



October 28, 2025
Revised 9:00 am

Ms. Elaine Avgoustakis
Civil Engineer
Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302

RE: Task order request - Sewer and Water Capital Improvement projects -
annual street resurfacing projects
Village of Oak Park • Cook County, Illinois

Dear Ms. Avgoustakis:

On behalf of V3 Companies, Ltd., we are pleased to submit this task order request for preparing Design Surveys for those areas shown in Section II – Scope of Services shown below for the Village of Oak Park. The services listed herein will be provided under the terms and conditions of our engineering shortlist services agreement.

SCOPE OF SERVICES

See Section II. Scope of Services below.

COMPENSATION

For the Scope of Services provided herein, V3 shall be a lump sum fee of **\$102,000**. This fee also includes replacing the data for the three fire hydrants shown in the images below.

This fee includes reimbursable expenses such as mileage, printing, postage, messenger service, and other similar project-related items. If Additional Services are required, they will be subject to a separate agreement. No additional services will be performed without prior written approval from the Village.

The Village will be invoiced monthly for professional services and reimbursable expenses.

MISCELLANEOUS CONTRACTUAL ITEMS

The foregoing Topographic Survey shall not constitute a Boundary Survey. Boundary information may be referenced on the Topographic Survey, if such information is provided in a timely manner by CLIENT.

V3 will initiate its services promptly upon receipt of CLIENT's acceptance of this proposal and anticipates completing said services within 8-10 weeks from the Notice-to-Proceed, weather permitting. If an unusual amount of snow is present or occurs, V3 reserves the right to renegotiate the fee and schedule.

If this request is found to be satisfactory, please sign in the space provided and return one signed copy to our office. Receipt of the signed authorization will serve as our Notice to Proceed for this work. Please feel free to contact us should you have any questions or comments regarding this request. We look forward to continuing our work with the Village.

Sincerely,

Christopher D. Bartosz

Christopher D. Bartosz, P.L.S.

Survey Group Leader

V3 Companies, Ltd.

cdbartosz@v3co.com

Phone: 630-688-6170

cdb/CDB

Attachments

Cc: Jason Holy, V3

BY _____

Authorized Signature and Date

Printed

Title

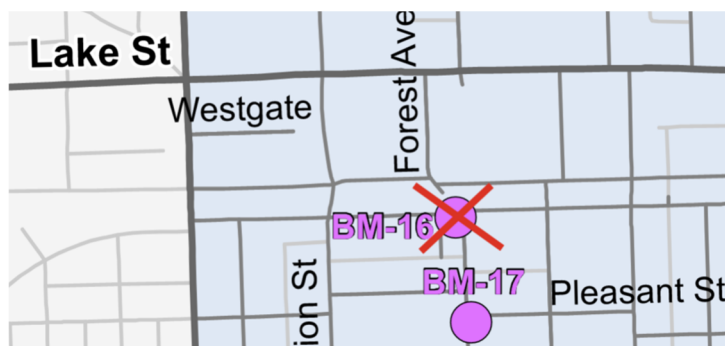
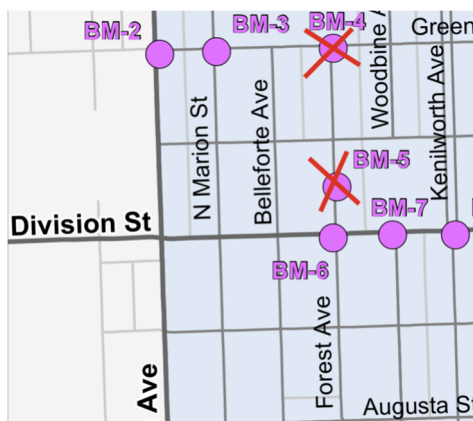
Company

Address

City, State Zip

Phone

Email



Section II. Scope of Services

The Village of Oak Park is seeking a land surveying company to complete topographic and utility design surveys for

SEWER AND WATER CAPITAL IMPROVEMENT PROJECTS ANNUAL STREET RESURFACING PROJECTS

Locations for the survey are included below.

The subjects of topographic design surveys shall consist of:

The design surveys shall include typical topographic objects, including but not limited to back of curb and edge of pavement lines, sidewalk, driveways, parkways, ADA ramps and detectable warning, courtesy walk lines, all trees (location and diameter at chest level), utility frames, valve boxes, street light and utility poles, traffic control signs and poles, fire hydrants, pavement markings, building corners and fence lines (when near survey limits), found cut crosses, control points and bench mark checks.

The topography shall also include the elevation points for all cross-sections, including sidewalk edges, top of curb, flow line, edge of pavement, pavement at 7' off curb face, pavement at 7' off curb face at center point of returns, lane lines, center line of street and crosswalks, quarter section elevations of pavement in areas of high crown. These cross-section elevations shall be taken at least every 50 feet and at drainage structures, manhole frames, mid radius of curb returns, etc.

Underground utilities

The design survey for all locations noted for *water-sewer replacement* below shall also include measured depths and visual inspections of all Village of Oak Park-owned water and sewer utilities at all manholes, valve vaults, valve boxes, catch basins, inlets, and sewer clean outs in the Village's right of way. The depths to be measured shall include the depths to the bottom of the structure, the depths to the invert of any sewer pipes entering or leaving the structure, the depth to the water surface in catch basins, the depths to the top of any water main pipes in valve vaults, the depths to the top of the key or nut of any water main valves in valve boxes, and the size, material, and approximate direction of any water or sewer pipes. The report of the visual inspections of the structures shall list the condition and type of material of each structure (i.e. brick, concrete block, precast concrete), the condition of the existing frame and lid, the condition of any adjustment rings (i.e. precast concrete, bricks, etc), and the condition of the bench in all manholes (i.e. full of debris, bricks collapsed, etc). The structure ID number that is assigned by the surveyor shall be painted on the lid of the structure or nearby pavement. The surveyor shall take a picture of the structure lid, with the ID number visible, and at least one picture of the inside of the structure showing the

general condition of the frame and walls, and material of the structure and provide these files/photos to the Village on a portable memory device.

The subjects of these utility design surveys shall consist of:

- a) Contacting all utility companies and requesting current atlas information which shall be provided to the Village of Oak Park.
- b) Update topographic design surveys to include atlas/field data for all utilities entering and within the topographic design limits.
- c) Upon request, Utility company contact information, Copies of Village's water and sewer atlases, VOP blank form of structure inspection sheets, and Village's street lighting atlases will be provided for download on-line.

The design survey/utility drawing shall show the above mentioned topographic objects and elevation points in plan view along with any appropriate labels and notes. It also shall show existing utility lines drawn from structure to structure. The true center-of-pipe shall be used when drawing the location of sewer mains with eccentric manhole cones. Non VOP utilities shall be drawn using Design Level JULIE coordination, including atlas requests, details, and JULIE marks).

All existing topographic information necessary for design of street reconstruction and water-sewer replacement listed above will be required at the following site locations:

- Scoville Ave from Filmore St through Rehm Park to Gunderson Ave (Water-Sewer Location)
- Forest Ave from Lemoyne Pkwy to North Ave (Resurfacing Location)
- Euclid Ave from Division St to Greenfield St (Resurfacing Location)
- Marion St from Augusta St to Division St (Resurfacing Location)
- Augusta St from Harlem Ave to Oak Park Ave Ave (Resurfacing Location)
- Iowa St from Linden Ave to Fair Oaks Ave (Resurfacing Location)
- Lombard Ave from Iowa St to Division St (Resurfacing Location)
- Erie St from Elmwood Ave to Taylor Ave and half block to deadend (Resurfacing Location)
- Scoville Ave from Washington Blvd to South Blvd (Resurfacing Location)
- Randolph St from East Ave to Scoville Ave (Resurfacing Location)
- Monroe St from Harlem Ave to Maple Ave (Resurfacing Location)
- Monroe St from Wisconsin Ave to Grove Ave (Resurfacing Location)
- Carpenter Ave from Adams St to Madison St (Resurfacing Location)
- Clinton Ave from Harvard St to Lexington St (Resurfacing Location)
- Wesley Ave from Roosevelt Rd to Fillmore St (Resurfacing Location)

The consultant shall follow the current version of IDOT's CADD Manual and Roadway Drafting Guidelines. The Consultant shall use English units, 2D design files, and use the current versions of IDOT's PLANeng.dgn seed file and IDOTroad.cel file, as well as the line styles and text as described in IDOT's CADD Manual. A legend shall be included on each page of the plan view sheets. (The Village of Oak Park uses MicroStation Open Roads Designer software)

For the design surveys, the consultant shall follow the following standard for vertical and horizontal site control:

1. Set at least two benchmarks (on hydrants) per block with a description of the bolt used (such as ne bolt, tagged bolt or first bolt past arrow)
2. Supply copies of field book notes containing bench loop data (carrying elevations forward with a total station is not allowed)
3. Horizontal control data used in the making of these design surveys shall be State Plane Coordinates Illinois East Zone (NAD83 2011 in **US Survey feet**). Control points shall be supplied with a description of marker and location necessary to relocate.
4. Vertical control data to be used is CCD (Chicago City Datum). Available benchmarks will be supplied to the Consultant by VOP engineering personnel.

The delivered form of design survey/utility data shall include an ASCII file (final and complete), GeoPak tin, MicroStation files (topo, notes, utility, ROW), and plan view drawing. The ASCII file shall consist of point #, northing, easting, elevation and description. The description shall correspond to the IDOT survey point code system. The plan view drawings shall utilize the above mentioned topographic objects and elevation points to show line work of utilities, buildings and pavement structures. Edge of pavement, bench mark notes and sewer invert elevations shall be shown. The invert elevation of sewer manholes in the adjacent streets will delineate where the proposed drainage line will be connected (if necessary).

The final design survey/utility data submitted to the Village of Oak Park shall consist of:

1. One copy of the plot of topography printed on 24" x 36" paper at 1"=20' scale and one half-size set
2. Two copies of portable memory device with plots of topography, field book notes, utility structure inspection sheets, topographic sketches and point list in ASCII format (point #, northing, easting, elev. and description), GeoPak tin / gpk files, and MicroStation files (topo, notes, utility, ROW)
3. The field book notes shall include a statement confirming usage of the same vertical and horizontal control points, signed by all participating crew chiefs and supervising Professional Surveyor.
4. Copies of all utility atlases and correspondences provided by all underground utility companies covered by the J.U.L.I.E system.

FILES AND FOLDERS MANAGEMENT REQUIREMENTS

Data for each survey site shall be stored in one subfolder named

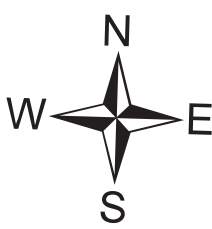
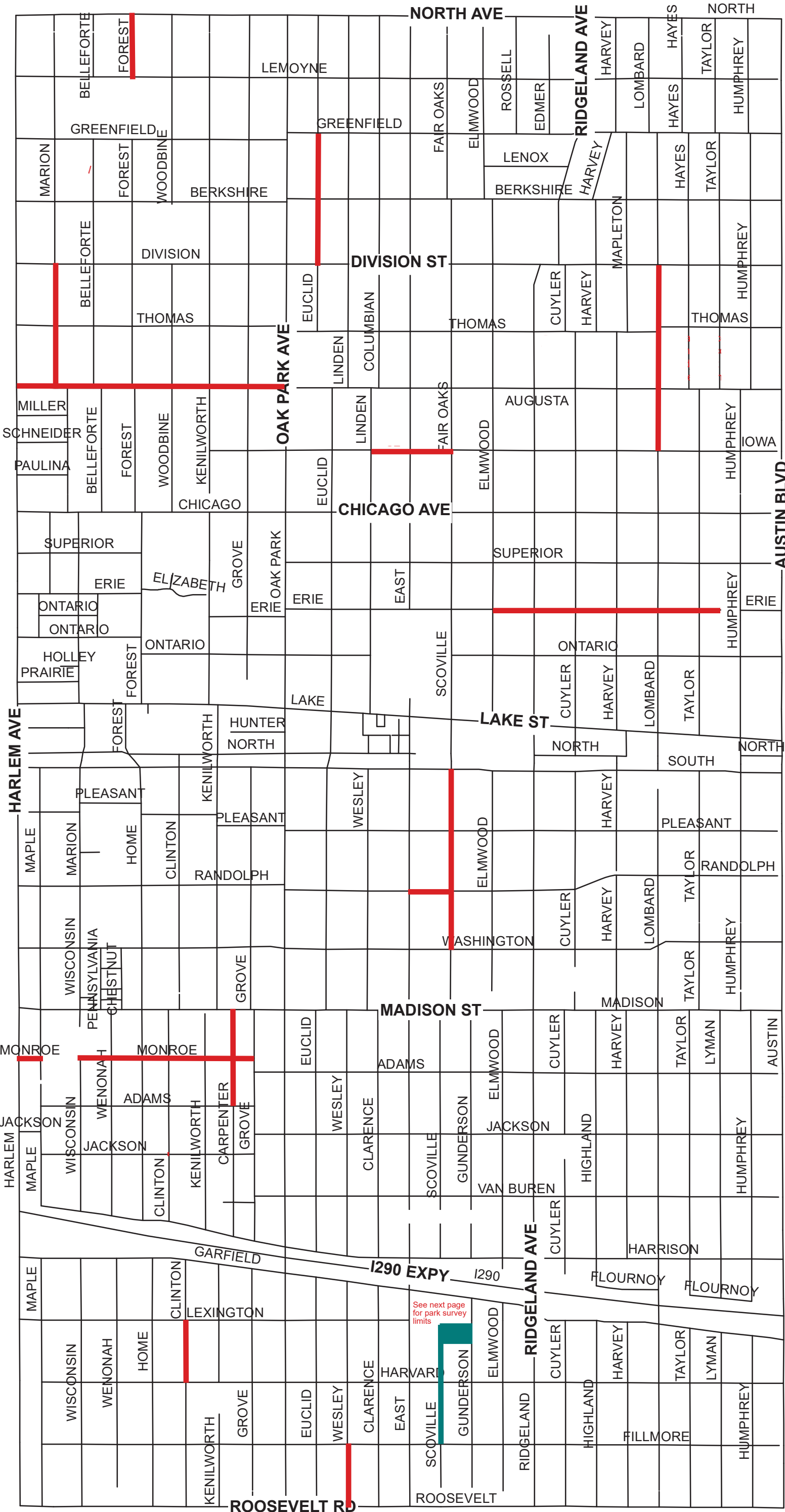
"sitename_fromstreet- tostreet_yyyy"

where yyyy is a year of the survey contract. Such folder name shall refer to one construction site with consecutive blocks.

There should be no cross-linking between sites subfolders to common main or supporting files, allowing secure transfers of complete data related to one construction site, between networks, hard and mobile drives. If the survey data from multiple sites is created in one file, it should be copied with accompanying supporting files to all appropriate subfolders with different site names.

All main and supporting files, and all files with coded names like Geopak, shall be contained in separate subfolders with the content clearly explained in folder name like FinalCAD, FinalPDF, StructuresPDF, StructuresJPG, Benchmarks, FieldNotes, Geopak, Misc, etc.

The folder with final CAD drawing shall contain used color and pen tables, patterns, symbols, etc, grouped in a separate subfolder.



- LEGEND
- Resurfacing Location
 - Water-Sewer Location

REHM PARK SURVEY LIMITS

