

# TASK ORDER

## Task Order No. 23-1CE

In accordance with Section 2 of the Agreement between the Village of Oak Park (hereinafter referred to as the "Village") and Baxter & Woodman, Inc. (hereinafter referred to as the "Consultant") for Professional Engineering Services, dated September 21, 2021 (the "Agreement"), the Village and Consultant agree as follows:

### **1. Project:**

Construction Engineering Services for the Phase III Engineering Services for Project 23-1CE, Sewer and Water Improvement. The streets scheduled for improvement include Augusta Street from Lombard Avenue to Austin Boulevard; and Euclid Avenue from Lake Street to South Boulevard. The proposed construction consists of approximately 2,300 feet of 6-inch through 16-inch water main replacement, fire hydrants, valves, water service replacements, 500 feet of 8-inch through 12-inch sewer replacement, HMA surface removal and patching, 2,300 tons of HMA pavement, 500 SY of PCC pavement, 1,800 feet of curb and gutter removal and replacement, 6,000 SF of PCC sidewalk removal and replacement, pavement marking, lawn restoration, and other miscellaneous items of work.

### **2. Services of Consultant**

- A. Basic Services: Engineering construction services to assist the Owner with construction, permitting, and administration of the Project.
- B. Additional Services: See Attachments A, B and C for detailed Scope of Services, attached hereto and incorporated herein by reference.
  - 1. Survey staking and layout required by owner-initiated changes in work.
  - 2. Public presentations for the purpose of informative and feedback for the upcoming construction project.
  - 3. IEPA approvals for newly installed Watermains.

### **3. Commencement Date:** The date of execution of this Task Order by the Village.

### **4. Task Order No. 23-1CE Completion Date:**

Construction Engineering Completion - Entire Contract Duration June 12, 2023 to November 17, 2023.

**5. Key Project Personnel:**

Names:

Sean O’Dell, PE

Telephone and Email:

815-444-4438  
[sodell@baxterwoodman.com](mailto:sodell@baxterwoodman.com)

Tim Carter

630-352-8751  
tcarter@baxterwoodman.com

**6. Contract Price.**

For providing, performing, and completing all Services, an amount equal to Consultant’s Direct Labor Costs for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses.

Notwithstanding the foregoing, the total Contract Price shall not exceed two hundred ninety-eight thousand four hundred dollars (\$298,400.00), except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement.

**7. Payments:**

For purposes of payments to Consultant, the value of the Services shall be determined as follows:

“Direct Labor Costs” shall mean the billing rates assigned to all Consultant personnel as set forth in the Agreement, including all professionals whether owners or employees, engaged directly on the Project.

“Reimbursable Expenses” shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, subconsultants, computer time and other highly specialized equipment, reproduction and similar Project related items.

**8. Modifications to Contract: None**

**9. Attachments: Attachments A and D**

**10. Designated Representative for Task Order:**

If to the Village:

Village Engineer  
Village of Oak Park  
201 South Boulevard  
Oak Park, Illinois 60302  
Email: mckenna@oak-park.us

If to the Consultant:

Sean E. O’Dell, PE  
Baxter & Woodman, Inc.  
8678 Ridgefield Road  
Crystal Lake, IL 60012  
Email: sodell@baxterwoodman.com

**IN WITNESS WHEREOF**, the parties hereto have caused this Task Order to be signed by their duly authorized representatives on the dates set forth below. Acceptance and approval of this Task Order, including the attachments listed above, shall incorporate this Task Order as part of the Agreement.

**VILLAGE OF OAK PARK**

**BAXTER & WOODMAN, INC.**



\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
By: Sean E. O'Dell, PE  
Its: Executive Vice President

Date: \_\_\_\_\_, 2023

Date: April 17, 2023

**ATTEST:**

**ATTEST:**

\_\_\_\_\_  
By:  
Its:



\_\_\_\_\_  
By: Barbara Tobin  
Its: Deputy Secretary

Date: \_\_\_\_\_, 2023

Date: April 17, 2023

## Attachment A

### CONSTRUCTION SCOPE OF SERVICES

#### PROJECT SCHEDULE

Start Date: June 12, 2023  
Augusta Street Completion date: August 18, 2023  
Completion Date: November 17, 2023

1. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.
2. PROJECT INITIATION – Attend and prepare minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
3. CONSTRUCTION ADMINISTRATION
  - A. Attend periodic construction progress meetings.
  - B. Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e., hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
  - C. Prepare construction contract change orders and work directives when authorized by the Owner.
  - D. Review the Contractor's requests for payments as construction work progresses and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
  - E. Research and prepare written response by Engineer to request for information from the Owner and Contractor.
  - F. Project manager or other office staff visit site as needed.
  - G. Coordinate local detour with impacted agencies, IDOT, and CDOT
  - H. Coordinate and facilitate utility obstructions with, railroads, communications, ComEd, and Gas utilities.
  - I. Implement a Geographic Information System (GIS) for Project Construction

- A. Allow owner, consultant, and contractor virtual access to real-time project details via a multiuser platform.
- B. Provide web-based maps to document and address design and resident concerns.
- C. Collect data points for newly installed items of work such as watermains, sewers, and utilities.
- D. Provide construction record drawings utilizing GIS database.

### 3. FIELD OBSERVATION

- A. Engineer's site observation shall be at the times agreed upon with the Owner. Engineer will provide a Resident Engineer at the construction site on a full-time basis of 40 hours per week and an intern from May to July on a part-time basis of 20-30 hours per week, Monday through Friday, not including legal holidays, as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.
- B. Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- C. Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

- D. Coordinate commercial and residential garbage collection.
- E. Facilitate parking restriction notifications related to construction progress.

5. PROJECT CLOSEOUT

- A. Provide construction inspection services when notified by the Contractor that the Project is substantially complete. Prepare written punch lists during substantial completion inspections.
- B. Prepare Certificate of Substantial Completion.
- C. Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- D. Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- E. Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- F. Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with an electronic copy within ninety (90) days of the Project completion.

## Attachment B

### Scope of Services

#### Phase III Engineering:

1. Review Plans and Specifications with assigned field-staff prior to the pre-construction meeting.
2. Follow IDOT documentation procedures in general for the project.
3. Schedule, lead, and prepare minutes for pre-construction meetings at Oak Park Public Works.
  - a. Notify utility agencies of time and place of meeting.
  - b. Notify affected Village Departments/Divisions, including Police and Fire, coordinating any major items or issues prior to the pre-construction meeting.
    - i. Prior to meeting:
      1. Determine any impacts to schools.
      2. Determine any impacts to business districts.
      3. Determine any impacts due to the Village's 2023 CIP map.
4. Follow up and coordinate with the administration of nearby affected schools throughout the duration of the project as necessary.
5. The consultant 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. Village staff does not anticipate having any special events interfering with this project. If this occurs, staff will notify the consultant.
6. Leaf collection season in Oak Park generally starts the 3<sup>rd</sup> week of October, in which residents rake and push their leaves into the street, which are then removed by Waste Management 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.
7. Resident parkway sprinklers may be damaged during the work. The consultant 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.
8. Coordinate with business districts, churches, park district, schools, etc. Coordinate sidewalk outage and access with all businesses, and residents.
9. The Village now offers private lead water service replacement options on water replacement projects which includes three options for the private property owners:
  - 1) The Village's contractor replaces the lead water private service line to the water-meter and the private property owner reimburses the Village
  - 2) The private property owner hires a separate contractor to replace the lead water service pipe
  - 3) The private property owner declines Options 1 and 2. For this Option 3, the Contractor is responsible for connecting the new copper water service pipe and new curb stop to the existing private lead service pipe.

The consultant will coordinate these efforts which include drafting and preparing notification letters to be sent to properties with lead services. The consultant will need to meet with every interested single-family and multi-family home-owner to confirm the size and material type of their service within their building. For buildings that choose to participate, the consultant will need to meet with the plumber and home-owner to coordinate work. The consultant will also distribute lead pitcher-filters to affected residents within the water replacement limits.

10. 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.
11. Notify and coordinate work with the utility companies, Village Water Sewer Division, Streets Division, Environmental Services and Street Lighting Division.
12. Currently the Village and Baxter & Woodman are working with ComEd and ATT to perform 'pot-hole' excavations for potential conflicts with proposed water and sewer. The consultant shall coordinate with any private utility companies as necessary during construction as needed.
13. Coordinate loss-of-parking impacts with the Village of Oak Park Parking and Mobility Services Department and prepare parking passes for distribution, which are generally distributed with the construction letters to residents. Parking coordination will be crucial for the following: Euclid Avenue with metered angled parking impacts, North Boulevard east of Euclid Avenue, impacts to large private garages, and impacts to alley access. Permit-zone parking impacts can require a different letter to permit-holders as they may park on the affected street but may not otherwise receive a letter as they do not live on the affected street; this sometimes also requires the consultant placing parking-passes on cars within the permit-zones a day in advance (once in the morning and once at night). The Village will forward any requests from residents in need of parking passes during the work to the consultant, whom will coordinate with them and deliver or drop off passes as needed (consultants usually keep extra copies of parking passes in their field vehicles).
14. Coordinate any loss of trash collection services with the Oak Park Environmental Services Department, this occurs for instance when alley entrances are blocked.
15. Distribute water shutoff notifications (typically a 14-day advanced notice and a door-hanger notice prior to shutdown, typical 2-3 days prior)
16. Coordinate with all permit agencies as necessary (e.g. MWRD, IEPA, Union Pacific Railroad, IDOT, and City of Chicago)
  - a. During construction the consultant will need to inspect detour signage and coordinate with IDOT and City of Chicago as necessary.
17. Provide contact person and phone number to respond to resident inquiries and complaints.
18. Provide 24-hour emergency contact information, provide contact person and phone number to respond to business and resident inquiries and complaints. Inquiries and

complaints received by public works staff will be forwarded for the consultant to respond. The contract information will also be displayed online on the Village's GIS CIP story-map page.

19. Develop an overall proposed communication plan and outreach strategy for the project. The consultant shall maintain communication with impacted residents, the Fire Department, and Village staff about upcoming traffic staging on Euclid Avenue.

20. Verify the layout of proposed work

- a. The contract includes construction layout as a contractor pay item. The consultant shall verify the construction staking and layout for accuracy and conformance with contract plans, and intent of the project.
- b. The consultant shall 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.

21. Construction Observation

- a. The consultant team shall maintain daily oversight of the contractor's *'two weeks look ahead schedule'* to ensure sequencing of the work accounts for all subsequent payitems (e.g. having the contractor look for a detector loop 'dive' while the adjacent ADA curb is removed, reviewing the typical section with contractor prior to grinding to ensure constructability and that it can be paved per the proposed specifications).
- b. Project ID signs are erected at each project location. These signs shall have a water-proof repositionable vinyl "sticker" added to each sign indicating a construction completion month. The consultant shall alert the contractor if the schedule "sticker" needs to be updated at any given project location.
- c. Perform material testing services: PCC cylinder testing for finished concrete pavements under the viaduct, density testing for aggregate subbases, HMA testing per IDOT QC/QA, and potential cylinder testing for other finished PCC work for curbs or driveways.
- d. Inspect all construction warning signs and devices.
- e. Provide weekly construction updates to Elaine Avgoustakis (Oak Park) for inclusion in the published Weekly Manager's report, as well as providing information needed on the project page of the Village's online GIS CIP story map page (to be entered by others).
- f. Organize and lead any project meetings required. It is expected that the project will have weekly onsite project meetings.
- g. Coordinate with Village staff for adjacent 2023 CIP projects in terms of parking and overall impacts to residents and businesses.
- h. Maintain a project diary and daily inspection log per IDOT requirements. Forward logs to Elaine Avgoustakis (Oak Park) at the end of each working day.

- i. Submit monthly pay estimates to the Village. Develop and verify payment requests. Consultant shall collect and review all waivers, affidavits, and certified payrolls prior to recommending payment to the Village.
- j. Coordinate sidewalk outage and access with all businesses, schools, churches, and residents. Construction staging is important and the consultant shall keep track of pedestrian accessibility routes during construction for each project site with 1 side of the sidewalk open at all times, and generally maximum of two ADA corners closed at a time in any given intersection.
- k. Collect and review all material tickets on a daily basis.
- l. The Consultant shall 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.

## 22. Construction Documentation

- a. Keep track of all quantities related to each pay item, tracking the current projected-total at all times and notify the Village in advance if the contract amount will be exceeded.
- b. Perform yield checks on all materials, and depth checks as required.
- c. Establish and maintain schedule for progress payments.
- d. Develop and verify payment requests.
- e. Change-orders for the project will be reviewed by the consultant but submitted to the Village for final approval.
- f. Document and record the water service material for both private and public side for all water connections.
- g. Fill out water tap cards for all new water service connections.
- h. Review and approve all required shop-drawings.

## 23. Construction project closeout for each project

- a. Verify final measurements/quantities with Contractor.
- b. Develop a final punch list and verify satisfactory completion
- c. Provide as built drawings in Electronic format (pdf and cad-file converted to microstation file). As-built drawings for the water-sewer project shall include dimensions and offsets for both water-sewer including: sizes, material-type, and depth/inverts, and locations of utilities abandoned with the project.
- d. Conduct Final Inspection (walk-through) with Village representatives.
- e. Consultant shall review final quantities with the contractor and present an agreed upon final-estimate to the Village for processing.
- f. Process final payment for all projects.
- g. Close out all permits (MWRD, IEPA, etc.).

VILLAGE OF OAK PARK, ILLINOIS  
 TASK ORDER NO. 23-1CE  
 Attachment C

| <b>Village of Oak Park - Sewer and Water - Construction Services</b> |                |                |                                |                    |                           |                       |                        |                           |  |  |
|--|----------------|----------------|--------------------------------|--------------------|---------------------------|-----------------------|------------------------|---------------------------|--|--|
| <b>Level 2</b>   | <b>Level 3</b> | <b>Emp</b>     | <b>Work Code</b>               | <b>Planned Hrs</b> | <b>Planned Labor Bill</b> | <b>Consultant Fee</b> | <b>Reimb Allowance</b> | <b>Total Compensation</b> |  |  |
| <b>Overall Project Total</b>   |                |                |                                | <b>1,952.00</b>    | <b>265,400.00</b>         | <b>20,000.00</b>      | <b>13,000.00</b>       | <b>298,400.00</b>         |  |  |
| CS100 Project Initiation   |                |                |                                | 48.00              | 9,430.00                  | 0.00                  | 150.00                 | 9,580.00                  |  |  |
|  |                | Timothy Carter |                                | 28.00              | 5,180.00                  |                       |                        |                           |  |  |
|  |                |                | 01020 Attend Meeting           | 4.00               | 740.00                    |                       |                        |                           |  |  |
|  |                |                | 01360 Manage Project           | 24.00              | 4,440.00                  |                       |                        |                           |  |  |
|  |                | Mark Kolczaski |                                | 18.00              | 3,960.00                  |                       |                        |                           |  |  |
|  |                |                | 01020 Attend Meeting           | 2.00               | 440.00                    |                       |                        |                           |  |  |
|  |                |                | 01360 Permits                  | 16.00              | 3,520.00                  |                       |                        |                           |  |  |
|  |                | David Vavrek   |                                | 2.00               | 290.00                    |                       |                        |                           |  |  |
|  |                |                | 01020 Attend Meeting           | 2.00               | 290.00                    |                       |                        |                           |  |  |
| CS105 Construction Administration                                    |                |                |                                | 280.00             | 50,050.00                 | 0.00                  | 9,500.00               | 59,550.00                 |  |  |
|  |                | Timothy Bette  |                                | 30.00              | 4,800.00                  |                       |                        |                           |  |  |
|  |                |                | 01360 Spatial Technology       | 30.00              | 4,800.00                  |                       |                        |                           |  |  |
|  |                | Timothy Carter |                                | 226.00             | 41,810.00                 |                       |                        |                           |  |  |
|  |                |                | 01020 Attend Meeting           | 28.00              | 5,180.00                  |                       |                        |                           |  |  |
|  |                |                | 01360 Manage Project           | 152.00             | 28,120.00                 |                       |                        |                           |  |  |
|  |                |                | 01290 Prepare Change Orders    | 16.00              | 2,960.00                  |                       |                        |                           |  |  |
|  |                |                | 01560 Prepare Response to RFI  | 16.00              | 2,960.00                  |                       |                        |                           |  |  |
|  |                |                | 01230 Payment Estimate         | 14.00              | 2,590.00                  |                       |                        |                           |  |  |
|  |                | Henry Pelesh   |                                | 8.00               | 1,120.00                  |                       |                        |                           |  |  |
|  |                |                | 01360 Spatial Technology       | 8.00               | 1,120.00                  |                       |                        |                           |  |  |
|  |                | David Vavrek   |                                | 16.00              | 2,320.00                  |                       |                        |                           |  |  |
|  |                |                | 01360 Utility Coordination     | 16.00              | 2,320.00                  |                       |                        |                           |  |  |
| CS107 Submittal Reviews  |                |                |                                | 32.00              | 6,480.00                  | 0.00                  | 0.00                   | 6,480.00                  |  |  |
|  |                | Joshua Harris  |                                | 8.00               | 1,480.00                  |                       |                        |                           |  |  |
|  |                |                | 01260 Requests for Information | 4.00               | 740.00                    |                       |                        |                           |  |  |
|  |                |                | 01560 Change Orders            | 4.00               | 740.00                    |                       |                        |                           |  |  |
|  |                | Mark Kolczaski |                                | 16.00              | 3,520.00                  |                       |                        |                           |  |  |
|  |                |                | 01360 Manage Project           | 8.00               | 1,760.00                  |                       |                        |                           |  |  |
|  |                |                | 01260 Requests for Information | 8.00               | 1,760.00                  |                       |                        |                           |  |  |
|  |                | Kaitlin Wright |                                | 8.00               | 1,480.00                  |                       |                        |                           |  |  |
|  |                |                | 01260 Requests for Information | 4.00               | 740.00                    |                       |                        |                           |  |  |
|  |                |                | 01560 Change Orders            | 4.00               | 740.00                    |                       |                        |                           |  |  |

VILLAGE OF OAK PARK, ILLINOIS  
 TASK ORDER NO. 23-1CE  
 Attachment C

|                                    |          |            |           |          |            |
|------------------------------------|----------|------------|-----------|----------|------------|
| CS110 Field Observation            | 1,560.00 | 194,200.00 | 20,000.00 | 3,200.00 | 217,400.00 |
| Engineering Intern                 | 400.00   | 26,000.00  |           |          |            |
| 01260 Observe Construction         | 400.00   | 26,000.00  |           |          |            |
| David Vavrek                       | 1,160.00 | 168,200.00 |           |          |            |
| 01260 Observe Construction         | 1,160.00 | 168,200.00 |           |          |            |
| CS140 Project Closeout             | 32.00    | 5,240.00   | 0.00      | 150.00   | 5,390.00   |
| Timothy Carter                     | 16.00    | 2,960.00   |           |          |            |
| 01360 Manage Project               | 16.00    | 2,960.00   |           |          |            |
| Kathleen Roberson                  | 8.00     | 1,120.00   |           |          |            |
| 01150 Construction Record Drawings | 8.00     | 1,120.00   |           |          |            |
| David Vavrek                       | 8.00     | 1,160.00   |           |          |            |
| 01360 Manage Project               | 8.00     | 1,160.00   |           |          |            |

VILLAGE OF OAK PARK, ILLINOIS  
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| <b>Full Name</b>      | <b>Labor Category</b>               | <b>Provisional Billing Rate</b> | <b>Hours</b> | <b>Total</b> |
|-----------------------|-------------------------------------|---------------------------------|--------------|--------------|
| Mark Kolczaski        | Engineer VI                         | \$220.00                        | 34           | \$7,480.00   |
| Timothy Bette         | Spatial Technology Professional III | \$160.00                        | 30           | \$4,800.00   |
| Kathleen Roberson     | CADD Tech III                       | \$140.00                        | 8            | \$1,120.00   |
| Kaitlin Wright        | Engineer IV                         | \$185.00                        | 8            | \$1,480.00   |
| Henry Pelesh          | Spatial Technology Professional II  | \$140.00                        | 8            | \$1,120.00   |
| Joshua Harris         | Engineer IV                         | \$185.00                        | 8            | \$1,480.00   |
| Timothy Carter        | Construction Manager II             | \$185.00                        | 270          | \$49,950.00  |
| David Vavrek          | Engineer Tech IV                    | \$145.00                        | 1,186        | \$171,970.00 |
| Engineering Intern    | Engineering Intern                  | \$65.00                         | 400          | \$26,000.00  |
| Consultant Fee        |                                     |                                 |              | \$20,000.00  |
| Reimbursable Expenses |                                     |                                 |              | \$13,000.00  |
|                       |                                     |                                 | 1,952.00     | \$298,400.00 |

VILLAGE OF OAK PARK, ILLINOIS  
TASK ORDER NO. 23-1CE

BAXTER & WOODMAN, INC.  
2023 HOURLY BILLING RATES FOR PROFESSIONAL SERVICES

| <b>EMPLOYEE CLASSIFICATION</b>      | <b>HOURLY BILLING RATES</b> |
|-------------------------------------|-----------------------------|
| Executive Vice President            | \$250                       |
| Vice President                      | \$240                       |
| Engineer VII                        | \$230                       |
| Engineer VI                         | \$220                       |
| Engineer V                          | \$200                       |
| Engineer IV                         | \$185                       |
| Engineer III                        | \$165                       |
| Engineer II                         | \$140                       |
| Engineer I                          | \$120                       |
| Engineering Intern                  | \$70                        |
| Construction Manager II             | \$185                       |
| Construction Manager I              | \$170                       |
| Engineering Tech V                  | \$160                       |
| Engineering Tech IV                 | \$145                       |
| Engineering Tech III                | \$130                       |
| Engineering Tech II                 | \$110                       |
| Engineering Tech I                  | \$95                        |
| Environmental Scientist V           | \$180                       |
| Environmental Scientist IV          | \$160                       |
| Environmental Scientist III         | \$140                       |
| Environmental Scientist II          | \$115                       |
| Environmental Scientist I           | \$100                       |
| Professional Surveyor               | \$190                       |
| Survey Manager                      | \$150                       |
| Survey Crew Chief                   | \$130                       |
| Surveyor, Project                   | \$110                       |
| Survey Technician                   | \$80                        |
| Spatial Technology Manager          | \$185                       |
| Spatial Technology Professional III | \$160                       |
| Spatial Technology Professional II  | \$140                       |
| Spatial Technology Professional I   | \$120                       |
| Production Manager                  | \$175                       |
| CADD Tech III                       | \$140                       |
| CADD Tech II                        | \$125                       |
| CADD Tech I                         | \$95                        |
| Urban Planner V                     | \$185                       |
| Urban Planner IV                    | \$185                       |
| Urban Planner III                   | \$165                       |
| Urban Planner II                    | \$145                       |
| Urban Planner I                     | \$140                       |
| Administrative Support IV           | \$95                        |
| Administrative Support III          | \$90                        |
| Administrative Support II           | \$85                        |
| Administrative Support I            | \$70                        |
| Marketing Professional I to IV      | \$140                       |
| Communication Specialist I to IV    | \$140                       |
| Accounting Professional I to IV     | \$110                       |
| IT Professional I to III            | \$110                       |

BAXTER & WOODMAN, INC.  
 2023 DIRECT COSTS/EXPENSE ITEMS  
 FOR PROFESSIONAL SERVICES

| ITEM   | RATES   |
|--|---|
| Personal Owned Vehicle Mileage               | Reimbursed at the rate set by the US Internal Revenue Service |
| Company Owned/Leased Vehicles Usage          | \$65.00 per day   |
| Company Owned/Leased Vehicles Usage          | \$32.50 per half day (minimum charge)                         |
| Traffic Counters                             | \$50 per day  |
| Miovision Traffic Data Collection System     | \$300 per setup plus \$24 per hour processing                 |
| Flow Meter                                   | \$650 per month   |
| Pressure Data Logger                         | \$80.00 per day per unit                                      |
| Bathymetric Drone Boat                       | \$300 per day   |
| Streetview Camera System                     | \$300 per day   |
| Underwater Drone Vehicle                     | \$500 per day   |
| Pavement Management Camera System            | \$500 per day   |
| Aerial Drone LiDAR                           | \$300 per day   |
| Indoor LiDAR Unit (for Revit use)            | \$700 per day   |
| Standard Aerial Drone Video/Photo Collection | \$150 per day   |
| Real-time Digital Fieldbook                  | \$1,500 per month   |
| Sub-Consultant Costs                         | Invoice costs plus 5%   |

## Timothy A. Carter

Construction Inspector



Joined Firm in 2020

Years of Experience: 33

### CERTIFICATIONS

Asbestos/Lead Abatement  
Chicago Labor Training, 1992  
OSHA 10-Hour Training  
IDOT QC/QA Aggregate for  
Mixtures  
IDOT QC/QA Hot Mix Asphalt I  
IDOT Pavement Construction  
Inspection  
IDOT QC/QA PCC Technician  
Level 1  
ACI Concrete Field Testing  
Technician Grade I  
Portland Cement Concrete  
Level I  
IDOT CMMS 2003 Training  
SMC Soil Erosion and Sediment  
Control

Tim has over 30 years of experience in construction observation and survey. His background includes construction inspection for staged construction in heavily congested areas, bridge improvements, substructure inspection, roadway pavement, and drainage improvement projects. Tim is skilled in contactor coordination, adherence to regulatory standards, maintenance of traffic, preparing as-builts, and erosion and sediment control.

### REPRESENTATIVE PROJECTS

#### Joliet, IL

##### **2021-22 Water Main Replacement Program**

Construction Manager for the replacement and rehabilitation of approximately 42 miles of 6-inch to 16-inch water main. The project also included updating the City's GIS database with as-built conditions.

#### Joliet, IL

##### **Lead Water Service Replacements**

Construction Manager for replacing over 2,000 lead services, which required extensive coordination with City, testing and compliance personnel, testing labs, residents and contractors. The project was funded by the Illinois Environmental Protection Agency Public Water Supply Loan Program.

#### Oak Forest, IL

##### **2020 MFT Street Improvement Program**

Resident Engineer for hot-mix asphalt (HMA) resurfacing with pavement milling, pavement removal pavement patching, curb and gutter replacement, sidewalk replacement, utility structure adjustments, pavement markings, and parkway restoration at various locations throughout the City.

#### Orland Park, IL

##### **2021 Road Improvement Program**

Assistant Resident Engineer for the 2021 Road Improvement Program, which included work throughout various areas within the Village. Improvements include HMA surface removal, pavement removal and patching, spot curb and gutter removal and replacement, sidewalk removal and replacement, preparation of aggregate base, HMA binder and surface course, adjustment of drainage structures, sidewalk slab raising, shotcrete curb and gutter repairs, and parkway restoration on various roadways within the Village.

#### Orland Park, IL

##### **151<sup>st</sup> Street Reconstruction**

Construction Technician for the Phase III construction engineering services for widening, reconstruction, and infrastructure improvements along 151<sup>st</sup> Street from West Avenue to Ravinia Avenue. Additionally, the project includes construction of a new roundabout located at the intersection of 151<sup>st</sup> Street and West Avenue.

## David A. Vavrek

Construction Services



### EDUCATION

General education studies at Purdue University, 1992-1993

Joined Firm in 2021

Years of Experience: 24

### CERTIFICATIONS

Illinois Environmental Protection Agency Class A Public Supply Water Treatment Operator: Certification #17472646

DSM, Indiana Department of Environmental Management: Certification #: DS090083

WT2, Indiana Department of Environmental Management: Certification #WT080101

### ASSOCIATIONS

AWWA Individual Member since 2007

ISAWWA Member since 2010  
Trustee at Large: 2020 – Current

SSWWA Member since 2010  
Vice Chair: 2022 – Current

David serves as Resident Engineer on underground utility infrastructure projects. He has extensive experience in facility operations and employee management, with a background in supervision, industrial plant management, and inspection. He served 11 years as Water Operator for the Village of Park Forest, most recently holding the position of Chief Water Plant Operator. David is an IEPA-certified Class A Water Operator.

### REPRESENTATIVE PROJECTS

#### Beecher, IL

##### ***Gould Street Construction Services***

Resident Engineer for the replacement of the water main on Gould Street, the two interconnections under the railroad at Indiana Avenue and Penfield Streets, and a small portion of Miller Street. The replacement provides a connection of the new pipe on Miller Street to the north to Indiana Avenue on the south and also connects to newly replaced pipe on Penfield Street.

#### Flossmoor, IL

##### ***Hagen and Douglas Avenue Drainage Construction Services***

Resident Engineer for the project to improve localized ponding on private property in the northeast section of the Village. New and upsized storm sewer is being constructed to carry stormwater without a positive outlet to existing infrastructure. The project also includes water main relocation, sidewalk ADA compliance, and coordination with private property owners and the local school board for temporary and permanent easements.

#### Joliet, IL

##### ***2021 Water Main Replacement Program***

Resident Engineer for the replacement and rehabilitation of approximately 32,549-lineal feet of 6-inch to 12-inch water main. Project also included updating the City's GIS database with as-built conditions.

#### Joliet, IL

##### ***Lead Water Service Replacements Phase IIB***

Resident Engineer for replacement of approximately 4,800-lineal feet of 1-inch copper water service lines installed by horizontal directional drilling; 1,200-lineal feet of 1-inch copper water service lines installed by open cut construction; and site restoration. The project was funded by the IEPA Public Water Supply Loan Program.

#### Flossmoor, IL

##### ***Sanitary Sewer Rehabilitation – Phase IV***

Resident Project Representative overseeing sanitary sewer cleaning, televising, and lining rehabilitation.

#### Northbrook, IL

##### ***Water Systems Operations Assistance***

Water Treatment Plant Operator Assistance to the Village of Northbrook's 20 MGD surface water treatment plant. Perform daily laboratory testing for water quality and proper chemical feed and make necessary adjustments to chemical feed or water supply processes to confirm water quality remains consistent and meets state, federal, and local requirements.