



September 26, 2024

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

**RE: Task Order Request Bike Boulevard Program 2025 & 2026
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 preparing plans and specifications for the Bike Boulevard Program for the Village of Oak Park. 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) seeks to develop plans, specifications, and cost estimates for the design of bike boulevards on the streets indicated by green dots on the attached map. The bike program is scheduled for construction between 2025 and 2026. During the planning phase, the Village and the V3 team will meet with the Village's Transportation Commission to review the project and address any concerns raised by the Commission.

V3'S TEAM

To support this project, V3 has incorporated TYLin International (TYLin) into the team. TYLin offers extensive experience in bike boulevard planning and design having successfully executed similar programs in various states. We have provided several key staff resumes for the Village's review.

Scope of Services

SURVEY

Should the Village request that V3 conduct a detailed topographic spot survey, V3 will furnish a separate price for this service. V3 will adhere to all Village survey requirements and will utilize aerial imagery and other map-based programs to design and prepare the plans for the majority of the project.

FIELD INVESTIGATION

A site visit will be performed for all locations to view traffic patterns, pavement conditions, and any obstacles that may affect the installation of the proposed bike boulevard. We will also work with the Village to determine if there are any other construction projects in the area of the bike boulevards that may affect their function.

BIKE BOULEVARD PLANNING, CONCEPT LAYOUT, & REPORT

V3 and TYLin will conduct an internal design workshop to evaluate each proposed bike boulevard and develop a detailed plan for each street. The plans will be based on bike boulevard design manuals and TYLin's recent experiences with their own bike boulevard projects. We will create a concept layout for each street.

PLANS, SPECIFICATIONS, & ESTIMATE

All plans and specifications will be prepared in accordance with IDOT and Village standards and guidelines. V3 will review the plans for conformance to 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
- Plan (1" = 20' horizontal scale)
- Pavement Marking and Signing
- Construction Details

V3 will prepare specifications, special provisions, and bid documents for the project. In addition, V3 will prepare an engineer's opinion of probable construction costs (EOPCC). The plans, specifications, and EOPCC will be submitted to the Village for review. V3 will revise the documents as necessary based on the Village's review.

PROJECT DELIVERABLES/CONSTRUCTION BID ASSISTANCE

- One PDF of plans at the 75%, 90%, and final engineering stages
- One PDF of the special provisions at the 75%, 90%, and final engineering stages
- Up to two (2) Contract addendums
- Bid tabulations and recommendation of construction contract award memo
- CADD design files of the proposed improvements in MicroStation format

PERMITTING WITH IDOT OR COOK COUNTY

V3 will submit and obtain permits from IDOT and Cook County for various areas where the project intersects with IDOT or County-owned Streets. Permit information will be included in the contract bid documents. Our objective is to secure these permits before the bidding process begins; therefore, we will initiate coordination as early as possible. All associated fees will be paid for by the Village of Oak Park.

UTILITY COORDINATION

Should the improvements involve more than striping and signing, V3 will provide utility coordination services for the various utility companies such as ComEd, AT&T, Comcast, and Nicor.

MEETINGS

The V3 team will meet with the Village for each bike boulevard project. It is assumed that a total of two (2) meetings will take place, corresponding to the two separate bid packages for the bike boulevard program. We expect to have one meeting per project with Village staff.

QA/QC

A quality assurance/quality control program will be prepared and implemented throughout the duration of the project.

Compensation

For the Scope of Services provided herein, V3 shall be paid hourly, based on the attached Billing Rate Schedule, with a not-to-exceed fee of:

2025 Bike Boulevard Program:	\$ 72,721.00
2026 Bike Boulevard Program:	<u>\$ 72,721.00</u>
Total:	\$145,442.00

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.

Extent of Request

The following assumptions and exclusions used in preparing this proposal are presented below. If any of these tasks are required, or the assumptions presented below change during the course of the project, they will be subject to additional services or separate agreements.

- Wetland, archaeological, or environmental consulting services, other than specifically listed in the scope of work is not included.
- Structural engineering services.
- Design services, modeling, or permitting associated with work within any existing floodplain, floodway, or wetlands are not included.
- Private utility improvements, extensions or relocations to eliminate conflicts with the proposed improvements are not included. V3 will coordinate this work with the respective utility owner and include it on the plans. Each utility owner will be responsible for the design of their own facility.
- Items related to right-of-way acquisition, additional coordination, and unforeseen activities are not included.
- It is assumed that any permit fees will be considered a reimbursable expense.
- Geotechnical design or consulting services are not included.
- V3 will not be responsible for completing a Preliminary Site Investigation (PSI) or LPC 662/633 forms for this project.
- The number of meetings specified in the scope of work is estimated. If additional meetings are required for extra design scope outside of the original intent of the project, then V3 will be entitled to additional fee.
- Noise analysis, Section 4(f) evaluation, or Section 106 statement are not included.

Miscellaneous Contractual Items

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

Cc: Jason Holy, V3

Accepted for:

VILLAGE OF OAK PARK

BY: _____

Authorized Signature

TITLE: _____

DATE: _____

design phase

Oak Park Bike Boulevard 2025

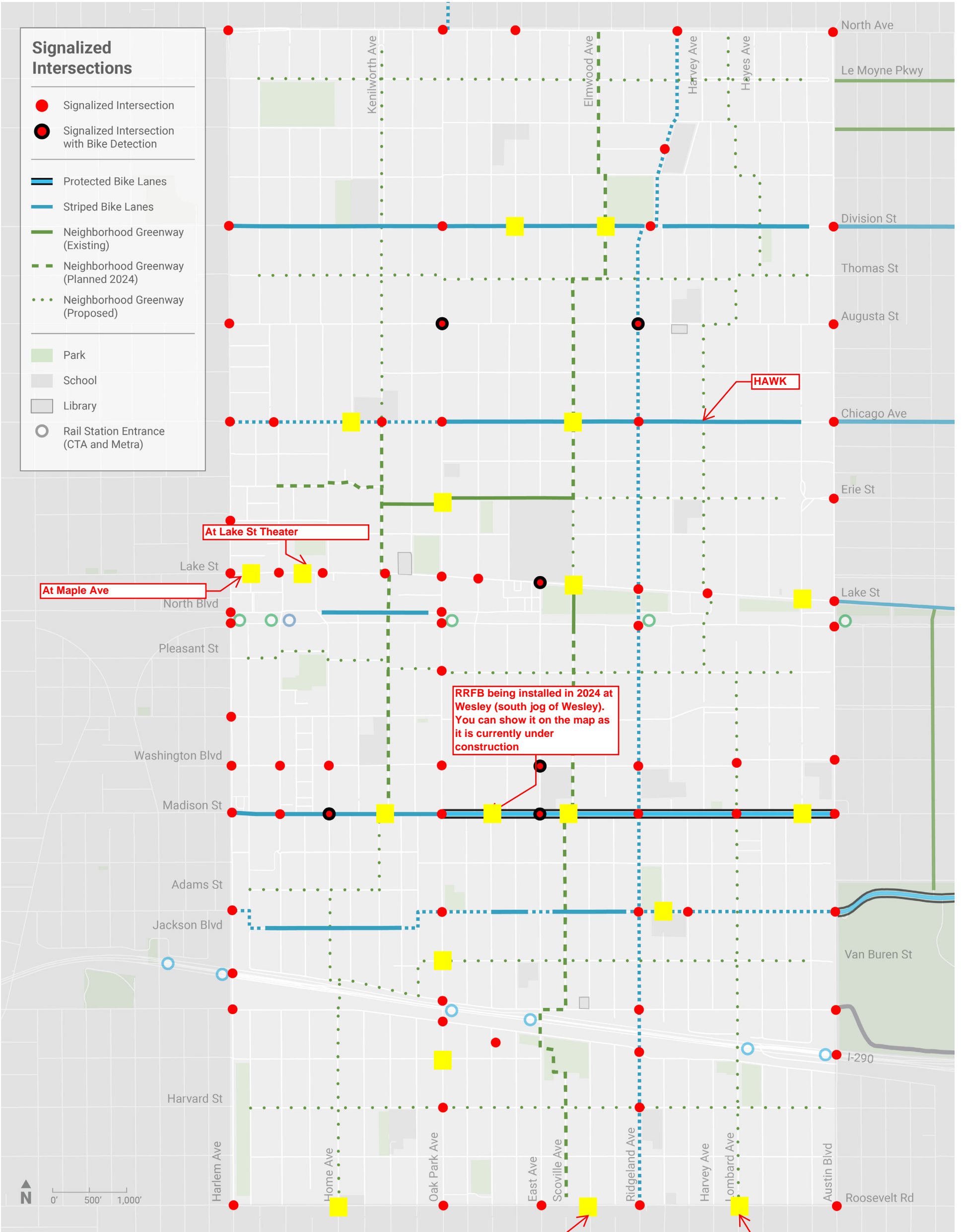
TASK	V3 STAFF				TYLIN STAFF			TOTAL HOURS	DIRECT COST	TOTAL FEE
	Sr. Project Manager	Project Manager	Design Technician	Design Engineer	Principal Eng	Senior Bike Planner	Sen Civ Eng			
								0		0
Meetings (assume 1)		4		4				8		1,395
Drafting plans and field work		40	50	270				360		51,174
Specs		15						15		3,291
QA/QC	4	2			1	10	10	27		5,392
bid phase		8		5				13		2,402
TYLIN and V3 planning	2	4		4	8	13	15	46		9,066
Hours	6	73	50	283	9	23	25	469		\$72,721
Rate	\$256	\$219	\$149	\$129	\$251	\$184	\$184			
Fee	\$1,533	\$16,017	\$7,471	\$36,609	\$2,259	\$4,232	\$4,600		\$0	

Oak Park Bike Boulevard 2026

TASK	V3 STAFF				TYLIN STAFF			TOTAL HOURS	DIRECT COST	TOTAL FEE
	Sr. Project Manager	Project Manager	Design Technician	Design Engineer	Principal Eng	Senior Bike Planner	Sen Civ Eng			
								0		0
Meetings (assume 1)		4		4				8		1,395
Drafting plans and field work		40	50	270				360		51,174
Specs		15						15		3,291
QA/QC	4	2			1	10	10	27		5,392
bid phase		8		5				13		2,402
Survey								0		0
TYLIN and V3 planning	2	4		4	8	13	15	46		9,066
Hours	6	73	50	283	9	23	25	469		\$72,721
Rate	\$256	\$219	\$149	\$129	\$251	\$184	\$184			
Fee	\$1,533	\$16,017	\$7,471	\$36,609	\$2,259	\$4,232	\$4,600		\$0	
									Grand Total	145,442

Signalized Intersections

- Signalized Intersection
- Signalized Intersection with Bike Detection
- ▬ Protected Bike Lanes
- ▬ Striped Bike Lanes
- ▬ Neighborhood Greenway (Existing)
- ▬ Neighborhood Greenway (Planned 2024)
- ▬ Neighborhood Greenway (Proposed)
- Park
- School
- Library
- Rail Station Entrance (CTA and Metra)



At Lake St Theater

At Maple Ave

RRFB being installed in 2024 at Wesley (south jog of Wesley). You can show it on the map as it is currently under construction

HAWK

maintained by Berwyn

maintained by Cicero