURVEY TECH-Bette	16	\$105.00	\$1,680.00					\$1,680.00
MATERIAL TESTING							\$0.00		\$0.00
<b>TOTALS</b>		<b>338</b>		<b>\$31,670.00</b>	<b>\$0.00</b>	<b>\$1,042.40</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$32,712.40</b>

**CONSTRUCTION SERVICES TOTAL - NOT TO EXCEED      \$32,712.40**

Summary of In-House Direct Costs:  
 VEHICLE EXPENSES: TRAVEL - 1930MI @ CURRENT IRS RATE (\$0.54 FOR ESTIMATING PURPOSES) \$1,042.40  
 PRODUCTION, ADMINISTRATION, POSTAGE: \$0.00

Summary of Services by Others:  
 MATERIAL TESTING: \$0.00