



V3 will provide Ryan Christoffel as the Resident Engineer. We will have 1 additional Inspector when needed working under Ryan to be the eyes and ears for day to day on-site work.

Phase III Construction Engineering Scope of Work

PRE-CONSTRUCTION PHASE SERVICES

- Perform a constructability plan review of final documents to identify potential conflicts or issues that may affect the construction schedule or budget.
- Perform a field inspection to ensure current field conditions are reflective of the contract plans.
- Provide digital existing condition photographs to document existing site conditions.
- Establish channels of communications with all stakeholders, including individual schools and emergency responders.
- Schedule, lead and prepare minutes for the pre-construction meeting.
- Coordinate contact information for all responsible parties.

CONSTRUCTION PHASE SERVICES

Once the pre-construction meeting has been held V3 will provide the following:

- Review and process submittals for approval.
- Review each location with the Contractor and verify no additional utility coordination will be required to perform the work.
- coordinate construction with utilities if needed.
- coordination with Village Parking & Mobility Service for managing and delivering parking passes for affected residents and permit holders
- Leaf collection season in Oak Park generally starts the 3rd week of October, in which residents rake and push their leaves into the street, which are then removed by LRS and Village crews on the designated night. Coordination with the contractor will be necessary and additional letters to residents may be needed to coordinate paving and striping work.
- We shall coordinate repair of the sprinklers with the resident. In the case that the contractor will not accept damage of the sprinklers, the consultant is to coordinate with the residents to fill out ROW encroachment agreements at which then the Village will reimburse the damage.
- We will help coordinate the schedule of work to accommodate any special-events (e.g. 5k's, festivals, etc.) and mitigate the impacts, and may have to meet with race or festival organizers as needed
- Follow up and coordinate with the administration of nearby affected schools throughout the duration of the project as necessary.
- Schedule, lead, and prepare minutes for pre-construction meetings at Oak Park Public Works
 - Notify utility agencies of time and place of meeting.
 - Notify affected Village Departments/Divisions, including Police and Fire, coordinating any major items or issues prior to the pre-construction meeting.
 - Prior to meeting:



- Determine any impacts to schools.
- Determine any impacts to business districts.
- Draft and prepare construction notification letters with Village supplied parking passes in pdf form when necessary and stuff envelopes supplied by the Village for mailing by the Village of Oak Park.
- Provide contact person and phone number to respond to resident inquiries and complaints.
- V3 shall verify the construction staking and layout performed by the contractor for accuracy and conformance with contract plans, and intent of the project.
- We will verify all ADA ramp grades and layout with the Contractor. The consultant shall work with the Contractor to remediate all failed ADA ramps to meet IDOT standards.
- Perform material testing services: PCC cylinder testing for finished concrete roadway pavements, density testing for aggregate subbases on Elmwood for reconstruction, and HMA testing per IDOT QC/QA. (work to be performed by NASHnail)
- V3 will oversee proof rolling of subgrade prior to pavement construction. The Consultant shall be responsible for determining areas of unsuitable soil replacement. The Consultant shall provide estimated contract quantities for unsuitable soil removal and replacement of subbase materials based on their evaluation of existing pavements and with recommendations from the Village. Any additional material or geotechnical testing required due to unsuitable soils shall be outside of this contract.
- Provide a running spread sheet for each day's work and measure quantities for payment.
- Maintain the project diary and document activities throughout construction.
- Provide digital photographs of construction to document progress or damages inflicted by Contractor methods.
- Coordinate and conduct weekly progress status meetings with Contractor and Village of Oak Park. Distribute meeting minutes to those in attendance within 7 days of the meeting.
- Require the Contractor to provide two-week look-ahead schedules, in order to coordinate public notice and plan ahead for the work.
- Provide weekly construction updates to the Village.
- Confirm the approved materials are being utilized on the project prior to any payments.
- No additional work will be authorized without the written confirmation from the Village of Oak Park.

FINAL CLOSE-OUT SERVICES

- Confirm final quantities with the Contractor.
- With Oak Park present, perform a final inspection of completed work, and issue both working and final punch lists to the Contractor, to resolve prior to final payments.
- With Village concurrence, issue acceptance of the work upon satisfactory completion of all noted items.
- Prepare and submit the final pay request.
- Provide as-built drawings in CAD and pdf formats.
- Submit final papers to Village suitable for project closeout; submit job box and copies of electronic files to Village.

PHASE III ASSUMPTIONS & EXCLUSIONS



SCOPE OF WORK

The following assumptions and qualifications were made by V3 in preparing the scope, fee and schedule for the project. If any of these conditions change throughout the project, V3 may be entitled to additional services. We will notify the Village as soon as possible if we foresee project conditions changing.

- Post design services outside what is presented here in is not included.
- Meetings in addition to those specified above are not included.
- Construction survey and layout is not included.

Oak Park 23-2 Resurfacing Program 2023

TASK	STAFF					NASHnail Engineer	NASHnail Adim	TOTAL HOURS	DIRECT COST	TOTAL FEE
	Sr. Project Manager	Sr Con Tech (RE)	Field Staff	Admin Staff	NASHnail Field Tech					
								0		0
Pre-construction Phase		40	20	25				85		9,322
Construction Phase	8	720	650	10	190	15	20	1613	4000	195,953
Final Close-Out Phase		50	20					70		8,966
Project Administration	10	8		10				28		3,812
								0		0
								0		0
Hours	18	818	690	45	190	15	20	1778		
Rate	\$199	\$140	\$99	\$70	\$106	\$180	\$92			\$218,053