

January 11, 2021

Mr. Michael Ramsey, P.O.
Village of Westmont
31 West Quincy St.
Westmont, Illinois 60559

Re: Proposal for Phase III – Inspection and Material Testing Services
Lincoln Municipal Parking Lot

Dear Mr. Ramsey:

Thomas Engineering Group, LLC (TEG) respectfully submits the following Proposal for Construction Services to the Village of Westmont for the Lincoln Municipal Parking Lot project. TEG is excited about the opportunity to continue to work with Village staff on this project. We feel that our due diligence, expertise, and experience will provide Westmont with a valuable investment. TEG staff has already assisted the Village by preparing the final design engineering, contract documents, specifications, and estimates, and by performing quality assurance/quality control review of the final plans. Our staff's project involvement and local, relevant experience make TEG an excellent fit for this assignment.

Scope of Services

TEG understands that the Village requires full time inspection services and material testing for the construction of the project. TEG has assembled a construction observation team with professionals that have substantial relevant experience and are experts in community relations, construction staging, and contractor oversight. TEG's Project Manager, **Eric Rose, P.E.**, will be providing administrative and inspection support. TEG proposes to utilize the Resident Engineer who just completed construction oversight on Alley C and Alley F. This team provides strong construction oversight background. During critical and complicated aspects of the project our proposed Project Manager, who has previous experience on all of Westmont's CBD Alley Reconstruction projects, and has experience with the elements of work on this Parking Lot project, will be on site to support our RE. Our proposed Resident Engineer will be present on site daily to provide the services outlined in the scope below.

Pre-Construction Tasks:

1. Chair a preconstruction conference with the contractor, Village, and other parties to discuss the chain of command, communication procedures, goals, objectives, and potential issues.
2. Obtain from the contractor a list of proposed suppliers and subcontractors. Make recommendations to the Village regarding the suitability of the subcontractors for the proposed work.
3. Review the construction schedule submitted by the contractor for compliance with the contract.
4. Check and approve, or reject and request resubmittal of, any submittals made by the contractor for compliance with the contract documents.



Construction Tasks:

1. Keep an inspector's daily report book in the Village's preferred format appropriate for the project, recording hours on the job site, weather conditions, general and specific observations, daily activities, quantities placed, inspections, decisions, and list of visiting officials.
2. Be present when the contractor is performing work on-site associated with the project for which observation is necessary.
3. Verify all construction staking for the drainage work, underground detention structure, pavement installation, and other necessary layouts.
4. Observe the progress and quality of the executed work. Determine if the work is proceeding in accordance with the Contract Documents. TEG shall keep the Village informed of the progress of the work and advise the Village of all observed deficiencies of the work and disapprove or reject all work failing to conform to the Contract Documents.
5. Serve as the Village's liaison with the contractor working principally through the contractor's field superintendent.
6. Make all arrangements and measure/survey all cross sections from which the various pay items are to be measured. Checks will be made to determine if the work has been completed in substantial conformance with the plan cross sections.
7. TEG will extensively document (via photographs, video, and written documentation) the contractor's activities on a daily basis.
8. Cooperate with the contractor in dealing with the various agencies having jurisdiction over the Project.
9. Review contractor's progress on a weekly basis and update the progress schedule. Compare actual progress to the contractor's approved schedule. If the project falls behind schedule, work with the contractor to determine the appropriate course of action to get back on schedule.
10. Perform weekly traffic control and erosion control checks.
11. Coordinate QA review of QC plans, QA material testing with TEG's material testing sub-consultant. Review, approve, and keep record of all material reports and performance of QA sub-consultant.
12. Prepare payment requisitions and change orders utilizing Village preferred forms. Review applications for payment with the Contractor for compliance with established submission procedure and forward them with recommendations to the Village.
13. Prior to final inspection, submit to the contractor a list of observed items requiring correction and verify that each correction has been made.
14. Conduct final inspection with the Village and prepare a final punch list of items to be corrected.
15. Verify that all items on the final punch list have been corrected and make recommendations to the Village for project completion and closeout.
16. Maintain a set of Record Drawings on which all changes are noted.

Post-Construction Tasks:

1. Perform final documentation pursuant to Section A in the Documentation Section of the IDOT Construction Manual.



2. Close out project within 30 days after all construction is completed.
3. Collect as-built horizontal and vertical information using TEG's GPS device and prepare final Record Drawings using Microstation.
4. Verify that all documentation is accomplished and that all material inspections and certifications have been accounted for and are complete.
5. Compile and submit final documentation.
6. Pursue and complete final close-out.

Fees

We have utilized a direct labor multiplier plus direct costs and material testing/quality assurance costs to calculate our cost estimate for consultant services. While we believe this estimate accurately reflects our understanding of Project described in our Proposal, we understand that the Village may interpret the scope differently and may seek to add, subtract, or modify the scope or level of effort contained herein.

Our overall Inspection and Material Testing Services fee for the Lincoln Municipal Parking Lot Project is **\$84,871.12**.

We are truly excited about the opportunity to continue working for Westmont and helping serve your community by providing cost-effective solutions that are context appropriate. We look forward to answering any questions that you may have about our firm, staff, or experience. We are highly confident that our expertise and excitement for providing these municipal services will be readily apparent in our proposal. If you have any questions or require additional information regarding our fee, please e-mail at eric@thomas-engineering.com or call me at (630) 636-0943.

Sincerely,
thomas engineering group, llc



Eric Rose, P.E.
Project Manager

Attachments



Thomas Engineering Group, LLC		Parking Lot Reconstruction						
						TOTAL		
			PRE CONSTRUCTION	CONSTRUCTION	POST-CONSTRUCTION			
RATE			TOTAL	TOTAL	TOTAL		JOB HOURS	
							JOB SALARY	
PROJECT MANAGER	\$ 73.40		8	36	4		48	\$ 3,523.20
RESIDENT ENGINEER	\$ 41.54		24	400	72		496	\$ 20,603.84
SURVEY/CADD TECH	\$ 52.00		16	0	24		40	\$ 2,080.00
TOTAL			48	436	100		584	\$ 26,207.04
							MULTIPLIER	
							3.0	\$ 78,621.12
Direct Costs		Vehicle Days	50	\$65/day				\$ 3,250.00
								\$ 3,250.00
							TOTAL	\$ 84,871.12



Estimated Construction Schedule - Thomas Engineering Group
Parking Lot Reconstruction
 Village of Westmont
 Construction Year 2021



Task No.	Task Description	Quantity Per Day	Week														
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Preconstruction																	
1	Bid Opening		█														
2	Contract Award			█													
3	Preconstruction Meeting				█												
4	Notice to Proceed				█												
5	Material Certification & Shop Drawing Submittal & Review				█	█											
Construction																	
6	Traffic Control and Protection					█	█	█	█	█	█	█	█	█	█	█	█
7	Mobilization / Layout / Erosion Control					█											
8	Removals (Trees, HMA, PCC)					█											
9	Catch Basins + Storm Sewer + Underground Detention					█	█	█									
10	Earth Excavation + Undercuts						█	█	█								
11	Geofabric + Aggregate Base Course								█								
12	PCC C&G (includes cure time)									█							
13	Lighting (Foundations, Poles, Electric)									█	█						
14	HMA Paving											█					
15	PCC Sidewalk + Driveways												█				
16	Restoration & Landscape													█	█		
17	Punchlist															█	
Post Construction																	
18	Project Closeout / Record Drawings																█

	Weeks	Pre			Construction									Post			Total Hours	
		1	2	3	1	2	3	4	5	6	7	8	9	1	2	3		
PROJECT MANAGER				8	4	4	4	4	4	4	4	4	4	4	2	2		48
RESIDENT ENGINEER				24	45	45	45	45	45	45	45	45	40	40	24	8	496	
SURVEY/CADD TECH				16										24			40	
QUALITY ASSURANCE (QA)	DAILY RATE:			\$ 1,000.00										Total # of Days Requiring QA: 3			584	