

# ORIGINAL

---

## TASK ORDER

---

Task Order No. 23-4 Eng

In accordance with Section 2 of the Agreement between the Village of Oak Park (hereinafter referred to as the "Village") and Edwin Hancock Engineering Co. (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 2023 Alley Improvement Project and design engineering for the 2024 Alley Improvement Project

2. **Services of Consultant:**

A. Basic Services:

Provide professional construction engineering for the 2023 Alley Improvement Project and design engineering for the 2024 Alley Improvement 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. 23-4 Eng Completion Date:**

2023 Construction engineering completion – To be determined (dependent on Contractor construction schedule). The work shall be complete after processing of final payment for the 2023 Alley Improvement project to the contractor and submittal of project documents to the Village.

2024 Design Engineering completion – March 15, 2024, plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement.

6. **Submittal Schedule**

Submittal: N/A

7. **Key Project Personnel:**

Names:

Chris Baker

Telephone and Email:

708-865-0300 cbaker@ehancock.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 **Two Hundred Eighty One Thousand Three Hundred Twelve Dollars (\$281,312)**, 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](mailto:bmckenna@oak-park.us)

If to the Consultant:

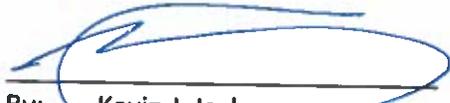
Derek Treichel  
Edwin Hancock Engineering Co.  
9933 Roosevelt Road  
Westchester, IL 60154-2780  
Email: [dstreichel@ehancock.com](mailto:dstreichel@ehancock.com)

[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

EDWIN HANCOCK ENGINEERING CO.

  
By: Kevin J. Jackson  
Its: Village Manager

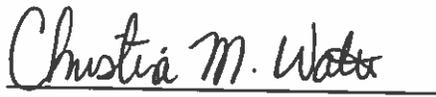
  
By: Derek Treichel  
Its: President

Date: March 21, 2023

Date: March 29, 2023

ATTEST

ATTEST

  
By: Christina M. Waters  
Its: Village Clerk

  
By: Chris Baker  
Its: Vice-President

Date: March 22, 2023

Date: April 5<sup>th</sup>, 2023

REVIEWED AND APPROVED  
AS TO FORM

  
MAR 20 2023  
LAW DEPARTMENT

March 7, 2023

Bill McKenna, P.E.  
Village Engineer  
Village of Oak Park  
201 South Boulevard  
Oak Park, IL 60302

**Re: Village of Oak Park- 23-4  
2023 Alley Improvements – Construction Engineering  
2024 Alley Improvements – Design Engineering**

Dear Mr. McKenna:

Hancock Engineering is pleased to submit our proposal for providing professional engineering services to the Village of Oak Park for the **2023 and 2024 Alley Improvements**

#### Project Understanding

We understand that the Village of Oak Park is seeking a proposal for engineering services to perform:

- Construction Engineering for the 2023 Alley Program
- Preliminary and Design Engineering for the 2024 Alley Program

We understand that the alleys to be included in the 2024 Alley Program are not fully selected as of yet, however many of the alleys that have been selected are already design.

We understand that the construction budget is assumed to be \$2,200,000 but with the previously designed alleys, we will need to survey and design approximately \$1,000,000 of new alleyways.

#### Project Approach

We have been fortunate enough to work with the Village of Oak Park on their Capital Improvement projects for the past seven years. These projects have provided us an opportunity to become accustomed with the expectations of the Village and the residents of Oak Park. Like most Villages, the Public Works staff at the Village of Oak Park is very busy. We understand that the Village is fully capable of providing the services outlined in this RFP and have done so in the past. However, it is also understood that the staff at PW is assigned a litany of other important tasks that they are expected to complete each day. To this end, **we plan to make a concerted effort to eliminate any undue burden on staff** concerning this project throughout the entire construction process.

The Village will be invited to be as involved as much as their schedule permits and as they desire, but we will be staffed to operate as a fully-functional independent unit, without the need to involve Village staff with every minute issue that is brought up by the Contractor. Our proposed project team has completed significant work in Oak Park over the past few years and we believe we have a very good grasp on the expectations of the Village allowing us to competently act on behalf of Public Works.

2023 Alleys - Schedule

The 2023 Alley Project is set to bid in late February with construction occurring between June and October. The project will be closed-out in 2023.

2024 Alleys – Design Schedule

The following is our projected design and bidding schedule for the 2024 Alley Project.

Engineering Task	Project Completion Date
Kick-Off Meeting with Village	June 1, 2023
Begin Topographic Survey	June 15, 2023
Complete Survey	July 15, 2023
Complete Base Sheets	August 1, 2023
Submit 90% Plans to Oak Park	September 1, 2023
Receive Comments back	September 15, 2023
Submit Permits	October 1, 2023
Submit Final Plans to Oak Park	October 1, 2023
Advertise Bid	October 15, 2023
Bid Opening	November 9, 2023
Award Construction Contract	December 4, 2023

Project Cost

The following is a break-down of estimated man-hours for the 2023 construction engineering:

	BAKER	Windsor	Engineer 1	CADD	Item Cost	Total Cost
	\$ 152.00	\$ 131.00	\$ 102.00	\$ 105.00		
<b>Pre-Construction</b>						
Meetings	24	30			\$ 7,578.00	
Layout		40	40		\$ 9,320.00	
Set-Up	8	20			\$ 3,836.00	
GARP	40	80	40		\$ 20,640.00	
Notices	24	8			\$ 4,696.00	
Project Schedule Review	4	4			\$ 1,132.00	
						\$ 47,202.00
<b>During Construction</b>						
June	20	60	160		\$ 27,220.00	
July	20	60	160		\$ 27,220.00	
August	20	60	160		\$ 27,220.00	
						\$ 81,660.00
<b>Post-Construction</b>						
Punchlist	10	16	16		\$ 5,248.00	
Agree to Final Quantities	8	40	16		\$ 8,088.00	
Sod Inspections	0	4	4		\$ 932.00	
As-Bults		4		24	\$ 3,044.00	
Project Close-Out	8	40			\$ 6,456.00	
						\$ 23,768.00
<b>Construction Engineering Cost</b>						\$ 152,630.00
<b>Rubino QA Cost:</b>						\$ 3,880.00
<b>Total Proposal Cost</b>						\$ 156,510.00

March 7, 2023

Village of Oak Park  
2023 and 2024 Alley Improvements

The following is a break-down of estimated man-hours for the design engineering for the 2024 Alley Project:

	Hours		
	Chris Baker	Eric Windsor	Engineer II
<b>2024 Design Services</b>			
Kick-Off Meeting	8	8	0
Topo (Assume 6 Hours Long, 4 short)	8	40	40
Utility Coordination	4	4	8
PESA Coordination	4	4	0
Preparation of Survey Base Sheets	4	60	8
Design and Drafting	80	120	40
Permits	20	16	16
Fire Station Coordination and Meetings	80	40	0
Total Phase Hours:	208	292	112
Total Hancock Phase Cost:	\$ 31,616.00	\$ 38,252.00	\$ 11,424.00
Total Hancock Phase Cost:			\$ 81,292.00
PIP Evaluations and Pavement Cores:	\$		26,010.00
Soil Testing for Disposal Contingency:	\$		17,500.00
<b>Total 2024 Design Costs:</b>	<b>\$</b>		<b>124,802.00</b>

In summary, Hancock Engineering will provide the services detailed above for the following fee breakdown:

Engineering Phase	Hancock Cost	Sub-Consultant Cost	Lump Sum Fee
2023 Construction Engineering	\$152,630.00	\$3,880.00	\$156,510.00
2024 Design Services	\$81,292.00	\$43,510.00	\$124,802.00
<b>Total Engineering Cost</b>	<b>\$233,922.00</b>	<b>\$47,390.00</b>	<b>\$281,312.00</b>

We appreciate the opportunity to provide this proposal to the Village of Oak Park for the 2023 and 2024 Alley Improvement projects. If you should have any questions, please feel free to call myself or Chris Baker.

Very truly yours,

EDWIN HANCOCK ENGINEERING CO.



Chris Baker, P.E.  
Vice-President

Enclosures

**Hourly Rates**

PERSONNEL CLASSIFICATION	(Team Members)	2021 BILLING RATE
ENGINEER –VI	(Baker)	\$ 152.00
ENGINEER -V		\$ 142.00
ENGINEER -IV		\$ 132.00
ENGINEER -III		\$ 127.00
ENGINEER -II	(Supplemental)	\$ 114.00
ENGINEER -I		\$ 102.00
CADD MANAGER		\$ 127.00
CADD TECHNICIAN -II		\$ 117.00
CADD TECHNICIAN -I		\$ 107.00
ENGINEERING TECHNICIAN – V	(Windsor)	\$ 132.00
ENGINEERING TECHNICIAN– IV		\$ 122.00
ENGINEERING TECHNICIAN– III		\$ 102.00
ENGINEERING TECHNICIAN – II		\$ 74.00
ENGINEERING TECHNICIAN – I		\$ 45.00
ADMINISTRATIVE ASSISTANT		\$ 70.00

*All hourly rates include costs for out-of-pocket expenses including mileage, tolls, photocopying, etc. and no additional compensation will be sought for these items. Hancock Engineering has no hidden fees.*

*Note: The Schedule of Hourly Rates are subject to change annually as of March 1<sup>st</sup>. The most current Schedule of Hourly Rates will be in effect at the date of service.*