

ORIGINAL

TASK ORDER

Task Order No. 24-7E

In accordance with Section 2 of the Agreement between the Village of Oak Park (hereinafter referred to as the "Village") and V3 Companies, Ltd. (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 for the 24-7 Austin Boulevard Sewer Improvements Project.

2. **Services of Consultant:**

A. Basic Services:

Provide professional construction engineering for the 24-7 Austin Boulevard Sewer Improvements Project.

B. Additional Services:

See Attachment A for detailed Scope of Services.

3. **Approvals and Authorizations:** Consultant shall obtain the following approvals and authorizations:

N/A

4. **Commencement Date:**

The date of execution of this Task Order by the Village.

5. **Task Order No. 24-7E Completion Date:**

Construction Engineering Completion - To be determined (dependent on Contractor construction schedule). The work shall be complete after processing of final payment for the 24-7 Austin Boulevard Sewer Improvements Project to the contractor and submittal of project documents to the Village.

6. **Submittal Schedule**

Submittal: N/A.

7. **Key Project Personnel:**

Names:

Jason Holy

Telephone and Email:

630.729.6184 jholy@v3co.com

8. **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 **Seventy Six Thousand Four Hundred Ninety Three Dollars (\$76,493)**, except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement.

9. **Payments:**

For purposes of payments to Consultant, the value of the Services shall be determined as follows: Direct Labor Costs as defined in Attachment A, 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, computer time and other highly specialized equipment, reproduction and similar Project related items.

10. **Modifications to Contract:**

None

11. **Attachments:**

Attachment A – Detailed Scope of Services

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

If to the Village:

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

If to the Consultant:

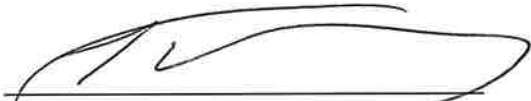
Jason Holy
V3 Companies, Ltd.
7325 Janes Avenue
Woodridge, IL 60517
Email: jholy@v3co.com

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]**

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

V3 COMPANIES, LTD.


By: Kevin J. Jackson
Its: Village Manager


By: Vincent J. DeMedico
Its: Vice President

Date: March 7, 2024

Date: 3/20, 2024

ATTEST:

ATTEST:


By: Christina M. Waters
Its: Village Clerk


By: Jason Holz
Its: project manager

Date: March 8, 2024

Date: 3/20, 2024

REVIEWED AND APPROVED
AS TO FORM

MAR 05 2024
LAW DEPARTMENT



December 22, 2023
Ms. Elaine Avgoustakis
Civil Engineer
Village of Oak Park
201 South Boulevard
Oak Park, Illinois 60302

**RE: Task Order Request Austin Blvd Sewer Lining Project
Village of Oak Park | Cook County**

Dear Mr. Keane:

On behalf of V3 Companies, Ltd. (V3), we are pleased to submit this task order request for the Austin Blvd Sewer Lining Project for the Village of Oak Park (Village). 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 is looking for Resident Engineering services for the Austin Blvd sewer lining project. V3 will be providing Jim Bessler as the Resident Engineer and Ryan Christoffel as the Field Engineer when needed for this project.

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
- 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.
- 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.
- 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



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.

Austin Sewer Project

TASK	STAFF			TOTAL HOURS	DIRECT COST	TOTAL FEE
	Sr. Project Manager	Sr Con Tech (RE)	Field Staff			
				0		0
Pre-construction Phase		15		15		2,034
Construction Phase		300	150	450	3250	66,431
Final Close-Out Phase		25	10	35		4,890
Project Administration	10	8		18		3,139
				0		0
				0		0
Hours	10	348	160	508		\$76,493
Rate	\$205	\$136	\$150			