

Village of Orland Park RFP:

2021 Neighborhood Road Improvement Program ("2021 RIP")

Phase III Engineering

PROJECT DESCRIPTION

The project improvements include, but are not limited to, observation and tracking of erosion control measures (inlet protection), hot-mix asphalt surface removal; driveway approach pavement removal and patching; isolated curb and gutter removal and replacement, concrete sidewalk removal and replacement; concrete slab raising; preparation of exposed aggregate base course; placement of hot-mix asphalt binder and surface course; adjustment and/or repair of drainage structures; parkway restoration, and other incidental and miscellaneous items of work on various roadways within the Village.

The project is primarily locally funded. However, three (3) neighborhood locations are funded via IDOT's MFT-like Rebuild Illinois Bond Funding ("RBIF"). Hence the reason the project is divided into two (2) phases, in order to clearly define where the RBIF funds are expended. Two task orders will be established with the successful contractor, allowing for best tracking of RBIF expenditures via the construction contract. Phase 1 will consist of nine (9) neighborhood locations, all locally funded and identified as locations three (3) through eleven (11). Phase 2 RBIF is identified as project locations twelve (12) through fourteen (14)

The included project plan set developed by the Public Works Streets Division provides the project areas. An estimate of probable cost per area provides the basis for the project summary of quantities. Many of the quantities assigned to each project location are based upon statistical/historical estimation factors that have been refined over nearly 25 years of implementation, based on the nature of the project areas and their respective scopes of work. Street lengths and widths, plus age of streets, dictates the level of service required in each area as designed by the Village. Village of Orland Park Streets Division Public Improvement Tech II/Engineer has developed the plans and quantities for the respective project locations, based on the Village's pavement management system co-maintained by Public Works and Applied Research Associates, Inc.

A project of this size is always accompanied by numerous inquiries from residents, motorists and outside agencies. The consulting engineer should know that the project is assisted daily by the Public Works' Public Improvement Tech II, who stays

closely involved with the day-to-day activities of the project. Public Works provides a considerable amount of support to the consulting engineer via the department's Public Improvement Tech II and office support staff. Written and in-field messaging, with the assistance of numerous PCMS boards, is a key component of communication. The Village owns four (4) PCMS boards and has the ability to source more via collaboration with the Village Police Department and the local division of Emergency Management Department of Homeland Security

PROJECT SCHEDULE:

LETTING: Project is locally let on BidNet Direct from March 9th to March 25th @ 11:00am bid opening.

CONSTRUCTION AWARD: Anticipate awarding of construction contract via Village Committee of the Whole and Board of Trustees meetings on April 5th

PHASE III PROPOSAL **Please submit your proposal no later than Friday April 2nd at 11:00am.**

PHASE III AWARD: Anticipate formal Village acceptance of consulting engineer proposal on April 15th via Village Committee of the Whole and Board of Trustees meetings on April 15th

Village staff will coordinate contract completion with construction contractor and engineering consultant immediately following formal legislative approvals. Engineering consultants with a master agreement will not require an independent contract for this service.

Project completion date is an aggressive November 15, 2021 completion. Consulting engineer should plan for regular 5-day work weeks from May through October with occasional weekday overtime days and also occasional Saturday work days as scheduled by the construction contractor.

SCOPE OF SERVICES

PRE-CONSTRUCTION TASKS

1. Attend and prepare minutes for the preconstruction meeting TBD, likely mid-May, 2021.
2. Review the Contractor's proposed construction schedule for compliance with the contract.

3. Assist the Village with preparing a project emergency communication plan "ECP" (template provided for reference) for distribution to various Village staff and stakeholders. The ECP includes a project description, contact list with names, addresses, phone numbers, and email addresses for all contractors, subcontractors and consultant staff in order to best facilitate attention to emergency matters.
4. Review the plans, special provisions and project standard details, verifying quantities, familiarize staff with project locations within the project. Share with Village staff any potential conflicts or issues and develop solutions prior to construction.
5. Perform construction layout as allowed by Village for preferred areas in anticipation of work starting. Phase 2 is to follow Phase 1, as IDOT RBIF concurrence with project scope is ongoing.

CONSTRUCTION ADMINISTRATION (PROJECT MANAGEMENT) TASKS

1. Conduct bi-weekly construction progress meetings and prepare meeting minutes.
2. Shop drawing and submittal review and approval where applicable.
3. Review eligibility of extra work, proposed extra work pricing and prepare construction contract change orders when approved by the Village.
4. Provide the contractor with quantities acceptable for progress payments, review contractor pay estimates, review contractor and subcontractor trailing and final waivers of lien, and prepare payment recommendation letters for the Village.
5. Review contractor RFI (Request For Information) and prepare a written response to the Village and Contractor.
6. It is expected the Project Manager visit the project on a weekly basis to review project status.

CONSTRUCTION LAYOUT

Provide construction layout on an ongoing basis. The project obviously contains multiple locations throughout the Village and construction layout will need to be coordinated with the scheduling and sequence of work by the contractor. It is required that construction layout shall be coordinated with the Village in order to provide resident notifications (typical tri-fold door hang flyer included for reference) to project areas throughout the project duration. Additional field staff may be necessary to accommodate construction layout to ensure the contractor's crews are being observed at all times throughout the project. Construction layout will consist of marking project limits, sidewalk, driveway and curb replacement locations, slab

raising locations, tree root pruning, Class D patching, pipe underdrain locations, road base stabilization/undercuts, structure repairs and adjustments

PROJECT DATA COLLECTION AND SHARING

Implement a web-based system to inventory project quantities, job notes and all residential inquiries/concerns related to the project. A GIS-based system is highly preferred, as this type of system is directly imported to the Village GIS network for project history and tracking. Field and staff (both Village and consultant) co-manage the resident inquiry component of the system to communicate and resolve resident-related issues during the project. A GIS system shall be applicable to the ESRI ArcGIS Online (AGOL) platform with the ability to be collaborated with the Village AGOL data. Consultant must be able to share the GIS data, or other on-line system with Village staff and any 2021 RIP construction contractors which need to view pay item/quantity details, project status and residential concern resolution, with the ability to export the data to various formats (Excel) through the application.

The Village maintains ownership and has access to the data throughout the process. The Village has an existing Road Improvement Program GIS database and therefore all GIS data design must match the existing ESRI ArcGIS data scheme. A final database deliverable will be provided to the Village at the conclusion of the project.

FIELD OBSERVATION & DOCUMENTATION

1. Provide a Resident Engineer and an Assistant Resident Engineer on a full-time basis as required for daily activities such as observing the progress and quality of the work, measuring quantities, addressing Village and resident/business owner inquiries and complaints, performing construction layout, and determining work is progressing in accordance with the contract documents. Maintain a site presence at all times when the contractor is working to ensure a high quality of work is upheld.
2. Provide liaison duties related to coordination of contractors, various Village departments, utilities (if required), developers, other agencies and property owners engaged or affected by the project. Assist the Village with preparing and delivering notifications to property owners ahead of critical items of work scheduled in project areas, such as general notification (typical tri-fold flyer included for reference) paving operations, temporary driveway closures, etc.
3. Maintain a current/active property owner inquiry log through the online collaborative system that is shareable with the Village at all times and for discussion at bi-weekly progress meetings. The log should include property owner or caller information, address, status of complaint, resolution, etc.

4. Provide daily electronic status reports to the Village that include the following: Contractor tasks, number of crews, hours worked, cumulative total for workable days, extra work identified and/or tracked, issues encountered in the field and pertinent correspondence with contractor, challenging property owners and/or stakeholders.
5. Maintain daily contact with contractor to monitor schedule and recommend actions that should be taken if falling behind. Maintain daily contact with the Village representatives as needed to inform on all relevant project information and future scheduling.
6. Keep an organized and current record of project pay item quantities including cost tracking, that is shared with the Village through the required online system. Identify anticipated additions or deductions, and be proactive in sharing this information with the Village to ensure the project scope remains on-target and stays within budget.
7. Monitor the adequacy and/or placement and maintenance of traffic control devices and adequacy of storm inlet protection. Perform all necessary traffic control and erosion control inspections. Document deficiencies and notify the contractor for corrective action.
8. Coordinate the periodic visitation of a Village-furnished materials testing company, Construction and Geotechnical Material Testing Inc. to perform proportioning and testing of the portland cement concrete and bituminous mixtures in accordance with the IDOT's QA (Quality Assurance) policies. The Village will provide the budget for this work and the consulting engineer will track the number of visits requested for material testing, in order to ensure the associated costs are within budget.
9. Obtain material acceptance certifications, QC reports and delivery tickets as materials are incorporated into the project to expedite processing of contractor invoicing and eventual project closeout. Withholding of payment until material inspection items are provided is expected.
10. Maintain and periodically transmit to the contractor a running punch list (also maintained within the online database) to expedite project close out.

PROJECT CLOSEOUT

1. The Village will have access to the web applications throughout the project via a collaboration with the consulting engineer. At the completion of the project, the contractor will provide a comprehensive export of the project data for archival use.
2. Perform a final inspection with a Village representative and the contractor. Document the items in the final punch list and submit list to the construction contractor for completion and close out. Punch list items may need to be

verified in the Spring of the following year, such as reasonable landscaping restoration growth. Verify completion of all work and provide a written recommendation of acceptance to the Village.

3. Verify all documentation pertinent to the project has been received, punch list has been verified, and confirm Village acceptance prior to final payment or release of payment retention to the contractor.

Any questions regarding the above requirements for the RFP, contact:

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