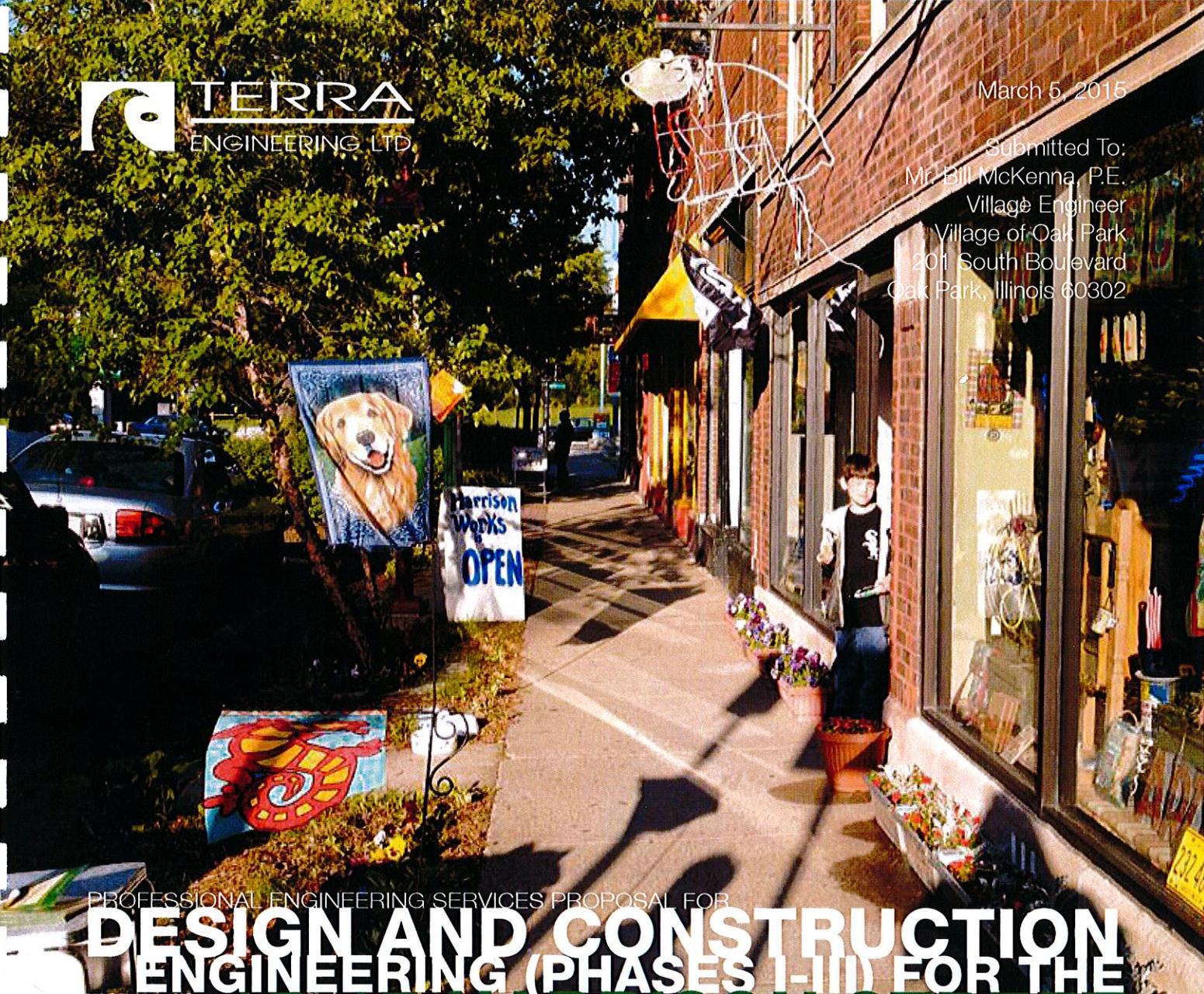




March 5, 2015

Submitted To:
Mr. Bill McKenna, P.E.
Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302



PROFESSIONAL ENGINEERING SERVICES PROPOSAL FOR

DESIGN AND CONSTRUCTION ENGINEERING (PHASES I-III) FOR THE 15-17 HARRISON STREET LIGHTING IMPROVEMENTS



Submitted By:
TERRA Engineering, Ltd.
P: 312.467.0123 F: 312.467.0220



March 5, 2015

Mr. Bill McKenna, P.E.
Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

RE: Professional Engineering Services for Design and Construction Engineering (Phases I-III) for the 15-17 Harrison Street Lighting Improvement Project

Dear Mr. McKenna:

The Village of Oak Park needs a team who will successfully design and construct lighting for Harrison Street while managing project challenges, supervising a contractor, and understanding the needs of residential and business stakeholders. Specifically, TERRA's team will benefit the Village of Oak Park by providing:

- **THE RIGHT TEAM** – With more than 23 years of experience, TERRA has assembled a team with a unique connections to Oak Park. Our firm has an extensive history of delivering successful and cost-efficient solutions for the Village of Oak Park, Park District of Oak Park, Chicago Department of Transportation, Forest Preserve District of Cook County and more.
 - TERRA's principal-in-charge, **Jamil Bou-Saab, P.E.**, is a long-time resident of Oak Park. As a result, he brings a unique understanding of the community's needs and challenges to our team. Jamil brings more than 25 years of professional experience to our team and has led several high-profile projects in Oak Park such as the **Harrison Boulevard Lighting Improvements (Ridgeland to Austin)**, the award-winning **Roosevelt Road Streetscape Improvement, Marion Street Streetscape, Ridgeland Common Renovation**, and numerous infrastructure projects for the Village.
 - **Jason Meter, P.E.** and **John Cashman, CET** will serve as day-to-day contacts for this project. As project manager, Jason will lead all civil engineering, and construction administration tasks. John will serve as construction oversight.
- **KNOWLEDGE OF THE PROCESS** – TERRA has a long and successful history serving the Village of Oak Park. Our understanding of the processes used by the Village will result in a smoother project that satisfies the needs and requirements of all stakeholders. Jason's understanding of the design and construction process allows our team to guarantee efficiency while navigating the process. Our lighting engineer, Ehab Elqaq, has extensive knowledge of the design of lighting teamed with his work on projects such as **Harrison Boulevard Lighting Improvements (Ridgeland to Austin), Marion Street Streetscape, Roosevelt Road Streetscape Improvement** and John Cashman's expertise in overseeing these types of projects will provide the Village of Oak Park with a project that will be completed on time and on budget with the least amount of disruption to stakeholders.
- **UNDERSTANDING OF LOCAL ISSUES** – TERRA's team has the experience, relationships and trust of key individuals in the decision-making positions to mitigate challenges before they arise. Our staff have demonstrated these abilities on numerous



projects for the **Village of Oak Park**. In addition, our staff has delivered solutions for projects under constrained schedules such as the **Marion Street Streetscape**, **Oak Park Public Works Center Utility Relocation**, and **Main and University Intersection Improvements**.

With the right team, knowledge of the process and understanding of local issues, TERRA is committed to providing the Village of Oak Park with proven project management, technical expertise and collaboration skills to deliver a successful project. If you have any questions regarding our proposal, please contact me at 312.467.0123 or via email at jbousaab@terraengineering.com.

Sincerely yours,
TERRA ENGINEERING, LTD.

A handwritten signature in black ink, appearing to read "J. Bou-Saab", written over a horizontal line.

Jamil Bou-Saab, P.E.
Executive Vice President
P: 312.467.0123
E: jbousaab@terraengineering.com

CC: Karen Steingraber, P.E., President

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- 9/ DETAILED COST PROPOSAL
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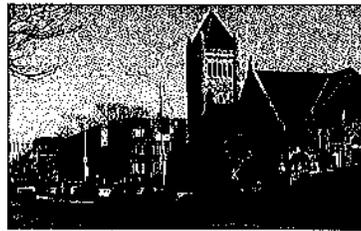
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COMPANY OVERVIEW



TERRA COMPANY OVERVIEW

ENGINEERING LTD.



PRINCIPALS /

KAREN STEINGRABER, P.E.
President

JAMIL BOU-SAAB, P.E.
Executive Vice President

GEORGE GHAREEB, P.E.
Vice President

SERVICE SECTORS /

Site Development
Municipal Engineering
Landscape Architecture
Structural Engineering/
Bridge Inspections
Geographic Information Systems (GIS)
Surveying
Traffic Engineering/Studies
Land Acquisition
Construction Engineering
Land Use Planning
Transportation Engineering

CHICAGO OFFICE /

KAREN STEINGRABER, P.E.
President

JAMIL BOU-SAAB, P.E.
Executive Vice President
225 W. Ohio Street, 4th Floor
Chicago, Illinois 60654
312.467.0123

TERRA UNDERSTANDS OAK PARK /

TERRA's Executive Vice President, Jamil Bou-Saab, is a long-time resident of the Village of Oak Park. He is actively involved in the community and understands the needs and challenges facing the Village. He is strongly invested in delivering innovative solutions to the community.

ABOUT TERRA /

TERRA Engineering, Ltd. is a multi-disciplinary professional service firm, that utilizes our experience, intellect, passion, and diversity to serve our clients. Since 1992, our portfolio has evolved to include local, national, and global projects ranging in both type and scale. We approach our work from a foundation of comprehensive expertise and resources, allowing our disciplines to collaborate and create intelligently designed, thoughtful, site-specific solutions that skillfully balance aesthetic with function. We are dedicated to making our clients successful, and to enable our clients and staff to make innovative and socially responsible decisions that result in a sustainable and effective design.

MISSION STATEMENT /

Our mission is to become the professional service firm of choice by empowering our employees to be innovative and socially responsible while achieving sustainable and profitable growth.

OUR PEOPLE /

TERRA is an Equal Opportunity Employer with a staff of more than 70 employees of diverse ethnicities and backgrounds, including; Professional Engineers, Professional Traffic Operations Engineer, Structural Engineers, Professional Land Surveyors, Landscape Architects, GIS Analysts and LEED Accredited Professionals.

CERTIFICATIONS /

TERRA is certified through more than a dozen agencies, and is a recognized WBE-certified company. Please contact us for more information regarding our various certifications.





TERRA
ENGINEERING LTD.

TRANSPORTATION ENGINEERING

Overview



TERRA Engineering, Ltd. has experience with transportation engineering projects of all sizes, ranging from small local projects to larger projects of regional importance. Highlights include work for federal, state, county and local governments in both rural and complex urban environments.

Attention to cost, historical significance, public input and aesthetics have been important factors in reducing environmental objections and obtaining public acceptance and approval. TERRA uses nationally recognized Context Sensitive Solutions (CSS) processes that are also used by the Illinois Department of Transportation (IDOT).

TERRA conducts a wide array of traffic engineering studies to assist our clients in determining the potential impact of a project on the surrounding roadway network. Our traffic engineering staff is well versed in the procedures, standards and technology required to determine the best solution for each project.

EXPERIENCE /

- Roosevelt Road Streetscape Improvements Berwyn/Cicero/Oak Park, Illinois
- Oak Park Streets and Alleys Oak Park, Illinois
- Milwaukee Streetcar Milwaukee, Wisconsin
- Main and University Intersection Improvements Peoria, Illinois
- Eastern Bypass Study Metropolitan Peoria, Illinois
- On-Call Traffic Engineering Services Champaign, Illinois
- Downtown Streetscape Revitalization Elmwood, Illinois
- South Marion Streetscape Oak Park, Illinois
- Washington Street Improvements Peoria, Illinois
- IL Route 6/29 Extension Mossville, Illinois
- Mud Creek Morton, Illinois
- Warehouse District TIGER II Complete Streets Peoria, Illinois
- IDOT Traffic Data Collection Central and Southern Illinois
- Elmhurst Road Intersection Improvements Chicago, Illinois
- Interstate 74 Reconstruction Peoria and East Peoria, Illinois

SERVICES /

- Traffic data collection and traffic studies
- Roadway planning and design
- Feasibility studies
- Roadway drainage
- Urban and rural Interstate/freeway design
- Simple and complex interchange planning and design
- Roadside safety and barrier warrant analysis
- Preparation of grant applications
- Construction staging and traffic maintenance planning
- Cost estimating and value engineering
- Corridor studies
- Vehicle and pedestrian inventories
- Traffic signal and stop sign warrant analysis

PRINCIPALS /

KAREN STEINGRABER, P.E.
President

JAMIL BOU-SAAB, P.E.
Executive Vice President

GEORGE GHAREEB, P.E.
Vice President

CONTACT /

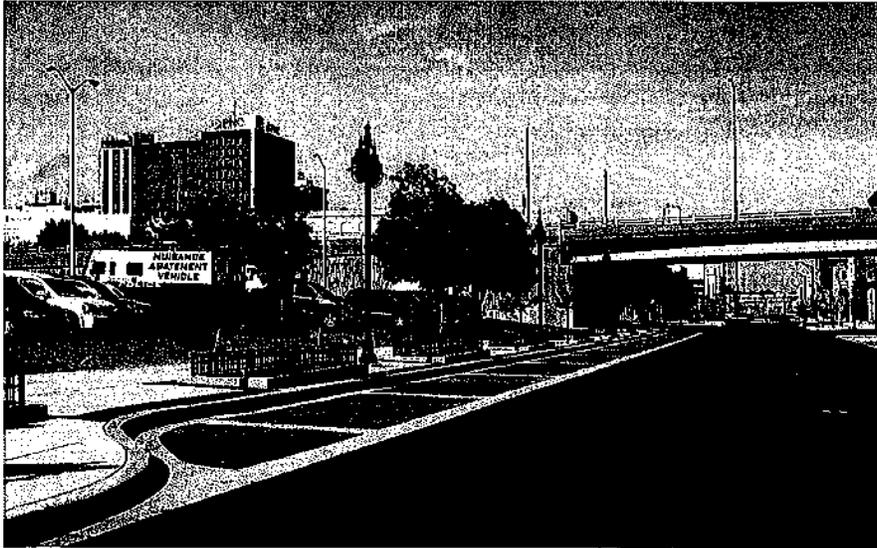
LOU ARRIGONI, P.E.
Transportation Department Manager
P: 312.467.0123 x249
E: larrigoni@terraengineering.com



TERRA
ENGINEERING LTD.

CONSTRUCTION INSPECTION

Overview



TERRA Engineering, Ltd. (TERRA) is a woman-owned, full-service engineering firm. Our mission is to provide quality services for client-specific solutions within scope, budgets and schedules.

The engineering professionals at TERRA bring not only knowledge and experience to our clients' projects but also sensitivity to clients' needs. Working with architects, engineers, developers, and local and state governments, we are well versed in code requirements for site development, transportation and utility construction.

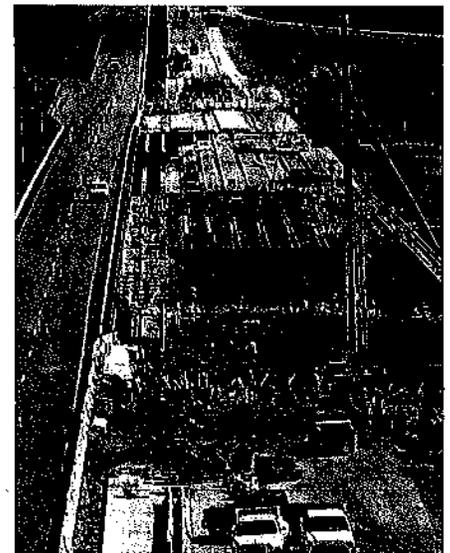
TERRA has experience with construction engineering projects of all sizes, ranging from small local projects to larger projects of regional importance. Highlights include work for cities, states, counties, and local governments in both rural and complex urban environments.

SERVICES /

- Project Supervision
- Site Inspection
- Quality Assurance / Quality Control Testing
- Scheduling and Documentation

EXPERIENCE /

- Roosevelt Road Streetscape Improvements Oak Park / Berwyn / Cicero, IL
- Green Alleys Oak Park, IL
- Marion Street Streetscape Oak Park, IL
- St. Paul Avenue Lift Bridge Milwaukee, WI
- Washington Street Improvements Peoria, IL
- I-80 and Brisbin Road Interchange Construction Morris, IL
- Downtown Streetscape Elmwood, IL
- IDOT District 4 Construction Engineering Various Locations, IL
- Northbound I-55 Improvements Bloomington, IL
- I-74 Reconstruction Peoria, IL
- Main Street Culvert Replacement Elmwood, IL
- 3.0-Million Gallon at Grade Water Tank Matteson, IL



PRINCIPALS /

KAREN STEINGRABER, P.E.
President

JAMIL BOU-SAAB, P.E.
Executive Vice President

GEORGE GHAREEB, P.E.
Vice President

CONTACT /

GEORGE GHAREEB, P.E.
Vice President
P: 309.999.0123
E: gghareeb@terraengineering.com

2 /

**ORGANIZATION
CHART**

PROJECT ORGANIZATION CHART

HARRISON STREET

LIGHTING IMPROVEMENTS

DESIGN AND CONSTRUCTION ENGINEERING (PHASES I-III)

Bill McKenna, PE
 Village Engineer
 Village of Oak Park

Project Leadership

Jamil Bou-Saab, PE
 Principal-in-Charge

Mr. Bou-Saab will independently confirm that TERRA is meeting the expectations of the Village of Oak Park throughout the project.

Lou Arrigoni, PE
 Project Manager

Mr. Arrigoni will serve as the key point of contact for the Village of Oak Park and oversee all aspects of the project including stakeholder coordination.

Adam Moghamis, PE
 Materials Testing Engineer

Mr. Moghamis will provide a geotechnical evaluation of the soils within the project corridor for lighting foundation design.



Phase I / Phase II Engineering

Jason Meter, PE
 Project Engineer

Mr. Meter's Phase I and Phase II work will include environmental assessment of RECs, Complete Street Checklist, plan preparation and utility coordination.

Phase III Engineering

John Cashman, CET
 Resident Engineer

Mr. Cashman will provide part-time construction engineering oversight during construction including public relations, construction inspection and documentation, measurement and payment, punchlist and project closeout.

Ehab Elqaq, PE, LEED AP BD+C
 Senior Electrical Designer

Mr. Elqaq will provide a proposed lighting approach summary, proposed street light layout and model results, lighting performance comparison, proposed lighting details and product specification.

Armando Vivanco
 Construction Inspector

Mr. Vivanco will provide full-time inspection of work and field support during construction.

3 /

KEY PERSONNEL



JAMIL BOU-SAAB, PE

Executive Vice President / Principal-in-Charge



Mr. Bou-Saab offers more than 25 years of professional experience as project engineer, project manager, and as business owner. He has provided leadership in the design and management of infrastructure for municipal capital improvements, highway and traffic improvements and site development projects. As Principal-in-Charge, Mr. Bou-Saab has been involved in the development of streetscape improvements, bicycle and pedestrian paths, riverfront sites and parks. Recent project experience includes:

HARRISON BOULEVARD LIGHTING IMPROVEMENTS (RIDGELAND TO AUSTIN) / Oak Park, Illinois / Principal-in-Charge / TERRA initially performed photometric studies for spacing for and ornamental enhancement along Harrison Street to achieve the desired illumination and uniformity. TERRA then completed the preparation of contract plans and specifications for the ornamental lighting improvements.

ROOSEVELT ROAD STREETScape IMPROVEMENTS / Oak Park, Berwyn, Cicero, Illinois / Principal-in-Charge / As the engineering member of the streetscape planning team, TERRA assisted in shaping the concept and focus of the project along the state highway bordering the communities. Prepared the Project Development Report while simultaneously preparing the design documents for the work. The project involved the replacement of 1.5 miles of curb; sidewalk and driveway reconstruction; storm sewer; variable HMA pavement milling and resurfacing; streetlight removal and replacement; temporary traffic signals; and construction of streetscape amenities such as ornamental lighting, planters and trees.

MARION STREET STREETScape / Oak Park, Illinois / Principal-in-Charge / The complete streetscape overhaul of several blocks of Marion Street required extensive coordination with all utilities, Chicago Transit Authority, Pace Bus, Union Pacific Railway, Metra, and the Village of Oak Park. This project was completed on time with an aggressive schedule with preliminary design beginning in January in 2011, groundbreaking in early June 2011, and ribbon cutting in December 2011.

SOUTH BOULEVARD TRANSPORTATION, COMMUNITY, AND SYSTEM PRESERVATION (TCSP) PROGRAM / Oak Park, Illinois / Principal-in-Charge / Responsibilities include developing detailed roadway and lighting improvement plans. TERRA is providing Phase I and Phase II engineering for a streetscape design on South Boulevard from Harlem Avenue to just west of Marion Street. The project includes upgrades of ADA pedestrian crossings and traffic signals at Harlem. Roadway design includes the reworking of the Harlem / South intersection adding a westbound to southbound left turn lane on South Boulevard. Lighting and utility work are also included.

LAKE STREET / Oak Park, Illinois / Principal-in-Charge / This resurfacing project comprised the preparation of documents for Phase I, II and III and included streetscape, sewer and water main installation, curb and gutter/sidewalk replacement, street lighting/traffic signal installation and street signage and striping.

COURTHOUSE PERIMETER SECURITY AND LANDSCAPE ENHANCEMENTS / Cook County, Illinois / Principal-in-Charge / This project's goal was to increase pedestrian safety for nine county courthouse and judicial facilities. Enhancements included new accessible walkways, plaza building entries, site furnishings, pedestrian lighting, bollards, crash barriers and ornamental plantings.

ILLINOIS VETERAN'S HOME / Chicago, Illinois / Principal overseeing civil engineering design for a new 200-unit, full-care veteran's home located on 7.8-acre site on the northwest side of Chicago. Site improvements included the design and layout of parkway, pedestrian walkways, site lighting, three exterior courtyard spaces, and two 100-stall, permeable paver parking lots with bioswales to accommodate stormwater detention.

EDUCATION

Master of Science in Construction Management, Marquette University, Milwaukee, WI, 1986

Bachelor of Science in Civil Engineering, Marquette University, Milwaukee, WI, 1984

LICENSES / CERTIFICATES

Professional Engineer, IL, 1992
Professional Engineer, WI, 1992

PROFESSIONAL AFFILIATIONS

Facilities Committee of the Board of Education, District 97, Village of Oak Park, Chairman

Technology Subcommittee of IDOT/American Council of Engineering Companies, Region 1, Chairman

The Science Advisory Committee, Carthage College, Wisconsin, Member

Peoria Sustainability Commission, Member

American Public Works Association, Member

American Society of Civil Engineers, Member

Innovative Conference on Asphalt and Transportation, Committee Member

Citizen Council of Oak Park River Forest High School, Member

Children's Hospital of University of Illinois - Chicago, Board Member

**EDUCATION**

Bachelor of Science in Civil Engineering, Illinois Institute of Technology, Chicago, IL 1986

LICENSES / CERTIFICATES

Professional Engineer, IL, 1991
Professional Engineer, MI, 2006
Professional Engineer, WI, 2008

PROFESSIONAL AFFILIATIONS

City of Park Ridge Planning and Zoning Commission, Member, 2007 to Present
City of Park Ridge Flooding Task Force, Member, 2009 to Present
American Society of Civil Engineers, Illinois Section, President, 2012 to Present
American Society of Civil Engineers, Illinois Section, President-Elect, 2011 to 2012
American Society of Civil Engineers, Illinois Section, Secretary, 2010 - 2011
American Society of Civil Engineers, Illinois Section, Government Relations Chair, 2009 to 2011
American Society of Civil Engineers, Illinois Section, Past Director, 2007-2009
American Society of Civil Engineers, Illinois Section, Past Transportation Chair, 2005-2006
American Society of Civil Engineers, Illinois Section, American Public Works Associate, Member

As a veteran project manager of two decades, Lou Arrigoni has compiled a portfolio of diverse and challenging transportation projects. As the leader of TERRA's transportation team, he encourages his staff to incorporate innovative concepts while delivering efficient and cost-effective solutions. Lou's technical background includes planning, design and construction inspection of arterial roadways, traffic signals, intersection design, expressway interchanges, parking lots and right-of-way documentation.

SOUTH BOULEVARD TRANSPORTATION, COMMUNITY, AND SYSTEM PRESERVATION (TCSP) PROGRAM / Oak Park, Illinois / Project Manager /

Responsibilities include developing detailed roadway and lighting improvement plans. TERRA is providing Phase I and Phase II engineering for a streetscape design on South Boulevard from Harlem Avenue to just west of Marion Street. The project includes upgrades of ADA pedestrian crossings and traffic signals at Harlem. Roadway design includes the reworking of the Harlem / South intersection adding a westbound to southbound left turn lane on South Boulevard. Lighting and utility work are also included.

ROOSEVELT ROAD STREETScape IMPROVEMENTS / Oak Park, Berwyn, Cicero, Illinois / Project Manager /

As the engineering member of the streetscape planning team, Terra Engineering, Ltd. assisted in shaping the concept and focus of the project along the state highway bordering the communities. Prepared the Project Development Report while simultaneously preparing the design documents for the work. The project involved the replacement of 1.5 miles of curb; sidewalk and driveway reconstruction; storm sewer; variable HMA pavement milling and resurfacing; streetlight removal and replacement; temporary traffic signals; and construction of streetscape amenities such as ornamental lighting, planters and trees.

BERWYN DEPOT DISTRICT STREETScape / Berwyn, Illinois / Project Manager / Project

includes streetscape design improvements along three roads and adjacent cross streets in downtown Berwyn's historic Depot District. The design includes utility relocation, drainage study, and ADA compliance. The final design will incorporate sustainable measures including permeable pavers, bioswales and other best management practices (BMPs).

CHICAGO AVENUE PUMPING STATION ROOF DECK REPLACEMENT, LANDSCAPE AND LIGHTING, AND MACHINE STOP MEZZANINE / Chicago, Illinois / Lead Civil

Engineer / The project involved the relocation of N. Michigan Avenue from E. Pearson Street to E. Chicago Avenue to provide additional sidewalk width for pedestrian traffic in front of the Pumping Station. To accomplish this shift of Michigan Avenue, traffic signals needed to be relocated at the northeast corner of Michigan Ave. /Chicago Ave. and the southeast corner of Michigan / Pearson. The two signal poles in the raised medians of Michigan Avenue between Chicago and Pearson needed to be temporarily removed and the raised medians leveled to allow shifted traffic to use the median area as an additional lane. This plan set included traffic signal sheets, temporary signal work, and new signal locations. Work included drainage, lighting and utility coordination.

CHICAGO AVENUE REHABILITATION, PHASES I AND II, LARAMIE AVENUE TO MILWAUKEE AVENUE - CHICAGO DEPARTMENT OF TRANSPORTATION / Chicago, Illinois / Lead Civil Engineer /

Responsible for the Phase I and II widening and intersection improvements for the reconstruction on Chicago Avenue for the City of Chicago. Phase I work included completion of a Project Development Report evaluating vertical and horizontal alignment, intersection designs, lane configurations and estimate of cost. A public Meeting was held prior to the acceptance of the PDR. Phase II responsibilities included the development of PS&Es for two separate roadway plans for five miles of widening, utility coordination, resurfacing, traffic signalization, lighting, MOT, and 21 intersection modifications along the four-lane urban roadway.



JASON R. METER, PE

Project Engineer



Mr. Meter has served as lead project engineer on numerous Phase I and Phase II transportation design projects. Jason is a Project Engineer for the Chicago office of TERRA Engineering, Ltd., where he continues to utilize his transportation experience, particularly with the Illinois Department of Transportation and the Chicago Department of Transportation. Some of his professional experiences include:

EDUCATION

Bachelor of Science in Civil Engineering, North Carolina State University, 2006

LICENSES / CERTIFICATES

Professional Engineer, IL, 2011

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers,
Illinois Section, Transportation Group
American Society of Civil Engineers,
Illinois Section, Younger Members Group

SOUTH BOULEVARD TRANSPORTATION, COMMUNITY, AND SYSTEM PRESERVATION (TCSP) PROGRAM / Oak Park, Illinois / Project Engineer / Responsibilities include developing detailed roadway and lighting improvement plans. TERRA is providing Phase I and Phase II engineering for a streetscape design on South Boulevard from Harlem Avenue to just west of Marion Street. The project includes upgrades of ADA pedestrian crossings and traffic signals at Harlem. Roadway design includes the reworking of the Harlem / South intersection adding a westbound to southbound left turn lane on South Boulevard. Lighting and utility work are also included.

BERWYN DEPOT DISTRICT STREETScape / Berwyn, Illinois / Project Engineer / Project includes streetscape design improvements along three roads and adjacent cross streets in downtown Berwyn's historic Depot District. The design includes utility relocation, drainage study, and ADA compliance. The final design will incorporate sustainable measures including permeable pavers, bioswales and other best management practices (BMPs).

PERSHING ROAD IMPROVEMENTS PHASE I STUDY* / Chicago, Illinois / Project Engineer / The project consisted of providing Phase I Preliminary Engineering services on Pershing Road from Wentworth Avenue to Ashland Avenue. The project is approximately two miles with 16 intersections, of which eight are signalized. Responsibilities included preliminary engineering, environmental studies, development of proposed roadway geometry, and intersection design studies.

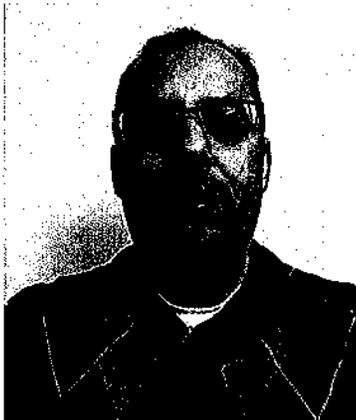
MADISON STREET INTERSECTION IMPROVEMENTS STUDY* / Burr Ridge, Illinois / Project Engineer / The project included Phase I engineering and preliminary design for improvements at three consecutive intersections at Joliet Road, 79th, and 83rd Streets. Alternatives include roundabout, traffic signal, and no-action. Responsibilities included data collection, traffic projections, warrant analyses, alternatives analysis, and compilation of technical memos.

KINGSBURY STREET RECONSTRUCTION DESIGN* / Chicago, Illinois / Project Engineer / The project consists of the development of contract bid plans and specifications for the complete reconstruction of Kingsbury Street from Halsted Street to North Avenue. Responsibilities include the design of new roadway pavement, ADA-compliant sidewalks and ramps, landscaping planters, tree grates, plantings, catch basins, storm sewer laterals, driveways, pavement markings, signage and exhibits for right of way acquisition.

RIVERWOODS ROAD AND EVERETT ROAD ROUNDABOUT PHASE II DESIGN* / Lake County, Illinois / Project Engineer / The project consisted of the design of a single lane urban roundabout (the first roundabout constructed in Lake County). Staged construction is to be implemented as it will be constructed under traffic. Responsibilities include the preparation of Phase II roadway, MOT, and drainage plans, specifications, and estimates.

IL-19/IRVING PARK ROAD AND YORK ROAD INTERSECTION PHASE II DESIGN (CREATE GS16)* / Bensenville, Illinois / Project Engineer / Mr. Meter was heavily involved in the Phase II redesign of the intersection, including a grade separation of the CP Railroad at Irving Park Road, pavement reconstruction and widening, improved intersection geometry, additional auxiliary lanes, drainage system improvements, and signal modernization.

*Experience prior to joining TERRA



Mr. Elqaaq is responsible for design of electrical power distribution for variety of project types. Mr. Elqaaq has strong lighting and electrical design for commercial, industrial and residential projects. He is experienced in AutoCAD and Microstation as well as lighting software.

MIDWAY AIRPORT / Chicago, Illinois / Design the roadway lighting for the new renovated Midway Airport.

ROOSEVELT ROAD / Oak Park, Illinois / Design roadway lighting and prepare electrical engineering drawings for Roosevelt Road from Harlem to Austin Avenue.

I-57 BRIDGES IDOT / Chicago, Illinois / Design underpass lighting and bridge lighting for four bridges along I-57.

JEFFERSON PARK METRA STATION / Chicago, Illinois / Project Manager and electrical project engineer for new ramp building between CTA platform and Metra platform. The design included 250ft elevated ramp with in-floor heating.

SOUTH BOULEVARD, MARION STREET AND LAKE STREET / Oak Park, Illinois / Design roadway lighting and prepare electrical engineering drawings for several roads in Oak Park.

U.S. CELLULAR / Nationwide / Project manager for MEP/FP design for more than 200 retail stores.

180 AND 200 NORTH JEFFERSON CONDO BUILDING / Chicago, Illinois / Electrical project engineer for 26- and 28-story buildings.

MAPLE PARK AND TYLER PARK / Oak Park, Illinois / Prepare electrical engineering drawings for Several Parks in Oak Park.

MCDONALD'S / Oak Brook, Illinois / Tenant improvement for 120,000-square-foot four floors of an office building. The lighting design for the McDonald's building included state of the art computerized control system.

COTTER AND COMPANY / Chicago, Illinois / Tenant improvement of seven floors 210,000-square-foot in two office building for Cotter and Company new headquarters in Chicago. The office included 4,000-square-foot computer room, UPS system and Generator system.

HISTORICAL BIKE PATH / Matteson, Illinois / Provided ornamental lighting design engineering services.

AMBERLY WOODS CONDO BUILDINGS / Lake Forest, Illinois / Project Manager and Electrical project engineer for two 140,000-square-foot buildings with underground parking.

DENEEN ELEMENTARY SCHOOL / Chicago, Illinois / Project Manager and Electrical Lead Engineer for 100,000-square-foot renovation and addition.

NORTHWESTERN UNIVERSITY CHICAGO DOWNTOWN CAMPUS ROADS / Chicago, Illinois / Provided ornamental lighting design engineering services.

EDUCATION

Master in Project Management,
Keller School of Management,
Chicago, IL 2012

Master in Business Administration,
Keller School of Management,
Chicago, IL 2002

Bachelor of Science in Electrical
Engineering, University of Illinois at
Chicago, IL 1993

LICENSES / CERTIFICATES

Professional Engineer, IL
Professional Engineer, NE
Professional Engineer, MO
Registered Profession Engineer in
the Country of Qatar

PROFESSIONAL AFFILIATIONS

Institute of Electrical and Electronic
Engineers
Consulting Electrical Engineers



JOHN D. CASHMAN, CET

Design Engineer / Resident Engineer



Mr. Cashman offers two decades of experience in construction engineering and management, construction material testing, and geotechnical engineering. During this time he has played a key role in a spectrum of transportation, drainage, water distribution, wastewater treatment, and building construction engineering projects.

ROOSEVELT ROAD IMPROVEMENTS FROM HARLEM AVENUE TO AUSTIN BOULEVARD / Oak Park, Berwyn, and Cicero, Illinois / Resident Engineer / Construction engineering and contract administration for a multi-agency transportation project comprised of 1.5 miles of curb and sidewalks, driveway reconstruction, 4,700 feet of storm sewer, variable HMA pavement milling and resurfacing, streetlight removal and replacement, temporary traffic signals, and installation of streetscape amenities. Services during construction included coordination with an active business culture and multiple agencies. Contract was administrated under IDOT Standard Specifications for Road & Bridge Construction using ICORS.

EDUCATION

Bachelor of Science, Western Illinois University, Interdisciplinary Studies - Construction Management and Engineering Technology, 2014

Geology and Environmental Studies, University of Nevada - Las Vegas, 1992-1995

Associate of Arts, Northwestern Michigan College, 1991

PROFESSIONAL AFFILIATIONS

Construction Management Association of America (CMAA)
ASCE

LICENSES / CERTIFICATES

IDOT Documentation of Contract Quantities
IDOT S-33 Soils Field Testing and Inspection
IDOT Construction Materials Inspection Documentation
IDOT ICORS Training
IDOT/APWA Resident Engineer's Training
IDOT Small Drainage Structure Inspection
IDOT Survey I and II
IDOT Pavement Maintenance
IDOT MFT Accounting Principals
IDOT Hot Mix Asphalt Level I
IDOT PCC Level I Technician
IDOT Mixture Aggregate Technician
IDOT Nuclear Density Testing
ISTHA Construction Managers Training
Troloxer Nuclear Gauge Operator
NICET Underground Construction Sewer and Water - Level III
NICET Highway Construction Engineering - Level III
NICET Construction Materials Testing - Level II
NICET Geotechnical Engineering Technology - Level II

TOWNLINER ROAD/187TH AVENUE IMPROVEMENTS / Mokena, Illinois / Surveyor, Resident Engineer / A multi-phase, multi-agency project comprised of roadway widening and reconstruction for 2,000 feet of Townline Road and 1,500 feet of widening and resurfacing of 187th Avenue. Also included was the construction of curb, new drive aprons, ADA compliant sidewalk and 10-foot-wide bike path, street lighting, 3,000 feet of 12-inch to 24-inch storm sewer, 300 feet of sanitary sewer, and 4,500 feet of eight-inch water main.

2014 OAK PARK GREEN ALLEY IMPROVEMENTS / Oak Park, Illinois / Design engineer and construction engineer for nine alleys throughout the community under the IGIG grant (Illinois Green Infrastructure Grant). The design employs BMPs which include permeable pavers, dry wells, and infiltration monitoring. The project is currently in the bidding phase and will be constructed in the fall of 2014. Mr. Cashman will be the Resident Construction Engineer during the accelerated construction schedule.

DANA POINT PAVEMENT IMPROVEMENTS / Arlington Heights, Illinois / Surveyor, Project Engineer, Resident Engineer / Provided design engineering and construction oversight for the reconstruction and resurfacing of over 10,000 square yards of roadway and fire lane pavement throughout this private, multi-residential community. The project was completed on time and under budget.

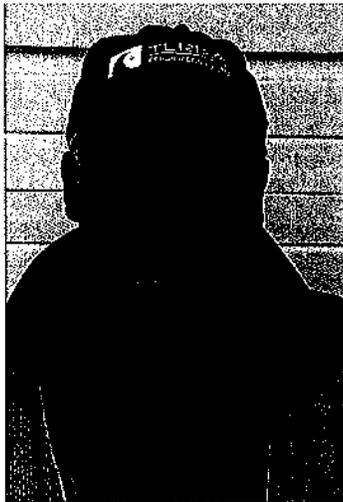
BELLWOOD MFT STREET IMPROVEMENT PROGRAMS - 2006, 2007, 2008 / Bellwood, Illinois / Surveyor, Resident Engineer / Full width reconstruction and resurfacing for 11.75 miles of local road, including variable depth HMA pavement, concrete base repair, curb replacement, driveway replacement, ADA compliant sidewalk replacement, Pavement markings, re-profile of centerline, and storm sewer installation.

GEAR ROAD EXTENSION / New Lenox, Illinois / Resident Engineer and Surveyor / Gear Road is one of the gateways to the newly constructed Village Hall. Construction occurred in two phases: The first included the excavation and grading for the road, and construction of water main, storm sewer, and sanitary sewer funded by the Village. The second phase included the construction of 800 feet of new road and bike path using MFT funds.

RIVERWOODS II / Melrose Park, Illinois / Resident Engineer / Construction and testing of new eight-inch water main, storm sewer, and sanitary sewer for residential community built along the DesPlaines River floodplain atop an existing land fill. Act as liaison during construction through project closeout.

ARMANDO VIVANCO

Construction Inspector



Mr. Vivanco brings more than 20 years of experience to the TERRA team, including 17 years working with the City of Chicago's Streets and Sanitation Department. His expertise includes traffic signal design and preparation of estimates documents. He is also well-versed in MicroStation. Mr. Vivanco's prior experience includes:

STREETS AND SANITATION, BUREAU OF ELECTRICITY / Chicago, Illinois / Engineering Technician / Mr. Vivanco's duties included:**

- Conducted field surveys
- Prepared layout for traffic control signals modernization and improvement and street lighting projects
- Prepared technical construction plans for street lighting, fire alarm / p.c. systems
- Acted as district or resident engineer at a moderately complex construction project and as assistant resident engineer on a major project
- Evaluated a variety of contractors shop drawings
- Reviewed contract plans and specifications for errors or omissions
- Responsible for quantity and cost estimates for a variety of engineering practices and procedures
- Used MicroStation for professional construction engineering drawings plans in a timely manner

EDUCATION

Basic Electronics, DeVry Institute of Technology, Chicago, IL, 1984

Computer Aided Drafting (CAD), Triton College, River Grove, IL, 1984

Mechanical Drafting, William L. Dawson City College, Chicago, IL, 1976

PROFESSIONAL AFFILIATIONS

Organization Name #1, Role
Organization Name #2, Role

2014 OAK PARK GREEN ALLEY IMPROVEMENTS / Oak Park, Illinois / Construction inspection services for nine alleys throughout the community under the IGIG grant (Illinois Green Infrastructure Grant). The design employs BMPs which include permeable pavers, dry wells, and infiltration monitoring. Mr. Vivanco was the resident inspector during the accelerated construction schedule.

ROOSEVELT ROAD STREETScape IMPROVEMENTS / Oak Park, Berwyn, and Cicero, Illinois / Construction Inspector / Construction engineering and contract administration for a multi-agency transportation project comprised of 1.5 miles of curb and sidewalks, driveway reconstruction, 4,700 feet of storm sewer, variable HMA pavement milling and resurfacing, streetlight removal and replacement, temporary traffic signals, and installation of streetscape amenities. Services during construction included coordination with an active business culture and multiple agencies. Contract was administrated under IDOT Standard Specifications for Road & Bridge Construction using ICORS.

IDOT CONSTRUCTION INSPECTION / IDOT District 5 / Construction Inspector / Performed construction inspection duties for various routes and projects throughout IDOT District 5, a region that includes the Bloomington-Normal and Champaign-Urbana metropolitan areas. Duties included roadway construction supervision and inspection, and interaction and coordination with IDOT Resident Managers throughout each project.

CHICAGO AVENUE REHABILITATION PHASE II* / Chicago, Illinois / Traffic Engineer / Phase II widening and intersection improvements for the reconstruction of Chicago Avenue. Phase II responsibilities included the development of PS&Es for two separate roadway plans for five miles of widening, utility coordination, resurfacing, signalization, MOT, and 19 intersection modifications along the four-lane urban roadway.

CHICAGO AVENUE PUMPING STATION AT MICHIGAN AVENUE* / Chicago, Illinois / Traffic Engineer / Provided preliminary and final design and construction services for replacement of the Historic Chicago Avenue Pumping Station roof deck. The \$4.5 million project included the analysis and reuse of an existing wrought iron framing system and required the development of new materials and unique construction methods. Developed record setting structural concrete to accommodate construction loads. Project was expanded to include landscape/streetscape, lighting, and MOT along Michigan Avenue.

*While employed at HDR Engineering; **While employed at City of Chicago Streets and Sanitation

4 /

RELEVANT WORK



TERRA
ENGINEERING LTD.

HARRISON BOULEVARD LIGHTING IMPROVEMENTS - RIDGELAND TO AUSTIN

Oak Park, Illinois



TERRA initially performed photometric studies for spacing for and ornamental enhancement along Harrison Street to achieve the desired illumination and uniformity.

TERRA then completed the preparation of contract plans and specifications for the ornamental lighting improvements.

Upon award of the contract, TERRA performed construction management and inspection services to assure quality compliance with the project specifications and appropriate consideration at resident and business stakeholders' needs during construction.

CLIENT

Village of Oak Park

CONTACT

Bill McKenna
Village Engineer
201 South Boulevard
Oak Park, IL 60302
708.358.5700
mckenna@oak-park.us

BUDGET

\$600,000

DATES

2005 - 2006

SERVICES

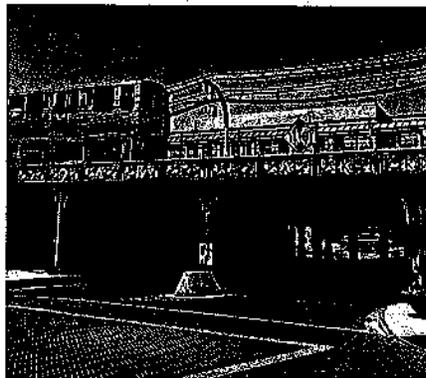
Municipal Engineering
Transportation Engineering
Construction Engineering



TERRA
ENGINEERING LTD.

MARION STREET STREETScape

Oak Park, Illinois



TERRA Engineering, Ltd. performed preliminary and final design as well as construction administration services for the complete streetscape overhaul of several blocks of South Marion Street in Oak Park. Preliminary and final design work consisted of plan preparation including survey, utility coordination, sewer / water main improvement plans, pavement / sub-base designs, electrical plans, and summaries of quantities. These tasks required extensive coordination with all utilities, CTA, Pace Bus, Union Pacific Railway, Metra and the Village of Oak Park. Special coordination was conducted with material suppliers to create project specific details for the installation of granite curb and gutters, granite crosswalks, clay-baked pavers in the streets and bluestone sidewalks. Work also required permitting and coordination with regulatory agencies including the Illinois Environmental Protection Agency (IEPA), Illinois Historic Preservation Agency (IHPA), and the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC).

Construction administration consisted of plan review, coordination with residents and businesses, construction observation, construction documentation, design and implementation of all field design changes and completing the project close-out punch list. TERRA supplied a full-time resident engineer for the project.

The project was completed on time with an aggressive schedule, with preliminary design beginning in January 2011, groundbreaking in early June 2011 and the project ribbon cutting was held in early December 2011.

CLIENTS / CONTACTS

Village of Oak Park
Bill McKenna, Village Engineer
201 South Boulevard
Oak Park, IL 60302
708.358.5700
publicworks@oak-park.us

Pleasant District
Mary Jo Schuler, President
105 S. Marion Street
Oak Park, IL 60302
708.725.7022 / mj@mjshu.com

The George Sollitt Construction Co.
Mike Thomassen, Project Manager
790 N. Central Avenue
Wood Dale, IL 60191
630.860.7333 / mthomassen@sollitt.com

BUDGET
\$5.5M

DATES
January 2011 - December 2011

SERVICES
Transportation Engineering
Traffic Engineering/Studies
Construction Engineering
Surveying



TERRA
ENGINEERING LTD.

**SOUTH BOULEVARD LIGHTING
IMPROVEMENTS - AUSTIN TO OAK PARK**

Oak Park, Illinois



TERRA initially performed preliminary photometric studies for spacing along South Boulevard to achieve the desired illumination and uniformity.

TERRA then completed the preparation of contract plans and specifications for the ornamental lighting improvements.

Upon award of the contract, TERRA performed construction management and inspection services to assure quality compliance with the project specifications and appropriate consideration at resident and business stakeholders' needs during construction.

CLIENT
Village of Oak Park

CONTACT
Jim Budrick
Village Engineer
201 South Boulevard
Oak Park, IL 60302
708.358.5700

BUDGET
\$800,000

SERVICES
Municipal Engineering
Transportation Engineering
Construction Engineering



TERRA
ENGINEERING LTD.

AUSTIN AVENUE LIGHTING IMPROVEMENTS - HARRISON TO NORTH AVENUE

Oak Park, Illinois



TERRA initially performed preliminary photometric studies for spacing along Austin Avenue to achieve the desired illumination and uniformity.

TERRA then completed the preparation of contract plans and specifications for the ornamental lighting improvements.

Upon award of the contract, TERRA performed construction management and inspection services to assure quality compliance with the project specifications and appropriate consideration at resident and business stakeholders' needs during construction.

CLIENT
Village of Oak Park

CONTACT
Jim Budrick
Village Engineer
201 South Boulevard
Oak Park, IL 60302
708.358.5700

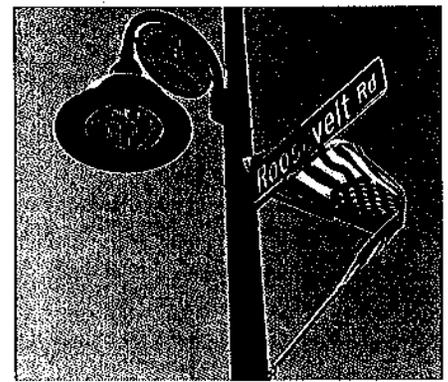
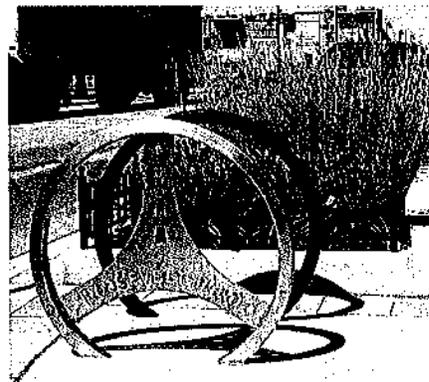
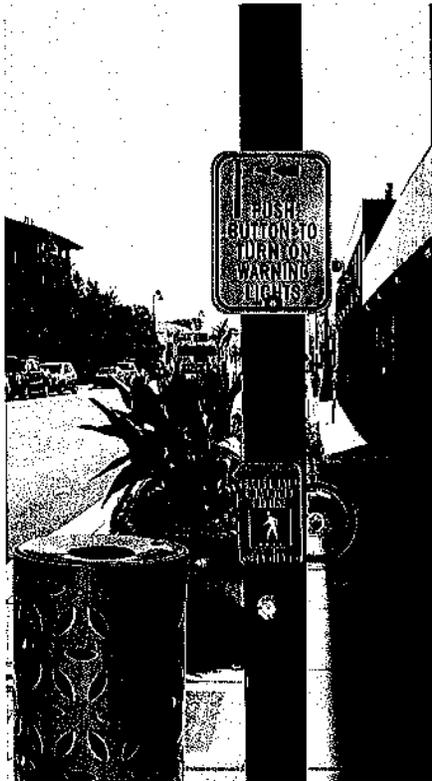
BUDGET
\$1.1M

SERVICES
Municipal Engineering
Transportation Engineering
Construction Engineering



ROOSEVELT ROAD STREETScape IMPROVEMENT

Oak Park, Berwyn and Cicero, Illinois



TERRA Engineering, Ltd. was selected by the communities of Oak Park, Berwyn and Cicero. These communities formed the quasi-government, the Roosevelt Road Advisory Committee. TERRA was the engineering member of the streetscape planning team that shaped the concept and focus of the project along the state highway bordering the communities.

TERRA prepared the Project Development Report while simultaneously preparing the design documents for the project. The project involved the replacement of 1.5 miles of curb; sidewalk and driveway reconstruction; 4,700 feet of storm sewer; variable HMA pavement milling and resurfacing; streetlight removal and replacement; temporary traffic signals; and construction of streetscape amenities such as ornamental lighting, and electrical outlets for the new planters and trees. A multi-phased, Construction Staging Maintenance of Traffic plan was also developed.

The project incorporated unique pedestrian crossing features and extensive intersection and mid-block bump-outs to enhance pedestrian safety and accommodate larger landscape areas. This helped create an aesthetic appeal for the corridor where no other space was available.

TERRA performed resident engineering construction services for the project on behalf of the Roosevelt Road Advisory Committee. Construction was done in a manner so that to limit the impact on local businesses and involved close communication with all of the businesses along the corridor as well as with each community. A project website was created to keep local residents and businesses abreast of the project schedule and progress.

CLIENTS / CONTACTS

Village of Oak Park
Bill McKenna, Village Engineer
201 South Boulevard
Oak Park, IL 60302
708.358.5700
publicworks@oak-park.us

City of Berwyn
Robert Schiller, Public Works Director
1 Public Works Drive
Berwyn, IL 60402
708.749.4700 / rschiller@ci.berwyn.il.us

Berwyn Development Corporation
Anthony Griffin, Public Works Director
3322 S. Oak Park Avenue
Berwyn, Illinois 60402
708.788.8100 / anthonyg@berwyn.net

BUDGET

Value of Project - \$8.4M
Contract Value - \$1.38M

DATES

July 2010 - July 2012

SERVICES

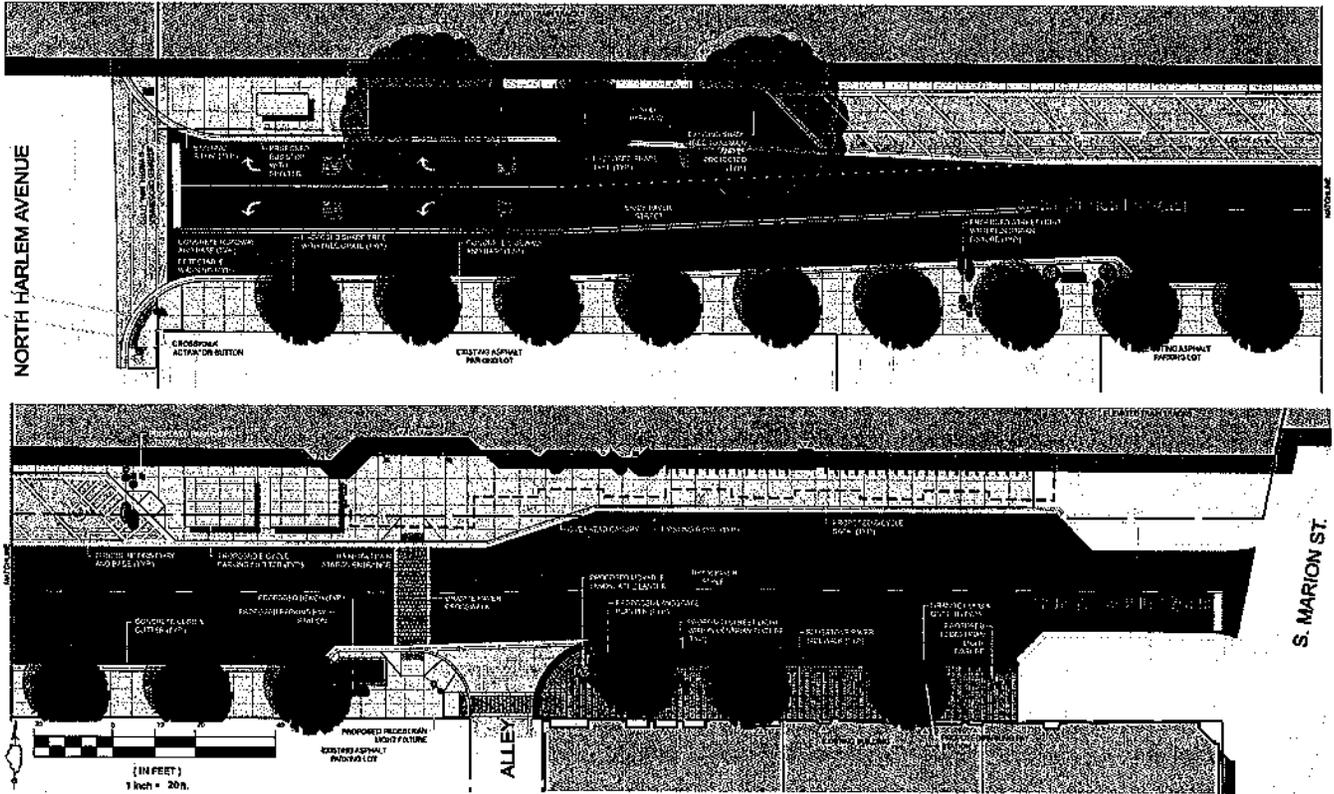
Transportation Engineering
Traffic Engineering / Studies
Construction Engineering



TERRA
ENGINEERING LTD.

SOUTH BOULEVARD TCSP PROGRAM

Oak Park, Illinois



TERRA is providing Phase I and Phase II engineering for a streetscape design on South Boulevard from Harlem Avenue to just west of Marion Street. Responsibilities include developing detailed roadway and lighting improvement plans. The project includes upgrades of ADA pedestrian crossings and traffic signals at Harlem. Roadway design includes the reworking of the Harlem / South intersection adding a westbound to southbound left turn lane on South Boulevard. Lighting and utility work are also included.

CLIENT

Village of Oak Park

CONTACT

Bill McKenna
Village Engineer
201 South Boulevard
Oak Park, IL 60302
708.358.5700
mckenna@oak-park.us

BUDGET

\$1.8M (estimate)

DATES

2012 - 2016

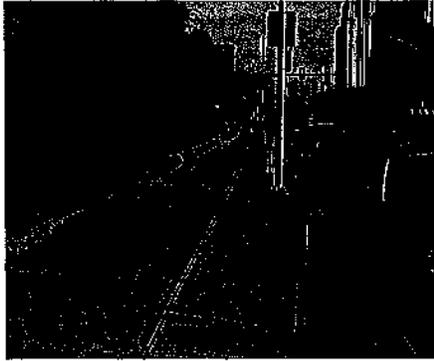
SERVICES

Municipal Engineering
Landscape Architecture
Traffic Engineering / Studies
Surveying
Transportation Engineering



LAKE STREET RESURFACING AND RECONSTRUCTION

Oak Park, Illinois



TERRA Engineering, Ltd. collaborated with Village of Oak Park staff and IDOT representatives, provided full-service Phase I, II and III engineering and supervision for the project.

TERRA resurfaced 1.55 miles of roadway, which included sidewalks and driveways, as well as curb and gutter removal and replacement. Sewer main replacement included laterals. Water main relocation included water services. Street lighting and traffic signal installation was also part of services rendered.

This project was under the jurisdiction of the Illinois Department of Transportation (IDOT), District 1. TERRA managed the construction and documentation of the overall work process according to IDOT requirements.

CLIENT

Village of Oak Park

CONTACT

Village of Oak Park
Jim Budrick, Village Engineer
123 Madison Street
Oak Park, IL 60302
708.358.5722

BUDGET

Value of Project - \$3.5M
Contract Value - \$350,000

DATES

2000 - 2004

SERVICES

Municipal Engineering
Transportation Engineering
Traffic Engineering / Studies
Construction Engineering
Surveying



TERRA
ENGINEERING LTD.

DOWNTOWN STREETScape
Elmwood, Illinois



TERRA Engineering, Ltd. (TERRA) is currently working with the City of Elmwood to design improvements to the downtown area streetscape as part of the city's continued redevelopment following a devastating tornado in 2010. The project proposes an entirely new streetscape, extending from the face of curb to the property line, for six primary streets within the downtown business district.

The proposed improvements will provide more efficient, comfortable and attractive transportation routes for pedestrians, as well as beautifying the downtown area with unit paver sidewalks and ramps designed to meet current PROWAG accessibility standards, new decorative street lights and raised landscape planters. Challenged with an existing two-level sidewalk system, TERRA's design proposes raised landscape planters to resolve some of the existing accessibility issues by making up grade differences between the street level and finish floor elevations of the existing buildings. Stairs and ADA ramps will be provided within the raised landscape planter module to provide convenient access to downtown businesses from the existing street parking.

Ornamental guardrail fencing and handrails will be used between the raised landscape planters in areas where grade differences would create safety hazards. The project will improve pedestrian safety and mobility for visitors and shoppers in the business district while increasing the attractiveness of both local streets and state routes running through downtown Elmwood.

CLIENT
City of Elmwood

CONTACTS
Richard Taylor
City of Elmwood
201 Main Street
Elmwood, IL 61529
309.742.2351
richard.taylor4@mchsi.com

JD Hulstander
Mayor, City of Elmwood
201 Main Street
Elmwood, IL 61529
309.369.3776
mayorofelmwood@aol.com

BUDGET
\$2.5M (ITEP grant funded)

DATES
2011 - 2015

SERVICES
Landscape Architecture
Transportation Engineering
Traffic Engineering / Studies
Surveying
Construction Engineering



TERRA
ENGINEERING LTD.

GALESBURG GRADE SEPARATION

Galesburg, Illinois



TERRA provided Phase I and Phase II services for the grade separation of the existing East Main Street (US 150) and BNSF Railway grade crossing in Galesburg, Illinois. Phase I planning services included traffic management analysis (TMA), lighting design, and structure geotechnical report (SGR). Phase II design services included the preparation of design documents for roadway lighting and maintenance of traffic.

TERRA's traffic management services included review of available detour alternatives for the proposed improvements, traffic management design, preparation of plan drawings to illustrate the proposed detour route, intersection capacity analysis using HCS+ software for 10 intersections along the proposed detour route, preparation of a TMA report to document the analysis steps taken and recommendations and preparation of final PSE for the Maintenance of Traffic plan.

TERRA's roadway lighting services included a review the site survey to understand and analyze existing conditions, determination of the power source for underpass lighting, preparation of preliminary design parameters and layout (spacing) for street lighting adjacent to improvements along East Main Street and for the underpass, preparation of plan sheets and details for construction purposes, preparation of voltage drop calculations, coordination as necessary with the City of Galesburg, IDOT, and the utility companies and preparation of final PSE for the Roadway Lighting plans.

TERRA's geotechnical services included an examination of existing plans to determine what soil conditions may be encountered and how subsurface conditions (utilities) may impact soil boring activities, generation of Soil Profile Sheets, a trip to the site to evaluate existing conditions and evaluate anything discovered while on site, slope Stability evaluations to analyze proposed abutments for stability, seismic analysis, review of options for stage construction of the bridge and retaining walls relative to slope stability and earth excavations, perform foundation Evaluations to determine the most appropriate foundation type(s) for each structure based on the soil borings, preparation of design recommendations and preparation of the Structure Geotechnical Report in accordance with IDOT standards.

CLIENT

City of Galesburg
Hanson Engineers

CONTACT

Mike Breitbach, Project Manager
Hanson Engineers
7625 N. University Street, Suite 200
Peoria, IL 61614
309.691.0902
MBreitbach@hanson-inc.com

BUDGET

\$7M

DATES

2013 - 2015

SERVICES

Municipal Engineering
Structural Engineering / Bridge Inspection
Traffic Engineering / Studies
Transportation Engineering

5 /

**STATEMENT OF
COMMITMENT**



TERRA
ENGINEERING LTD.

STATEMENT OF COMMITMENT



TERRA's current staff includes more than 70 professionals including professional engineers, resident engineers and inspectors, structural engineers, engineering technicians and support staff. While we have maintained a steady workload, we have the staff capacity to successfully complete the Village of Oak Park's Harrison Street Lighting Improvement Project on time and on budget.

We commit that personnel named in the proposal will be available throughout the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the company.



6 /

SCHEDULE OF HOURLY RATES



**VILLAGE OF OAK PARK
PROFESSIONAL SERVICES HOURLY RATE SCHEDULE
FOR 2015**

	<u>2015</u>
Principal	\$200.00
Sr. Project Manager	\$175.00
Project Manager	\$174.00
Assistant Project Manager	\$159.00
Senior Project Engineer	\$180.00
Project Engineer	\$134.00
Chief Structural Engineer	\$201.00
Structural Engineer	\$163.00
Project Designer	\$128.00
Senior Landscape Architect	\$180.00
Landscape Architect	\$128.00
Survey Manager	\$180.00
Survey Crew - 2 men	\$180.00
Survey Crew - 1 man	\$142.00
Party Chief	\$106.00
Instrument Man	\$85.00
GIS Analyst	\$104.00
Traffic Counts	\$85.00
Traffic Counts Staff	\$104.00
Planner	\$104.00
Cad Manager	\$104.00
Cad Technician	\$92.00
Senior Technician	\$104.00
On-Site Representative	\$96.00
Intern	\$59.00
Administration	\$85.00
Clerical	\$73.00

Services subcontracted and reimbursable expenses will be billed to the Owner at invoice.

Use of special equipment such as television and sewer cleaning devices, soil density testers, flow meters samplers and dippers, etc., will be charged to the project per the standard equipment rate schedule, which is available upon request.

7 /

**OBJECTIONS TO
TERMS OF RFP**



TERRA
ENGINEERING LTD.

OBJECTIONS TO TERMS OF RFP

TERRA has read through the request for proposals and attachments. Our staff does not have any objections to the terms outlined in those documents.

8 /

**PROJECT
UNDERSTANDING
AND APPROACH**



PROJECT APPROACH

PROJECT UNDERSTANDING AND APPROACH

Phase I and Phase II Engineering

Our Project Manager, **Louis Arrigoni, P.E.**, has worked on previous streetscape and utility infrastructure improvement projects in the Village of Oak Park and is familiar with the Village's specifications, details, and requirements for permitting and construction documents. Lou will be the lead on the project throughout its duration and will be the main point of contact for Village staff. Project Engineer, **Jason Meter, P.E.** will work under the direct supervision of Lou to review existing information provided by the Village, assist with coordination between utility purveyors and key stakeholders impacted by the proposed project, and will prepare the permit and construction drawings, specifications, and cost estimates throughout the project. Our Lighting Engineer, **Ehab Elqag, P.E., LEED AP**, will be responsible for the lighting design that will meet recommended luminance and illuminance levels according to ANSI RP-8, AASHTO Roadway Lighting Design Guidelines, as well as IDOT and industry standards.

Phase I Engineering

Upon approval of the contract services and notice to proceed, TERRA will attend a project kickoff meeting with the Village of Oak Park to review the project design, details, standards, and develop a thorough understanding of the lighting project. TERRA will review all Oak Park provided topographic survey information, survey field notes, any Village lighting atlases, and relevant utility information as provided by the utility purveyors through the utility coordination process. Coordination with utility purveyors and stakeholders within the project limits will be initiated early in the engineering design. The Village provided existing topographic information and will be reviewed and amended as needed for any deficiencies or discrepancies found through field investigations of the project limits and additional utility information provided during the utility coordination process. Any additional topographic survey limits will be identified and additional topographic survey scope will be reviewed and discussed with the Village if needed.

TERRA will initiate a geotechnical evaluation of the soils within the project corridor for lighting foundation design. This cost is shown on the CECS Form under "Services by Others".

The environmental report provided by the Village will be reviewed by TERRA to determine the extent of any recognized environmental concerns (REC) within the project limits. Alignments of the proposed utility improvements will be reviewed against the environmental report and alternate alignments evaluated as may be needed to minimize impact to possible contaminated soils. Based on review of the environmental report and proposed utility alignments, TERRA will assist the Village with preparing a recommended scope of services for a preliminary site investigation (PSI) proposal to be administered by the Village.

The project site will be reviewed against the Village's complete street policy and a Complete Streets Checklist will be prepared and submitted for review by the Village. Preliminary layouts for the proposed lighting improvements will be provided to the Village for their initial review and comment.

TERRA will initially provide a proposed lighting approach summary, a proposed street light layout and model results, a lighting performance comparison, proposed lighting details and product specifications, and a CD with the lighting design using AGI32 software, or approved equal, for review and approval by the Village. It is anticipated that the lighting design submittal will be consistent with IDOT requirements, however, it is not anticipated that IDOT will review the design.

Phase II Engineering

Comments obtained from the Village on the preliminary lighting design will be incorporated into the creation of a 75% level set of detailed plans and specifications. Plans and specifications will be prepared in accordance with Village of Oak Park requirements. The 75% level plans and specifications will be submitted for review and comment to the Village. Review comments provided by the Village on the 75% level set of plans and specifications will then be incorporated. A 95% level set of detailed plans and specifications will be created based on incorporation of comments received by the Village on the 75% level set of plans and specifications.

Preliminary plans will also show utility coordination efforts as well as possible utility conflicts to be resolved. Repairs of street, sidewalk and parkway will be included as a part of the plan set.



The 95% level plans and specifications will then be submitted to the Village of Oak Park for review and approval. Review comments provided by the Village will be incorporated into the plans and specifications through revisions. Upon incorporating review comments obtained from the Village on the 95% level plans and specifications submittal, TERRA will prepare an engineer's estimate of probable construction cost and final plans and specifications for bid.

QA/QC

TERRA has developed specific Quality Assurance/Quality Control (QA/QC) procedures in accordance with IDOT standards. In addition, our review process requires that every document undergo a review by a senior staff member who is not directly involved in the project design. This reviewer will ensure thoroughness and technical accuracy. The project manager is ultimately responsible for ensuring the TERRA team meets quality requirements as the project progresses.

TERRA will respond to and prepare any construction contract addenda as needed during the bidding process. Bid tabulations will be prepared and TERRA will assist the Village with the award process by recommending a construction contract award. Upon award of contract to bidder, TERRA will provide project plans, specifications, and CAD design files for the projects.

Phase III Engineering

Our **Resident Engineer, John Cashman, CET**, has worked on other Oak Park projects, understands the construction oversight process, and is ICORS certified. John will be fully up to speed with the project and its challenges from the moment the construction bid is awarded. He will provide partial oversight to TERRA's **Resident Inspector, Armando Vivanco**. Armando has worked for the City of Chicago's Bureau of Electricity and is well versed in the installation and maintenance of street lighting.

Our field personnel will interact with the public to assure information is given to stakeholders who will be affected by the construction. Access and parking will be key points of concern for the residents and will be addressed on a regular basis by TERRA's field staff. As a part of the contract, TERRA field personnel will be involved in coordinating parking restrictions, parking passes and notification to residents of schedule for construction work, if required.

Even though this is a Village project, TERRA will assure that all proper documentation is completed as per IDOT requirements. The Team will close out the project with a final punch list and walk through.

Maintenance of Traffic

As with any involved construction project through an urban area, maintenance of traffic is of primary importance especially as it will affect access and traffic flow for the residents in the construction corridor. As a part of the project, TERRA will:

- Check the layout of all maintenance of traffic devices versus actual field conditions
- Perform daily traffic control inspections at the beginning and end of each day
- Check access to properties within the construction corridor daily and assure access has been maintained or residents have been notified of access restrictions

Public and Stakeholders Coordination

TERRA will ensure good communication and consistent access to residents and businesses within the affected corridor during all phases of construction. TERRA will work with the Village to identify locally-sensitive areas that need special attention during construction and will work with these stakeholders to determine the best approaches to minimize negative impacts.

Project Schedule

Time is of the essence on this project. TERRA will devote particular attention to performing a schedule analysis at the beginning of the project, as well as weekly over the project's duration. We will assure that the contractor understands any restrictions that may be placed on his operations due to lane-closure limitations, weather, and submittals. We will stress the importance of early submittals, and a quick review time, so that work can proceed without delay.

Preconstruction

The TERRA Team believes the success of a construction project begins in the preparation.

Prior to starting construction, the Team will compile all necessary documentation including plans, contracts, permits and material approvals. The Team's Resident Engineer will attend the pre-bid meeting, and will work with the staff on the project to prepare any necessary addenda for the project.

The Team will provide, at a minimum, the following services during the pre-construction phase:

- Review construction staging
- Review the proposed MOT plan to help ensure that interruptions to traffic are minimized
- Set-up project files, books and records for proper documentation
- Initiate coordination with the school district, the local schools and utilities
- Setup and run the pre-construction meeting
- Coordinate parking restrictions and parking passes with the Village of Oak Park Parking Services
- Prepare construction notification letters and stuff envelopes for mailing by the Village of Oak Park

The project team will assemble in the field prior to the start of construction to familiarize themselves with the job site. A separate maintenance of traffic coordination meeting will be held to discuss flagman requirements, work hours, and restrictions placed on the contractor. Jobsite communication will be addressed, and an emergency contact list will be made. Other discussion points will include: material certification requirements, EEO compliance, material submittals, and catalog cuts, along with coordination of material inspections requiring field or lab testing.

The Resident Engineer will set up the documentation for the project. This includes the quantity book, the project diary, inspector's daily report forms, appropriate tables for quantity computations, forms for documenting applicable construction engineering costs, and applicable construction inspector's checklists.

The Resident Engineer will review the contractor's schedule in depth. He will identify periods when the contractor's activities are likely to require extra or specialized personnel. The Resident Engineer will perform a detailed review of the maintenance of traffic and staging plans. The limits of lane tapers, construction signs, and other construction staging elements will be laid out in the field and adjusted when necessary to meet field conditions.

Construction Phase

The Team will provide, at a minimum, the following services during the construction phase:

- Perform monthly construction progress schedule reviews and report conclusions to the Village
- Perform on-site inspection to ensure completion of the work in accordance with contract documents
- Prepare and submit pay estimates
- Review, prepare and submit for approval authorizations, including independent cost estimates
- Review all contractor requests for changes in construction procedures and/or materials and make appropriate recommendations
- Review and process submittals
- Conduct weekly progress meetings with the Village, contractor and other affected agencies and prepare meeting minutes
- Verify contractor's construction staking and layout for accuracy and conformance

Weekly construction team progress meetings will be held to review the progress of the work, the overall schedule, and the anticipated construction activities for the upcoming week and other issues that arise. These meetings may include



the Resident Engineer, Village representatives, representatives from other agencies, and the contractor's representative. Prior to the meeting with the contractor, the TERRA Team and the Village will meet to discuss known issues and possible resolutions.

Following each weekly construction progress meeting, the Resident Engineer will then meet with the technical staff and brief them on the upcoming work. The purpose of the meeting is to discuss the contractor's activities for the next week and to make sure that personnel are available to monitor these activities. Attention will also be paid to reviewing the procedures to be followed so that any problems that develop can be quickly addressed.

The Resident Engineer will closely monitor those pay items with unusually high unit prices, ensure that documentation for all materials is up-to-date and the inspector's daily reports are properly prepared and filed. The Resident Engineer will also be responsible for insuring that contractor submittals are promptly catalogued, reviewed, and forwarded to the appropriate party for action. The Resident Engineer will also monitor the status of all lump sum items to ensure that an accurate estimate of percent complete can be made for partial payment. With respect to force account work orders and change orders due to changes in field conditions, the TERRA Team will review the submittal and make an independent assessment. This assessment will include development of alternative solutions, preparation of cost estimates and a report with recommendations for the Village's approval.

During construction, TERRA will act as liaison between residents, the business owners and the Village for a number of concerns, including:

- Access to property
- Impact of construction upon private property access

Due to the presence of the project in an urban dense area, it is essential that the access to businesses and residences is maintained through construction. The Team will evaluate all existing conditions and proposed construction sequencing on a weekly basis to incorporate measures that will allow access to the residents affected by the construction. Other important items that will be monitored will include:

- Dust and the direction of the contractor to implement dust control
- Watering and maintenance of contract landscape items to insure the contractor is maintaining these items as specified in the contract

Final Close Out

The Team will provide, at a minimum, the following services during the final closeout phase:

- Prepare and monitor the completion of the final punch list
- Conduct final inspection of contractor's work
- Prepare "As-Built" drawings and deliver to the Village
- Make final measurements of all pay items
- Provide final calculations of all pay items
- Obtain all back-up documentation required for the final payment
- Prepare and submit the final payment request
- Prepare "Record Drawings" in accordance with Village requirements
- Submit all contract record documents to Village

The Team understands that the project is not finished until all the documentation has been completed. As a part of the closeout of the project, the Team will verify all work in the plans has been complete in a walk through with the contractor and the Village to identify any short comings that need to be rectified prior to final acceptance of the project.

The Team will prepare as-built plans and provide them to the Village upon completion. The Team will coordinate with the contractor to provide warranties to the Village for all work completed.

At the completion of the construction phase, the Team will verify final measurements and final calculations for all pay items. The Team will catalog all documentation for easy accessibility, prepare contract record documents including



PROJECT APPROACH

"Record Drawings" and submit the documents to the Village. The Team will ensure that all punch list items have been completed prior to recommending final payment.

TERRA's approach to, and goals for, the project throughout construction is to provide the Village of Oak Park with a final product that is completed within the scheduled period, within construction budget, that maintains construction site cleanliness and safety, and that minimizes impact to traffic and the public through effective use of Maintenance of Traffic (MOT) practices. Additionally, the TERRA team will work to address any other public concerns and/or expectations that may arise in a timely and professional manner.



TO: Village of Oak Park, Illinois
FROM: TERRA Engineering, Ltd.
SUBJECT: 15-17 Harrison Street Lighting Improvement Project
Deliverable Expectation Document (DED)

DATE: March 5, 2015

2015 Harrison Street Lighting Improvement Project – (please see schedule next page)

Phase I and II Engineering (3/23/15 to 5/28/15) will include:

1. Project kickoff meeting
2. Initiate utility and key stakeholder coordination
3. Provide utility coordination
4. Review project sites for compliance with Village of Oak Park's Complete Streets policy and complete a Complete Streets checklist for each project site
5. Village to provide an environmental report for review by TERRA to identify recognized environmental concerns (REC)
6. Prepare scope for preliminary site investigation (PSI) proposal. Village will solicit proposals and pay for PSI separately. TERRA will review PSI and determine contract pay items and quantities to address identified contaminated soils.
7. Village to provide all survey necessary for design and construction of the three project locations
8. Provide a proposed lighting approach summary, a proposed street light layout and model results, a lighting performance comparison, proposed lighting details and product specifications, and a CD with the lighting design using AGI32 software, or approved equal, for review and approval by the Village.
9. Prepare detailed plans and specifications meeting Oak Park requirements
10. Submit 75% and 90% contract plans and specifications for Village review for both projects
11. Develop cost estimate for the project
12. Prepare contract bidding documents for the project for bidding by the Village
13. Prepare bid tabulations and recommend construction contract award
14. Submit copies of project plans and specifications and CAD design files

Phase III Engineering (6/15/15 to 10/2/15 (Substantial Completion) 12/4/15 (Final Closeout)) will include:

1. Pre-construction meeting
2. Coordinate with business district
3. Coordinate loss of parking impact with Village of Oak Park Parking Services
4. Draft and prepare construction notification letters, agreements for private property, driveway apron replacement, and parking passes - stuff Envelopes for mailings by the Village
5. Prepare CCDD forms for project sites
6. Village to provide environmental oversight if required
7. Provide contact person to respond to resident inquiries and complaints
8. Provide 24-hour emergency contact
9. Verify contractor's construction staking and layout
10. Provide construction inspection with a part-time Resident Engineer and full-time inspector
11. Maintain a project diary and daily inspection log
12. Submit monthly pay estimates
13. Coordinate construction with various utilities
14. Provide weekly construction updates to the Village of Oak Park
15. Follow IDOT documentation procedures
16. Close out project with punch list and final payment with agreed upon quantities
17. Provide as-builts in CAD and PDF formats
18. Close all permits



19. Submit job box to the Village

TENTATIVE SCHEDULE

	Mar. 2015	Apr. 2015	May 2015	June 2015	July 2015	Aug. 2015	Sept. 2015	Oct. 2015	Nov. 2015	Dec. 2015	April/May 2016
Notice to proceed	3/23										
Phase I & II Engineering	3/23	5/14									
Bidding		5/14	5/28								
Contract Award				6/15							
Phase III Construction Engineering (Substantial Completion)				6/29				10/2			
Phase III Construction Engineering (Final Completion)								10/2		12/4	
Complete Phase III Construction Engineering										12/4	Finish Landscaping In Spring

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**DETAILED COST
PROPOSAL**



TERRA
ENGINEERING LTD.

DETAILED COST PROPOSAL

TERRA has provided three hard copies of our detailed cost proposal in a separate sealed envelope labeled: RFP #15-17 Compensation Schedule for Professional Engineering Services for Design and Construction Engineering (Phases I- III) for the 15-17 Harrison Street Lighting Improvement Project.

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME
PRIME/SUPPLEMENT

TERRA Engineering, Ltd.
Prime

CONTRACT TERM
START DATE
RAISE DATE

8 MONTHS
3/23/2015
1/1/2016

DATE
PTB NO. 03/05/15
15-17 Harrison Street Lighting
OVERHEAD RATE 149.99%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

ESCALATION PER YEAR

3/23/2015 - 11/22/2015

8

= 1.0000
= 100.00%

The total escalation for this project would be:

0.00%

COMPANY NAME: TERRA Engineering, Ltd.
PTB NUMBER: 15-17 Harrison Street Lighting Improvement
TODAY'S DATE: 3/5/2015

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day		55	\$65.00	\$3,575.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$0.00	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)		20	\$15.00	\$300.00
Copies of Deliverables/MyIars (In-house)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/MyIars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost			\$0.00	\$0.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost			\$0.00	\$0.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost)			\$0.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Printing 8-1/2x11			1,000	\$0.10	\$100.00
Printing 11x17			500	\$0.65	\$325.00
Printing 24x36			250	\$3.00	\$750.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00
				\$0.00	\$0.00

*If other allowable costs are needed and not listed, please add in the above spaces provided.

LEGEND

W.O. = Work Order
 J.S. = Job Specific

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REQUIRED FORMS



RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: Karen Steingraber
State of Illinois
County of Cook
Karen Steingraber, P.E.
TYPE NAME OF SIGNEE

being first duly sworn on oath deposes and says that the Respondent on the above proposal is organized as indicated below and that all statements herein made on behalf of such Respondent and that this deponent is authorized to make them, and also deposes and says that he has examined and carefully prepared their bid proposal from the Contract Exhibits and Specifications and has checked the same in detail before submitting this proposal or bid; that the statements contained herein are true and correct.

Signature of Respondent authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Respondent shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated 3/4/2015

(Seal - If Corporation)
TERRA Engineering, Ltd.
Organization Name
By Karen Steingraber
Authorized Signature
225 W. Ohio Street, 4th Floor, Chicago, IL 60654
Address
312.467.0123
Telephone

Subscribed and sworn to before me this 4th day of March, 2015.

In the state of Illinois,
M. Campbell
Notary Public

My Commission Expires: 6/11/2016
(Fill Out Applicable Paragraph Below)



(a) Corporation

The Respondent is a corporation, which operates under the legal name of
TERRA Engineering, Ltd.
and is organized and existing under the laws of the State of
Illinois

The full names of its Officers are:

President Karen Steingraber, P.E.
Secretary Jamil Bou-Saab, P.E.

Treasurer Karen Steingraber, P.E.

The corporation does have a corporate seal. (In the event that this bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Name, signature, and addresses of all Partner

The partnership does business under the legal name of _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

(c) Sole Proprietor

The Respondent is a Sole Proprietor whose full name is _____.
If the Respondent is operating under a trade name said trade name is _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

Signed _____
Sole Proprietor



Attachment I.

RESPONDENT CERTIFICATION

TERRA Engineering, Ltd.

_____, as part of its bid on a contract for
(name of Respondent)

Professional Engineering Services for Design and Construction Engineering (Phases I-III) for the 15-17 Harrison Street Lighting Improvement Project to the Village of Oak Park, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".

By: *Karen Stutz*
(Authorized Agent of Respondent)

Subscribed and sworn to
before me this 4th day
of March, 2015.

M. Campbell
(NOTARY PUBLIC)
MICHELLE CAMPBELL
NOTARY PUBLIC - STATE OF ILLINOIS
MY COMMISSION EXPIRES: 06/11/16



Attachment II.

TAX COMPLIANCE AFFIDAVIT

Karen Steingraber, P.E., being first duly sworn, deposes and says:

that he/she is President (partner, officer, owner, etc.) of

TERRA Engineering, Ltd. (bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

Karen Steingraber

By: Karen Steingraber, P.E.
Its: President

TERRA Engineering, Ltd.
(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this 4th day of March, 2015.

M. Campbell
Notary Public's Signature



Minority Business and Women Business Enterprises Requirements

The Village of Oak Park in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of bidders and subConsultants in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.



Attachment III.

ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

The Consultant is a corporation, legally named TERRA Engineering, Ltd. and is organized and existing in good standing under the laws of the State of Illinois. The full names of its Officers are:

President Karen Steingraber, P.E.

Secretary Jamil Bou-Saab, P.E.

Treasurer Karen Steingraber, P.E.

Registered Agent Name and Address: _____

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Consultant is a Sole Proprietor. If the Consultant does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Consultant is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Consultant is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

Signature

Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

Signature of Owner



Attachment IV. Compliance Affidavit

I, Karen Steingraber, P.E. being first duly sworn on oath depose and state as follows:
(Print Name)

1. I am the (title) President of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Firm nor its affiliates is barred from agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Firm under the agreement in a civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. Also complete the attached EEO Report or Submit an EEO-1.
9. I certify that the Consultant is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702.

¹ Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

Signature: *Karen Steingraber*

Printed Name Karen Steingraber, P.E.

Name of Business: TERRA Engineering, Ltd.

Your Title: President

Business Address: 225 W. Ohio Street, 4th Floor, Chicago, IL 60654

(Number, Street, Suite #)

(City, State & Zip)

Telephone: 312.467.0123

Fax: 312.467.0220

Web Address: www.terraengineering.com

Subscribed to and sworn before me this 4th day of March, 2015.

Michelle Campbell

Notary Public
 OFFICIAL SEAL
 MICHELLE CAMPBELL
 NOTARY PUBLIC - STATE OF ILLINOIS
 MY COMMISSION EXPIRES: 06/11/16

M/W/DBE STATUS AND EEO REPORT

1. Consultant Name: TERRA Engineering, Ltd.

2. Check here if your firm is:

- Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
- Women's Business Enterprise (WBE) (A firm that is at least 51% owned,

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

- managed and controlled by a Woman.)
- Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
- None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

68 Number of full-time employees
_____ Number of part-time employees

4. Similar information will be requested of all subConsultants working on this agreement. Forms will be furnished to the lowest responsible Consultant with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: *Kenn Stengard*

Date: 3/4/2015

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Purchasing Department at 708-358-5473.

An **EEO-1 Report** may be submitted in lieu of this report.

Consultant Name TERRA Engineering, Ltd.
 Total Employees 68

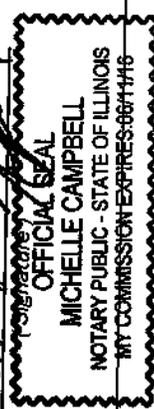
Job Categories	Total Employees	Males				Females				Total Minorities
		Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers	9									
Professionals	39	1			1					
Technicians	15	1	1			1			2	6
Sales Workers										
Office & Clerical	5					1			1	2
Semi-Skilled										
Laborers										
Service Workers										
TOTAL	68	2	1		1	2			3	10
Management Trainees										
Apprentices										

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will be disqualify you from consideration.

Karen Steingraber, P.E. _____ being first duly sworn, deposes and says that he/she is the _____ President
 (Name of Person Making Affidavit) _____
 of TERRA Engineering, Ltd. and that the above EEO Report information is true and accurate and is submitted with the intent that it
 (Title of Officer)

be relied upon. Subscribed and sworn to before me this 4th day of March _____ 2015.

 3/4/2015
 (Date)





Attachment V.

No Proposal Explanation

If your firm does not wish to submit a proposal, please provide us with Attachment V and include in the space below any comments you may have concerning this proposal or any related factors that prevented you from submitting a response.

Proposal No: RFP #15-17
Project Name: Professional Engineering Services for Design and Construction Engineering
(Phases I-III) for the 15-17 Harrison Street Lighting Improvement Project

Date Issued: February 19, 2015

Comments: _____