



Village of Oak Park

123 Madison Street
Oak Park, Illinois 60302
www.oak-park.us

Agenda Item Summary

item N 7/23/18

Approved

19-237

File #: RES 18-946, Version: 1

Submitted By

Bill McKenna, Village Engineer

ENTERED

Reviewed By

LKS

Agenda Item Title

A Resolution Approving a Renewal Agreement with Edwin Hancock Engineering, Co. for Design and Construction Engineering Services for the 2019 Alley Improvements Project in an Amount Not to Exceed \$310,295 and Authorizing its Execution

Overview

Last year the Village approved an Amendment to the Professional Services Agreement with Edwin Hancock Engineering, Co. for Professional Engineering services for Design and Construction Engineering of the 2018 and 2019 Alley Improvements. The Engineering Division has requested a proposal from Edwin Hancock Engineering to design and manage the 2019 alley improvements project and recommends renewal of the agreement for this work.

Staff Recommendation

Approve the Resolution.

Fiscal Impact

The costs for this Project are included in the FY2018 budget in the Capital Improvement Fund, Public Works Department, Engineering, for Alley Improvements account no. 3095-43780-101-570964 which has available funds for this work.

Background

Edwin Hancock Engineering has done an excellent job in designing and managing the alley projects the last three years and so far this year. In March of last year the Village extended the term of the agreement with Edwin Hancock Engineering to include the design and management of the 2018 and 2019 alley improvement projects.

The recommended FY2019 budget for alley improvements provides \$2,700,000 of Capital Improvement Funds, an additional \$300,000 of CDBG funds for alley improvements, and an additional \$50,000 of CIP funds for alley pavement patching. Staff is in the process of finalizing the 2019 alley locations but it is anticipated to be 25 alley segments based on the available funding and 2018 pricing.

Awarding the engineering contracts in the late summer allows for the design to be completed in the winter, with the projects bid early in the year which results in the most competitive pricing from contractors,

ultimately saving the Village money.

Alternatives

The alternative to this recommendation could be to delay action to gain additional information.

Previous Board Action

On November 3, 2014 the Village Board approved a Resolution authorizing the execution of a professional services agreement with Edwin Hancock Engineering Co. for design and construction engineering of the 2015 alley improvements.

On September 8, 2015 the Village Board approved a Resolution authorizing the execution of a professional services agreement with Edwin Hancock Engineering Co. for design and construction engineering of the 2016 alley improvements.

On August 1, 2016 the Village Board authorized Execution of a renewal agreement with Edwin Hancock Engineering, Co. for Professional Engineering services for Design and Construction Engineering of the 2017 Alley Improvements.

On March 20, 2017 the Village Board approved an Amendment to the Professional Services Agreement with Edwin Hancock Engineering, Co. for Professional Engineering services for Design and Construction Engineering of the 2018 and 2019 Alley Improvements and Authorizing its Execution.

On October 2, 2017 the Village Board approved a Resolution authorizing the execution of a professional services agreement with Edwin Hancock Engineering Co. for design and construction engineering of the 2018 alley improvements.

Citizen Advisory Commission Action

N/A.

Anticipated Future Actions/Commitments

None at this time.

Intergovernmental Cooperation Opportunities

None at this time

Performance Management (MAP) Alignment

This work is in alignment with the Governance Priority for the Department of Public Works for Infrastructure/Capital Programs.

RESOLUTION

**A RESOLUTION APPROVING A RENEWAL AGREEMENT WITH
EDWIN HANCOCK ENGINEERING CO. FOR DESIGN AND CONSTRUCTION ENGINEERING
SERVICES FOR THE 2019 ALLEY IMPROVEMENTS PROJECT
IN AN AMOUNT NOT TO EXCEED \$310,295 AND AUTHORIZING ITS EXECUTION**

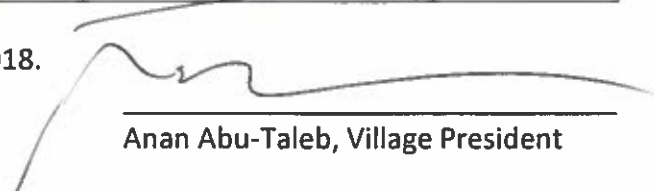
BE IT RESOLVED by the President and Board of Trustees of the Village of Oak Park, Cook County, State of Illinois, in the exercise of their home rule powers, that the Renewal Agreement ("Agreement") with Edwin Hancock Engineering Co. of Westchester, Illinois for design and construction engineering services for the 2019 Alley Improvements Project is approved in an amount not to exceed \$310,295, and the Village Manager is authorized to execute the Agreement in substantially the form attached.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law.

ADOPTED this 23rd day of July, 2018 pursuant to a roll call vote as follows:

Voting	Aye	Nay	Abstain	Absent
President Abu-Taleb	✓			
Trustee Andrews				✓
Trustee Boutet	✓			
Trustee Button	✓			
Trustee Moroney	✓			
Trustee Taglia	✓			
Trustee Tucker	✓			

APPROVED this 23rd day of July, 2018.



Anan Abu-Taleb, Village President

ATTEST



Vicki Scaman, Village Clerk

**RENEWAL AGREEMENT WITH
EDWIN HANCOCK ENGINEERING CO. FOR DESIGN AND CONSTRUCTION ENGINEERING
SERVICES FOR THE 2019 ALLEY IMPROVEMENTS PROJECT**

THIS RENEWAL AGREEMENT (hereinafter "Renewal") between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter the "Village"), and Edwin Hancock Engineering Co., an Illinois corporation (hereinafter the "Contractor"), is entered into as of the effective date set forth below (collectively referred to as the "Parties").

RECITALS

WHEREAS, the Parties previously entered into a Professional Services Agreement dated November 4, 2014 ("Agreement"), as subsequently amended; and

WHEREAS, the Parties seek to renew the Agreement pursuant to the terms of the Agreement in an amount not to exceed \$310,295.

NOW, THEREFORE, in consideration of the foregoing, and the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which is acknowledged by the Parties, the Parties hereto agree as follows:

1. **RECITALS INCORPORATED.** The above recitals are incorporated herein as though fully set forth.
2. **RENEWAL OF AGREEMENT.** The Agreement between the Parties is hereby renewed pursuant to the terms of the Agreement for an additional one (1) year term from the effective date as defined herein through December 31, 2019.
3. **OTHER PROVISIONS OF THE AGREEMENT TO REMAIN IN EFFECT.** All other terms and conditions of the Agreement shall remain in full force and effect.
4. **EFFECTIVE DATE.** This Renewal shall be effective on the date of its execution by the Village Manager of the Village of Oak Park.

**[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK –
SIGNATURE PAGE FOLLOWS]**

IN WITNESS WHEREOF, the parties hereto have caused this Renewal to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK


By: Cara Pavlicek
Its: Village Manager

Dated: 7/25, 2018

ATTEST


By: Vicki Scaman
Its: Village Clerk

Date: 7/25, 2018

EDWIN HANCOCK ENGINEERING CO.


By: Derek Teichel
Its: PRESIDENT

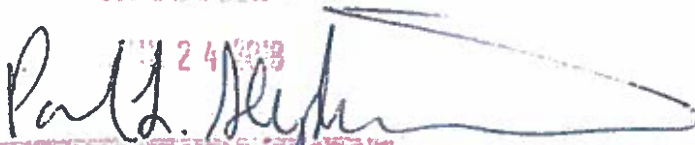
Dated: 10/01, 2018

ATTEST


By: Chris Baker
Its: Vice-President

Date: 10/01, 2018

REVIEWED AND APPROVED
ASTOCOM


JUL 24 2018
LAW DEPARTMENT

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/18/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Ins Svcs LLC Euclid-Prof 2021 Spring Road, Suite 100 Oak Brook, IL 60523 312 442-7200		CONTACT NAME: PHONE (A/C, No, Ext): 630 625-5219 FAX (A/C, No): 610 537-4939 E-MAIL ADDRESS: laurie.cloninger@usi.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: RLI Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
 Edwin Hancock Engineering Company
 9933 W Roosevelt Rd
 Westchester, IL 60154

NAIC #
 13056

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PSB0001053	02/12/2018	02/12/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PSA0001107	02/12/2018	02/12/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			PSE0001107	02/12/2018	02/12/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	PSW0001030	02/12/2018	02/12/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$500,000 E.L. DISEASE - EA EMPLOYEE \$500,000 E.L. DISEASE - POLICY LIMIT \$500,000
A	Professional Liability			RDP0031704	02/18/2018	02/18/2019	\$1,000,000 each claim / \$1,000,000 annual aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability is written on a 'claims made' policy form.

Some or all officers are excluded from Workers Compensation coverage.

RE: 2019 Oak Park Alley Improvements

(See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

Village of Oak Park
 123 Madison St
 Oak Park, IL 60302

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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DESCRIPTIONS (Continued from Page 1)

A \$1,000,000 each claim/annual aggregate excess of \$1,000,000 each claim/annual aggregate specific additional limit of Professional Liability applies with respect to contracts requiring total \$2,000,000 each claim/annual aggregate limits.

The General, Auto and Umbrella Liability policies include an automatic Additional Insured endorsement that provides Additional Insured status to the Village of Oak Park and its officers, employees, attorneys and volunteers only when there is a written contract that requires such status, and only with regard to work performed by the named insured.

The General Liability, Auto Liability, Umbrella Liability, Workers Compensation and Professional Liability policies provide a Blanket Waiver of Subrogation when required by written contract, except as prohibited by law.

The General Liability, Auto Liability, Umbrella Liability, Workers Compensation and Professional Liability policies include an endorsement providing that 30 days notice of cancellation will be given to the Village of Oak Park by the Insurance Carrier.



HANCOCK
ENGINEERING

100 Years of
Excellence

Civil Engineers ♦ Municipal Consultants ♦ Established 1911

Statement of Qualifications
to Provide
Professional Engineering Services for
Design and Construction Engineering
for the
2019
Alley Improvement Project
Village of Oak Park

Name of Firm: Hancock Engineering

Office Location: 9933 Roosevelt Road, Westchester, Illinois

Contact for SOQ: Hancock Engineering
Chris Baker, PE
Project Manager

Contact Phone #: 708-865-0300

Contact email: cbaker@ehancock.com



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PROJECT APPROACH

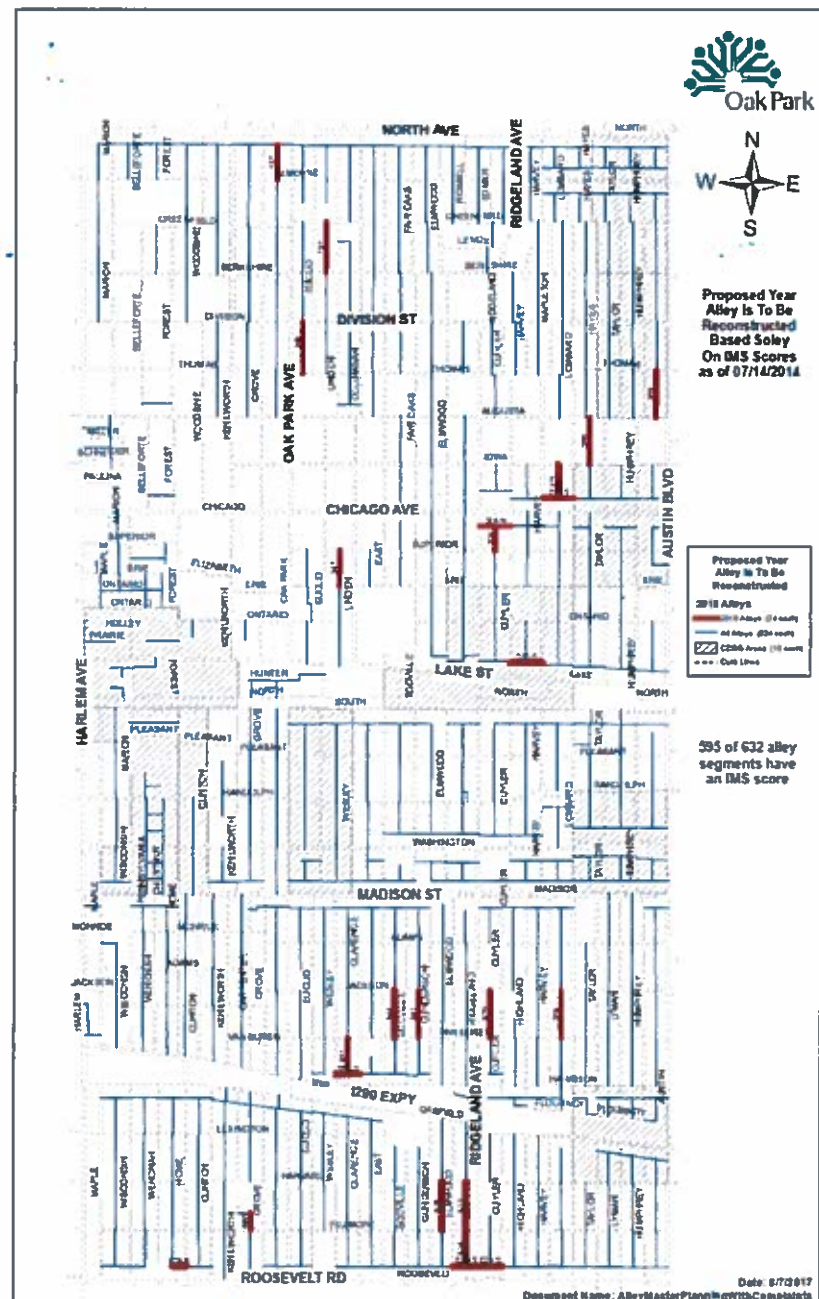
Project Understanding

Hancock Engineering understands that the 2019 alley project will consist of approximately 24-30 alleys throughout the Village of Oak Park. On Thursday, June 14th, the proposed project team from Hancock Engineering drove approximately 30 alleys throughout the village to assist village staff in prioritizing the list of alleys to be improved in 2019. We understand that the Village may elect to include alleys in the 2019 project which Hancock Engineering did not review. It is understood that the alleys currently targeted to be improved in 2019 may change prior to our design commencement.

We understand that the Village of Oak Park has initiated the process of budgeting approximately \$2,916,000 for alley improvements in FY 2019, which is an increase of approximately \$200,000 from 2018. It is also understood that design and construction costs will be funded through general capital improvement funds and HUD Community Development Block Grant (CDBG) funds at varying levels.

As our firm has completed the design and construction engineering services for similar projects in 2015, 2016, 2017 and 2018, we have a thorough understanding of the project goals and a comprehensive plan on how we propose to implement them.

Our familiarity with the Village's expectations and requirements will allow us to provide the Village of Oak Park with a thorough, yet very cost effective proposal for these upcoming improvements.



PROJECT SCOPE

Project Tasks

Hancock Engineering has substantial experience performing design and construction engineering services for projects very similar to these Alley Improvements. We will furnish an exceptional team of Engineers to team with the Village and at a minimum, provide the following services:

Phase I Engineering

Task 1 – Kick-Off Meeting

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

Task 2 – Refine Project Scope

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

Task 3 – Topographic Survey

Hancock Engineering will prepare topographic surveys of the proposed alley locations. The surveys will be prepared according to Oak Park's *Survey Specifications*, including:

- Topographic Data from Right-of-Way to Right-of-Way
- Elevation Points for all cross-section points at interval not to exceed 50'
- Elevation and horizontal data required to delineate garage floor and garage apron
- Measured depths and visual inspections of all Village of Oak Park-owned water and sewer utilities at all manholes, valve vaults, valve boxes, catch basins, inlets, and sewer clean outs in the village's right of way.
- Setting two benchmarks (on hydrants) per block with a description of the bolt used (such as ne bolt, tagged bolt or first bolt past arrow)
- Detailed data at each connecting intersection and for a minimum of fifty feet (50') in each direction.

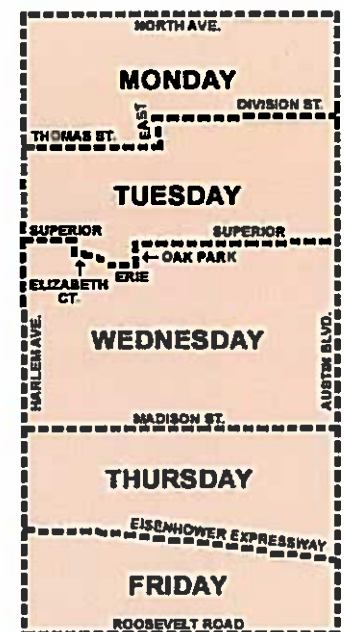
It is understood that the delivered form of the alley design survey data shall include an ASCII file (final and complete) and plan view drawing. The ASCII file shall consist of point #, northing, easting, elevation and description. The description shall correspond to the IDOT survey point system.

PROJECT SCOPE

Task 4 – Utility Coordination

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

We will contact **Waste Management** during the design process to inform them of the upcoming project. Unfortunately, during alley reconstructions, there is no “easy” way to handle refuse collection. However, we have had great success working with refuse collectors to simplify the process as much as possible. Provisions will be placed in the specifications to place the burden of responsibility on the Contractor. For instance, if the Contractor chooses to pour an alley on a timeline that will hinder the regular collection of refuse on the scheduled day; he will be required to move residential trash receptacles to a central location where they can be emptied and then returned to the proper residence. Depending on the circumstances, we may also be able to work with the Village and Waste Management to relocate refuse collection to the front of properties for a very short period of time.



Task 5 – Compliance with Complete Streets

Hancock Engineering will review project sites for compliance with the Village’s Complete Streets policy and submit the accompanying checklist. We acknowledge that alley projects are not typically the best location of pedestrian and bicycle friendly properties; however, we will review each individual alley to determine if any measures (bicycle racks, signage, accessible access, etc) can be implemented.

Task 6 – Recognized Environmental Concerns (REC)

Hancock Engineering will work with **True North Consultants** to review all project sites for RECs. The scope of work for the Potentially Impacted Properties Evaluations will include a review of current Federal, State and local government records and databases to assist in the evaluation and

PROJECT SCOPE

identification of environmental conditions at properties adjoining the alleys. Reasonably ascertainable historical information will be reviewed to determine historical operations of adjacent properties. A site walk will be performed to inspect the existing conditions, obtain any pertinent field data, observe physical characteristics of the alley, identify current operations, and observe surrounding property conditions and operations. An evaluation documenting the activities and results of the reconnaissance activities will be prepared and recommendations concerning further assessment will be provided.

Phase II Engineering

Task 1 – Preparation of Design Survey and Base Sheets

Our office will apply our acquired data to prepare base plan sheets. These base sheets will outline the existing conditions as they apply to the scope of improvements. Spot elevations will be shown at edge of pavement, centerline, garage floor, and garage apron. Additionally, existing elevations will be presented at all utility structures and other critical points. Vertical and horizontal control will be depicted on the plan sheets as well as the offset locations.

The plan sheets will meet the requirements of Oak Park and the Metropolitan Water Reclamation District (MWRD).

Task 2 – Preparation of Preliminary Design Parameters and Recommended Standards

Prior to initiating the drafting of our surveyed data, we will discuss with the Village the desired drafting and design standards. Hancock Engineering typically defaults to IDOT standards in the creation of plans when it comes to standard drafting symbols and line weights. However, many of our clients have instituted their own preferred Village standards to override IDOT policy where applicable. We understand that this project will be funded utilizing Village monies and as such we will ensure that all Village standards are included where desired.

Task 3 – Prepare Requests for Preliminary Site Investigations

Hancock Engineering will prepare requests for proposals for Preliminary Site Investigations (PSI) for any areas of RECs identified during our Phase I investigation.

It is understood that the Village shall solicit proposals and pay for the PSI separately from this Contract. Hancock Engineering will provide oversight and review the PSI to determine the inclusions of any Special Provisions and Contract Pay Items/Quantities that will need to be included in the project plans to remediate the identified contaminated soils.

PROJECT SCOPE**Task 4 – Preparation of Required Permits**

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

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

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

Task 5 – Preparation of Contract Documents

The project documents will be prepared in the Village's format which will include construction documents, bid forms, instructions to bidders, contract bid form, bonding and insurance requirements, and other compliance requirements. It is expected that the project plans will include the following plan sheets:

- | | |
|----------------------------------|-------------------------------------|
| ▪ Title Sheet | ▪ Maintenance of Traffic Plans |
| ▪ Index Sheet/ Legend of Symbols | ▪ Sediment and Erosion Control Plan |
| ▪ General Notes | ▪ Roadway Details |
| ▪ Summary of Quantities | ▪ Drainage and Utility Details |
| ▪ Alley Plan and Profiles | ▪ IDOT Standard Drawings |

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

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

Task 6 – Submittal of Documents at 75% and 90% Completion

Hancock Engineering will submit plans and other bidding documents to the Village at an approximate 75% and 90% completion points. These plans will have incorporated the comments from permitting and public utility agencies.

PROJECT SCOPE

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

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

Task 7 – Submittal of Documents for QA/QC Review

Hancock Engineering will submit a “final” set of plans to the village for their Final QA/QC review process. It is important to note that Hancock Engineering has our own Quality Control program. Recently, our firm’s professional staff and their commitment to quality production have led to installing in-house procedures which enhance our ability to provide improved professional services to our clients. Quality assurance and self-improvement are primary goals of our firm, and are mandatory for our survival, growth and continual client satisfaction.

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

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

The primary purpose of QA reviews is to provide redundancy via a **second set of experienced eyes** on the drawings to catch mistakes, errors or omissions. For this project, Derek Treichel, P.E. will perform these reviews, although it’s not uncommon to have two or more reviewers on large projects. Our reviews will focus on looking at the big picture, reviewing the project details, ensuring clarity of our intentions, and confirming our Estimate of Cost. From there, we send our plans to our Construction Engineer Manager, Bill Peterhansen, P.E. to review in terms of constructability and to reduce the likelihood of any issues arising during construction.

Task 8– Submittal of Final Documents

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

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

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

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

PROJECT SCOPE**Task 9– Attendance at Village Meetings**

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

Task 10– Bidding Assistance

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

Task 11 – Continuous Coordination with Village Staff

Throughout the course of the project, Hancock Engineering will continuously keep the Village informed of our progress. We will provide the Village of Oak Park with weekly reports on our advancements, including status of utility coordination, design processes, permit submittals, and other pertinent information.

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

Phase III Engineering**Task 1 – Preconstruction Services**

Hancock Engineering will schedule, lead and prepare minutes for a pre-construction conference with the Village, Contractor and Sub-Contractors. At this meeting the Contractor will be required to submit:

- Proposed Project Schedule which Hancock Engineering will thoroughly review and comment on the validity of change orders. If changes are necessary, the Contractor will be required to submit a revised schedule within the week.
- Name and 24 hour cell-phone number for the Superintendent in charge of overseeing the Traffic Control and Protection.
- Shop Drawings for requested submittals.
- List of proposed suppliers and sub-contractors. All Sub-Contractors with contracts greater than \$2,000 will be required to attend this meeting.

PROJECT SCOPE

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

- Acquiring Village License and/or bond
- Certified Payroll release
- Notification Process
- Required permit follow-through
- Erosion Control Expectations
- Requirements and schedule for pay estimates
- Staging and access requirements

Task 2 – Notification of Residents Affected by Construction

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

Hancock Engineering will also draft and prepare Agreements for private property driveway apron replacement and parking passes. We are confident in our ability to manage this process and simplify the Village's necessary involvement.

We have allotted the needed amount of time to meet with residents individually to measure their private aprons.

Task 3 – Parking Impact Study

Hancock Engineering understands the critical nature of parking throughout the Village. We will work hand-in-hand with the Village of Oak Park's Parking Services Department and prepare parking passes for distribution as necessary. Furthermore, we hope to lessen the parking burden as much as possible by including interim deadlines of alley completion dates within the Contract Specifications.

Task 4 – CCDD Sign-Off

Hancock Engineering will prepare Clean Construction Demolition Debris forms for all project sites. We understand that, if necessary, environmental oversight will be paid for separately by the Village.

Task 5 – Verify Layout of Proposed Work

Hancock Engineering will confirm that the Contractor's layout meets with the plans.

Our field engineers will verify that, for example:

PROJECT SCOPE

The Edge of Alley is not higher than adjacent garage floor

- A drainage structure will not be placed directly on a gas main or other utility
- ADA compliance grading at all public sidewalk keystones and intersections
- Proper pitch of proposed sewer
- Location and limits of restoration items

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

Task 6 – Construction Observation

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

Additionally, our team will:

- Be on-site anytime work is being completed on the project. It is not uncommon for our engineers to remain on-site well past the end of the Contractor's day completing paperwork and resolving resident issues. *It is very important to note that the Village of Oak Park will **never be charged over 8 hours in a day** for our on-site Engineer.*
- Serve as the Village's liaison with the Contractor and their Sub-Contractor's.
- Cooperate with the Contractor in dealing with the Oak Park Police and Fire Departments, and various other local agencies having jurisdiction within the project limits.
- Continually keep the Village informed as to whether the work is proceeding in accordance with Contract Documents. We will strongly guard the Village against defects and deficiencies in the work, immediately advise the Village of any observed deficiencies and reject all work failing to conform to the Contract Documents. **The Contractor will never be paid for work that is unsatisfactory.**
- Organize and lead Development Meetings on-site a minimum of twice a month. We will maintain and circulate minutes of these meetings.
- Review Contractor's progress on a regular basis. As discussed above we will submit weekly Progress Reports which will compare the actual progress to the Contractor's approved schedule. If the Contractor has fallen behind schedule, we will work with the Contractor to determine the appropriate course of action to return to schedule.
- Work with the Village to ensure that necessary Material Testing is adequately provided.
- Coordinate with residents on a continual basis.



PROJECT SCOPE

- Review and maintain a file of Shop Drawings and Contractor Submittals.
- Perform Traffic Control checks a minimum of three times per day. The checks shall involve checking the condition of barricades between sunrise and sunset. Additionally, twice a month the barricades will need to be inspected after sunrise to ensure that they are all flashing as required. Our office will provide the Village with Barricade Check reports on a weekly basis. The Contractor will be notified immediately of any deficiencies found and will need to remedy any issues without delay.
- Keep an inspector's Daily Report book in the Village's format recording hours on the jobsite, weather conditions, general and specific observations, daily activities, quantities placed, inspections, decisions, and a list of viewing officials. These documents will be used to create our weekly Progression Reports.
- Coordinate Construction with MWRD and other permitting agencies.

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

Task 7 – Materials Testing

Hancock Engineering will work together with Rubino Engineering to provide QA Materials Testing for these improvements.

Alleys will not be opened for traffic until design strength of the concrete has been achieved.

Task 8 – Construction Documentation

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

- Maintaining orderly files of correspondence which shall include:
 - Preconstruction Minutes
 - Daily Project Diary
 - Weekly Progression Reports
 - Traffic Protection Reports
 - Quantity Book
 - Minutes from Development Meetings
 - Contract Documents
 - Correspondence with Public Utilities and other Agencies
 - Material Testing Reports

Task 9 – Construction Project Close-Out

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

PROJECT SCOPE

close-out. As part of this inspection, we will, at a minimum:

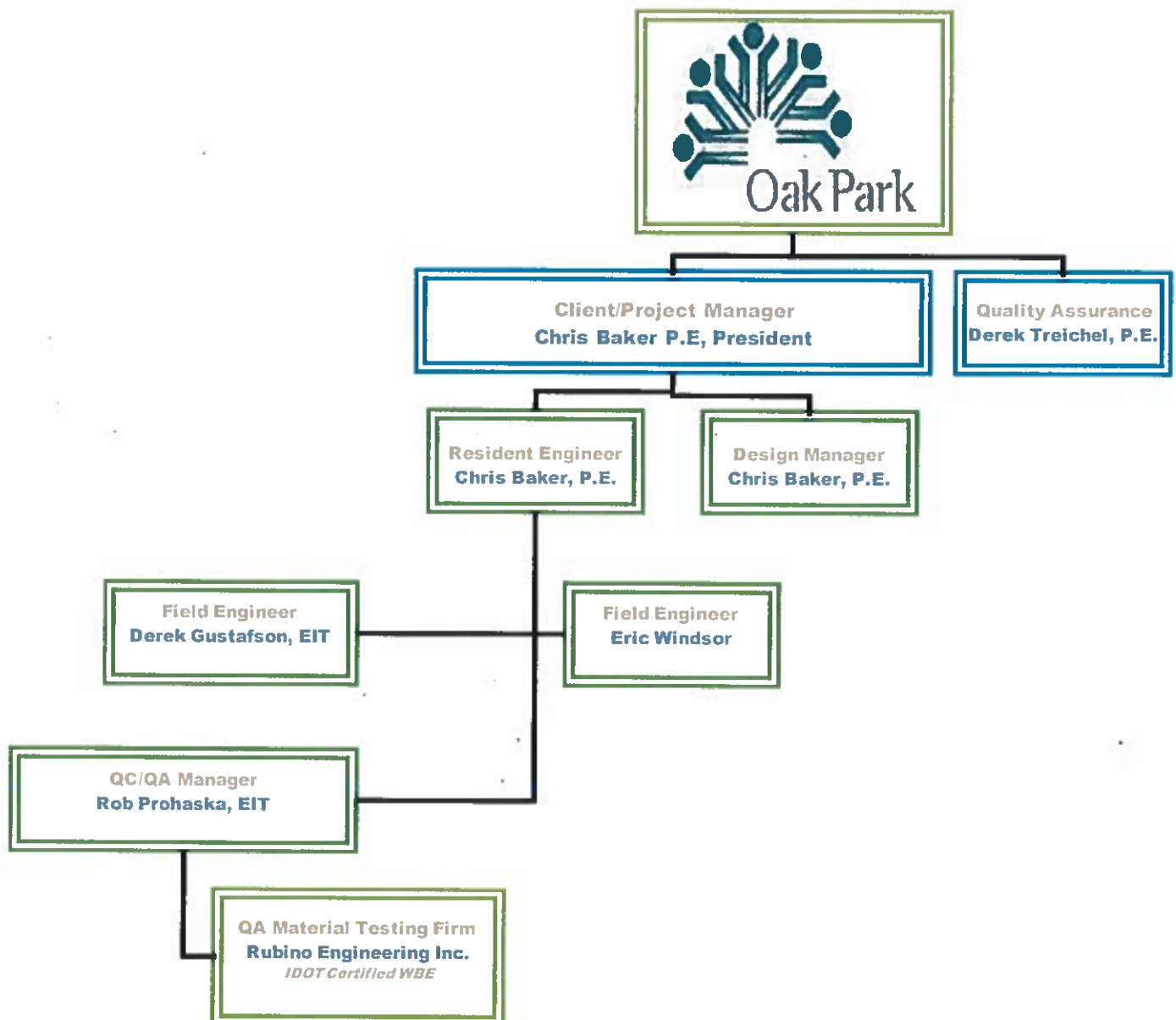
- Open all drainage structures and verify their cleanliness
- Inspect all concrete items for cracking and/or puddles
- Inspect all sodded parkways to ensure knitted seams and proper drainage
- Verify that all domestic water service boxes are keyable
- Capture photographs of the improvements

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

During project close-out, Hancock Engineering will provide Record Drawings to the Village of Oak Park. The drawings will also show any changes that were made to the project plans, including elevations, geometry, and/or limits of improvements.

Organizational Chart

Hancock Engineering employs highly skilled individuals that work together to form a company with the reputation of working efficiently and professionally to address the concerns of our municipalities and its constituents of local businesses, schools, and home owners. Hancock Engineering employees are very aware that to provide our standard of service, we must understand and reflect the views and intention of the municipality.



PROJECT SCHEDULE

Estimated Design Schedule

The following is our anticipated Design Schedule:

Task	Completion Date
Award of Design Contract:	July 23 rd
Begin Survey Work:	September 11 th
Complete Survey Work:	October 13 th
Finish the download of all Data into CADD:	October 20 th
Core Existing Alley Pavement:	October 24 th
Complete PIP Evaluations:	October 27 th
Complete Base Sheets:	November 3 rd
Prepare RFPs for PSI:	November 6 th
Complete Utility Coordination:	November 10 th
Submit Initial Design:	December 15 th
Receive Comments from VOP:	January 9 th
Submit Final Bidding Documents to VOP:	January 26 th
Advertise Bidding Documents:	January 31 st
Bid Opening:	February 14 th
Award Construction:	March 4 th

We would expect construction to begin on April 1st, 2019. We have analyzed the potential alleys that are planned to be in the 2019 program and have determined that the project could be completed in a singular year with a completion date of August 30th.

EXCEPTIONS

Objections to Terms

Our firm has an objection to the language in the Indemnification Clause (Item 4) in the Professional Services Agreement (Attachment VI). The term "Defend" is problematic and we have been told by our Insurance Carrier and attorney that the Indemnity clauses that are overreaching, such as the defend clause, will not have full coverage under our PLI Insurance.

Our insurance carrier and attorneys have suggested the following indemnification clause:

The Consultant shall, indemnify and hold harmless the Village against lawsuits, claims, demands, damages, liabilities, losses and expenses, including reasonable attorney's fees and administrative expenses, to the extent arising out of caused by a negligent or wrongful act or omission of said consultant, , its officers, agents and/or employees in the performance of professional services set forth in the contract.

The parties expressly agree that Consultant has no duty to defend Village against any claims, causes of action, demands lawsuits or proceedings of any kind.

ENGINEERING FEE

Proposed Fees

Upon award of this Contract, Hancock Engineering will provide the Village of Oak Park with services outlined in the Village's Request For Proposal No. 14-117 and as described in our Proposal to facilitate a complete set of plans and bidding documents and to provide Construction Oversight for these improvements. Hancock Engineering proposes to complete this work according to the following Lump Sum Fee:

Hancock Engineering Fee Breakdown for 2019 Alley Reconstruction Project			
Engineering Service	Task Cost	Phase Cost	Manhours
Phase I Engineering Services	\$40,150.00		
<ul style="list-style-type: none"> Kick-Off Meeting with Village Topographic Survey Utility Coordination Compliance with Complete Streets 			
Recognized Environmental Concerns	\$15,500.00		
Total Phase I Engineering:		\$ 55,650.00	368
Phase II Engineering Services	\$61,810.00		
<ul style="list-style-type: none"> Preparation of Design and Base Sheets Preparation of PSI RFPs Acquisition of Permits Preparation of Contract Documents Attendance at Village Meetings Bidding Assistance Constant Coordination with Staff 			
Total Phase II Engineering:		\$ 61,810.00	591
Phase III Engineering Services	\$184,335.00		
<ul style="list-style-type: none"> Preconstruction Activities Notification of Residents Parking Impact Investigation CCDD Sign-Off Layout Verification Construction Observation 			
Materials Testing	\$8,500.00		
Total Phase III Engineering:		\$ 192,835.00	2251
Total Engineering Fee:	\$ 310,295.00		3,150

Per the Village's request, we have broken out the costs of the following items:

Item	Cost
Preparing PESA for Identifying RECs	\$15,500.00
Obtaining Topographic Information (North - South Alley)	\$ 1,600.00
Obtaining Topographic Information (East - West Alley)	\$ 845.00
Materials Testing	\$ 8,500.00
Providing Two Cores and Summary for North-South Alleys	\$150.00/Alley
Providing Two Cores and Summary for East-West Alleys	\$150.00/Alley

ENGINEERING FEE

Hourly Rates

PERSONNEL CLASSIFICATION	2019 Rate
ENGINEER –VI	\$130.00
ENGINEER -V	\$125.00
ENGINEER -IV	\$115.00
ENGINEER -III	\$110.00
ENGINEER -II	\$90.00
ENGINEER -I	\$80.00
CADD MANAGER	\$110.00
CADD TECHNICIAN -II	\$100.00
CADD TECHNICIAN -I	\$95.00
ENGINEERING TECHNICIAN – V	\$110.00
ENGINEERING TECHNICIAN – IV	\$100.00
ENGINEERING TECHNICIAN – II	\$70.00
ENGINEERING TECHNICIAN – I	\$45.00
ADMINISTRATIVE	\$65.00