

October 1, 2015

Mr. Vydas Juskelis, PE  
Director of Public Works  
Village of Villa Park  
20 South Ardmore  
Villa Park, IL 60181-2610

***Subject: Village of Villa Park – North Princeton Water Main Improvement Project  
Proposal for Construction Engineering Services***

Dear Mr. Juskelis:

Baxter & Woodman, Inc. is excited to have the opportunity to work with you on implementation of Princeton Avenue water main improvements between Terrace Street and Plymouth Street. Our staff will bring to this assignment the same energy and enthusiasm they served Villa Park with on previous street and infrastructure construction efforts! This Proposal outlines our scope of services and engineering fee.

**SCOPE OF SERVICES**

Our proposed scope of Construction Engineering services consists of preconstruction reviews/meeting, preliminary site review, construction observations, and general construction administration. A detailed description of the services to be provided includes:

**CONSTRUCTION ENGINEERING SERVICES**

1. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.
2. PROJECT INITIATION
  - Attend and prepare minutes for preconstruction conference, and review Contractor's proposed construction schedule and list of subcontractors.
3. CONSTRUCTION ADMINISTRATION
  - Attend periodic construction progress meetings.
  - Review construction record drawings for completeness prior to submission to CADD.
  - Prepare construction contract Change Orders and work directives when authorized by Owner.
  - Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
  - Research and prepare written response by Engineer to request for information from Owner and Contractor.
  - Project Manager or other office staff visit site as needed.

#### 4. FIELD OBSERVATION

- Engineer's site observation shall be at times agreed upon with Owner during Contractor activities. Engineer will provide Resident Project Representatives at the construction site on a full-time basis of forty (40) hours per week from Monday through Friday, not including legal holidays (for up to 274 hours) as deemed necessary by the Owner, to assist the Contractor with interpretation of Drawings and Specifications, to observe if Contractor's work is in conformity with the Final Design Documents, and to monitor Contractor's progress as related to Construction Contract date of completion. Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the Contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any Contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such Contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts of omissions of any Contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.
- Keep a daily record of Contractor's work on those days that Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

#### 5. COMPLETION OF PROJECT

- Provide construction inspection services when notified by the Contractor that the Project is complete. Prepare written punch lists during final completion inspections.
- Review the Contractor's written guarantees and issue a Notice of Acceptability for the Project by the Owner.
- Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- Complete CDBG documents for project.

- Prepare construction Record Drawings which show field measured dimensions (including elevations of new water main and new structures rim elevations) of the completed work which the Engineers consider significant and provide the Owner with CD or electronic copy within ninety (90) days of the Project completion. This task will reflect our work to help you develop a new process for Record Drawings and the Village's GIS.

6. PROJECT CLOSEOUT

- Provide construction-related engineering services including, but not limited to, General Construction Administration and Resident Project Representative Services.

**ENGINEERING FEE**

The Owner shall pay the Engineer for the services performed or furnished, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed \$50,000.

If our Proposal is acceptable to you, **please indicate by signing below and returning a copy to our office.** The attached Standard Terms and Conditions apply to this Proposal.

We appreciate the opportunity to work with the Village. If you have any questions, or require additional information, please contact Craig Mitchell at 815.459.1260 or [cmitchell@baxterwoodman.com](mailto:cmitchell@baxterwoodman.com).

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Lou D. Haussmann, P.E.  
Vice President, COO



John P. Mick II, PE, F-NSPE, F\_ITE  
Client Manager Villa Park

Attachment

VILLAGE OF VILLA PARK, ILLINOIS  
ACCEPTED BY: Paul Keener, Jr.  
TITLE: Village Manager  
DATE: 10-13-15

I:\Crystal Lake\VILPK\141151-Water Main Design Year 1\Contract\141151.60 Letter Proposal revised 093015.docx



Village of Villa Park										
Plan Number: 141151.60										
Plan Name: VILPK-N. Princeton Ave WM CS										
Level 2	Level 3	Emp	Work Code	Overall Project Total	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
CS100	Project Initiation				377.00	49,140.00	49,140.00	0.00	860.00	50,000.00
					8.00	1,210.00	1,210.00	0.00	20.00	1,230.00
			Mark Dachsteiner		6.00	960.00				
			01020 Attend Meeting		4.00	640.00				
			01360 Manage Project		2.00	320.00				
			01430 Prepare Agreement		0.00	0.00				
			Jeremy Norton		2.00	250.00				
			01020 Attend Meeting		2.00	250.00				
CS105	Construction Administration				41.00	6,560.00	6,560.00	0.00	40.00	6,600.00
			Mark Dachsteiner		41.00	6,560.00				
			01020 Attend Meeting		4.00	640.00				
			01060 Check & Review		2.00	320.00				
			01360 Manage Project		20.00	3,200.00				
			01410 Prepare Change Orders/Work Directives		2.00	320.00				
			01450 Prepare Pay Request/LOC or Bond		8.00	1,280.00				
			01470 Prepare Response to RFI		3.00	480.00				
			01550 Visit Site		2.00	320.00				
CS110	Field Observation				274.00	34,250.00	34,250.00	0.00	700.00	34,950.00
			Jeremy Norton		274.00	34,250.00				
			01370 Observe Construction, Full Time		274.00	34,250.00				
CS140	Project Closeout				54.00	7,120.00	7,120.00	0.00	100.00	7,220.00
			Mark Dachsteiner		12.00	1,920.00				
			01360 Manage Project		6.00	960.00				
			01450 Prepare Pay Request/LOC or Bond		6.00	960.00				

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		Adonis Nacino			377.00	49,140.00	49,140.00	0.00	860.00	50,000.00
			01150 CADD		2.00	200.00				
		Jeremy Norton			40.00	5,000.00				
			01380 Observe Construction, Part Time		40.00	5,000.00				
		ZZWRTOF Accounting Use Only (for Jobs with Limits)					0.00	0.00	0.00	0.00