

McKenna, Bill

From: McKenna, Bill
Sent: Friday, May 17, 2019 4:45 PM
To: Ed Benesh (ebenesh@v3co.com); Scott Rodseth (srodseth@hlreng.com); Chris Baker (cbaker@ehancock.com); 'bpracine@transystems.com'; bdusak@eraconsultants.com; Kerry Field; Stacie L. Dovalovsky (Stacie.Dovalovsky@clarkdietz.com)
Cc: Kutz, Byron
Subject: Request for brief proposal for construction engineering for local street resurfacing project in Oak Park
Attachments: 5-20-10_AttachmentC_19-15_LocationMap.pdf

Due to some last minute staffing issues, we are requesting a proposal to provide construction engineering services for a local street resurfacing project in Oak Park. Due to the last minute nature of this request we are soliciting proposals only from the firms already currently under contract with the Village for providing construction engineering services. Pending Village Board approval, the Village would award these services as a change order to the current contract we have with your firm.

The street resurfacing project is Project 19-15, Resurfacing of Various Streets. The project was bid with additional locations but the low bid was \$1,360,262 which was over the budgeted amount so we worked with the contractor to eliminate locations and scope to get the project to fit in the budget. The awarded contract value is \$1,143,903 and includes street resurfacing (6 blocks) and reconstruction (5 blocks) at 6 locations in the Village and the installation of two pinch points and a sidewalk repair (see attached location map). The project has already been bid and Lindahl brothers (formerly Crowley Sheppard Asphalt) is the low bidder. The project is scheduled to be awarded by the Village Board this Monday, May 20th with contract execution estimated at June 7th due to CDBG review timelines. The project includes CDBG funds for the sidewalk ramps and corner curbs. Work would occur this summer with a substantial completion date of August 23rd and final completion for landscaping and punch list by October 15th. Please note these completion dates were associated with the project before the Village reduced the scope so we would need to agree upon adjusted interim completion dates with the contractor. Project plans, specs, proposal from Lindahl, etc. can be downloaded from here <https://www.dropbox.com/sh/f2h0bg9r89e75tz/AADQY8gbQIPjI7ta58dWWpJda?dl=0>

The Village is requesting a very brief proposal (generally around 5 pages) to provide construction engineering services for this project listing the staff being proposed on the project along with their relevant experience, a summary of the Consultant's understanding of the project, and a cost proposal for the work including any direct and indirect costs. In general the scope of services for this work include providing project oversight and full time inspection. The Consultant shall indicate if these construction engineering services are being achieved using a full time RE with occasional assistance for inspections (provide approximate # of hours per week), or a part-time RE (indicate approx. number of hours per week) and a full time inspector. A more detailed description of services covered under this contract is at the end of this email.

Proposals are due to my attention by 10am May 24th. Interviews are not anticipated but, if needed, would be on May 28 in the AM and will not have any formal presentations as part of the interview. A firm will need to be selected and any fees negotiated by 5 pm on May 28th. A change order to our existing construction engineering agreement would be presented to the Board for award on June 3rd. Please let me know if you have any questions or concerns.

Detailed Scope:

Phase III Engineering:

1. Provide project oversight by a resident engineer (RE) and full-time construction inspection with an inspector. Field staff assigned to project shall be capable of effectively communicating with the residents and stakeholders affected by the project, and are able to effectively communicate with the Contractor to protect the interests of the Village.

2. Construction Observation:

- a. Provide 24-hour emergency contact information, provide contact person and phone number to respond to resident and business inquiries and complaints. Inquiries and complaints received by public works staff will be forwarded for the consultant to respond. The contact information will also be displayed online on the Village's GIS CIP story-map page.
- b. The consultant team shall be proficient in roadway design to make small design-changes in the field as issues arise.
- c. The consultant team shall 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, reviewing the typical section with contractor prior to grinding to ensure constructability and that it can be paved per the proposed specifications).
- d. Project ID signs are erected at each project location. These signs shall have a water-proof repositionable vinyl "sticker" added to each sign indicating a construction completion month. The consultant shall alert the contractor if the schedule "sticker" needs to be updated at any given project location.
- e. Maintain a project diary and daily inspection log.
- f. Collect and review all material tickets on a daily basis.
- g. Inspect all construction warning-signs and devices.
- h. Organize and lead any project meetings required, as well as organize a bi-weekly meeting with village staff.
- i. Consultant shall review all extras and change-orders and give a recommendation to the Village.
- j. The Consultant shall oversee proof rolling of subgrade prior to pavement construction. The Consultant shall be responsible for determining areas of unsuitable soil replacement. The Consultant shall provide estimated contract quantities for unsuitable soil removal and replacement of subbase materials based on their evaluation of existing pavements and with recommendations from the Village. Any additional material or geotechnical testing required due to unsuitable soils shall be outside of this contract.
- k. Verify contractor's construction staking and layout for accuracy and conformance with contract plans, and intent of the project.

3. Construction Documentation:

- a. Keep track of all quantities related to each pay item, tracking the current projected-total at all times and notify the Village in advance if the contract amount will be exceeded.
- b. Perform yield checks on all materials, and depth-checks as required.
- c. Establish and maintain schedule for progress payments.
- d. Submit monthly pay estimates. Develop and verify payment requests. Consultant shall collect and review all waivers, affidavits, and certified payrolls prior to recommending payment to the Village.
- e. Assure all documentation substantially follows IDOT standards.
- f. Records do not need to be in ICORS, the consultant shall maintain an IDR book, and a Quantities book.
- g. The contractor shall track all labor and materials for the CDBG funded work separately from the non-federally funded work. Correspondence with the village's CDBG supervisor will be necessary at times. Pay estimates shall be organized to track and pay these quantities and locations separately.

4. Construction project closeout:

- a. Verify final measurements/quantities with Contractor.
- b. Develop a final punch list and verify satisfactory completion.
- c. Provide final project accounting/documentation.
- d. Conduct final inspection with Village representatives.
- e. Close all permits (e.g. MWRD).
- f. Consultant shall review final quantities with the contractor and present an agreed upon final-estimate to the Village for processing. CDBG supervisor will need to review and approve final CDBG paperwork prior to final estimate being processed.

- g. Close out project, and submit all paperwork as required. Submit job box to the Village of Oak Park.
 - h. Process final payment.
 - i. Provide as-built drawings in Electronic format (pdf and microstation files). As-built drawings shall include final locations of sidewalk and curb replacement, paving limits, as-built cross-sections indicating existing and constructed pavement section.
5. Pre-construction meeting:
- a. Review plans and specifications with assigned field-staff prior to pre-construction meeting.
 - b. Schedule, lead, and prepare minutes for pre-construction meeting.
 - i. Notify utility agencies of time and place of meeting.
 - ii. Notify affected Village Departments/Divisions, including police and fire, coordinating any major items or issues prior to the pre-construction meeting.
6. Coordination:
- a. Coordinate and attend a pre-construction meeting with all affected schools if any. Follow up and coordinate with the School Administration throughout the duration of the project as necessary.
 - b. Coordinate businesses and Business districts needs with the Village's Business Service manager. The consultant shall coordinate work with any adjacent developments within the project site.
 - c. The consultant shall also coordinate with the Oak Park Historical Preservation Officer as applies.
 - d. Coordinate with Village staff for adjacent 2019 CIP projects in terms of parking and overall impacts to residents and businesses.
 - e. Coordinate projects with all stakeholders within the project limits.
 - f. Coordinate sidewalk outage and access with all businesses, schools, churches, and residents. Construction staging is important and the consultant shall keep track of pedestrian accessibility routes during construction for each project site with 1 side of the sidewalk open at all times, and generally maximum of two ADA corners closed at a time in any given intersection. The consultant shall refer to the Village's Safe Routes to School map when ensuring accessibility throughout the projects is maintained. Depending on the size and needs of each site this may require the consultant creating a sketch sequencing the ADA corners, to be provided to the Contractor.
 - g. Notify and coordinate work with the utility companies, MWRD, Village Water-Sewer division, Streets division, Environmental Services and Street Lighting division.
 - h. Coordinate loss of trash collection services with the Village's Environmental Services division.
 - i. Provide weekly construction updates to Oak Park for inclusion in the published Weekly Manager's report, as well as providing information needed on the project page of the Village's online GIS CIP story map page (to be entered by others).
 - j. Special event requests to the Village (e.g. 5k's, festivals, etc.) will be forwarded to the consultant to determine any impacts caused by this project and will alert staff of any impacts. The consultant will help coordinate the schedule of work to accommodate any special-events and mitigate the impacts, and may have to meet with race or festival organizers as needed. At times there can be several new special-event requests per week.
 - k. Leaf collection season in Oak Park generally starts the 3rd week of October, in which residents rake and push their leaves into the street, which are then removed by Waste Management and Village crews on the designated night. Coordination with the contractor will be necessary and additional letters to residents may be needed to coordinate if paving and striping work extend into leaf season.
 - l. Resident parkway sprinklers may be damaged during the work. The consultant shall coordinate repair of the sprinklers with the resident. In the case that the contractor will not accept damage of the sprinklers, the consultant is to coordinate with the residents to fill out ROW encroachment agreements at which then the Village will reimburse the damage.
 - m. Coordinate loss of parking impacts with Village of Oak Park Parking Services department and prepare parking passes for distribution, which are generally distributed with the construction letters to residents. The Village

will forward any requests from residents in need of parking passes during the work to the consultant, whom will coordinate with them and deliver or drop off passes as needed.

7. Draft and prepare construction notification letters with Village supplied parking passes in pdf form when necessary and stuff envelopes supplied by the Village for mailing by the Village of Oak Park.
 - a. The letters to residents details the 50/50 sidewalk program, in which the consultant is to coordinate any 50/50 requests with the residents to be constructed with the adjacent project. This includes assisting the resident in determining the limits of the replacement, having them sign the agreement and return the checks to the Village on a weekly basis.
8. Material testing will be outside of this contract.

Bill McKenna, P.E.
Village Engineer
Village of Oak Park
201 South Blvd
Oak Park, IL 60302
708.358.5722
mckenna@oak-park.us