



September 11, 2023
Mr. Bill McKenna, P.E.
Village Engineer
Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302

RE: Task Order Request – Lot 10 Parking Lot Design
Village of Oak Park | Cook County

Dear Mr. McKenna:

On behalf of V3 Companies, Ltd., we are pleased to submit this task order request for the design of Parking Lot 10. The services listed herein will be provided under the terms and conditions of our engineering shortlist services agreement.

Project Understanding

V3 understands that the Village of Oak Park (Village) is looking to reconfigure the Village's Parking Lot 10. The Village has been working with MWRD to secure a grant to install permeable pavers for Parking Lot 10. In addition the proposed improvements will include reconfiguring the lot 10 for better flow and sidewalks, pavers, resurfacing, landscaping, lighting, streetscape elements and electrical upgrades for future events.

Scope of Services

V3 will provide the following services as part of this agreement:

Data Collection

- Obtain available existing utility data for the surrounding areas around the parking lot as well as in the parking lot.

Plans and Specifications

The plans and specifications will be prepared in accordance with IDOT and Village standards and guidelines including the Village's Complete Streets Checklist. Plan and specification submittals to the Village are anticipated at the 75%, 90% and contract document stages for the project.

The engineering plans will consist of the following sheets:

- Cover Sheet
- General Notes, Commitments, State Standards and Index of Sheets
- Summary of Quantities
- Alignment, Ties and Benchmarks
- Maintenance of Traffic Notes, Typical Sections
- Maintenance of Traffic Plan
- Existing Conditions and Removals
- Plan (1"=20' horizontal scale)
- Permeable Paver Design
- Drainage and Utilities (1"=20' horizontal scale, 1"=10' vertical scale)
- Drainage Details
- Erosion and Sediment Control
- Pavement Marking and Signing
- ADA Ramp Details
- Lighting and Electrical Plans
- Landscaping Plans and Details
- Construction Details
- Special Provisions/Bid Documents with bid alternates as described
- Engineer's Estimate of Probable Construction Cost

Electrical Design

- Parking lot lighting design in accordance with Village standards.
- Design an electrical system for use by vendors and the Village at Special Events.

Soil Investigation

V3 will conduct an LPC - 663 CCDD Soil Disposal Evaluation for the proposed project. Considering the proposed design has not been finalized and soil sampling is dependent on the findings of the records review of adjacent site histories, the costs associated with the CCDD Soil Disposal Evaluation were based on the following assumptions and could be subject to change depending on the project design and if the Site is identified as a PIP. Proposed costs are based on the following assumptions:

- Standard 48-hours for the JULIE utility locate. This scope assumes a private utility locate will also be needed to clear proposed boring locations of any buried private utilities that may be present onsite.
- A maximum of 1 day of drilling.
- A maximum of 5 borings for the project, with one sample per boring.
- Assumed sample analysis for one or more of the following:
 - VOCs
 - SVOCs
 - PCBs
 - Pesticides/Herbicides
 - RCRA 8 Metals (Total and/or TCLP/SPLP)
 - pH

- Assumes standard 5 to 7-day turn-around time for lab sample results (expedited turnaround time is available for an added surcharge).

CCDD facilities and Uncontaminated Soil Fill Operations are privately owned and maintain the right to accept or reject materials on any criteria decided on by the facility. Consequently, adherence to IL Title 35 Part 1150 Subtitle J does not guarantee acceptance at every CCDD facility. This proposed scope of work is consistent with IL Title 35 Part 1150 Subtitle J and industry standards.

Permitting

- V3 will work on MWRD permitting for this project.
- Any other additional permitting that may be required

Meetings

- V3 will meet with the Village and Business owners to help develop the site layout around Lot 10.

Compensation

For the Scope of Services provided herein, V3 shall be paid hourly, based on a multiplier, with a not-to-exceed fee of \$92,488.00. The following is our detailed fee and hour breakdown.

TASK	STAFF							TOTAL HOURS	DIRECT COST	TOTAL FEE
	Sr. Project Manager	Design Engineer	Soils Project Manager	Soils Scientist	Soils Tech	Survey Crew	Cad Tech			
								0		
Data Collection	2	15					5	22		2,592
Topographic survey	4					45	20	69		8,825
Plans and Specs	25	450					30	505		54,433
CCDD soils evaluation	2	2	8	15	20			47	7100	11,962
Meetings	12	12						24		3,603
Landscaping Plans	20	50					15	85		11,072
Hours	65	529	8	15	20	45	70	687		\$92,488
Rate	\$199	\$101	\$143	\$67	\$105	\$118	\$136			

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.

MWRD or any other permit fees are not included in the fees listed above.

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,
V3 Companies, Ltd.



Jason Holy, P.E.
Project Manager



Vincent J. Del Medico, P.E.
Director of Transportation and Municipal Engineering

Accepted for:
VILLAGE OF OAK PARK

BY: _____
Authorized Signature

TITLE: _____

DATE: _____