

**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 for 2017:  
C16-0122 Fernway Roadway & Ditch Grading Improvements (2016-0759 \$32,910)  
C17-0011 143rd Metra Stairs Addendum #1 (2017-0014 \$23,500)  
C17-0051 2017 Road Improvement Construction Services (2017-0237 \$156,200)  
C17-0135 Fernway Subdivision Construction Services (2017-0625 \$115,000)  
C18-0011 Addendum A extend term thru 12/31/2020 (2017-0913)  
C18-0012 Exh B Sidewalk Connectivity Improvements - 135th St. (2017-0931 \$8550)  
C18-0068 Exh B Fernway Subdivision Roadway & Ditch Grading Improvements 2018 (2018-0277 \$39720)  
C18-0070 Exh B 2018 Road Improvement Construction Services (2018-0272 \$157,850)  
C18-0115 Exh B Fernway Subd Roadway & Ditch Grading Construction Engineering Services (2018-0541) \$77,984)



**MAYOR**  
Keith Pekau

**VILLAGE CLERK**  
John C. Mehalek

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
708.403.6100  
OrlandPark.org



**TRUSTEES**

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

September 12, 2018

Mr. Dennis Dabros, P.E.  
Baxter & Woodman  
8840 West 192<sup>nd</sup> St.  
Mokena, Illinois 60448

RE: Exhibit B – Fernway Subdivision Roadway & Ditch Grading Improvements 2018 –  
Construction Engineering

Dear Mr. Dabros:

Enclosed is a copy of the signed proposal for Fernway Subdivision Roadway & Ditch Grading Improvements 2018 – Construction Engineering dated July 17, 2018. Please attach this as Exhibit B to the Professional Engineering Services Master Agreement - Roadway Maintenance & Pavement Construction dated March 17, 2015, amended January 24, 2018. All terms of the Master Agreement shall apply.

If you have any questions, please call me at 708-403-6173.

Sincerely,

  
Denise Domalewski  
Purchasing & Contract Administrator

Encl:

cc: Kevin Lehmann



8840 West 192nd Street, Mokena, IL 60448 • 815.459.1260 • baxterwoodman.com

July 17, 2018

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

***Subject: Village of Orland Park – Fernway Subdivision Roadway & Ditch Grading  
Improvements 2018  
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, amended January 24, 2018 with the Village of Orland Park shall apply.

**PROJECT SUMMARY**

Improvements consist of HMA roadway reconstruction, regrading of the existing parkway ditches, Portland cement concrete shoulders, driveway apron removal and replacement, culvert removal and replacement, parkway restoration, and other incidental and miscellaneous items of work. The Project will utilize Village funds.

**PROJECT SCHEDULE**

Milestone	Date
Project Awarded by the Village	September 4, 2018
Start of Construction Services	September 5, 2018
Start of Construction	September 17, 2018
Final Completion Date	November 20, 2018

Our scope of services, tasks and 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 AND CONSTRUCTION LAYOUT
  - A. Attend and prepare minutes for the preconstruction conference, creation of project files and construction documents, and review the Contractor's proposed construction schedule, list of subcontractors and material suppliers.
  - B. Provide construction layout for the roadway reconstruction work and ditch grading and culvert replacement work.
3. CONSTRUCTION ADMINISTRATION
  - A. Attend bi-weekly construction progress meetings.
  - B. 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.
  - C. Prepare construction contract change orders and work directives when authorized by the Village.
  - D. 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.
  - E. Research and prepare written response by Engineer to request for information from the Village and Contractor.

- F. Project manager or other office staff visit site as needed.
  - G. 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
- A. Engineer's site observation shall be at the times agreed upon with the Village. Engineer will provide (1) Resident Project Representative on a full-time basis of forty (40) hours per week from Monday through Friday, not including legal holidays, (for up to 480 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.

- B. Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- C. 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 daily reports to the Village on the construction progress and working days charged against the Contractor's time for completion.

#### 5. PROJECT CLOSEOUT

- A. Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services.
- B. Review construction record drawings for completeness prior to submission to CADD for further processing.
- C. 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 \$77,984**. Attached please find our 2018 Rate Sheet.

We appreciate the opportunity to continue working 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 contact Matthew Abbeduto at 815-444-3352 or via email at [mabbeduto@baxterwoodman.com](mailto:mabbeduto@baxterwoodman.com) if you have any questions or need additional information.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Dennis S. Dabros, PE  
Vice President

Attachment

**VILLAGE OF ORLAND PARK, IL**

AUTHORIZED BY:



TITLE: Village Manager

DATE: 7/10/18

<b>Village of Orland Park</b>						
<b>Plan Number: 171272.60</b>						
<b>Plan Name: ORLPK - Fernway Subdivision 2018 - CS</b>						
<b>Level</b>	<b>Emp</b>	<b>Planned Hrs</b>	<b>Planned Labor Bill</b>	<b>Compensation Fee</b>	<b>Reimb Allowance</b>	<b>Total Compensation</b>
<b>Overall Project Total</b>		<b>740.00</b>	<b>77,444.00</b>	<b>77,444.00</b>	<b>540.00</b>	<b>77,984.00</b>
CS100	Project Initiation	14.00	1,776.00	1,776.00	0.00	1,776.00
	Matthew Abbeduto	8.00	1,240.00			
	Melissa Miller	4.00	380.00			
	Barbara Tobin	2.00	156.00			
CS105	Construction Administration	78.00	11,628.00	11,628.00	60.00	11,688.00
	Matthew Abbeduto	72.00	11,160.00			
	Barbara Tobin	6.00	468.00			
CS110	Field Observation/Documentation	480.00	45,600.00	45,600.00	480.00	46,080.00
	CS110 Observe Construction, Full-Time	480.00	45,600.00	45,600.00	480.00	46,080.00
	Melissa Miller	480.00	45,600.00			
CS120	Construction Layout	80.00	8,800.00	8,800.00	0.00	8,800.00
	Timothy Bette	40.00	4,600.00			
	Michael Sweeney	40.00	4,200.00			
CS150	Project Closeout	88.00	9,640.00	9,640.00	0.00	9,640.00
	Matthew Abbeduto	8.00	1,240.00			
	Timothy Bette	40.00	4,600.00			
	Melissa Miller	40.00	3,800.00			





# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
www.orlandpark.org

Master

C18-0115

File Number: 2018-0541

File ID: 2018-0541	Type: MOTION	Status: PASSED
Version: 1	Reference:	Controlling Body: Board of Trustees
Department: Public Works Department	Cost:	File Created Date : 08/09/2018
Agenda Entry: Fernway Subdivision Roadway and Ditch Grading Improvements 2018 - Bid and Construction Engineering Services Proposal		Final Action: 09/04/2018

Title: Fernway Subdivision Roadway and Ditch Grading Improvements 2018 - Bid and Construction Engineering Services Proposal

**Notes:**

Code Sections:	Agenda Date: 09/04/2018
Indexes:	Agenda Number: D.
Sponsors:	Res/Ord Date:
Attachments: Responsiveness Check, Bidder Sum Sheet, B&W Const Services Proposal, Bid Tabulation	Res/Ord Number:
Drafter:	Hearing Date:
Department Contact:	Effective Date:

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Public Works Department	08/09/2018	INTRODUCED TO COMMITTEE	Public Works Committee			
	Action Text: INTRODUCED TO COMMITTEE to the Public Works Committee						
0	Public Works Committee	08/20/2018	RECOMMENDED FOR APPROVAL	Board of Trustees			Pass
	Action Text: A motion was made by Trustee Dodge, seconded by Chairman Fenton, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion carried by the following vote:						
	Notes: Director of Public Works John Ingram reported that the pavement in Fernway Subdivision was originally constructed in the early 1960's. At that time, the unincorporated roadways were constructed to a rural cross-section, below Village standards. The Village has spent considerable resources maintaining these roadways since annexing the area over 40 years ago. Our Pavement Management Consultant, Applied Research Associates (ARA), has recommended full pavement reconstruction in conjunction with ribbon curbs to support the pavement edge. Due to the scale of work and expected construction cost, the overall project for the entire subdivision is planned to be completed over nine years, depending on funding.						
	Beginning in 2016, the first two phases have been successfully completed. The work currently						

planned for completion in 2018 (year 3), includes 170th Street and 170th Place (88th Avenue east to Village limit). Since beginning this multi-year project, the Village Board has approved contracts with Baxter & Woodman to provide required phase II engineering services. Also, the Village previously engaged Christopher B. Burke Engineering (CBBEL) to design and engineer roadside drainage ditch grading improvements. Both plan sets were incorporated into the Fernway Subdivision Roadway and Ditch Grading Improvements 2018 bid package.

An invitation to bid for the Fernway Subdivision Road and Ditch Improvements project was published on the BidNetDirect website on June 27, 2018. 205 vendors were notified, 23 downloaded the documents, and 5 submitted bids. On Monday July 16, 2018 at 11:00am, the five sealed bids were opened by the Clerk's Office for this project. Bids were received from: Austin Tyler Construction of Elwood, Illinois; D Construction of Coal City, Illinois; Gallagher Asphalt of Thornton, Illinois; Lindahl Brothers, Inc. of Bensenville, Illinois; and PT Ferro Construction Company of Joliet, Illinois. See attached ITB 18-032 Bid Tabulation Sheet and Bid Responsiveness Sheet for reference.

D Construction of Coal City, Illinois was identified as the lowest responsible bidder for the 2018 Fernway Subdivision Road and Ditch Improvements project with a submitted project cost of \$555,653.34 for roadway reconstruction, and \$388,980.20 for ditch grading for a grand total of \$944,633.54. This cost is below Public Works staff's estimate of \$1,139,749.80 for this project. Therefore, it is staff's recommendation that D Construction of Coal City, Illinois be awarded the project for the 2018 Fernway Subdivision Road and Ditch Improvements project in the amount of \$944,633.54, plus \$30,000.00 contingency for the road improvement work and \$20,000.00 contingency for the ditch grading work for a total cost of \$994,633.54.

Also, to facilitate the construction, staff requested and received a proposal for Phase III Construction Services from Baxter & Woodman. Baxter & Woodman is also overseeing the 2018 Road Improvement Program and have an established proficient and professional relationship with the Village. Therefore, staff recommends approving the proposal from Baxter & Woodman in an amount not to exceed \$77,984.00 (proposal attached) plus \$5,000.00 contingency for the road improvement work and \$5,000.00 contingency for the ditch grading work for a total cost of \$87,984.00. Based on the type of construction, \$51,790.40 (60%) of the cost will be funded by the Road Program; \$36,193.60 (40%) will be funded by the Storm Water Fund in Water and Sewer.

Trustee Dodge had comments and questions. (refer to audio file)

Director Ingram responded to those comments and questions. (refer to audio file)

Chairman Fenton had comments. (refer to audio file)

Aye: 2 Chairman Fenton, and Trustee Dodge

Nay: 0

Absent: 1 Trustee Griffin Ruzich

1 Public Works Department 08/21/2018 INTRODUCED TO Board of Trustees  
BOARD

Action Text: INTRODUCED TO BOARD to the Board of Trustees

1 Board of Trustees 09/04/2018 APPROVED

Pass

Action Text: This matter was APPROVED on the Consent Agenda.

Notes: The pavement in Fernway Subdivision was originally constructed in the early 1960's. At that time, the unincorporated roadways were constructed to a rural cross-section, below Village standards. The Village has spent considerable resources maintaining these roadways since annexing the area over 40 years ago. Our Pavement Management Consultant, Applied Research Associates (ARA), has recommended full pavement reconstruction in conjunction with ribbon curbs to support the pavement edge. Due to the scale of work and expected construction cost, the overall project for the entire subdivision is planned to be completed over nine years, depending on funding.

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Aye: 7 Trustee Fenton, Trustee Dodge, Trustee Gira, Trustee Griffin Ruzich,  
Trustee Calandriello, Trustee Carroll, and Village President Pekau

Nay: 0

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## Text of Legislative File 2018-0541

..Title

Fernway Subdivision Roadway and Ditch Grading Improvements 2018 - Bid and Construction Engineering Services Proposal

History

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On Monday, August 20, 2018, this item was reviewed by the Public Works Committee and recommended for approval and referred to the Village Board of Trustees for consideration.

#### Financial Impact

Funds for this work are included in the FY18 approved capital budget, and are available in the Road Program account 054-0000-471250, and Water and Sewer account 031-6007-470500.

#### Recommended Action/Motion

I move to approve accepting the bid from D Construction of Coal City, Illinois for the

Fernway Subdivision Roadway and Ditch Grading Improvements 2018 in the amount of \$994,633.54 (\$944,633.54 plus \$50,000.00 contingency);

And

Approve accepting the proposal for Construction Engineering Services for the Fernway Subdivision Roadway and Ditch Grading Improvements 2018 from Baxter & Woodman, Inc. of Mokena, Illinois, in an amount not to exceed \$87,984.00 (\$77,984.00 plus \$10,000.00 contingency).