

June 17, 2025

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

**Re: Village of Oak Park- 26-4  
2026 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 **2026 Alley Improvements**

### Project Understanding

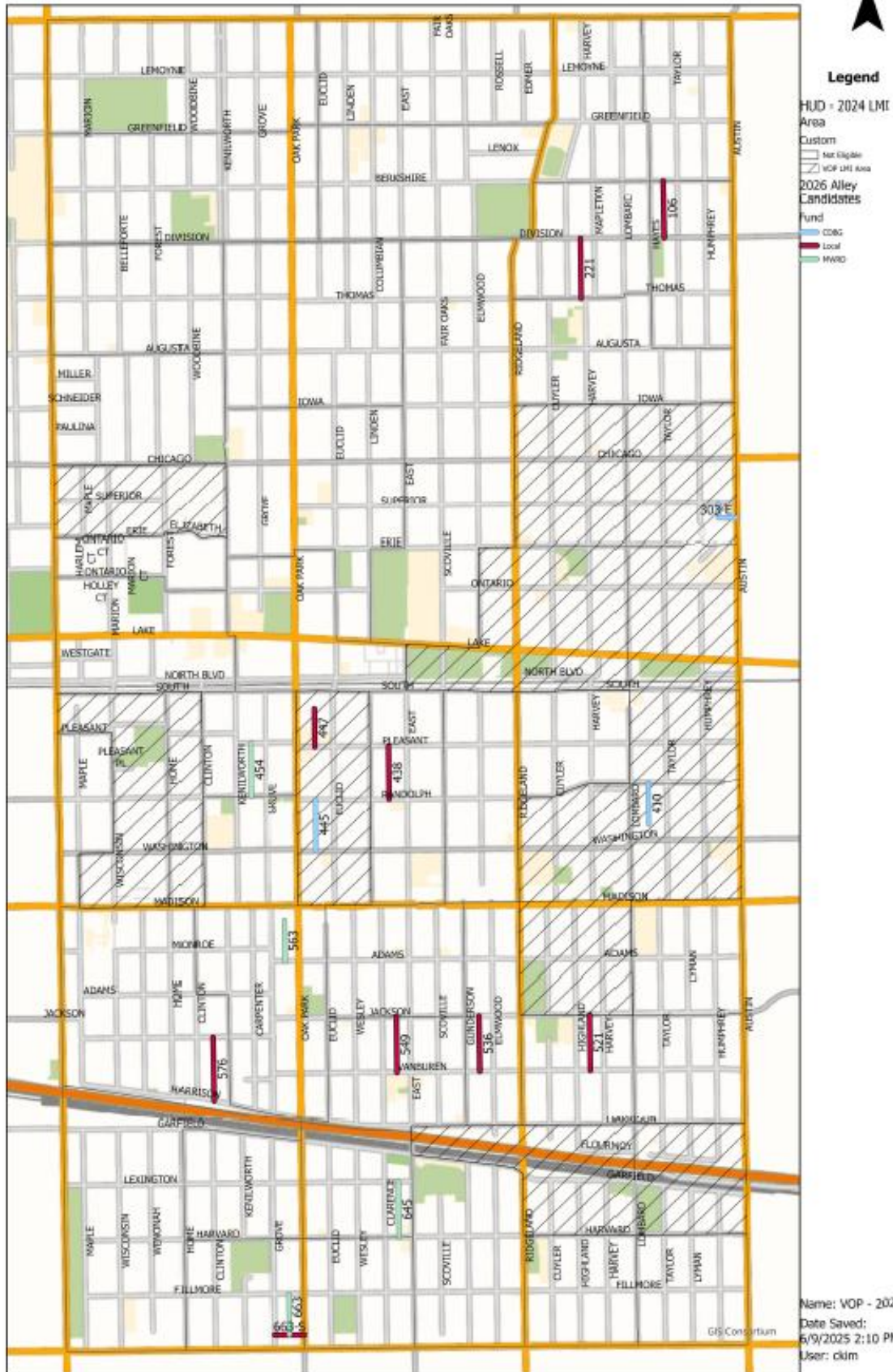
We understand that the Village of Oak Park is seeking a proposal for engineering services to perform Preliminary and Design Engineering for the 2026 Alley Program. We understand that the alleys to be included in the 2026 Alley Program are:

<u>Alley #</u>	<u>Funding</u>	<u>Cost Estimate</u>
106	Local	\$ 290,667
221	Local	\$ 287,083
410	Local	\$ 270,556
438	Local	\$ 256,667
447	Local	\$ 180,000
521	Local	\$ 245,389
536	Local	\$ 262,917
549	Local	\$ 280,444
576	Local	\$ 325,333
663-S	Local	\$ 143,111
<b>Total Locally Funded Alleys:</b>		<b>\$ 2,542,167</b>
303**	CDBG	\$ 102,158
303-E**	CDBG	\$ 67,113
445	CDBG	\$ 250,000
<b>Total CDBG Funded Alleys:</b>		<b>\$ 419,271</b>
454	MWRD	\$ 368,622
563	MWRD	\$ 232,375
645	MWRD	\$ 381,333
663	MWRD	\$ 286,000
<b>Total MWRD Funded Alleys:</b>		<b>\$ 1,268,331</b>
<b>Total Estimated Alley Design:</b>		<b>\$ 4,229,769</b>

\*\*Alley 303 and 303-E has already been designed and is not included in the total Design Alley Cost.



## 2026 Alley Candidates



Project Approach

We have been fortunate enough to work with the Village of Oak Park on their Capital Improvement projects for the past eleven 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.

2026 Alleys – Design Schedule

The following is our projected design and bidding schedule for the 2026 Alley Project.

<u>Engineering Task</u>	<u>Project Completion Date</u>
Kick-Off Meeting with Village	July 15, 2025
Begin Topographic Survey	July 20, 2025
Complete Survey	August 15, 2025
Complete Base Sheets	August 25, 2025
Submit 30% Plans to MWRD	August 27, 2025
Submit Infiltration Tests to MWRD	August 27, 2025
Receive Comments from MWRD	September 12, 2025
Submit 60% Plans to MWRD	October 1, 2025
Submit Geotech Report to MWRD	October 3, 2025
Receive Comments from MWRD	October 22, 2025
Submit 90% Plans to Oak Park	November 1, 2025
Receive Comments back	November 5, 2025
Submit 98% Plans to MWRD	November 19, 2025
Receive Comments back	December 5, 2025
Submit Permits	December 15, 2025
Submit Final Plans to Oak Park and MWRD	December 31, 2025
Advertise Bid	January 15, 2026
Bid Opening	February 20, 2026
<b>Award Construction Contract</b>	<b>March 15, 2026</b>
<b>Begin Construction</b>	<b>April 1, 2026</b>

Project Cost

The following is a break-down of estimated man-hours for the design engineering for the 2026 Alley Project:

	Hours			
	<u>Chris Baker</u>	<u>Eric Windsor</u>	<u>Caleb Lucas</u>	<u>CADD</u>
<b>2026 Design Services</b>				
Kick-Off Meeting	8	8	0	0
Topo	0	144	144	0
Utility Coordination	8	12	8	0
PESA Coordination	8	8	0	0
Base Drawings (18 Alleys)	0	0	0	180
Alley Sewer and Grading Design	36	36	144	0
MWRD Green Alley Design and DRC	40	80	0	20
Preparation of Plans	8	88	80	40
Quantity Take-Off	8	8	144	0
Estimate of Costs	8	8	16	0
Specifications	8	8	48	0
Initial Submittal to Oak Park	16	40	80	120
Submittals to MWRD	40	40	0	40
Final Submittal to Oak Park	8	20	40	80
Permitting	16	20	8	8
Coordination and Meetings	40	40	20	0
Bid Engineering	16	20	0	8
<b>Total Hancock Engineering Cost:</b>	<b>\$267,712.00</b>			
PIP Evaluations:	\$11,890.00			
Pavement Cores and Soil Borings:	\$11,800.00			
In Place Infiltration Testing:	\$7,250.00			
Contingency for Additional Soil Testing:	\$26,825.00			
<b>Total 2025 Design Costs:</b>	<b>\$325,477.00</b>			

We appreciate the opportunity to provide this proposal to the Village of Oak Park for the 2026 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.**



Derek Treichel, P.E., CFM  
President

Enclosures

Hourly Rates

PERSONNEL CLASSIFICATION	TOTAL BILLING RATE
PERSONNEL CLASSIFICATION	HOURLY RATE
ENGINEER – VI	\$165.00
ENGINEER – V	\$150.00
ENGINEER – IV	\$140.00
ENGINEER – III	\$130.00
ENGINEER – II	\$120.00
ENGINEER – I	\$110.00
ENGINEERING TECHNICIAN – V	\$138.00
ENGINEERING TECHNICIAN – IV	\$125.00
ENGINEERING TECHNICIAN – III	\$100.00
ENGINEERING TECHNICIAN – II	\$78.00
ENGINEERING TECHNICIAN - I	\$60.00
CAD MANAGER	\$133.00
CAD - II	\$110.00
CAD – I	\$98.00
ADMINISTRATIVE	\$70.00

**Note: Schedule of Hourly Rates is 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.**

## Client

Edwin Hancock Engineering Company  
Chris Baker  
9933 Roosevelt Road  
Westchester, IL 60154

## Project

CCDD Soil Assessment  
Oak Park 2026 Alley Improvements  
Various Alleys  
Oak Park, Illinois 60302

Description	Quantity	Units	Rate	Amount
<b>CCDD Soil Assessment</b>				
Associate Consultant - Field Work (est)	16	Hour(s)	\$105.00	\$1,680.00
Equipment, Materials and Vehicle	1	Unit(s)	\$200.00	\$200.00
Environmental Drilling Contractor	1	Project	\$7,850.00	\$7,850.00
Soil Sample Analysis - pH	34	Sample(s)	\$15.00	\$510.00
Soil Sample Analysis - Volatile Organic Compounds (VOCs)	11	Sample(s)	\$150.00	\$1,650.00
Soil Sample Analysis - BETX	4	Sample(s)	\$65.00	\$260.00
Soil Sample Analysis - Semivolatile Organic Compounds (SVOCs)	6	Sample(s)	\$225.00	\$1,350.00
Soil Sample Analysis - Polychlorinated Biphenyls (PCBs)	6	Sample(s)	\$85.00	\$510.00
Soil Sample Analysis - Polynuclear Aromatic Hydrocarbons (PNAs)	9	Sample(s)	\$125.00	\$1,125.00
Soil Sample Analysis - RCRA Metals	15	Sample(s)	\$85.00	\$1,275.00
Soil Sample Analysis - TCLP Metal Extraction (est) (if necessary)	15	Sample(s)	\$65.00	\$975.00
Soil Sample Analysis - TCLP one metal (est) (if necessary)	15	Sample(s)	\$14.00	\$210.00
LPC-663 Certification & Sampling Documentation	10	Project	\$500.00	\$5,000.00
LPC-662 Certification & Sampling Documentation	6	Project	\$400.00	\$2,400.00
Principal Consultant - Report Review and QC	4	Hour(s)	\$170.00	\$680.00
Waste Characterization Analysis	1	Sample(s)	\$1,000.00	\$1,000.00
Waste Profile Preparation	1	Hour(s)	\$150.00	\$150.00

**Subtotal** \$26,825.00

**Total** **\$26,825.00**

Comments: True North has assumed a total of thirty-four (34) soil samples will be collected from representative depths and locations within the project area. The samples will be collected from soil borings advanced to a maximum depth of 4' bgs. Borings will be performed by SMC, a drilling contractor hired directly by True North and paid prevailing wages. True North has assumed 2 days of sampling activities. Since final designs are not yet available, this proposal assumes 14 borings to 1.5' and 20 borings to 4'. If there are significant changes to depths of borings, additional costs may apply.

The selected analytical parameters are based on the preliminary historical and environmental database information. True North will screen all soil borings with a PID to identify potential soil management issues. True North has assumed an standard turn-around-time of five to seven business days. The above costs do not include additional delineation sampling. The above costs do not include traffic control and assumes no street opening permits are required. Upon receipt of soil analytical results, True North will issue an LPC-663 for soils that meet 35 IAC Part 1100 CCDD regulations.



Trusted Partner. Leading Environmental Solutions.

True North Consultants, Inc.  
1000 East Warrenville Road, Suite 140  
Naperville IL 60563  
(630) 717-2880  
[mbredrup@consulttruenorth.com](mailto:mbredrup@consulttruenorth.com)

# QUOTATION

<b>Proposal Date:</b>	6/16/2025
<b>Proposal #:</b>	P125-755

## Authorization to Proceed

1. The hereby agree to the proposed scope, schedule and fees set forth within.
2. The attached terms and conditions are an integral part of this agreement.
3. Upon execution, this document represents a binding authorization to proceed.

Client Acceptance (sign below):

_____	_____	_____
Print Name	Signature:	Date:

**Thank You For Your Business!**



# STANDARD TERMS AND CONDITIONS

For purposes of this Agreement, the term Subconsultant shall refer to:

True North Consultants, Inc.

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(Company Name)

**RESPONSIBILITY OF SUBCONSULTANT** – Subconsultant will strive to perform services under this Agreement in accordance with generally accepted and currently recognized engineering practices and principles, and in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representation, express or implied, and no warranty or guarantee is included or intended in this Agreement, or in any report, opinion, document or otherwise.

**CHANGES IN SCOPE** – Hancock Engineering reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and the Subconsultant and Hancock Engineering shall negotiate appropriate adjustments acceptable to both parties to accommodate any changes. No Extra Work shall be undertaken by the Subconsultant without prior written authorization from the Hancock Engineering.

**SUSPENSION OF SERVICES** – Hancock Engineering may, at any time, by written order to Subconsultant (Suspension of Services Order) require Subconsultant to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Subconsultant shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. Hancock Engineering, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumption of the services upon expiration of the Suspension of Services Order.

**TERMINATION** – This Agreement may be terminated by either party upon thirty (30) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party. This Agreement may be terminated by Hancock Engineering, under the same terms, whenever Hancock Engineering shall determine that termination is in its best interests. Costs incurred by Subconsultant shall be reimbursed by Hancock Engineering.

**GOVERNING LAW, JURISDICTION & VENUE** – This Agreement shall be governed by, and construed in accordance with, the laws of the State of Illinois. Further, the parties agree and consent to the exclusive jurisdiction of the courts of the State of Illinois for all purposes regarding this Agreement and that venue of any action brought hereunder shall be exclusively in Cook County, IL.

**COMPLIANCE WITH LAWS** – The Subconsultant will strive to exercise usual and customary professional care in his/her efforts to comply with those laws, codes, ordinance and regulations which are in effect as of the date of this Agreement.

**DELAYS** – Subconsultant will not be liable for the delays due to force majeure or any conditions beyond its control.

**DISPUTE RESOLUTION** – Any dispute under this contract shall be subject to mediation as a condition precedent to litigation.



**HAZARDOUS MATERIALS/POLLUTANTS** – Unless otherwise provided by this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site.

**RIGHT OF ACCESS** – Subconsultant shall have access to the job site in order to perform its work.

**ASSIGNMENT** – A party shall not assign its rights or obligations pursuant to this Agreement without the express written permission and consent of the other party.

**SURVIVAL** – All express representations, waivers, indemnifications, and limitations of liability included in this Agreement shall survive its completion or termination for any reason.

**SEVERABILITY** – Any provision or part of the Agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Hancock Engineering and Subconsultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision.

**STATUTE OF LIMITATIONS** – To the fullest extent permitted by the law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence to run, no later than the date of Substantial Completion of this Agreement.

**CONFLICTS** – If a conflict exists between the Agreement provisions and these Standard Terms and Conditions then these Standard Terms and Conditions shall prevail and control.

**STANDARD OF CARE** – The standard of care for all professional engineering, survey or related professional services performed or furnished by the Subconsultant under this agreement will be the care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

**REUSE OF DOCUMENTS** – All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Subconsultant pursuant to this Agreement are intended for use on the Project only. They cannot be used by Hancock Engineering or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Subconsultant, shall be at Hancock Engineering's, or others, sole risk.

**SUBCONTRACTS** – Subconsultant may subcontract portions of the work, but each subcontractor must be approved by Hancock Engineering in writing.

**PAYMENT** – Hancock Engineering shall be invoiced once each month for work performed during the preceding period. Hancock Engineering will pay each invoice to the Subconsultant within fifteen (15) days of receiving payment from its Client (Village).

**INSURANCE** – Subconsultant will maintain insurance coverage in the following minimum amounts:

- Professional Liability - \$2,000,000 per claim/aggregate
- General Liability –
  1. 1,000,000 Each Occurrence – Bodily Injury
  2. 1,000,000 Each Occurrence – Property Damage
  3. 2,000,000 Aggregate
- Automotive Liability (including non-ownership and hired car coverage) - \$1,000,000 Per Person/Per Occurrence
- Employer's Liability - \$500,000 Each
- Worker's Compensation – Per Statutory

#### **INDEMNIFICATION**

Subconsultant shall indemnify and hold harmless Hancock Engineering from loss or expense, including reasonable attorney's fees for claims for personal injury (including death) or property damage to the extent caused by the sole negligent act, error or omission of Subconsultant.

Hancock Engineering shall indemnify and hold harmless Subconsultant under this Agreement, from loss or expense, including reasonable attorney's fees, for claims for person injuries (including death) or property damage arising out of the sole negligent act, error omission of Hancock Engineering.

In the event of joint or concurrent negligence of Subconsultant and Hancock Engineering, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties), which caused the personal injury or property damage.



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[mbredrup@consulttruenorth.com](mailto:mbredrup@consulttruenorth.com)

# QUOTATION

Proposal Date:	6/16/2025
Proposal #:	P125-739

## Client

Edwin Hancock Engineering Company  
Chris Baker  
9933 Roosevelt Road  
Westchester, IL 60154

## Project

PIP Evaluations, Pavement Cores & Infiltration  
Testing  
Village of Oak Park - 2026 Alleys  
Various Locations  
Oak Park, Illinois 60304

Description	Quantity	Units	Rate	Amount
<b>Potentially Impacted Property (PIP) Review</b>				
Site Visits	16	Hour(s)	\$110.00	\$1,760.00
Environmental Records and Database Search	15	Project	\$300.00	\$4,500.00
Associate Consultant - Reporting	45	Hour(s)	\$110.00	\$4,950.00
Principal Consultant - Report Review and QC	4	Hour(s)	\$170.00	\$680.00
Drilling Contractor - thirty (30) Pavement Cores and eight (8) soil borings to 10'	1	Project	\$11,800.00	\$11,800.00
In-place Infiltration Testing	1	Project	\$7,250.00	\$7,250.00

**Subtotal** \$30,940.00

**Total** **\$30,940.00**

The scope of work for the Potentially Impacted Properties Evaluations will include a review of current Federal, State and local government records and databases to assist in the evaluation and identification of environmental conditions at properties adjoining the fifteen (15) alleys. Reasonably ascertainable historical information will be reviewed to determine historical operations of adjacent properties. A site walk will be performed to inspect the existing conditions, obtain any pertinent field data, observe physical characteristics of the alley, identify current operations, and observe surrounding property conditions and operations. An evaluation documenting the activities and results of the reconnaissance activities will be prepared and recommendations concerning further assessment will be provided.

True North will subcontract an environmental drilling contractor to advance two (2) pavement cores in each alley, and provide a pavement core report for the thirty (30) pavement cores. The drilling contractor will advance a total of eight (8) borings to 10' bgs in Alleys 454, 563, 645 & 663 to determine the estimated high water level.

The Village will perform the excavation and alley closures for the dual ring in-place infiltration testing. It should be noted that the tests can only be performed during favorable weather conditions, and schedule coordination between The Village, True North and the Drilling Contractor will be necessary.

## Authorization to Proceed

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Client Acceptance (sign below):

Print Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank You For Your Business!**

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