

March 7, 2023

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

**Re: Village of Oak Park- 23-4
2023 Alley Improvements – Construction Engineering
2024 Alley Improvements – Design Engineering**

Dear Mr. McKenna:

Hancock Engineering is pleased to submit our proposal for providing professional engineering services to the Village of Oak Park for the **2023 and 2024 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 2023 Alley Program
- Preliminary and Design Engineering for the 2024 Alley Program

We understand that the alleys to be included in the 2024 Alley Program are not fully selected as of yet, however many of the alleys that have been selected are already design.

We understand that the construction budget is assumed to be \$2,200,000 but with the previously designed alleys, we will need to survey and design approximately \$1,000,000 of new alleyways.

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.

2023 Alleys - Schedule

The 2023 Alley Project is set to bid in late February with construction occurring between June and October. The project will be closed-out in 2023.

2024 Alleys – Design Schedule

The following is our projected design and bidding schedule for the 2024 Alley Project.

<u>Engineering Task</u>	<u>Project Completion Date</u>
Kick-Off Meeting with Village	June 1, 2023
Begin Topographic Survey	June 15, 2023
Complete Survey	July 15, 2023
Complete Base Sheets	August 1, 2023
Submit 90% Plans to Oak Park	September 1, 2023
Receive Comments back	September 15, 2023
Submit Permits	October 1, 2023
Submit Final Plans to Oak Park	October 1, 2023
Advertise Bid	October 15, 2023
Bid Opening	November 9, 2023
Award Construction Contract	December 4, 2023

Project Cost

The following is a break-down of estimated man-hours for the 2023 construction engineering:

	BAKER	Windsor	Engineer 1	CADD	Item Cost	Total Cost
	\$ 152.00	\$ 131.00	\$ 102.00	\$ 105.00		
<u>Pre-Construction</u>						
Meetings	24	30			\$ 7,578.00	
Layout		40	40		\$ 9,320.00	
Set-Up	8	20			\$ 3,836.00	
GARP	40	80	40		\$ 20,640.00	
Notices	24	8			\$ 4,696.00	
Project Schedule Review	4	4			\$ 1,132.00	
						\$ 47,202.00
<u>During Construction</u>						
June	20	60	160		\$ 27,220.00	
July	20	60	160		\$ 27,220.00	
August	20	60	160		\$ 27,220.00	
						\$ 81,660.00
<u>Post-Construction</u>						
Punchlist	10	16	16		\$ 5,248.00	
Agree to Final Quantities	8	40	16		\$ 8,088.00	
Sod Inspections	0	4	4		\$ 932.00	
As-Bults		4		24	\$ 3,044.00	
Project Close-Out	8	40			\$ 6,456.00	
						\$ 23,768.00
Construction Engineering Cost						\$ 152,630.00
Rubino QA Cost:						\$ 3,880.00
Total Proposal Cost						\$ 156,510.00

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Village of Oak Park
2023 and 2024 Alley Improvements

The following is a break-down of estimated man-hours for the design engineering for the 2024 Alley Project:

	<u>Hours</u>		
	<u>Chris Baker</u>	<u>Eric Windsor</u>	<u>Engineer II</u>
<u>2024 Design Services</u>			
Kick-Off Meeting	8	8	0
Topo (Assume 6 Hours Long, 4 short)	8	40	40
Utility Coordination	4	4	8
PESA Coordination	4	4	0
Preparation of Survey Base Sheets	4	60	8
Design and Drafting	80	120	40
Permits	20	16	16
Fire Station Coordination and Meetings	80	40	0
Total Phase Hours:	208	292	112
Total Hancock Phase Cost:	\$ 31,616.00	\$ 38,252.00	\$ 11,424.00
Total Hancock Phase Cost:	\$ 81,292.00		
PIP Evaluations and Pavement Cores:	\$		26,010.00
Soil Testing for Disposal Contingency:	\$		17,500.00
Total 2024 Design Costs:	\$	124,802.00	

In summary, Hancock Engineering will provide the services detailed above for the following fee breakdown:

<u>Engineering Phase</u>	<u>Hancock Cost</u>	<u>Sub-Consultant Cost</u>	<u>Lump Sum Fee</u>
2023 Construction Engineering	\$152,630.00	\$3,880.00	\$156,510.00
2024 Design Services	\$81,292.00	\$43,510.00	\$124,802.00
Total Engineering Cost	\$233,922.00	\$47,390.00	\$281,312.00

We appreciate the opportunity to provide this proposal to the Village of Oak Park for the 2023 and 2024 Alley Improvement projects. If you should have any questions, please feel free to call myself or Chris Baker.

Very truly yours,

EDWIN HANCOCK ENGINEERING CO.



Chris Baker, P.E.
Vice-President

Enclosures

Hourly Rates

PERSONNEL CLASSIFICATION	(Team Members)	2021 BILLING RATE
ENGINEER –VI	(Baker)	\$ 152.00
ENGINEER -V		\$ 142.00
ENGINEER -IV		\$ 132.00
ENGINEER -III		\$ 127.00
ENGINEER -II	(Supplemental)	\$ 114.00
ENGINEER -I		\$ 102.00
CADD MANAGER		\$ 127.00
CADD TECHNICIAN -II		\$ 117.00
CADD TECHNICIAN -I		\$ 107.00
ENGINEERING TECHNICIAN – V	(Windsor)	\$ 132.00
ENGINEERING TECHNICIAN– IV		\$ 122.00
ENGINEERING TECHNICIAN– III		\$ 102.00
ENGINEERING TECHNICIAN – II		\$ 74.00
ENGINEERING TECHNICIAN – I		\$ 45.00
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.