

January 17, 2017

Mr. Vydas Juskelis, PE
Director of Public Works
Village of Villa Park
20 South Ardmore Avenue
Villa Park, Illinois 60181

***Subject: Village of Villa Park – Ridge Road Water Main and Street Improvement
(Yale Avenue to Ardmore Avenue)
Phase II Engineering Services Proposal***

Dear Mr. Juskelis:

We are excited to be working with you on the Ridge Road improvements. This Proposal's execution allows Baxter & Woodman, Inc. to prepare Phase II Engineering plans, specifications, and estimates for water main and street improvements.

LOCATION

The Village of Villa Park is proposing work on Ridge Road from Yale Avenue to Ardmore Avenue for an approximate length of 1,200 feet.

PROJECT UNDERSTANDING

The work included in this Project shall consist of completing Phase II Engineering plans, specifications, and estimates for water main installation and pavement rehabilitation.

The construction of the Ridge Road Water Main and Street Improvement will utilize funds from the Village's Referendum Program, Water Supply Fund, and a Community Development Block Grant (CDBG).

SCOPE OF SERVICES

1. Early Coordination and Data Collection

- *Data Collection: Obtain, review and evaluate the following information provided by Village for use in design:*
 - Utility Atlases
 - ROW, GIS and property data
- *Field evaluation: Perform field evaluation of condition of existing pavements, sidewalks, driveways, utility structures, and curb and gutter. Estimate quantities of pavement repair. Observe and photograph project area and immediate surroundings. Utility structure condition shall include completion of a Village of Villa Park Structure Inspection form.*

- *Utilities:* Contact J.U.L.I.E. for potentially affected utility companies. Initiate utility coordination by contacting utility companies that have facilities along project limits and requesting utility atlas maps. Plot locations and sizes of existing utilities in electronic drawings.

2. Topographic Survey

- *Topographic Survey:* Perform topographic survey within project limits and at 50-foot intervals including driveways and cross streets. State plane coordinates and NAVD 88 will be used for horizontal and vertical controls.

3. Environmental Coordination and Permitting

- *DuPage County Stormwater Certification:* The certification will be issued by Villa Park based on information provided by Baxter & Woodman, Inc.
- *NPDES, SWPPP, and IEPA:* Submittals are required for applicable NPDES permit, SWPPP, and NOI. Permit fees and processing through the stormwater variance procedures are not included in the scope of work.
- *Clean Construction and Demolition Debris (CCDD):* The Village will conduct CCDD testing during Phase II Engineering and provide the completed LPC 663 to be included in the contract specifications.
- *IEPA-DPWS Permit:* Submit the design documents to the IEPA for the permit to construct, own, and operate the Project.
- *CDBG:* Submit specification to CDBG Program for approval. Attend one CDBG meeting at DuPage County.

4. Meetings and Public Involvement

- *Meetings:* The following meetings are anticipated for this Project:
 - Village (2 total) (Kickoff, Pre-final)
 - DuPage County CDBG meeting

5. Geotechnical Report

- *Soil Borings:* Utilize Soil and Material Consultants, Inc. to take soil borings of surface and base material to determine composition of existing pavement material within project limits. Collect four, 10-foot soil borings on alternating sides of pavement centerline. Provide analysis and recommendations, including subgrade, in a soils report in accordance with IDOT guidelines.

6. Plan Preparation

- *Estimate of Cost and Time:* Prepare summary of quantities, estimate of time, schedules of materials, and an Engineer's Estimate of Cost.
- *Specifications:* Prepare Special Provisions in accordance with MFT guidelines to specify items not covered by the Standard Specifications for Road and Bridge Construction. Special Provisions will be in accordance with Community Development Block Grant (CDBG) requirements (language and forms).
- *Roadway Design:* Prepare plan and profile sheets for roadway design including improvement limits, stations and offset callouts, label construction limit locations and right-of-way breaks, driveway repairs, curb & gutter and sidewalk improvements for ADA compliance, utility structure adjustments, pavement marking, and note special instructions to Contractor.
- *Drainage and Utilities Design:* Incorporate existing sewer point repairs and water main designs into Drainage and Utility plan sheets. It is assumed project outfalls will be maintained and not modified as part of this Project.
- *Sanitary Sewer Repairs:* Prepare sanitary sewer design for proposed improvements. Sewer will be video inspected and reviewed by others to determine extent of necessary sewer repairs.
- *Water Main Design:* Prepare proposed water main in compliance with Illinois Environmental Protection Agency rules and to avoid existing utilities. The water main plans will include existing and proposed alignments and locations of fire hydrants, typical service connections, valves, and connections to existing mains.
- *Contract Plans and Documents:* Complete bidding documents to include required plan sheets required including: Cover, General Notes, Summary of Quantities, Schedule of Quantities, Typical Sections, Erosion Control, Removals, Plan and Profile, Complete Bid Contract Proposal to include the following forms: Notice to Bidders, Schedule of Prices, and Bid Bond Requirements. Pre-final (95%) and Final (100%) submittals are anticipated for this Project. Disposition of review comments will be provided with all resubmittals.
- *Utility Coordination:* Continue utility coordination by contacting utility companies that have facilities along the project limits. Submit pre-final plans to utility companies so conflicts and relocation efforts can be identified. Coordinate utility relocation for conflicts within public right-of-way.

- The following items are not included within the scope of this Project, but can be provided as additional services to the contract:
 - Permit Review fees
 - Plats and Legals
 - Environmental Studies (PESA, PSI, etc.)

7. QA/QC

- Perform in-house peer and milestone reviews by senior staff prior to Village pre-final submittal.

8. Assist Bidding

Provide design assistance and clarification for bid documents. Assist Village with coordination and scheduling during the bid process and provide recommendation to award letter.

9. Manage Project

- Plan, schedule, and control activities that must be performed to complete Project including budget, schedule, and scope. Coordinate with Village and project team to confirm Project goals are achieved. Prepare and submit monthly invoices, and provide regular updates to Village.
- *Deliverables:* The following is a list of anticipated final deliverables to the Village for this Project:
 - *Electronic DGN, Geopak, Digital Photos, and GIS files used in project development including Plan, Profiles, Cross Sections, Survey, and Exhibits.*
 - *Electronic Record of Design files including agency correspondence, Estimates, Exhibits, and related electronic submittals (pdf or as appropriate).*
 - *Contract Plans and Documents defined in the Scope of Services. Baxter & Woodman utilizes an electronic filing system in lieu of hard copies.*

SCHEDULE OF PROJECT

Notice to Proceed	February 2017
Pre-Final PS&E to Village	April 2017
Final PS&E to Village	May 2017
Bid Letting (Local Letting)	June 2017

ENGINEERING FEE

Our engineering fee for the above stated scope of services will be based on our hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed \$79,400. See Exhibit A for more detail. Should the Village require additional assistance, we will perform those additional services, upon written authorization, using the same billing rates.

If this Proposal is acceptable to you, **please indicate by signing a copy of this letter and returning it to our office.** The attached Standard Terms and Conditions, and Standard Hourly Billing Rates apply to this Proposal.

We appreciate the opportunity to work with the Village. If you have any questions, or require additional information, please contact me at 312.505.1149 or jmick@baxterwoodman.com.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Deborah Finn
Vice President / CMO

Attachments

VILLAGE OF VILLA PARK, ILLINOIS

ACCEPTED BY: _____

Rich Keane, Jr.

TITLE: _____

Village Manager

DATE: _____

1-24-2017