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## Scope of Services

### Task 1 – Meetings

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- Under this task, BLA will lead the project kickoff and coordination meetings with MWRDGC and property owners. We recommend an early coordination meeting with MWRDGC and the Village to understand all requirements and design guidelines that need to be followed for the prior work and new portion of Tinley Creek.
- BLA will coordinate monthly to bi-monthly meetings with the Village, depending on the current project phase.
- BLA will lead on-site meetings with impacted homeowners/HOAs, as requested by the Village, at the 60% stage, during which easement requirements and project features will be discussed. Property-specific exhibits will be created for each impacted property. An allowance for five on-site meetings has been included.
- BLA will present design at one public meeting to be hosted by the Village.
- BLA will initiate discussions with USACOE, IDNR, MWRDGC and other necessary agencies and attend a preapplication meeting as needed prior to updating and/or creating permit applications.
- If requested, BLA will present the project to the Village Board of Trustees.

### Task 2 – Data Collection

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- BLA will perform a detailed review of the previously completed design documents prepared by Baker. We will identify features that may not be directly addressing or minimizing erosion and seek to reduce the construction scope to that which is necessary for project success.
- BLA will coordinate survey efforts with Marchese & Sons, Inc. to update existing topography and collect new data. Because of the continued erosion since the last survey, it is expected new topography will be necessary.
- BLA will coordinate PESA desktop investigation with Huff & Huff to ensure potential waste considerations are factored into construction and cost estimates.
- BLA will walk the entire Tinley Creek corridor document existing conditions, including photo-documentation. Identified wetlands, trees to remain, utilities, private property features and other pertinent items will be documented and flagged as necessary for the surveyor.
- Stream design data such as grain size estimation, channel planform and section dimensions, areas of toe scour and sloughing banks and apparently stable areas will be identified and used through the design process.

### Task 3 – Design Development

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- BLA will update the existing hydrologic and hydraulic model for Tinley Creek, within the project limits, and use this as a basis for comparing proposed conditions water surface elevations as well as design for specific stream elements.
- Channel stability calculations will be performed to verify and/or edit the prior plan and inform design for the new portion of the Creek.
- Sizing, spacing and layout of J-hooks, cross vanes, toe protection and other features will be confirmed and/or established.
- BLA will develop and submit 30%, 60% and 90% design documents to the Village and MWRDGC for review.
  - *BLA will identify properties that are not critical to project success at the 30% submittal.*
  - *Estimated construction costs will be developed as part of the 60% and 90% design documents. Costs will be broken out between MWRDC scope elements and elements solely the Village's responsibility. If the cost estimate exceeds the \$6 million budget, we will work with the Village and MWRDGC to incorporate Value Engineering approaches to remain within budget.*

- *The 60% design documents will form the basis for property-specific exhibits and discussions. Temporary and permanent easement limits will be provided with the 60% design documents for Village review.*
- *As part of the 60% design, BLA will update, prepare and submit necessary permit applications to USACOE, IDNR and County as applicable.*
- *As part of the 90% design documents, BLA will develop an estimate of annual O&M costs for ongoing upkeep after construction. This will be based on a 20-year O&M period.*
- *Technical specifications will be included with 60% design documents and refined at the 90% design document stage.*

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#### **Task 4 – Construction Bidding Support**

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- BLA will develop a construction schedule to aid the Village in preparing for project implementation.
- BLA will use the approved final plans, specifications and quantities to develop a complete PS&E document for the Village's use to solicit bids from qualified contractors.
- BLA will provide guidance and information as the Village develops criteria for construction contractor qualifications and ultimate selection.
- BLA will develop a proposed scope of services for the Village's use for construction engineering and/or construction observation services during project implementation. BLA understands the Village may use this scope to solicit qualified consultants for this future work.
- BLA will assist the Village in reviewing bids from contractors.