

June 3, 2021

Mr. Kevin Lehmann  
Engineer – Public Improvements Technician  
Village of Orland Park  
15655 S. Ravinia Avenue  
Orland Park, Illinois 60462

***Subject: Village of Orland Park - Fernway Subdivision Roadway and Ditch Grading  
Improvements 2021 - Design Engineering***

Dear Mr. Lehmann:

Baxter & Woodman, Inc. is pleased to submit this proposal to the Village to perform design engineering for roadway improvements at the following locations:

<b><u>Road</u></b>	<b><u>Limits</u></b>	<b><u>Length (feet)</u></b>
163 <sup>rd</sup> Street	88 <sup>th</sup> Avenue to Sherwood Drive	721
163 <sup>rd</sup> Street	Sherwood Drive to Cherry Hill Avenue	228
Sherwood Drive	163 <sup>rd</sup> Street to 164 <sup>th</sup> Place	484
164 <sup>th</sup> Street	88 <sup>th</sup> Avenue to Sherwood Drive	711

Our project understanding, scope of services, and engineering fee are presented below.

**Project Understanding**

The Village plans to reconstruct the above roads and add an 18-inch wide concrete ribbon curb/shoulder to help support the pavement edges. Design engineering will consist of a field evaluation, review of geotechnical data, preparation of plans, specifications, construction cost estimate, and bid documents. Schematic drawings will be developed from aerial photography and survey data.

Stormwater design, and related permit coordination will be prepared for the Village by Baxter & Woodman under a separate contract. The stormwater design and related permit requirements will be incorporated into the bid documents that are to be prepared under this contract. This proposal accounts for efficiencies resulting from both the Roadway Improvements Design Contract and Stormwater Improvements Design Contract being completed by Baxter & Woodman. This proposal is contingent on both contracts being completed by Baxter & Woodman.

Construction layout will be performed by a resident project representative during the construction phase under a separate construction engineering services contract. Construction services are not included in this scope of work.

## **Scope of Services**

1. PROJECT INITIATION AND DATA COLLECTION
  - A. TOPOGRAPHIC SURVEY - Perform topographic survey within the project limits, at 50-foot intervals including driveways, and cross streets. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls
  - B. FIELD EVALUATION - Perform a field evaluation of the existing conditions. At driveway locations, the following tasks will be completed:
    - 1) Estimate quantities for driveway patching
    - 2) Identify existing condition of mailboxes and record photo log
    - 3) Identify other appurtenances such as curbs and headwalls that may be affected
  - C. MULTI-YEAR PROGRAM CARRYOVER - Village and construction staff will be consulted to apply any *lessons learned* during construction of the previous year's section.
  - D. UTILITIES - Contact JULIE for potentially impacted utility companies. Initiate utility coordination by contacting utility companies that have facilities along the project limits and requesting utility atlas maps
2. ENVIRONMENTAL COORDINATION AND PERMITTING
  - A. EcoCAT - Submit an EcoCAT information request through the Illinois Department of Natural Resources (IDNR) website to identify potentially impacted natural resources. Should potential impacts be identified, consultation may be required. Providing additional project information and fees as may be required for consultation, are not included in the scope of this Project and would be a separate expense to the Village if required. Unique design measures to mitigate impacts from the EcoCAT will also be considered additional services.
  - B. HISTORIC PRESERVATION COORDINATION - Submit necessary documentation to the Illinois Historical Preservation Agency (IHPA) to obtain a "no significant historical resources" statement for the area of the Project.
  - C. CLEAN CONSTRUCTION OR DEMOLITION DEBRIS (CCDD) - The contractor will provide testing during construction to comply with Form 663. CCDD testing and completion of Form 663 is not included in this scope, and the amount of potentially contaminated soils will be determined during construction.
  - D. NPDES, SWPPP, IEPA - Complete Stormwater Pollution Prevention Plan (SWPPP) and Notice of Intent (NOI) and obtain National Pollutant Discharge Elimination System (NPDES) permit from Illinois Environmental Protection Agency (IEPA). Erosion Control Plan Sheets are not anticipated to be required, rather this work will be described using Notes and Standard Drawings.
3. DRAINAGE INCORPORATION - Provide the Baxter & Woodman drainage design team with CAD files for the proposed roadway design for their use in developing the drainage design,

which will be completed under a separate contract. Merge drainage information into the roadway plan and profile sheets and cross sections. Incorporate details, pay items, quantities, and specifications for ditch grading into bid package.

4. PLAN PREPARATION

- A. PAVEMENT REHABILITATION - The Village will obtain Pavement Core Samples and Soil Borings. This information will be reviewed to determine if remedial treatments or modifications to the pavement section are necessary. Eighteen-inch (18") wide concrete ribbon curbs/shoulders or barrier curb and gutter (at intersection radius returns only) will be added.
- B. SPECIFICATIONS - Prepare special provisions in accordance with Village guidelines to specify items not covered by the Standard Specifications for Road and Bridge Construction.
- C. DETAILED DRAWINGS - Complete required plan sheets necessary for bidding including: Cover, General Notes, Summary of Quantities, Typical Sections, Cross Sections, and Construction Details.
- D. FINAL SCHEMATIC PLANS - Prepare bidding documents consisting of plan view schematics, Contract Proposal, Schedule of Prices, and Engineer's Estimate of Cost.

5. BIDDING ASSISTANCE - Provide design assistance and clarification for bid documents. Assist the Village with coordination and scheduling during the bid process. Provide documents for bidding and assist the Village in solicitation of bids from as many qualified bidders as possible, attend bid opening to receive and evaluate bids, tabulate bids, and make a recommendation to the Village for an award of contract.

6. PROJECT MANAGEMENT - Plan, schedule, and control the activities that must be performed to complete the Project including budget, schedule, and scope. Coordinate with 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**

The Owner shall pay the Engineer for the services performed or furnished as stated above, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed **\$53,160**. All terms and conditions of the Master Agreement dated October 1, 2020, with the Village of Orland Park shall apply.

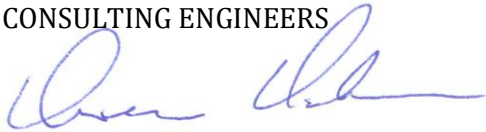
We appreciate the opportunity to work with the Village of Orland Park on this important Project and we are available to begin work immediately upon your notice to proceed. We anticipate

completing the above scope of services within three months of receiving the notice to proceed. It is anticipated that the notice to proceed will be given in spring, design activities will occur during spring/summer; and construction will occur in late summer/fall. If you find this proposal acceptable, **please sign one copy and return for our files.**

Please do not hesitate to contact me at 815-444-3370 or [ddabros@baxterwoodman.com](mailto:ddabros@baxterwoodman.com) or Jay Coleman at 815-444-3277 or [jcoleman@baxterwoodman.com](mailto:jcoleman@baxterwoodman.com) if you have any questions or need additional information.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Dennis Dabros, P. E.  
Vice President

Attachment

**VILLAGE OF ORLAND PARK, IL**

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

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

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

**Village of Orland Park****Fernway Subdivision Roadway Improvements 2021  
Design Engineering**

	<b>Labor Category</b>	<b>Hours</b>	<b>Labor</b>	<b>Expense</b>	<b>Total Compensation</b>
<b>Overall Project Total</b>		<b>378.00</b>	<b>52,650.00</b>	<b>510.00</b>	<b>53,160.00</b>
01 Project Initiation and Data Collection		82.00	11,200.00	470.00	11,670.00
	Sr Engineer III	8.00	1,560.00		
	Sr Engineer III	8.00	1,360.00		
	Engineer III	16.00	2,080.00		
	Engineer II	10.00	1,000.00		
	Engr Tech III	40.00	5,200.00		
02 Environmental Coordination and Permitting		16.00	2,160.00	0.00	2,160.00
	Sr Engineer III	8.00	1,360.00		
	Engineer II	8.00	800.00		
03 Incorporation of Ditch Grading		16.00	2,400.00	0.00	2,400.00
	Engineer III	16.00	2,400.00		
04 Plan Preparation		236.00	31,760.00	40.00	31,800.00
	Sr Engineer III	32.00	5,440.00		
	Engineer III	80.00	12,000.00		
	Engineer II	60.00	6,000.00		
	Engr Tech III	64.00	8,320.00		
05 Bidding Assistance		10.00	1,860.00	0.00	1,860.00
	Sr Engineer IV	4.00	840.00		
	Sr Engineer III	6.00	1,020.00		
06 Project Management		18.00	3,270.00	0.00	3,270.00
	Sr Engineer IV	4.00	840.00		
	Sr Engineer III	12.00	2,040.00		
	Sr Engineer III	2.00	390.00		