

2022 Permit Plan Review and Inspection Services

for the Public Works Department

Submitted to:



Village of Oak Park
201 South Blvd.
Oak Park, Illinois 60302



Chastain & Associates LLC
120 W. Center Court | Schaumburg, IL 60195
P: 773.714.0050 | www.chastainengineers.com
Dated: October 13, 2021





October 15, 2021

Mr. Bill McKenna
Village Engineer
Village of Oak Park - Public Works Department
201 South Boulevard
Oak Park, Illinois, 60302

RE: Proposal – 2022 Permit Plan Review and Inspection Services for the Public Works Department

Dear Bill,

Chastain & Associates LLC is pleased to submit this proposal for consideration in providing continued Permit Plan and Inspection Services for the Oak Park Public Works Department for 2022. We appreciate the positive feedback received from the services we provided during 2021 and it's understood the general scope of services for 2022 will continue the services provided in 2021 however, with increased resources at Chastain, there is opportunity to include additional services as needed to enhance the effectiveness of the Engineering Division of the Village of Oak Park.

Chris Gheysen, P.E. is recommended to replace Scott Kasper, who will be retiring at the end of this year. Chris will be the primary Permit Coordinator for the village. He will use the work experience and knowledge he gained this past year working with Scott in the review of private permits, as well as the coordination needed between the Public Works and the Development Customer Service Department. Mr. Gheysen has 28 years of engineering experience much of which he has provided responsive and efficient development and permit review services for several northeastern Illinois municipalities. He has experience with the development permit process and has managed several teams responsible in providing policy improvements for the multiple departmental coordination needed for the proper review of a wide range of projects and permits.

Mr. Gheysen will be supported by Brent Pendry, P.E., Stephen Moy, P.E. and Alexandra Moss who all have been directly involved in the permit review and issuance processes for other Illinois municipalities.

Chastain looks forward to the opportunity to continue providing a high level of service to support you and public works staff. We have proposed a fee we believe satisfies the Village's expectation. We are available to further discuss this fee structure, if necessary, to extend our permit plan review and inspection services contract for an additional year. If additional information is needed or you would like to schedule a follow-up meeting, please contact me at cghaysen@chastainengineers.com or call me at (847) 975-2510. Thank you for your time and your consideration. We look forward to meeting to discuss the opportunity in greater detail.

Sincerely,

A handwritten signature in black ink that reads "Chris R. Gheysen".

Chris R. Gheysen, P.E.
Project Manager

WHAT'S INSIDE

2022 Permit Plan Review and Inspection Services for the Public Works Department

Project Approach

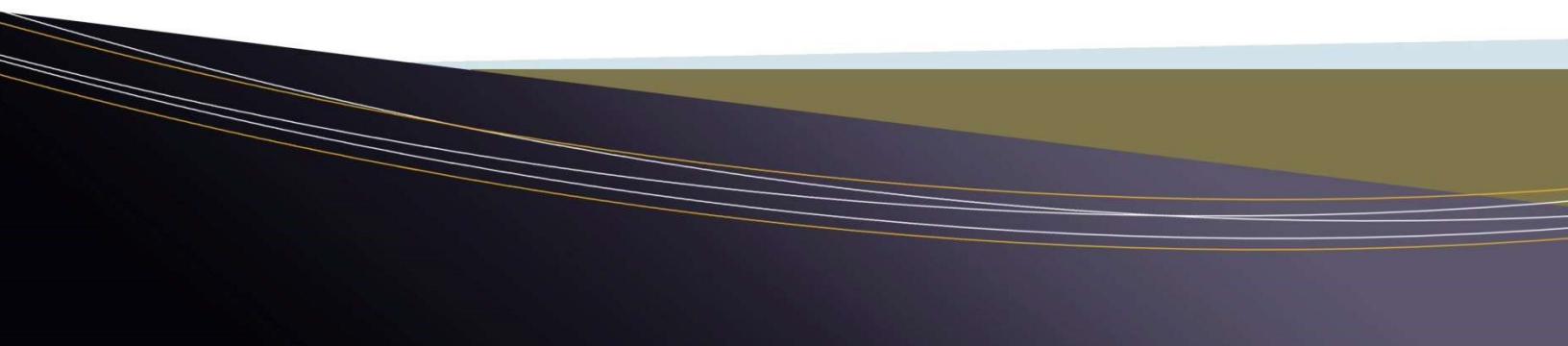
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Resumes

7

Cost Proposal

11



The Permit Plan Review and Inspection Services for the Public Works Department requires the ability to complete competent technical reviews and also coordinate and interact with village staff from multiple departments as well as permit applicants, consisting of village residents, business owners, developers and/or contractors. The ability to utilize a quality permit tracking program like CityView greatly enhances the management of reviews and inspection in a cost-effective manner.



A successful permit reviewer will provide timely and comprehensive review feedback to permit applicants, knowing the importance of providing a high level of customer service. Most residents and developers seeking permits, just want to know what is required in a timely manner.

As indicated in our staff transition meetings with you leading up to Scott's retirement, the primary project responsibilities of managing the village's permit process for Public Works will continue to be our main focus. The indication of success and our goal will be the seamless coordination of permits being managed without the need to constantly burden village staff to assist in the permit process on behalf of Public Works. The proposed Permit Coordinator has the experience and ability to proactively manage the permit process.



Establishing open lines of communication with all divisions of Public Works involved in permits impacting public right-of-way and understanding their requirements is essential to building the needed trust to be successful.

The Chastain team will provide the Village the required project oversight and permit coordination management services necessary for successfully managing the permit coordination services for the Public Works Department. The experience of our Permit Coordinator, Chris Gheysen in permit review and coordination for municipalities, will provide the experience necessary for permit management and communication.

Permit Coordination and Clearinghouse Management

Efforts will consist of the review, coordination, and management of the permit process for the Public Works Department with a high level of customer service, public works staff interaction, and accurate permit administration. The goal of permit coordination is to serve the permit applicants in a timely manner and to minimize the involvement of Public Works staff. Work efforts are anticipated to include:

- Assume responsibility of permit management process for the Public Works Department.
- Attend permit related coordination or review meetings as necessary.
- Continue to build relationships with staff from Public Works and Development Customer Service Department to foster communication and expectations to provide a positive permit review process.
- Coordinate final permit inspections, paperwork and permit closure requirements including releasing any permit security on file. Follow up as needed to ensure permit related issues have been resolved.



- The Permit Coordinator will maintain an Action Item Log, detailing the status of permits and inspections with key decisions, required response timing and follow-up.
- Use CityView to accept, review and manage permits submitted.
- Review submitted permit applications in a timely fashion meeting the established review times for the various types of permits.
- Conduct field review of permit applications as necessary to ensure submitted permit information is accurate and includes anticipated impacts to be considered in the permit review.
- Provide personal feedback to permit applicants to ensure permit comments are clearly understood and answer questions from the applicant.
- Ensure permit reviews meet the requirements of the Public Works Department and, if unsure, coordinate any review comments with appropriate Public Works staff.
- Coordinate required permit related inspections during days and hours that the Permit Coordinator or staff is scheduled to be at the Public Works offices.
- Coordinate inspections that occur on days when the Permit Coordinator or staff are not scheduled to be present by arranging in advance for the inspections to be covered by Public Works staff.
- Schedule and facilitate a “Lessons Learned” meeting at the conclusion of significant permits involving the Permit Coordinator with key staff to determine what worked well and areas where improvements should be considered.

Other Services

Additional services that can be made available during periods when there is low permit work and there is time to provide other services can include:

- Review proposed CIP projects and review comments and cost estimates to assist village staff with potential future TIF budget requests.
- Prepare draft RFPs for various services as needed.
- Provide QA/QC review of CIP projects at various stages of completion.
- Provide preliminary project design for future CIP considerations. Experienced in most areas of public infrastructure.
- Provide mentoring to various staff regarding processes common to municipal work.

Proposed Schedule

It is important to provide a consistent presence at the Village of Oak Park to review permit applications, coordinate reviews, perform scheduled inspections and ensure the permit review process involving Public Works is current and managed efficiently. Provide planned backup during a window of time when the Permit Coordinator will not be available. Efforts to provide proper availability include:

- The proposed schedule is based on an assumed budget amount of \$150,000. This budget amount would provide approximately 1,050 hours on-site. With over 1,000 hours, it is possible to average three to four days per week at 8 hours per day. Since the goal is to manage the permit process



for the Public Works Department, the strategic use of the available hours is critical as well as maintaining consistency to minimize confusion for the staff and the permit customers.

- The Permit Coordinator and staff will assume weekly schedules deemed optimal with respect to the needed services to be provided available within the allowable budget for these services.
- The chart below depicts the proposed average staffing at the Village of Oak Park.

Permit Plan Review and Inspection Services for the Public Works - Proposed Weekly Schedule

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL DAYS	Hours Per Day	Tot HRs
Wks/Mon	4	4	5	4	4	5	4	5	4	4	5	4		8	
Days/Week	1	2	2	3	4	4	4	4	4	3	2	1.5			
Days/Mon	4	8	10	12	16	20	16	20	16	12	10	6	150	1200	

Seasonal Reduction in Weeks

Note: Schedule depicts weekly averages and does not depict changes due to extreme high or low workload periods or Holidays

Statement of Commitment

Chastain commits the personnel named in the proposal will be available for the duration of the project at the indicated level of involvement, except were prevented by circumstances beyond the control of the consultant.



CHRIS R. GHEYSEN, P.E. | Permit Coordinator

Mr. Gheysen has 28 years of experience helping communities improve infrastructure and public services as both a municipal engineer and developer. As his experience expanded, Mr. Gheysen progressively assumed more direct leadership roles, managing and mentoring large and diverse groups of associates. In his current role, he is responsible for project management and development, client relations, quality control management, and supervision of project engineering, construction and administrative staff. Mr. Gheysen joined the firm in 2021, and is a Project Manager in our Schaumburg office.

EDUCATION

- Bachelor of Science, Civil Engineering, Purdue University, 1994

PROFESSIONAL REGISTRATION

- Professional Engineer, 062-053715, Illinois
- Professional Engineer, 34577-6, Wisconsin

PROFESSIONAL AFFILIATIONS

- American Public Works Association
- Certified Enforcement Officer
- ACEC Wisconsin Future Leaders Class, 2010

Mr. Gheysen, throughout his career, has over 25 years of direct involvement in review of private developments, coordination of permit work within municipal rights-of-ways and inspection of related work.

Various Villages in Northeastern Illinois - Village Engineer & Assistant Village Engineer

Mr. Gheysen provides municipal engineering assistance in the day-to-day engineering operations of several communities located in Lake County and McHenry Counties. Activities include capital project planning, annual budgeting, plan review from conceptual to final design; review of plan revisions; plats of subdivision; permit plats; design specifications and details; review of annexation, development, and recapture agreements.

His responsibilities also include the design of capital improvement projects, including roadway projects using Motor Fuel Tax funding; resident engineering services for construction projects; and the review of plans for private development. Mr. Gheysen is also experienced at delivering public presentations to committees and municipal corporate authorities.

Various Villages in Northeastern Illinois, Annual Road Resurfacing Programs - Project Manager

Mr. Gheysen manages projects annually that typically consist of pavement milling, pulverization, cold-in-place recycling, patching, resurfacing, curb and sidewalk removal and replacement, and drainage repairs for various villages in existing residential, commercial and industrial subdivisions. Tasks include project development, specifications, bidding and award, contractor coordination, pay request approvals, and project closeout.

Various Villages in Northeastern Illinois, Annual Sidewalk Repair, Crack Sealing & Pavement Patching Program - Project Manager

Project manager for the Villages' Annual Sidewalk Repair, Crack Sealing & Pavement Patching Program. Work included field evaluation to determine eligible streets and quantities, preparation of EOPC, preparation of contract documents for bidding by contractors, compiling and reviewing contractor bids, field observation of construction activities, and project documentation and closeout. The projects are typically funded using MFT funding, requiring preparation of authorizing resolutions, and coordination with IDOT.



BRENT PENDRY, P.E. | Project Engineer II

Mr. Pendry is a licensed professional engineer with more than ten years of experience with all aspects in transportation design. He specialized in preliminary engineering studies, roadway plans, specifications, and estimates. He is knowledgeable of local, state and federal requirements relative to transportation design projects. His responsibilities have included construction supervision, detailed engineering design, project management, supervisory roles, client interaction on project and technical issues, completion of state and federal funding applications, and engineering plan review. Mr. Pendry joined our Schaumburg office in 2021.

EDUCATION

- Bachelor of Science, Civil Engineering, Purdue University, 2011

PROFESSIONAL REGISTRATION

- Professional Engineer, 062-067501, Illinois, 2015

PROFESSIONAL AFFILIATIONS

- American Public Works Association

SKILL SETS

- Federal funding applications for STP and ITEP funds.
- Bentley Microstation and Geopak Openroads

City of Joliet, Theodore Street Widen and Resurface – Project Engineer

Project Engineer for Phase I Engineering (Federally Approved) to widen and resurface approximately 1.8 miles of Theodore Street, west of IL Route 59. The existing four-lane roadway will be widened to provide a flush median and left-turn lanes at side streets. Pedestrian facility, utility relocation, and roadway widening alternatives were analyzed as part of the Phase I study due to the narrow right-of-way along the corridor. Right-of-way and access were coordinated with two proposed developments and Troy School District. Additional proposed improvements include traffic signal installation, shared-use path, street lighting, water main replacement, tree removal, and storm sewer removal and installation.

Village of Schaumburg, Higgins Road Shared-Use Path – Project Engineer

Project Engineer for Phase II Design of a new 0.5 mile shared-use path segment along the north side of Higgins Road (IL Route 72). The new segment eliminated the gap between two existing facilities, and provided a new ADA crossing on the north leg of Plum Grove Road at the intersection with Higgins Road. Additional improvements included the installation of pedestrian push button posts and signal heads, roadway resurfacing, concrete island replacement, pedestrian rail installation, and tree removal and replacement. The project was also coordinated with the Illinois Department of Transportation and Cook County Department of Transportation and Highways, as they had jurisdiction of three of the four legs at the Plum Grove Road intersection. Improvements were also coordinated with the Village of Schaumburg's Plum Grove Road project that was currently under construction. The Illinois Transportation Enhancement Program (ITEP) funded a share of the project construction.

City of Plainfield, Renwick Road Reconstruction – Project Manager/Engineer

Project Manager and Engineer for the Phase I Engineering (Group II CE) of the Village's Renwick Road Reconstruction. The existing 0.5-mile segment of two lane rural roadway will be reconstructed to provide a three lane urban section with underground storm sewer and curb and gutter. Additional improvements include roadway resurfacing and construction of a new shared use path. The project also involved coordination with the Plainfield Park District, development of a one-way detour, and assisting the Village in planning and hosting a Public Open House.



STEPHEN MOY, P.E. | Project Engineer I

Mr. Moy is a licensed professional engineer with eight years of experience specializing in transportation engineering. He joined the firm in 2021 and is a Project Engineer in our Schaumburg office.

EDUCATION

- Master of Science in Civil Engineering, University of Illinois Urbana-Champaign,, 2013
- Bachelor of Science in Civil Engineering with Honors, University of Illinois Urbana-Champaign, 2011

PROFESSIONAL REGISTRATION

- Professional Engineer, Illinois, 062-070089, 2017
- Professional Engineer, North Carolina, 046761, 2018

CONTINUED EDUCATION

- IDOT Erosion & Sediment Modules I & II
- OSHA 10 Hour Construction Safety & Health

TECHNICAL & SOFTWARE SKILLS

- MicroStation – SS2/SS4
- Geopak – SS2
- OpenRoads
- AutoTurn
- Bluebeam Revu
- Corridor Modeling
- Water Main / Stormsewer Design 7 Permitting
- Cost Estimation and Quantity Takeoff

Village of South Elgin, Civic Center Parking Improvements – Project Engineer

Provided design engineering to prepare plans and bidding documents for the parking lot and streetscape improvements at the Village’s Civic Center. Scope of work includes project management, topographic survey around the Village of South Elgin Civic Center south of the centerline of Spring Street, east of the westerly edge of pavement of N. La Fox Street, north of the centerline of W. State Street and west of the centerline of N. Water Street, utility coordination, coordination with a geotechnical engineer for soil testing, preparation of engineering plans for the police station, public parking lot improvements and streetscape improvements, preparation of bidding documents, stormwater permitting coordination with Kane County, and bidding assistance.

PREVIOUS EXPERIENCE

d’Escoto, Inc. – Project Engineer II / Project Manager

- Assumed department and project manager responsibilities when supervisor resigned. Successfully led the design efforts and mentored a team of three EITs through various projects including roadway, grading and drainage contracts with ISTHA and site development projects with Chicago Housing Authority (CHA), Housing Authority of Cook County (HACC) and Interfaith Housing Development Corps. (IHDC) without prior experience in site design. Prime consultants have personally express satisfaction in deliverables.
- Utilized Bluebeam Revu to reviewed and mark up submittal packages, including drawings and specifications to ensure an organized and documented QAQC process, and client satisfaction.
- Coordinated with other subconsultants, various municipalities, and government agencies to develop MWRDGC, IEPA and Thorn Creek Basin Sanitary District (TCBSD) permits to ensure a smooth construction process. Reviewing Plat of Surveys was required for multiple projects to ensure client has acquired the property needed for the proposed site and permit submittal.
- Presented design and cost alternatives to the prime consultant and client so they can make an informed decision based on cost, feasibility, schedule, and aesthetics. Presented overall civil site design plan to multiple contractors and clients during bid meeting and answered questions to ensure a smooth bid process.
- Reviewed contractor submittals and provided document controls support to the prime consultant on the Evanston Shoreline Rehabilitation project to ensure contractor constructed the project per specifications.



ALEXANDRA MOSS | Staff Engineer

Ms. Moss is a recent graduate with extensive knowledge of AutoCAD, Solidworks, Revit, Microsoft Project, Primavera P6, and Blue Beam. She is fluent in Romanian, English and Spanish. Ms. Moss joined our Schaumburg office in 2018.

EDUCATION

- Software Development Certification, Harper College, 2019
- Bachelor of Science, Civil Engineering, Technical University of Cluj-Napoca, Romania, 2004

CONTINUING EDUCATION

IDOT Documentation of Contract Quantities, #19-15602, expires 03/28/2023

Village of Schaumburg, Permit Review Services

Assists the Village of Schaumburg Department of Community Development and the Department of Engineering/Public Works staff in coordinating, reviewing, and processing permits involving right-of-way impacts and land development projects. This includes reviewing projects for replacing existing or constructing new sump pump services, drainage and site improvements, right-of-way obstructions, and private utility permits. The scope of services includes providing review of permit applications, enforcing the village ordinances of Schaumburg pertaining to impacts to the village right-of-way and providing inspections of work conducted for permits issued.

ISTHA, I-355 Roadway and Bridge Rehabilitation – Construction Inspector

Phase III engineering services for the widening of I-355 to add a new lane in both directions between Butterfield Road and Roosevelt Road to ultimately provide four lanes of traffic. The existing bridges will be widened to accommodate construction of the new lane. The work also includes roadway resurfacing; Joint repairs at the bridges and deck patching; roadway widening between Butterfield Road (Illinois Route 56) and Roosevelt Road (Illinois Route 38); Bridge widening; Substructure repairs; Noise walls and all other collateral work; drainage, signage, pavement markings, ITS improvements, guardrail, etc. that may be required. Scope of services include construction management, construction inspection, preparation of inspection reports, daily A1-B reports, project documentation utilizing the client’s web-based system, and inspector daily reports (IDR’s).

PREVIOUS EMPLOYMENT:

CORDOS & Associates, Chicago, IL - Project Assistant

Organize submittals and subcontractors list, draft work orders and contracts, schedule projects, prepare project closing documents, review AutoCAD and REVIT blueprints and mark-up changes, took meeting minutes, pay costs for bids, and help with field work.

ELNATAN Cluj, Napoca, Romania – Draftsman / Engineering Intern

- Provided AutoCAD drafting and design support for Project Manager during planning, design and construction of projects; maintain and update AutoCAD company library; communicate with our German suppliers, ordering materials and preparing quantity calculations for industrial halls.



COST ESTIMATE OF CONSULTANT SERVICES

VILLAGE OF OAK PARK PERMIT REVIEW AND INSPECTION SERVICES

	Rate	JAN		FEB		MAR		APR	
		# of hrs	Est. \$'s	# of hrs	Est. \$'s	# of hrs	Est. \$'s	# of hrs	Est. \$'s
Permit Coordinator	\$ 155.00	16	\$ 2,480.00	32	\$ 4,960.00	24	\$ 3,720.00	32	\$ 4,960.00
Project Engineer II	\$ 135.00	16	\$ 2,160.00	32	\$ 4,320.00	40	\$ 5,400.00	32	\$ 4,320.00
Project Engineer I	\$ 130.00	0	\$ -	0	\$ -	8	\$ 1,040.00	16	\$ 2,080.00
Staff Engineer	\$ 80.00	0	\$ -	0	\$ -	8	\$ 640.00	16	\$ 1,280.00
Monthly Total:		32	\$ 4,640.00	64	\$ 9,280.00	80	\$ 10,800.00	96	\$ 12,640.00
Running Sub-Total:			\$ 4,640.00		\$ 13,920.00		\$ 24,720.00		\$ 37,360.00
		MAY		JUN		JUL		AUG	
		# of hrs	Est. \$'s	# of hrs	Est. \$'s	# of hrs	Est. \$'s	# of hrs	Est. \$'s
Permit Coordinator	\$ 155.00	32	\$ 4,960.00	40	\$ 6,200.00	16	\$ 2,480.00	24	\$ 3,720.00
Project Engineer II	\$ 135.00	32	\$ 4,320.00	40	\$ 5,400.00	40	\$ 5,400.00	48	\$ 6,480.00
Project Engineer I	\$ 130.00	32	\$ 4,160.00	40	\$ 5,200.00	32	\$ 4,160.00	40	\$ 5,200.00
Staff Engineer	\$ 80.00	32	\$ 2,560.00	40	\$ 3,200.00	40	\$ 3,200.00	48	\$ 3,840.00
Monthly Total:		128	\$ 16,000.00	160	\$ 20,000.00	128	\$ 15,240.00	160	\$ 19,240.00
Running Sub-Total:			\$ 53,360.00		\$ 73,360.00		\$ 88,600.00		\$ 107,840.00
		SEP		OCT		NOV		DEC	
		# of hrs	Est. \$'s	# of hrs	Est. \$'s	# of hrs	Est. \$'s	# of hrs	Est. \$'s
Permit Coordinator	\$ 155.00	16	\$ 2,480.00	16	\$ 2,480.00	20	\$ 3,100.00	4	\$ 620.00
Project Engineer II	\$ 135.00	40	\$ 5,400.00	40	\$ 5,400.00	20	\$ 2,700.00	12	\$ 1,620.00
Project Engineer I	\$ 130.00	32	\$ 4,160.00		\$ -		\$ -		\$ -
Staff Engineer	\$ 80.00	40	\$ 3,200.00	40	\$ 3,200.00	40	\$ 3,200.00	32	\$ 2,560.00
Monthly Total:		128	\$ 15,240.00	96	\$ 11,080.00	80	\$ 9,000.00	48	\$ 4,800.00
Running Sub-Total:			\$ 123,080.00		\$ 134,160.00		\$ 143,160.00		\$ 147,960.00

