

June 7, 2023

Ms. Michelle Heslin
Public Improvement Technician II
Village of Orland Park
15655 S. Ravinia Avenue
Orland Park, Illinois 60462

Subject: Village of Orland Park - STP Phase 1 Engineering - Orland Parkway

Dear Ms. Heslin,

Baxter & Woodman, Inc. is pleased to submit this Proposal to provide Engineering Services for the Orland Parkway Resurfacing Project.

PROJECT UNDERSTANDING

Baxter & Woodman, Inc. will provide Phase I Engineering Services for Orland Parkway from Wolf Road to La Grange Road.

Total Length: 11,400 ft (2.2 mi)

The work on Orland Parkway consists of HMA pavement milling, patching, utility structure adjustments, asphalt resurfacing, restoration of pavement markings and ADA improvements as necessary at each street intersection throughout the project limits for each project location. ADA improvement design will be addressed in Phase II.

Phase I Preliminary Engineering services will utilize local funding. The Project will be processed through the IDOT District 1 Bureau of Local Roads and Streets and the Southwest Conference of Mayors (SWCM).

PROJECT SCOPE

1. EARLY COORDINATION

- A. Field evaluation: Perform a general field evaluation of the condition of existing pavements, sidewalk, and curb and gutter. Estimate quantities of pavement repair. Observe and photograph the project area and immediate surroundings. A detailed evaluation of curb and gutter, sidewalk, and drainage structures will be completed in Phase II.
- B. Topographic Survey: Topographic survey will not be performed within the scope of this work. Schematic drawings will be developed from aerial photography and field verified at select locations.

- C. Agency Coordination: Coordinate with permitting agencies to identify and define requirements. Coordination with IDOT, permitting agencies and the Village will be ongoing throughout the project.
- D. Utilities: Contact J.U.L.I.E. for potentially impacted utility companies and obtain available data of record indicating locations of underground utilities. Plot locations and sizes of existing utilities in electronic drawings.

2. PRELIMINARY DESIGN

- A. Plan Sheets: Prepare schematic plan sheets for the horizontal alignment at 1" = 20' scale (no profile view).
- B. Typical Sections: Prepare typical sections for the existing and proposed improvements, showing dimensions for roadway surfaces, bases, subbases, subgrade treatments, gutters, curb and gutters, medians, sidewalks, bike paths, ditches, backslopes, and right of way.
- C. Estimate of Cost: Develop preliminary cost estimates.

3. MEETINGS

- A. Meetings: The following meetings are anticipated for each project:
 - i. Village (2 total) (Kickoff and design coordination meetings)
 - ii. IDOT (1 total) (Kickoff meeting)
- B. Public Meeting: No public involvement is anticipated for this project.
- C. DOT/FHWA Coordination Meeting: No Federal Coordination is anticipated.
- D. The consultant may be required to make up to 2 presentations at Village Board Meetings, Public Works Committee Meetings, or other public hearings or meetings.

4. GEOTECHNICAL REPORT

- A. Utilize geotechnical consultants to take three (3) pavement cores of the surface and base material for determining the composition of the existing pavement material within the project limits. Provide analysis and recommendations in a soils report in accordance with IDOT guidelines.

5. PROJECT DEVELOPMENT REPORT

- A. Prepare a State Approved Group I Categorical Exclusion (BLR 19100) and submit the report to IDOT- Bureau of Local Roads and Streets for review and approval. Preliminary and Final submittals are anticipated.

6. QUALITY ASSURANCE / QUALITY CONTROL

- A. Perform in-house peer and milestone reviews by senior staff during project initiation, conceptual review, preliminary, prefinal, and final submittals. Provide ongoing reviews of permitting and utility coordination efforts. Conduct milestone reviews of subconsultants and provide feedback throughout the progress of work.

7. PROJECT MANAGEMENT

- A. 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, coordinate invoices from subconsultants, and provide regular updates to the Village.

The following items are not included within the scope of this Project, but can be provided as additional services to the contract:

1. Permit Review Fees
2. Funding Applications
3. Quarterly Status Updates
4. Project Program Information Form
5. ROW Acquisition
6. Environmental Survey Request
7. Drainage modifications
8. LPC-663 or PSI Soil Testing
9. Final Plans, Specifications, Bidding Documents, Estimate of Cost

PROJECT 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, which in total will not exceed \$51,540.00. Attached please find our breakdown of the project fee.

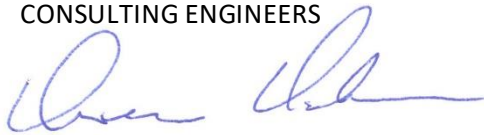
All terms and conditions of the Master Agreement dated October 1, 2020, with the Village of Orland Park shall apply.

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. We are also willing to discuss adjusting the fee to leverage economies of scale for items like Early Coordination, Geotechnical Report, and Meetings if selected for all three proposals. If you find this proposal acceptable, please sign one copy and return for our files.

Please do not hesitate to contact Jason Fluhr at 815-444-3222 or via email at jfluhr@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: _____

DATE: _____

\\\\corp.baxwood.com\\project\\Azure\\ORLPK\\2325444-STP Phase I Engineer\\Contracts\\Work\\ORLPK2325444-00-Orland Pkwy-Letter
Proposal.docx

Village of Orland Park							
Plan Number: 2325444.00							
Plan Name: ORLPK STP Phase I Engineering - Orland Parkway							
		Labor Category	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Total
						Reimb Allowance	Compensation
Overall Project Total			343.00	\$ 48,005.00	\$ 48,005.00	\$ 3,335.00	\$ 51,540.00
1	Early Coordination		55.00	7,625.00	\$ 7,625.00	\$ -	\$ 7,750.00
		Engineer II	50.00	\$ 6,750.00			
		Engineer IV	5.00	\$ 875.00			
2	Preliminary Design		160.00	20,800.00	\$ 20,800.00	\$ -	\$ 20,800.00
		CADD Tech III	100.00	\$ 13,500.00			
		Engineer I	50.00	\$ 5,750.00			
		Engineer III	10.00	\$ 1,550.00			
3	Meetings		28.00	4,580.00	\$ 4,580.00	\$ -	\$ 4,655.00
		Engineer III	16.00	\$ 2,480.00			
		Engineer IV	12.00	\$ 2,100.00			
4	Geotechnical Report		5.00	\$ 775.00	\$ 775.00	\$ 3,335.00	\$ 4,110.00
		Engineer III	5.00	\$ 775.00			
5	Project Development Report		70.00	9,850.00	\$ 9,850.00	\$ -	\$ 9,850.00
		CADD Tech III	10.00	\$ 1,350.00			
		Engineer II	50.00	\$ 6,750.00			
		Engineer IV	10.00	\$ 1,750.00			
6	QA/QC		10.00	\$ 1,750.00	\$ 1,750.00	\$ -	\$ 1,750.00
		Engineer VI	10.00	\$ 1,750.00			
7	Project Management		15.00	\$ 2,625.00	\$ 2,625.00	\$ -	\$ 2,625.00
		Engineer VI	15.00	\$ 2,625.00			