

June 10, 2019

Bill McKenna, PE  
Village Engineer  
Village of Oak Park

RE: Project 19-15, Resurfacing of Various Streets – Phase III Services

Dear Mr. McKenna:

Thank you for the opportunity to submit our Proposal for the referenced resurfacing project. We have visited the project site and reviewed the project plans and specifications. We understand the importance of maintaining a safe and well delineated work zone for the impacted streets.

### TEAM OVERVIEW

TranSystems is teaming with Terra Engineering to provide construction management and construction inspection services. We have an outstanding reputation and extensive experience in providing Phase III engineering services for roadway construction projects. Our expertise allows us to deliver high quality projects on time and within budget. We are well known by the Illinois Department of Transportation (IDOT) and Local Municipalities within the Chicagoland Area for our roadway design and construction engineering capabilities. We are prequalified by IDOT for all work related to this project.

### PROJECT STAFF

Our key staff provides tremendous capability and experience. The Resident Engineer and Inspector have worked on similar resurfacing construction projects. We will commit the following individuals, listed below, to the project:

**Brian P. Racine, PE, Resident Engineer**, has 17 years of experience in the construction of expressway, bridge, and local road improvements including IDOT, CDOT and municipalities. Brian is well versed in IDOT project documentation, materials inspection, and construction inspection procedures. His responsibilities include overseeing daily inspection activities and contractor coordination.

**Sam Grimes, Inspector, (Terra Engineering)** is a highly motivated construction inspector with 4 years of experience and strong communication skills. He works independently and is capable of handling multiple tasks simultaneously. His experience includes daily field reports, inspections and field supervision of contractors, material inspection and worksite inspections. Sam will be on-site overseeing the Contractor's activities and reporting to the Resident Engineer daily.

### RELATED EXPERIENCE

Below is a sampling of our recent resurfacing projects to give you an understanding of our experience:



**First Street LAFO: City of Elmhurst** - These improvements included mill and overlay of the roadway section within the CBD. It also involved removing and replacing deteriorated portions of the curb and gutter and sidewalks. Areas of extensive deteriorated pavement were patched after the milling and before the overlay was constructed. Structure adjustments or reconstruction as well as parkway restoration was performed.



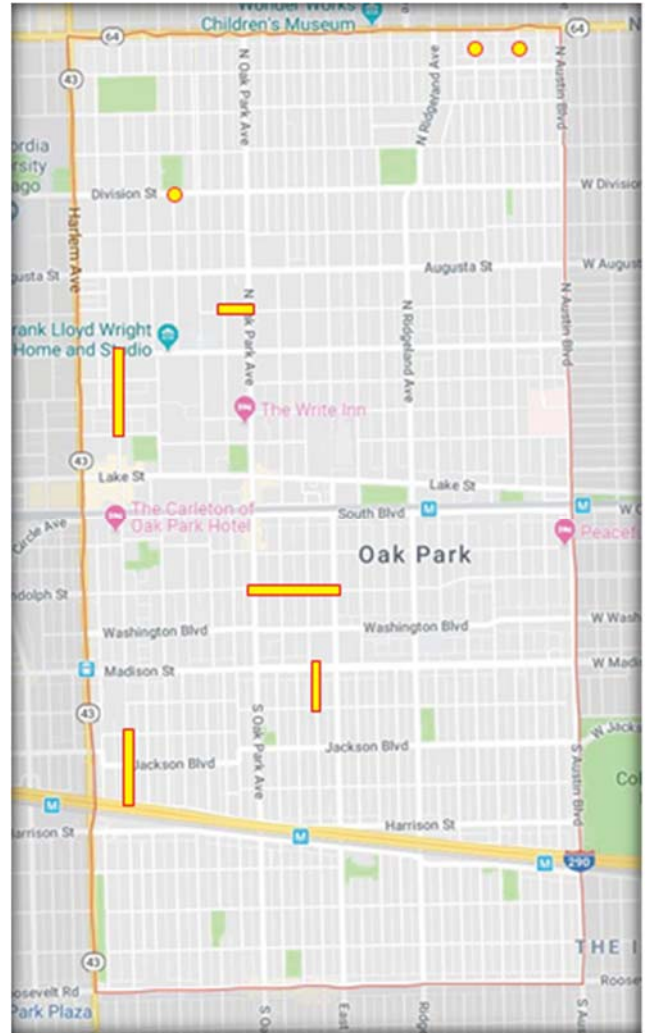
**Spring Road LAPP: City of Elmhurst** - TranSystems provided construction services for the STP funded LAPP roadway improvements along Spring Road within a residential section of the City. The project limits are from Harrison Street to Vallette Street, a total distance of 1.0 miles. The project consisted of milling and resurfacing, removal and replacement of deteriorated curb and gutter and sidewalks, pavement patching, drainage structure adjustments and reconstruction, striping and landscaping.

## PROJECT UNDERSTANDING

We understand that due to some last-minute staffing issues, the Village of Oak Park is requesting a proposal to provide construction engineering services for resurfacing local streets under Project 19-15. The project's contract execution is scheduled for June 7, 2019 due to CDBG review timeliness. The work includes CDBG funds for the sidewalk ramps and corner curbs and will occur during summer 2019 with a substantial completion by August 23, 2019 and final completion for landscaping and punch list items by October 15, 2019. We are aware that these completion dates are associated with the project prior to the Village's scope reduction, so we will work with Lindahl Brothers on any potential adjustments to interim completion dates. We also understand that the work under Project 19-15 would be executed as a change order under our current Lake Street Professional Services contract.

Our Resident Engineer Brian Racine, PE will manage the work under Project 19-15 with support from Sam Grimes of TERRA Engineering. Brian will coordinate the day-to-day communication and work activities with Lindahl Brothers and may delegate some of those responsibilities to Sam when appropriate. Should additional staff be needed during peak construction activities, our team has the capable and experienced professionals to fulfill the role.

Our proposed teaming arrangement has multiple advantages for the Village. Brian and Sam will provide construction management and inspection services for work under Project 19-15 as well as work on Lake Street at Forest Avenue. Working with the Village's Engineering Department, they will keep the various divisions within the Village informed of on-going and planned construction activity and become more familiar with the Village's preferred approaches for interacting with residents and businesses directly affected by roadway construction work. This experience will be applied to the reconstruction of Lake Street in 2020 and provide benefits to the Village, residents and businesses.



**Resurfacing locations covered by Project 19-15**

## Project Scope

The RFP provided a thorough description of the proposed work under Project 19-15, and as such, the following paragraphs are only a summary of the main aspects of the scope with select comments about our team. We also understand that in addition to Project 19-15, we will be overseeing the work completed as a part of the 19-13 Lake and Forest Traffic Signal Improvement project, the 19-16 Lake and Forest Granite Planter Installation project, and for the site work in the public right-of-way for the Albion Development at 1000 Lake Street. The project scope does not include Materials Testing as part of the construction inspection work.

## Construction Observation

We will provide 24-hour emergency contact information for Brian and Sam, enabling any inquiries or issues made known to the Village to be forwarded for immediate action as needed. The contact information will be displayed on the Village's GIS CIP story-map page.

Both Brian and Sam are proficient in roadway design and are able to make reasonable design changes in the field. Brian and/or Sam will be responsible for communicating with the Village in order to resolve any questions from Lindahl Brothers or their subcontractors. We will review the "two-week look ahead schedule" to ensure sequencing of work accounts for all subsequent pay items.

We will alert Lindahl Brothers if the schedule "sticker" Project ID signs erected at the entrances to the job site needs to be updated and will inspect all construction warning-signs and devices. Regular meetings will be scheduled with Lindahl Brothers, and all extras and change orders will be reviewed with a recommendation concerning them provided to the Village.

**Construction Documentation**

We will track all quantities related to each pay item, track the current projected total and notify the Village in advance if the contract amount will be exceeded. We will perform yield checks and depth-checks as required; establish and maintain a schedule for progress payments and monthly pay estimates; develop and verify payment requests; collect and review all waivers, affidavits, and certified payrolls; and assure all documentation substantially follows IDOT standards. We are very familiar with this process from the several projects we have completed for IDOT over the years.

Records will not be kept using ICORS, but we will accurately maintain IDR and Quantity books. All labor and materials will be tracked for CDBG funded work separately from non-federally funded work. Pay estimates will be organized to track and pay these quantities and locations separately.

**Construction Project Closeout**

We will verify final quantities, develop a final punch list and ensure satisfactory completion, and conduct the final inspection with the Village. The CDBG supervisor will need to review and approve final CDBG quantities prior to processing the final estimate. We will submit the job box to the Village, and as-built drawings in electronic format showing the final locations of sidewalk and curb replacement, paving limits, as-built cross sections with existing and constructed pavement sections.

**Pre-Construction Meeting**

Brian and Sam will review plans and specifications prior to the pre-construction meeting; notify utility agencies, Village departments and divisions of the meeting (including police and fire); lead and prepare meeting minutes; and coordinate any major items or issues prior to the pre-construction meeting.

**Coordination**

We will coordinate with any affected schools that may be conducting summer activities and/or back-to-school activities in the Fall as needed. We will also help to coordinate the needs of any businesses with the Village's Business Service Manager. Should any 2019 CIP projects take place concurrently with the resurfacing work under Project 19-15, we will coordinate any parking or other impacts with the Village and Lindahl Brothers. Other coordination efforts include communicating with stakeholders within the project limits concerning any sidewalk outages and access to businesses, schools, churches, and residents. Construction staging is important, and we will keep track of pedestrian accessibility routes during construction for each project site with one side of the sidewalk open at all times, and generally a maximum of two ADA corners closed at one time for any given intersection. Brian and Sam are familiar with the Village's Safe Routes to School map and will ensure accessibility throughout the project sites are maintained.

Depending on the size and needs of each preparation of a sketch sequencing the ADA corners for Lindahl Brothers may be required. Brian and Sam will notify and coordinate work as needed with utility companies, MWRD, Village Water & Sewer Division, Streets Division, Environmental Services and Street Lighting Division. They will also coordinate any loss of trash collection services with the Village's Environmental Services Division; provide weekly construction updates to the Village for inclusion in the published Weekly Manager's report, as well as providing information needed on the project page of the Village's on-line GIS CIP story map page. Special event requests to the Village will be forwarded to Brian and Sam to determine if there may be any impacts caused by this project and will alert Village staff of any impacts.

Brian and Sam will help coordinate scheduling activities that may affect any local special-events and may meet with event organizers. Coordination with Lindahl Brothers will be necessary and additional letters to residents may be needed to coordinate paving and striping work. They will coordinate loss of parking impacts with the Village 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 us and he will coordinate with them and deliver or drop off passes as needed.

**Prepare Construction Notification Letters**

Construction notification letters will be prepared—including parking passes supplied by the Village when necessary—and envelopes will be stuffed for mailing by the Village. The letters will inform residents of the 50/50 sidewalk program, for which coordination will be required for interested residents within the project area. This includes assisting residents in determining the replacement limits and agreement terms.

## KEYS TO SUCCESS

### Project Safety

- ▶ Prepare Safety Plans
- ▶ Public safety, vehicular and pedestrian
- ▶ Coordination of project staging and traffic control
- ▶ Coordination with residents, businesses, and affected utility companies

### Quality-Based Construction Inspection

- ▶ Effective construction engineering procedures and checklists
- ▶ Proper documentation of construction activities
- ▶ Verification of survey information
- ▶ Compliance with the QC/QA plans and contract documents
- ▶ Cost control and reporting

### Project Controls

- ▶ Scheduling – Work with the Village and Lindahl Brothers to review detailed construction schedule; verify that interim and overall milestones are achievable. Confirm that schedule does not have too many critical or near-critical activities. Review schedule updates and track revisions, including change orders, additions, or deletion of activities.
- ▶ Cost Control – During construction, contract amounts, change orders, and potential change order exposure will be tracked. The overall project budget will be used to account for all project expenditures and to compare actual and planned expenditures. Prepare monthly cost status reports as part of progress reporting.
- ▶ Document Control – Prepare correspondence, reports, meeting notes, and other documentation on behalf of the Village, to communicate with involved parties and to establish a clear project record. Maintain orderly files and filing systems for documentation, pay estimates, quantity calculations, materials documentation, shop drawings, change orders, and line item adjustments.
- ▶ Reporting – Prepare regular report updates that provide a clear description of the status of the project. Typical reports are: Correspondence, RFIs, Weekly Reports, Change Order Log, Submittal Log, and Field Order Log.

## TEAM DIFFERENTIATORS

Our Team brings extensive knowledge related to this type of work including: paving inspection, ADA improvements, and documentation. Construction projects require more than just good construction engineering skills. They require proactive communication, proven problem-solving capabilities, strong relationships with the involved public and the creativity to professionally deal with challenging and sensitive issues. TranSystems provides all of these skills in addition to the differentiators identified below:

- ▶ We understand how to accomplish a project of this magnitude with minimal disruptions to the public and businesses. We have successfully worked in similar conditions on resurfacing projects. TranSystems successfully completed those projects with minimal disruptions to residents and businesses.
- ▶ TranSystems uses state-of-the-art technology with the program HeadLight™ by Pavia Systems. Our resident engineer and staff are trained in using the documentation software. This allows inspectors to:
  - ▶ Document contractor daily activities
  - ▶ Upload photos, certifications, and tickets at the construction site
  - ▶ Utilize iPads to complete required project documentation, such as Inspector Daily Reports
  - ▶ Maintain records electronically and print them out at the end of the job or when required
  - ▶ Provide real time and detailed updates to the Village

Thank you for the opportunity to submit our Statement of Interest to the Village on this important project. Our scope of services and cost proposal are attached as Exhibit A. Should you require additional information, I can be reached at (847) 407-5280 or blfairwood@transystems.com.

Very truly yours,  
**TranSystems**



Brian L. Fairwood  
Senior Vice President

## **EXHIBIT A – SCOPE OF SERVICES AND COST PROPOSAL**

## SCOPE OF SERVICES

### 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.



**PAYROLL ESCALATION TABLE  
FIXED RAISES**

FIRM NAME  
PRIME/SUPPLEMENT  
Prepared By

TranSystems  
Prime  
L Beugnet

DATE 06/10/19  
PTB-ITEM# 1

CONTRACT TERM 5 MONTHS

START DATE 6/10/2019  
RAISE DATE 1/1/2020

OVERHEAD RATE 126.88%  
COMPLEXITY FACTOR 0  
% OF RAISE 3%

END DATE 11/9/2019

**ESCALATION PER YEAR**

year	First date	Last date	Months	% of Contract
0	6/10/2019	11/9/2019	5	100.00%

The total escalation = 0.00%

## PAYROLL RATES

FIRM NAME TranSystems DATE 06/10/19  
PRIME/SUPPLEMENT Prime  
PTB-ITEM # 1

ESCALATION FACTOR 0.00%

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

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Engineer 5 (E5)	\$75.00	\$75.00
Engineer 4 (E4)	\$75.00	\$75.00
Engineer 3 (E3)	\$70.00	\$70.00
Engineer 2 (E2)	\$45.00	\$45.00
Engineer 1 (E1)	\$35.00	\$35.00
Planner 5 (P5)	\$75.00	\$75.00
Planner 4 (P4)	\$67.05	\$67.05
Planner 3 (P3)	\$48.04	\$48.04
Architect 4 (AR4)	\$70.76	\$70.76
Architect 3 (AR3)	\$57.26	\$57.26
Architect 2 (AR2)	\$33.95	\$33.95
Architect 1 (AR1)	\$27.42	\$27.42
Environmental Scientist 4 (ES4)	\$75.00	\$75.00
Industry Specialist 3 (IS3)	\$52.00	\$52.00
Industry Specialist 2 (IS2)	\$38.18	\$38.18
Construction Services 4 (CS4)	\$50.82	\$50.82
Technician 3 (T3)	\$30.94	\$30.94
Technician 1 (T1)	\$20.64	\$20.64
Administrative 3 (A3)	\$47.52	\$47.52
Administrative 2 (A2)	\$43.50	\$43.50
Administrative 1 (A1)	\$23.90	\$23.90

## COST PLUS FIXED FEE

Bureau of Design and Environment  
Prepared By: Consultant  
06/10/19

TranSystems

1

PRIME/SUPPLEMENT

OVERHEAD RATE	126.88%
COMPLEXITY FACTOR	0

[illegible]

**DBE 0.00%**

# AVERAGE HOURLY PROJECT RATES

**FIRM** TranSystems  
**PTB-ITEM#** 1  
**PRIME/SUPPLEMENT** Prime

**DATE** 06/10/19

**SHEET** 1 **OF** 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Project Administration			Construction Inspection			Public Coordination			Terra Engineering Ltd.		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Engineer 5 (E5)	75.00	0.0														
Engineer 4 (E4)	75.00	0.0														
Engineer 3 (E3)	70.00	144.0	98.63%	69.04				120	100.00%	70.00	24	100.00%	70.00			
Engineer 2 (E2)	45.00	0.0														
Engineer 1 (E1)	35.00	0.0														
Planner 5 (P5)	75.00	0.0														
Planner 4 (P4)	67.05	0.0														
Planner 3 (P3)	48.04	0.0														
Architect 4 (AR4)	70.76	0.0														
Architect 3 (AR3)	57.26	0.0														
Architect 2 (AR2)	33.95	0.0														
Architect 1 (AR1)	27.42	0.0														
Environmental Scientist 4 (S4)	75.00	0.0														
Industry Specialist 3 (IS3)	52.00	0.0														
Industry Specialist 2 (IS2)	38.18	0.0														
Construction Services 4 (CS4)	50.82	0.0														
Technician 3 (T3)	30.94	0.0														
Technician 1 (T1)	20.64	0.0														
Administrative 3 (A3)	47.52	0.0														
Administrative 2 (A2)	43.50	2.0	1.37%	0.60	2	100.00%	43.50									
Administrative 1 (A1)	23.90	0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
		0.0														
<b>TOTALS</b>		146.0	100%	\$69.64	2.0	100.00%	\$43.50	120.0	100%	\$70.00	24.0	100%	\$70.00	0.0	0%	\$0.00

**COMPANY NAME: TranSystems**

PTB NUMBER: **Project 19-15, 19-13, 19-16 & Private Dev. at 1000 Lake St.**

TODAY'S DATE: **6/10/2019**

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day		10	\$65.00	\$650.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$19.54	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$3.91	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$15.18	\$0.00
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost			\$0.00	\$0.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost			\$0.00	\$0.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost) see Items			\$0.00	\$0.00
Lab - Standard Proctor (Soils)				\$185.00	\$0.00
Lab - Atterberg Limits				\$135.00	\$0.00
Lab - Grain Size with Hydrometer (Soils)				\$185.00	\$0.00
Lab - Organic Content (Wet Method) (Soils)				\$145.00	\$0.00
Lab - Wash Gradation (Aggregates)				\$160.00	\$0.00
Lab -Cylinders 6x12-Compressive Strength (PCC)				\$30.00	\$0.00
Lab -Cylinders 4x8-Compressive Strength (PCC)				\$20.00	\$0.00
Lab - Air Voids (Gmm & Gmb) (HMA)				\$470.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
*Per Attached Cost Breakdown Sheet				\$0.00	\$0.00
<b>TOTAL DIRECT COST</b>					<b>\$650.00</b>

*\*If other allowable costs are needed and not listed, please add in the above spaces provided.*
**LEGEND**

W.O. = Work Order

J.S. = Job Specific

**PAYROLL ESCALATION TABLE  
FIXED RAISES**

FIRM NAME  
PRIME/SUPPLEMENT  
Prepared By

TERRA Engineering, Ltd

DATE 06/10/19  
PTB-ITEM# 1

CONTRACT TERM 5 MONTHS

START DATE 1/1/2019  
RAISE DATE 1/1/2020

END DATE 5/31/2019

OVERHEAD RATE 177.93%  
COMPLEXITY FACTOR 0  
% OF RAISE 3%

**ESCALATION PER YEAR**

year	First date	Last date	Months	% of Contract
0	1/1/2019	5/31/2019	5	100.00%

The total escalation = 0.00%



## PAYROLL RATES

**FIRM NAME**  
**PRIME/SUPPLEMENT**  
**PTB-ITEM #**

**TERRA Engineering, Ltd** DATE \_\_\_\_\_  
 \_\_\_\_\_ 0  
 1

06/10/19

## ESCALATION FACTOR

**0.00%**

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

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
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## Construction Inspector

\$30.00

**\$30.00**

# COST PLUS FIXED FEE COST ESTIMATE OF CONSULTANT SERVICES

Bureau of Design and Environment  
Prepared By: Consultant  
DATE 06/10/19

FIRM TERRA Engineering, Ltd  
PTB-ITEM # 1  
PRIME/SUPPLEMENT 0

OVERHEAD RATE 177.93%  
COMPLEXITY FACTOR 0

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	DIRECT COSTS (D)	FIXED FEE (E)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	Construction Inspection	480	14,400	25,622	700	5,328		-	46,050	95.31%
	Parking Coordination	24	720	1,281		266		-	2,267	4.69%
			-	-		-		-	-	
			-	-		-		-	-	
			-	-		-		-	-	
			-	-		-		-	-	
	Subconsultant DL					0			-	
	TOTALS	504	15,120 42,023	26,903	700	5,594	-	-	48,317	100.00%

DBE 0.00%

AVERAGE HOURLY PROJECT RATES

FIRM  
PTB-ITEM#  
PRIME/SUPPLEMENT

TERRA Engineering, Ltd  
1  
0

DATE 06/10/19

SHEET 1 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Construction Inspection			Parking Coordination											
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Construction Inspector	30.00	504.0	100.00%	30.00	480	100.00%	30.00	24	100.00%	30.00									
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
TOTALS		504.0	100%	\$30.00	480.0	100.00%	\$30.00	24.0	100%	\$30.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00

**COMPANY NAME: TERRA Engineering, Ltd**
**PTB NUMBER: Project 19-15, 19-13, 19-16 & Private Dev. at 1000 Lake St.**
**TODAY'S DATE: 6/10/2019**

ITEM	ALLOWABLE	UTILIZE W.O. ONLY	QUANTITY J.S. ONLY	CONTRACT RATE	TOTAL
Per Diem (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00	\$0.00
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual cost (Up to state rate maximum)			\$0.00	\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00	\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum		1,285	\$0.545	\$700.33
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day			\$65.00	\$0.00
Vehicle Rental	Actual cost (Up to \$55/day)			\$0.00	\$0.00
Tolls	Actual cost			\$0.00	\$0.00
Parking	Actual cost			\$0.00	\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$19.54	\$0.00
Shift Differential	Actual cost (Based on firm's policy)			\$3.91	\$0.00
Overnight Delivery/Postage/Courier Service	Actual cost (Submit supporting documentation)			\$15.18	\$0.00
Copies of Deliverables/Mylars (In-house)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Copies of Deliverables/Mylars (Outside)	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Project Specific Insurance	Actual cost			\$0.00	\$0.00
Monuments (Permanent)	Actual cost			\$0.00	\$0.00
Photo Processing	Actual cost			\$0.00	\$0.00
2-Way Radio (Survey or Phase III Only)	Actual cost			\$0.00	\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual cost			\$0.00	\$0.00
CADD	Actual cost (Max \$15/hour)			\$0.00	\$0.00
Web Site	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Advertisements	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Facility Rental	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual cost (Submit supporting documentation)			\$0.00	\$0.00
Recording Fees	Actual cost			\$0.00	\$0.00
Transcriptions (specific to project)	Actual cost			\$0.00	\$0.00
Courthouse Fees	Actual cost			\$0.00	\$0.00
Storm Sewer Cleaning and Televising	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Traffic Control and Protection	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Aerial Photography and Mapping	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Utility Exploratory Trenching	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
Testing of Soil Samples*	Actual cost			\$0.00	\$0.00
Lab Services*	Actual cost (Provide breakdown of each cost) see Items			\$0.00	\$0.00
Lab - Organic Content (Wet Method) (Soils)				\$145.00	\$0.00
Lab - Wash Gradation (Aggregates)				\$160.00	\$0.00
Lab -Cylinders 6x12-Compressive Strength (PCC)				\$30.00	\$0.00
Lab -Cylinders 4x8-Compressive Strength (PCC)				\$20.00	\$0.00
Lab - Air Voids (Gmm & Gmb) (HMA)				\$470.00	\$0.00
Lab - AC Content & Gradation (Extraction) (HMA)				\$285.00	\$0.00
Lab - AC Content & Gradation (Ignition) (HMA)				\$260.00	\$0.00
Lab - Core Density (HMA)				\$70.00	\$0.00
Lab - Hamburg Wheel (Premade Samples) (HMA)				\$520.00	\$0.00
Equipment and/or Specialized Equipment Rental*	Actual cost (Requires 2-3 quotes with IDOT approval)			\$0.00	\$0.00
*Per Attached Cost Breakdown Sheet				\$0.00	\$0.00
<b>TOTAL DIRECT COST</b>					<b>\$700.33</b>

*\*If other allowable costs are needed and not listed, please add in the above spaces provided.*
**LEGEND**

W.O. = Work Order

J.S. = Job Specific