

August 16, 2017

Jeremie Lukowicz, P.E.
Assistant Village Engineer
Village of Villa Park
20 S Ardmore Ave
Villa Park, IL 60181

**Re: Village of Villa Park
Biermann Avenue Sewer Separation Project**

Dear Mr. Lukowicz:

Hancock Engineering is pleased to submit our proposal for providing professional engineering services to the Village of Villa Park for performing construction oversight and management of DuPage County CDBG Grant paperwork for the Biermann Avenue Combined Sewer Separation Project.

We have reviewed the bidding documents and spoken to the selected Contractor. We have a thorough understanding of the intent of this project.

Biermann Avenue



- Approximately 1,200' of curb and gutter replacement
- Approximately 3,500 square feet of sidewalk removal and replacement, including ADA sidewalk ramps and detectable warnings
- Approximately 800' of Storm Relief Sewer
- Nearly 1,500 square yards of pavement patching
- Sanitary and Storm Manholes and Drainage Structures

We have the ability and experience to ensure this construction project is adequately implemented from start to finish, including experience in performing construction oversight of very similar projects as well as experience with CDBG funding requirements.

Hancock Engineering is a mid-sized civil engineering firm that specializes in municipal consulting. We pride ourselves on providing strong client support throughout the project from initial planning stages through project completion. We currently provide full-time municipal engineering services to thirteen (13) municipal clients and two (2) water commissions. Hancock Engineering has a reputation of performing exceptional work in all aspects of municipal engineering and planning. Our clients will attest that we provide excellent service at reasonable rates and costs. We would be happy to provide references at your request.

Project Understanding

We understand that the Village of Villa Park is seeking a proposal for engineering services to provide complete construction oversight of this sewer separation project.

Our proposed scope of services is as follows:

1. A project kick-off meeting will be held with the Village, Hancock Engineering, and other interested parties to discuss the project scope and limits. Hancock Engineering will ascertain the standard practices of the Village and become thoroughly familiar with the contract documents, the plans for the construction project and any approved changes there to. We will also schedule a pre-construction conference with the Village, Contractor and Sub-Contractors, and DuPage County.
2. Provide notifications to residents who will be disturbed by construction. We will supply a 24 hour phone number for each project engineer for inclusion in our notifications.
3. Hancock Engineering will confirm that the Contractor's layout meets with the plans.
4. We will provide a Resident Engineer who will provide construction observation and field checks of materials and equipment on a **full-time continuous** basis.
5. We will work with the Village's QA Material Testing firm to ensure that proper materials are being supplied by the Contractor.
6. We will provide comprehensive documentation and maintain orderly files or correspondence.
7. We will ensure that the Contractor completes necessary County requirements and procedures, including registration on SAM.gov and submittal of canceled checks and certified payrolls.
8. We will maintain and prepare all necessary documentation as required by CDBG funded projects. This includes, but is not limited to, Debarment, Section 3, and Davis Bacon Act.
9. We will provide efficient close-out. It is our policy to complete a preliminary "Pre-Final" inspection in which we provide the Contractor with a list of deficiencies that must be corrected prior to project close-out. Once these items have been corrected, we will invite the Village to conduct a Final Inspection. If any items are found to need correction, we will provide instruction to the Contractor to correct the issues. After all items have been amended, we will make a recommendation to the Village concerning project acceptance.
10. Hancock Engineering will provide continuous communication with the Village and its residents.

Exclusions

This proposal does not include the acquisition of any permits or QA Materials testing.

CDBG Experience

Over the last 8 years Hancock Engineering has provided design and construction engineering services for construction averaging \$30 million dollars annually. Our experience with Cook County Community Development Block Grant Projects extends into the 1980's. Over the last several years we have managed engineering and documentation related service for CDBG projects for an average of \$770,000 per year of CDBG grants within several suburban communities. In addition to engineering services related to the design, construction, and documentation of the quantities and work progress of the water mains, roadways and sewer improvements, Hancock's involvement in CDBG extends to grant management, including the following:

- **Preconstruction** – Review and ensure that the contractor provides the following documentation:
 - Contractor Subcontractor Certification are submitted within 10 days after execution of the contract (contracts over \$10,000)
 - Contractors Notification of Subcontracts Awarded (contracts over \$10,000)
 - Contractors List of Work in the Bid Condition Area (contracts over \$10,000)
 - Ensuring that the Section 3 Affirmative Action Plan is submitted with 15 days of award of the contract, and reviewing to ensure that the plan makes all required efforts to train and employ lower income residents of the project area and subcontract work with small business within the area (contracts over \$100,000)
 - Preliminary Statement of Work Force Needs (contracts over \$100,000)
 - Ensuring all Contractors who obtain bidding documents are registered on SAM.GOV.
- **Construction** – Conducting employee interviews of each contractor & subcontractor with contracts costs over \$2,500 covering each trade on a monthly basis, and reviewing submitted certified payrolls to ensure compliance with Davis Bacon Wage decision. We also ensure that the contractor has the required documentation placed on the project job board before the start of construction.
- **Additional Grant Administration** – We prepare and maintain a tabbed project binder including the referenced documentation detailed under for design, preconstruction and construction and review the Section 3 Summary Report ,

prepare Project Performance Reports: Our Project Binder includes the following tabs for the Cook County CDBG Projects we have administered:

- Certified Estimate of Cost & Bid Specifications
 - Publication of Invitation of Bid/ Recommendation of Bid/ Bid Tabulation/ copy of bids received
 - Executed Contract/ Bonds / Insurance
 - Engineers Pay Estimates/ Contractor Invoices & Waivers/ Cook County Vouchers and Affidavits
 - Contractors Certification/ Notification of Subcontracts Awarded/ Contactors Federal & Non- Federal Work/ Certified Payrolls/ Payroll Interviews and Wage Reviews/ Section 3 Final Summary
 - Pertinent Cook County Forms
- 4A – Ensuring Labor Standards, EEO, Section 3 and Clean Air & Water Pollution, and Architectural Barriers Act are addressed in the specifications prior to bidding.
- 4B - The invitation to Bids including applicable Federal Requirements, related to Davis Bacon, Copeland Anti-Kickback, Contract Work Hours & Safety Standards, Section 3 Affirmatives Action Plan, in addition to standard Village and state procurement requirements.
- 4D - Bid Result Summary indicating that required documentation has been provided and reviewed, the results of the 3 lowest bidders, and a certification that the documentation is compliant with the project specifications.
- 4E- Project Completion/Closeout summarizing the project schedule, cost, and that pertinent documentation was provided and the dates of their receipt.
- Photos of the project Before/During/After documenting the improvements impact one area
 - Performance Reports provided and quarterly basis of the activities completed by the grant during that time period.

Project Team

Chris Baker, P.E. will be assigned as the Resident Engineer for these sewer improvements. Chris has fourteen years of experience serving as Resident Engineer on Projects ranging from \$100,000 to the nearly \$4 Million Village-Wide Roadway Improvements project for the Village of River Grove.

Chris excels with Resident and Business interaction. While acting as Resident Engineer on a recent Federally Funded streetscape Improvement project within the Village of River Grove, Chris created

personal relationships with each of the nearly 50 businesses flanking the project. He believes a proactive approach to notification is a key element of construction engineering.

Chris is one of the company's experts when it comes to dealing with storm water improvements. He also has abundant experience managing, designing, and building roadway reconstruction and resurfacing projects. Chris is **certified in IDOT documentation** and is very familiar with the ICORS program.

Chris has recently performed Residential Engineering services for over a dozen projects, including:

- 2016 CDBG Roadway, Watermain and Sewer Improvements, City of Berwyn
- Ridgeland Avenue LAPP, Village of Oak Park
- 2017 Spring Utility and Paving Improvements, Village of Broadview
- Storm Sewer Separation Project, Village of LaGrange Park
- Village-Wide Roadway CDBG Improvements, Village of River Grove

With Chris's leadership, these projects were all finished considerably ahead of expectations.

As Resident Engineer Chris will also serve as the **Public Outreach Liaison**. Chris has recently served as project liaison for the American Public Works Association – Suburban Branch **Project of the Year**, *Village-Wide Alley Improvements* within the Village of Melrose Park with construction costs over \$10,000,000.

Chris understands the need to work closely with the residents, schools, and businesses along the project site, and that for a construction experience to be a satisfying achievement, it is important to satiate the public's desire to be kept continually informed. We pride ourselves on our service and firmly believe that our responsiveness is unmatched in the industry. He will provide, at a minimum, weekly construction status updates as to project progress, developing issues, and pertinent communications. **We pride ourselves on our responsiveness and commitment to our clients.**

Chris will work with our Construction Engineers to ensure that all construction work on this project will be up to our high standards.

Laura Swiatnicki will be the CDBG Specialist for this Contract. Laura has been with Hancock Engineering for over twenty years and has been our CDBG Manager for the past eight years. Laura has worked hand-in-hand with Karl Brinson and Sylvia Parham to achieve a complete understanding of the CDBG process. Each and every CDBG funded project that has been designed and/or construction managed by our office has undergone a detailed review from Laura prior to bidding. She handles the necessary Employee Interviews, the Certified Payroll reviews, the completion of all County forms and attends the Pre-Construction meeting so that she can assist County in ensuring that the Contractor fully understands the requirements as set forth by the County.

Among the County forms that Laura oversees completion of, are:

- Form 4A – Labor Standards, this form goes with bidding documents for approval to the County before bid table.
- Form 4B – Notice to Bidders
- Form 4D – Bid/Contract Approval, this form goes to County after project has been bid.
- Form 4E – Project Completion, this form goes to County when project is complete.
- Form 4F – Employee Interviews, this is a HUD form that is completed when we interview workers on job site.

We are proud of Laura’s complete understanding of the CDBG process and feel there is nobody more skilled and experienced to oversee CDBG documentation in the industry.

Derek Gustafson will be assigned as a Field Engineer for this project. Derek is relatively new to our firm, but was very involved in storm sewer construction projects for his previous firm in Cleveland, Ohio. Since being hired at Hancock Engineering, Derek has shown a very strong work ethic and has risen above his peers as an excellent engineer. He is very confident and is able to communicate quickly with direction to contractors.

This past summer Derek served as inspector for two utility and roadway projects in the Village of Maywood totaling over \$1,500,000. Derek has led Progress Meetings, wrote weekly updates for the Public Works Directors, and oversaw the documentation of the projects.

Schedule

Hancock Engineering understands the necessity for this project to be completed in a prompt manner. We are aware that this project has a 45 day Completion period. We have also spoken with Jeff Moyer from ALamp construction who believes this project to be 6 weeks of work. He also anticipates a September 5, 2017 start date. We have analyzed the necessary design steps and associated timetables and evaluated our current capacity of resources. We would be able to sufficiently staff this project.

Proposed Fee

After a thorough review of the project plans and discussions with the Contractor we have calculated an **Hourly, Not-to-Exceed Cost of \$45,165 for this project.** To calculate this fee we assume the following:

	Chris Baker \$125/hr	Laura Swiatnicki \$70/hr	Derek Gustafson \$85/hr
Preconstruction	20 Hours	20 Hours	20 Hours
Construction (6.5 Weeks)	60 Hours	12 Hours	260 Hours
Post Construction	10 Hours	0 Hours	40 Hours
County Paperwork	10 Hours	40 Hours	5 Hours
Total:	100 Hours	72 Hours	325 Hours

August 17, 2017

Village of Villa Park
Biermann Avenue Combined Sewer

It is important to note two aspects to this fee:

- Hancock Engineering does not charge overtime for any hours worked over 8 hours in a single day.
- Hancock Engineering will not charge time in the event of Contractor not being present on-site if no ancillary work is being performed.

We appreciate the opportunity to provide this proposal to the Village of Villa Park for the above referenced project. We have based our fee on the results of our discussions with staff and an investigation of the project sites. If you should have any questions, please feel free to call myself or Chris Baker.

Respectfully submitted,

EDWIN HANCOCK ENGINEERING CO.

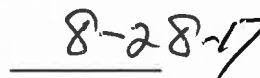


Derek Treichel, P.E., CFM
President

Enclosures



Village Representative, Title



Date

Hourly Rates

Hancock Engineering acknowledges that “no cost overruns or additional charges” will be made unless previously authorized by the Village of Villa 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.

<u>PERSONNEL CLASSIFICATION</u>	<u>TOTAL BILLING RATE</u>
ENGINEER –VI	\$130.00
ENGINEER -V	\$125.00
ENGINEER -IV	\$115.00
ENGINEER -III	\$110.00
ENGINEER -II	\$ 90.00
ENGINEER -I	\$ 80.00
CADD MANAGER	\$110.00
CADD TECHNICIAN -II	\$100.00
CADD TECHNICIAN -I	\$ 95.00
ENGINEERING TECHNICIAN – V	\$ 110.00
ENGINEERING TECHNICIAN – IV	\$ 100.00
ENGINEERING TECHNICIAN – III	\$ 85.00
ENGINEERING TECHNICIAN – II	\$ 70.00
ENGINEERING TECHNICIAN – I	\$ 45.00
ADMINISTRATIVE	\$ 70.00

*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.***