



May 19, 2026

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

RE: Task Order Request – Bike Boulevard Resident Engineering Services

Village of Oak Park • Cook County

Dear Mr. McKenna,

On behalf of V3 Companies, Ltd. (V3), we are pleased to submit this task order request for Resident Engineering Services for Bike Boulevard Program. The services listed herein will be provided under the terms and conditions of our engineering shortlist services agreement.

PROJECT UNDERSTANDING

V3 understands that the Village of Oak Park (Village) is looking for Resident Engineering services for the Village's Bike Boulevard project. The project consists of mainly striping and signage updates for various streets in the Village to facilitate the Bike Boulevard bike system. V3 will provide a Construction Representative III to provide the requested Resident Engineer services listed in the scope of work below.

PHASE III CONSTRUCTION ENGINEERING SCOPE OF WORK

PRE – CONSTRUCTION PHASE SERVICES

- Perform a constructability plan review of final documents to identify potential conflicts or issues that may affect the construction schedule or budget.
- Perform a field inspection to ensure current field conditions are reflective of the contract plans.
- Provide digital existing condition photographs to document existing site conditions.
- Establish channels of communications with all stakeholders, including individual schools and emergency responders.
- Schedule, lead, and prepare minutes for pre-construction meetings at Public Works
 - Notify utility agencies of time and place of meeting.
 - Notify affected Village Departments/Divisions, including Police and Fire, coordinating any major items or issues prior to the pre-construction meeting.
 - Prior to meeting:
 - Determine any impacts to schools.
 - Determine any impacts to business districts.
- Coordinate contact information for all responsible parties.

CONSTRUCTION PHASE SERVICES

Once the pre-construction meeting has been held, V3 will provide the following:

- Review and process submittals for approval.
- Review each location with the Contractor and verify no additional utility coordination will be required to perform the work (if needed for sign install).
- Coordinate construction with utilities if needed.
- Coordination with Village residents and businesses within the work limits.
- 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.
- Provide contact person and phone number to respond to resident inquiries and complaints.
- V3 shall verify the construction staking and layout performed by the contractor for accuracy and conformance with contract plans, and intent of the project.
- Provide a running spread sheet for each day's work and measure quantities for payment.
- Maintain the project diary and document activities throughout construction.
- Provide digital photographs of construction to document progress or damages inflicted by contractor methods.
- Coordinate and conduct weekly progress status meetings with the contractor and Village. Distribute meeting minutes to those in attendance within 7 days of the meeting.
- Require the contractor to provide two-week look-ahead schedules, in order to coordinate public notice and plan ahead for the work.
- Provide weekly construction updates to the Village.
- Confirm the approved materials are being utilized on the project prior to any payments.
- No additional work will be authorized without the written confirmation from the Village of Oak Park.

FINAL CLOSE – OUT SERVICES

- Confirm final quantities with the contractor.
- With Village staff present, perform a final inspection of completed work, and issue both working and final punch lists to the Contractor, to resolve prior to final payments.
- With Village concurrence, issue acceptance of the work upon satisfactory completion of all noted items.
- Prepare and submit the final pay request.
- Provide as-built drawings in CAD and PDF formats.
- Submit final papers to Village suitable for project closeout; submit job box and copies of electronic files to Village.

PHASE III ASSUMPTIONS & EXCLUSION

The following assumptions and qualifications were made by V3 in preparing the scope and fee for the project. If any of these conditions change throughout the project, V3 may be entitled to additional services. We will notify the Village as soon as possible if we foresee project conditions changing.

- Meetings in addition to those specified above are not included.
- Construction survey and layout is not included.

COMPENSATION

For the Scope of Services provided herein, V3 shall be paid hourly, based on a multiplier, with a not-to-exceed fee of \$75,049.00. The following is our detailed fee and hour breakdown.

TASK					
	Sr. Project Manager	Con Rep III	Total Hours	Direct Cost	Total Fee
			0		0
Pre – Construction Phase		15	15		2,398
Construction Phase	5	400	405	3250	68,402
Final Close – Out Phase		25	25		3,997
Project Administration	15		15		3,605
			0		0
			0		0
Hours	20	440	440		\$78,402
Rate	\$240	\$160			

This fee includes reimbursable expenses such as mileage, printing, postage, messenger service, and other similar project-related items. If Additional Services are required, they will be subject to a separate agreement. No additional services will be performed without prior written approval from the Village. The Village will be invoiced monthly for professional services and reimbursable expenses.

If this request is found to be satisfactory, please sign in the space provided and return one signed copy to our office. Receipt of the signed authorization will serve as our Notice to Proceed for this work. Please feel free to contact us should you have any questions or comments regarding this request. We look forward to continuing our work with the Village.

Sincerely,

V3 COMPANIES, LTD.



Jason Holy, P.E.

Project Manager



Kurt Corrigan, P.E.

Vice President of Municipal Engineering

XXX/xxx/xx

Accepted For:

VILLAGE OF OAK PARK

By: _____

Title: _____

Date: _____