

November 23, 2021

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

**Re: Village of Oak Park- 22-4
2022 and 2023 Alley Improvements**

Dear Mr. McKenna:

Hancock Engineering is pleased to submit our proposal for providing professional engineering services to the Village of Oak Park for the **2022 and 2023 Alley Improvements**

Project Understanding

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

- Update previously designed plans and specifications for the 2022 Alley Program
- Update and obtain an extension for the previously procured MWRD permit
- Provide Bid Engineering of the 2022 Alley Program, including the review of obtained Bids and submitted paperwork in regards to DBE/MBE Requirements as required by MWRD grant
- Construction Engineering for the 2022 Alley Program
- Preliminary and Design Engineering for the 2023 Alley Program

We understand that the following locations will be included in the 2022 Alley Program.

	<u>Alley</u>	<u>Type</u>	<u>Design Status</u>	<u>Cost</u>
1)	562	Green Alley	Completed	\$ 212,000.00
2)	668	Green Alley	Completed	\$ 285,000.00
3)	565	Green Alley	Completed	\$ 297,000.00
4)	135	Green Alley	Completed	\$ 316,000.00
Total Green Alleys:				\$1,110,000.00
5)	200	Traditional Concrete	Completed	\$ 167,000.00
6)	425	Traditional Concrete	Completed	\$ 170,000.00
7)	340	Traditional Concrete	Completed	\$ 160,000.00
8)	562-N	Traditional Concrete	Completed	\$ 53,000.00
9)	668-N	Traditional Concrete	Completed	\$ 45,000.00
Total Concrete Alleys:				\$ 595,000.00
Total Estimated Cost of 2022 Alley Project:				\$1,705,000.00

This proposal includes conducting a review of previously designed alleys' plans and bidding documents and performing the necessary updates in regards to project dates, MWRD documents, Quest Bidding, etc. Additionally, manhours will be necessary to finalize the WMO permitting process.

We understand that the alleys to be included in the 2023 Alley Program are not selected as of yet, but that the construction budget is assumed to be \$2,175,000. Based on past project costs, we are using a total of 15 alleys to help determine our design costs.

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.

2022 Alleys - Schedule

The following is our projected design and bidding schedule for the 2022 Alley Project.

Engineering Task	Project Completion Date
Receive Award of Contract	December 6, 2021 (Assumed)
Kick-Off Meeting with Village	December 10, 2021
Complete MWRD revisions	December 20, 2021
Complete updating of 2021 Alley Plans and Specifications	January 15, 2022
Submit to Village for Review	January 25, 2022
Complete Final Design	February 5, 2022
Advertise Bid	February 6, 2022
Bid Opening	February 20, 2022
Award Construction Contract	March 2, 2022
Commence Construction	April 4, 2022
Complete Construction	July 15, 2022
Close Project	September 30, 2022

2023 Alleys – Design Schedule

The following is our projected design and bidding schedule for the 2023 Alley Project.

Engineering Task	Project Completion Date
Receive Award of Contract	December 6, 2021 (Assumed)
Kick-Off Meeting with Village	December 10, 2021
Begin Topographic Survey	March 21, 2022
Complete Survey	April 11, 2022

Complete Base Sheets	April 20, 2022
Submit 90% Plans to Oak Park	July 1, 2022
Receive Comments back	July 15, 2022
Submit Permits	August 1, 2022
Submit Final Plans to Oak Park	August 31, 2022
Advertise Bid	September 26, 2022
Bid Opening	November 16, 2022
Award Construction Contract	December 5, 2022

Project Cost

Upon award of this Contract, Hancock Engineering will provide the Village of Oak Park with design and construction services to complete these alley improvements.

The following is a break-down of expected Man-Hours for the various tasks needed to complete this project:

	Hours		
	<u>Chris Baker</u>	<u>Eric Windsor</u>	<u>Engineer II</u>
<u>2022 Design Revision Services</u>			
Coordination	8	0	0
Topographic Survey - 562	2	8	0
Resubmit to Utilities	4	4	0
Update General Plan Sheets	4	8	0
Update Alley Design for 562	8	8	0
Update Specifications	8	2	0
Coordination with WMO, including updating WMO Permit	10	8	0
Village Meetings	4	4	0
Bid Engineering	24	10	0
Total Phase Hours:	72	52	0
Total Phase Cost:	\$ 10,512.00	\$ 6,500.00	\$ -
Total Design Update Costs:	\$		17,012.00
<u>Construction Services</u>			
Pre-Construction Activities	16	16	0
GARP Program	16	16	0
Layout Verification	4	8	40
Construction Observation (12 Weeks)	72	192	480
MWRD and CDBG Reporting	40	0	0
Construction Close-Out	8	40	20
As-Builts	8	10	0
Total Phase Hours:	164	282	540
Total Hancock Cost:	\$ 24,436.00	\$ 36,096.00	\$ 59,940.00
QA Material Testing:	\$		5,400.00
Total Construction Engineering Costs:	\$		125,872.00

2023 Design Services			
Kick-Off Meeting	8	4	0
Topo (Assume 6 Hours Long, 4 short)	4	16	80
Utility Coordination	8	4	0
PESA Coordination	4	0	0
Preparation of Survey Base Sheets	0	80	0
Design and Drafting	80	240	360
Permits	8	8	40
Coordination and Meetings	20	8	0
Total Phase Hours:	132	360	480
Total Hancock Phase Cost:	\$ 19,668.00	\$ 46,080.00	\$ 53,280.00
PIP Evaluations:			\$ 10,795.00
Pavement Cores:			\$ 8,325.00
Total 2023 Design Costs:	\$		138,148.00

*Note, this Contract does not include costs for 663 Testing if necessary.

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
2022 Design Revision Services	\$17,012.00	-	\$17,012.00
2022 Construction Engineering	\$120,472.00	\$5,400.00	\$125,872.00
2023 Design Services	\$119,028.00	\$19,120.00	\$138,148.00
Total Engineering Cost	\$256,512.00	\$24,520.00	\$281,032.00

We appreciate the opportunity to provide this proposal to the Village of Oak Park for the 2022 and 2023 Alley Improvement project. 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.
President

Enclosures

Hourly Rates

PERSONNEL CLASSIFICATION	(Team Members)	2021 BILLING RATE
ENGINEER –VI	(Baker)	\$ 146.00
ENGINEER -V		\$ 136.00
ENGINEER -IV		\$ 126.00
ENGINEER -III		\$ 121.00
ENGINEER -II	(Supplemental)	\$ 108.00
ENGINEER -I		\$ 96.00
CADD MANAGER		\$ 121.00
CADD TECHNICIAN -II		\$ 111.00
CADD TECHNICIAN -I		\$ 101.00
ENGINEERING TECHNICIAN – V	(Windsor)	\$ 126.00
ENGINEERING TECHNICIAN – IV		\$ 116.00
ENGINEERING TECHNICIAN – III		\$ 86.00
ENGINEERING TECHNICIAN – II		\$ 68.00
ENGINEERING TECHNICIAN – I		\$ 43.00
ADMINISTRATIVE ASSISTANT		\$ 68.00

*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 1st. The most current Schedule of Hourly Rates will be in effect at the date of service.



QUOTATION

1000 East Warrenville Road, Suite 140
 Naperville, Illinois 60563
 Phone: 630-717-2880
 Fax: 630-689-5881
mail@consulttruenorth.com

DATE:	11/22/2021
Proposal #	PI21-839_RI
Customer ID	HANC
Valid Until:	1/6/2022

CLIENT

Chris Baker
 Edwin Hancock Engineering Co.
 9933 Roosevelt Rd
 Westchester, Illinois
 708-865-0300
cbaker@ehancock.com

PROJECT

Soil Management Consulting
 CCDD Soil Assessment
 2022 Alley Improvements
 Various Alleys
 Oak Park, Illinois

DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
Potentially Impacted Property (PIP) Evaluations				
Site Visit	16	HR	\$ 95.00	\$ 1,520.00
Database & Historical Review	15	EA	\$ 300.00	\$ 4,500.00
PIP Documentation	45	HR	\$ 95.00	\$ 4,275.00
Pavement Cores				
Environmental Drilling Contractor (prevailing wage)	1	LS	\$ 8,325.00	\$ 8,325.00
Reporting				
Project Management & Administration	4	HR	\$ 125.00	\$ 500.00
Subtotal				\$ 19,120.00

Comments: 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 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.

TERMS AND CONDITIONS

- The attached terms and conditions shall apply to this scope of work.
- Payment will be due upon receipt of invoicing.
- Please fax, mail, or e-mail the signed price quote to the address above.

Client Acceptance (sign below):

X _____
 Print Name:

Other	\$ -
TOTAL Due	\$ 19,120.00

True North appreciates the opportunity to offer this proposal for environmental consulting and testing services. If you have any questions, please contact me at 630 717 2880.

Marjory Bredrup

Thank You For Your Business!