

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 underground utility 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. reviewing the typical section with contractor prior to commencing work to ascertain potential utility conflicts for both boring and open-cut operations).
 - 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 traffic control 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 all restoration of impacted pavements and parkways due to the proposed utility work. The Consultant shall be responsible for determining areas of unsuitable soil replacement. 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 and Village of Oak Park standards.

- f. Records do not need to be in a designated contract management system; however, the consultant shall maintain detailed measurement records and a contract quantities book.
 - g. The consultant will track the work based on Village directed funding sources. Pay estimates shall be organized to track and pay these quantities and locations separately if required.
- 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.
 - f. Consultant shall review final quantities with the contractor and present an agreed upon final estimate to the Village for processing.
 - g. Close out project and submit all paperwork as required. Submit job box to the Village of Oak Park.
 - h. Process final payment.
 - i. Review and confirm the contractor's as-built drawings in Electronic format (pdf and Microstation files). The contractor's as-built drawings shall include final locations of all installed utilities, restoration limits, as-built cross-sections at utility conflict locations.
- 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 as needed. 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 2020 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, alley, and roadway outages 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.
 - 8. Deliver and post all necessary passes and notifications to affected residents and businesses impacted by the proposed improvements or as directed by the Village.
 - 9. Material testing will be outside of this contract.

Bureau of Design and Environment
Prepared By: Consultant

		DATE	<u>01/16/20</u>
OVERHEAD RATE	<u>129.89%</u>		
COMPLEXITY FACTOR	<u>0</u>		

181,963

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

AVERAGE HOURLY PROJECT RATES

FIRM

TranSystems

PTB-ITEM#

1

DATE 01/16/20

PRIME/SUPPLEMENT

1 - Fiber

SHEET 1 **OF** 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Project Administration			Community Outreach			Construction Inspection			Plan Review / Permitting					
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Engineer 5 (E5)	77.05	0.0																	
Engineer 4 (E4)	77.05	0.0																	
Engineer 3 (E3)	70.88	210.0	10.52%	7.46				200	100.00%	70.88				10	33.33%	23.63			
Engineer 2 (E2)	46.23	0.0																	
Engineer 1 (E1)	35.95	1,780.0	89.18%	32.06							1760	100.00%	35.95	20	66.67%	23.97			
Planner 5 (P5)	77.05	0.0																	
Planner 4 (P4)	68.88	0.0																	
Planner 3 (P3)	49.35	0.0																	
Architect 4 (AR4)	72.69	0.0																	
Architect 3 (AR3)	58.82	0.0																	
Architect 2 (AR2)	34.88	0.0																	
Architect 1 (AR1)	28.17	0.0																	
Environmental Scientist 4 (SE4)	77.05	0.0																	
Industry Specialist 3 (IS3)	53.42	0.0																	
Industry Specialist 2 (IS2)	39.22	0.0																	
Construction Services 4 (CS4)	52.21	0.0																	
Technician 3 (T3)	31.78	0.0																	
Technician 1 (T1)	21.20	0.0																	
Administrative 3 (A3)	48.82	0.0																	
Administrative 2 (A2)	44.69	6.0	0.30%	0.13	6	100.00%	44.69												
Administrative 1 (A1)	24.55	0.0																	
		0.0																	
		0.0																	
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TOTALS		1996.0	100%	\$39.66	6.0	100.00%	\$44.69	200.0	100%	\$70.88	1760.0	100%	\$35.95	30.0	100%	\$47.60	0.0	0%	\$0.00

PAYROLL ESCALATION TABLE FIXED RAISES

FIRM NAME TranSystems
PRIME/SUPPLEMENT _____
Prepared By Lou Beugnet

DATE 01/16/20
PTB-ITEM# 1

CONTRACT TERM 11 MONTHS
START DATE 3/1/20
RAISE DATE 4/1/20

END DATE 1/31/21

OVERHEAD RATE 129.89%
COMPLEXITY FACTOR 0
% OF RAISE 3%

ESCALATION PER YEAR

year	First date	Last date	Months	% of Contract
0	3/1/20	4/1/20	1	9.09%
1	4/2/20	2/1/21	10	93.64%

The total escalation = 2.73%

COMPANY NAME: TranSystems
PTB NUMBER: Village Of Oak Park - Fiber Optic Project
TODAY'S DATE: 1/15/20

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		220	\$65.00	\$14,300.00
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
TOTAL DIRECT COST					\$14,300.00

**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