

February 4, 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 – 2016 Road Improvement Program - Construction Services***

Dear Mr. Ingram:

Baxter & Woodman, Inc. is pleased to submit this proposal to provide Construction Services for the 2016 Road Improvement Program. All terms and conditions of the Master Agreement dated March 17, 2015 with the Village of Orland Park shall apply.

**PROJECT SUMMARY**

Improvements include hot-mix asphalt surface removal; pavement removal; spot curb and gutter removal and replacement, sidewalk removal and replacement; preparation of aggregate base; hot-mix asphalt binder and surface course; adjustment of drainage structures; parkway restoration, and other incidental and miscellaneous items of work on various roadways within the Village. The Project will utilize Village funds.

**PROJECT SCHEDULE**

The Project is anticipated to be completed within 90 Working Days.

Baxter & Woodman, Inc. will be primarily responsible for providing Construction Services for Area No. 3 - Maycliff, which we anticipate will be completed within 40 Working Days. Baxter & Woodman will assist in the other Improvement Areas (Doyle Court, Orland on the Green and Centennial Village), as requested by the Village.

Our scope of services and engineering fees are presented 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
  - Prepare exhibit and attend open house for residents of the Maycliff neighborhood.
  - Provide review of Bid Documents prepared by the Village prior to Bidding.

- Provide review of each Contractors Bid Submittal.
- Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.

### 3. CONSTRUCTION ADMINISTRATION

- Attend periodic construction progress meetings.
- 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.
- Review construction record drawings for completeness prior to submission to CADD.
- 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.
- Provide miscellaneous Design Services as requested by the Village.

#### 4. FIELD OBSERVATION

- Engineer's site observation shall be at the times agreed upon with the Village. Engineer will provide a Resident Project Representative at the Maycliff Improvements site on a full-time basis of forty (40) hours per week from Monday through Friday, not including legal holidays, (for up to 360 hours) and on a periodic part-time basis at the other Improvement Area sites of not more than eight (8) hours per regular weekday, not including legal holidays (for up to 160 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.
- Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- 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

- Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services.

**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 travel costs which in total will not exceed \$106,820. Attached please find our 2016 Rate Sheet.

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 815-459-1260 if you have any questions or need additional information.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS

Derek J. Wold, P. E.  
Vice President

Attachment

C: Dennis Dabros, P.E., Construction Department Manager

**VILLAGE OF ORLAND PARK, IL**

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

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

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

**Village of Orland Park, Illinois  
2016 Road Improvement Program  
Section No.: N/A**

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

Route: Various  
Local Agency: Village of Orland Park  
  
Section: N/A  
Project: N/A  
Job No.: N/A

*Firm's <b>approved rates</b> on file with IDOT's Bureau of Accounting and Auditing:	
Overhead Rate	<u>N/A</u>
Complexity Factor	<u>0</u>
Working Days	<u>90</u>
Anticipated Service from 4/1/16 to 9/1/16	

- 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	2	\$180.00	\$360.00					\$360.00
	SR. ENGR. I	44	\$125.00	\$5,500.00					\$5,500.00
	ENGR. TECH III	20	\$110.00	\$2,200.00					\$2,200.00
	CLERICAL II	2	\$90.00	\$180.00		\$60.00			\$240.00
	CAD/GIS/Survey Tech III	8	\$110.00	\$880.00					\$880.00
CONSTRUCTION ADMINISTRATION AND DESIGNER ASSISTANCE	SR. ENGR. I	108	\$125.00	\$13,500.00		\$138.00			\$13,638.00
	SR. ENGR. III	40	\$150.00	\$6,000.00					\$6,000.00
	ENGR. TECH III	40	\$110.00	\$4,400.00		\$108.00			\$4,508.00
FIELD OBSERVATION (MAYCLIFF)	CLERICAL II	8	\$90.00	\$720.00		\$60.00			\$780.00
	SR. ENGR. I	24	\$125.00	\$3,000.00					\$3,000.00
	ENGR. TECH III	360	\$110.00	\$39,600.00		\$438.00			\$40,038.00
FIELD OBSERVATION (OTHER AREAS)	CAD/GIS/Survey Tech III	40	\$110.00	\$4,400.00		\$60.00			\$4,460.00
	SR. ENGR. I	8	\$125.00	\$1,000.00					\$1,000.00
	ENGR. TECH III	160	\$110.00	\$17,600.00		\$216.00			\$17,816.00
COMPLETION OF PROJECT	CAD/GIS/Survey Tech III	8	\$110.00	\$880.00		\$60.00			\$940.00
	SR. ENGR. I	8	\$125.00	\$1,000.00					\$1,000.00
MATERIAL TESTING	ENGR. TECH III	40	\$110.00	\$4,400.00		\$60.00			\$4,460.00
							\$0.00		\$0.00
<b>TOTALS</b>		920		\$105,620.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$106,820.00

**CONSTRUCTION SERVICES TOTAL - NOT TO EXCEED \$106,820.00**

Summary of In-House Direct Costs:  
VEHICLE EXPENSES: TRAVEL - 2,000MI @ CURRENT IRS RATE (\$0.54 FOR ESTIMATING PURPOSES) \$1,080.00  
PRODUCTION, ADMINISTRATION, POSTAGE: \$120.00

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