

ORIGINAL

TASK ORDER

Task Order No. 23-8 E

In accordance with Section 2 of the Agreement between the Village of Oak Park (hereinafter referred to as the "Village") and TranSystems Corporation (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 Project 23-8, Madison Street Improvement Project.

2. **Services of Consultant:**

A. Basic Services:

Provide professional engineering services for construction management for the 23-8 Madison Street 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. **Completion Date:**

Construction Engineering completion – To be determined (dependent on Contractor construction schedule and construction contract completion dates). The work shall be complete after final inspection and acceptance of physical improvements to the Madison Street Improvement project and submittal of all required documents to the Village and State of Illinois.

6. **Submittal Schedule**

N/A.

7. **Key Project Personnel:**

Names:

Louis Beugnet

Brian Racine

Telephone and Email:

847.407.5254

lgbeugnet@transystems.com

847.605.9600

bpracine@transystems.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 Five Hundred Twelve Thousand Nine Hundred Twenty Six Dollars (\$512,926), 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 Rates as defined in Attachment A.

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:

Brian L. Fairwood
TranSystems Corporation
1475 E Woodfield Rd, Suite 600
Schaumburg, Illinois 60173-5440
Email: blfairwood@transystems.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


By: Kevin J. Jackson
Its: Village Manager

Date: October 30, 2023

TRANSYSTEMS CORPORATION


By: Brian L. Fairwood
Its: Principal

Date: November 3, 2023

ATTEST:


By: Christina M. Waters
Its: Village Clerk

Date: 10/31, 2023

ATTEST:


By: Robyn Markley
Its: GLW Operations Manager

Date: November 3, 2023

REVIEWED AND APPROVED
AS TO FORM


OCT 30 2023
LAW DEPARTMENT



RES 23-305 | H | 103023
1475 East Woodfield Road
Suite 600
Schaumburg, IL 60173
Tel 847-605-9600
www.transystems.com

October 6, 2023

Mr. Bill McKenna, PE
Village Engineer
Village of Oak Park
Engineering Division of the Public Works Department
201 South Boulevard
Oak Park, IL 60302

Reference: Madison Street Improvements Project (23-8) – Construction Engineering Services

Dear Mr. McKenna,

TranSystems is pleased to submit our proposal to provide Phase III construction engineering services for the upcoming Madison Street Improvements Project to the Village of Oak Park. The TranSystems team will provide experienced staff to oversee and inspect the proposed public and private improvements along the Madison Street corridor. Our previous experience overseeing the installation of similar materials on both the Oak Park Avenue and Lake Street projects provides our team with the deep understanding and knowledge to assist the Village on a successful implementation of the proposed improvements.

Scope

Please see the attached Scope of Services (**Exhibit A**) which details the proposed services for this contract.

Capabilities

TranSystems has successfully provided Phase III construction engineering services to the Village on previous projects in which similar materials, construction details, and scope of services was required. Many of the proposed team members have been involved in prior Village projects and are well versed in the Village's requirements for utility and roadway construction. The TranSystems team will leverage its previous knowledge and experience to minimize issues during construction and help deliver a successful project.

Compensation

TranSystems is pleased to submit a cost-plus fixed fee proposal with an estimated cost not to exceed \$512,925.12. Please see the attached cost estimate (**Exhibit B**) based on our current approved average rates per classifications for the proposed Phase III construction engineering services.



Thank you for the opportunity to submit our task order proposal to perform Phase III construction engineering services for the upcoming Madison Street Improvements Project to the Village of Oak Park. We look forward to working with you and your staff.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Racine", with a stylized flourish at the end.

Brian Racine, PE
Vice President

PART I OVERVIEW

The Village of Oak Park (Village) has requested the Phase III Construction Engineering Services of TranSystems to perform Construction Engineering and Oversight of the proposed Madison Street Improvements Project (23-8) from Oak Park Avenue to East Avenue in Oak Park. The project consists of removal of roadway, curb/gutter, sidewalk, brick pavers, driveway, lighting, and landscaping/ trees. Other elements include milling and resurfacing of HMA pavement, new brick pavement, new HMA pavement, water main removal/replacement, new water main, new lighting, landscape restoration, planting trees, curb/gutter, sidewalks, driveways, pavement marking, signage, drainage/utility lid adjustments, traffic loops/handhole modifications, maintenance of traffic, and all collateral work necessary to complete the project as shown on the plans and special provisions.

This work includes overseeing and coordinating with several other projects that encompass the Madison Street Corridor Improvements including, but not limited the following private development and construction projects:

- Pete's Fresh Market (Building/Site Construction)
- Pete's Fresh Market (Water & Sewer)
- Private utility relocations projects (AT&T, ComEd, and others)

As representatives for the Village, TranSystems will also provide construction inspection and documentation of proposed improvements within the right-of-way for the above-referenced projects. TranSystems has completed construction engineer services for similar past projects in the Village and is pleased to offer the following scope of services for the Madison Street Improvements Project.

PART II SCOPE

The Scope of Construction Services is listed below. We will observe, monitor, and document the contractor's progress on the project from the start of field operations to final completion. Work will be performed according to the general industry engineering standards established by the Illinois Department of Transportation (IDOT).

1. TranSystems will provide project oversight by a full-time resident engineer (RE) and a supplemental construction inspector as workload requires. In addition to the above-referenced field staff, TranSystems will provide a part-time documentation engineer to assist with the accounting of contract quantities. The project and staff will be overseen by the Project Manager, Brian Racine, who has extensive experience delivering successful past projects for the Village.
2. Review Plans and Specifications with assigned field-staff prior to pre-construction meeting.
3. Follow IDOT documentation procedures for all work inspected.
4. Schedule, lead, and prepare minutes for pre-construction meetings at the Village of Oak Park Public Works
 - a. Notify utility agencies of time and place of meeting.

- b. Notify affected Village Departments/Divisions, including Police and Fire, coordinating any major items or issues prior to the pre-construction meeting.
 - i. Prior to meeting:
 - 1. Determine any impacts to schools.
 - 2. Determine any impacts to business districts.
 - 3. Determine any impacts with current and future Village construction projects.
 - c. A separate meeting may be required with the Pete's Fresh Market contractor(s) to coordinate the forthcoming improvements within the Village's ROW in conjunction with the project. TranSystems will attend and participate in these meetings as a representative for the Village overseeing the work in the ROW.
- 5. Special event requests to the Village (e.g. 5k's, parades, etc.) will be forwarded to TranSystems to determine any impacts caused by this project and will alert staff of any impacts. TranSystems will help coordinate the schedule of work to accommodate any special-events and mitigate the impacts and may have to meet with race or festival organizers as needed. At times there can be several new special-event requests per week.
- 6. Parkway sprinklers may be damaged during the work. TranSystems will coordinate the repair of the sprinklers with the private owner. In the case that the contractor will not accept damage of the sprinklers, TranSystems will coordinate with the residents to fill out ROW encroachment agreements at which then the Village will reimburse the damage.
- 7. Coordinate project with the business districts, churches, park district, schools, etc. Coordinate sidewalk outage and access with all businesses, and residents. For the water and sewer reconnections in business districts, work with businesses on selecting time of day that is the least impactful for them (which may be at night) and coordinate the work accordingly with the contractor.
- 8. We understand the Village will offer private residential lead water service replacement options on this project which includes three options for the private property owners: 1) The Village's contractor replaces the lead water private service line to the water-meter and the private property owner reimburses the Village 2) The private property owner hires a separate contractor to replace the lead water service pipe 3) The private property owner declines Options 1 and 2. For this Option 3, the Contractor is responsible for connecting the new copper water service pipe and new curb stop to the existing private lead service pipe.

TranSystems will coordinate these efforts which include drafting and preparing notification letters to be sent to properties with lead services. TranSystems will meet with every interested single-family and multi-family homeowner to confirm the size and material type of their service within their building. For buildings that choose to participate, TranSystems will meet with the plumber and homeowner to coordinate work. In terms of commercial properties depending on the size of the service most likely it would not be a lead service, but TranSystems will meet with the commercial properties anyhow to coordinate times for reconnecting services as aforementioned. TranSystems will also distribute lead pitcher-filters to affected residents within the water replacement limits.

**EXHIBIT A
SCOPE OF SERVICES****Madison Street Improvements Project
Phase III Construction Engineering****TRANSYSTEMS**

9. 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.
10. Notify and coordinate work with the utility companies, Village Water Sewer Division, Streets Division, Environmental Services and Street Lighting Division.
11. Coordinate loss-of-parking impacts with the Village of Oak Park Parking and Mobility Services Department and prepare parking passes for distribution, which are generally distributed with the construction letters to residents. Permit-zone parking impacts can require a different letter to permit-holders as they may park on the affected street but may not otherwise receive a letter as they do not live on the affected street; this sometimes will also require TranSystems to place parking-passes on cars within the permit-zones a day in advance (once in the morning and once at night). The Village will forward any requests from residents in need of parking passes during the work to TranSystems, who will coordinate with them and deliver or drop off passes as needed.
12. Coordinate any loss of trash collection services with the Oak Park Environmental Services Department, this occurs for instance when alley entrances are blocked.
13. Distribute water shutoff notifications for both water-sewer projects (typically a 14-day advanced notice and a door-hanger notice prior to shut down, typical 2-3 days prior)
14. Coordinate with all permit agencies as necessary (e.g. MWRD, IEPA, and IDOT for any RBI funding requirements)
15. Track punch-list using HeadLight so that the Village can access and review.
16. Provide 24-hour emergency contact information, provide contact person and phone number to respond to business and resident inquiries and complaints. Inquiries and complaints received by public works staff will be forwarded to TranSystems to respond. The contract information will also be displayed online on the Village's GIS CIP story-map page.
17. Verify the layout of proposed work including the following tasks:
 - a. The contract includes construction layout as a contractor pay item. TranSystems will verify the construction staking and layout for accuracy and conformance with contract plans, and intent of the project.
 - b. TranSystems will verify all ADA ramp grades and layout with the Contractor. TranSystems will work with the Contractor to remediate all failed ADA ramps to meet IDOT standards.
18. Construction Observation
 - a. The TranSystems team shall maintain daily oversight of the contractor's "two-week lookahead schedule" to ensure sequencing of the work accounts for all subsequent pay items.
 - b. Project ID signs are erected at each project location. These signs shall have a water-proof repositionable vinyl "sticker" added to each sign indicating a construction completion month. TranSystems will alert the contractor if the schedule "sticker" needs to be updated at any given project location.

- c. Provide Quality Assurance/Quality Control of Materials materials-testing in Accordance with latest IDOT policies. Provide periodic QA/QC oversight for materials placed on the project.
- d. Inspect all construction warning signs and devices.
- e. Provide weekly construction updates to Oak Park for inclusion in the published Weekly Manager's report, as well as providing information needed on the project page of the Village's online GIS CIP story map page (to be entered by others).
- f. Organize and lead any project meetings required. It is expected that the project will have a weekly onsite project meeting.
- g. Coordinate with Village staff for adjacent 2024 CIP projects in terms of parking and overall impacts to residents and businesses.
- h. Maintain a project diary and daily inspection log per IDOT requirements.
- i. Submit monthly pay estimates to the Village for the project. Develop and verify payment requests. TranSystems will collect and review all waivers, affidavits, and certified payrolls prior to recommending payment to the Village.
- j. Coordinate sidewalk outage and access with all businesses, schools, residents, and effected stakeholders. Construction staging is important and TranSystems will always keep track of pedestrian accessibility routes during construction with one side of the sidewalk open, and generally a maximum of two ADA corners closed at any time in any given intersection. TranSystems will refer to the Village's Safe Routes to School map when ensuring accessibility throughout the project is maintained. Depending on the size and needs of each intersection, TranSystems can provide a sketch sequencing the ADA corners, to the Contractor.
- k. Collect and review all material tickets on a daily basis.
- l. TranSystems will oversee proof rolling of subgrade prior to pavement construction. TranSystems will be responsible for determining areas of unsuitable soil replacement. TranSystems will provide estimated contract quantities for unsuitable soil removal and replacement of subbase materials based on their evaluation of existing pavements and with recommendations from the Village. Any additional material or geotechnical testing required due to unsuitable soils shall be outside of this contract.

19. Construction Documentation

- a. Provide Daily Construction Reports through HeadLight, which is a photo-observation based daily diary application.
- b. Keep track of all quantities related to each pay item, tracking the current projected total at all times and notify the Village in advance if the contract amount will be exceeded.
- c. Perform yield checks on all materials, and depth checks as required.
- d. Establish and maintain schedule for progress payments.
- e. Develop and verify payment requests.

**EXHIBIT A
SCOPE OF SERVICES****Madison Street Improvements Project
Phase III Construction Engineering****TRANSYSTEMS**

- f. Assure all documentation follows IDOT standards in general for construction documentation.
- g. TranSystems will maintain both an IDR binder (or digital equivalent) and a project Quantity Book.
- h. Any change-orders for the project will be reviewed by TranSystems and submitted to the Village for final approval.
- i. Document and record the water service material for both private and public side for all water service connections.
- j. Fill out water tap cards for all water service connections.
- k. Review and approve all required shop-drawings.

20. Construction Closeout

- a. Verify final measurements/quantities with Contractor.
- b. Develop a final punch list and verify satisfactory completion.
- c. Provide final project accounting/documentation to the Village. Complete all necessary reports and summaries in conjunction with the State of Illinois RBI funding requirements.
- d. Provide as-built drawings in electronic format (pdf and cad-file converted to Microstation file). As-built drawings shall include dimensions and offsets for both water-sewer including sizes, material-type, and depth/inverts, and locations of utilities abandoned with the project.
- e. Conduct Final Inspection (walk-through) with Village Representatives.
- f. TranSystems will review final quantities with the contractor and present an agreed upon final-estimate to the Village for processing.
- g. Process final payment for all projects.
- h. Close all permits (MWRD, IEPA, etc.).
- i. Close out the project and submit job box to the Village of Oak Park.

PART III FEE

TranSystems will be compensated for the completion of the above-referenced scope of services via standard hourly rates plus fixed fee for the work performed with a not to exceed a total of \$511,925.12. See attached **Exhibit B** for a cost estimate of services.

Exhibit B - Construction Engineering**TRANSYSTEMS CORPORATION**

Route: Madison Street Utility and Streetscape Project
 Local Agency: Village of Oak Park
 (Municipality/Township/County)

Section: _____
 Project: _____
 Job No.: B405230007

*Firms **approved rates** on file with IDOT's
 Bureau of Accounting and Auditing:

Overhead Rate (OH) 101.83 %
 Complexity Factor (R) 0.00
 Calendar Days _____

Cost Plus Fixed Fee Method of Compensation:

Fixed Fee 1 ☒ 14.5% [DL + R(DL) + OH(DL) + IHDC]
 Fixed Fee 2 ☐ 14.5% [(2.3 + R)DL + IHDC]
 Specific Rate ☐
 Lump Sum ☐

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
TranSystems									
Engineer 4 (Project Manager)	E4	600	\$ 85.05	\$ 51,030.00	\$ 51,963.85			\$ 14,934.11	\$ 117,927.96
Engineer 3	E3		\$ 75.03	\$ -	\$ -			\$ -	\$ -
Engineer 2 (Doc. Eng. Part-time)	E2	240	\$ 63.36	\$ 15,206.40	\$ 15,484.68			\$ 4,450.21	\$ 35,141.28
Engineer 1 (RE)	E1	1,680	\$ 48.30	\$ 81,144.00	\$ 82,628.94		\$ 13,650.00	\$ 25,726.33	\$ 203,149.26
Engineer 1 (Inspector)	E1	1,280	\$ 48.30	\$ 61,824.00	\$ 62,955.38		\$ 10,400.00	\$ 19,601.01	\$ 154,780.39
Construction Services 4	CS4		\$ 67.62	\$ -	\$ -			\$ -	\$ -
Construction Services 3	CS3		\$ 50.43	\$ -	\$ -			\$ -	\$ -
Construction Services 2	CS2		\$ 38.42	\$ -	\$ -			\$ -	\$ -
Construction Services 1	CS1		\$ 35.64	\$ -	\$ -			\$ -	\$ -
Administrative 2	A2	12	\$ 33.40	\$ 400.80	\$ 408.13			\$ 117.30	\$ 926.23
Interra (Materials QA)						\$ 20,000.00			
Totals		3,812	\$ 54.99	\$ 209,605.20	\$ 213,440.98	\$ 20,000.00	\$ 24,050.00	\$ 64,828.95	\$ 511,925.12