TASK ORDER

Task Order No. 23-1E

In accordance with Section 2 of the Agreement between the Village of Oak Park (hereinafter referred to as the "Village") and Baxter & Woodman, Inc. (hereinafter referred to as the "Consultant") for Professional Engineering Services, dated September 21, 2021 (the "Agreement"), the Village and Consultant agree as follows:

1. **Project**:

Design Engineering Services for the 2023 Sewer & Water Improvement Project 23-1. The streets scheduled for improvement include Augusta Street from Lombard Avenue to Austin Boulevard; Euclid Avenue from Lake Street to South Boulevard; and South Boulevard from Home Avenue to Kenilworth Avenue, including under the Forest Avenue viaduct. Proposed utility improvements include 3,300 lineal feet of water main replacement including replacement of the 16-inch water main under the Euclid Avenue viaduct, replacement of the existing water main under the Forest Avenue viaduct, 13 lead water service replacements from the main to the meter, 900 lineal feet combined sewer replacement, and 900 lineal feet of storm sewer. Proposed transportation improvements include ADA ramps and curb bump outs on Augusta Street; street resurfacing on Euclid Avenue and pavement replacement under the Euclid Avenue viaduct; and ADA ramps and a bike lane on South Boulevard.

2. **Services of Consultant**:

A. Basic Services: Engineering design services to assist the Owner with design, permitting, and bidding of the Project.

B. Additional Services: See Attachment A for detailed Scope of Services. The Owner will provide all topography survey mapping of the Project limits including all natural and man-made features in order to develop base sheets for Project plan drawings.

The following items are not anticipated to be required and consequently not included in the scope of design services:

- Supplemental Topographic Survey if improvements extend beyond survey provided by Owner
- Plats and Legal Descriptions, Appraisals, Negotiations, and Easement Documentation
- Payment of Permit Fees
- Structural borings at viaduct or soil borings for pipeline work.
- Traffic Counts
- Pavement Design and/or Traffic Analysis

- ADA Ramp Detail Sheets
- Traffic Signal Modifications
- Storm Sewer System Modeling
- Landscaping Plans

3. **Approvals and Authorizations:**

Consultant shall prepare permit applications for the following approvals and authorizations:

- IHPA historic preservation consultation
- IEPA Water Main Construction & Operating Permits
- MWRD Water Management Ordinance Permit
- CTA / Union Pacific Railroad Permit

4. **Commencement Date:**

The date of execution of this Task Order by the Village.

5. **Task Order No. 23-1E Completion Date**:

X Design – **300 days** following the Commencement Date plus extensions, if any, authorized by a change order issued pursuant to Section 3.2 of the Agreement. Construction Engineering completion – TBD (dependent on Contractor and Supplier availability)

6. **Submittal Schedule**

Submittal:

- 30% Design Month 4
- 60% Design Month 6
- 90% Design Month 9
- Final Month 10

7. **Key Project Personnel**:

Names:	Telephone and Email:
Sean O'Dell	815-444-4438 sodell@baxterwoodman.com
Mark Kolczaski	815-444-3359 mkolczaski@baxterwoodman.com
Joshua Harris	815-444-3271 jharris@baxterwoodman.com
Construction TBD	

8. **Contract Price**.

For providing, performing, and completing all Services, an amount equal to Consultant's Direct Labor Costs for all Services rendered by principals and employees engaged directly on the Project, plus an amount equal to the actual costs of all Reimbursable Expenses.

Notwithstanding the foregoing, the total Contract Price shall not exceed **Two Hundred Fifty-Six Thousand Dollars ($256,000),** except as adjusted by a change order issued pursuant to Section 3.2 of the Agreement.

9. **Payments:**

For purposes of payments to Consultant, the value of the Services shall be determined as follows:

Direct Labor Costs shall mean the billing rates assigned to all Consultant personnel as set forth in the Agreement, including all professionals whether owners or employees, engaged directly on the Project.

Reimbursable Expenses shall mean the actual expenses incurred by Consultant directly or indirectly in connection with the Project, including expenses for transportation, telephone, postage, subconsultants, computer time and other highly specialized equipment, reproduction and similar Project related items.

10. **Modifications to Contract**:

None

11. **Attachments:**

Attachment A – Detailed Scope of Services

12. **Designated Representative for Task Order:**

If to the Village:	If to the Consultant:
Village Engineer	Sean E. O'Dell, PE
Village of Oak Park	Baxter & Woodman, Inc.
201 South Boulevard	8678 Ridgefield Road
Oak Park, Illinois 60302	Crystal Lake, IL 60012
Email: mckenna@oak-park.us	Email: sodell@baxterwoodman.com

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be signed by their duly authorized representatives on the dates set forth below. Acceptance and approval of this Task Order, including the attachments listed above, shall incorporate this Task Order as part of the Agreement.

VILLAGE OF OAK PARK

_____

By: Lisa Shelley
Its: Interim Village Manager

Date: _____, 2021

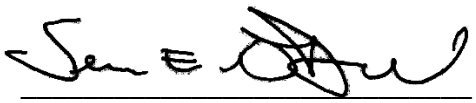
ATTEST:

_____

By: Christina M. Waters
Its: Village Clerk

Date: _____, 2021

BAXTER & WOODMAN, INC.



By: Sean E. O'Dell, PE
Its: Vice President

Date: December 22, 2021

ATTEST:

By: Barbara Tobin
Its: Deputy Secretary

Date: December 22, 2021

Attachment A

DESIGN SCOPE OF SERVICES

1.1. PROJECT MANAGEMENT

A. Plan, schedule, and control activities to complete the Project. These activities include budget, schedule, and scope.

B. Submit a monthly status report via email describing tasks completed the previous month and outlining goals for the subsequent month.

1.2. PROJECT MEETINGS & PUBLIC INVOLVEMENT

A. Conduct a Project kick-off meeting with OWNER's staff and the Project team to establish clear lines of communication, introduce OWNER staff to the team members, and establish the OWNER's detailed needs, objectives, and goals for the Project. The meeting will also be used to obtain information, drawings, plans, atlases, and other data to be supplied by the OWNER, and set schedules and guidelines for future design meetings.

C. Conduct meetings with staff at times during the design of the Project to clarify staff wishes, design questions, and/or construction methods.

D. Design meetings will normally consist of one preliminary "red line" meeting (60%), where the initial layout of the water main, sanitary sewer, and storm sewer improvements are approved prior to design drawing preparation and one final meeting at 95 percent completion.

E. Public Meeting: No public involvement is anticipated for this project.

1.3. COLLECT EXISTING DATA

A. Obtain, review, and evaluate the following information provided by the OWNER for use in design:

- Topographic Survey Information
- Existing drawings, plans, atlases, plats, and reports.
- Available GIS, ROW and property data.
- Existing Roadway Plans
- CTA / UP RR Bridge Plans
- Maintenance and Flooding Records

1.4. SITE VISITS FOR DESIGNERS

A. Conduct site visits to familiarize the designer(s) with the sites, clarify any discrepancies on the Drawings, and identify the horizontal and vertical alignment of the proposed pipelines.

B. Perform a field evaluation of the condition of existing pavements, drainage structures, sidewalk ramps, and curb and gutter. Collect photographs along the project route to assist with design drawings and exhibits. Estimate quantities of pavement repair.

1.5. UTILITY LOCATES & COORDINATION

A. Complete a Design Stage Request with JULIE, which consists of obtaining names and phone numbers of utilities located within the work area.

B. Contact utilities, obtain atlases where available, and provide preliminary plan sheets to utility companies for their markup and return.

C. Record and maintain documentation of communications with utilities.

1.6. GEOTECHNICAL INVESTIGATION

A. Arrange for a geotechnical sub-consultant to make pavement cores and/or soil borings, collect and analyze soil samples, determine groundwater levels, and prepare a written report.

B. Obtain pavement cores of the surface and base material for determining the composition of the existing pavement material within the project limits. Provide a location map prior to this work. Collect ten 2.5-foot deep pavement cores at 500-foot spacing on alternating sides of the pavement centerline and obtain pavement thicknesses at select locations. Provide core logs.

C. Collect soils information, laboratory testing, and preparation of Clean Construction Or Demolition Debris (CCDD) LPC 662 form for Augusta Street and an LPC 663 form for Euclid Avenue and South Boulevard.

1.7 PRELIMINARY DESIGN DOCUMENTS

A. Develop base sheets of natural and man-made features from topographic survey data provided by OWNER.

B. Indicate the location of all utilities that can be obtained from the best available records, including utility company atlases.

C. Create lists of items for clarification at future site visits.

D. Prepare preliminary plan sheets that indicate the proposed layout of design elements.

1.8 DETAILED ENGINEERING DESIGN

A. FINAL UTILITY DESIGN

1. Review and respond to Preliminary (60%) and Pre-Final (90%) plan sheets comments.

2. Finalize the preferred geometric layout and cross section throughout the Project.
3. Finalize the pipeline design for the proposed improvements including the location and elevation of pipelines, valves, fire hydrants, manholes, catch basins, inlets, water services, and building service lines.
4. Prepare Design Documents consisting of Drawings showing the general scope, extent and character of construction work to be furnished and performed by the Contractor(s) selected by OWNER and Special Provisions in accordance with OWNER guidelines to specify utility items not covered by the Standard Specifications for Road and Bridge Construction.

B. FINAL ROADWAY DESIGN

1. Drainage and Utility Design: Prepare details as necessary to convey storm sewer repairs and minor modifications. It is assumed the project outfalls will be maintained and not modified as part of this Project.
2. Roadway Design: Prepare plan and profile sheets for the roadway design including improvement limits, stations and offset callouts, label construction limit locations and right of way breaks, rehabilitation strategy, curb and gutter and sidewalk improvements, driveway repairs, utility structure adjustments, and note special instructions to the Contractor. Separate removal sheets will not be prepared for this project.
3. Maintenance of Traffic and Construction Staging: Develop a preferred maintenance of traffic and staging plan and submit to the Village for comment and approval. Identify the preferred strategy for maintaining traffic and driveway access. Complete a design of the preferred staging plan which may include a detour or staged construction. Prepare construction staging notes, and/or typical sections to maintain local traffic flow through the construction zone. Maintenance of Traffic staging plan view sheets are not anticipated to be necessary and are not included within this scope of work. Confer with Village staff, emergency services, and public transportation agencies to consider local impacts and concerns.
4. Erosion Control Plans: Prepare an erosion control plan for the improvement.
5. Streetscape and Curb Bump Out Design: Prepare streetscape details, if applicable, for proposed streetscape amenities and curb and gutter bump out locations.
6. Cross Section Design: Design roadway cross sections at 50-foot intervals for areas of full pavement reconstruction only. Compute earthwork calculations. Stage construction earthwork calculations are not anticipated.

7. Detailed Drawings: Complete required plan sheets required for bidding including: General Notes, Summary of Quantities, Typical Sections, Pavement Markings, Detector Loop Replacement, and Design Details.
8. Specifications: Prepare special provisions in accordance with OWNER guidelines to specify items not covered by the Standard Specifications for Road and Bridge Construction.

C. CONTRACT DOCUMENTS
1. Prepare for review and approval OWNER provided Construction Contract Documents.

1.9 PERMITS AND AGENCY COORDINATION - Submit the design documents and permit applications to the following agencies: IHPA, IEPA, MWRD, and CTA / UP RR.

1.10 ENGINEER'S OPINION OF PROBABLE COST - Prepare Opinion of Probable Costs (OPC) for the Project including: construction cost; contingencies; and construction engineering services.

1.11 QUALITY CONTROL REVIEWS
A. Conduct QA/QC peer reviews of drawings and specifications.
B. Utilize Construction Department personnel to provide a constructability review of drawings and specifications.
C. Make revisions based upon comments from both engineering and construction department comments.

1.12 ASSISTANCE DURING BIDDING
A. BID ADVERTISEMENT
1. Assist the OWNER in solicitation of construction bids from as many qualified bidders as possible.
2. Set bid dates with OWNER, create Advertisement for Bids (AFB), provide AFB to OWNER for publication, and mail advertisement to selected prospective bidders.
3. Answer bidders' questions during bid period.
4. ADDENDUMS -Issue necessary addenda to all plan holders as necessary.

B. BID OPENING
1. Attend bid opening with staff and assist in reviewing and checking of bid package submittals as required.
2. Tabulate all bids received and review all bid submittals to verify low bid is responsive and responsible.

3. Issue a Letter of Recommendation to Award the construction contract to the OWNER for their action.