



March 28<sup>th</sup>, 2023

Ms. Amy Ries, P.E.  
Village of Westmont  
aries@westmont.il.gov

Re: **Village of Westmont – 2023 Westmont Sidewalk Program  
Proposal for Phase III Engineering Services**

Dear Mr. Ries:

Primera Engineers (Primera) is pleased to provide this proposal for professional civil engineering services to the Village of Westmont for the 2023 Sidewalk Program in the Village of Westmont. The project limits are at the following locations within the Village of Westmont:

1. 65th Street (Fairview Avenue to Schramm Drive)
2. Lindley Road (55<sup>th</sup> Street to 57<sup>th</sup> Street)
3. 57<sup>th</sup> Street (Adams Street to Park Street)
4. Adams Street (Diane Main Park to 55<sup>th</sup> Place)
5. Wilmette Ave (55th Street to Dallas Street)

We have developed this proposal based on the Scope of Services derived from discussions with the Village of Westmont and well as the Primera Design Team that completed the Village approved design. As part of our team, we will be using NashNAL for materials inspection. They will be sub-consultants to Primera Engineers and their fees are included in this proposal.

We are pleased to present our experience and qualifications to provide professional services to the Village of Westmont. Our construction team has recent experience working with the Village on similar projects and has the expertise to complete the project on schedule and budget.

**A Team of Specialized Professionals.** Primera's proposed team of specialized professionals are each qualified to provide the services necessary to complete the construction engineering for this project. Our team can easily identify the best practices for your project including knowing when straightforward approaches are required, or a more complex and detailed solution is warranted. We will leverage our knowledge and experience of local agency construction practices to craft specific solutions that will ensure your projects are constructed on time and within budget.

**An Experienced Project Manager.** Our team's proposed Project Manager, Mary Ellen Mack, will apply her 30+ years of experience in municipal, civil and transportation engineering projects. Mary Ellen has completed her career with the Illinois Department of Transportation where she had been the Local Agency Construction Supervisor overseeing federally funded construction projects around Chicagoland. Her experience working with municipalities has given Mary Ellen a broad understanding of the needs for this project as well as your expectations, processes, and procedures. We are confident that her knowledge and experience will allow our team to meet—if not exceed—your expectations for this project.

**A Loyal Partner to the Village of Westmont.** As a loyal partner, we will continue to look out for your best interest, reduce your risk, and deliver excellent value. Our longstanding history of successful

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projects is your assurance that we can efficiently continue to help you make the right decisions. Because of this partnership, we embrace your goals, processes, and expectations.

**A Schedule and Budget Conscious Team.** We understand the importance of staying on schedule and within budget for any project, but especially roadway and transportation projects that impact residents, commuters, and local businesses. Because schedule and budget are closely tied, if a project is off schedule, it is likely to be off budget as well. Our team is committed to monitoring this project schedule closely to anticipate where issues may arise and develop plans to mitigate those issues proactively. We will apply approaches that have proven to be successful for our clients to keep this project on schedule and within budget.

The proposed scope of services includes the following:

### **Task One: Pre-Construction Phase**

During this task Primera Engineers will provide the necessary involvement to kick off a successful project.

- 1) **Communication** – Before construction, Primera will coordinate and communicate with the Village of Westmont, the sub-consultants and other project stakeholders, such as local businesses, residents, and utilities.
- 2) **Public Involvement/Communication** - The project is located in residential areas and will require coordination with the residents. Primera is capable of leading efforts to produce and distribute flyers and will plan on meeting with any concerned residents or owners.
- 3) **Meetings** - The anticipated meetings that are part of this task include:
  - One (1) Kickoff Meeting – to be held between the Primera Team and the Village of Westmont
  - Monthly Client Meetings – to be held between Primera Engineers and the Village of Westmont. Sub-consultants may be asked to attend certain meetings depending on the anticipated discussion.
- 4) **Project Set Up** – Primera has provided construction engineering on multiple municipal projects. This experience has allowed us to develop standard procedures to begin the project properly. Primera will document the existing conditions, and set up the project documents.

### **Task Two: Phase III Construction Engineering Services**

During this task Primera Engineers will provide full-time construction engineering services for this project. As part of this task, we will provide the following:

- 1) **Project Coordination** – Providing excellent communications in the field will be of the utmost importance in making the project a success. This will be essential to ensure traffic and pedestrian safety, dust control, construction staging and keeping noise levels to a minimum with all be critical items. Developing and following through with consistent and timely communication between the Village, stakeholders, the contractors, and utility agencies will help ensure timely completion on schedule and within budget. Primera also makes a practice of scheduling joint utility meetings on

site after all utilities have been marked. All pertinent utility agencies will be invited in order to establish the proper contacts and to understand the nature and potential impact of each utility. Establishing the proper contacts has often prevented delays in the schedule when adjustments or conflicts were encountered during construction.

- 2) **Construction Inspection** – Primera will provide on-site observations of the work in progress and field checks of material certification through an experienced Resident Engineer. Primera also has extensive experience with IDOT documentation and coordination. Based on the contract specifications, the completion date will be 7/28/2023 with punch list completed by 8/18/2023. Primera’s construction engineering services are proposed for 60 working days. Additional engineering time required beyond this will be considered an additional service to this proposal.
- 3) **Documentation** - Primera understands the importance of this project’s need to be completed on schedule and the need to keep documentation current, on a daily basis, to enable the project to be closed out quickly in the end. Primera will inspect, document, and approve the contract items. Primera will ensure that as-built details are accurate and maintained in accordance with the Village and IDOT’s requirements.
- 4) **Project Management** - In addition to key communications, our team leaders are constantly evaluating the project budget and schedule to keep close tabs on quantities, aggressively manage the change order process and monitor the overall progress toward meeting the schedule. We proactively offer schedule and budget remediation solutions in an effort to meet the project goals.

### **Task Three: Post Construction**

During the Post Construction Phase of the project, Primera Engineers will work together with the Village of Westmont to finalize the project.

- 1) **Punchlist and Final Inspection** – Primera will work with the contractors to provide a complete project with minimal punch list items. At the end of the project, and with the insight from the Village, a final punch list will be developed. Once complete, a final inspection of the contract work will be performed to ensure contract compliance.

### **Schedule**

Primera is available to begin work immediately upon receipt of written Notice to Proceed. Primera anticipates the following project schedule:

1. Contract Bid Opening: 4/11/2023
2. Notice to Proceed: 4/24/2023 (anticipated)
3. Contract Start Date: 4/24/2023 (anticipated)
4. Task One – Kick-off Meeting: 5/01/2023
5. Task Two – Construction Engineering: 5/01/2023 to 7/28/2023
6. Task Three – Post Construction: 7/28/2023 to 8/18/2023

**Compensation**

Primera will be compensated on a Lump Sum basis. Primera Engineers will submit an invoice to the Village of Westmont monthly. This fee is derived from hours estimated in each task as well as direct vehicle costs. Primera will provide the described scope of work and services for: **\$74,300.00**.

The services from our subconsultant, NashNAL, are included. Their services will be included in Primera's monthly invoices and Primera will reimburse them accordingly.

Task 1 – Meetings, Documentation, Management	\$ 4,200.00
Task 2 – Construction Layout	\$ 4,200.00
Task 3 – Construction Observation	\$ 52,800.00
Task 4 – Project Close-out	\$ 4,200.00
Additional Reimbursable Expenses:	\$ 3,900.00
Subconsultant Materials Testing:	\$ 5,000.00

**Total Professional Fees (including expenses) \$74,300.00**

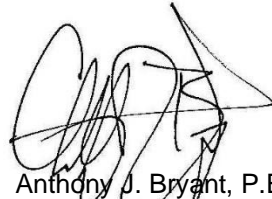
We appreciate the opportunity to be of service to you on this project. We will honor the terms outlined in this proposal for a period of 30 days from the date of the proposal; after this time, we reserve the right to revisit terms herein. Should you have any questions or comments on this proposal, please do not hesitate to contact Anthony Bryant at 630-885-9385 or myself at 312-242-6414.

Sincerely,

**PRIMERA ENGINEERS, Ltd.**



Stacie Dovalovsky, P.E.  
*Vice-President/Transportation Division Manager*



Anthony J. Bryant, P.E.  
*Phase 1 Municipal Group Manager*

Copy to:       AJB  
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