

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)

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

February 2, 2018

Mr. Derek Wold, P.E., BCEE
Baxter & Woodman, Inc.
8840 West 192nd St.
Mokena, IL 60448

Notice to Proceed: Addendum A dated January 24, 2018 - Roadway Maintenance and Pavement Reconstruction Master Agreement for Professional Engineering Services
Exhibit B – Sidewalk Connectivity Improvements – 135th Street Design

Dear Mr. Wold:

Enclosed is a fully executed addendum extending the term of the Roadway Maintenance and Pavement Reconstruction Master Agreement through December 31, 2010. Also enclosed is the signed proposal for Sidewalk Connectivity Improvements – 135th Street Design. This proposal shall be attached to the Master Agreement as Exhibit B and 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: Bill Cunningham
Kevin Lehmann
Rich Rittenbacher

MAYOR
Keith Pekau

VILLAGE CLERK
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TRUSTEES
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January 24, 2018

Mr. Derek Wold, P.E., BCEE
Baxter & Woodman, Inc.
8840 West 192nd St.
Mokena, IL 60448

RE: Addendum A dated January 24, 2018
Roadway Maintenance and Pavement Reconstruction
Master Agreement for Professional Engineering Services

Dear Mr. Wold:

This notification is to inform you that on January 15, 2018, the Village of Orland Park Board of Trustees approved extending the Master Agreement for Roadway Maintenance and Pavement Reconstruction and the proposal for Sidewalk Connectivity Improvements – 135th Street. Please sign the attached addendum and return to my attention at Village of Orland Park, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462 or email to ddomalewski@orlandpark.org. I will return a fully executed addendum and proposals for your files.

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

Sincerely,



Denise Domalewski
Purchasing & Contract Administrator

cc: Kevin Lehmann
Rich Rittenbacher

October 13, 2017

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

Attention: Mr. Kevin Lehmann

***Subject: Village of Orland Park - Sidewalk Connectivity Improvements - 135th Street
Design Engineering***

Dear Mr. Ingram,

Baxter & Woodman, Inc. is pleased to submit this proposal to the Village to perform design engineering for sidewalk connectivity improvements along various streets within the Village. Our project understanding, scope of services, and engineering fee are presented below.

Project Understanding

The Village plans to construct sidewalks along 135th Street between 88th Avenue and Saint Mary Circle. Design engineering will consist of topographic survey, coordination with Cook County Highway Department, utility coordination, preparation of plans, specifications, and construction cost estimates.

Scope of Services

PROJECT INITIATION AND DATA COLLECTION

- *Data Collection:* Obtain, review, and evaluate the following information provided by the Village for use in design:
 - Utility Atlases
 - ROW, GIS, and property data
- *Field evaluation:* Collect and record all necessary field data for structural, roadway, drainage, utility, and pavement analysis. Observe and photograph the project area and immediate surroundings.

TOPOGRAPHIC SURVEY

- *Topographic Survey:* Perform topographic survey within the project limits. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls.

COORDINATION AND PERMITTING

- *Permit Agency Early Coordination:* Initiate coordination with the following regulatory agencies to obtain preliminary design comments:
 - Cook County Highway Department: Secure a Cook County highway permit to install sidewalks adjacent to 135th Street right-of-way.

PLAN PREPARATION

- *Estimate of Cost and Time:* Prepare summary of quantities, estimate of time, schedules of materials, and an engineer's estimate of cost.
- *Specifications:* Prepare special provisions in accordance with Village guidelines to specify items not covered by the Standard Specifications for Road and Bridge Construction.
- *Roadway Design:* Prepare plan sheets for the proposed sidewalk installations including improvement limits, stations and offset callouts, elevations, utility structure adjustments, pavement marking, and note special instructions to the Contractor.
- *Cross Section Design:* Design roadway cross sections. Compute earthwork calculations.
- *Detailed Drawings:* Complete plan sheets required for bidding including: Summary of Quantities, Typical Sections, Plan, Grading and Pavement Markings, and Cross Sections.
- *Utility Coordination:* Contact J.U.L.I.E. to identify utilities that have facilities along the project limits. Request utility atlas maps and plot locations and sizes of existing utilities in electronic drawings. Submit preliminary and final plans to utility companies so conflicts and relocation efforts can be identified. Provide ongoing reviews of permitting and utility relocation efforts as requested by the Village.

QA/QC

- Perform in-house peer and milestone reviews by senior staff during project initiation, conceptual review, preliminary, pre-final, and final submittals. Provide ongoing reviews of permitting and utility coordination efforts.

MANAGE PROJECT

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

Engineering Fee

Our engineering fee for the above stated scope of services will be based on our standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$8,550**.

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

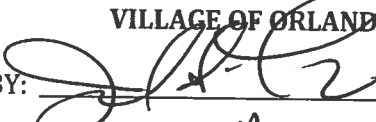
Please do not hesitate to contact Christine Code if you have any questions or need additional information.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Derek J. Wold, P. E.
Executive Vice President

VILLAGE OF ORLAND PARK, IL
AUTHORIZED BY: 
TITLE: Village Manager
DATE: 1/29/18

VILLAGE OF ORLAND PARK, ILLINOIS

BAXTER & WOODMAN, INC.
 2018 HOURLY BILLING RATES AND EXPENSE ITEMS
 FOR PROFESSIONAL SERVICES

EMPLOYEE CLASSIFICATION	HOURLY BILLING RATES
Principal	\$190
Senior Engineer III to IV	\$150 to \$175
Senior Engineer I to II	\$125 to \$140
Engineer III to IV	\$105 to \$115
Engineer I to II	\$90 to \$95
Engineering Technician III to V	\$115 to \$145
Engineering Technician I to II	\$60 to \$105
Senior Geologist	\$140
Professional Surveyor I	\$145
Administrative Support I to III	\$70 to \$78
Marketing Professional I to III	\$70 to \$80
Accounting Professional I to III	\$70 to \$80

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%