

March 7, 2022

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

**Re: Village of Oak Park  
Division Street 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 **Division Street Improvements**

### Project Understanding

We understand that the Village of Oak Park is seeking a proposal for design engineering services to enable the village to construct a structural mill and overlay with ADA corner improvements on Division Street between Harlem and Austin Avenues. The design scope will include the following:

- Adherence to all requirements associated with the utilization of Rebuild Illinois funds for the construction of these improvements,
- Coordination with utility companies, with an emphasis on AT&T. We will discuss with AT&T the need for them to inspect their vaults to look for issues as well as their confirmation of no upcoming need for future capacity improvements,
- Review recently completed topographic survey and conduct field investigations as necessary to enable the design of the project, including the locations for “spot curb” based on condition and drainage issues,
- Design of a Rectangular Rapid Flashing Beacon (RRFB) at Columbian Ave and the addition of bicycle detector loops to the existing traffic signal installations at Oak Park Ave and Ridgeland Avenues,
- Design of bike crossing treatments at Lombard and Fair Oaks, per the 2014 Bike plan,
- Determination of Patching areas,
- Acquisition of cultural (historic) approval, through either SHPO, or at a minimum, a local historic preservation submission for approval,
- We understand the roadway design is assumed to include full binder and surface course. We will perform interim cost estimates to ensure this project scope is able to fit in the Village’s budget,
- Coordination with Village of Oak Park and their concurrent Water and Sewer improvements (sewer Grove to oak Park Ave & water from East to Elmwood),
- Subcontract an environmental drilling contractor to advance a total of nineteen (19) borings and fifteen (15) pavement cores. At the fifteen (15) core locations the existing pavement materials will be cored to determine material types and thicknesses. At the nine (9) boring locations soils will be auger drilled to establish the soil profile within 12.0 feet of existing surface elevations. A soil sample will be obtained immediately below the base using a split barrel sampler and at 2.5 foot intervals for the remaining depth of the boring. Ten (10) additional soil borings will be advanced at locations determined by True North, for environmental/CCDD analyses only.

- We will PID screen the samples to identify any potential soil management issues. Note, the above analytical are based on True North's preliminary assessment of historical and regulatory records and typical CCDD facility requirements.
- In addition to potential CCDD testing, costs for waste characterization analytical and profile consulting have been included. Upon completion of project, True North will issue an LPC #663 Certification for soils that meet CCDD regulations for the project. True North will prepare the Waste Profile for signature by a representative of the Village of Oak Park.
- Create a set of final plans, specifications, and bidding documents to procure Contractor Bids to complete the work,
- Update and obtain IEPA and MWRD permits as necessary,
- Provide Bid Engineering including the review of obtained Bids and submitted paperwork,

We understand the roadway design will be completed in fall of 2022, with a bid opening that will allow construction in early 2023. We also understand the total expected construction and construction engineering cost of this project to be approximately \$3,400,000.

**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.

**Project Schedule**

Hancock Engineering anticipates beginning design for this project in April to allow for the following schedule:

<b>Engineering Task</b>	<b>Project Completion Date</b>
Receive Award of Contract	March 21, 2022 (Assumed)
Kick-Off Meeting with Village	March 21, 2022
Complete Field Checks	April 15, 2022
Complete Design of RRFB and bicycle detector loops	June 1, 2022
Submit Preliminary Design to Village for Review	July 15, 2022
Submit all Permits	September 1, 2022
Complete Final Design	September 15, 2022
Advertise Bid	October 15, 2022
Bid Opening	November 15, 2022
Award Construction Contract	December 2, 2022
Commence Construction	March 25, 2023

**Project Cost**

Upon award of this Contract, Hancock Engineering will provide the Village of Oak Park with design services to complete these improvements. The following is a break-down of expected Man-Hours for the various tasks needed to complete this project:

	<b>Hours</b>		
	<b>Engineer VI</b>	<b>Engineer II</b>	<b>CADD</b>
<b>Design Services</b>			
Coordination and Meetings	8	2	0
Topographic Survey	20	100	0
Utility Coordination	34	2	0
Preparation of Base Sheets	10	0	172
Permits	48	0	32
Preparation of Contract Documents	546	120	312
Submittal of Final Documents	84	0	58
Bid Engineering	30	0	0
Administrative time	40	0	0
Coordination with sub-consultants	24	0	24
Total Phase Hours:	844	224	598
Total Individual Cost:	\$ 125,756.00	\$ 24,864.00	\$ 74,152.00
<b>Total Hancock Cost:</b>	<b>\$</b>	<b>\$</b>	<b>224,772.00</b>
Total Cost for RRFB and Bicycle Detector Loops (Ciorba):	\$		22,000.00
Geotechnical and Environmental	\$		18,170.00
<b>Total Design Costs:</b>	<b>\$</b>		<b>264,942.00</b>

In summary, Hancock Engineering will provide the services detailed above for a fee of \$264,942.00.

We appreciate the opportunity to provide this proposal to the Village of Oak Park for the Division Street 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)	2022 BILLING RATE
ENGINEER –VI	(Baker/Senior Engineer)	\$ 149.00
ENGINEER -V		\$ 139.00
ENGINEER -IV		\$ 129.00
ENGINEER -III		\$ 124.00
ENGINEER -II	(Phillips)	\$ 111.00
ENGINEER -I		\$ 99.00
CADD MANAGER		\$ 124.00
CADD TECHNICIAN -II		\$ 114.00
CADD TECHNICIAN -I		\$ 104.00
ENGINEERING TECHNICIAN – V		\$ 129.00
ENGINEERING TECHNICIAN – IV		\$ 119.00
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 1<sup>st</sup>. The most current Schedule of Hourly Rates will be in effect at the date of service.*

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

DATE:	3/9/2022
Proposal #	PI22-233
Customer ID	HANC
Valid Until:	4/22/2022

**CLIENT**

Chris Baker  
Edwin Hancock Engineering Co.  
9933 Roosevelt Rd  
Westchester, Illinois  
708-865-0300  
[cbaker@ehancock.com](mailto:cbaker@ehancock.com)

**PROJECT**

Soil Management Consulting  
CCDD Soil Assessment & Geotech Investigation  
Division St: Harlem Ave to Austin Ave  
Oak Park, Illinois

DESCRIPTION	QUANTITY	UNIT	RATE	AMOUNT
<b>Soil Sampling &amp; Pavement Cores</b>				
Soil Sampling Labor (est.)	16	HR	\$ 95.00	\$ 1,520.00
Soil Sampling Equipment, Materials and Vehicle	2	DAY	\$ 300.00	\$ 600.00
Environmental Drilling Contractor (prevailing wage)	1	LS	\$ 9,650.00	\$ 9,650.00
<b>CCDD Soil Analytical</b>				
Discrete Soil Analytical - pH	10	EA	\$ 15.00	\$ 150.00
Discrete Soil Analytical - VOCs	5	EA	\$ 150.00	\$ 750.00
Discrete Soil Analytical - SVOCs	3	EA	\$ 225.00	\$ 675.00
Discrete Soil Analytical - PNAs	2	EA	\$ 125.00	\$ 250.00
Discrete Soil Analytical - PCBs	3	EA	\$ 85.00	\$ 255.00
Discrete Soil Analytical - RCRA metals	5	EA	\$ 85.00	\$ 425.00
Discrete Soil Analytical - TCLP Extraction (if necessary)	5	EA	\$ 65.00	\$ 325.00
Discrete Soil Analytical - TCLP one metal (if necessary)	5	EA	\$ 14.00	\$ 70.00
<b>Reporting</b>				
PIP Evaluation	1	LS	\$ 500.00	\$ 500.00
LPC #663 Certification & Sampling Documentation	1	EA	\$ 1,000.00	\$ 1,000.00
Project Management & Administration	2	HR	\$ 125.00	\$ 250.00
Waste Characterization Analytical	1	EA	\$ 1,500.00	\$ 1,500.00
Waste Profile Preparation	2	HR	\$ 125.00	\$ 250.00
4 Day RUSH Analysis Surcharge	25	%		
3 Day RUSH Analysis Surcharge	50	%		
2 Day RUSH Analysis Surcharge	75	%		
			Subtotal	\$ 18,170.00

Comments: True North will subcontract an environmental drilling contractor to advance a total of nineteen (19) borings and fifteen (15) pavement cores. Nine (9) borings and fifteen (15) pavement cores will be established at the locations requested by the Village. Offsets from centerline will be varied to include various portions of existing pavement areas. Driller will contact JULIE to locate public utilities. At the fifteen (15) core locations the existing pavement materials will be cored to determine material types and thicknesses. At the nine (9) boring locations soils will be auger drilled to establish the soil profile within 12.0 feet of existing surface elevations. A soil sample will be obtained immediately below the base using a split barrel sampler and at 2.5 foot intervals for the remaining depth of the boring. Ten (10) additional soil borings will be advanced at locations determined by True North, for environmental/CCDD analyses only. True North will PID screen the samples to identify any potential soil management issues. The above analytical are based on True North's preliminary assessment of historical and regulatory records and typical CCDD facility requirements. True North has assumed a standard turn-around-time of five to seven days (does not include day of sampling). The laboratory analysis can be expedited if necessary for a surcharge, as identified. In addition to potential CCDD testing, costs for waste characterization analytical and profile consulting have been included. The above costs do not include additional delineation sampling. Upon completion of project, True North will issue an LPC #663 Certification for soils that meet CCDD regulations for the project. True North will prepare the Waste Profile for signature by a representative of the Village of Oak Park. Analytical parameters and quantities are subject to change based on information obtained during sampling. True North shall not perform any additional sampling and/or analysis of soil without prior authorization from the Client.

**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	\$ -
<b>TOTAL Due</b>	<b>\$ 18,170.00</b>

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!*



## Standard Terms and Conditions

For purposes of this Agreement, the Subconsultant shall be defined as: \_\_\_\_\_

**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 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 resumptions 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.

March 2, 2022

Mr. Chris Baker, PE  
Vice-President  
Director of Business Development  
Edwin Hancock Engineering Co.  
9933 Roosevelt Road  
Westchester, IL 60154

**Subject: Design Engineering Services Estimate  
RRFB and Bike Detector Loop Improvements  
Division Steet - Harlem Ave to Austin Blvd  
Village of Oak Park**

Dear Mr. Baker:

Ciorba Group, Inc. is pleased to provide an estimated design engineering fee for the installation of a Rectangular Rapid Flashing Beacon (RRFB) at Columbian Ave and the addition of bicycle detector loops to the existing traffic signal installations at Oak Park Ave and Ridgeland Ave. Our engineering services will consist of the preparation of design plans, specifications, and estimates for these improvements.

**Our estimated engineering fee to provide these services is \$22,000.**

We appreciate the opportunity to submit this estimate and look forward to working with you on this project.

Sincerely,  
**Ciorba Group, Inc.**



Joseph Vondra, PE, LC  
Vice President - Electrical and Lighting

Encl

**Village of Oak Park**  
**Scope of Work**  
**Rapid Rectangular Flashing Beacon (RRFB) & Bike Detector Improvements**  
**Division Street – Harlem Ave to Austin Blvd**

**RRFB Installation - Division Street at Columbian Avenue (42 hours)**

- Plan Sheet (20-scale) (1) - 16 hours (Summary of Quantities Table is on this sheet)
- Detail Sheet (1) - 2 hours
- Specifications - 6 hours
- Quantities/Estimate - 6 hours

*Other Items:*

- Project site visit (1) - 4 hours x 2 people - 8 hours (Will be done for all scope items at once)
- ComEd coordination - 4 hours

*Assumptions:*

- Hancock/Others will provide us with the following:
  - CADD (proposed geometry)
  - CADD (topographic survey)
  - CADD (Utilities)
- No In-Person Meetings Required
- RRFB to be designed as a solar-powered installation, with an option to design for conversion to ComEd power (conduit run between RRFB foundations)

**Bike Loop Installation - Division Street at Oak Park Avenue, Ridgeland Avenue (82 hours)**

- Plan Sheet (20-scale) (2 intersections x 1 sheet) - 16 hours x 2 intersections = 32 hours
- Cable Plan (NTS) (2 intersections x 1 sheet) - 16 hours x 2 intersections = 32 hours
- Detail Sheets (2) - 4 hours
- Summary of Quantities Sheet - 2 hours
- Specifications - 6 hours
- Quantities/Estimate - 6 hours

*Assumptions:*

- Hancock/Others will provide us with the following:
  - CADD (proposed geometry)
  - CADD (topographic survey)
  - CADD (Utilities)
  - As-built traffic signal plans for the Oak Park Avenue and Ridgeland Avenue intersections
  - As-built bike loop installation plans for other installations in Oak Park
- Redrawing the sheet (with existing traffic signal equipment) will be required, versus modifying an as-built plan with clouding the bike loops
- No removal plan or interconnect plan sheets are required
- No In-Person Meetings Required
- No IDOT coordination Required
- No additional traffic signal modifications or modernization is required at the Oak Park Avenue or Ridgeland Avenue intersections.

*Other (18 hours):*

- Project Management - 4 hours
- Project Admin - 4 hours
- Coordination with Hancock/Oak Park - 6 hours
- QC/QA - 4 hours

**Total Cost = \$22,000**