

Statement of Qualifications

to Provide

Professional Engineering Services for
Construction Engineering (Phase III)

for the

2020 Green 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

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COMPANY BACKGROUND

Company Profile

Hancock Engineering is a consulting engineering firm focused on providing comprehensive engineering services to villages, cities, and other clients in the suburban Chicago area. Hancock Engineering was founded in 1911 and this past year we celebrated **108 years** of providing high-quality professional engineering services to our clients.

Hancock Engineering has always been committed to keeping our overhead costs low and to pass those savings on to our clients. For over twenty-five years our sole office has been centrally located in Westchester, just minutes from the I-290 expressway.

Our office is **in close proximity to Oak Park** and the project site. Our proximity to Oak Park provides us with the ability to mobilize to the project site for meetings, site visits, or consult on short notice. Our closeness to your community ensures that the Village of Oak Park **will not incur any costs related to travel or mobilization** from Hancock Engineering during the project.



Officers of Company

Hancock Engineering is led by a team of nine Principals. These 9 individuals make up the Directors and the Shareholders of the company, and all are very active in the day to day operation of the company. Our principals are very “hands-on” and in touch with the needs of our clients. Chris Baker, a Vice-President and Director of Business Development of our company, will continue to serve this role for Oak Park.

Engineering Staff

Our staff is highly experienced and qualified in performing all phases of Engineering for locally and federally funded infrastructure projects. Throughout our projects, we make certain to **continually keep the** client informed on relevant engineering matters, to perform our engineering assignments to the best of our abilities, and to keep the best interests of the municipality as our primary objective. Our Engineers commit themselves to going above and beyond the traditional expectations of our clients, regularly participating in philanthropic and charitable causes within each of our communities. We have reviewed our current workload and commitments and are properly staffed and prepared to provide the engineering services for your community's project.

COMPANY BACKGROUND

Our current staff consists of the following personnel:

TECHNICAL STAFF

Licensed Professional Engineers	9
Degreed Civil Engineers	8
Construction and Design Engineers	4
Computer Aid Design and Drafting (CADD) Technicians	2
Engineering Technicians	2

ADMINISTRATIVE STAFF

Office Manager	1
Administrative Assistant	<u>1</u>

TOTAL STAFF PERSONNEL	27
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Current Capacity

Hancock Engineering focuses our resources on municipal projects. Our desire to keep over 95% of our workload in the public sector has allowed us to avoid fluctuation in manpower and ensure that our rates remain competitive. The annual billings for our firm over the past six years are as follows:

<u>Year</u>	<u>Billings</u>
2019	\$6.4 Million
2018	\$5.2 Million
2017	\$5.0 Million
2016	\$4.3 Million
2015	\$4.1 Million

Our staffing levels have been consistent over the past decade and we have been able to meet the varied workload with this staff. Our current projections for the 2020 year are \$6.1 M in billings. As evidenced by our ability to meet the varied workload, Hancock Engineering has the capacity and adequate staff available to meet the scope and extent of work required to provide the Village of Oak Park with high quality and timely engineering services. We are currently pre-qualified by the Illinois Department of Transportation to provide engineering services to the amount of \$6,400,000.00

Our efficiently-sized company prevents the inefficiencies and miscommunications common among larger firms. **Your project will be made a priority and not get lost in our to-do list!**

COMPANY BACKGROUND

Current/Recent Litigation

Hancock Engineering is not currently involved in any litigation. Furthermore, Hancock Engineering has not been involved in any litigation for the past ten (10) years. Hancock Engineering has never defaulted on any awarded Contract. We have never had a Contract terminated due to faulty or untimely work.

Distinctive Traits

SPECIALISTS

Hancock Engineering focuses solely on the needs of municipalities within the Chicagoland area. Our company is currently retained as full-time municipal engineer by 12 municipalities, as water facilities consultant for two water commissions, and as engineers for the Brookfield Zoo. Our breadth of experience and knowledge in municipal engineering provides you with proven solutions to complex challenges. Our **hands-on philosophy** helps take your projects from concept to completion and because we see our relationships as long term, we formulate engineering solutions that solve present issues while also keep an eye toward future demand and growth.

SERVICE

We pride ourselves on our service and firmly believe that our responsiveness is unparalleled in the industry. We believe that for a project to go smoothly, all stake-holders must be fully aware and up to date on the current and upcoming project status. *We will make that extra phone call, leave a note on a business's door, or stay around on-site and talk to a resident afterhours on a Friday. We do what it takes to create a satisfied customer.* **Our customer service is second to none.**

VALUE

Hancock Engineering understands the unique needs of municipal clients who must balance public needs with limited resources. We **absolutely provide the best value for your municipal engineering needs**. We often provide "Sole Source Engineering Services" to our clients. Our clients have realized the value and benefit of a continuous relationship with Hancock Engineering. By serving our clients from start to finish, costly inefficiencies are reduced and likely eliminated altogether.

Whether we are providing Sole Source services, or working on a one-time project with a new client, we believe in delivering the highest level of assistance to the client as possible.

PROJECT APPROACH

Project Understanding

We have performed a comprehensive review of the Request for Proposal documents and performed site visits to familiarize ourselves with the area surrounding the ten alleys. We have had our team walk the potential project sites and perform a photographic survey of the area. We have a thorough understanding of the project goals and a comprehensive plan on how we propose to implement them.

Hancock Engineering understands that the Village is looking to secure Phase III Engineering Services for ten locations of alley improvements within the Village of Oak Park. We have a thorough understanding of the Village's budget for this construction project, which is described below:

Funding Source	Amount
Village-Funds	\$ 438,050
CDBG	\$ 300,000
MWRD-GI	\$ 475,000
Patching	\$ 50,000
Total 2020 Alley Budget:	\$ 1,263,050

We understand that the following ten alleys have been included in the final design of this project:

Green – MWRD Funded Alleys

Alley	Type	Cost
1) 562	Green Alley	\$ 173,000.00
2) 668	Green Alley	\$ 257,000.00*
3) 565	Green Alley	\$ 246,000.00
4) 135	Green Alley	\$ 231,000.00
Total Green Alleys		\$907,000.00

**Note: 668 is also eligible for CDBG funding*

Concrete – CDBG Funded Alleys

Alley	Type	Cost
5) 200	Traditional Concrete	\$ 171,000.00
6) 668-N	Traditional Concrete	\$ 52,000.00

Concrete – Local Funded Alleys

Alley	Type	Cost
6) 340	Traditional Concrete	\$ 125,000.00
8) 562-N	Traditional Concrete	\$ 57,000.00
9) 425	Traditional Concrete	\$ 165,000.00
10) 425-E	Traditional Concrete	\$ 43,000.00
Total Concrete Alleys		\$ 613,000.00

Total Preliminary Cost of Designed Alleys	\$1,520,000.00
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PROJECT APPROACH

The proposed project set is estimated to cost approximately \$300,000 beyond what the Village has available this construction season. As this project is being bid early in the construction season, we are hopeful that prices will come in competitive and hopefully end up closer to the \$1.4 Million mark. We understand that the specifications have been written to include language allowing the Village to reduce the scope of work, and potentially eliminate an alley. We understand that Alley 425 and 425-E are being considered “tentative” for construction this season.

Hancock Engineering’s experience designing and constructing the Village of Oak Park’s annual alley improvements the past five years provides us a keen insight into the Village’s expectation as it relates to resident communication, GARP administration, refuse and parking coordination, and accessibility requirements. To allow for continuity and to ensure the full benefit of this experience, we are offering to maintain the project team from past years on this 2020 construction project. Our firm is confident in our ability to ensure that the construction of these alleys are completed efficiently and effectively.

Hancock Engineering has **designed and constructed a minimum of 25 alleys each year for the past decade**. Furthermore, every employee designated to be involved in these improvements has over 15 years of experience and has been part of the team that has designed and constructed 100 traditional alleys for the Village of Oak Park and nearly a dozen “Green Alleys” for the Village of Broadview in the last 5 years. Hancock Engineering has also performed design and/or construction engineering for a half dozen MWRD – GI funded projects in the past three years.

We have worked hand-in-hand with Jim Yurik, Moriah Gelder, and John Watson to perfect the MWRD’s recommended processes for calculating Design Retention Capacity (DRC), design brick pattern to maximize strength and inflow, and choosing the optimum drywell materials to enable the highest level of wet-weather storage. We have also been successful in overseeing the final inspection with the District and completing the annual inspection logs on behalf of our clients.

Critical Issues

Hancock Engineering has been serving municipalities for over 100 years. Furthermore, Hancock Engineering has surveyed, designed, and provided construction observation on nearly **50 miles of alleys since the year 2002**. Each employee designated to this project has either designed or inspected over 100 alleys during their tenure with our firm.

In the last five years alone, Hancock Engineering has provided design and construction oversight **for nearly 200 alley reconstructions**. This unmatched experience provides us insight on potential construction problems and crucial elements that must be addressed in design to ensure the project runs smoothly from start to end. Your project will not be used as a training ground for employees!

We have identified the following items that will by **key elements** to ensure that significant project is a success:

PROJECT APPROACH**Project Coordination**

For a project to be successful, **communication must be made a focal point during construction.** From the onset of the project we will ensure that all stakeholders have the opportunity to have a voice concerning important project issues. It is important that the team meet prior to the Preconstruction Conference to discuss intended timelines, critical issues, goals, expectations, and Communication Schedule. We will hold a kick-off meeting with Village staff and other interested parties to discuss the project and our intended plan of attack

At a minimum, the following entities will be invited:

<u>Entity</u>	<u>Phone Number</u>
Oak Park Public Works/Engineering	708- 358-5700
Oak Park Park District	708- 725-2000
School District 97 Buses	708- 524-3040
Oak Park Police Department	708- 383-6400
Oak Park Fire Department	708- 358-5800

We will utilize decisions made at this meeting to form the basis of our Village Pre-Construction Meeting Agenda.

Our Resident Engineer, Chris Baker, P.E., will be in constant contact with the Village of Oak Park promptly responding to any issues or questions as they arise. However, in addition to these informal conversations, Hancock Engineering believes it beneficial to provide the Village with **Weekly Reports** outlining the current and upcoming construction activities on a weekly basis. Each week, we will review the Contractor's schedule and provide a dynamic projection of the completion date as well as the interim punchlist dates to ensure the Contract is progressing adequately.

In addition to the weekly reports, Hancock Engineering recommends that **Development Meetings be held on-site** every other week. These meetings will include a summary of project progress and any upcoming issues and will allow Village staff to communicate directly with the Contractor. Items typically discussed at these meetings include:

- Condition of project site, i.e., dust control, barricade usage, temporary access
- Village Concerns
- Contractor concerns
- Resident/ Business Owner concerns
- Pay Estimates and Change Orders

We have found these meetings to be very beneficial for all parties involved, including the Contractor.

GARP Coordination

Hancock is very familiar with the Village of Oak Park's Garage Replacement Program (GARP) having managed the program the last 5 years. We are aware that last year there were **51 residents** that participated in the program for a total cost of \$35,000. We met with each of these residents at their garage a minimum of two times during the GARP process to measure and provide a quote for the inclusion of their aprons into the Village's program and collect payment. Assuming each meeting could be completed in thirty minutes, there were over 50 hours of site meetings that took place. This does not include all of the email and phone conversations that were had prior and in between meetings.

Almost as important, were the 75 residents that we corresponded with, met on-site, provided costs estimates to, and followed up with that decided not to move forward with having their property improved.

Some residents work long hours, and there have been several times where we had to meet property owners after 5:00 or on weekends to accommodate their schedules.

In addition to the administrative time, each time a GARP is included in the contract it necessitates a potential "Re-Design" of alley grades. Alleys are designed to meet the edge of an existing apron during the design process. At times these aprons exist at extreme gradients, either very flat or 10%. Once it is determined that a garage apron is being removed, **grades are revised to optimize the new meet points**. At times, these driveway inclusions have allowed us to eliminate catch basins and drainage low points from the design, saving the Village substantial money in construction costs.

In our experience, to properly handle the administrative portion of the GARP, the Village will need someone other the Construction Engineer to oversee and implement the program utilizing approximately **100 to 120 hours of time**. We have included the adequate time to manage this program within our submitted Fee Proposal.

Lauren Wellen, Ed.D.	1044 N. Lombard	110	lauren.wellen@gmail.com
Amber Alencar	1045 Hayes	110	amberalencar@gmail.com
Marilyn Brumund	1048 N. Lombard Ave	110	mbrumund@sbcglobal.net
Robert Burton		110	vidman@oakton.edu
Greg Miller	1001 Hayes	110	gregory.alan.miller@gmail.com
Scott Foster	1023 Hayes	110	scott.g.foster@hotmail.com
Steve Flanagan	1036 N. Lombard	110	communicationscoba@comcast.net
Stephen Lowder	1015 Hayes Ave	110	slowderlaw@gmail.com
Joseph Lampert	1004 N Lombard Ave	110	joseph.lampert@gmail.com
Rachel Pike-Norton	1032 N Humphrey	101	rachelpikenorton@gmail.com
Brad Jansen	1030 N Humphrey	101	bljansen@gmail.com
Bobby Mitchell	1346 N Austin	101	
Ken Cuculich	738 Columbian Ave	240	kuculich@comcast.net
Marci Ko	732 Columbian Ave	240	Marcia.Ko@iosos.com
Claire Barnes	728 Columbian Ave	240	clairebarnes1@comcast.net
Jerry Bolan	727 N East	240	jerry_bolan@hotmail.com
Amisha Patel	723 N East	240	amisha@thegrassrootscollaborative.org
Jeffrey Frisch	735 N East	240	jeffrey.frisch55@gmail.com
Annette Nam	731 N East Ave	240	pa.indromesrule@yahoo.com
Denis J. Underwood	716 Columbian Ave	240	denisunderwood10@gmail.com
Patrick Brown	800 Lyman Ave	504	p23brown@gmail.com
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Jacelyn Jones	423 N Lombard	314	
Helen Naomi	406 Harvey	314	Hnaomi@comcast.net
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Adie Magnuson	416 N Harvey	314	sadie.magnuson@gmail.com
John Lattvak	400 N Harvey, Oak Park	314	jlattvak@gmail.com
Kathleen Reuter	424 Harvey	314	kar42@sbcglobal.net
Elizabeth Parks	201-211 Chicago Ave & 427-449	314	Elizabeth.Parks@separks@Mmpropmt.com
Alicia Robinson	419 Lombard	314	alicia.waters@unobinson@gmail.com

Resident/ Business Coordination

Every construction project includes a certain amount of inconvenience to adjacent residents and business owners. Our goal is to minimize the inconvenience to these constituents. We have found that if effective communication of construction schedules and activities, as well as early notice of interruption to access is provided, the property owners are more likely to be understanding of the inconveniences.

It is also important to explain the Village's goals for the project and provide the residents with a line of communication should they have any concerns during the construction of the project. For these reasons, we attempt to provide area residents, business owners and other adjacent properties with channels to have their opinions heard early in the process.

For the past five years we have managed the many alley projects throughout the Chicagoland area. We realize that when we are working in alleys, that residents feel like we are working in their "backyards." We believe we have mastered the resident notification process and **substantially reduce the burden on Village engineers and officials.**

Hancock Engineering likes to team with the Village to hold a public meeting early in the construction process to make sure that the public is aware of the upcoming improvements. Taking away the "surprise" encountered by residents does a lot to increase their support of the project.

We will follow the follow notification process for this project:

1. A minimum of two weeks prior to beginning work in an alley, we will draft a letter that will be distributed to residents. This letter will outline the construction timeline, the GARP process, a note about trees in the alleys, and an option for residents to pursue an SSA for green alleys if desired by Village.
2. A minimum of three days prior to excavation beginning, we draft a second letter informing the residents of the construction start date and expected duration that they will be unable to access their garages. This letter will also include parking passes for their vehicles.
3. Once the newly constructed alley and garage aprons have reached their design strength the alley will be re-opened. At this time, we send a third letter letting the residents know that the alley and their garages are now accessible again.

Due to time restraints, Hancock Engineering has elected forego the mailing process and hand deliver the notices to single family properties, further saving Village costs.

Hancock Engineering views interaction with residents and businesses, not as a burden, but as an opportunity to create a successful project.



Parking and Refuse Coordination

Every community has different needs and expectations as it relates to coordination for refuse disposal and parking needs. Our experience working in Oak Park has provided us a solid background on the specific requirements as they relate to alley construction projects in this Village.

Oak Park is unique in that there are very few driveways with ingress/egress to the roadway for single family housing. Furthermore, there are many different parking zones within different areas of town. For these reasons, we will work closely with the Village's Parking Department during this construction project.

At the outset of the project (immediately after the Pre-Construction Meeting), we will meet with the Parking Department and discuss each particular alley. We will let them know of the expected number of vehicles that will be displaced, and then we will work together with them to select the best areas to offer alternative parking locations for the duration of the construction project.



Although each resident along the alley will receive two (2) parking passes, there will be many residents who call and ask for additional passes due to having three car garages, or car ports where they park their third vehicle. We will create and distribute these additional passes immediately so that they do not get a parking violation.

We will with the parking department to create **temporary handicap parking stalls** at locations where disabled people reside. We understand that for these to be created the resident must have a handicap placard and provide their license plate number.

We will also work hand in hand with the Vince Bryant and the Village's Refuse Collection Department. Our past experience has shown how important it is to provide the department adequate notice to enable them to have the dumpsters removed from the commercial and multi-family alleys. Although we have created a pay item that can be used to assist the Village with this duty, providing proper notice allows the Village to handle it themselves and save money.

During busy times for the Village, we have been able to contact directly with Waste Management to coordinate the removal and or return of dumpsters to the proper location. On single-family alleys, we also work directly with homeowners to ensure they know exactly when refuse and recycling totes are to be retrieved in the street and when they should be returned to the alley. If a resident is unable to bring their tote to the front due to limited access, we have brought them to the street collection location on their behalf.

PROJECT APPROACH

Development Coordination

We are aware that there are two main developments anticipated to be constructed adjacent to alley construction:

- Just south of alley 565, at the southwest corner of Oak Park and Van Buren (mixed-use “801” development)
- Just east of alley 562 on Madison St between Euclid Ave and Wesley (senior-living development)

Representatives from each of these developments will be invited to the Pre-Construction meeting, where we will introduce our project team and make sure we stay in close contact for the duration of our improvements.

We understand that the eastern port of Alley 562-N will not be constructed during our project due to the Senior Living development. However, we will work with the developer to ensure that our proposed grades at the meet point work with their most current plan revisions at the time of construction.



The Mixed-Use Development along Alley 565 will be built concurrently with the alleys. Due to this, we will ensure that no staging or storage of any material will be permitted on Jackson Boulevard, Oak Park Avenue, or Van Buren Avenue between Oak Park and Grove Avenue. We will also work closely with the parking department along this alley to ensure residents are provided adequate location to park their vehicles.

Cloud-Based Communication

The Village has indicated that they would like a dynamic “Issues List” kept updated daily through Google Docs. Our recent experience indicates this is a good idea.

We will log each conversation (email or telephone) held with residents as it relates to the GARP, additional parking passes, refuse concerns, or any other construction related matter in a document that will be updated daily. The document will include their name, address, email address, and concern.

We will also include a section on this document that will include a) direction received from Village, b) design changes, c) schedule updates. This document will allow anyone at the Village of Oak Park who has been given access privileges to log into the Cloud and obtain a status of a multitude of different project related issues.

Green Alley Construction

Our team has substantial experience with the construction of Green Alleys.

The Village of Oak Park uses an 8' cross section of bricks within the center of their alleys, flanked by 3' of concrete on each side. Typical alley construction would have the outside concrete borders constructed first, then garage aprons, and finally brick installation. However, with the Village's selected cross-section a concrete truck (8.5' wide) cannot drive through the gap remaining for the proposed brick.

This leaves the Contractor a few options for "Construction Means and Methods".

Option A has the contractor install proposed garage aprons first and then the alleyway afterwards. This method can work well as long as the construction engineer is cognitive of the fact that any edge-grade adjustments that will be needed are incorporated into the edge of garage apron design during the placement. Substantial "interim design work" needs to be done to provide grades at each apron.

Option B would have the Contractor place the alley pavement first, then the porous brick pavers, and the garage aprons last. This would provide the "easiest" method of construction but would also extend the disturbance time for residents.

Option C would have the Contractor fill the remaining space within the 8' brick area to allow a truck to pass and place the aprons once the alley pavement has cured. This is the option that we will push, however, we have substantial experience with each of these methods and will ensure that the Village receives a well-designed final product.

Utility Coordination

It is our experience that public utilities can disrupt an otherwise successful project's timeline. For this reason, **Hancock uses a proactive approach with the public utilities** (Nicor, ComEd, AT&T, Comcast) which has proven to avoid costly interruptions due to conflicts with the locations of existing utilities.

We will invite Nicor, ComEd, with Comcast and AT&T to the Project's Pre-Construction Meeting. Our early coordination with utility companies will reduce the chance of delays due to the Contractor's inability to have these utilities mobilize prior to their intended paving schedule.

We are also aware of the Fiber Optic ring that is being planned for installation throughout the Village of Oak Park in 2020.

Upon award of this contract, we will obtain a point of contact through the Village to reach out and discuss the upcoming utility contract. We will help the Contractor revise their schedule to ensure that if it is determined that new utility is being installed within one of our alleys, that construction of the alley is to occur **after installation of the fiber optic line**.



PROJECT APPROACH

Grant Funding Close-Out

We have experience working with Mark Dwyer and the Village's CDBG department. We will provide quarterly and final reports to the Village as needed. We will also ensure that the Village receives their necessary copy of Original Invoices and Waivers of Lien, each pay estimate.

We have also closed out MWRD-GI projects on behalf of several villages in the area. We are familiar with the MWRD's reimbursement process and have substantial experience checking the Contractor's paperwork each estimate for their cumulative MBE, WBE, SBE, and VBE billings. We typically meet with Jim Yurik each quarter to discuss the progress and ensure that the MBE portion of the project is progressing correctly.

After the project, we will meet with the Village and MWRD to conduct a final walk-thru of the project sites and ensure that the District signs-off on the construction. We will work with the Village to set-up Public Works Department on the Inspection Logs that will need to be completed annually.

Subcontract Payment Certification

Prime Contractor Name MIQ Construction Company

Prime Contractor Designation

Check One		
MBE	WBE	SBE
		X

Contract Name / Number 2019 MWWD Green Infrastructure Alleys

Invoice Number 2

Amount Due This Invoice \$269,644.22

Amounts to be paid by the Prime to all Subcontractors from this invoice payment:

Authorized Subcontractor Name	Subcontractor Vendor/ Supplier Number	Check One Per Subcontractor			Payment Amount
		Non-M/WBE	MBE	WBE	
CK Schmitt				X	\$65,637.12
Virto & Son			X		\$72,660.09
Kramer Tree		X			\$0.00

Amount to be Paid to MBE Subcontractors
 Amount to be Paid to WBE Subcontractors

\$72,660.09
 \$65,637.12

Total Amount to be Paid to All Subcontractors

\$138,297.21

Name (Print) _____

Vito Quaranta

Successful Execution of Traffic Control

Our Resident Engineer will **provide daily barricade checks** prior to the start of the day's construction, during construction, and at the completion of the Contractor's daily effort. The Contractor will be required to provide a 24 hour traffic protection phone number so that if at any time, between the end of the work day and the start of the next day, he can be contacted to correct the issue. Maintaining a safe project area will be a top priority of our office.

For a project to be genuinely safe, it must be kept clean. Our firm's daily checks will also include **inspection of the cleanliness of the project site** to ensure that:

[illegible]

- Proper sight requirements are not disturbed due to stockpiles or other construction equipment
- Construction dust is kept to a minimum
- No debris exists upon the driving surfaces
- Surface aggregate is both compacted and traversable until temporary asphalt pavement can be installed
- Sidewalks are continually kept ADA assessable and compliant

PROJECT APPROACH

Any deficiencies will be logged and then immediately brought to the Contractor's attention with the expectation that they be remedied immediately.

Provisions will be made to ensure that Emergency Vehicles and first responders can access all areas at all times. Any day closures be called into Public Works, the Fire Department, and the Police Department, as well as posted on our project website, a minimum of two days prior to the disruption.

We are aware of the **Village's** specification that all material removed in the performance of the work shall be removed and disposed of off the site at locations provided by the Contractor at the end of each workday. We will strictly enforce the \$penalty on behalf of the Village if this is not completed according to Village expectations. We will also utilize street sweeping and/or Dust Control a minimum of once a week to ensure roads are kept in good condition.

QC/ QA of Contractor's Schedule

For a project to go smoothly during construction, the Resident Engineer must be constantly assessing and reassessing the Contractor's schedule. At the Preconstruction Meeting the Contractor will be required to submit an overall project timeline.

We will ensure that the plan submitted is operational. With each of our Progression Reports (completed weekly) we will evaluate the Contractor's progress and report to the Village. *If it is determined that the Contractor has deviated from the plan by more than two days, they will be directed to resubmit a project schedule, outlining how they intend on catching up to the original schedule.*

Project Close-Out

Project documentation is an important aspect to our Construction Engineering services. Our documentation provides, at a minimum:

- Written record of daily events
- Quantity Book with back-up source
- Justification of Contractor Pay-outs
- Final Materials Checklist
- Before and After photographs
- Traffic Control Reports
- Before and After photographs
- Progression Reports
- Bimonthly Development Mtg Minutes
- Record Drawings

The minimal amount of time spent tracking quantities and evidence of material inspections at the tail end of a job will allow the Village of Oak Park to realize **substantial cost savings**.

We will submit a Project Box to the Village of Oak Park housing complete project documentation.

Once the project is completed, we are confident that the Village of Oak Park and its residents will appreciate the clean and safe alleyways for years to come.

COMMUNICATION AND OUTREACH

Outreach Strategy

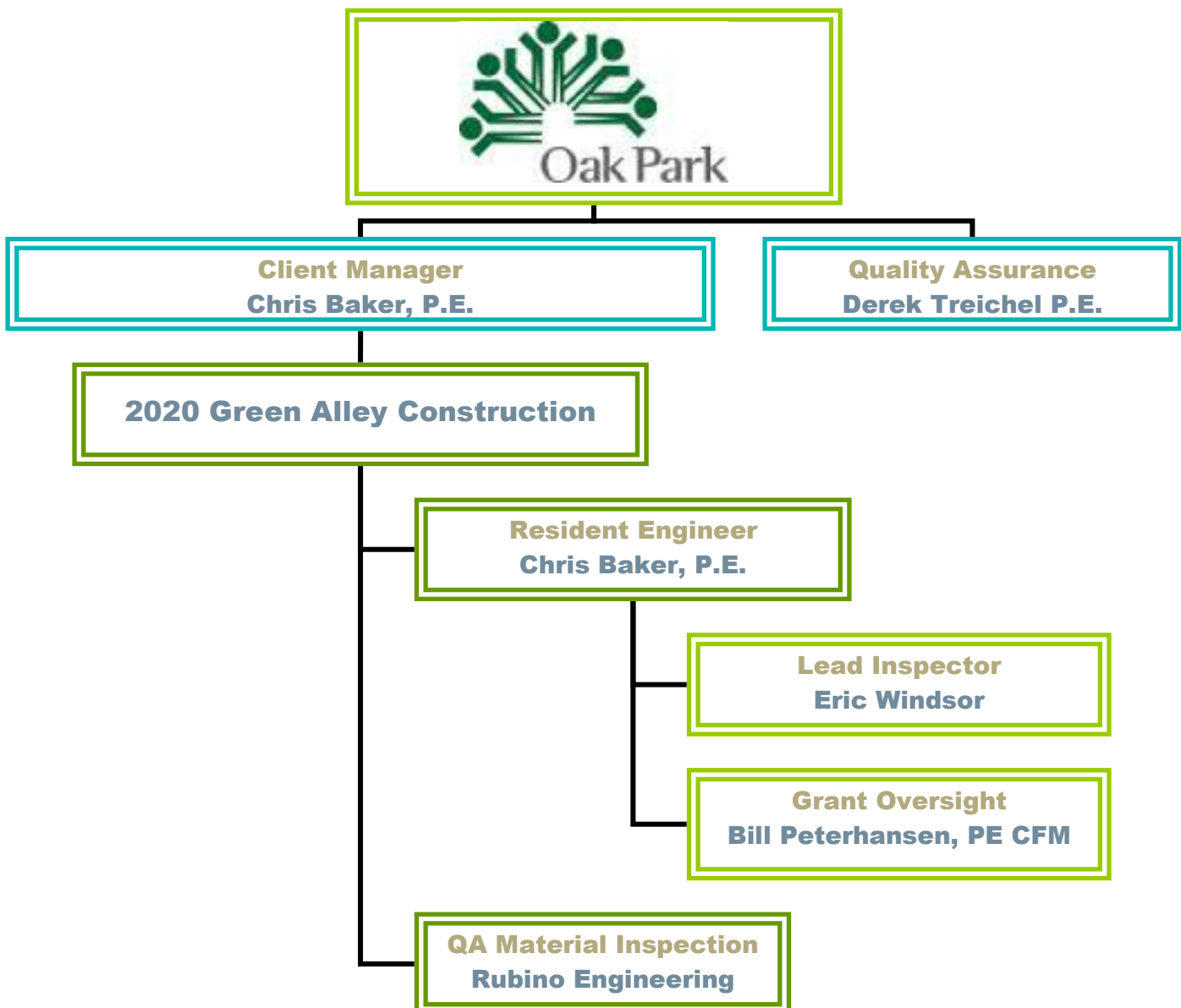
The Village of Oak Park is a professional community with a public works staff that is comprised of several individuals from different internal departments that work together to provide the public with excellent service. From previous experience working within the Village, it is important to keep the entire team in the loop.

The following are some of the key components to making this a successful Capital Improvements Project.

- Chris Baker, PE will serve as Resident Engineer. Chris has experience serving the Village of Oak Park the past four years and knows the expectation of staff, as well as Oak Park residents. His relationships with the Oak Park Refuse and Parking Departments will provide continuity for the Village and save Village staff substantial time throughout the project.
- Eric Windsor will continue to serve as our Lead Field Engineer. Although Chris will handle most of the outreach and coordination, Eric is capable of effectively communicating with the residents and stakeholders affected by the project and is able to effectively communicate with the Contractor to protect the interests of the Village. His experience on prior projects (including green alleys) will ensure this project is completed per the specifications and MWRD Requirements.
- Prior to construction, we draft a letter to property owners that is typically sent on Village letterhead that outlines the scope of work, proposed schedule, and any interim accommodations for parking, garbage pickup, etc. This letter also provides a contact if the residents and/or businesses have any questions.
- On projects that affect commercial properties, we identify key stakeholders and try to make personal contact with them to discuss the project and provide them with contact information of the Resident Engineer. We find that establishing this personal relationship early in the project will often appease many of the concerns and the business owners appreciate the ability to go directly to the Resident Engineer for solutions to their concerns. This also minimizes calls to village staff.
- **We respond to all resident complaints the same day they are received or at worst, within 24 hours.** If desired, we will also include village staff in an email response, so they can be aware of the proposed resolution to the complaint in case future calls are received.
- We will work directly with the parking department to determine the best and most effective way to inform drivers on upcoming parking limitations. This will involve direct mailings but may also involve placing notices on parked cars along the route.
- We will have site meetings with engineering staff, parking and refuse departments at least twice a month, more if necessary to keep the entire team in the loop on the status of construction.
- We will do what it takes to keep the public informed!

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. The personnel named in this proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.



PROJECT TEAM

Project Organization – Role Breakdown

<u>Task</u>	<u>Responsibility</u>	
	<u>Chris Baker, P.E.</u>	<u>Eric Windsor</u>
	<u>~20 Hours/Week</u>	<u>~50 Hours/Week</u>
Attend the Pre-construction Meeting	X	X
Review proposed Contractor's Project Schedule	X	X
Issue Notifications to affected stakeholders	X	
Shake Hands and Discuss project with local businesses	X	X
Review and Confirm Horizontal and Vertical Control Points		X
Work with Parking Department to provide temporary passed	X	
Work with Vince Bryant and Refuse Collection Services		X
Review and Confirm Horizontal and Vertical Control Points		X
Verify Layout of Proposed Work		X
Provide Construction Design Services	X	X
Oversee Construction Observation		X
Provide Full-Time Construction Observation		X
Provide Updates to Police & Fire concerning roadway closures		X
Continually Log Issues on Cloud-Based Document	X	
Keep the Village continually informed as to status of project	X	
Send out Weekly Progression Reports	X	
Organize and lead Development Meetings on-site of twice a month	X	X
Strongly guard the Village against defects & deficiencies in the work		X
Ensure that QC/QA Material Testing is adequately provided		X
Coordinate with residents and business owners on a continual basis	X	X
Perform Traffic Control checks daily		X
Prepare payment estimates and change orders if necessary	X	
Keep an inspector's Daily Report book,		X
Provide IDOT Certified Documentation		X
Ensure Grants are properly Closed-Out	X	
Provide Prompt and Efficient Project Close-Out	X	X

Proposed Staff

Chris Baker, P.E., company vice president, will continue to serve as Client Manager and oversee the staffing for these Green Alley improvements. Chris has over 16 years of municipal engineering experience with Hancock Engineering. Chris currently serves as the client manager for the Village of Broadview and has overseen the annual alley program for the Village of Oak Park for the past five years.

Under Chris's direction the Village of Oak Park has designed and constructed nearly 100 new alleys and the Village of Broadview has implemented a dozen Green Alleys within the past 5 years.

Hancock Engineering's principals are very "hands-on" when it comes to project management. The listing of the company president as Client Manager truly reflects his anticipated deep involvement with these improvements. As Client Manager, Chris will be managing the construction team for these proposed improvements. Chris has the ability to consider all factors in his decisions that result in tremendously thought-out solutions that keep the Village's best interest in mind, while always staying within budget. Chris has recently been involved with the design of several roadway and utility projects very similar to these prospective projects including an APWA Project of the Year winner, the *Melrose Park Village-Wide Alley Improvements*.

With Chris's leadership, Hancock Engineering will provide the unparalleled service that has come to be expected when dealing with our firm.

Derek Treichel, P.E., company President, will be the QC/QA Manager for this project. Mr. Treichel will work with Chris to ensure that all design work on this project will be up to our high standards.

Derek has abundant experience managing design projects very similar to this project. Derek is client manager for the Village of Brookfield, who has also done significant improvements to their alleys (including Special Assessment and Special Service Areas) over past few years.

Chris Baker, P.E. will be assigned as the Resident Engineer for this project. Chris has personally designed over 250 alleys (nearly 30 miles) since 2010.

Over the past five years, Chris has managed the design and construction for the Village of Oak Park's Village-Wide Alley project. These projects have included over \$12 Million dollars and 100 concrete alleys throughout the Village.

Chris has also designed nearly a dozen smaller alley improvement projects for Hancock Engineering. Recently, Chris was the Design Manager for the "Green Alley" Initiative in the Villages of Broadview and River Grove. The design took into account the existing soil make-up of the site and utilized permeable pavers and shallow cells of stone to drain the otherwise concrete alleys

directly into the earth through the area's sandy soils.

Eric Windsor will be assigned as the Lead Field Engineer for this project. We will continue to staff the Oak Park Alley Improvements with Eric Windsor as our Lead Construction Engineer. Eric is capable of effectively communicating with the residents and stakeholders affected by the project and is able to effectively communicate with the Contractor to protect the interests of the Village.

Eric will be in Oak Park full-time and will be on-site any time construction is occurring. Chris will be assigned to the Alley project between 15 and 20 hours per week, or more if necessary.

Hancock Engineering excels at providing extensive on-site observations of construction work in progress. Each of our engineers, including Chris Baker, P.E., our Client Manager and Company Vice-President, will be reachable 24 hours a day on their cellular telephones.

We have selected **Rubino Engineering, Inc.** to perform Quality Assurance testing for these improvements. Rubino is an IDOT certified WBE and is owned by **Michelle Lipinski, P.E.** Michelle is President and founder of Rubino Engineering, Inc. and is an experienced and licensed geotechnical engineer. Michelle has a Bachelor of Science degree in Civil Engineering from the University of Illinois Urbana Champaign. Michelle is currently the ASCE Urban Planning and Development Chair, APWA Fox Valley Branch Publicity Co-Chair, and APWA Chicago Metro Chapter Membership Co-Chair. Ms. Lipinski will supply Tim Dunne as the Quality Assurance Administrator for this project.



Mr. Dunne is a Senior Engineering Technician and Project Manager at Rubino Engineering, with over 28 years of experience providing construction materials testing services. Mr. Dunne has supervised Quality Control (QC) / Quality Assurance (QA) testing on numerous transportation projects over the past 12 years. Mr. Dunne's responsibilities on these yearly projects included the Quality Assurance testing and monitoring of Portland cement concrete (PCC) and hot mix asphalt (HMA) materials to verify compliance with IDOT specifications; mix design reviews; split sample testing with contractor and producer Quality Control personnel, and monitoring and testing of concrete and hot mix asphalt at the production facilities.

Tim will work with Eric and our team to ensure the Contractor is providing the construction materials that the Contract designates and their Quality Control testing firm following proper IDOT procedures.

The personnel named in this proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.

PROJECT SCHEDULE

Project Timeline

Hancock Engineering understands the necessity for this project to be completed in an expeditious manner. We understand the Village expects this project to be completely constructed by mid-summer of 2020. We have analyzed the necessary steps and associated timetables and evaluated our current capacity of resources. The following schedule includes work prior to Award by Village Board. Once Staff has informed us of Notice of Intent to Award, we will work at our own risk to ensure this project can be started on April 22, 2020.

<u>Engineering Task</u>	<u>Project Completion Date</u>
Bid Opening	February 27, 2020
Receive Staff Notification of Intended Award of Engineering Contract	March 15, 2020 (Assumed)
Kick-Off Meeting with Village	March 26, 2020 (Prior to Award)
Draft Resident Notification Letters for Village review	March 30, 2020 (Prior to Award)
Reach out to Utility Companies and invite them to Pre-Construction Meeting	March 31, 2020 (Prior to Award)
Communicate with Parking Department for preliminary assessment of parking locations	April 1, 2020 (Prior to Award)
Receive Award of Contract	April 6, 2020
Pre-Construction Meeting	April 7, 2020
Meet with Park Department to finalize Temporary Passes	April 7, 2020
Send out Notices to Residents	April 8, 2020
Begin Vertical Layout of Alleys	April 15, 2020
Meet with Jim Yurik for MWRD Kick-Off Meeting	April 15, 2020
Delivery of Material and Equipment to Job-Site	April 20, 2020
Begin Construction	April 22, 2020
Complete punch-list for first "3-Pack" of Alleys	June 5, 2020
Complete punch-list for second group of Alleys	June 25, 2020
Project and Punchlist Completion	July 15, 2020
Submit Final Numbers to Contractor	August 1, 2020
Landscaping Walk-Thru and release of Retainage	September 15, 2020
Final Pay Estimate and Completion of MWRD Draw-Down Requirements	October 1, 2020
Assist Village with completion of MWRD Inspection Logs	December 1, 2020

We feel we have outlined an aggressive project schedule that has illustrated the need for this project to be made a priority. Hancock Engineering has staff available to work on this engineering construction project to meet this proposed schedule and ensure completion prior to the Village's imposed deadline. **We will be able to meet your proposed timeline.**

PROJECT EXPERIENCE

Summary of Applicable Experience (2012 – 2019)

Within the last few years, Hancock Engineering has performed design services on more alleys than any other engineering firm in the Chicagoland Area! The following is a brief sampling:

Alley Improvement Projects (Past Five Years) OVER \$35 MILLION!

<u>Project</u>	<u>Village</u>	<u>Year</u>	<u>Cost</u>	<u>Contractor</u>
2019 Oak Park Alleys	Oak Park	2019	\$1,100,000	Triggi Construction
2019 MWRD Green Alleys	Broadview	2019	\$750,000	MQ Construction
2019 MWRD Green Alleys	Maywood	2019	\$1,200,000	MQ Construction
Green Alley Improvements (Design)	River Forest	2019	\$500,000	Design Only
2019 CDBG Green Alleys	Broadview	2019	\$600,000	J Nardulli Concrete
2018 Oak Park Alleys	Oak Park	2018	\$2,850,000	J Nardulli Concrete
2018 Alley Improvements	Maywood	2018	\$1,450,000	J Nardulli Concrete
2018 Green Alleys	Brookfield	2018	\$410,000	MQ Construction
2018 Alley Improvements	Schiller Park	2018	\$1,100,000	Triggi Construction
Alley Improvements	Riverdale	2017	\$300,000	Copenhaver
2017 Oak Park Alleys	Oak Park	2017	\$2,650,000	R.W. Dunteman
LaGrange Road Alley Improvements	LaGrange Pk	2017	\$275,000	Suburban General
CDBG Alley Program	Brookfield	2017	\$480,000	J Nardulli Concrete
CDBG Green Alley Program	Broadview	2017	\$275,000	J Nardulli
Melrose Park Alley Improvements	Melrose Park	2017	\$180,000	Triggi Construction
River Grove CDBG Green Alleys	River Grove	2017	\$220,000	Triggi Construction
2016 Alley Improvements	Oak Park	2016	\$2,850,000	J Nardulli Concrete
Green Alley CDBG Project	Broadview	2016	\$170,000	Norvilla
Alley and Parking Lot Program	Maywood	2016	\$478,000	Triggi Construction
Green Alley CDBG Project	River Grove	2016	\$261,000	Triggi Construction
2016 Development Alley Program	Oak Park	2016	\$300,000	Triggi Construction
2016 Alley Program	Oak Park	2016	\$2,500,000	J Nardulli Concrete
2016 CDBG Alley Improvements	River Dale	2016	\$301,000	Copenhaver
2015 Alley Improvements - A	Oak Park	2015	\$2,100,000	J Nardulli Concrete
2015 Alley Improvements - A	Oak Park	2015	\$1,400,000	Triggi
2015 CDBG Alley Improvements	Broadview	2015	\$250,000	G & A Paving
2015 Alley Program	Bellwood	2015	\$120,000	Schroeder and Schroeder
Alley Improvements	Riverdale	2015	\$310,000	Davis
2014 Alley Program	Bellwood	2014	\$272,000	Triggi Construction
2013 Alley Program	Norridge	2013	\$173,000	J Nardulli Concrete
2013 Alley Program	Oak Lawn	2013	\$1,400,000	Davis Concrete
Village-Wide Alley Improvements	Melrose Pk	2012	\$9,867,000	ALamp Concrete, etc
Total Alley Construction Recent Past:			\$36,099,000	

PROJECT EXPERIENCE

VILLAGE OF OAK PARK

2019, 2018, 2017, 2016, and 2015 Alley Improvement Project

Commencement Date:

April 2019

Completion Date:

August 2019

Engineer's Cost Estimate:

\$ 2,670,600.00

Contractor Bid Amount:

\$ 2,650,150.00

Engineering Fee Extras:

\$ 0

Project Awarded on Schedule:

Yes

Project Completed On-time:

Yes

Project Team:

Derek S. Treichel, P.E.

(Client Manager)

Chris Baker, P.E.

(Design Coordinator)

Chris Baker, P.E.

(Resident Engineer)

Eric Windsor

(Field Engineer)

References:

Bill McKenna, Village Engineer

708-829-3045

Santino Nardulli, Project Manager

J Nardulli Concrete

Hancock Engineering provided Design and Construction Engineering Services for this (2019) annual improvements project. The improvements consisted of two miles of concrete alley reconstruction, approximately one mile of storm sewer, and areas of asphalt roadway repair.

Several of the newly constructed alleys were within business districts. As part of our services, we introduced ourselves to over 50 businesses flanking the alleys. We coordinated refuse collection, parking passes, coordination of the Village's "Garage Apron Replacement Program" (GARP) and accommodated as many businesses' schedules as possible.

Several of the alleys had utility conflicts which we worked proactively with Nicor and ComEd to have their infrastructure relocated prior to the start of our construction.

The project was partially funded with CDBG grants, so all requirements required of this funding were followed.

Several of the alleys flanked schools and churches. We made sure to continually keep all stakeholders up to date.



PROJECT EXPERIENCE***VILLAGE OF BROADVIEW***
2019 MWRD Green Alley Improvements**Commencement Date:**

July 2019

Completion Date:

September 2019

Engineer's Cost Estimate:

\$ 900,600.00

Contractor Bid Amount:

\$ 782,282.00

Engineering Fee Extras:

\$ 0

Project Awarded on Schedule:

Yes

Project Completed On-time:

Yes

Project Team:**Chris Baker, P.E.**

(Client Manager)

Chris Baker, P.E.

(Design Coordinator)

Chris Baker, P.E.

(Resident Engineer)

Eric Windsor

(Field Engineer)

References:Matt Ames, Director of Public
Works

708-263-7576

Brent Taylor, Project Manager
MQ Construction

Hancock Engineering provided Design and Construction Engineering Services for these MWRD-GI funded improvements. The project consisted of working hand-in-hand with design team at the MWRD (Jim Yurik, Moriah Gelder, Holly Sauter, and John Watson).

Together, we created a composite alley pavement that consisted of concrete as well as a porous brick paver. The brick pattern was optimized to reduce/eliminate any settlement along the edges of soldier courses. We developed a Design Retention Capacity that exceeded the amount stipulated within the IGA.

The project was submitted for review at the 30, 60, and 90% intervals and met or exceeded the MWRD's expectation each time.

During construction, our team worked with the Contractor to ensure that the required volume of storage was obtained by verifying the depths of excavation and that the storage material was kept clean of clay and debris.

We also ensured that the Contractor met the DBE requirements as set forth by the MWRD. Once the project was closed, we followed the MWRD's reimbursement policy and ensured that the Village of Broadview received their funds. We walked the project site with the MWRD's design team and were proud to see their happiness with the way the project turned out.



VILLAGE OF RIVER FOREST 2014 IGIG Green Alley Project

Commencement Date:

August, 2014

Completion Date:

November, 2014

Engineer's Cost Estimate:

\$ 650,963.69

Contractor Bid Amount:

\$ 625,000.00

Engineering Fee Extras:

\$ 0

Project Awarded on Schedule:

Yes

Project Completed On-time:

Expected to be

Project Team:

Jim Goumas.

(Client Manager)

Alex Alejandro, P.E.

(Project Manager, Design
Coordinator)

Jeremie Lukowicz, P.E.

(Design and Field Engineer)

References:

Jeff Loster, Engineer
708-714-3550

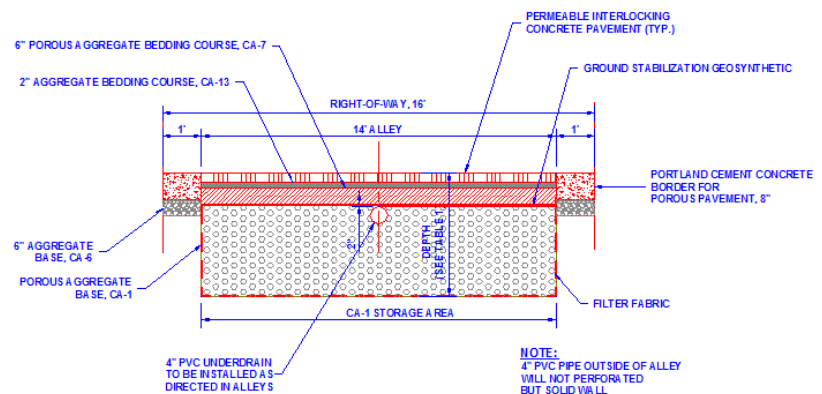
John Anderson, Public Works
708-714-3550

Taylor Yelnick, Superintendent
MYS Construction
708-476-2101

Hancock Engineering provided Design and Construction Engineering Services for this IGIG funded project. The project involved the construction of a permeable concrete alley pavement at various locations throughout the Village of River Forest. The work consisted of the removal and replacement of driveways, sidewalks, curb and gutter, installation of porous brick pavers, hot-mix asphalt removal and replacement, and restoration of parkways.

This project is being paid for with Illinois Green Infrastructure Grant (IGIG) Program funds and Village Corporate Funds.

This project was bid utilizing the "Type Bidding" process. In order for the Village maximize the grant amount, the Village received bids for two different widths of porous brick alley pavement. Type 1 involved the construction of a 14' wide porous brick pavement alley pavement with a 1' wide, on each side, concrete border for the porous brick pavement. Type 2 involved the construction of a 10' wide porous brick alley pavement with a 3' wide, on each side, concrete border for the porous brick pavement.



Proposed Cross Section

PROJECT EXPERIENCE

VILLAGE OF MELROSE PARK
2012 Village-Wide Alley Projects

Commencement Date:
March, 2012

Construction Completion Date:
November, 2012

Engineer's Cost Estimate:
\$ 10,125,000.00

Contractor Bid Amount:
\$ 9,867,100.50

Engineering Fee:
\$ 635,000.00

Engineering Change Orders:
\$ 0

Project Completed On-time:
Yes

Project Team:

Chris Baker, P.E.
(Project Manager, Design
Coordinator)

Jeremie Lukowicz, P.E.
(Resident Engineer)

Eric Windsor
(Assistant Resident Engineer)

References:

Ron Serpico, Mayor
708-343-9500

Gary Marine, Public Works
708-343-5128

John Traversa, Superintendent
ALamp Concrete
847-891-6000

Hancock Engineering provided Design and Construction Engineering Services for this Village and MFT funded village wide alley project.

For years, the Village's Public Works Department has struggled to maintain the nearly 150 alley right-of-ways within its corporate limits. Many of these alleys were comprised of stone and gravel; others were paved years ago with very little thought given to proper drainage. It was not uncommon for the alley pavement to be substantially higher than adjacent garages and properties, resulting in widespread flooding during moderate rainfall events.

Hancock Engineering embarked on an aggressive plan to start and complete the entire program (**122 total alleys**) within the 2012 construction season. It was decided that the Alley Improvement Program should be divided into several stand-alone construction projects, both for the sake of improving the competitive bidding process, and to allow for completion in this short time frame with numerous contractors working simultaneously.

To complete these improvements in a singular calendar year, Hancock Engineering supervised **seven Contracts being constructed by four separate contractors simultaneously**. The alley reconstruction involved the **installation of storm sewer** and drainage structures to drastically improve the alleys drainage creating a safer and healthier environment for the entire village.



PROJECT EXPERIENCE

- In all, 122 Portland Cement Concrete Alleys (**Over 10 Miles in Length**), complete with utility improvements, were completed as part of this improvement project in 2012!
- Sewer televising of 45,000 linear feet of combination sewer located within alley ROW.
- Construction of 122 Portland Cement Concrete alley pavements including new sewers and water main facilities as needed within one calendar year **well ahead of schedule**.
- Outstanding community relations on a village-wide project.



Project Name	Budgeted Amount	Actual Cost	Contractor
2012 Alley Program - East Contract	\$ 2,422,477.00	\$ 2,008,455.00	J Nardulli Concrete
2012 Alley Program - West Contract	\$ 2,066,737.50	\$ 1,673,943.00	ALamp Concrete
2012 Alley Program - North Contract	\$ 3,798,594.50	\$ 3,082,236.00	ALamp Concrete
2012 Alley Program - South Contract	\$ 2,002,955.00	\$ 1,637,501.00	Triggi Construction
2012 Alley Paving Contract - CCCDBG Project No. 11-025	\$ 150,165.00	\$ 106,798.00	Triggi Construction
2012 Alley Paving Contract - CCCDBG Project No. 10-031	\$ 101,355.00	\$ 85,915.00	Triggi Construction
2012 Alley Water Main Replacement	\$ 686,115.00	\$ 468,847.00	Cerniglia Company
Totals:	\$ 11,228,399.00	\$ 9,063,695.00	

PROJECT EXPERIENCE

VILLAGE OF BROOKFIELD
Annual Alley Improvements

Commencement Date:

May, 2019

Completion Date:

October, 2019

Engineer's Cost Estimate:

\$ 600,000.00

Contractor Bid Amount:

\$ 545,200.00

Engineering Fee Extras:

\$ 0

Project Awarded on Schedule:

Yes

Project Completed On-time:

Yes

Project Team:

Derek Treichel P.E.

(Client Manager)

Chris Baker, P.E.

(Designer)

Dan O'Malley

(Field Engineer)

References:

Kit Ketchmark, Village President

708-485-7344

Taylor Yelnick, Superintendent

MYS Construction

708-476-2101

Hancock Engineering has provided Design and Construction Engineering Services for this annual Alley Reconstruction project which involved the replacement of stone/deteriorated HMA alleys throughout the Village of Brookfield.

Over the last ten years, the Village has constructed 17 alleys for a total of 10,960' of improved Portland Cement Concrete and/or brick pavers. Although the number of alleys constructed during these improvements may not be overly impressive, we value to longevity of this annual project as it has allowed us to fine-tune our approach to both, the design AND construction of residential and commercial alleyways.



PROJECT EXPERIENCE

VILLAGE OF BELLWODO
2002 - 2006 Alley Program

Hancock Engineering provided Design and Construction Engineering Services for this village and CDBG funded project which involved the reconstruction alleys throughout the Village of Bellwood. In addition to the pavement installation, sewer and drainage improvements were completed as well. This large scale project was completed over several years in the 2000s.

<u>Year</u>	<u>Alleys</u>	<u>Length</u>	<u>Volume</u>	<u>Concrete Trucks</u>
2002	29	20,700 ft	9,600 CY	1,200
2003	70	46,730 ft	19,600 CY	2,450
2004	32	14,005 ft	5,600 CY	700
2006	7	3,985 ft	1,400 CY	175
Totals	138	85,420 ft	36,200 cy	4,525

Commencement Date:

May, 2002

Completion Date:

September, 2006

Engineer's Cost Estimate:

\$ 4,120,963.69

Contractor Bid Amount:

\$ 3,840,379.45

Engineering Fee:

\$ 400,000

Project Awarded on Schedule:

Yes

Project Completed On-time:

Yes

Project Team:

Jim Goumas

(Design Manager)

Chris Baker, P.E.

(Design and Field Engineer)

Eric Windsor

(Field Engineer)

References:

Frank Pasquale, Mayor

708-547-3541

Marty Walker, Public Works

708-547-3541

Brent Taylor, Superintendent

MQ Construction

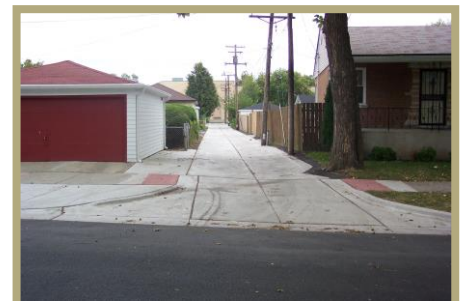
773-858-5589

The design included:

- Replacement of existing stone, concrete, and asphalt alleyways with 8" Portland Cement Concrete
- Construction of new concrete curb and gutter, driveways, and sidewalks within intersections
- Installation and repair of storm sewers
- Constant interaction with Village, refuse collection, and residents

Interesting Facts:

- Enough Concrete to cover 22 Football Fields
- Enough Concrete to fill 11 Olympic swimming pools at 6.5' deep
- Project final cost was almost \$3MIL less than budgeted amount



REFERENCES

Client References

The following is a partial list of clients for whom we currently provide engineering services to. We have included the length of time we have been retained by each client and a suggested contact party for obtaining further information regarding the services we have been providing.

MUNICIPALITIES

- VILLAGE OF BELLWOOD Since 1945
Contact Party : Honorable Andre Harvey, Village President
Telephone No. : (708) 547-3505
- VILLAGE OF BROADVIEW Since 1950
Contact Party : Mr. Matthew Ames, Public Works Director
Telephone No. : (708) 681-3600
- VILLAGE OF BROOKFIELD Since 1981
Contact Party : Honorable Kit Kitchmark, Village President
Telephone No. : (708) 485-7344
- VILLAGE OF DOWNERS GROVE Since 2014
Contact Party : Mr. Nate Hawk, Engineer
Telephone No. : (630) 434-5460
- VILLAGE OF FOREST VIEW Since 1957
Contact Party : Mr. Mark Masciola, Village Administrator
Telephone No. : (708) 749-0310
- CITY OF HOMETOWN Since 2003
Contact Party : Honorable Kevin Casey, Village President
Telephone No.: 708-424-7500
- VILLAGE OF LAGRANGE PARK Since 1955
Contact Party : Ms. Julia Cedillo, Village Manager
Telephone No. : (708) 354-0225
- VILLAGE OF MAYWOOD Since 1995
Contact Party : Mr. John West, Public Works Director
Telephone No. : (708) 450-4482
- VILLAGE OF MELROSE PARK Since 1999
Contact Party : Mr. Gary Marine, Public Works Director
Telephone No. : (708) 343-4000

REFERENCES

- VILLAGE OF NORRIDGE Since 1999
Contact Party : Mr. Brian Gaseor, P.E., Village Engineer
Telephone No. : (708) 453-0800
- VILLAGE OF OAK PARK Since 2013
Contact Party : Mr. Bill McKenna, Village Engineer
Telephone No. : (708) 383-6400
- VILLAGE OF RIVERDALE Since 2013
Contact Party : Honorable Lawrence Jackson, Mayor
Telephone No. (708) 841-2200
- VILLAGE OF RIVER GROVE Since 1965
Contact Party : Honorable Dave Guerin, Mayor
Telephone No. : (708) 453-8000
- VILLAGE OF SCHILLER PARK Since 1970
Contact Party : Honorable Nick Ciafa, Mayor
Telephone No. : (847) 678-2550
- VILLAGE OF VILLA PARK Since 2014
Contact Party : Mr. Kevin Mantels, Assistant Village Engineer
Telephone No. : (630) 834-8505

Professional References

The following is a small sampling of professional groups for whom we currently have an excellent working relationship with:

- Illinois Department of Transportation
Contact Party : Ms. Marilyn Solomon
Telephone No. : (708) 705-4407
- North Central Council of Mayors – Transportation Committee
Contact Party : Leonard Cannata, Planning Coordinator
Telephone No. : (708) 453-9100 x 241
- Illinois Environmental Protection Agency
Contact Party : Ms. Pamela Holmes
Telephone No. : (847) 758-3412
- Metropolitan Water Reclamation District
Contact Party : Mr. Dave Zala
Telephone No. : (708) 435-1393



RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: *Derek Treichel*
State of Illinois
County of Cook
Derek Treichel, P.E.
TYPE NAME OF SIGNEE

being first duly sworn on oath deposes and says that the Respondent on the above proposal is organized as indicated below and that all statements herein made on behalf of such Respondent and that this deponent is authorized to make them, and also deposes and says that he has examined and carefully prepared their bid proposal from the Contract Exhibits and Specifications and has checked the same in detail before submitting this proposal or bid; that the statements contained herein are true and correct.

Signature of Respondent authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Respondent shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated 2/20/20

Edwin Hancock Engineering

Organization Name

(Seal - If Corporation)

By

James G. Goulet
Authorized Signature
9933 Roosevelt Road

Address

708-865-0300

Telephone

Subscribed and sworn to before me this 20th day of February, 2020.

In the state of Illinois

James G. Goulet
Notary Public

My Commission Expires: 1/22/2022

(Fill Out Applicable Paragraph Below)

(a) Corporation



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

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

The full names of its Officers are:

President Derek Treichel

Secretary Edwin Stoelinga

Treasurer Jim Goumas

The corporation does have a corporate seal. (In the event that this bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Name, signature, and addresses of all Partner

The partnership does business under the legal name of _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

(c) Sole Proprietor

The Respondent is a Sole Proprietor whose full name is _____.
If the Respondent is operating under a trade name said trade name is _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

Signed _____
Sole Proprietor



Attachment I.

RESPONDENT CERTIFICATION

Hancock Engineering

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

Professional Engineering Services for Construction Engineering (Phase III) for the 2020 Green alley Improvements Project to the Village of Oak Park, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".

By: _____

(Authorized Agent of Respondent)

Subscribed and sworn to
before me this 20th day
of February, 2020.

(Notary Public)






Attachment II.

TAX COMPLIANCE AFFIDAVIT

Derek Treichel, P.E., being first duly sworn, deposes
and says:

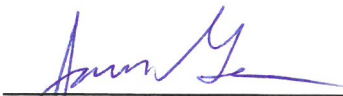
that he/she is President of
(partner, officer, owner, etc.)
Hancock Engineering
(bidder selected)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

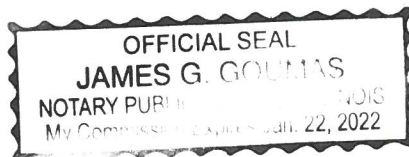

By:
Its:
Derek Treichel, PE, President
(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

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

Subscribed and sworn to before me this 20th day of February, 2020.


Notary Public's Signature

- Notary Public Seal -



Minority Business and Women Business Enterprises Requirements

The Village of Oak Park in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of bidders and subConsultants in taking affirmative action and providing Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.



Attachment III.

ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

The Consultant is a corporation, legally named Edwin Hancock Engineering and is organized and existing in good standing under the laws of the State of Delaware. The full names of its Officers are:

President Derek Treichel

Secretary Edwin Stoelinga

Treasurer Jim Goumas

Registered Agent Name and Address: Derek Treichel, 9933 Roosevelt Road, IL 60154

The corporation has a corporate seal. (In the event that this Bid is executed by a person other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation that permits the person to execute the offer for the corporation.)

B. Sole Proprietor:

The Consultant is a Sole Proprietor. If the Consultant does business under an Assumed Name, the

Assumed Name is _____, which is registered with the Cook County Clerk. The Consultant is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Consultant is a Partnership which operates under the name _____

The following are the names, addresses and signatures of all partners:

_____	_____
_____	_____
Signature	Signature

(Attach additional sheets if necessary.) If so, check here ____.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

D. Affiliates: The name and address of any affiliated entity of the business, including a description of the affiliation: _____

Signature of Owner



Attachment IV. Compliance Affidavit

I, Derek Treichel being first duly sworn on oath depose and state as follows:
(Print Name)

1. I am the (title) President of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its affiliates¹ are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Firm nor its affiliates is barred from agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Firm under the agreement in a civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. **Also complete the attached EEO Report or Submit an EEO-1.**
9. I certify that the Consultant is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702.

¹ Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

Signature: Derek Treichel

Printed Name Derek Treichel, PE

Name of Business: Edwin Hancock Engineering

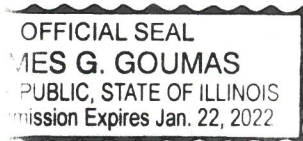
Your Title: President

Business Address: 9933 Roosevelt Road, Westchester, IL 60154

Telephone: 708-865-0300 Fax: 708-865-1212 Web Address: www.ehancock.com

Subscribed to and sworn before me this 20th day of February, 2020.

[Signature]
Notary Public



M/W/DBE STATUS AND EEO REPORT

Failure to respond truthfully to any questions on this form, failure to complete the form or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

1. Consultant Name: Hancock Engineering
2. Check here if your firm is:
- ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
 - ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
 - ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
 - ☒ None of the above

[Submit copies of any W/W/DBE certifications]

3. What is the size of the firm's current stable work force?
- 27 Number of full-time employees
- _____ Number of part-time employees
4. Similar information will be requested of all subConsultants working on this agreement. Forms will be furnished to the lowest responsible Consultant with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: 

Date: 2/20/2020

EEO REPORT

Please fill out this form completely. Failure to respond truthfully to any questions on this form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of this proposal. An incomplete form will disqualify your proposal. For assistance in completing this form, contact the Purchasing Department at 708-358-5473.

An EEO-1 Report may be submitted in lieu of this report.

Consultant Name _____
Total Employees _____

Job Categories	Total Employees	Total Males	Total Females	Males				Females			Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	
Officials & Managers	9	9			1						1
Professionals	9	9					1				1
Technicians	7	7		2	1		1				4
Sales Workers											
Office & Clerical	2		2					1			1
Semi-Skilled											
Laborers											
Service Workers											
TOTAL											
Management Trainees											
Apprentices											

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

Derek Treichel, PE _____, being first duly sworn, deposes and says that he/she is the _____ President _____
(Name of Person Making Affidavit) (Title or Officer)

of Hickory Engineering and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this _____ 20th _____ day of _____ February _____, 2020.

Derek Treichel
(Signature) 2-20-2020
(Date)

February 20, 2020

Mr. Byron Kutz, P.E.
Village of Oak Park
201 South Boulevard
Oak Park, IL 60302

**Re: 2020 Green Alley Improvements
Construction Engineering Services**

Dear Byron:

We appreciate the opportunity to provide a proposal for providing engineering services to the Village of Oak Park. We are proposing the following total costs and associated manhours for this project:

Summary of Fee

➤ Base cost for Construction Engineering Services:	\$115,730
➤ Sub-Consultant Fees:	<u>\$4,900</u>
➤ Total Base Fee, CE Services and Sub-Consultants:	\$120,630
➤ Reduction in Cost:	<u>(\$20,845)</u>
➤ Total Project Fee, CE Services and Sub-Consultants:	\$99,785

We are prepared to allot 920 manhours to ensure this project is completed to our high standards.

The Lump Sum Costs are broken down by task on the following pages and were derived using given schedule of construction. Please feel free to contact me if you should have any questions.

Sincerely,

EDWIN HANCOCK ENGINEERING CO.



Chris Baker, P.E.
Vice-President
Director of Business Development

Enclosures

PROPOSED COST

Hourly Rate Breakdown

Hancock Engineering has submitted a Proposal for providing Construction Engineering services for the 2020 Green Alley Improvements project within the Village of Oak Park, Illinois.

Hancock Engineering has completed our estimate of manhours necessary to implement these improvements. We acknowledge that the RFP documents and the Specifications outline an eleven (11) week construction schedule. We have spoken with three Contractors who believe that the project will take the full ten to eleven weeks. The majority of them believe they will be working 10-hour days to accommodate the deep excavation.

Projected Hours per Employee	Treichel	Baker	Windsor	Peterhansen
Pre-Construction	2	20	40	0
During Construction	8	220	550	0
Post-Construction	2	30	40	8
Total Projected Hours	920			

Base Construction Engineering Costs

Preconstruction Engineering Services

Treichel	2 hrs	\$143/hr	\$ 246
Baker	20 hrs	\$143/hr	\$ 2,860
Windsor	40 hrs	\$118/hr	\$ 4,720

During Construction Engineering Services

Treichel	8 hrs	\$143/hr	\$ 1,144
Baker	220 hrs	\$143/hr	\$ 31,460
Windsor	550 hrs	\$118/hr	\$ 64,900

Post Construction (Including Landscaping) Engineering Services

Treichel	2 hrs	\$143/hr	\$ 246
Baker	30 hrs	\$143/hr	\$ 4,290
Windsor	40 hrs	\$118/hr	\$ 4,720
Peterhansen	8 hrs	\$143/hr	\$ 1,144

Base Cost for Construction Engineering Services:	\$115,730
Material Testing (Rubino) Fees:	\$4,900

Base Cost for Construction Engineering Services:	\$120,630
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PROPOSED COST

Discount of Fee

Our initial fee calculation resulted in a final cost of \$122,346 to the Village of Oak Park. However, as has been our policy we do not charge our Clients for more than 8 hours in day.

This results in a discount of:

During Construction Engineering Services

Baker	55	hrs	\$143/hr	\$ 7,865
Windsor	110	hrs	\$118/hr	<u>\$ 12,980</u>

Total Discount Applied: \$20,845

Summary of Fee

➤ Base cost for Construction Engineering Services:	\$115,730
➤ Sub-Consultant Fees:	<u>\$4,900</u>
➤ Total Base Fee, CE Services and Sub-Consultants:	\$120,630
➤ Reduction in Cost:	<u>(\$20,845)</u>

Total Project Fee, CE Services and Sub-Consultants: \$99,785

This Lump Sum cost of \$99,785 will cover services outlined in this document for the 2020 Green Alley Improvements Project in Oak Park. We have included costs for coordinating and providing material testing needed for performing the QA Materials Testing in this submittal.

Hancock Engineering acknowledges that "no cost overruns or additional charges" will be made unless previously authorized by the Village of Oak Park. Furthermore, Hancock Engineering does not anticipate billing for any additional work within the scope of this project, but if the necessity arises, we acknowledge that prior approval must be granted from the Village.

PROPOSED COST

Hourly Rates

PERSONNEL CLASSIFICATION	(Team Members)	TOTAL BILLING RATE
ENGINEER –VI	(Baker)	\$ 143.00
ENGINEER -V		\$ 133.00
ENGINEER -IV		\$ 123.00
ENGINEER -III		\$ 118.00
ENGINEER -II		\$ 105.00
ENGINEER -I	(Supplemental)	\$ 93.00
CADD MANAGER		\$ 118.00
CADD TECHNICIAN -II		\$ 108.00
CADD TECHNICIAN -I		\$ 98.00
ENGINEERING TECHNICIAN – V	(Windsor)	\$ 118.00
ENGINEERING TECHNICIAN – IV		\$ 108.00
ENGINEERING TECHNICIAN – III		\$ 85.00
ENGINEERING TECHNICIAN – II		\$ 68.00
ENGINEERING TECHNICIAN – I		\$ 43.00
ADMINISTRATIVE ASSISTANT		\$ 68.00

All hourly rates include costs for out-of-pocket expenses including mileage, tolls, photocopying, etc. and no additional compensation will be sought for these items. Hancock Engineering has no hidden fees.

*Note: The Schedule of Hourly Rates are subject to change annually as of March 1st, 2021.
The most current Schedule of Hourly Rates will be in effect at the date of service.*