



WALKER
RESTORATION CONSULTANTS

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May 16, 2017

Mr. John Youkhana
Assistant Director – Parking and Mobility Services
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

Re: *Proposal for OPRF Parking Structure
Repair Documents, Construction Administration and Observation
Oak Park, Illinois*

Dear Mr. Youkhana:

At your request, Walker Restoration Consultants is pleased to submit this proposal for professional engineering services for preparation of Construction Documents, Bidding and Construction Administration on the OPRF Parking Structure located in Oak Park, Illinois.

PROJECT UNDERSTANDING AND BACKGROUND

The OPRF Parking Structure is a one supported level and one level on grade precast concrete parking structure containing parking for a total of approximately 300 cars. The structure was originally constructed in 2003.

In March 2017, Walker conducted a condition assessment of the parking structure and issued a report of our findings. The report recommended budgeting approximately \$415,000 for repairs. Our proposal is for engineering services associated with the specific scope of repairs recommended in that report.

SCOPE OF SERVICES

PHASE I – CONSTRUCTION DOCUMENTS PREPARATION AND BIDDING

This phase will consist of preparing a set of quality repair documents based on our report recommendations. The following tasks will be performed during this phase:

1. Prepare construction documents for the conditions identified during our condition assessment. Construction documents will consist of specifications to be prepared in general conformance with standard CSI format and Drawings (including Details) to be prepared in AutoCAD format.
2. Prepare instructions to bidders and a set of General Conditions that include site-specific instructions. We will incorporate Oak Park Standard Front End Documents into the project specifications.



3. Prepare a bid form listing estimated quantities for the unit price work and lump sum repair work items. Bid Documents will request bidders' unit prices to be used for performing the work and alternative pricing forms, if needed.
4. Submit the Construction Documents in PDF format to you for review and comment. We will incorporate your comments into the Construction Documents.
5. Provide a list of qualified repair contractors to bid on the repairs.
6. Assist and be present at a pre-bid conference to answer questions by the contractors and review the limitations and extent of work required by the repair documents.
7. Answer technical questions during the bidding process and issue addendums, if necessary.
8. Assist in the evaluation of the bids and selection of the winning contractor.

PHASE II – CONSTRUCTION ADMINISTRATION SERVICES

The following professional engineering services will be provided on an hourly rate basis during the construction phase:

1. Conduct a preconstruction conference at the construction site to review each work item, quality control and phasing of the repair work to be done.
2. Review shop drawings, material sample submittals, test results, and material submittals for conformance with the intent of the design documents.
3. Perform part-time on-site construction observation of repair work and furnish reports to the Owner. This proposal assumes up to a total of fourteen (14) site visits during construction.
4. Participate in monthly project progress meetings via conference call or in person (when coordinated with a site visit).
5. Coordinate with the Owner and contractor during repair work to help resolve technical or design issues that may arise related to the construction.
6. Review and process contractor payment applications.
7. Perform a punch list walkthrough and prepare a document outlining items requiring correction at Substantial Completion of the project.

SCHEDULE

Walker Restoration Consultants is prepared to start work on the project within one week upon receiving written authorization to proceed. We have estimated it will take approximately two to three weeks to prepare the repair documents. It usually takes two weeks for bidding. Construction can be started within two weeks after selection of a qualified contractor has been selected and a contract has been executed.



PROFESSIONAL ENGINEERING FEES AND EXPENSES

We propose to provide the Phase I – Construction Documents Preparation and Bidding for a lump sum fee plus reimbursable expenses. The Phase II – Construction Administration Services will be provided on an hourly rate basis plus reimbursable expenses. The contract terms shall be in accordance with the attached General Conditions of Agreement.

Reimbursable expenses shall mean 1.10 times the actual cost of the following: transportation and subsistence of principals and employees when traveling in connection with the work; toll telephone calls and facsimiles; postage and courier fees; reproduction of reports, drawings, specifications, and similar project-related items. Expenses and testing costs are additional to our stated engineering fees. A summary of the engineering fees and reimbursable expenses for the services are as follows:

	Engineering Fee	Expenses
Phase I – Construction Documents (Lump Sum)	\$ 24,800.00	\$ 400.00
Phase II – Construction Administration Services (Hourly Fee plus Reimbursable Expenses)	\$ 17,200.00	\$ 1,600.00
TOTAL	\$ 42,000.00	\$ 2,000.00

Walker is dedicated to providing our clients with engineering services that meet project requirements. To meet this goal, we are available to review this proposal with you at your convenience and adapt the work scope as deemed necessary.

Respectfully submitted,

WALKER RESTORATION CONSULTANTS


Laurence C. Susmarski
Project Manager


Daniel E. Moser, S.E., P.E.
Vice President

LCS:DEM:cgm

Attachments: General Conditions of Agreement
Standard Billing Rates – 2017



AUTHORIZATION

Trusting that this proposal meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein and to confirm your authorization for us to proceed. Please return one signed copy of this agreement for our records.

VILLAGE OF OAK PARK
OPRF PARKING STRUCTURE REPAIR DOCUMENTS,
CONSTRUCTION ADMINISTRATION AND OBSERVATION

Accepted by: _____

Printed Name: _____

Title: _____

Date: _____



SERVICES

Walker Restoration Consultants, as a Division of Walker Parking Consultants/Engineers, Inc. (WALKER) will provide the CLIENT professional services that are limited to the work described in the attached letter. Any additional services requested will be provided at our standard hourly rates or for a mutually agreeable lump sum fee. Professional services are provided solely in accordance with written information and documents supplied by the CLIENT, and our services are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT.

PAYMENT FOR SERVICES

WALKER will submit monthly invoices based on work completed plus reimbursable expenses. Reimbursable expenses will be billed at 1.10 times the actual cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. Payment is due upon receipt of invoice.

If for any reason the CLIENT does not deliver payment to WALKER within thirty (30) days of date of invoice, the CLIENT agrees to pay WALKER a monthly late charge of one and one half percent (1½%) per month of any unpaid balance of the invoice.

OWNERSHIP OF DOCUMENTS

All documents prepared or provided by WALKER are and remain the property of WALKER as instruments of service. Any use for modifications or extensions of this work, for new projects, or for completion of this project by others without WALKER's specific written consent will be at CLIENT's sole risk.

STANDARD OF CARE

WALKER will perform the services called for in the attached letter and this agreement in accordance with generally accepted standards of the profession. No other warranty, express or implied, is made. WALKER's liability to CLIENT and all persons providing work or materials to this project as a result of acts, errors or omissions of WALKER shall be limited to the fee or \$10,000, whichever is greater.

Any estimates or projections provided by WALKER will be premised in part upon assumptions provided by the CLIENT. WALKER will not independently investigate the accuracy of the assumptions. Because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, WALKER makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

PERIOD OF SERVICE

Services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty (30) days after final documents are delivered to the CLIENT.



PRINCIPALS

Senior Principal.....	\$ 295.00
Principal	\$ 245.00

PROJECT MANAGEMENT

Senior Project Manager	\$ 235.00
Project Manager.....	\$ 200.00
Assistant Project Manager.....	\$ 160.00

RESTORATION CONSULTANTS

Senior Restoration Consultant.....	\$ 235.00
Restoration Consultant II.....	\$ 200.00
Restoration Consultant I.....	\$ 180.00
Assistant Restoration Consultant	\$ 165.00
Restoration Specialist	\$ 160.00

DESIGN

Senior Engineer / Senior Architect.....	\$ 195.00
Engineer II / Architect II.....	\$ 170.00
Engineer I / Architect I	\$ 150.00
Designer	\$ 160.00

TECHNICAL

Senior Technician	\$ 145.00
Technician	\$ 130.00

SUPPORT

Senior Administrative Assistant / Business Manager.....	\$ 105.00
Administrative Assistant.....	\$ 85.00