

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:** 2018-0191

**Innoprise Contract #:** C18-0055

**Year:** 2018

**Amount:** \$238,000.00

**Department:** PW - Doug Medland/Bill Cunningham

**Contract Type:** Professional Engineering Services

**Contractors Name:** Greeley & Hansen LLC

**Contract Description:** Main Pump Station MCC Replacement

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. Giro  
Carole Griffin Ruzich  
Daniel T. Colondriello  
Michael F. Carroll

May 15, 2018

Mr. Jay Bielanski, PE, ENV SP  
Electrical Engineer Associate  
Greeley and Hansen LLC  
100 S. Wacker Drive, Suite 1400  
Chicago, IL 60606

*NOTICE TO PROCEED – Main Pump Station MCC Replacement*

Dear Mr. Bielanski:

This notification is to inform you that the Village of Orland Park has received all documents in order for work to commence on the above stated project as of May 8, 2018.

Please contact Doug Medland at 708-403-6198 to arrange the commencement of the work.

The Village will be processing a Purchase Order for this contract and it will be emailed to your company. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462 or emailed to [accountspayable@orlandpark.org](mailto:accountspayable@orlandpark.org). Also, your final invoice for this contract should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) original executed contract dated April 24, 2018 in an amount not to exceed Two Hundred Thirty Eight Thousand and No/100 (\$238,000.00) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,



Denise Domalewski  
Purchasing & Contract Administrator

Encl:

CC: Bill Cunningham  
Doug Medland

MAYOR  
Keith Pekau

VILLAGE CLERK  
John C. Mehalek

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
708.403.6100  
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TRUSTEES

Kathleen M. Fenton  
James V. Dodge  
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Michael F. Carroll

April 24, 2018

Mr. Jay Bielanski, PE, ENV SP  
Electrical Engineer Associate  
Greeley and Hansen LLC  
100 S. Wacker Drive, Suite 1400  
Chicago, IL 60606

NOTICE OF AWARD – Main Pump Station MCC Replacement

Dear Mr. Bielanski:

This notification is to inform you that on April 2, 2018, the Village of Orland Park Board of Trustees approved awarding Greeley and Hansen LLC the contract in accordance with the proposal you submitted for Main Pump Station Motor Control Center Replacement for an amount of Two Hundred Thirty Eight Thousand and No/100 (\$238,000.00) Dollars.

In order to begin this engagement, you must comply with the following within ten business days of the date of this Notice of Award, which is by May 8, 2018.

- Attached is the Contract for Main Pump Station Motor Control Center Replacement. Please sign two (2) copies and return them both directly to me. I will obtain signatures to fully execute the Contract and one original executed Contract will be returned to you.
- Also enclosed is the Certificate of Compliance and Insurance Requirements. Please complete and return them with the contract. I do have a current certificate of insurance on file so you do not need to send another one. However, please make sure that a new one is sent upon renewal.

Deliver this information directly to me, Denise Domalewski, Purchasing & Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462. The signed Contract and Certificate of Compliance are required to be in place and received at my office prior to the commencement of work on this project. You will be issued a Notice to Proceed letter and a purchase order when you are in full compliance with this process. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at ddomalewski@orlandpark.org.

Sincerely,



Denise Domalewski  
Purchasing & Contract Administrator

cc: Bill Cunningham  
Doug Medland

 **ORLAND PARK**  
Main Pump Station Motor Control Center Replacement  
Professional Engineering Services



This Agreement (hereinafter referred to as the "Agreement") is made this **24th day of April, 2018** by and between VILLAGE OF ORLAND PARK (hereinafter referred to as the "VILLAGE") and GREELEY AND HANSEN LLC (hereinafter referred to as the "ENGINEER").

**WITNESSETH**

In consideration of the promises and covenants made herein by the VILLAGE and the ENGINEER (hereinafter referred to collectively as the "PARTIES,") the PARTIES agree as follows:

**SECTION 1: THE CONTRACT DOCUMENTS:** This Agreement shall include the following documents (hereinafter referred to as the "CONTRACT DOCUMENTS") however this Agreement takes precedence and controls over any contrary provision in any of the CONTRACT DOCUMENTS. The Agreement, including the CONTRACT DOCUMENTS, expresses the entire agreement between the PARTIES and where it modifies, adds to or deletes provisions in other CONTRACT DOCUMENTS, the Agreement's provisions shall prevail. Provisions in the CONTRACT DOCUMENTS unmodified by this Agreement shall be in full force and effect in their unaltered condition.

- This Agreement
- Exhibit A - The General Terms and Conditions for Professional Engineering Services
- The Proposal for the Project authorized under this Agreement as it is responsive to the VILLAGE's requirements
- Certificate of Compliance
- Certificates of Insurance

**SECTION 2: SCOPE OF SERVICES AND PAYMENT:** The ENGINEER agrees to provide labor, equipment and materials necessary to provide the services as described in the CONTRACT DOCUMENTS and further described below:

Provide Phase 1, 2 and 3 professional engineering services for the Main Pumping Station MCC Replacement (Project Management, Design, Bid Assistance, and Design Services during Construction) as detailed in the proposal

(hereinafter referred to as the "SERVICES") and the VILLAGE agrees to pay the ENGINEER pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.) the following amount:

**TOTAL FEE and REIMBURSABLE EXPENSES:** an amount not to exceed Two Hundred Thirty Eight Thousand and No/100 (\$238,000.00) Dollars

**SECTION 3: ASSIGNMENT:** ENGINEER shall not assign the duties and obligations involved in the performance of the SERVICES which is the subject matter of this Agreement without the written consent of the VILLAGE.

employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. ENGINEER and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. ENGINEER and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this contract.

The ENGINEER shall obtain all necessary local and state licenses and/or permits that may be required for performance of the WORK and provide those licenses to the VILLAGE prior to commencement of the SERVICES.

**SECTION 7: NOTICE:** Where notice is required by the CONTRACT DOCUMENTS it shall be considered received if it is delivered in person, sent by registered United States mail, return receipt requested, delivered by messenger or mail service with a signed receipt, sent by facsimile or e-mail with an acknowledgment of receipt, to the following:

**To the VILLAGE:**

Denise Domalewski  
Purchasing & Contract Administrator  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462  
Telephone: 708-403-6173  
Facsimile: 708-403-9212  
e-mail: [ddomalewski@orlandpark.org](mailto:ddomalewski@orlandpark.org)

**To the ENGINEER:**

Jay Bielanski, PE, ENV SP  
Electrical Engineer Associate  
Greeley and Hansen LLC  
100 S. Wacker Dr., Ste 1400  
Chicago, Illinois 60606  
Telephone: 312-558-9000  
Facsimile: 312-558-1006  
e-mail: [jbielanski@greeley-hansen.com](mailto:jbielanski@greeley-hansen.com)

or to such other person or persons or to such other address or addresses as may be provided by either party to the other party.

**SECTION 8: STANDARD OF SERVICE:** Services shall be rendered to the professional standards applicable to the same or similar services in the Chicagoland area. Sufficient competent personnel shall be provided who with supervision shall complete the services required within the time allowed for performance. The ENGINEER'S personnel shall, at all times present a neat appearance and shall be trained to handle all contact with Village residents or Village employees in a respectful manner. At the request of the Village Manager or a designee, the ENGINEER shall replace any incompetent, abusive or disorderly person in its employ.

**SECTION 9: PAYMENTS TO OTHER PARTIES:** The ENGINEER shall not obligate the VILLAGE to make payments to third parties or make promises or representations to third parties on behalf of the VILLAGE without prior written approval of the Village Manager or a designee.

**SECTION 10: COMPLIANCE:** ENGINEER shall comply with all of the requirements of the Contract Documents, including, but not limited to, the Illinois Prevailing Wage Act where applicable and all other applicable local, state and federal statutes, ordinances, codes, rules and regulations.

EXHIBIT A  
VILLAGE OF ORLAND PARK  
PROFESSIONAL ENGINEERING SERVICES  
GENERAL TERMS AND CONDITIONS

1. **Relationship Between Engineer and Village:** The Engineer shall serve as the Village's professional engineer consultant in those Projects, or phases of the Project, to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Village. Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Village or Engineer.
  
2. **Responsibility of the Engineer:** Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Village and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Village, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. The Engineer shall not be responsible for the acts or omissions of the Village, or for the failure of the Village, any architect, another engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.

The Village reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and the Village shall negotiate appropriate contract adjustments acceptable to both parties to accommodate any changes. The Engineer will be responsible for correctly laying out the design data shown on the contract documents where construction staking services are a part of this Agreement. The Engineer is not responsible for, and Village agrees herewith to hold Engineer harmless from any and all errors which may be contained within the Contract Documents, unless such errors are the result of the work of the Engineer. It is expressly understood that the uncovering of errors in the plans and specifications, unless such errors should have been uncovered by the Engineer in the exercise of its professional service, is not the responsibility of the Engineer and any and all costs associated with such errors shall be borne by others.

3. **Changes:** Village reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Village shall negotiate appropriate adjustments acceptable to both parties to accommodate any such changes, if commercially possible.
  
4. **Suspension of Services:** Village may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. The Village, however, shall pay all costs incurred by the suspension, including all costs

shall employ an independent cost estimator consultant for the purpose of obtaining a second construction cost opinion independent from Engineer.

8. **Successors and Assigns:** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and authorized assigns.
9. **Waiver of Contract Breach:** The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
10. **Entire Understanding of Agreement:** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Village and the Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of the Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
11. **Amendment:** This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the parties and entitled "Amendment of Agreement".
12. **Severability of Invalid Provisions:** If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
13. **Force Majeure:** Neither Village nor Engineer shall be liable for any fault or delay caused by any contingency beyond their control including but not limited to acts of God, wars, strikes, walkouts, fires, natural calamities, or demands or requirements of governmental agencies.
14. **Subcontracts:** Engineer may subcontract portions of the work, but each subcontractor must be approved by Village in writing in advance.
15. **Access and Permits:** Village shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Village shall pay costs (including Engineer's employee salaries, overhead and fee) incident to any effort by Engineer toward assisting Village in such access, permits or approvals, if Engineer performed such services.
16. **Designation of Authorized Representative:** Each party to this Agreement shall designate one or more persons to act with authority in its behalf with respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.

document. Each document or signature so transmitted shall be deemed an enforceable original. Upon request, the transmitting party agrees to provide the receiving party with the original document transmitted by e-mail or facsimile machine; however, the parties agree that the failure of either party to comply with such a request shall in no way affect the genuineness, authenticity or enforceability of the document. Each party waives and relinquishes as a defense to the formation or enforceability of any contract between the parties, or provision thereof the fact that an e-mail or facsimile transmission was used.

**24. Certifications, Guarantees and Warranties:** Engineer shall not be required to sign any documents, no matter by whom requested, that would result in the Engineer having to certify, guarantee or warrant the existence of conditions the existence of which the Engineer cannot ascertain. The Village also agrees not to make resolution of any dispute with Engineer or payment of any amount due to the Engineer in any way contingent upon the Engineer signing any such certification as to unascertainable conditions.

BY SIGNATURE BELOW (WHICH MAY BE IN ELECTRONIC FORM), THE ABOVE GENERAL TERMS AND CONDITIONS ARE ACCEPTED BY THE VILLAGE AND ENGINEER:

GREELEY AND HANSEN LLC

By:   
Officer Executive Vice President

5/7/2018  
Date

Print Name: Paul J. Vogel, PE

VILLAGE OF ORLAND PARK

By:   
Officer

5/10/18  
Date

Print Name: Joseph S. LaMargo



 **ORLAND PARK**  
**CERTIFICATE OF COMPLIANCE**

The undersigned Paul J. Vogel, as Executive Vice President  
(Enter Name of Person Making Certification) (Enter Title of Person Making Certification)

and on behalf of Greeley and Hansen LLC, certifies that:  
(Enter Name of Business Organization)

1) **BUSINESS ORGANIZATION:**

The Proposer is authorized to do business in Illinois: Yes [ ] No [ ]

Federal Employer I.D.#: 36-1164980  
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (check one):

- Sole Proprietor
- Independent Contractor (Individual)
- Partnership
- LLC
- Corporation \_\_\_\_\_ (State of Incorporation) \_\_\_\_\_ (Date of Incorporation)

2) **ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS:** Yes [x] No [ ]

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.


3) **SEXUAL HARRASSMENT POLICY:** Yes [x] No [ ]

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act (Illinois Human Rights Act) (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

6) AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Contractor set forth on the proposal, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the proposal is genuine and not collusive, and information provided in or with this Certificate are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

ACKNOWLEDGED AND AGREED TO:

  
\_\_\_\_\_  
Signature of Authorized Officer

Paul J. Vogel, P.E.  
\_\_\_\_\_  
Name of Authorized Officer

Executive Vice President  
\_\_\_\_\_  
Title

5/17/2018  
\_\_\_\_\_  
Date



INSURANCE REQUIREMENTS

WORKERS COMPENSATION & EMPLOYER LIABILITY

\$500,000 – Each Accident \$500,000 – Policy Limit

\$500,000 – Each Employee

Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY

\$1,000,000 - Combined Single Limit

Additional Insured Endorsement in favor of the Village of Orland Park

GENERAL LIABILITY (Occurrence basis)

\$1,000,000 – Each Occurrence \$2,000,000 – General Aggregate Limit

\$1,000,000 - Personal & Advertising Injury

\$2,000,000 - Products/Completed Operations Aggregate

Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 – Each Occurrence \$2,000,000 – Aggregate

EXCESS MUST COVER: General Liability, Automobile Liability, Workers Compensation

PROFESSIONAL LIABILITY

\$1,000,000 Limit -Claims Made Form, Indicate Retroactive Date & Deductible

Any insurance policies providing the coverages required of the Contractor, excluding Professional Liability and Workers Compensation, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds." Such additional insured coverage, except for the Excess Liability, shall be provided on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." and if the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The Contractor agrees that within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Purchasing & Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of this relationship.

ACCEPTED & AGREED THIS 7 DAY OF May, 2018

  
Signature

Joseph Dinkel, Manager, MEPIC Group  
Printed Name & Title

Authorized to execute agreements for:

Greeley and Hansen LLC  
Name of Company

**Village of Orland Park, Illinois**

**Main Pumping Station MCC  
Replacement**

**Scope of Engineering  
Services**

## Main Pumping Station MCC Replacement

### **Project Background**

The Village of Orland Park (Village) Main Pumping Station provides potable water for the Village's water distribution system. The Main Pumping Station was originally constructed in 1985 and the majority of the equipment is nearing 30 years old. Over the past few years, the electrical system has become harder to maintain as components have become obsolete and spare parts more difficult to obtain.

In order to plan for future improvements, the Pumping Station Evaluation Report (Report) was developed in 2016. The Motor Control Center (MCC) Replacement Project will implement the improvements identified in the Report to improve electrical system reliability, efficiency, safety, and mitigate difficulties associated with aging electrical equipment.

The MCC Replacement Project will incorporate the following design elements:

- Replacement of existing MCC and reduced voltage starters with new MCC and new reduced voltage starters.
- Incorporation of electrical safety features into the new electrical equipment.
- Programmable Logic Controller (PLC) based automatic transfer switch with manual re-transfer.
- Connection point for a portable generator.

### **Project Tasks**

The MCC Replacement Project will include the following tasks:

#### **Task 1 – Project Management**

- 1.1 Kickoff Meeting – Conduct a kickoff meeting with representatives from the Village. The kickoff meeting will be attended by the Project Director, Project Manager, Lead Electrical Engineer, and Electrical Engineer. A site visit will be held immediately after the kickoff meeting. Draft meeting notes will be delivered to the Village within 5 business days of the meeting.

Deliverables – Kickoff Meeting Agenda, Draft Meeting Notes, and Final Meeting Notes

- 1.2 Develop Project Schedule – A draft project schedule will be prepared for the kickoff meeting. Following the kickoff meeting, a project schedule incorporating the Village's comments will be prepared and delivered to the Village within 5 business days of the meeting. The schedule will be updated as the project progresses.

Deliverables – An electronic PDF copy of the Project Schedule will be provided.

- 1.3 Monthly Invoicing – Develop monthly invoices for submittal to the Village. Oversee budgets on a weekly basis to ensure budgets are progressing at the rate of scheduled work.



## Main Pumping Station MCC Replacement

### Deliverables – Monthly Invoices

- 1.4 Review Meetings – Conduct 3 review meetings, at the 60%, 90%, and 100% design phases with the Village to review technical aspects of the project, cost, and schedule. Meetings will be used to facilitate decision making. The Project Manager, Lead Electrical Engineer, and Electrical Engineer will attend the meetings. The Project Director will attend one meeting. Draft meeting notes will be delivered to the Village within 5 business days of each meeting.

### Deliverables – Agendas, Draft Meeting Notes, and Final Meeting Notes

- 1.5 Quality Assurance and Quality Control – Perform QA/QC review prior to submittal of each major milestone.

## Task 2 – Design

- 2.1 Drawings - Prepare construction contract drawings for use in soliciting competitive bids and entering into a construction contract with a contractor. Drawings will be prepared using AutoCAD.

Deliverables – 3 hard copy sets (11"x17") and an electronic PDF set of the drawings will be provided at the 60% and 90%, and 100% milestones.

- 2.2 Specifications – Prepare construction specifications for use in soliciting competitive bids and entering into a construction contract with a contractor. Standard Construction Specifications Institute (CSI) MasterFormat 2004 will be used. The Village's standard front end specifications will be used to the extent possible.

Deliverables – A list of anticipated specifications will be provided at the 60% milestone. Three hard copy sets and an electronic PDF set of the specifications will be provided at the 90% and 100% milestones.

- 2.3 Opinion of Probable Construction Cost – Prepare Association for the Advancement of Cost Engineering (AACE) construction cost opinions consisting of Class 2 for 60% completion and Class 1 for 90% and 100% completion.

Deliverables – An electronic PDF of the opinion of probable construction cost will be provided at the 60%, 90%, and 100% milestones.

- 2.4 Construction Schedule – Develop a schedule of construction activities from contractor Notice to Proceed to Substantial Completion. The schedule will take into account work that needs to be performed during season low demand periods and overnight so as not to impair the Village's ability to provide uninterrupted water service. The construction schedule will be provided with the 90% deliverable and updated for the 100% deliverable.

## Main Pumping Station MCC Replacement

Deliverables – Electronic PDF of the Construction Schedule.

- 2.5 Electric Utility Company Coordination – Coordinate with Commonwealth Edison (ComEd) as required to facilitate the revised electric service to the Main Pumping Station.

Deliverables – Notes from correspondence with ComEd.

- 2.6 Electrical Conduit Inspection – Retain the services of a qualified, experienced firm to locate and examine the spare underground conduits installed at the Main Pumping Station site for a future second utility feeder. The conduits will be examined via CCTV to determine suitability for use for the second utility transformer and feeder.

Deliverables – Conduit Inspection Technical Memorandum

### **Task 3 – Bid Assistance**

- 3.1 Pre-Bid Meeting – Attend 1 pre-bid meeting and prepare meeting notes. The Project Manager will lead the meeting.

Deliverables – Meeting agenda, sign-in sheet and meeting notes

- 3.2 Bidder Inquiries – Respond to bidder inquiries during the bidding period. For the purposes of this proposal it is assumed that responses to 8 bidder's questions and a bidder inquiries memo will be provided.

Deliverables – Bidder inquiries memo

- 3.3 Addenda – Prepare addenda as needed to clarify the Contract Documents. This proposal assumes the preparation of 1 addenda with changes to two drawings and a memo describing the changes.

Deliverables – Electronic PDF of addenda to the Contract Documents, 2 addendum drawings and addendum memo

- 3.4 Bid Report – Tabulate bids and prepare a Bid Report.

Deliverables – Bid Tabulation and report with recommendation for award



## Main Pumping Station MCC Replacement

### Task 4 – Design Services During Construction

- 4.1 Submittals – Log, review, and take appropriate action on Contractor submittals for compliance with the Contract Documents. This proposal assumes 20 minor submittals requiring 2 hours for the first review and 1 hour for the second review and 1 major submittal (Motor Control Center) requiring 16 hours for the first review and 8 hours for the second review.

Deliverables – Submittal review responses

- 4.2 Change Orders, Supplemental Drawings, and Requests For Information (RFI) – Review field initiated proposed changes. Prepare proposed changes where appropriate. Assist with the development and preparation of any change orders that may be required and review the Contractor's cost proposals. Prepare clarifications and supplemental drawings to provide addition detail and information to further the Contractor's understanding of the contract scope and design intent. Respond to Contractor Requests For Information for routine interpretations of the Contract Documents. This proposal assumes 2 field initiated proposed changes requiring 8 hours of time for the Lead Electrical Engineer and CAD Technician each and 12 RFIs requiring 1 hour for the Lead Electrical Engineer and 2 hours for the Electrical Engineer each.

Deliverables – Change order responses with supplemental drawings, RFI responses

- 4.3 Site Visits During Construction – Visit the project site on a bi-weekly basis to review construction progress. Participate in project meetings when requested to do so in advance by the Village. Provide assistance by technical design staff at appropriate junctures through the course of the project in determining the acceptability of installation of new work prior to acceptance and start-up. For the purposes of this proposal it is assumed that the construction duration will be 16 weeks. Each visit will be 4 hours plus 1 hour for preparation of field reports for a total of 160 hours to be performed by the Lead Electrical Engineer.

Deliverables – Bi-Weekly construction progress reports.

- 4.4 Start-up Assistance – Participate in field start-up evaluations and adjustments for the new electrical and instrumentation equipment. Prepare an outline for MCC and Instrumentation Operation and Maintenance (O&M) Manual to be reviewed by the Village. Prepare an O&M Manual incorporating the Village's comments on the outline. This proposal assumes 1 site visit for 8 hours each for the Lead Electrical Engineer and the I&C Engineer to perform start-up evaluations.

Deliverables – Startup Reports, 3 hard copies and an electronic PDF copy of the O&M Manual.



## Main Pumping Station MCC Replacement

4.5 Record Drawings – Revise the Contract Documents to show conditions recorded by the Contractor on prints of the Contract Drawings maintained by the Contractor in the field.

Deliverables – Three hard copy (11"x17") sets and an electronic PDF set of the drawings.

4.6 Arc Flash Study – Perform a short circuit, coordination, and arc flash study for the Main Pumping Station electrical system based on the final electrical configuration after completion of construction. Utilize the SKM PowerTools for Windows software for the performance of the study. Provide arc flash labels for electrical equipment and coordinate the label format with the Village. Data for performance of the study will be provided to Greeley and Hansen by the Contractor. Labels will be placed on the equipment by Greeley and Hansen.

Deliverables – Arc flash study report, SKM PowerTools model, arc flash labels.



# Main Pumping Station MCC Replacement

## Preliminary Drawing List

Drawing	Title
E-01	Symbol Legend
E-02	Electrical Site Plan
E-03	Demolition One Line
E-04	Demolition Power Plan - Upper Level
E-05	Demolition Power Plan - Lower Level
E-06	One Line Diagram
E-07	Schematic Diagrams
E-08	Block Diagrams
E-09	Power Plan - Upper Level
E-10	Power Plan - Lower Level
E-11	Schedules
E-12	Details

## Preliminary Specifications List

Specification Section	Title
26 05 00	Basic Electrical Material and Methods
25 05 05	Miscellaneous Electrical Work
26 05 10	Electric Utility Coordination and Requirements
26 05 19	Wires and Cables - 600 Volts and Below
26 05 26	Grounding
26 05 33	Electrical Raceway Systems
26 05 43	Underground Electrical Distribution System
26 05 53	Electrical Identification
26 05 73	Short Circuit and Coordination Study
26 08 00	Electrical Testing Requirements
26 09 13	Electrical Monitoring System
26 12 00	Pad-Mounted Transformers
26 24 15	Portable Generator Termination Cabinet
26 24 19	Motor Control Centers
26 33 53	Uninterruptible Power Supply Systems
26 36 23	Automatic Transfer Switches
40 00 00	Control Descriptions

Orland Park: MCC Replacement Fee

Tasks	Hourly Rate							Totals				
	Project Director	Project Manager	Senior Electrical Engineer	Lead Electrical Engineer	Electrical Engineer	I&C Engineer	CAD Technician	Word Processing				
<b>Task 1 - Project Management</b>												
Task 1.1 - Kickoff Meeting	6	6		6	6							24
Task 1.2 - Develop Project Schedule	2	8										10
Task 1.3 - Monthly Invoicing		12										12
Task 1.4 - Review Meetings	4	12		24	24							64
Task 1.5 - QA/QC	12	12	40									64
<b>Subtotal Hours Task 1</b>	<b>24</b>	<b>50</b>	<b>40</b>	<b>30</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>174</b>
<b>Subtotal Task 1</b>	<b>\$ 4,224</b>	<b>\$ 8,450</b>	<b>\$ 8,860</b>	<b>\$ 5,460</b>	<b>\$ 3,990</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,004</b>
<b>Task 2 - Design</b>												
Task 2.1 - Drawings			24	96	182		144					456
Task 2.2 - Specifications			8	32	60	40		8				148
Task 2.3 - Opinion of Probable Construction Cost		2		8	16							26
Task 2.4 - Construction Schedule		8	8									16
Task 2.5 - Electric Utility Company Coordination		4	2	4								10
Task 2.6 - Electrical Conduit Inspection		8	8	8								16
<b>Subtotal Hours Task 2</b>	<b>0</b>	<b>22</b>	<b>42</b>	<b>148</b>	<b>268</b>	<b>40</b>	<b>144</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>672</b>
<b>Subtotal Task 2</b>	<b>\$ -</b>	<b>\$ 3,718</b>	<b>\$ 9,324</b>	<b>\$ 26,936</b>	<b>\$ 35,844</b>	<b>\$ 7,960</b>	<b>\$ 18,272</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>\$ 880</b>	<b>\$ 100,734</b>

Orland Park: MCC Replacement Fee

Tasks	Hourly Rate	Project Director	Project Manager	Senior Electrical Engineer	Lead Electrical Engineer	Electrical Engineer	I&C Engineer	CAD Technician	Word Processing	Totals
Task 3.1 - Pro-Bid Meeting			8							18
Task 3.2 - Bidder Inquiries				2	8					10
Task 3.3 - Addenda			1	2	4	8		8		23
Task 3.4 - Bid Report		1	2	2	8				2	15
Subtotal Hours Task 3		1	11	6	28	8	0	8	2	64
Subtotal Task 3	\$ 176	\$ 1,859	\$ 1,332	\$ 5,096	\$ 1,064	\$ -	\$ 904	\$ 220	\$ -	\$ 10,651
Task 4.1 - Submittals			4	4	16	72				96
Task 4.2 - Change Orders, Supplemental Drawings, and RFIs		1	4	6	12	48		16		87
Task 4.3 - Site Visits During Construction					160					160
Task 4.4 - Start-up Assistance				8	40		40		4	92
Task 4.5 - Record Drawings				8	6			24		30
Task 4.6 - Arc Flash Study				8	12	60			4	80
Subtotal Hours Task 4	1	176	1,352	5,772	44,772	23,940	7,960	4,620	440	88,932
Subtotal Task 4	\$ 176	\$ 1,352	\$ 5,772	\$ 44,772	\$ 23,940	\$ 7,960	\$ 4,620	\$ 440	\$ -	\$ 88,932
Total Hours	26	114	452	80	192	14				231,321
Total	\$ 4,576	\$ 15,379	\$ 25,308	\$ 82,264	\$ 64,838	\$ 15,920	\$ 21,696	\$ 1,640	\$ -	\$ -
Sub-consultants										
Conduit Inspection \$ 5,250										
Other Direct Costs										
Other Direct Costs \$ 750										
Total Tasks 1-4										
Total Tasks 1-4 \$ 236,000										

