



PROPOSAL

**Construction Engineering
Services for the
18-16 Village Hall
Parking Lot Improvements**

Village of Oak Park, IL

January 31, 2019

Clark>Dietz

Engineering Quality of Life®



January 31, 2019

Village of Oak Park
Public Works Department, Engineering Division
Attn: RFP for Professional Construction Engineering
201 South Blvd
Oak Park, IL 60302

RE: #18-16 Village Hall Parking Lot Improvements - Construction Engineering Services

Dear Mr. Kutz:

Maintaining efficient public infrastructure in the Village of Oak Park is a primary responsibility of the Public Works Department. Communities are looking for more ways to improve public parking space and to increase walkability and bike ability to their public use facilities. Parking space is a scarce resource in the Village. The planned improvement to the Village Hall parking lot provides an opportunity to improve the landscape aesthetics and pavement conditions for residents, visitors and village employees who drive, bike or walk to Village Hall.

To make this key improvement a reality requires an engineering firm with a fundamental understanding of the project objectives, solid design and construction experience, and a commitment to overall project excellence. Clark Dietz has the leadership, expertise, experience and commitment to provide Oak Park value for the improvement. We have assisted several communities in Illinois, Indiana and Wisconsin with parking lot design, construction and oversight in the last four decades. Clark Dietz is prequalified by the Illinois Department of Transportation in the category of Special Services – Construction Inspection. The special benefits of the Clark Dietz Team are:

- **Proven Leadership** - The Construction Inspector will be Mike Daniels. Mike has 32 years of experience with municipal roadway/pavement projects, responsible for design and overseeing construction. He has relevant experience managing parking lot projects in communities like Oak Park.
Consultant Project Manager will be Amy Wagner, PE. Amy has successfully managed municipal projects throughout northern Illinois as a Public Works Director and a City Engineer. She will manage the overall development of the project and ensure that all project elements function well together.
- **Recent Successful Municipal Experience** – Clark Dietz has completed many relevant parking lot improvement projects in Franklin Park, Harwood Heights, Richton Park, and Parkland College.
- **Demonstrated Project Management Skills** – Our project management process ensures a properly staffed project with appropriate resources and technical skills to provide high quality, timely, and cost-effective solutions.
- **Exceptional Customer Service** - Mike Daniels will provide clear and consistent communications with the Village throughout the project duration.
- **Commitment of Service** - Clark Dietz has the right resources ready to assist Oak Park to complete the parking lot improvement and move the project forward.



We pledge that the key staff identified in this proposal will be committed throughout the contract construction. The proposed project is a significant improvement for Oak Park and the surrounding residents. Clark Dietz asks for the opportunity to work with the Village to make this project a success.

The proposal contact is Jennifer Barlas, 630.607.1505, jennifer.barlas@clarkdietz.com

Sincerely,

Clark Dietz, Inc.

Amy Wagner, PE
Municipal Services Team Leader

Jennifer Barlas
Business Development

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Fee (submitted separately)

Section 1



Project Understanding and Approach

PROJECT UNDERSTANDING AND APPROACH

The Village of Oak Park requires construction engineering services for a locally funded parking lot improvement project at the Oak Park Village Hall, south of Madison Street between Lombard and Taylor. This project consists of rehabilitation of the main parking lot including mill and overlay of the parking lot, asphalt patching, new inlets and storm sewer, existing drainage inlet and frame adjustments, and pavement marking. Structural items include minor structural repairs of the south portion of the basement garage and structural slab rehabilitation. Aesthetic and functional items include landscape improvements in the vicinity of Village Hall, new light poles at various locations in the parking lot, new signage, and installation of new vehicle charging stations. The work will need to be scheduled to minimize disruption and inconvenience to village employees, visitors, pedestrians, and to maintain the access to vehicular traffic in the parking lot and within the construction zone.

Only four weeks have been allotted for a full closure of the lot to complete certain improvements including basement garage repairs, lighting underground work, curb removal and replacement, pavement removal and replacement, and striping. Therefore, coordination and communication during construction will be paramount in maintaining a tight schedule and the delivery of a successful project.

Staging throughout the remainder of the project will be necessary to maintain pedestrian and vehicular access. Coordination with the contractor regarding the storage of materials and equipment will also be necessary to increase safety and decrease the likelihood of damage to the new infrastructure.

The construction engineering tasks for this project will be handled by one construction inspector, with coordination efforts being accomplished by the Village's Project Manager. Based on the specific scope outlined in the RFP, it is our understanding that the tasks that the Construction Inspector will perform include:

- Pre-construction Meeting coordination, attendance, and preparation of minutes (1)
- Weekly project meetings with the contractor (9-10 est.)
- Weekly meeting or updates with the Village Project Manager, including information for the Manager's Report and the Village's online GIS CIP page (9-10 est., may be more depending upon circumstances and schedule)
- Coordination with Village Project Manager regarding parking impacts, ADA accessibility and scheduling to minimize impacts
- Responding to inquiries and complaints
- Layout/staking verification
- Preparation of construction notification letters
- Field inspection/construction observation
- Proof rolling subgrade and remediation
- Design changes/adjustments
- Coordinating contractor design questions and RFI's with lighting, landscaping and structural consultants
- Schedule oversight and updating project ID signs
- Traffic control inspection
- Progress payment and change order review and submission
- IDOT method documentation procedures (including maintaining IDR, Quantity book and materials documentation)
- Project closeout

Tasks to be performed by the Village or others will include:

- Scheduling and leading the Pre-construction Meeting

- Coordinating the construction with other Village Departments and staff, including Police and Fire
- Coordination with the construction inspector regarding parking impacts, ADA accessibility and scheduling to minimize impacts
- Materials testing
- Shop drawing review
- QC/QA review (since contract has already been awarded)

Based on our review of the project plans and our past experiences, we expect that the following items will require special attention during construction since they have the potential to impact the completion schedule and overall success of the project:

- **Project coordination and outreach**
- **Traffic control and access management**
- **Precise documentation and rapid project closeout**

Clark Dietz has successfully managed these construction issues on past projects. Our Team has the skills to complete the Village Hall Parking Lot Improvement project effectively for the Village of Oak Park.

PROJECT COORDINATION AND OUTREACH

One of the unique benefits of our Team is the emphasis we place on project coordination and outreach during construction. For a project to progress smoothly, proper coordination between all stakeholders is essential. Exceptional customer service, coordination, and distribution of information is imperative, particularly for a project within a high-profile area and one whose construction of improvements will significantly impact access to a government facility.

Our approach involves informally partnering with the contractor at the beginning of the project to develop a clear understanding of how the schedule and operations will impact project stakeholders. For this project the main stakeholders are the elected officials, Village Hall staff, Village residents, property owners, and business owners. Clark Dietz will handle utility coordination with outside and local agencies, including coordination with Com Ed for the new electrical service, as well as coordination with the Village's Environmental Services Division for trash collection impacts.

For this project, the Village will designate a project manager to handle coordination and communication with the Village Hall Staff and the affected public. Our construction inspector will oversee construction and be the daily connection between the contractor and the Village's project manager. We will work closely with the project manager to keep the Village informed of closures, changes in staging, or issues that may arise during construction.

Though much of the coordination and outreach is being handled through the Village directly via the project manager, Clark Dietz will be available as needed to assist with these efforts.

TRAFFIC CONTROL AND ACCESS MANAGEMENT

Traffic control is one of the most important items on a construction project. Clark Dietz closely inspects the contractor's traffic control to verify that it follows the approved plan. It is crucial that the motoring public be able to safely and easily navigate through the work zone, particularly in an area where parking is limited, and it is vitally important to maintain accessibility.

The Clark Dietz Team knows applicable traffic control standards and inspection procedures. Inspections are to be made throughout the day, and at night, to verify that lights and flashers are working properly. The contractor will

be informed of any deficiencies in a timely manner and our Team will verify that deficiencies are corrected. Clark Dietz also works with the contractor to look ahead at staging changes and identifies areas of concern.

Access management of a construction site is also very important. At all times, at least one pedestrian path to the south entrance of Village Hall shall be maintained, as well as an accessible path to the west entrance, which serves as the building's accessible entrance. The plaza shall also be staged to allow pedestrian access around the parking lot to Village Hall. It is vital to ensure that the contractor adheres to traffic control provisions in the contract to control pedestrian access within the project limits and provide for safe passage for all pedestrians.

Impacts to parking may be the most crucial. Staging of construction will need to minimize impacts to parking. Side-street parking will be needed as over-flow parking for staff, police, and visitors and must not be used for staging or material storage. The construction inspector will also assist the Village with coordinating parking impacts with the Parking Services Department.

The Village hosts several meetings a month, which must be accommodated by the contractor and the construction staging. Delivery access through the west entrance of Village Hall must also be maintained.

PRECISE DOCUMENTATION AND RAPID PROJECT CLOSEOUT

Project completion is not when the contractors' field activities are complete. A project is truly complete when all work is sufficiently documented, and the project has been closed out with the owner. For Clark Dietz the project closeout efforts begin even before the construction commences. The job box is started at the beginning of the project and maintained throughout, so that all documentation can be delivered to the community upon completion of the project. Maintaining the jobs filing system continuously and precisely throughout the project, allows the project to move forward and be closed-out expeditiously.

Our construction inspectors follow IDOT documentation procedures, even when a project is locally funded. The State and Federal documentation procedures allow the construction inspector, Village and contractor to verify quantities and materials constructed, and allow for timely approval of pay estimates and acceptance of completed work. This allows the project to move forward without delays due to non-payment and quantity disputes.

CONCLUDING STATEMENT

Clark Dietz has successfully completed similar scale projects to the Village Hall Parking Lot Improvement project. We pledge to perform the day to day operations of construction engineering to meet project requirements while providing a quality finished product to the Village of Oak Park. Our exceptional client service and ability to ensure smooth project coordination and continual public outreach is what puts us above our competition. These skills are crucial for the Village Hall Parking Lot Improvement project to be constructed on schedule with minimal impacts to stakeholders.

For this project, the Village will designate a project manager to handle coordination and communication with the Village Hall Staff and the affected public. Our construction inspector will oversee construction and be the daily connection between the contractor and the Village's project manager. We will work closely with the project manager to keep the Village informed of closures, changes in staging, or issues that may arise during construction.

Though much of the coordination and outreach is being handled through the Village directly via the project manager, Clark Dietz will be available as needed to assist with these efforts.

Section 2

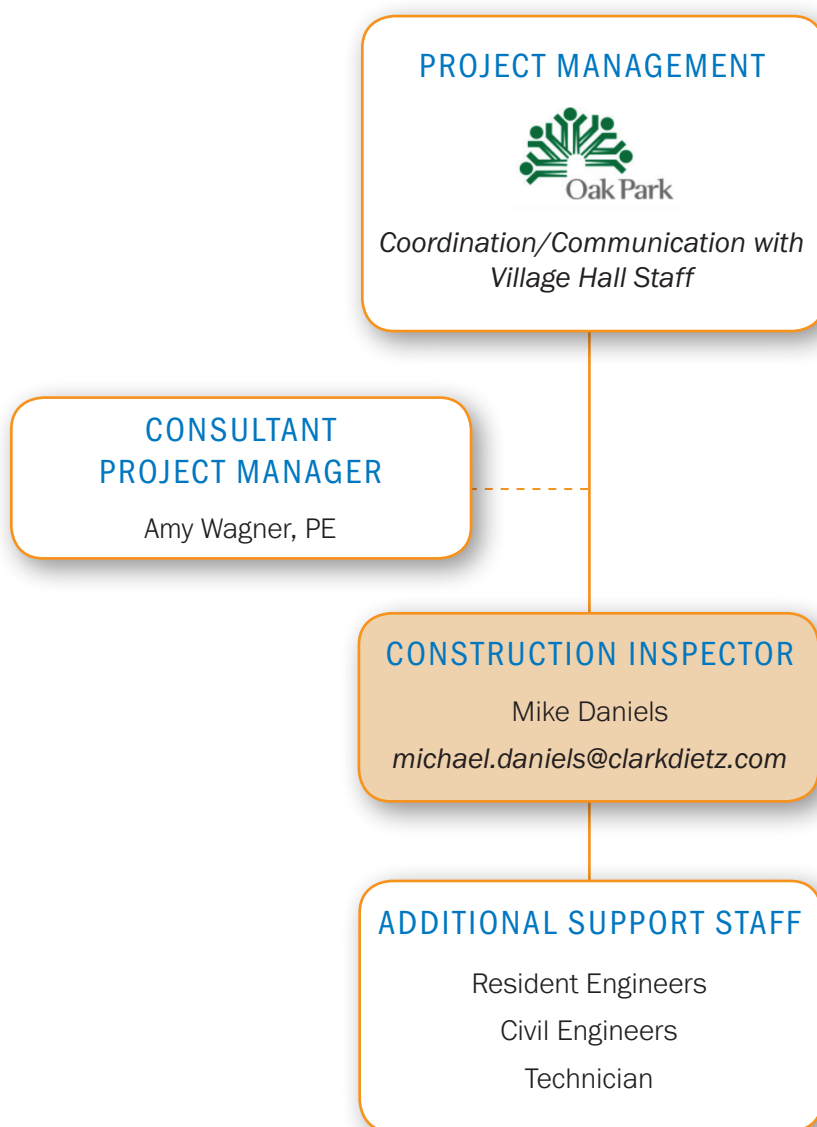


Organizational Chart / Team Resumes

ROLES AND RESPONSIBILITIES

Clark Dietz, Inc. is proposing an experienced Construction Inspector with extensive depth and expertise in the tasks requested by the Village of Oak Park. Mike Daniels will be supported by our full staff of engineers, technicians and administrative staff, if required. See his resume for additional information on Mike's 30 plus years of experience. We pledge that the key staff identified in this proposal will be committed throughout the contract construction.

Construction inspector, Mike Daniels, will be on site full time to provide IDOT certified construction observation and documentation services, ensuring that the project will be completed in accordance with the plans and specifications and conduct progress meetings. His primary responsibilities will include daily coordination with the general contractor, subcontractors and utilities, addressing stakeholder questions and concerns in the field, marking field limits, verifying layout and responsibility for maintaining schedules. In addition, he will be responsible for field measurement of quantities, verifying quantities with the contractor, and formulation of progress payments. Mike has over 30 years of experience both design and construction on projects ranging from complex federally-funded infrastructure improvements to locally funded municipal projects.





Amy Wagner, PE

Consultant Project Manager

EXPERIENCE

23 Years

EDUCATION

BS, Civil Engineering, Southern Illinois University, Carbondale

REGISTRATIONS

Illinois Professional Engineer
#062.067033

ADDITIONAL TRAINING

Public Works Construction
Inspection Skills, UW Madison
Maintaining Asphalt Pavements, UW
Madison
Illinois Public Service Institute
(2016-2018)
Documentation, IDOT Technology
Transfer Program
Highway Engineering Principles,
IDOT Technology Transfer Program

PROFESSIONAL AFFILIATIONS

American Public Works Association

Ms. Wagner is the Municipal Team Leader with over 20 years of experience including 15 years in local government serving as a Director of Engineering and a Director of Public Works. In addition, she has served as a project manager on multiple local agency infrastructure improvements, including local, state and federally funded projects.

Project Experience

Metra Commuter Parking Facility Expansion CMAQ Project, Lockport, IL / Municipal Project Manager. This 25,000 SF parking lot expansion included grading and drainage improvements, full depth asphalt pavement parking lot, curb and gutter, landscape medians, lighting, decorative fence, pavement marking and signage. Amy served as the lead on funding procurement and as municipal project manager throughout design and construction.

Cullom Avenue & Alley Resurfacing, Harwood Heights, IL / Project Engineer. Engineering services for design, permitting, and construction inspection to resurface Cullom Avenue between Sayre Avenue and Newcastle Avenue. Improvements included ADA upgrades, sign replacement, asphalt pavement resurfacing, spot curb replacement, spot sidewalk replacement, driveway replacement, and striping modifications.

Garfield Street (STP) Reconstruction, Lockport, IL / Municipal Project Manager. Full reconstruction of Garfield Street, from IL-7 to Division including sidewalk, curb and gutter, storm sewer, parking along the SE side, decorative lighting and landscape restoration. Federal Surface Transportation Funding covered 80% of Phase II Engineering, Construction and Construction Engineering. Served as the lead on funding procurement and as municipal project manager throughout design and construction.

IL-7 Sidewalk ITEP Project, Lockport, IL / Municipal Project Manager. Completion of sidewalk along IL-7, from 7th Street to Adelman Drive, grading, retaining wall, and culvert extensions necessary to accommodate the sidewalk. A large amount of sidewalk was completed in the same corridor several years earlier with federal CMAQ Funding. Served as the lead on funding procurement and as municipal project manager throughout design and construction on both projects.

Read Street (STP) Reconstruction, Lockport, IL / Municipal Project Manager. Full reconstruction of Read Street, from 7th Street to Division including sidewalk, curb and gutter, storm sewer, water main replacement, decorative lighting and landscape restoration. Federal Surface Transportation Funding covered 80% of Phase II engineering, construction and construction engineering. Served as the lead on funding procurement and as municipal project manager throughout design and construction.

13th/State Street Signalization, Lockport, IL / Municipal Project Manager. The 13th and State Street Signalization included the widening of State Street from 12th Street to 14th Street to accommodate turn lanes, and the signalization of the intersection. The signal also included pedestrian signals for safe pedestrian crossing at the intersection.

Mike Daniels

Construction Inspector

EXPERIENCE

31 Years

ADDITIONAL TRAINING

IDOT Documentation of Contract Quantities

IDOT ICORS Certified

IDOT Hot Mix Asphalt Level I

IDOT PCC Level I

IDOT STTP-S33 Soils Field Testing and Inspection

IDOT TT-Retroreflectivity

ACI Concrete Field Testing Grade I

Troxler Certified Nuclear Density Gauge Operator

OSHA 10-Hour Safety

Mr. Daniels is a seasoned construction technician experienced with urban and rural roadway and bridge rehabilitation, including bituminous and concrete paving, earth excavation, drainage, lighting, and traffic signalization.

Project Experience

Downtown Redevelopment Streetscape Improvement, Mt. Prospect, IL / Construction Technician. Construction inspection services for the award winning streetscape within the downtown area, involving roadway and pedestrian lighting, brick pavers, roadways, parking facilities, irrigation, street furniture, and landscaping. The project also included redevelopment of the existing commuter parking lots and train platforms on the Metra Union Pacific northwest line, redesign of traffic signals at the railroad crossings, permitting through Illinois Department of Transportation, and construction of new monument signage. **(2002-2003 / \$1,500,000)**

Clayton Street Neighborhood Improvements, West Chicago, IL / Resident Engineer/Construction Technician. Construction services included construction of a new parking lot, alley reconstruction, curb and gutter, drainage improvements, and lighting improvements. **(2004 / \$360,000)**

Lombard Hills East Phase II, Lombard, IL / Construction Technician. Construction layout and documentation on a \$2.4 million reconstruction of two miles of bituminous concrete pavement including extensive underground utility coordination, sidewalk construction, and curb and gutter replacement. **(2003 - \$2,400,000)**

Sidewalk Additions, Lombard, IL / Construction Technician. Repair and replacement of 3.5 miles of public sidewalks in residential areas, working around mature trees, utility poles, manhole structures, and sanitary cleanouts. **(2001)**

Northeast Area Improvements, Lombard, IL / Construction Technician. Construction of 9,300 LF of new sanitary sewer, 6,700 LF of new water main, and 5,700 LF of ditching and other appurtenances. Provided coordination with stakeholders, ComEd, USPS, and Illinois American Water Company. **(2006-2007 / \$1,400,000 [sanitary sewer]; \$1,600,000 [water main])**

Main Street Resurfacing, Lombard, IL / Construction Technician. Construction oversight of improvements for a federally funded project, including HMA surface course, pavement marking and utility repairs. Work also included sodding, 64 inlet filters, 2,437 gallons of bituminous materials, 1,280 tons of polymerized leveling binder applied by machine method, 3,070 tons of HMA surface course, 11,815 SF of PCC sidewalk, and 24,635 SY of HMA pavements. **(2001 / \$1,000,000)**

St. Charles Road/Grace Street/Parkside Improvement, Lombard, IL / Construction Technician. Construction oversight of a roadway/streetscape/railroad crossing improvement, selected as Project of the Year by the Village. **(2003-2004 / \$3,000,000)**

Deerfield Road Reconstruction, Phase III, Deerfield and Highland Park, IL / Construction Technician.

Construction inspection of 2.39 miles of pavement including HMA resurfacing, pavement patching and removal, replacement with full depth HMA and PCC pavement. Work included construction of curb and gutter, storm sewer, sidewalks, water main replacement, and superstructure replacement for bridges over Berkeley Road and Old Skokie Road. **(2016 / \$18,200,000)**

US 20 Resurfacing, Elgin, IL / Construction Technician. Construction engineering services for bridge repairs and resurfacing along six miles of Route 20 from east of Weld Street Road to west of Shales Parkway. **(2012-2015 / \$9,000,000)**

Blue Line Dearborn Subway Renewal, Chicago Transit Authority / Quality Control Manager. Project was a \$62 million subway track renewal project. **(2008-2009 / \$62,000,000)**

Joliet Road Tolling Plaza Improvement, Illinois Tollway / Construction Technician. Reconfiguration of ramp plaza on I-294 near Joliet Road connecting to I-55 to accommodate Open Road Tolling and increase capacity at the toll booth. **(2006)**

Ronald Reagan Memorial Tollway (I-88) Pavement Rubblization / Construction Technician. Improvement of 32 miles of four lane I-88, including shoulder replacement, installation of wire case guard rail system, striping, and landscaping. **(2005 / \$45,000 000)**

Veteran's Memorial Tollway (I-355) Roadway and Bridge Rehabilitation, Illinois Tollway / Construction Technician. Roadway improvement between I-55 and Butterfield Road. Work included pavement patching of mainline and ramps, and HMA overlays on mainline pavement, rehabilitation of an existing bridge structure, parapet repair, and installation of new guard rails. **(2005 / \$20,000,000)**

Pavement Maintenance Program, DuPage County, IL / Construction Technician. Construction layout and inspection for resurfacing 50 mile lanes, pavement widening and reconstruction, storm sewers, lane reconfiguration and traffic signal improvement. **(2002 / \$3,700,000)**

Section 3



Capabilities / Experience
/ References



OUR SERVICES

Infrastructure goes beyond the functional. It is the foundation that connects people, revitalizes communities, spurs economic growth, and protects the environment.

It is what we do, who we are, and why we serve.

MUNICIPAL
WATER, WASTEWATER, STORMWATER
TRANSPORTATION
ELECTRICAL
MECHANICAL
STRUCTURAL

OUR LOCATIONS

CHAMPAIGN, IL

125 W. Church Street
Champaign, IL 61820
217.373.8900

CHICAGO, IL

118 S. Clinton Street, Suite 570
Chicago, IL 60661
312.648.9900

OAKBROOK TERRACE, IL

1815 S. Meyers Road, Suite 470
Oakbrook Terrace, IL 60181
630.413.4130

EVANSVILLE, IN

21 SE 3rd Street, Suite 200
Evansville, IN 47708
812.471.4802

INDIANAPOLIS, IN

8900 Keystone Crossing, Suite 475
Indianapolis, IN 46240
317.844.8900

NEW ALBANY, IN

120 West Spring Street, Suite 400
New Albany, IN 47150
812.725.8595

LOUISVILLE, KY

2302 Hurstbourne Village Drive, Suite 600
Louisville, KY 40299
502.296.2534

KENOSHA, WI

625 57th Street, 6th Floor
Kenosha, WI 53140
262.657.1550

MILWAUKEE, WI

759 N. Milwaukee Street, Suite 624
Milwaukee, WI 53202
414.727.4990

WAUSAU, WI

500 N. 3rd Street, Suite 703
Wausau, WI 54403
715.845.1333



Construction



Monitoring construction progress and quality is essential to successful project implementation. Our staff includes dedicated professional engineers, licensed land surveyors, construction managers and inspectors with extensive experience in construction projects of all sizes and levels of complexity.

INSPECTION SERVICES

IDOT, INDOT, WisDOT Certified
Bridge Coating Inspection
NHI/FHWA Bridge Inspection

MATERIALS TESTING

Concrete
Aggregate
Hot Mix Asphalt
Nuclear Density
Soil
Paint

SURVEYING SERVICES

Construction Staking
Horizontal and Vertical Control
Right-of-Way Plats
Legal Descriptions
Easements
Drainage Structure Surveys

DOCUMENTATION SERVICES

ICORS and Field Manager Certified
Certified Materials Tracking
Payable Quantities
Submittal Tracking

RELEVANT EXPERIENCE

Parking Lot M2 and M3 Construction Engineering, Parkland College, Champaign, IL

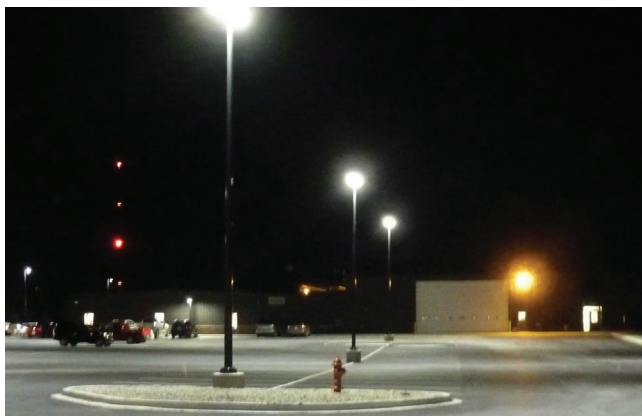
Reference Contact:

James Bustard
Physical Plant Director
Parkland College
217.351.2211
jbustard@parkland.edu

Clark Dietz provided construction inspection services for the reconstruction of Parking Lots M2 and M3, and lighting and electrical modifications for the “M” parking lot quadrant at this community college. The work included asphalt pavement pulverization and demolition of pavement, sidewalks, curb and gutter, site lighting, and other miscellaneous items. The construction included new hot-mix asphalt pavement, concrete pavement, concrete sidewalks, concrete curb and gutter, asphalt pavement patching, drainage structures, storm sewers, under drain system, site grading, pavement markings, lighting and electrical, and site lighting controller modifications.

Construction Cost: \$1,209,600

Cost of Engineering: \$96,000



Parking Lot W1 and W2, Parkland College, Champaign, IL

Reference Contact:

James Bustard
Physical Plant Director
Parkland College
217.351.2211
jbustard@parkland.edu

This project consisted of reconstructing Parking Lot W1, adding new Parking Lot W2 for the new Applied Technology Center building, reconstructing a portion of the Tony Noel compound area, and improving the Agricultural entrance and North Service Drive drainage to accommodate a new fitness center addition. The parking lot lighting was designed with high-efficiency LED luminaires with HI/LOW dual level output drivers. The dual drivers allow all of the LED bars in each luminaire to be fully on during working and classroom hours and half of the LED bars to be on (controlled by a time clock) during late night and morning hours while still providing sufficient lighting for security.

Construction Cost: \$1,179,730

Cost of Engineering: \$106,000,000

Satellite Facility Site Improvements, Parkland College on Mattis, Champaign, IL

Reference Contact:

James Bustard
Physical Plant Director
Parkland College
217.351.2211
jbustard@parkland.edu

Clark Dietz provided site civil design and construction engineering services for reconstruction of the 160,000 SF parking lot, drainage facilities, walkways, ADA ramps and site lighting at Parkland’s satellite facility. The work included demolition of pavement, sidewalks, asphalt pavement milling, and other miscellaneous items; construction of new hot-mix asphalt pavement, concrete pavement, concrete sidewalks, concrete curb and gutter, drainage structures, storm sewers, site grading, pavement marking, and LED lighting and electrical work.

Construction Cost: \$998,419

Cost of Engineering: \$93,375

Parking Lot C3, Parkland College, Champaign, IL

Reference Contact:

James Bustard
Physical Plant Director
Parkland College
217.351.2211
jbustard@parkland.edu

Clark Dietz provided site civil design and construction engineering services for the site improvements affiliated with the new Fine and Applied Arts Facility. The work included renovation of a 70,000 SF parking lot, demolition of pavement and sidewalks, relocating existing electrical, fiber optics, water main, gas main, storm sewers and sanitary sewers; construction of new concrete pavement, concrete sidewalks, concrete curb and gutter, drainage structures, storm sewers, site grading, and LED lighting and electrical work.

Construction Cost: \$447,063 (parking lots of larger site improvement)

Cost of Engineering: \$44,410 (parking lots of larger site improvement)



Metra North Central Line Station, Franklin Park, IL

Reference Contact:

Joe Thomas
Utility Commissioner
Village of Franklin Park
847.671.8253
jthomas@vofp.com

Clark Dietz provided construction engineering services for the new Belmont Avenue Metra Train Station consisting of new station construction, 600 foot access drive, 101 space parking lot, lighting, drainage, pavement marking and landscaping.

Construction Cost: \$1,050,000

Cost of Engineering: \$149,641
(total site improvement including parking)

Odell Municipal Lot Construction, Harwood Heights, IL

Reference Contact:

Arlene Jezierny
Mayor
Village of Harwood Heights
708.867.7200
jeziernya@harwoodheights.org

Clark Dietz provided design and construction services for a municipal parking lot serving a busy retail corridor adjacent to a residential area. The design incorporated new HMA pavement, PCC curb and gutter, a revised sidewalk layout, and resurfacing of an adjoining segment of the intersecting side street. and decorative lighting. Construction services included documentation, traffic control plan reviews, construction observation, and stakeholder outreach.

Construction Cost: \$143,900

Cost of Engineering: \$9,000

Metra and Village Hall Parking Lots, Richton Park, IL

Reference Contact:

Mike Wegrzyn
Director of Public Works
Village of Richton Park
708.481.8950
mwegrzyn@richtonpark.
org

In 2014, the Village had budgeted local funds to design and construct resurfacing of the Village Hall Parking Lot and the Metra Kiss & Ride Road, as both locations were in need of resurfacing. The Metra Kiss & Ride Road was partially resurfaced in 2013, and the portion of the project at the Metra Station will complete resurfacing of the Kiss & Ride Road.

The Village Hall Parking Lot Project consisted of a design and construction phase. The design phase included the investigation and survey of the conditions of the Village Hall Parking Lot for determination of the construction to be performed, pavement design, preparation of the cost estimate and proposal/bidding documents. Also included in the Design Phase was job letting, and contract preparation at both locations. The construction phase consisted of staking, field inspection, payment estimate preparation, construction documentation, and project closeout documentation at the conclusion of the projects.

This project completed the resurfacing of the Metra Kiss & Ride and improved the Village Hall Parking Lot where necessary, providing a better level of service for citizens that utilize the Village Hall parking lot.

Construction Cost: \$127,740

Cost of Engineering: \$23,000 (includes design *and* construction engineering)

Section 4



Objections to Terms

OBJECTIONS TO TERMS

Section I. General Requirements

P. Hold Harmless and Indemnity (page 8)

Notwithstanding any limitations or restrictions applicable to any insurance or bonds required hereunder, the Consultant shall defend, indemnify and hold the Village of Oak Park and its officers, officials, employees, and agents harmless from and against any and all liability, loss, damage, claim, payment or expense, including attorney fees, which the Village or its officers, officials, employees, and agents may incur resulting from or arising out of any error or omission in the performance of the agreement by the Consultant, including, ~~without limitation,~~ errors or omissions in the handling, accounting for, or transferring of funds, or ~~to the~~ work, services or systems or products provided in the performance of the agreement by the Consultant or its employees, agents, servants, associates, Consultants, subconsultants, or assignees.

Section 5

Attachments



Respondent Certification

Tax Compliance Affidavit

Organization of Bidding Firm

Compliance Affidavit

M/W/DBE Status and EEO Report



RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: [Signature]

State of Illinois

County of Champaign

Jerald Payonk

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 1/29/2019

Clark Dietz, Inc.

Organization Name

(Seal - If Corporation)

By [Signature]

Authorized Signature

125 W. Church Street, Champaign, IL 61820

Address

217.373.8900

Telephone

Subscribed and sworn to before me this 29th day of January, 2019.

In the state of Illinois

Melody L Garland
Notary Public

My Commission Expires: 9/12/21

(Fill Out Applicable Paragraph Below)



(a) Corporation

The Respondent is a corporation, which operates under the legal name of

Clark Dietz, Inc.

and is organized and existing under the laws of the State of

Illinois

The full names of its Officers are:

President Charles Craddock

Secretary Mustafa Emir

Treasurer Wesley Christmas

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



January 29, 2019

Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

Re: Signing Authority Certification

To Whom It May Concern:

This letter is meant to certify the authority of Jerald Payonk, Executive Vice President of Clark Dietz, Inc. to execute an offer of the corporation, as excerpted from our Bylaws:

Section 6. Executive Vice Presidents

The Executive Vice President (or in the event there may be more than one Executive Vice President, each of the Executive Vice Presidents) shall assist the President in the discharge of the President's duties as the President may direct and shall perform such other duties as from time to time may be assigned to the Executive Vice President by the President or by the Board of Directors. Except in those instances in which the agent of the Corporation or a different mode of execution is expressly prescribed by the Board of Directors or these bylaws, may execute for the Corporation certificates for its shares and any contracts, deeds, mortgages, bonds or other instruments which the Board of Directors has authorized to be executed, and the Executive Vice President may accomplish such execution either under or without the seal of the Corporation and either individually or with the Secretary, any Assistant Secretary, or any other officer thereunto authorized by the Board of Directors, according to the requirements of the form of the instrument.

Sincerely,

Clark Dietz, Inc.

Charles Craddock
President/Chief Operating Officer
E-mail: charles.craddock@clarkdietz.com



Attachment I.

RESPONDENT CERTIFICATION

Clark Dietz, Inc.

_____, as part of its bid on a contract for
(name of Respondent)

Professional Engineering Services for Construction Engineering for the 18-16 Village Hall Parking Lot Improvements 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 24th day
of January, 2019


(Notary Public)





Attachment II.

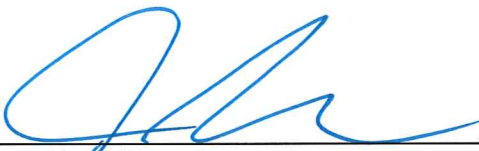
TAX COMPLIANCE AFFIDAVIT

Jerald Payonk, being first duly sworn, deposes
and says:

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

Clark Dietz, Inc.
(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: Clark Dietz, Inc.
Its: Executive Vice President

Jerald Payonk
(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)

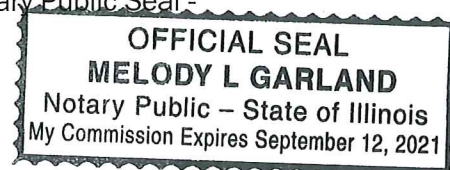
The above statement must be subscribed and sworn to before a notary public.

Subscribed and sworn to before me this 29th day of January, 2019.



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 Clark Dietz, Inc. and is organized and existing in good standing under the laws of the State of Illinois. The full names of its Officers are:

President Charles Craddock

Secretary Mustafa Emir

Treasurer Wesley Christmas

Registered Agent Name and Address: Harvey Stephens, P.O. Box 2459, Springfield, IL 62705

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, Jerald Payonk being first duly sworn on oath depose and state as follows:
(Print Name)

1. I am the (title) Executive Vice 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 affiliates¹ 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.

¹ 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 Jerald Payonk

Name of Business: Clark Dietz, Inc.

Your Title: Executive Vice President

Business Address: 125 W. Church Street, Champaign, IL 61820

(Number, Street, Suite #)

(City, State & Zip)

Telephone: 217.373.8900 Fax: 217.373.8923

Web Address: clarkdietz.com

Subscribed to and sworn before me this 29th day of January, 2019.


Notary Public



M/W/DBE STATUS AND EEO REPORT

1. Consultant Name: Clark Dietz, Inc.

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,

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.

- ☐ 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?

102 Number of full-time employees

13 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.

Signature:  _____

Date: 1.29.19

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 Clark Dietz, Inc.

Total Employees 115

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	15	9	6				1				1	2
Professionals	61	49	12	3	3		4		1		1	12
Technicians	26	24	2				1					1
Sales Workers	5	2	3									
Office & Clerical	8		8									
Semi-Skilled												
Laborers												
Service Workers												
TOTAL	115	84	31	3	3		6		1		2	15
Management Trainees												
Apprentices												

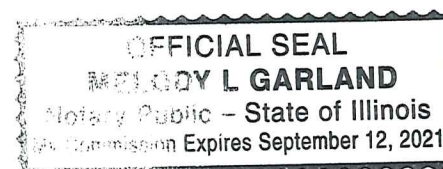
This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will be disqualify you from consideration.

[Signature], being first duly sworn, deposes and says that he/she is the Executive Vice President
 (Name of Person Making Affidavit) (Title or Officer)
 of Clark Dietz, Inc. 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 29th day of January, 2019.

Melody L Garland
 (Signature)

1/29/19
 (Date)



Jennifer Barlas
Business Development

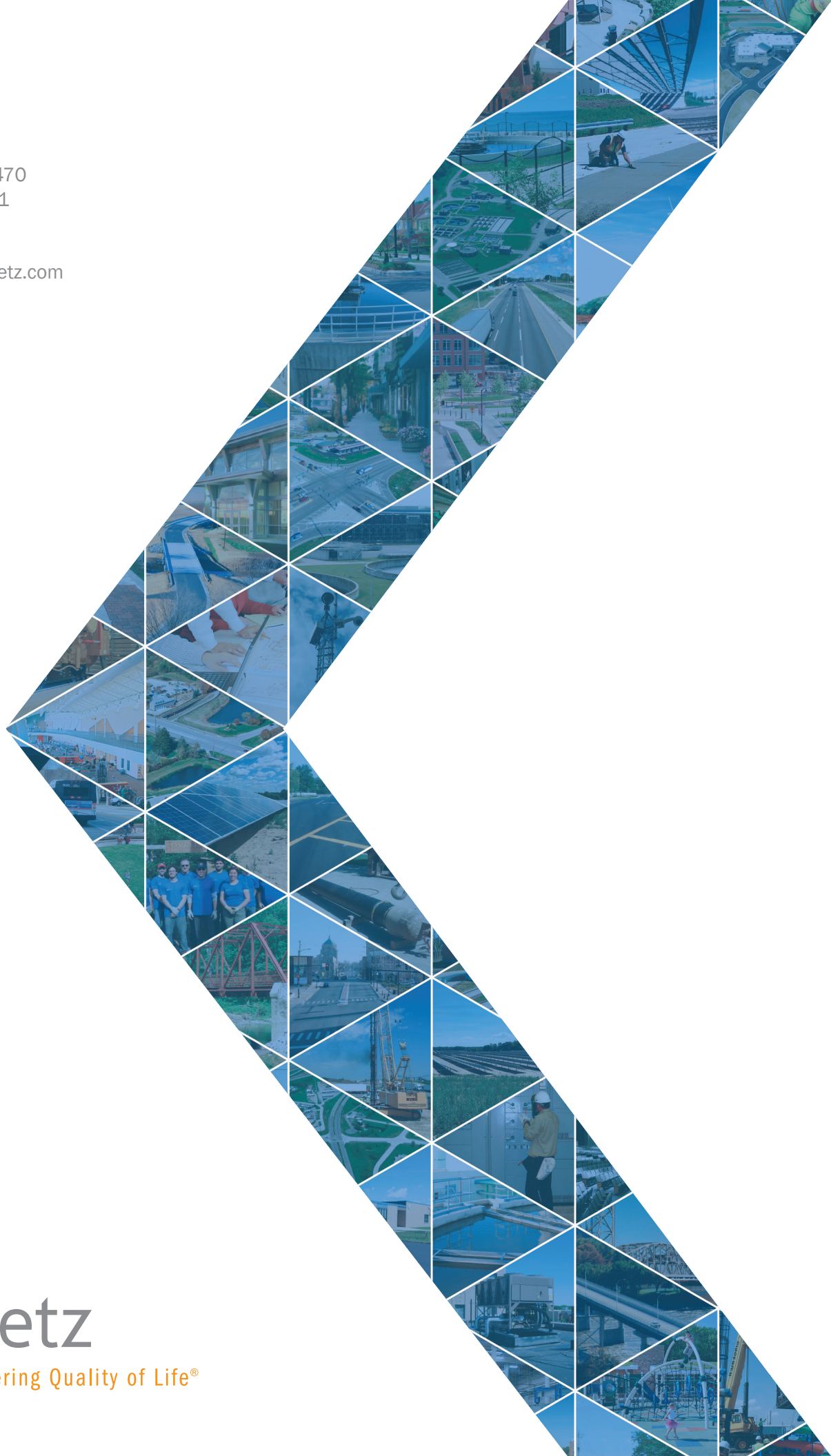
Clark Dietz, Inc.
1815 Meyers Road, Suite 470
Oakbrook Terrace, IL 60181

☎ 630.607.1505
✉ jennifer.barlas@clarkdietz.com

Join us on social media:



Clark>Dietz
Engineering Quality of Life®



PAYROLL ESCALATION TABLE FIXED RAISES

FIRM NAME	Clark Dietz, Inc.
PRIME/SUPPLEMENT	Prime
Prepared By	S. Dovalovsky

DATE	01/29/19
PTB-ITEM#	

CONTRACT TERM	4	MONTHS
START DATE	4/1/2019	
RAISE DATE	1/1/2020	
END DATE	7/31/2019	

OVERHEAD RATE	185.16%
COMPLEXITY FACTOR	0
% OF RAISE	2%

ESCALATION PER YEAR

year	First date	Last date	Months	% of Contract
0	4/1/2019	7/31/2019	4	100.00%

The total escalation = 0.00%

PAYROLL RATES

FIRM NAME Clark Dietz, Inc. DATE 01/29/19
PRIME/SUPPLEMENT Prime
PTB-ITEM # _____

ESCALATION FACTOR 0.00%

Note: Rates should be capped on the AVG 1 tab as necessary

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Principal/Project Director (P-9)	\$70.00	\$70.00
Project Director (P-8)	\$70.00	\$70.00
Senior Project Manager (P-7)	\$67.38	\$67.38
Project Manager/Senior Engineer (P-6)	\$58.41	\$58.41
Project Manager/Project Engineer (P-5)	\$49.82	\$49.82
Project Engineer (P-4)	\$42.65	\$42.65
Engineer (P-3)	\$36.66	\$36.66
Engineer (P-1/2)	\$30.75	\$30.75
Senior Technician (T-6)	\$50.70	\$50.70
Senior Technician (T-5)	\$45.27	\$45.27
Senior Technician (T-4)	\$37.58	\$37.58
Technician (T-3/T-1/2)	\$31.68	\$31.68
Clerical (C-3/C-2)	\$31.00	\$31.00
Administrative (A-4/A-3/A-2)	\$32.75	\$32.75

Bureau of Design and Environment
Prepared By: Consultant

Clark Dietz, Inc.

Prime

OVERHEAD RATE 185.16%

COMPLEXITY FACTOR 0

DATE **01/29/19**

63,016

BDE 3608 Template (Rev. 10/19/17)

SHEET 1 **OF** 2

BDE 3608 Template (Rev. 10/19/17)

AVERAGE HOURLY PROJECT RATES

FIRM	Clark Dietz, Inc.
PTB-ITEM#	
PRIME/SUPPLEMENT	Prime

DATE 01/29/19

SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Documentation			Project closeout														
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal/Project Director (P-8)	70.00																		
Project Director (P-8)	70.00																		
Senior Project Manager (P-7)	67.38																		
Project Manager/Senior Engineer (P-6)	58.41																		
Project Manager/Project Engineer (P-5)	49.82																		
Project Engineer (P-4)	42.65																		
Engineer (P-3)	36.66																		
Engineer (P-1/2)	30.75																		
Senior Technician (T-6)	50.70																		
Senior Technician (T-5)	45.27																		
Senior Technician (T-4)	37.58	100	100.00%	37.58	30	100.00%	37.58												
Technician (T-3/T-1/2)	31.68																		
Clerical (C-3/C-2)	31.00																		
Administrative (A-4/A-3/A-2)	32.75																		
TOTALS		100.0	100%	\$37.58	30.0	100%	\$37.58	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00