HANCOCK ENGINEERING
100 Years of Excellence
Civil Engineers ◆ Municipal Consultants ◆ Established 1911

Qualifications and Proposal for

Design and Construction Engineering Services for

18-2 Resurfacing of Various Streets

for the

Village of Oak Park, IL

Name of Firm:	Hancock Engineering
Office Location:	9933 Roosevelt Road, Westchester, Illinois
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Company Profile

Hancock Engineering is a consulting engineering firm focused on providing comprehensive engineering services to villages, cities, and other clients in the suburban Chicago area. Hancock Engineering was founded in 1911 and this past year we celebrated **106 years** of providing high-quality professional engineering services to our clients.

Hancock Engineering has always been committed to keeping our overhead costs low and to pass those savings on to our clients. For over twenty-five years our sole office has been centrally located in Westchester, just minutes from the I-290 expressway.

Our office is **in close proximity to Oak Park** and the anticipated project sites. Additionally, several of our key Engineers live within neighboring suburbs. Our proximity to Oak Park provides us with the ability to mobilize to the project site for meetings, site visits, or consult on short notice. Our closeness to your community ensures that the Village of Oak Park **will <u>not</u> incur any costs related to travel or mobilization** from Hancock Engineering during the project.

Officers of Company

Hancock Engineering is led by a team of ten Principals. These ten individuals make up the Directors and the Shareholders of the company, and all are very active in the day to day operation of the company. Our principals are very "hands-on" and in touch with the needs of our clients. Chris Baker, P.E. a Vice-President of our company, will continue to serve as the Client Manager for the Village of Oak Park.

Engineering Staff

Our staff is highly experienced and qualified in performing all phases of Engineering for locally and federally funded infrastructure projects. Throughout our projects, we make certain to **continually keep the client informed** on relevant engineering matters, to perform our engineering assignments to the best of our abilities, and to keep the best interests of the municipality as our primary objective. We believe we are properly staffed and exceptionally prepared to provide the engineering services typically required of your Village. Our Engineers commit themselves to going above and **beyond the traditional expectations** of our clients, regularly participating in philanthropic and charitable causes within each of our communities.

Our current staff consists of the following personnel:

TECHNICAL STAFF

Licensed Professional Engineers	9
Degreed Civil Engineers	5
Construction and Design Engineers	4
Computer Aid Design and Drafting (CADD) Technicians	3
Engineering Technicians	2

ADMINISTRATIVE STAFF

Office Manager	1
Treasurer	1

TOTAL STAFF PERSONNEL	***25***

Current Capacity

Hancock Engineering focuses our resources on municipal projects. Our desire to keep over 95% of our workload in the public sector has allowed us to avoid losses in manpower and ensure that our rates remain competitive. The annual billings for our firm over the past 5 years are as follows:

Year	Billings
2017	**$5.0 Million**
2016	**$4.3 Million**
2015	**$4.1 Million**
2014	**$3.9 Million**
2013	**$3.6 Million**

Our staffing levels have been steadily growing over the past decade and we have been able to meet the varied workload with this staff. As evidenced by our ability to meet the varied workload, Hancock Engineering has the capacity and adequate staff available to meet the scope and extent of work required to provide the Village of Oak Park with high quality and timely engineering services We are currently pre-qualified by the Illinois Department of Transportation to provide engineering services to the amount of $6,400,000.00

Our efficiently-sized company prevents the inefficiencies and miscommunications common among larger firms. **Your project will be made a priority and not get lost in our to-do list!**

Current/Recent Litigation

Hancock Engineering is not currently involved in any litigation. Furthermore, Hancock Engineering has not been involved in any litigation for the past ten (10) years. Hancock Engineering has never defaulted on any awarded Contract. We have never had a Contract terminated due to faulty or untimely work.

Distinctive Traits

SPECIALISTS

Hancock Engineering focuses solely on the needs of municipalities within the Chicagoland area. Our company is currently retained as full-time municipal engineer by 12 municipalities, as water facilities consultant for two water commissions, and as engineers for the Brookfield Zoo. Our breadth of experience and knowledge in municipal engineering provides you with proven solutions to complex challenges. Our **hands-on philosophy** helps take your projects from concept to completion and because we see our relationships as long term, we formulate engineering solutions that solve present issues while also keep an eye toward future demand and growth.

SERVICE

We pride ourselves on our service and firmly believe that our responsiveness is unparalleled in the industry. We believe that for a project to go smoothly, all stake-holders must be fully aware and up to date on the current and upcoming project status. *We will make that extra phone call, leave a note on a business's door, or stay around on-site and talk to a resident afterhours on a Friday. We do what it takes to create a satisfied customer*. **Our customer service is second to none.**

VALUE

Hancock Engineering understands the unique needs of municipal clients who must balance public needs with limited resources. We **absolutely provide the best value for your municipal engineering needs**. We often provide "Sole Source Engineering Services" to our clients. Our clients have realized the value and benefit of a continuous relationship with Hancock Engineering. By serving our clients from start to finish, costly inefficiencies are reduced and likely eliminated altogether.

Whether we are providing Sole Source services or working on a one-time project with a new client, we believe in delivering the highest level of assistance to the client as possible.

Project Understanding

Hancock Engineering understands that this project consists of pavement rehabilitation and minor utility improvements on several roadways and parking lots throughout the Village of Oak Park. The roadways planned to be improved in this project are listed below:

Roadway	Cross Street	Cross Street	Length	Survey Status	Repair Type
Humphrey Ave	Greenfield St	North Ave	1,020'	Obtain from Aerial	Resurface
Humphrey Ave	Thomas St	Division St	640'	Total Survey Needed	Reconstruct
Pleasant St	Harvey Ave	Lombard Ave	450'	Total Survey Needed	Reconstruct
Grove Ave	Pleasant St	North Blvd	615'	Total Survey Needed	Reconstruct
Marion Ave	Ontario St	Chicago Ave	1,335'	Topo Complete	Reconstruct
Erie St	Harlem Ave	Marion Ave	615'	Total Survey Needed	Reconstruct
Adams St	Grove Ave	Euclid Ave	680'	Topo Complete	Reconstruct
Wisconsin Ave	Harrison St	Adams St	1,120'	Topo Complete	Reconstruct
Scoville Ave	Fillmore St	Rehm Park	1,140'	Obtain from Aerial	Resurface
		Total	**7,615'**		

We understand that the Village of Oak Park has budgeted $3,100,000 towards roadways in their 2018 budget. We understand that the Village has an initial roadway improvement project, which has been designed and will be constructed "in-house", that is planned to be let in March. The initial project is expected to be awarded in April at a cost between $1.1 and 1.6 million dollars, which will leave the final construction budget between $1,500,000 and $2,000,000 for the 18-2 improvements.

We acknowledge that there are nine (9) streets which are to be improved. Scoville Avenue and the northern Humphrey Avenue, a combined length of 0.40 miles will be resurfaced. The remaining improvements (approximately 1.1 miles) will be reconstructed with various cross-sections. We also understand that one of these nine streets (south portion of Humphrey) will most likely consist of pavement patching but Hancock Engineering will need to complete a full investigation and evaluation of the existing crown and cross-slopes to determine whether there is excessive cross-slope. It is understood that either way, the intent is to utilize the existing curb and gutter.

We understand that the Village also has $100,000 of funding set aside for parking lot improvements to be completed as part of these improvements. We understand that the parking lots to be completed are still being determined but will be one or more of the following: Lot 31, 34, 107, or SB3.

Hancock Engineering has performed a comprehensive review of the 2018 Request for Proposal documents including the previously designed project plans, specifications, and bidding documents compiled by the Village of Oak Park. We have reviewed the project with our proposed team of engineers. We have had our proposed construction engineering team walk the project sites and perform a photographic survey of the project limits.

From our review of the project documents and site conditions, the following are highlights of the anticipated improvements:

- 11,000' of Combination Curb and Gutter Replacement
- Over 5,000 Tons of Hot-Mix Asphalt
- Sidewalk Replacement due to Trip-Spots and ADA upgrades, assumption of more than 10,000 square feet
- Miscellaneous Sewer improvements for Drainage
- Pavement Patching
- Parkway Restoration and Sodding
- Detector Loop Replacement

We have a thorough understanding of the project goals and a comprehensive plan on how we propose to implement them.

Project Objective

We have been fortunate enough to work with the Village of Oak Park on their Capital Improvement projects for the past four years. These projects have provided us an opportunity to become accustomed with the expectations of the Village and the residents of Oak Park.

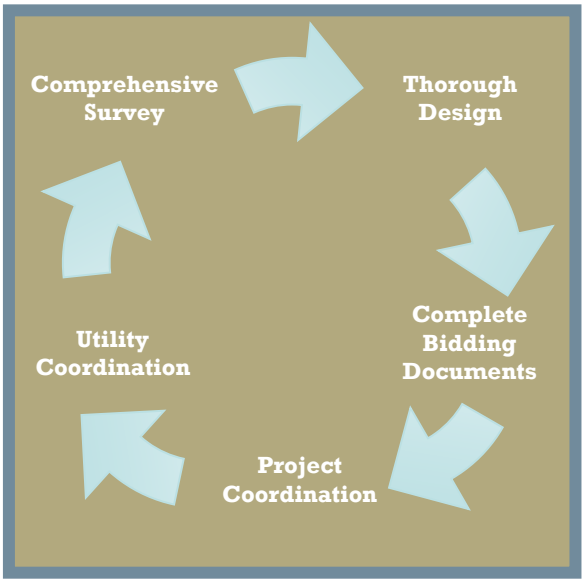
Like most Villages, the Public Works staff at the Village of Oak Park is very busy. We understand that the Village is fully capable of providing the services outlined in this RFP and have done so for the past few years. However, it is also understood that the staff at PW is assigned a litany of other 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.

Our goal on this project (and all projects for which we are involved with the Village of Oak Park moving forward) is to **substantially reduce the time that Village staff has to take out of their already busy schedule to assist the paid consultant on day-to-day construction issues.**

Critical Issues - Design

Hancock Engineering has been serving municipalities for over 100 years. Hancock Engineering has surveyed, designed, and provided construction observation on over 100 miles of pavements in the last 10 years. Our proposed Project Manager is a Principal of the Company and our Lead Inspector has over 20 Years of Experience. Your project will not be used as a training ground for new employees!



Over the last five years, Hancock Engineering has performed **Design and Construction Services for roadway improvements totaling over $70 Million Dollars and Utility Improvements of over $40 Million Dollars.** Our experience provides us insight to anticipate potential construction problems and crucial elements that must be implemented during design to ensure the project runs smoothly from start to finish.

We have identified the following items that will by **key elements** to ensure that our design will lead to a very successful construction of this significant project.

Comprehensive Topographic Survey

Hancock Engineering believes that one of the most important steps in ensuring a project is successful is the creation of a thorough and well-researched set of Contract Documents. In our industry there are some that believe that plans are only necessary as an avenue to obtain funding and/or bid prices from Contractors and that very little time should be spent on their development. We strongly disagree with this approach.

The ability to prepare a thorough and complete design is very much contingent upon acquiring the proper information when surveying the proposed project sites. To that end, our survey chief who will be assigned to this project has over 20 years of experience performing topographic surveys very similar to what will be required for these improvements.

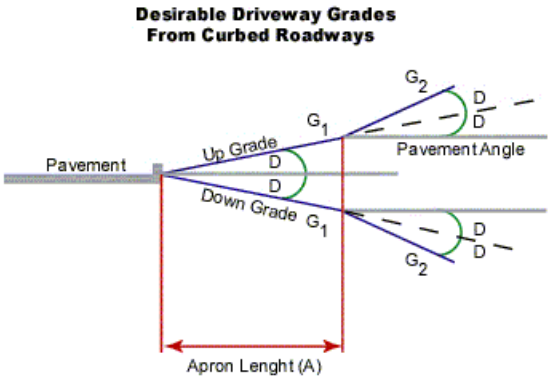
We will conduct a complete topography survey on streets requiring a full topographic survey, which will result in the acquisition of the location for all above and underground utilities and structures, including: storm and sanitary sewers, water mains, fire hydrants, drainage structures, valve vaults, and other important features.

Our survey will include cross-sections at all roadway critical locations and inflection points, but at no more than fifty foot intervals and each cross-section will contain elevations at the following:

- 5’ behind Public Sidewalk
- Back of Public Sidewalk
- Face of Public Sidewalk
- Top of Curb
- Edge of Pavement
- Centerline of roadway

All landscaping, bushes, mailboxes, power poles, trees, and other above ground features will be documented. Any personal entry walks and/or driveways will be depicted with their pavement type.

We understand that by completing these improvements the Village anticipates providing comprehensive and long-term solutions to these blocks of roadway. To ensure that all aspects of design are considered, our survey team will also obtain elevations along both sides of driveways so that our design team can ensure that the slope of the apron, when combined with the percentage of crown on the roadway, will not result in vehicles "**bottoming-out**." If necessary, we will look at either adjusting the curb height or potentially lowering the adjacent sidewalk to ensure a smooth ride for residents.



Our survey will also notate the location and size of all trees within the limits of improvements. Most of the streets to be improved as part of this project are lined with mature, beautiful trees. This will need to be incorporated into the design. A Tree Preservation plans will be created that will outline necessary root pruning and trimming and if necessary, a Removal and Planting Plan.

From our initial walk-thru, it seems that some of the streets have drainage concerns resulting from back-pitched parkways. Our survey team will detail these issues by obtaining additional elevations at critical areas within parkways and/or behind the public sidewalks. We will utilize this data to work through improving them in the design process either by, lowering the top of curb raising the public sidewalk, or by extending storm sewer into parkways.

Our survey team is very experienced in the need to obtain comprehensive shots along the public sidewalk to ensure that all ADA/PROWAG requirements are met. We will be very detailed with our investigation of all ramps and cross-walks throughout the project.

Thorough Design

After the acquisition of our topographic data, our design team will sit and brainstorm about the project, brining any critical design tasks to light. We pride ourselves on our design process and feel that we offer an exceptionally comprehensive design.

Sidewalk Replacement

All sidewalks that are constructed as part of this project must meet the requirements of the American's with Disabilities Act (ADA). Special attention will need to be given during the design of the proposed pavement to ensure that requirements are met. Hancock Engineering will ensure the specifications and plan set reinforce the Federal Requirements and all installed sidewalks meet the Village's expectations.

All sidewalk will be designed to meet the following criteria:

- No cutting of Detectable Warning Tiles
- Using Radii Tiles where applicable
- Side-Curbs along sidewalk as necessary
- 1.99% max cross-slope on all mainline sidewalk

During our design, we will mobilize to site and obtain detailed grading for the cross-walks at each and every roadway intersection of the improvements. We are familiar with IDOT's recent requirements concerning PROWAG and will ensure that each corner is thoroughly designed to include sidewalk replacement that will meet IDOT's requirements.

In addition to the need for ADA intersections to be replaced, we **understand the Village's 50/50 sidewalk Replacement Program will be a part of this improvements**. For the past three years we have coordinated the Village's Garage Apron Replacement Program (GARP) and have a unique understanding of the time programs like this take. We feel that we have allocated enough time to ensure this program is given the attention it will demand. During the design, we will walk the streets and include an appropriate and realistic quantity into the plans.

Our project plans will also include **sidewalk staging plans**. We understand that during construction, generally a maximum of two ADA corners can be closed at a time in any given intersection. Our project plans will incorporate the Village's Safe Routes to School map to ensure accessibility throughout the project.

Spot Curb Replacement

On Scoville and the two segments of Humphrey Avenue, we understand that only portions of the curb that have drainage issues or are needed to incorporate ADA improvements will be replaced. On these streets, it is important to obtain "continuous" elevations along the existing curb during the survey to ensure that the design will not permit any existing puddles to encroach onto the pavement after the new roadway is installed. Our design team will review these elevations and discuss removal criterion with the Village during the design.

Construction Staging

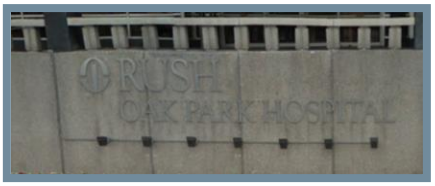
Staging and access to residential homes, schools, and places of business are always one of the most problematic and critical aspects of design. We always examine all possible issues during the design process to alleviate the unnecessary time delays and angry residents/business owners that may be displaced during construction.

In general, provisions will be made to ensure that Emergency Vehicles and first responders can access all areas at all times. Any day closures will need to be called into Public Works, the Fire Department, and the Police Department a minimum of two days prior to the disruption

We will institute intermediate completion dates into the project to try to **limit impacts on parking** during construction. We will also not permit work to occur adjacent to school's while school is in session. We will work with the Village during design to reduce the public's disturbance during construction.

During the design we will incorporate the need to communicate with the following entities to ensure their traffic and access needs are incorporated into the plans:

- St. George Jacobite
- Rush Oak Park Hospital
- Christ Lutheran Church
- West Suburban School
- Washington-Irving elementary
- Rehm and Fox Park
- St. John's



We will also incorporate special events into our staging plan. For instance, there are several 5K runs that are to occur in Oak Park this spring and summer. We will include interim completion dates in our bidding documents to ensure that the permitted route of the run is kept clear and safe.

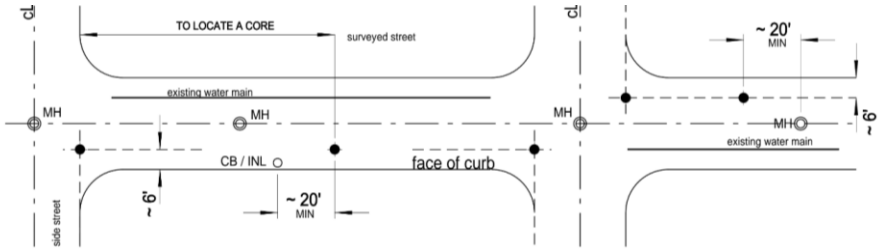
CDBG Funding

We acknowledge that a portion of this project is funded by Cook County Development Block Grants. Over the last 8 years Hancock Engineering has provided design and construction engineering services for construction averaging $30 million dollars annually. Our experience with Cook County Community Development Block Grant Projects extends into the 1980's. Over the last several years we have managed engineering and documentation related service for CDBG projects for an average of $1,000,000 per year of CDBG grants within several suburban communities. In addition to engineering services related to the design, construction, and documentation of the quantities and work progress of the water mains, roadways and sewer improvements, Hancock's involvement in CDBG extends to grant management.

Our alley projects with the Village over the last three year's have utilized CDBG funds, and we understand the Village's process of creating "fund codes" for portions of the project which will be funded with CDBG funds. Additionally, we are experienced and **willing to complete the quarterly CDBG reports** on behalf of the Village of Oak Park.

Soils Analysis

Hancock Engineering will team with Rubino Engineering to obtain pavement cores along the route of improvements. We will utilize these borings to determine the proposed pavement cross-section and the propensity for any undercuts. If it is determined that unsuitable soil is likely to be found, we will perform Value Engineering on alternatives that may be implemented to limit the additional excavation by investigating various types of roadway fabrics and/or geogrids.

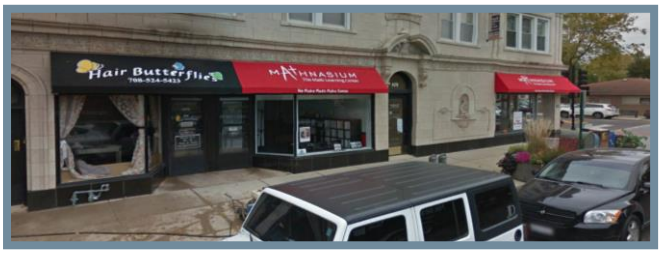


Marion Street

Hancock Engineering understands that Marion Street is a high-profile street, especially at the intersection of Chicago Avenue where several businesses exist. Additionally, there are several high occupancy apartment buildings along this route. Our plans will accommodate this increased traffic.

We are aware that this roadway is currently comprised of "White-Topping" concrete and that this project will completely remove the concrete and replace it with a Hot-Mix Asphalt cross-section.

Furthermore, there is substantial areas of deteriorated public sidewalk and ADA improvements that will need to be incorporated into the plans.



Complete Bidding Documents

After the investigating of design criteria and options during our preliminary engineering phase, we will prepare 75% pre-final project documents in the Village of Oak Park's preferred format for the Village's review.

It is expected that the project documents will include the following:

A. Project Plans:
   1) Cover/ Location Sheet
   2) General Notes & Conditions
   3) Proposed Project Quantities
   4) Erosion Control Plan
   5) Existing Conditions
   6) Paving Plans
   7) Utility Plans
   8) Tree Preservation Plans
   9) Cross-Sections
   10) Detail Sheets(s)

B. Project Specifications:
   1) Front-End Documents
   2) Specifications
   3) Proposal
   4) NOI/SWPPP

Hancock Engineering will submit a "final" set of plans to the Village for their Final QA/QC review process. It is important to note that **Hancock Engineering has our own Quality Control program**. Recently, our firm's professional staff and their commitment to quality production have led to installing in-house procedures which enhance our ability to provide improved professional services to our clients.

Our Quality Assurance Program (QAP) is a peer review process which includes a defined set of procedures and standards used to facilitate design and to produce documentation of that design that will save the Village from costly delays during Phase III Engineering, and **ultimately will provide substantial costs savings to our client**. Quality Assurance reviews are in-house reviews conducted to verify that all design is performed and documented in conformance with the procedures and standards mandated by our QAP.
The primary purpose of QA reviews is to provide redundancy via a second set of experienced eyes on the drawings to catch mistakes, errors or omissions. For this project, Derek Treichel, P.E. will perform these reviews, although it's not uncommon to have two or more reviewers on large projects. Our reviews will focus on looking at the big picture, reviewing the project details, ensuring clarity of our intentions, and confirming our Estimate of Cost. From there, we send our plans to our Construction Engineering Manager, Bill Peterhansen, P.E. to **review in terms of constructability** and to reduce the likelihood of any issues arising during construction.

We have an extensive database of recent bid tabulations and unit prices for very similar jobs that will allow us to create a realistic and accurate Cost Estimate. While we certainly do not want to have our estimate be lower than the winning contractor's bid, we also do not want to overshoot the actual price by a substantial amount. We pride ourselves in providing our clients with very accurate cost estimates, which allow them to fully utilize their budgeted amount.

Project Permits

The Village seeks an aggressive approach and schedule from the selected Consultant. We have outlined a bid opening in June and anticipate Engineering approval being granted by the board in March. This will provide our firm approximately 10 weeks to complete the design prior to public advertisement of the project. Although the completion of plans and specifications will not be a problem, we will need to make permitting a priority.

Since over 1.0 acre is planned to be disturbed during the course of this project an **Notice of Intent** (NOI) will need to be obtained from the IEPA.

Hancock Engineering will also develop and submit an electronic copy of a **Storm Water Pollution Prevention Plan** (SWPPP) along with the NOI during the creation of bidding documents.

An **IDOT Highway Permit** will be necessary to complete the ADA requirements at Harlem Avenue. We have an excellent working relationship with Bill Weitzel and the engineers at IDOT permitting. Our design of these ADA corners will be completed as to minimize the amount of pavement disturbed in Harlem Avenue.

We will also obtain all necessary permits required from the MWRD, whether it be an NRI or full WMO Permit, which will not be able to be determined until after our initial design.

Project Coordination

For a project to be successful, **communication must be made a focal point**. From the onset of the project we will ensure that all stake-holders have the opportunity to have a voice concerning important project issues. We will hold a kick-off meeting with Village staff and other interested parties to discuss the project scope and our intended plan of attack.

At a minimum, the following entities will be invited:

Entity	Phone Number
Oak Park Public Works/Engineering	708- 358-5700
Oak Park Park District	708- 725-2000
School District 97 Buses	708- 524-3040
Oak Park Police Department	708- 383-6400
Oak Park Fire Department	708- 358-5800
PACE - Erik Llewellyn	847- 228-2336

We will discuss important timelines, critical issues, goals, expectations, and communication schedule. This meeting will serve as the basis for the duration of our design.

Our Lead Designer, Chris Baker, P.E., will be in constant contact with the Village of Oak Park promptly

responding to any issues or questions as they arise and keeping the Village continually aware of the status of our project. However in addition to these informal conversations, if the Village elects, it beneficial to provide them with **Progression Reports** outlining the design progress on a weekly basis. Our weekly reports will include:

- Narrative summary of the work completed during the past week
- Summary of important correspondence with City staff, public utility companies, and other public stakeholders.
- Updated Progress Schedule

The Progression Reports will be emailed to designated staff at the end of each week and a bound copy will be submitted at project close-out.

We are familiar with the **Economy Shop** at 103 S. Grove and the large following they have. We have reached out to them and are aware that they currently do not plan to have any shopping days in July or August. However, there is a date scheduled for early September. We will include interim completion dates in our design documents to ensure that parking or access for this September sale will not be an issue.

Utility Coordination

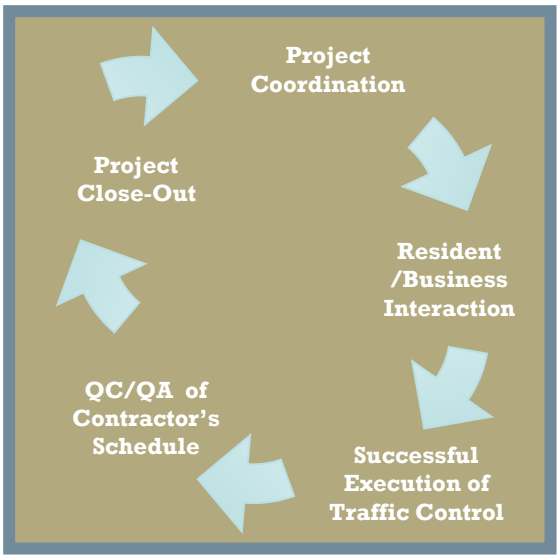
It is our experience that public utilities can disrupt an otherwise successful project's timeline. For this reason, **Hancock uses a proactive approach with the public utilities** (Nicor, ComEd, AT&T, Comcast, etc) which has proven to avoid costly interruptions due to conflicts with the locations of existing utilities.

Typically, in this area, gas services have been installed at very shallow depths. Due to the necessity of curb and gutter replacement on this project, it is possible that there may be conflicts with gas services. Our office will work with Nicor to have them visit the project site to obtain approximate elevations of services and be ready to mobilize if a conflict is exposed.

We will also begin communications with ComEd and AT&T immediately after the kick-off meeting to inform them of the upcoming project. Our early coordination with utility companies will reduce the chance of delays due to the Contractor's inability to have these utilities mobilize prior to their intended paving schedule.

Critical Issues- Construction

Project Coordination



In general, for a project to be successful, **communication must be made a focal point during construction**. From the onset of the project we will ensure that all stakeholders have the opportunity to have a voice concerning important project issues. It is important that the team meet prior to the Preconstruction Conference to discuss intended timelines, critical issues, goals, expectations, and Communication Schedule. We will hold a kick-off meeting with Village staff and other interested parties to discuss the project and our intended plan of attack. At a minimum, the following entities will be invited:

We will utilize decisions made at this meeting to form the basis of our Village Pre-Construction Meeting Agenda.

Our Resident Engineer, Chris Baker, P.E., will be in contact with the Village of Oak Park promptly responding to any issues or questions as they arise. However, in addition to these informal conversations, Hancock Engineering believes it beneficial to provide the Village with weekly **Progression Reports** outlining the current and upcoming construction activities on a weekly basis.

The Progression Reports will be emailed to designated staff at the end of each week and a bound copy will be submitted at project close-out.

In addition to the weekly Progression Reports, Hancock Engineering recommends that **Development Meetings be held on-site** every other week. These meetings will include a summary of project progress and any upcoming issues and will allow village staff to communicate directly with the Contractor. Items typically discussed at these meetings include:

- Previous weeks Progression Reports
- Condition of project site, i.e., dust control, barricade usage, temporary access
- Village Concerns
- Contractor concerns
- Resident/ Business Owner concerns
- Pay Estimates and Change Orders

We have found these meetings to be very beneficial for all parties involved, including the Contractor.

We will also be in constant contact with the Village's Parking and Refuse departments. We understand that **parking is very limited in the Village** and we will enforce the staging plans to minimize disruption to parking spaces.

Resident/ Business Coordination

During our construction projects within Oak Park over the last three years, we have encountered many home owners and become very familiar with their expectations. **Village of Oak Park residents are typically outgoing and friendly, but also very curious, and many have high standards** when it comes to being made aware of construction projects located in near vicinity to their residence or place of business. We acknowledge that your residents have every right to know what is going on and we look forward to helping them fully understand the construction process and schedule.

Every construction project includes a certain amount of inconvenience to adjacent residents and business owners. Our goal is to minimize the inconvenience to these constituents. We have found that if effective communication of construction schedules and activities, as well as early notice of interruption to access is provided, the property owners are more likely to be understanding of the inconveniences.

It is also important to explain the village's goals for the project and provide the residents with a line of communication should they have any concerns during the construction of the project. For these reasons, we attempt to provide area residents, business owners and other adjacent properties with channels to have their opinions heard early in the process. **Hancock Engineering will manage the process of notifying the residents along the roadway of upcoming construction.**

For the past three years we have managed the Village of Oak Park's annual $3 Million Alley project. We realize that when we are working in alleys, that residents feel like we are working in their "backyards." We believe we have mastered the resident notification process and s**ubstantially reduce the burden** on Village engineers and officials.

We understand that the amount of time coordinating with residents and the Village to accommodate the Village's 50-50 Sidewalk will not be nominal. We believe that many respondents to this RFP will not realize the time that will need to be allocated for this aspect of the project.

We feel that our Lead Inspector cannot be burdened with spearheading this task while simultaneously ensuring that all construction meets our high-standards. For this reason, our resident engineer will handle the administration of this program. We have included sufficient time for these services in our proposal.

We feel that our Engineers are trained to provide good communication. The following are some of the key components to making this a successful project.

- Prior to construction, we draft a letter to property owners that is typically sent on Village letterhead that outlines the scope of work, proposed schedule, and any interim accommodations for parking, garbage pickup, etc. This letter also provides a contact at Hancock if the residents have any questions.

- On projects that affect commercial properties, we identify key stakeholders and try to make personal contact with them to discuss the project and provide them with contact information of the Resident Engineer. We find that establishing this personal relationship early in the project will often appease many of the concerns and the business owners appreciate the ability to go

directly to the Resident Engineer for solutions to their concerns. This also minimizes calls to village staff.

- **We respond to all resident complaints the same day they are received or at worst, within 24 hours**. We also include village staff in an email response so they can be aware of the proposed resolution to the complaint in case future calls are received.

- We take a very "hands-on" approach in reviewing and approving the streets on which No Parking can be posted. For instance, on large paving projects covering a significant portion of the Village, it is not always possible to post No Parking on all streets. Sometimes a "staggered" approach is warranted allowing parking on every other block.

Hancock Engineering likes to team with the Village to hold a public meeting early in the construction process to make sure that the public is aware of the upcoming improvements. Taking away the "surprise" encountered by residents does a lot to increase their support of the project.

We view interaction with residents and businesses, not as a burden, but as an opportunity to create a successful project.

Successful Execution of Traffic Control

Our Resident Engineer will **provide daily barricade checks** prior to the start of the day's construction, during construction, and at the completion of the Contractor's daily effort. The Contractor will be required to provide a 24 hour traffic protection phone number so that if at any time, between the end of the work day and the start of the next day, he can be contacted to correct the issue. Maintaining a safe project area will be a top priority of our office.

For a project to be genuinely safe, it must be kept clean. Our firm's daily checks will also include **inspection of the cleanliness of the project site** to ensure that:

- Proper sight requirements are not disturbed due to stockpiles or other construction equipment
- Construction dust is kept to a minimum
- No debris exists upon the driving surfaces
- Surface aggregate is compacted and traversable until temporary asphalt pavement can be installed
- Sidewalks are continually kept ADA assessable and compliant

Any deficiencies will be logged and then immediately brought to the Contractor's attention with the expectation that they be remedied immediately.

Provisions will be made to ensure that Emergency Vehicles and first responders can access all areas at all times. Any day closures be called into Public Works, the Fire Department, and the Police Department, as well as posted on our project website, a minimum of two days prior to the disruption. We will ensu

We understand the Village of **Oak Park's residents are accustomed to pedestrian and bicycle friendly facilities**. It will be a priority of our daily traffic checks to ensure that construction does not interfere with the local resident's and potential business user's ability to access the roadway and sidewalks with their preferred mode of transportation. We will proactively manage the construction staging for all sidewalk and ADA improvements. **It will be made clear to Contractor immediately that one side of the sidewalk is always to be maintained open.**

We also acknowledge how important the Village's beautiful tree canopy is to the residents as well as Village staff. We will work with the Village Forestry representative to ensure compliance with the Village's policy and Ordinance on Tree Protection. Contractors will not be permitted to stock pile material within protected root zones.

We will utilize Contract Pay Items to ensure that existing trees are protecting through the duration of construction:

- Installation & Maintenance of Protective Tree Fence
- Earth Saw Cut of Tree Roots
- Tree Mulching

Our Resident Engineer and team of construction inspectors understand that although this is a construction site, it is also a neighborhood.

QC/ QA of Contractor's Schedule

At the Preconstruction Meeting the Contractor will be required to submit an overall project timeline. For a project to go smoothly during construction, the Resident Engineer must be constantly assessing and reassessing the Contractor's schedule.

We will ensure that the plan submitted is operational. With each of our Progression Reports (completed weekly) we will evaluate the Contractor's progress and report to the Village.

If it is determined that the Contractor has deviated from the plan by more than two days, they will be directed to resubmit a project schedule, outlining how they intend on catching up to the original schedule. We will proactively work with the Contractor to manage his construction schedule.

Our documentation of the Contractor's daily work record will enable the Village to pursue any liquidated damages that may be due to them by Contractor delays.

Our team will maintain daily oversight of the contractor's 'two week look ahead schedule' to ensure sequencing of the work accounts for all subsequent pay items (e.g. having the contractor look for a detector loop 'dive' while the adjacent ADA curb is removed instead of the Village paying TM for the Contractor to find the 'dive' later or having to remove the curb later to find it).

Our team will be making a strong effort to be more proactive and not reactive on this project.

Project Close-Out

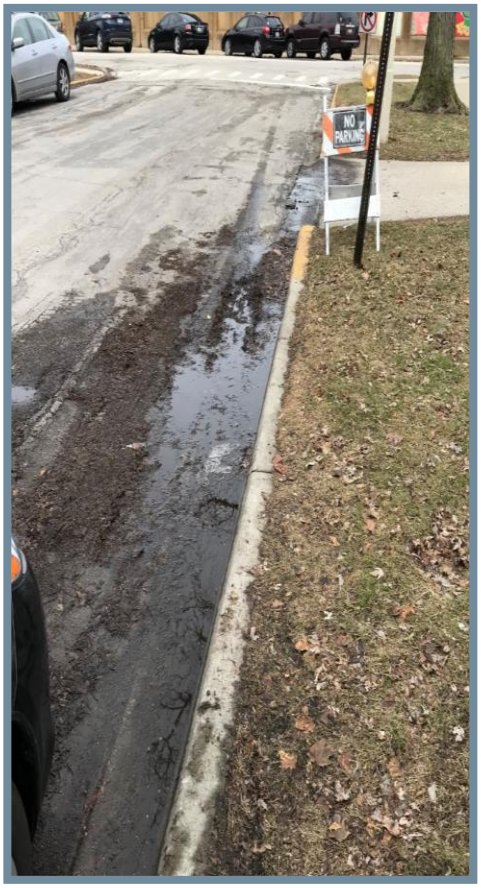
Project documentation is an important aspect to our Construction Engineering services. Our documentation provides, at a minimum:

- Written record of daily events
- Quantity Book with back-up source
- Justification of Contractor Pay-outs
- Final Materials Checklist
- Before and After photographs
- Traffic Control Reports
- Before and After photographs
- Progression Reports
- Development meeting minutes
- Record Drawings

The minimal amount of time spent tracking quantities and evidence of material inspections at the tail end of a job will allow the Village of Oak Park to realize **substantial cost savings**.

We will submit a Project Box to the Village of Oak Park housing complete project documentation.

Once the project is completed, we are confident that the Village of Oak Park and its residents will appreciate the clean and safe roadways for years to come.



Project Tasks

Hancock Engineering has substantial experience performing design and construction engineering services for projects very similar to these Roadway Improvements. We will furnish an experienced team of Engineers to work with the Village and provide the following services:

Phase I and II Engineering

Task 1 – Kick-Off Meeting

Hancock Engineering will coordinate and attend a Project Kick-Off Meeting with Village staff prior to initiating any investigative work for the design of this project. This meeting will allow us to review the project design, details, and standards with the Village to ensure we are in agreement as to expected deliverables. It will provide a platform to further develop our understanding of this improvement project.

Task 2 – Refine Project Scope

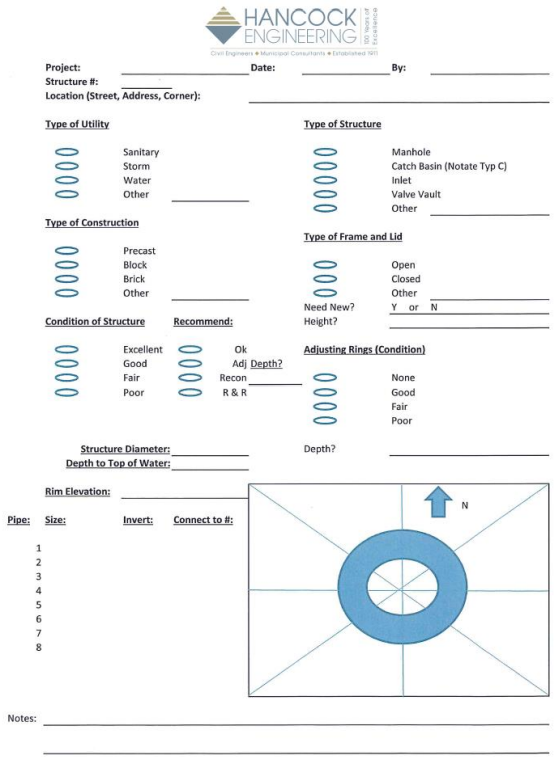
After meeting with the Village, our office will refine this project scope and add any additional duties which may be required of our firm to provide a comprehensive and thoughtful design.

Task 3 – Topographic Survey

Hancock Engineering will prepare topographic surveys necessary to enable the complete design of these improvements. This will include, at a minimum:

- Obtaining Vertical elevations every fifty (50) feet at the:
  - Back and face of Sidewalk,
  - Top of Curb
  - Edge of Pavement
  - Centerline of Roadway
  - 5' behind the Back of Sidewalk

- Acquiring horizontal location of all applicable attributes within the Village ROW (extended five feet past) including:
  - Any marked JULIE locations of public utilities
  - Driveway locations, including elevations
  - Fences
  - Property Pins able to be located with reasonable level of effort
  - Mailboxes, street lights, signage, fire hydrants, other above ground items


HANCOCK ENGINEERING

Project: Date: By:
Structure #:
Location (Street, Address, Corner):

Type of Utility
Sanitary
Storm
Water
Other

Type of Structure
Manhole
Catch Basin (Notate Typ C)
Inlet
Valve Vault
Other

Type of Construction
Precast
Block
Brick
Other

Type of Frame and Lid
Open
Closed
Other
Need New? Y or N
Height?

Condition of Structure
Excellent
Good
Fair
Poor

Recommend:
Ok
Adj Depth?
Recon
R & R

Adjusting Rings (Condition)
None
Good
Fair
Poor

Structure Diameter:
Depth to Top of Water:
Depth?

Rim Elevation:

Pipe: Size: Invert: Connect to #:
1
2
3
4
5
6
7
8

N

Notes:

  - Trees, bushes, and other landscaping features
- Sanitary and Storm Manholes, Valve Vaults, Inlets, Catch Basins. Our typical manhole inspection will include:
  - Structure Type and Material
  - Depth of Structure Bench
  - Depth of top of water (if applicable)
  - Depth and size of all inflow and outflow pipes
  - Cover Type
  - Depth and Type of Adjusting Rings
  - Flow Direction
  - Manhole Condition
  - Recommendation as to necessary improvements (No action needed, adjustment, reconstruct, replace, etc)

Our team will provide site, location, and elevation information with the establishment of horizontal and vertical control points for the Project. Surveying limits are to include the entire area within 5' of the Right-Of-Way.

All surveyed points will be in the Illinois State Plane (IL-83EF) coordinate system.

As part of our topographic survey, our team will obtain three pavement cores of the existing roadways per block.

Task 4 – Utility Coordination

Prior to beginning our design, Hancock Engineering will reach out to public utilities to inform them of the upcoming improvements. Location maps will be sent to **Nicor Gas, ComEd, Comcast, and AT&T** at a minimum to request an internal review of their facilities and to encourage them to initiate any necessary repairs as early in the process as possible to avoid any unnecessary interruptions during Phase III. Once base drawings have been created the public utility companies will be contacted again and asked to "red-line" their existing utilities directly on our plans so that their infrastructure can be incorporated into our improvements.

Task 5 – Preparation of Design Survey and Base Sheets

Our office will apply our acquired data to prepare base plan sheets. These base sheets will outline the existing conditions as they apply to the scope of improvements. Vertical and horizontal control will be depicted on the plan sheets as well as the offset locations.

Task 6 – Preparation of Required Permits

Hancock Engineering will prepare and submit all necessary permits to construct these improvements. It is anticipated that the following permits will be required:

- Notice of Intent (NOI) to the IEPA for ground disturbance
- WMO Permit
- IDOT Highway Permit

In addition, our office will prepare a Storm Water Pollution Prevention Plan (SWPPP) for the project in accordance with Part IV of the General NPDES Permit. Our proposal fee includes submitting the initial permit application **as well as making any revisions required by the governmental agency.**

Task 7 – Preparation of Contract Documents

The project documents will be prepared in IDOT's format. It is expected that the project plans will include the following plan sheets:

- Title Sheet
- Index Sheet/ Legend of Symbols
- General Notes
- Summary of Quantities
- Paving Sheets
- Utility Sheets
- Maintenance of Traffic Plans
- Sediment and Erosion Control Plan
- Roadway Details
- IDOT Standard Drawings

In addition to the creation of project plans, this task will also include the assimilation of project specifications. Although project pay items will be based upon the Illinois Department of Transportation's Standard Specifications for Road and Bridge Construction, there will be instances in which we will need to either modify an existing Special Provision, or create a new item altogether. These special provisions for pay items as well as other standards (Village standards, IDOT BDEs, etc.) will be compiled to create a specification document to be used for bidding.

Hancock Engineering will create a thorough Estimate of Costs and Estimate of Construction Time for this project.

Task 8 – Submittal of Documents at 75% and 95% Completion

Hancock Engineering will submit plans and other bidding documents to the Village at an approximate 75% and 95% completion points. These plans will have incorporated the comments from permitting and public utility agencies.

We will also meet with the Village to discuss any intermediate issues and questions.

The submittal will include project plans, specifications, estimate of time, estimate of cost, and status of utility coordination.

Task 9 – Submittal of Documents for QA/QC Review

Hancock Engineering will submit a "final" set of plans to the Village for their Final QA/QC review process. It is important to note that Hancock Engineering has our own Quality Control program. Recently, our firm's

professional staff and their commitment to quality production have led to installing in-house procedures which enhance our ability to provide improved professional services to our clients. Quality assurance and self-improvement are primary goals of our firm, and are mandatory for our survival, growth and continual client satisfaction.

Our **Quality Assurance Program (QAP)** is a peer review process which includes a defined set of procedures and standards used to facilitate design and to produce documentation of that design that will save the Village from costly delays during Phase III Engineering, and ultimately will provide **substantial costs savings** to our client.

Quality Assurance reviews are in-house reviews conducted to verify that all design is performed and documented in conformance with the procedures and standards mandated by our QAP.

Task 10– Submittal of Final Documents

After completing our internal QAP and incorporating any final Village comments we will provide the Village with final sets of project plans and bidding documents.

A final estimate of Cost and Estimate of Time will be provided to the Village as well.

Our office will furnish the Village with all necessary copies of bidding documents for bidding purposes at no additional cost to the Village.

The work will be designed in all aspects to meet all applicable Village design criteria, inclusive of full plans and specifications in standard units.

Task 11– Attendance at Village Meetings

Hancock Engineering will attend any necessary meetings with the Village Staff. If desired by the Village, Hancock will attend a public information meeting where we will make a presentation and assist the Village staff with answering questions related to the project.

Task 12– Bidding Assistance

Hancock Engineering will also assist with the bidding process as needed. We will make our project team available to answer any questions as they arise throughout the bidding and construction process. We have been in business for over 100 years and have experience working with the majority of utility and paving contractors that bid projects in this area. Our experience allows us insight as to a potential contractor's ability to not only complete the work, but to also finish the work within budget and schedule.

Task 13 – Continuous Coordination with Village Staff

Throughout the course of the project, Hancock Engineering will continuously keep the Village informed of our progress. We will provide the Village of Oak Park with weekly reports on our advancements, including

status of utility coordination, design processes, permit submittals, and other pertinent information.

We believe that open communication with the Village will be crucial to the success of this project and as such, we will **not charge extra for any progress meetings during regular business hours**. We welcome Village input at any stage of our design.

Phase III Engineering

Task 1 – Review Plans and Specifications

Hancock Engineering will provide a thorough review of the plans and bidding documents prepared by the Village of Oak Park prior to the preconstruction meeting. We will discuss any uncertainties regarding the designer's intent with the Village of Oak Park and if any issues are discovered, we will immediately bring them to the attention of Village staff.

Task 2 – Preconstruction Services

Hancock Engineering will schedule, lead and prepare minutes for a pre-construction conference with the Village, , Contractor Sub-Contractors, and utility company representatives.

Prior to the meeting, our staff will have reviewed plans and specifications and will have determined any impacts to schools, business districts, and any conflicts with the Village's 2018 CIP map. We will determine a plan of attack on how the Contractor will need to modify his work schedule to make these accommodations.

Additionally, at the Preconstruction meeting the Contractor will be required to submit:

- Proposed Project Schedule outlining how they plan to complete the project within the allotted calendar completion date. Hancock Engineering will thoroughly review and comment on the validity of this proposed schedule. If changes are necessary, the Contractor will be required to submit a revised schedule within the week.
- Name and 24 hour cell-phone number for the Superintendent in charge of overseeing the Traffic Control and Protection.
- Shop Drawings for lighting materials and any other requested submittals.
- List of proposed suppliers and sub-contractors. All subcontractors with contracts greater than $2,000 will be required to attend this meeting.

This meeting will provide the Village and our office an avenue to discuss the expectations of the Contractor as they pertain to:

- Acquiring Village License and/or bond
- Certified Payroll release
- Notification Process
- Staging and access requirements

- Required permit follow-through
- Erosion Control Expectations
- Requirements and schedule for pay estimates

Task 3 – Notification of Residents Affected by Construction

Hancock Engineering understands and supports the Village's policy of providing affected area residents with notice of construction. We will supply a 24 hour phone number for each project engineer for inclusion in this letter.

If the Village would like, we can work with the Village to administer a Project Informational Meeting (PIM) with impacted property owners and other impacted stakeholders. We are firm believers in "a notified public, is an accepting public," and as such, we would not charge for this meeting.

Hancock Engineering will also draft and prepare Agreements for 50/50 sidewalk replacement program. This is very similar to the Village's GARP program for the 2017 Alley Program.

We are confident in our ability to manage this process and reduce or eliminate the need for village staff's involvement.

Task 4 – Utility Coordination

Hancock Engineering will coordinate with all public utility companies prior to construction starting and continuously throughout the construction process. We will invite public utilities to attend pre-construction meeting.

Task 5 – Permit Coordination

Hancock Engineering will coordinate with all permitting agencies including MWRD, IDOT, IEPA, and NPDES.

Task 6 – Abbreviated PESA

Hancock Engineering will work with Rubino Engineering to obtain a "Potential Impacted Property" (PIP) evaluation of the area near the proposed alley improvements. If the PIP evaluation indicates no further testing is needed for form LPC-662, Rubino will composite soil samples from each core location for soil analytical testing in general compliance with the IEPA CCDD requirements.

If the PIP evaluation indicates further testing is needed for form LPC-663, Rubino will coordinate soil analytical testing in general compliance with the IEPA CCDD requirements. Laboratory testing will be at the discretion of the environmental professional based on knowledge of the location of the PIP's.

LPC 662 Testing Scope	LPC 663 Testing Scope

• PIP Evaluation (Historical & Regulatory)
• Soil Analytical Tests:
  ○ pH
• P.E. Certification (LPC #662)
	• PIP Evaluation (Historical & Regulatory)
	• Soil Analytical Tests **(TBD)**:
	  ○ Volatile Organic Compounds (VOCs), Polynuclear Aromatic Hydrocarbons (PNAs), Resource Conservation Recovery Act (RCRA) Metals, pH
	  ○ TCLP / SPLP RCRA Metal (**only if necessary**)
	• P.E. / P.G. Review & Certification (LPC #663)

If the analytical testing indicates the soils are contaminated, additional testing and an additional disposal source may be necessary (Composite Non-Hazardous Non-Special Waste Analytical for landfill disposal if necessary).

Task 7 – Verify Layout of Proposed Work

Hancock Engineering will confirm that the Contractor's layout meets with the plans. Our field engineers will verify that, for example:

- The top of curb is not higher than face of walk
- Drainage structures will not be placed directly on a gas main or other utility
- ADA compliance grading at all public sidewalk keystones and intersections
- Proper pitch of proposed sewer
- Location and limits of restoration items

We understand that the grades of ADA corners will need to be verified, tweaked, and in some cases designed. We have capabilities to do this with no disruption to the Contractor's planned progress. **We will not charge for any redesigns of curb and/or sidewalk grades on this project.**

Over the last ten years, our firm has provided various degrees of construction layout on over 1,500 projects for our clients.

Task 8– Construction Observation

Hancock Engineering excels at providing extensive on-site observation of construction work in progress. Our Resident Engineer and Inspector will provide field checks of materials and equipment on a **full-time continuous** basis. Each of our engineers, including our Client Manager, will be reachable 24 hours a day on their cellular telephones.

Additionally, our team will:

- Be on-site anytime work is being completed on the project. It is not uncommon for our engineers to remain on-site well past the end of the Contractor's day completing paperwork and resolving resident issues. It is very important to note that the **Village of Oak Park will**

never be charged over 8 hours in a day for our on-site Engineer.

- Serve as the Village's liaison with the Contractor and their Subcontractors.

- Assist with the Contractor in notifying the Oak Park Police and Fire Departments, and various other local agencies having jurisdiction within the project limits.

- Continually keep the Village informed as to whether the work is proceeding in accordance with Contract Documents. We will strongly guard the Village against defects and deficiencies in the work, immediately advise the Village of any observed deficiencies and reject all work failing to conform to the Contract Documents. **The Contractor will not be paid for work that doesn't meet the requirements of the specifications.**

- Organize and lead Development Meetings on-site a minimum of twice a month. We will maintain and circulate minutes of these meetings.

- Review Contractor's progress on a regular basis. As discussed above we will submit weekly Progress Reports which will compare the actual progress to the Contractor's approved schedule. If the Contractor has fallen behind schedule, we will work with the Contractor to determine the appropriate course of action to return to schedule.

- Work with the Village to ensure that necessary Material Testing is adequately provided.

- Coordinate with residents on a continual basis.

- Review and maintain a file of Shop Drawings and Contractor Submittals.

- Perform Traffic Control checks a minimum of three times per day. The checks shall involve checking the condition of barricades between sunrise and sunset. Additionally, twice a month the barricades will need to be inspected after sunset to ensure that they are all flashing as required. Our office will provide the Village with Barricade Check reports on a weekly basis. The Contractor will be notified immediately of any deficiencies found and will need to remedy any issues without delay.

- Keep an inspector's Daily Report book in the Village's format recording hours on the jobsite, weather conditions, general and specific observations, daily activities, quantities placed, inspections, decisions, and a list of viewing officials. These documents will be used to create our weekly Progression Reports.

- Coordinate Construction with permitting agencies.

- Witness subgrade proof rolling and recommend undercutting depths

Our office understands that the Resident Engineer and other field engineers will not authorize any deviation from the Contract Documents except upon written instructions from the Village.

Task 9 – Construction Documentation

As part of our construction services, Hancock Engineering will provide comprehensive documentation. This will include:

Maintaining orderly files of correspondence which shall include:

- Preconstruction Minutes
- Daily Project Diary
- Weekly Progression Reports
- Traffic Protection Reports
- Quantity Book
- Minutes from Development Meetings
- Contract Documents
- Correspondence with Public Utilities and other agencies
- Material Testing Reports

Task 10 – Construction Project Close-Out

Hancock Engineering acknowledges that it is in all parties' best interest to have the project closed out as efficiently as possible. It is our policy to complete a "Pre-Final" inspection in which we provide the Contractor with a list of deficiencies that must be corrected prior to project close-out. As part of this inspection, we will, at a minimum:

- Open all drainage structures and verify their cleanliness
- Inspect all concrete items for cracking and/or puddles
- Inspect all sodded parkways to ensure knitted seams and proper drainage
- Verify that all domestic water service boxes are keyable
- Capture photographs of the improvements

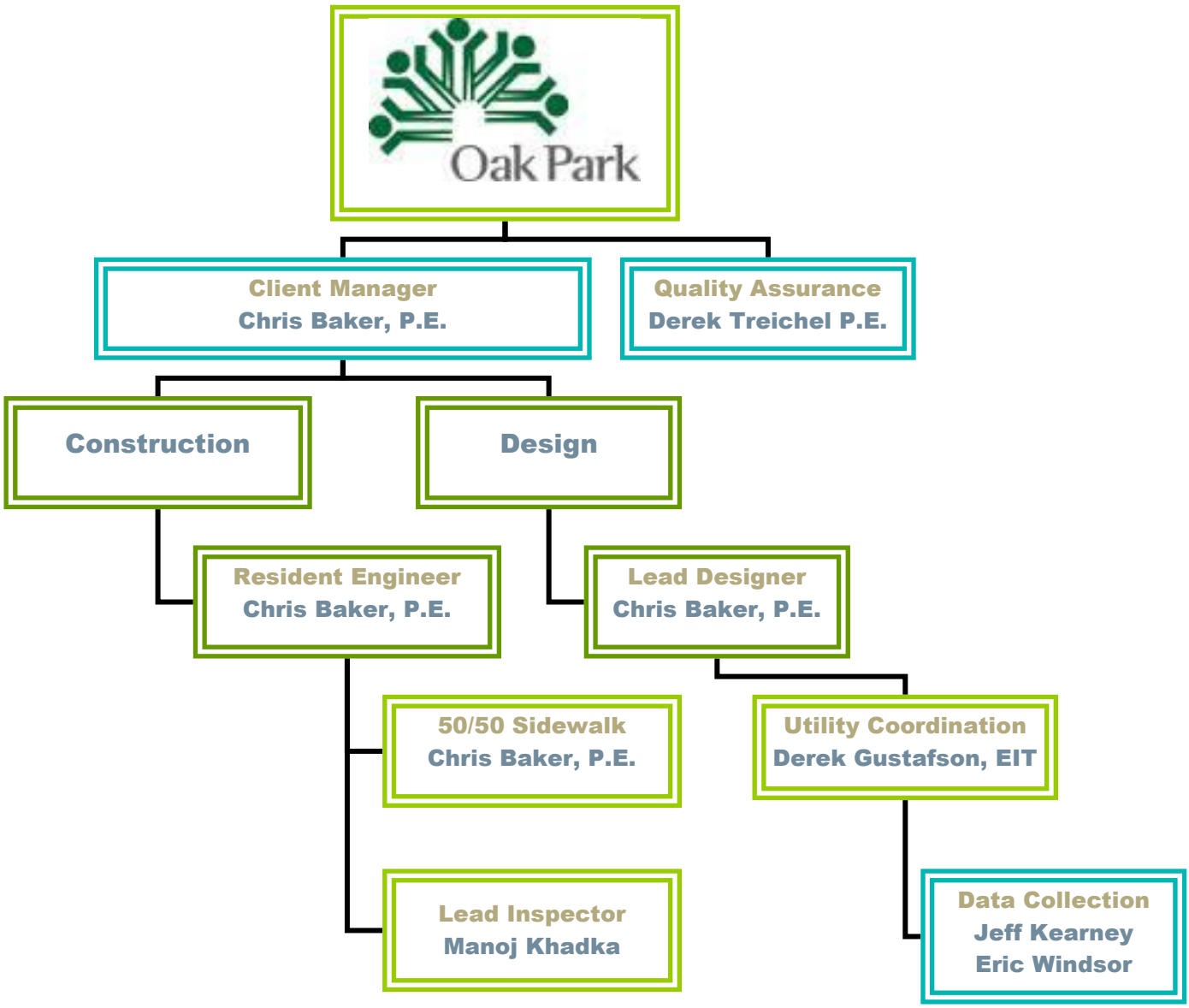
Once these items have been corrected, we will invite the Village to conduct a Final Inspection. If any items are found to need correction, we will provide instruction to the Contractor to correct the issues. After all items have been amended, we will make a recommendation to the Village concerning project acceptance.

During project close-out, Hancock Engineering will provide five (5) hard copies and an electronic copy of the As-Built Topographical Survey to the Village of Oak Park. The drawings will also show any changes that were made to the project plans, including elevations, geometry, and/or limits of improvements.

Our office will also include a final warranty inspection one year after the date of final payment to the Contractor if the Village desires at no cost to the Village.

Organizational Chart

Hancock Engineering employs highly-skilled individuals that work together to form a company with the reputation of working efficiently and professionally to address the concerns of our municipalities and its constituents of local businesses, schools, and home owners. Hancock Engineering employees are very aware that to provide our standard of service, we must understand and reflect the views and intention of the municipality. The personnel named in this proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.



Staff Qualifications

Name/Registration/ Title	Years of Exp./ @Firm	IDOT/Municipal Project Experience
Chris Baker, P.E. Vice-President Director of Marketing Illinois PE # 62-060784 IDOT Documenting Certification # 16-0040 Bachelor of Science in Civil Engineering, Bradley University, 2003 American Public Works Association – Suburban Branch (Past President) **Village Engineer Role (Since)** Village of Broadview (2013- present) Village of Oak Park (2015-present)	14/14	Chris Baker P.E. is a Vice President and a Principal at Hancock Engineering. Chris began his career with Hancock Engineering immediately upon his graduation from Bradley University in 2003. He has substantial experience in both the design and construction of roadway improvements, water main design, storm and sanitary sewer improvements, and streetscape beautification projects. He is also the Director of Marketing activities for our office and is active in several professional organizations. Recent Engineering projects include: Recent Engineering projects include: • Resident Engineer for the MEDST Roadway and Utility Project for the Village of Glen Ellyn. The project entails the reconstruction of 3,000' of roadway in addition to the milling and resurfacing of an additional 1,000' of pavement. In addition to the pavement rehabilitation the project included over a mile of sewer replacement, and the installation of 2,000' of watermain. The project was valued at just over $3 Million. • Design Engineer and Construction Manager for the annual Village-Wide Alley Improvements in Oak Park. Chris has overseen this approximate $3 Million project for the past four years. The project typical includes concrete alley pavement, installation of storm sewer system, replacement of water main and coordination between four General Contractors. • Design and Resident Engineer for the 2017 Broadview Paving Projects. The paving project included milling and resurfacing approximately 1 mile of asphalt roadway with sporadic curb and gutter and sidewalk repairs. The project also included storm sewer improvements and was completed for approximately $2Million. • Design Engineer for Central Boulevard Roadway Improvements for the Village of Villa Park. The project involved the replacement of over a mile of curb and gutter, the placement of 2,500 tons of asphalt, and installation of over 1,000 feet of storm sewer. This project was funded with the IEPA's Water Pollution Control Loan Program.

Derek Treichel P.E. CFM President Illinois PE # 62-048474 Bachelor of Science in Civil Engineering, Southern Illinois University, 1987 **Village Engineer Role (Since)** Village of Brookfield (2001-present) Village of Downers Grove (2015- present)	30/30	Derek Treichel, PE, CFM is the President and a Principal at Hancock Engineering, and is currently responsible for overseeing the design and construction of a variety projects within several engineering disciplines. Derek is the Client Manager for Brookfield and Downers Grove. Derek's project experience includes the design and construction of roadway improvements, sanitary and storm sewer projects, storm water management, water main distribution systems, and documentation of construction projects. As a client manager he assists our municipal clients with preparing annual and 5-Year Capital Improvement Programs, has assisted in completion of comprehensive planning, and assists the client with applying for and obtaining funding for capital infrastructure projects. • Principal in charge of completion of the installation of over 4.0 miles of water main installation projects totaling a cost of $4,400,000 in the Village of Brookfield since 2001. Responsibilities included planning, study and budgeting for projects to be included in 5-year Capital Improvements Plan for the Village, oversight of all aspects of plan preparation and construction. Projects included replacement of deteriorated water mains and installation of booster water mains to improve overall system flow and pressure. • Principal in charge of completion of the installation of over 1.5 miles of water main installation projects totaling a cost of $2,000,000 in the Village of Westchester. Responsibilities included planning, study and budgeting for projects, oversight of all aspects of plan preparation and construction. Projects included replacement of deteriorated water mains, relocation of water mains as part of I-290 Bottleneck Elimination project, and the installation of an emergency connection to the Village of Hillside. • Principal in charge of completion of over 15 miles of local roadway improvement projects totaling a cost of $17,000,000 in the Village of Brookfield since 2001. Responsibilities included planning, study and budgeting for projects to be included in 5-year Capital Improvements Plan for the Village, oversight of all aspects of plan preparation and construction. Projects included resurfacing or reconstruction of the roadways as well as addressing deficiencies in the roadway drainage system.

Manoj Khadka Resident Engineer, Engineer IDOT Documenting Certification # 18- Bachelor of Science, Civil Engineering, 1991 Wentworth Institute of Technology - Boston	13/26	Manoj has been in the civil engineering business for over 25 years. He spent many years designing and drafting for our firm. Over the past five years, he has transitioned to an excellent resident engineer. Manoj uses his knack for communicating with area residents and businesses to his advantage, continually impressing with his ability to keep all stakeholders informed. Prior to coming to Hancock Engineering, Manoj was a lead Engineer at his Canadian firm. Recent Engineering projects include: • Manoj served as the Lead inspector for the 2017 Spring and Summer Paving Program for the Village of Broadview. The two projects each involved the milling and resurfacing of over a mile of asphalt pavement. The improvements were broken into two Contracts and Manoj worked with both General Contractors to ensure no conflicts. A large portion of the projects were constructed within industrial corridor and Manoj went door-to-door, making excellent relationships and helping mold the construction around the various business's needs. • Manoj was a designer and the inspector for the LaGrange Road Watermain Improvements. This project involved the installation of approximately 2,000' of watermain door the US 45 (LaGrange Road) corridor. The process involved coordinating with businesses and multi-family apartment buildings. In addition to open cut installation, the project involved trenchless technology. • Manoj served as the Design and Resident Engineer for the Gottlieb Memorial Hospital's parking lot improvements and implementation of a new detention pond. He worked closely with hospital staff to ensure there were no issues with access for the hospital. • Manoj was the Lead Field inspector for the recent Watermain replacement Project in the village of Oak Lawn. Project involved 12" water main installation with several short and long service connections, including some sections of HDD. • Manoj served as lead designer for the 2018 Street Resurfacing project for the Village of Broadview. The project is similar to these improvements and is estimated to cost just over a million dollars. The project was completed ahead of schedule.

Derek Gustafson, EIT Utility Coordinator, Assistant Designer IDOT Documenting Certification # Pending Bachelor of Science in Civil Engineering, Ohio University, 2015	2/4	Derek is a strong "up and comer" to our firm. Prior to working at Hancock Engineering, Derek worked for C&G Construction in Cleveland, Ohio where he severed as an Estimator and Superintendent. This experience overseeing multiple construction projects really forced him to become organized. The real life experience gained working in the field has translated well to his engineering roles. At Hancock Engineering, Derek has already compiled substantial experience in both design and construction roles. Recent Engineering projects include: • Field Inspector for the $3M+ MEDST Roadway and Utility Project for the Village of Glen Ellyn. The project entails the reconstruction of 3,000' of roadway in addition to the milling and resurfacing of an additional 1,000' of pavement. In addition to the pavement rehabilitation the project included over a mile of sewer replacement, and the installation of 2,000' of watermain. • Lead Field Inspector for the 2017 Maywood Street Improvement program. The project was very similar to this project and involved approximately 2,500 feet of reconstruction and another 2,500 feet of resurfacing. Derek handled the utility coordination for this project. • Field Inspector for 2017 Maywood Parking Lot Improvements. The project involved the resurfacing of parking lots, improvements to drainage structures, decorative fencing, and other applicable work. • Resident Engineer for the 2017 Bierman Street Sewer Improvements for the Village of Villa Park. Derek served as the main point of contact with the Contractor and residents for approximately 2,000 of sewer installation on this SRF project. • Assistant Design Engineer on the 2018 Oak Park Alley project. Derek assisted with utility coordination and other design tasks for the Village's $2.9 million dollar improvements. • Assistant Design Engineer on the 2017 Broadview Summer Paving project. Derek assisted with utility coordination and other design tasks for the Village's $1 million dollar improvements

Jeff Kearney Data Acquisition IDOT Documenting Certification # 14-01162 Bachelor of Science in Industrial Technology, Illinois State University, 1992	19/25	Jeff has been in the civil engineering business for nearly 25 years. He has amassed tremendous experience in serving as Resident Engineer for a multitude of locally funded and State funded projects. He is an IDOT certified documenter and has mastered the "art" of project close-out. Jeff brings a wealth of experience to our projects and is a very valued member of our team. Jeff was an RE for the Illinois Department of Transportation for 6 years prior to working at Hancock. Recent Engineering projects include: • Lead Field Engineer for the $3M+ MEDST Roadway and Utility Project for the Village of Glen Ellyn. The project entails the reconstruction of 3,000' of roadway in addition to the milling and resurfacing of an additional 1,000' of pavement. In addition to the pavement rehabilitation the project included over a mile of sewer replacement, and the installation of 2,000' of watermain. • Overhill Avenue Improvements, Norridge Resident Engineer for Federally funded roadway reconstruction projects valued at approximately $2 Million. The project includes full-depth asphalt pavement, installation of storm sewer system, replacement of water main and street lighting. • Montrose LAFO Improvements, Norridge Resident Engineer for Federally funded roadway resurfacing project valued at approximately $800,000. The project also included the installation of storm sewer. • St Charles Roadway, Maywood Resident Engineering Services for a 3 Mil+ federally funded roadway improvement project. The improvements consisted of the milling and resurfacing and/or reconstructing of approximately a mile of deteriorated roadway, curb and gutter replacement, sidewalk improvements, and storm sewer installation. • Balmoral Avenue Improvements, Westchester Field Engineering Services for a $1.1 M federally funded roadway improvement project. The improvements consisted of improvements to roadway as well as sewer and water utility replacement.

Eric Windsor Data Acquisition IDOT Documenting Certification # 16-0041 College of DuPage	20/20	Eric Windsor recently celebrated his 20th anniversary at Hancock. Eric is one of our top field inspectors and leads our data acquisition team. Eric is an IDOT certified inspector with a thorough understanding of Icors. Recent Engineering projects include: • Lead Engineer for the annual Village-Wide Alley Improvements in Oak Park. Eric has overseen the construction of the approximate $3 Million project for the past four years. The project typical includes concrete alley pavement, installation of storm sewer system, replacement of water main and coordination between various General Contractors. • Resident Engineer for $2 Mil+ Ridgeland Avenue project within the Village of Oak Park. The project involved the resurfacing of a high ADT route within the business district of Oak Park. Eric had constant direct contact with business owners throughout the process, especially during sidewalk replacement portions that were directly adjacent to their buildings. • Lead Field Engineer for a 3 Mil+ federally funded roadway improvement project. The improvements consisted of the milling and resurfacing and/or reconstructing of approximately a mile of deteriorated roadway, curb and gutter replacement, sidewalk improvements, and storm sewer installation. • Lead Field Engineer on $900,000 Prairie Avenue Resurfacing (LAPP) and Water Main Replacement projects in the Village of Brookfield. Coordinated the two improvements to ensure the completion of these separately let projects. The efforts resulted in a seamless transition from the Water Main project to the Roadway resurfacing project on a main thoroughfare through the village. • Lead Engineer for the 2012 Village-Wide Alley Improvements in Melrose Park. Eric was in charge of construction management for the 9+ Million project for the Village of Melrose Park. The project typical includes concrete alley pavement, installation of storm sewer system, replacement of water main and coordination between various General Contractors. The project won APWA - Project of the Year.

Summary of Applicable Experience (2012 – 2017)

Within the last five years, Hancock Engineering has performed design services on many projects which closely relate to this project. The following is a brief sampling:

Roadway Improvement Projects (Past Five Years)

Project	Village	Year	Cost	Contractor
Central Boulevard IEPA Loan	Villa Park	2017	$800,000	ALamp Construction
Euclid & Myrtle IEPA Loan	Villa Park	2017	$900,000	N/A
Off-Street Parking Areas	Villa Park	2017	$375,000	N/A
2017 Street Program	Brookfield	2017	$4,750,000	J. Nardulli Concrete
2017 Oak Park Alleys	Oak Park	2017	$2,650,000	R.W. Dunteman
West Roadway Improvements	LaGrange Pk	2017	$1,350,000	Davis Concrete
North Roadway Improvements	LaGrange Pk	2017	$1,400,000	K-Five
2017 Roadway Improvements	Maywood	2017	$980,000	M & J Asphalt
2017 Bellwood Streets	Bellwood	2017	$420,000	Johnson Paving
Broadview Summer Paving	Broadview	2017	$615,000	Johnson Paving
Broadview Spring Paving	Broadview	2017	$780,000	Schroeder Asphalt
CDBG Alley Program	Brookfield	2017	$480,000	J Nardulli Concrete
87th Avenue Improvements	Hometown	2017	$145,000	Crowley Shepard
Beach Avenue Improvements	LaGrange Pk	2017	$320,000	Schroeder Asphalt
CDBG Alley Program	Broadview	2017	$275,000	J Nardulli
2017 Alley Improvements	LaGrange Pk	2017	$150,000	Suburban
17th and 18th Avenue Improvements	Maywood	2017	$580,000	Norvilla
Melrose Park Alley Improvements	Melrose Park	2017	$180,000	Triggi Construction
Paving Improvement Program	Melrose Park	2017	$660,000	Johnson Paving
River Grove CDBG Alleys	River Grove	2017	$220,000	Triggi Construction
2016 Street Improvements Project	Broadview	2016	$1,750,000	Johnson Paving
2016 Street Improvements Project	Brookfield	2016	$1,300,000	K-Five Paving
2016 Street Improvements Project	LaGrange Pk	2016	$2,200,000	GA Paving
2016 Concrete Improvements Project	Brookfield	2016	$245 ,000	G&M Concrete
Green Alley CDBG Project	Broadview	2016	$170,000	Norvilla
Shields Avenue Reconstruction	Brookfield	2016	$1,200,000	J Nardulli Concrete
Commuter Bike Path	Melrose Park	2016	$1,800,000	ALamp Construction
Alley and Parking Lot Program	Maywood	2016	$478,000	Triggi Construction
2016 Street Paving Project	Melrose Park	2016	$609,000	GA Paving
Green Alley CDBG Project	River Grove	2016	$261,000	Triggi Construction
Washington Boulevard Improvements	Maywood	2016	$776,000	Triggi Construction
Chicago Avenue Improvements	Oak Park	2016	$3,100,000	RW Dunteman
Village-Wide Sidewalk Program	Melrose Park	2016	$154,000	Schroeder and Schroeder

2016 Development Alley Program	*Oak Park*	*2016*	*$300,000*	*Triggi Construction*
2016 Alley Program	*Oak Park*	*2016*	*$2,500,000*	*J Nardulli Concrete*
2016 CDBG Alley Improvements	*River Dale*	*2016*	*$301,000*	*Copenhaver*
2015 Alley Program	*Oak Park*	*2015*	*$2,400,000*	*J Nardulli Concrete*
2015 Street Program	*Melrose Park*	*2015*	*$178,000*	*GA Paving*
2015 MFT Street Program	*River Dale*	*2015*	*$675,000*	*Triggi Construction*
Clyde Estates Roadway Improvements	*Downers*	*2015*	*$1,215,000*	*Alamp Concrete*
2015 Village-Wide Paving	*Broadview*	*2015*	*$1,175,000*	*G & A Paving*
2015 CDBG Paving Improvements	*Broadview*	*2015*	*$250,000*	*G & A Paving*
2015 Village-Wide Paving	*Brookfield*	*2015*	*$1,550,000*	*Johnson Paving*
2015 Village-Wide MFT Paving	*Lagrange Pk*	*2015*	*$385,000*	*G & A Paving*
20th Avenue Resurfacing	*Maywood*	*2015*	*$106,000*	*Chicagoland Paving*
2014 MFT Street Program	*River Dale*	*2015*	*$280,000*	*Davis Concrete*
2014 Street Patching	*Broadview*	*2014*	*$50,000*	*Chicagoland Paving*
Beach Resurfacing Project	*Lagrange Pk*	*2014*	*$265,000*	*ALamp Concrete*
Washington Boulevard Improvements	*Bellwood*	*2014*	*$375,000*	*Crowley Shepard*
MFT Patching Improvements	*Bellwood*	*2014*	*$90,000*	*Reynaga Contractors*
28th Street Improvements	*Bellwood*	*2014*	*$560,000*	*J & T Services*
2014 Street Improvements	*Brookfield*	*2014*	*$1,215,000*	*J Nardulli Concrete*
Enterprise Drive LAFO Improvements	*Westchester*	*2014*	*$590,000*	*Fiala*
Cornell Roadway and Drainage	*Melrose Park*	*2014*	*$3,932,000*	*ALamp Concrete*
Edgewood Pavement Improvements	*Lagrange Pk*	*2014*	*$400,000*	*Central Blacktop*
Washington Blvd CDBG Improvements	*Maywood*	*2014*	*$750,000*	*Triggi Construction*
2014 Street Paving	*Melrose Park*	*2014*	*$1,612,000*	*Brother's Asphalt*
2014 Norridge Streets	*Norridge*	*2014*	*$815,000*	*Triggi Construction*
Ridgeland Avenue LAPP	*Oak Park*	*2014*	*$2,200,000*	*Johnson Paving*
Grand Boulevard Improvements	*Brookfield*	*2012*	*$4,356,000*	*Bolder Contractors*
CDBG Street Resurfacing Project-Proj. B	*Bellwood*	*2012*	*$76,000*	*Chicagoland Paving*
Patching Program	*Bellwood*	*2012*	*$58,000*	*Crowley-Shepard*
CDBG Street Resurfacing Project	*Bellwood*	*2012*	*$120,000*	*Crowley-Shepard*
CDBG Street Resurfacing Project	*Broadview*	*2012*	*$108,000*	*Brother's Asphalt*
Alley Reconstruction	*Broadview*	*2012*	*$87,000*	*J Nardulli Concrete*
CDBG Street Resurfacing Project	*Maywood*	*2012*	*$163,000*	*Schroeder Asphalt*
Resurfacing Program	*Melrose Pk*	*2012*	*$460,000*	*Arrow Road*
Canfield Avenue Improvements	*Norridge*	*2012*	*$ 923,000*	*Alliance Contractors*
Village-Wide Alley Improvements	*Melrose Pk*	*2012*	*$9,867,000*	*ALamp Concret, etc*
MFT Paving Program	*Melrose Pk*	*2012*	*$242,000*	*JA Johnson*
United Parkway	*Schiller Park*	*2012*	*$782,000*	*Alliance*
MFT Paving Program	*Norridge*	*2012*	*$1,252,000*	*Triggi Construction*
MFT Street Resurfacing	*River Forest*	*2012*	*$548,000*	*Schroeder Asphalt*

VILLAGE OF GLEN ELLYN
MEDST Improvements Project

Commencement Date:
May, 2017

Completion Date:
November, 2017

Engineer's Cost Estimate:
$ 3,700,000.00

Contractor Bid Amount:
$3,400,000.00

Engineering Fee Extras:
$ 0

Project Awarded on Schedule:
Yes

Project Design On-time:
Yes

Project Team:
Chris Baker, P.E.
(Client Manager)

Jeff Kearney
(Resident Engineer)

Derek Gustafson
(Inspector)

References:

Rich Daubert
Village Engineer
Glen Ellyn
630-469 5000

Anthony Neri
John Neri Construction
630-514-1778

Hancock Engineering completed Phase III engineering services for the Village Glen Ellyn's Roadway, Sewer, and Watermain Improvement project. The following are highlights of the completed work:

- Tree Protection, including over 3,000' of Tree Fence
- Approximately 3,300 cubic yards of Earth Excavation
- Nearly 3,500 Tons of Hot-Mix Asphalt
- Nearly 6,000 Feet of Curb and Gutter Replacement
- Over 25,000 square feet of Concrete Sidewalk
- Over 7,000' of sewer installation
- Nearly half a mile of 8" watermain
- Over 75 Water Service Connections

The Village of Glen Ellyn's residents have high expectations when it comes to being informed during construction. Our team of engineers wrote and passed out multiple construction updates each week during the project.

Hancock Engineering did not provide the design for these improvements, however there were approximately a dozen instances in which the plans needed to be redesigned in the field. Our team of Engineers acted quickly to provide real-time changes to the Contractor. We **did not seek reimbursement** for these services.

Village of Villa Park
Central Boulevard Improvements

Commencement Date:
June, 2016

Completion Date:
March, 2017

Engineer's Cost Estimate:
$ 1,200,000.00

Contractor Bid Amount:
N/A

Engineering Fee Extras:
$ 0

Project Awarded on Schedule:
Yes

Project Design On-time:
Yes

Project Team:
Chris Baker, P.E.
(Client Manager, Design Manager)

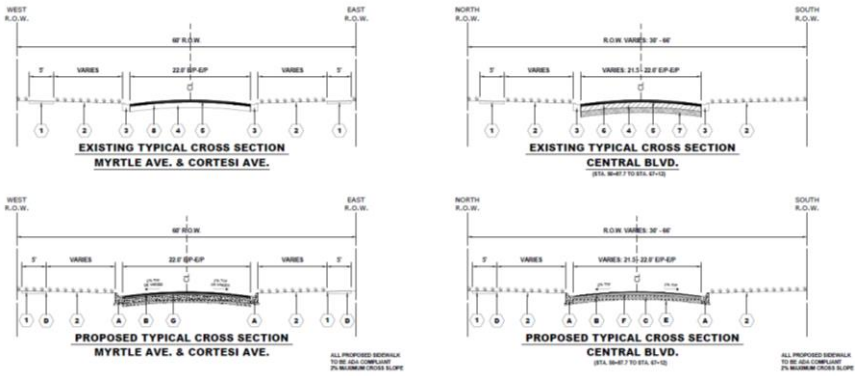
Alex Alejandro, P.E. CFM
(Designer)

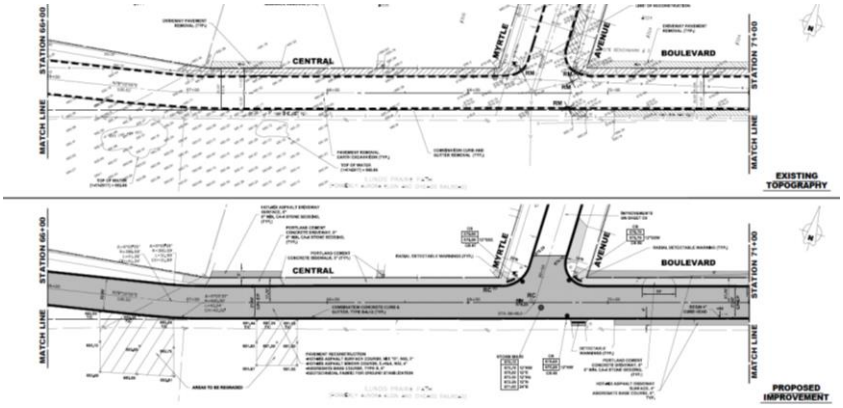
References:

Jeremie Lukowicz, P.E.
Assistant Village Engineer
630-834-8505

Hancock Engineering completed the Roadway Design for the Central Boulevard Improvements within the Village of Villa Park. The project involved the replacement of over a mile of curb and gutter, the placement of 2,500 tons of asphalt, and installation of over 1,000 feet of storm sewer. This project was funded with the IEPA's Water Pollution Control Loan Program.

Hancock Engineering worked as part of a consulting team on this project and helped prepare specifications and bidding documents. Our office created cross-sections to determine excavation quantities, performed quantity take-off of plan items, and performed a QA review of the underground design. Our office was also tasked with obtaining permits from DuPage County.





VILLAGE OF OAK PARK
Ridgeland Avenue Resurfacing

Commencement Date:
September, 2014

Completion Date:
August, 2015

Engineer's Cost Estimate:
$ N/A

Contractor Bid Amount:
$ 2,027,000.00

Actual Construction Amount:
$ <2,027,000.00

Engineering Fee:
$ 150,000.00

Engineering Change Orders:
$ 0

Project Completed On-time:
Yes

Project Team:
Derek Treichel
(Client Manager)

Chris Baker, P.E.
(Resident Engineer)

Eric Windsor
(Field Engineer)

References:

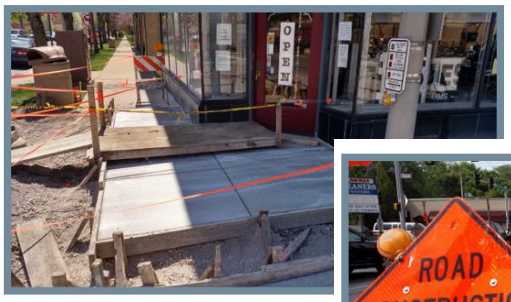
Bill McKenna, Village Engineer
708-383-6400

Byron Kutz, Assist Village Engineer
708-383-6400

Hancock Engineering provided the Construction Engineering services for Ridgeland Avenue in the Village of Oak Park for this Federally Funded LAFO improvement project. The project extended for 3 miles between Roosevelt and North Avenue, extending through the limits of Oak Park. The project involved the milling of pavement, removal and replacement of intermittent curb and gutter, replacement of sidewalk squares to accommodate ADA requirements, minor sewer repairs, installation of preformed thermoplastic bicycle signals, detector loops, railroad insurance, and other parkway improvements.

The project was designed to be installed in a single season; however, the Village of Oak Park elected to concurrently run a Village-funded sewer improvement project within the pavement area of Ridgeland Avenue. We have been able to work with IDOT, the Village, their underground contractor (Trine Construction) and the Ridgeland Avenue paving contractor (Johnson Paving) to extend the time frame of the paving project to three separate stages without the Village incurring any additional costs.

Ridgeland Avenue is heavily used for parking for area businesses, schools, and residents. Hancock Engineering kept this as focal point throughout construction working with the Village's Parking Department to create parking passes for area businesses and residents to utilize during construction. We made sure to continually keep the businesses, schools, and residents up to date.



VILLAGE OF OAK PARK
2017 Alley Improvement Project

Commencement Date:
April 2017

Completion Date:
August 2017

Engineer's Cost Estimate:
$ 2,670,600.00

Contractor Bid Amount:
$ 2,578,150.00

Engineering Fee Extras:
$ 0

Project Awarded on Schedule:
Yes

Project Completed On-time:
Yes

Project Team:

Derek S. Treichel, P.E.
(Client Manager)

Chris Baker, P.E.
(Design Coordinator)

Chris Baker, P.E
(Resident Engineer)

Eric Windsor
(Field Engineer)

References:

Bill McKenna, Village Engineer
708-829-3045

Santino Nardulli, J Nardulli Concrete

Hancock Engineering provided Design and Construction Engineering Services for this annual improvements project. The improvements consisted of two miles of concrete alley reconstruction, approximately one mile of storm sewer, and areas of asphalt roadway repair.

Several of the newly constructed alleys were within business districts. As part of our services, we introduced ourselves to over 50 businesses flanking the alleys. We coordinated refuse collection, parking passes, coordination of the Village's "Garage Apron Replacement Program" (GARP) and accommodated as many businesses' schedules as possible.

Several of the alleys had utility conflicts which we worked proactively with Nicor and ComEd to have their infrastructure relocated prior to the start of our construction.

The project was partially funded with CDBG grants, so all requirements required of this funding were followed.

Several of the alleys flanked schools and churches. We made sure to continually keep all stakeholders up to date.

CITY OF BERWYN
Roadway, Sewer, and Watermain Improvements Project

Commencement Date:
July, 2016

Completion Date:
November, 2016

Engineer's Cost Estimate:
$ 900,000.00

Contractor Bid Amount:
$770,000.00

Engineering Fee Extras:
$ 0

Project Awarded on Schedule:
Yes

Project Design On-time:
Yes

Project Team:
Mark Lucas, P.E.
(Client Manager)

Chris Baker, P.E.
(Project Liaison, Designer)

Eric Windsor
(Resident Engineer)

References:

Bob Schiller, Director Public Works
708-674-3861

Marino Gerardi
J Congdon
630-442-8707

Hancock Engineering provided Design and Construction Engineering Services for the design of watermain, roadway, and sewer work on 19th Street between Clarence and Ridgeland Avenues.

The project consisted of three different fund codes for CDBG paperwork as the project involved:

- Resurfacing of Hot-Mix Asphalt Roadway
- Installation of nearly 2,000 feet of ductile iron water main
- Reviewing of sewer tapes to determine the need for point repairs on the City's Combination Sewer line
- Installation of storm sewer laterals and replacement of drainage structures
- Resident Engineer Coordination with single family residences as well as apartment buildings

Hancock Engineering has completely overseen the CDBG process for a dozen communities with populations under 50,000. This project allowed our Engineers the opportunity to work directly with the City Staff to ascertain exactly what the City of Berwyn expects from their Contractors. At the onset of the project, it was discovered that the Contractor did not properly register with SAM.Gov. In fact, we quickly realized that the Contractor had little experience with CDBG paperwork. We worked hand-in-hand with Contractor, at times all but completing their paperwork ourselves, to ensure that the project continued to move along.

VILLAGE OF VILLA PARK
Biermann Avenue Sewer Separation

Commencement Date:
August, 2017

Completion Date:
November, 2017

Engineer's Cost Estimate:
$ 450,000.00

Contractor Bid Amount:
$ 433,000.00

Engineering Fee Extras:
$ 0

Project Awarded on Schedule:
Yes

Project Completed On-time:
Yes

Project Team:
Chris Baker, P.E.
(Client Manager)

Derek Gustafson
(Resident Engineer)

References:

Jeremie Lukowicz, P.E.
Assistant Village Engineer
630-834-8505

Jeff Moyer, Superintendent
ALamp Concrete

Hancock Engineering completed the construction engineering for the sewer separation on Biermann Avenue within the Village of Villa Park. The project involved:

- Approximately 1,200' of curb and gutter replacement
- Approximately 3,500 square feet of sidewalk removal and replacement, including ADA sidewalk ramps and detectable warnings
- Approximately 800' of Storm Relief Sewer
- Nearly 1,500 square yards of pavement patching
- Sanitary and Storm Manholes and Drainage Structures

The project was funded with DuPage County CDBG funds. Hancock Engineering worked with Dorin Fera to satisfy their documentation requirements.

The project was closed out and final quantities were agreed upon within a month of construction completion.

VILLAGE OF BROADVIEW
Spring and Summer Paving Projects

Commencement Date:
April, 2017

Completion Date:
Coctober, 2017

Engineer's Cost Estimate:
$ 1,900,000.00

Contractor Bid Amount:
N/A

Engineering Fee Extras:
$ 0

Project Awarded on Schedule:
Yes

Project Design On-time:
Yes

Project Team:
Chris Baker, P.E.
(Client Manager, Design Manager)

Derek Gustafson
(Designer)

Manoj Khadka
(Lead Field Engineer)

References:

Matt Ames
Director of Public Works
708-497-8669

Andrew Joiner
Superintendent
Johnson Paving
847- 439-2025

Hancock Engineering completed the Design and Construction Engineering services for these two paving projects during 2017. The project was compiled and bid as two separate projects to accommodate local contractor's and to stage construction around schools. The project was funded with a combination of local, TIF, and MFT funding.

The project involved both residential areas as well as heavily industrialized locations. The industrial areas had not had its infrastructure addressed for quite some time. The existing curb and gutter was in poor condition, both structurally and in terms of drainage and needed full replacement. Portions of the existing sidewalk were located directly behind the existing curb and gutter and had to be replaced to accommodate the new concrete curb installation. The asphalt pavement received substantial patching.

Most of the residential areas were resurfaced, with ADA improvements and "spot curb" replacement.

Project/Client	**Maple Avenue LAPP/ Village of Brookfield**
Scope of Work/ Contractor/ Client POC	Grind and Resurface of approximately a mile of roadway. Improvements include new asphalt surface, minimal sidewalk and curb and gutter improvements and other appurtenant improvements. Phase I, II, and II have been completed. / Johnson Paving Company. / Dan Kaup, Director of Public Works, 708-485-2540
Project Team	Derek Treichel, PE – Client Manager, Bill Peterhansen, P.E. – Design Manager, Jim Goumas – IDOT QA/QC Manager, Tim Johnsen – Resident Engineer, Manoj Khadka – Field Engineer
Construction Cost/ Fee/ Year	$635,000 / $40,000 / 2013

Project/Client	**Washington Avenue LAPP/ Village of River Forest**
Scope of Work/ Contractor/ Client POC	Grind and Resurface of approximately a mile of roadway. Improvements include new asphalt surface, minimal sidewalk and curb and gutter improvements and other appurtenant improvements. Phase I, II, and II have been completed. / Arrow Road Paving Company. / Phil Cotter, Director of Public Works, 708-714-3550
Project Team	Jim Goumas, PE – Client Manager, Chris Baker, P.E. – Design Manager, Jim Goumas – IDOT QA Manager, Jeff Kearney – Resident Engineer
Construction Cost/ Fee/ Year	$815,000 / $36,000 / 2012

Project/Client	**2012 MFT Improvements/ Village of Norridge**
Scope of Work/ Contractor/ Client POC	Grind and resurfacing of nearly 2 miles of roadway throughout the Village. Project included major patching, curb & gutter, sidewalk, storm sewers, and landscaping. Phase I, II, and II have been completed. / Triggi Construction Company. / Brian Gaesor, Village Engineer, 708-453-0800
Project Team	Brad Clark, PE – Client Manager, Chris Baker, P.E. – Design Manager, Jim Goumas – IDOT QA Manager, Alex Alejandro, P.E. – Resident Engineer, Jeff Kearney – Field Engineer,
Construction Cost/ Fee/ Year	$1,100,000 / $70,000 / 2012

Project/Client	Montrose Avenue LAPP/ Village of Norridge
Scope of Work/ Contractor/ Client POC	Grind and Resurface of approximately a mile of roadway. Improvements include new asphalt surface, minimal sidewalk and curb and gutter improvements and other appurtenant improvements. Phase I, II, and II have been completed. / Plote Construction/ Brian Gaesor, Village Engineer, 708-453-0800
Project Team	Brad Clark, PE – Client Manager, Chris Baker, P.E. – Design Manager, Jim Goumas – IDOT QA Manager, Alex Alejandro, P.E. – Resident Engineer, Jeff Kearney – Field Engineer,
Construction Cost/ Fee/ Year	$811,000 / $60,000 / 2011

Project/Client	Thatcher Avenue LAPP/ Village of River Forest
Scope of Work/ Contractor/ Client POC	Grind and Resurface of approximately a mile of roadway. Improvements include new asphalt surface, minimal sidewalk and curb and gutter improvements and other appurtenant improvements. Phase I, II, and II have been completed. / Brother's Asphalt Paving Company. / Phil Cotter, Director of Public Works, 708-714-3550
Project Team	Brad Clark, PE – Client Manager, Alex Alejandro, P.E. – Design Manager, Jim Goumas – IDOT QA/QC Manager, Jeff Kearney – Resident Engineer, Tim Johnsen – Field Engineer
Construction Cost/ Fee/ Year	$313,000 / $14,000 / 2011

Project/Client	Grand Avenue ITEP/ Village of River Grove
Scope of Work/ Contractor/ Client POC	Federally funded streetscape project. Project included the patching of asphalt roadway, concrete base, complete removal and replacement of concrete curb, installation of decorative brick sidewalk, planter boxers, trees and plantings, decorative pedestrian lighting, storm sewer, and landscaping projects. Phase I, II, and II have been completed. / Chicagoland Paving Contractors / Mayor Marilynn May, Village President, 708-453-8000
Project Team	Mark Lucas, PE – Client Manager, Chris Baker, P.E. – Design Manager, Jim Goumas – IDOT QA Manager, Chris Baker, P.E. – Resident Engineer, Eric Windsor – Field Eng.
Construction Cost/ Fee/ Year	$905,000 / $75,000 / 2011

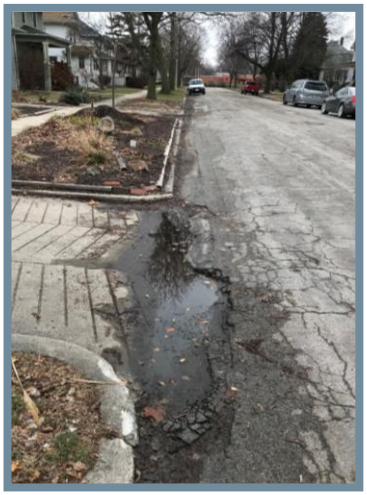
Project Timeline

Hancock Engineering understands the necessity for this project to be completed in an expeditious manner. We understand the Village expects this project to be fully constructed and closed-out prior to December 14th, 2018. We have analyzed the necessary design and construction steps and associated timetables and evaluated our current capacity of resources. **We will exceed these timelines.**

Design Engineering

Deliverable	Project Completion Date
Receive Award of Contract	March 19, 2018 (Assumed)
Services Start	April 2, 2018 (Assumed)
Kick-Off Meeting with City	April 3, 2018
Initiate Design JULIE	April 4, 2018
Send Initial Correspondence to Public Utilities	April 6, 2018
Begin Collection of Data	April 9, 2018
Preparation of Design Survey and Base Sheets	April 27, 2018
Submit Preliminary Plans to Utility Companies	April 30, 2018
Submittal of 75% Documents to Village	**May 7, 2018**
Receive Comments from Village on plans	May 15, 2018
Complete Internal Quality Assurance of Paving Plans	May 20, 2018
Final Plan Submittal to Village	**May 25, 2018**
Advertise Improvements	May 30, 2018
Obtain all necessary Permits	June 1, 2018
Bid Opening	**June 14, 2018****

**The current IDOT bid schedule lists the proposed summer '18 letting date as June 15, 2018. We recommend scheduling local bid opening so that they are not in conflict with the IDOT lettings. Having the bid opening prior to that date will ensure the Village receives ample attention from Contractors and ultimately should lead to very competitive pricing.



Construction Engineering

Deliverable	Project Completion Date
Construction Contract Award	July 16, 2018 (Assumed)
Kick-Off Meeting with Village	July 26, 2018
Preconstruction Conference	July 27, 2018
Public Informational Meeting (if desired)	August 1, 2018
Pre-Construction Activities (Saw-cutting, etc.)	August 1, 2018
Begin construction work	August 7, 2018
Substantially Complete Construction	**October 19, 2018**
Submit Punchlist	October 30, 2018
Complete Punchlist items	November 15, 2018
Agree to Final Quantities with Contractor	**November 21, 2018**
Final Pay Estimate to Contractor	December 1, 2018
Submit As-Builts to Oak Park	December 1, 2018
1-Year Warranty Walk-Though	November 15, 2019

We feel we have outlined an aggressive project schedule that has illustrated the need for this project to be made a priority. Hancock Engineering has staff available to work on this construction project to meet this proposed schedule.

We will work hard to keep Contractor on schedule.

Client References

The following is a partial list of clients for whom we currently provide engineering services to. We have included the length of time we have been retained by each client and a suggested contact party for obtaining further information regarding the services we have been providing.

MUNICIPALITIES

VILLAGE OF BELLWOOD Since 1945
Contact Party : Honorable Andre Harvey, Village President
Telephone No. : (708) 547-3505

VILLAGE OF BROADVIEW Since 1950
Contact Party : Mr. Matthew Ames, Public Works Director
Telephone No. : (708) 681-3600

VILLAGE OF BROOKFIELD Since 1981
Contact Party : Mr. Keith Sbrial, Village Manager
Telephone No. : (708) 485-7344

VILLAGE OF DOWNERS GROVE Since 2014
Contact Party : Mr. Nate Hawk, Engineer
Telephone No. : (630) 434-5460

VILLAGE OF FOREST VIEW Since 1957
Contact Party : Mr. Mark Masciola, Village Administrator
Telephone No. : (708) 749-0310

CITY OF HOMETOWN Since 2003
Contact Party : Honorable Kevin Casey, Village President
Telephone No.: 708-424-7500

VILLAGE OF LA GRANGE PARK Since 1955
Contact Party : Ms. Julia Cedillo, Village Manager
Telephone No. : (708) 354-0225

VILLAGE OF MAYWOOD Since 1995
Contact Party : Mr. John West, Public Works Director
Telephone No. : (708) 450-4482

VILLAGE OF MELROSE PARK Since 1999
Contact Party : Mr. Gary Marine, Public Works Director
Telephone No. : (708) 343-4000

VILLAGE OF NORRIDGE Since 1999
Contact Party : Mr. Brian Gaseor, P.E., Village Engineer
Telephone No. : (708) 453-0800

VILLAGE OF OAK PARK Since 2013
Contact Party : Mr. Bill McKenna, Village Engineer
Telephone No. : (708) 383-6400

VILLAGE OF RIVERDALE Since 2013
Contact Party: :Mr. Lawrence Jackson, Mayor
Telephone No. (708) 841-2200

VILLAGE OF RIVER FOREST Since 1990
Contact Party : Mr. Jeff Loster, P.E., Village Engineer
Telephone No. : (708) 366-8500

VILLAGE OF RIVER GROVE Since 1965
Contact Party : Mr. Dave Guerin, Mayor
Telephone No. : (708) 453-8000

VILLAGE OF VILLA PARK Since 2015
Contact Party : Mr. Jeremie Lukowicz, Village Engineer
Telephone No. : (708) 453-8000

Professional References

The following is a small sampling of professional groups for whom we currently have an excellent working relationship with:

Illinois Department of Transportation
Contact Party : Ms. Marilin Solomon
Telephone No. : (708) 705-4407

North Central Council of Mayors – Transportation Committee
Contact Party : Leonard Cannata, Planning Coordinator
Telephone No. : (708) 453-9100 x 241

Illinois Environmental Protection Agency
Contact Party : Ms. Pamela Holmes
Telephone No. : (847) 758-3412

Metropolitan Water Reclamation District
Contact Party : Mr. Dave Zala
Telephone No. : (708) 435-1393

We acknowledge that the Village of Oak Park is familiar with our proposed Project Manager, Chris Baker, however we understand that you have limited experience with our proposed lead inspector, Manoj Khadka.

Manoj is a degreed engineer who shares Chris's passion for providing strong and consistent communication throughout construction projects. During the 2017 Broadview Paving project, Manoj received accolades at the Village of Broadview's Board Meetings during Public Comment on three (3) different occasions from extremely satisfied residents!

Furthermore, we received half a dozen unsolicited emails thanking him for his constant communication from area businesses, including the following two screen shots:

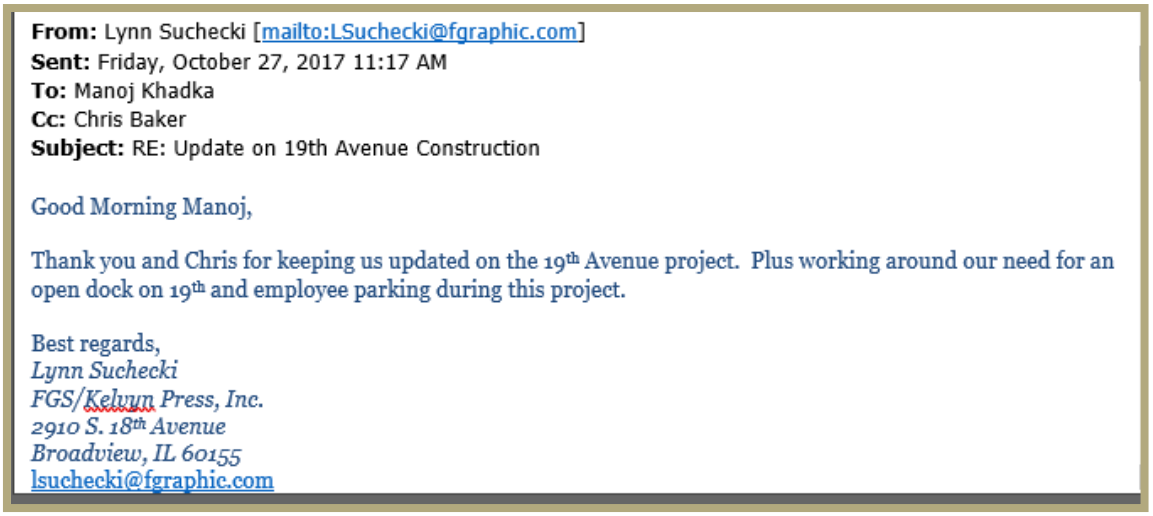
From: Ben Barnett [mailto:bbarnett@priman.com]
Sent: Friday, October 27, 2017 9:15 AM
To: Manoj Khadka <mkhadka@ehancock.com>
Cc: Chris Baker <cbaker@ehancock.com>; James G. Goumas <jggoumas@ehancock.com>
Subject: RE: Update on 19th Avenue Construction

Manoj,

I want to thank you and the contractors. This was the smoothest road construction project we have ever seen. We really appreciate how we worked together to minimize the disruption to our business operation and the road project. Have a great weekend!

Thank you,
Benjamin Barnett

Principal Manufacturing Corporation
office: (708) 865-5049
efax: 708 851 0470
www.principalmfg.com



From: Lynn Suchecki [mailto:LSuchecki@fgraphic.com]
Sent: Friday, October 27, 2017 11:17 AM
To: Manoj Khadka
Cc: Chris Baker
Subject: RE: Update on 19th Avenue Construction

Good Morning Manoj,

Thank you and Chris for keeping us updated on the 19th Avenue project. Plus working around our need for an open dock on 19th and employee parking during this project.

Best regards,
Lynn Suchecki
FGS/Kelvyn Press, Inc.
2910 S. 18th Avenue
Broadview, IL 60155
lsuchecki@fgraphic.com

July 28, 2015

Re: Qualification of Edwin Hancock Engineering Co., Westchester, Illinois

To Whom It May Concern:

Hancock Engineering has served as the Village of La Grange Park's Municipal Engineer since before my tenure began as the Village's Director of Public Works in 2012. My understanding is that they have held this position for over 90 years, dating back to the early 1920's.

Hancock Engineering has always met my expectations of what would constitute a high-level consulting municipal engineering firm. They provide sound technical expertise, are very service orientated, and offer their expertise at very reasonable rates. Most importantly, they understand the importance of serving our residents and consistently go above and beyond to aid our residents. Hancock Engineering is an important asset to the Village of La Grange Park.

Since I became the Director of the Village's Public Works Department, Hancock Engineering has performed numerous projects for the Village of La Grange Park. Together, we have maintained and updated our pavement condition map, analyzed our existing combination sewer system, and made significant improvements to our water infrastructure. On behalf of the Village, I can attest that Hancock Engineering has consistently met our expectations related to project schedules for all of the various projects they have been engaged to complete.

I would recommend Hancock Engineering for any of your projects involving municipal infrastructure planning, design, or construction observation. Please feel free to contact me to answer any questions you may have regarding the work or qualifications of Hancock Engineering.

Respectfully,

Brendan McLaughlin,
Director of Public Works

937 Barnsdale Road, La Grange Park IL 60526
(708) 352-2922 Fax: (708) 354-9942

Village of DOWNERS GROVE
www.downers.us

November 10, 2015

COMMUNITY RESPONSE CENTER
630.434.CALL (2255)

CIVIC CENTER
801 Burlington Avenue
Downers Grove
Illinois 60515-4782
630.434.5500
TDD 630.434.5511
FAX 630.434.5571

FIRE DEPARTMENT ADMINISTRATION
5420 Main Street
Downers Grove
Illinois 60515-4834
630.434.5980
FAX 630.434.5998

POLICE DEPARTMENT
825 Burlington Avenue
Downers Grove
Illinois 60515-4783
630.434.5600
FAX 630.434.5690

PUBLIC WORKS DEPARTMENT
5101 Walnut Avenue
Downers Grove
Illinois 60515-4046
630.434.5460
FAX 630.434.5495

To Whom It May Concern:

Hancock Engineering has performed engineering consulting services for the Village of Downers Grove, with satisfactory results. Most recently, they provided Resident Engineering services on two projects for us; a watermain replacement project at multiple locations around the Village, and a full subdivision reconstruction project. The latter is a complicated project, including storm sewer installation, watermain relocation, ditching, roadway reconstruction (utilizing full-depth reclamation) and bio-swale construction. Their staff has done a good job with both contractor and resident coordination. We would recommend hiring them again on future work.

If you have any questions, please don't hesitate to contact me.

Sincerely,

VILLAGE OF DOWNERS GROVE

Andrew J. Sikich, P.E.
Assistant Director of Public Works - Engineering

RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: _____
State of Illinois)
County of Cook)
Derek Treichel, P.E.,
TYPE NAME OF SIGNEE

being first duly sworn on oath deposes and says that the Respondent on the above proposal is organized as indicated below and that all statements herein made on behalf of such Respondent and that this deponent is authorized to make them, and also deposes and says that he has examined and carefully prepared their bid proposal from the Contract Exhibits and Specifications and has checked the same in detail before submitting this proposal or bid; that the statements contained herein are true and correct.

Signature of Respondent authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Respondent shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated 2/27/2018

Edwin Hancock Engineering
Organization Name

(Seal - If Corporation)

By _____
Authorized Signature
9933 Roosevelt Road, Westchester, IL 60154
Address
708-865-0300
Telephone

Subscribed and sworn to before me this 28th day of February, 2018.

_____
Notary Public

In the state of Illinois.

My Commission Expires: 1/22/2022

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Respondent is a corporation, which operates under the legal name of
Edwin Hancock Engineering
and is organized and existing under the laws of the State of
Delaware.

The full names of its Officers are:

President Derek Treichel
Secretary Edwin Stoelinga

Treasurer Jim Goumas

The corporation does have a corporate seal. (In the event that this bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Name, signature, and addresses of all Partner

_____
_____
_____
_____

The partnership does business under the legal name of _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

(c) Sole Proprietor

The Respondent is a Sole Proprietor whose full name is _____.
If the Respondent is operating under a trade name said trade name is _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

Signed _____
Sole Proprietor

Attachment I. RESPONDENT CERTIFICATION

Edwin Hancock Engineering, as part of its bid on a contract for
(name of Respondent)

Professional Engineering Services for Design and Construction Engineering for the 18-2 Resurfacing of Various Streets Project to the Village of Oak Park, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".

By:_____
(Authorized Agent of Respondent)

Subscribed and sworn
to before me this 28th
day of February, _____, 2018.

_____
(Notary Public)

Oak Park

Attachment II. TAX COMPLIANCE AFFIDAVIT

Derek Treichel, being first duly sworn, deposes and says:

that he/she is President of
(partner, officer, owner, etc.)

Edwin Hancock Engineering Co.
(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

_____
By:
Its:

President
(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this 28th day of February, 2018.

_____
Notary Public's Signature - Notary Public Seal -

Minority Business and Women Business Enterprises Requirements

The Village of Oak Park in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of bidders and subConsultants in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.

Attachment III. ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:
The Consultant is a corporation, legally named Edwin Hancock Engineering and is organized and existing in good standing under the laws of the State of Delaware. The full names of its Officers are:

President Derek Treichel

Secretary Edwin Stoelinga

Treasurer Jim Goumas

Registered Agent Name and Address: Derek Treichel, 9933 Roosevelt Road, Westchester, IL

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:
The Consultant is a Sole Proprietor. If the Consultant does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Consultant is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:
The Consultant is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

_____ _____

_____ _____

Signature Signature

(Attach additional sheets if necessary.) If so, check here _____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

_____

Signature of Owner

Attachment IV. Compliance Affidavit

I, Derek Treichel being first duly sworn on oath depose and state as follows:

(Print Name)

1. I am the (title) President of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its affiliates[3] are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Firm nor its affiliates is barred from agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Firm under the agreement in a civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Consultant is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702.

[3] Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

Signature:_____ Printed Name Derek Treichel

Name of Business: Edwin Hancock Engineering Your Title: President

Business Address: 9933 Roosevelt Road, Westchester, IL 60154

(Number, Street, Suite #) (City, State & Zip)

Telephone: 708-865-0300 Fax: 708-865-1212 Web Address: www.ehancock.com

Subscribed to and sworn before me this 28th day of February, 2018.

_____

Notary Public

M/W/DBE STATUS AND EEO REPORT

1. Consultant Name: Edwin Hancock Engineering

2. Check here if your firm is:

   ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
   ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
   ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
   ☐ None of the above

   [Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?

   25 Number of full-time employees

   _____ Number of part-time employees

4. Similar information will be requested of all subConsultants working on this agreement. Forms will be furnished to the lowest responsible Consultant with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

Signature: _____

Date: 2/28/2018

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Purchasing Department at 708-358-5473.

An EEO-1 Report may be submitted in lieu of this report

Consultant Name Hancock Engineering

Total Employees 25

Job Categories	*Total Employees*	*Total Males*	*Total Females*	*Males*				*Females*				*Total Minorities*
				Black	*Hispanic*	*American Indian & Alaskan Native*	*Asian & Pacific Islander*	*Black*	*Hispanic*	*American Indian & Alaskan Native*	*Asian & Pacific Islander*	
Officials & Managers	11	11			2							
Professionals	7	7										
Technicians	6	6		2			1					
Sales Workers												
Office & Clerical	1		1									
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will be disqualify you from consideration.

Derek Treichel *(Name of Person Making Affidavit), being first duly sworn, deposes and says that he/she is the* President *(Title or Officer) of* _____ *and that the above EEO Report information is true and accurate and is submitted with the intent that it be relied upon. Subscribed and sworn to before me this* _____ *day of* _____*, 2017.*

_____ *(Signature)*

_____ *(Date)*

Proposed Fees

Upon award of this Contract, Hancock Engineering will provide the Village of Oak Park with services outlined in the Village's Request For Proposal and as described in our Proposal to provide Design and Construction Engineering Services for these improvements.

Hancock Engineering proposes to complete this work according to the following:

Hancock Fee:	**$169,250.00**
Services By Others*:	$ 12,250.00
Survey Contingency:	$ 5,000.00
Total Fixed Price:	**$186,500.00**
Total Projected Hours:	**1,972**

**Services by others include, Pavement Cores and Report and CCDD Testing and LPC 662 sign-off.*

We are proposing to staff this project with a Resident Engineer and full-time inspector for 12 weeks of heavy construction. We believe that there will need to be full-time field engineer on-site during all periods of underground and pavement work. We have also allotted substantial time to resident coordination both, prior to construction and included within the hours of Construction Observation.

We want to continue our relationship with the Village of Oak Park and **take the burden of this design and construction project from the shoulders of the Village staff**. We feel our team is experienced at providing a very high level of service to our clients and would value this opportunity to display our skills for your team on a roadway project.

Phase I and II Engineering

Task	Cost	Manhours
Meetings	$2,650	58
Topographic Surveys	$9,100	100
Utility Coordination	$1,200	16
Preparation of Design Survey and Base Sheets	$9,650	82
Preparation of Permits	$3,950	40
Preparation of Plans and Bidding Documents	$40,950	396
Bidding Assistance	$1,950	20
Coordination with Staff	$0	64
Hancock Engineering Fee:	**$69,450.00**	**776**
Survey Contingency per RFP:	$5,000.00	
Rubino – Cores and CCDD*	$12,250.00	
Total Design Engineering Fee:		**$86,700.00**

*See attached Proposal

Phase III Engineering

Task	Cost	Manhours
Preconstruction Services	$5,800	48
Notifications- Sidewalk Letters	$10,400	100
Utility Coordination	$1,200	12
Permit Coordination	$1,200	16
CCDD Sign-Off	$800	8
Layout Verification and ADA Review	$2,400	20
Construction Observation and Documentation	$73,500	912
Construction Close-Out	$4,500	80
Total Construction Engineering Fee:	**$99,800.00**	**1,196**

Phase III Engineering Manhour Breakdown

PHASE III ENGINEERING				
Task 1 - Preconstruction Activities	**Jim**	**Chris**	**Manoj**	**Supplemental**
		28	20	0
Task 2- Notification of Residents				
		80	60	40
Task 3- Permits and Parking				
		6	20	2
Task 4 - CCDD Sign-Off				
	6	2		
Task 5 - Verify Layout				
		4	16	
Task 6 - Construction Observation				
		216	616	80
	6	**336**	**732**	**122**

Hourly Rates

PERSONNEL CLASSIFICATION	TOTAL BILLING RATE
ENGINEER –VI	**$133.00**
ENGINEER -V	**$128.00**
ENGINEER -IV	**$118.00**
ENGINEER -III	**$113.00**
ENGINEER -II	**$ 93.00**
ENGINEER -I	**$ 83.00**
CADD MANAGER	**$113.00**
CADD TECHNICIAN -II	**$103.00**
CADD TECHNICIAN -I	**$ 98.00**
ENGINEERING TECHNICIAN – V	**$113.00**
ENGINEERING TECHNICIAN – IV	**$103.00**
ENGINEERING TECHNICIAN – III	**$ 88.00**
ENGINEERING TECHNICIAN – II	**$ 73.00**
ENGINEERING TECHNICIAN – I	**$ 48.00**
ADMINISTRATIVE ASSISTANT	**$ 73.00**

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.***

If the Village seeks actual employee rates, we can provide these numbers at your request.

rubino ENGINEERING INC.

PROPOSAL - PAVEMENT CORES

February 26, 2018

To: Chris Baker, PE
Vice-President
Edwin Hancock Engineering Co.
9933 Roosevelt Road
Westchester, IL 60154
Tel 708/865-0300
Email cbaker@ehancock.com

Re: Proposal – Pavement Cores
Village of Oak Park
18-2 Resurfacing of Various Streets

Proposal No. Q18.103g

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide coring services for the above referenced project.

PROJECT UNDERSTANDING

Rubino understands that the Village of Oak Park is planning to resurface and reconstruct various streets as outlined in the map included herein.

Information received:

- RFP from the Village of Oak Park dated February 14, 2018
- 18-2 RESURF Map
- Typical Core test locations

Should any of the information on which this proposal has been based, including as described above, be inconsistent with the planned construction, Rubino requests to be contacted immediately in order to make any necessary changes to this proposal and scope of work.

SCOPE OF SERVICES

The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide pavement coring on the planned project. The exploration will be performed in general accordance with both the requested proposal information and Rubino's current understanding of the project.

Site Access and Traffic Control

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the proposed core locations will be within existing paved areas and will therefore be accessible to a pickup truck. Traffic control will consist of cones, Approach signage, and flaggers as applicable.

General Core Locations

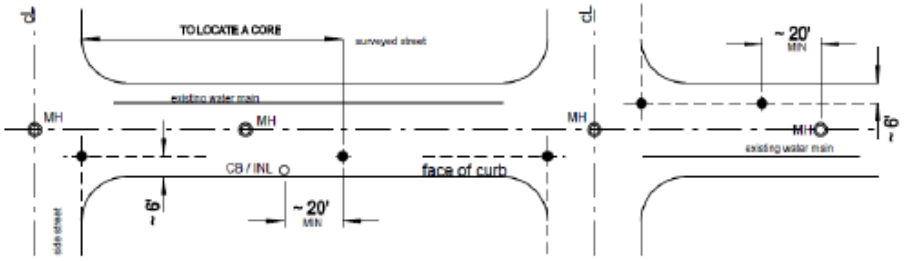
To obtain data to evaluate subsurface conditions within the proposed pavement reconstruction areas, Rubino proposes to perform the pavement core with a Milwaukee Drill and a two foot diamond-bit core barrel in the pavement core locations.

NUMBER OF CORES W/SUBBASE THICKNESS DETERMINATION	MAX DEPTH	LOCATION
39 - 45	2 feet below pavement surface	Approximately 3 per block

*BEG = below existing grade

Rubino will locate the borings in the field by measuring distances from known, fixed site features.

Example Core Locations



THE CORING LOCATIONS SHOWN HERE ARE APPROXIMATE, DETERMINED TO AVOID TYPICAL LOCATIONS OF THE UNDERGROUND UTILITY TRENCHES. STAY AWAY FROM VISIBLE PATCHES AND/OR UTILITIES MARKED IN THE FIELD BY JULIE.
LABEL THE CORES BY HOUSE NUMBER (OR THE DISTANCE FROM BEGINNING OF THE BLOCK AS SHOWN), STREET SIDE, AND DISTANCE FROM THE FACE OF CURB.

Completion of Cores

Upon completion of sampling, the cores will be backfilled and capped with non-shrink grout or Quikrete. Some damage to ground surface may result from the coring operations near the work areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the core holes are included.

It should be noted that over time, some settlement may occur in the core hole. If Rubino is requested to return to the site for the purpose of filling any holes that may have settled, additional time and material charges may apply.

CCDD Testing – LPC 662

Rubino will obtain a "Potential Impacted Property" (PIP) evaluation of the area near the proposed alley improvements.

If the PIP evaluation indicates no further testing is needed for form LPC-662, Rubino will composite soil samples from each core location for soil analytical testing in general compliance with the IEPA CCDD requirements.

If the PIP evaluation indicates further testing is needed for form LPC-663, Rubino will coordinate soil analytical testing in general compliance with the IEPA CCDD requirements. Laboratory testing will be at the discretion of the environmental professional based on knowledge of the location of the PIP's.

LPC 662 Testing Scope	LPC 663 Testing Scope

• PIP Evaluation (Historical & Regulatory)
• Soil Analytical Tests:
  ○ pH
• P.E. Certification (LPC #662)
	• PIP Evaluation (Historical & Regulatory)
	• Soil Analytical Tests **(TBD)**:
	  ○ Volatile Organic Compounds (VOCs), Polynuclear Aromatic Hydrocarbons (PNAs), Resource Conservation Recovery Act (RCRA) Metals, pH
	  ○ TCLP / SPLP RCRA Metal (**only if necessary**)
	• P.E. / P.G. Review & Certification (LPC #663)

If the analytical testing indicates the soils are contaminated, additional testing and an additional disposal source may be necessary (Composite Non-Hazardous Non-Special Waste Analytical for landfill disposal if necessary).

CORE REPORT

Upon completion of field and laboratory work, Rubino will prepare a **Core Summary Report** using the collected data. The report will include the following:

- *Summary of client-provided project information and report basis*
- *Core Location Plan*
- *Photo documentation of field conditions and core specimens with scale*
- *Subbase stone thickness*
- *Results of laboratory pH testing*
- *LPC-662 CCDD Certification, as applicable*

An electronic copy of the report will be provided.

PROJECT SCHEDULE

Rubino proposes to initiate work on this project within 3 working days after receiving written authorization to proceed and we will follow the schedule below in order to complete the project:

Task	Number of Working Days
Field work including site layout and coring	5
Preparation of the Field Report	5

Project schedules can be affected by weather conditions and changes in scope. If the report needs to be delivered by a specific day, please notify us as soon as possible. Preliminary verbal results can be made to appropriate parties upon completion of the field investigation.

Rubino will need to receive a signed copy of this proposal intact prior to mobilizing.

FEES

Rubino proposes to charge the fee for performance of the outlined scope of services on a lump-sum basis. Based on the scope of services outlined above, the lump-sum fee will be:

Traffic Control	Flaggers and approach signage:	$ 1,000.00	lump sum
Pavement	Pavement Cores ($200 x 45)	$ 9,000.00	Total
CCDD Field	Field Sampling – Hand Auger, 1 per block	$1,000.00	lump sum
CCDD 662	PIP Evaluation and LPC Form 662:	$ 1,000.00	lump sum
CCDD 662 Lab	pH testing ($15 x 15)	$ 225.00	Total
		$12,225.00	**Grand Total**

Extras:

CCDD 663 Rpt	*Analytical, Form LPC 663 and Report:*	*$ TBD*	
CCDD	*TCLP / SPLP RCRA Metal*	*$100.00*	*Per test*

Please see the attached fee schedule for additional unit rates for services requested after issuing the field report (drawing / spec review, scope or site layout change, etc.).

Scope Limitations

Project services do not include a site evaluation to determine the presence or absence of wetlands, hazardous substances, or toxic materials.

AUTHORIZATION

If this proposal is acceptable to you, Rubino will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. Rubino will proceed with the work upon receipt of authorization.

Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact Rubino with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.

Rubino Engineering, Inc.

RUBINO ENGINEERING, INC. IS:
AN AASHTO-ACCREDITED LABORATORY
IDOT PREQUALIFIED
IDOT DBE-CERTIFIED (100% WOMAN-OWNED)