

January 15, 2025

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

**Re: Village of Oak Park
2025 Alley Improvements – Construction Engineering
Oak Park Projects 25-4**

Dear Mr. McKenna:

Hancock Engineering is pleased to submit our proposal for providing construction engineering services to the Village of Oak Park for the **2025 Alley Improvements**.

Project Understanding

We understand that the Village of Oak Park is seeking a proposal for engineering services to perform Construction Engineering for the 2025 Alley Program consisting of the following locations. We note that several of these alley locations will be eliminated to ensure a maximum construction cost of \$2.6 Million.

	Alley	Funding
1	Alley 114	Local
2	Alley 114-N	Local
3	Alley 120	Local
4	Alley 120-N	Local
5	Alley 158	Local
6	Alley 215	Local
7	Alley 303	CDBG
8	Alley 303-S	CDBG
9	Alley 304	CDBG
10	Alley 304-N	CDBG
11	Alley 433	Local
12	Alley 434	Local
13	Alley 458	Local
14	Alley 525	Local
15	Alley 546	Local
16	Alley 546-N	Local
17	Alley 586	Local
18	Alley 594	Local
19	Alley 613	CDBG
20	Alley 613-N	CDBG

Project Approach

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

2025 Alleys - Schedule

The 2024 Alley Project is set to bid in late February with construction occurring between April 1st and August 15th. The project will be closed-out in 2025.

Project Cost

The following is a break-down of estimated man-hours for the 2025 construction engineering:

2025 Alley Construction							
Projected Schedule: April 7th to July 18th (15 Weeks)							
	BAKER	Windsor	Engineer 2	Intern	CADD	Item Cost	Total Cost
	\$ 160.00	\$ 137.00	\$ 120.00	\$ 50.00	\$ 110.00		
Pre-Construction							
Meetings	20	20				\$5,940.00	
Layout		40	40			\$10,280.00	
Set-Up	8	8				\$2,376.00	
GARP	30	40	40			\$15,080.00	
Notices	8	8				\$2,376.00	
Project Schedule Review	4	4				\$1,188.00	
							\$37,240.00
During Construction							
April	40	80	160			\$36,560.00	
May	20	80	168			\$34,320.00	
June	20	80	160	80		\$36,960.00	
July	20	40	80	80		\$21,880.00	
							\$129,720.00
Post-Construction							
Punchlist	10	16	16			\$5,712.00	
Agree to Final Quantities	8	40	16			\$8,680.00	
Sod Inspections		4	4			\$1,028.00	
As-Bults		4			24	\$3,188.00	
Project Close-Out	16	16				\$4,752.00	
							\$23,360.00
Hancock Construction Engineering Cost							\$190,320.00
Rubino QA Cost:							\$ 8,200.00
Total Construction Engineering Cost							\$198,520.00

In summary, Hancock Engineering will provide the services detailed above, including QA Testing, for a total cost of \$198,520.00.

Hourly Rates

PERSONNEL CLASSIFICATION	(Team Members)	2021 BILLING RATE
ENGINEER –VI	(Baker)	\$ 160.00
ENGINEER -V		\$ 148.00
ENGINEER -IV		\$ 138.00
ENGINEER -III		\$ 130.00
ENGINEER -II	(Supplemental)	\$ 120.00
ENGINEER -I		\$ 108.00
CADD MANAGER		\$ 130.00
CADD TECHNICIAN -II		\$ 115.00
CADD TECHNICIAN -I		\$ 100.00
ENGINEERING TECHNICIAN – V	(Windsor)	\$ 137.00
ENGINEERING TECHNICIAN– IV		\$ 127.00
ENGINEERING TECHNICIAN– III		\$ 95.00
ENGINEERING TECHNICIAN – II		\$ 75.00
ENGINEERING TECHNICIAN – I		\$ 50.00
ADMINISTRATIVE ASSISTANT		\$ 70.00

*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.

We appreciate the opportunity to provide this proposal to the Village of Oak Park for the 2025 Alley Improvement projects. If you should have any questions, please feel free to reach out.

Very truly yours,

EDWIN HANCOCK ENGINEERING CO.



Chris Baker, P.E.
Vice-President

Enclosures