

December 4, 2012

Mr. Michael Ramsey
Public Works Supervisor
Village of Westmont
39 East Burlington Avenue
Westmont, Illinois 60559

Re: Parking Lot Design - Scope of Services

Dear Mr. Ramsey:

Thomas Engineering Group, LLC (TEG) respectfully submits the following Scope of Services and estimated design fee to the Village of Westmont for the Parking Lot Improvement project at the Village's public works yard. TEG is excited about the opportunity to work with Village staff on this project. We feel that our due diligence, expertise, and experience will provide Westmont with a valuable investment. The details in our proposal will also demonstrate that our experienced personnel can deliver benchmark design, state-of-the-art construction methods, as well as problem solving skills from design, permitting, construction, operations, and maintenance perspectives.

TEG has visited the project site with Village staff to gather project context and background for our proposal. Our approach for this project is to conduct a targeted conceptual analysis and quickly identify the most cost effective and least invasive solution. Below we have outlined our anticipated scope of services. Also attached is a summary of our proposed fee, which contains a not to exceed amount comprised of labor and direct costs. TEG proposes using the same "Cost Estimate for Consulting Services" (CECS) as IDOT uses on their cost plus fixed fee engineering contracts based on our audited overhead rate of 126.14%.

Scope of Services

The Parking Lot Improvement project at the Village's public works yard generally includes the survey of the entire property, resurfacing existing pavement, paving the existing gravel drive/parking areas, improving drainage, providing bulk material storage bins, fixing fence posts, gate access realignment, all necessary permitting, and plat work for use by the Village in executing a future cross-access agreement. Specific project scope items include:

1. Prepare for and lead a project kick-off meeting. Our experience has shown that a detailed and well planned initial project meeting can provide long term benefits for a project and dramatically decrease the risks that can impact budget, schedule, and stakeholder support. Prior to beginning any design, TEG will organize and lead a stakeholder meeting with representatives from Engineering, Public Works and other interested Village staff.
2. Project Survey and Easement Plat Development. Utilizing our in-house survey team, TEG will complete a topographic and property boundary survey of the entire project property. This task includes locating all property lines, providing pk nails or iron pipes for property corners, and full topographic survey for design purposes. Survey tasks also include collecting J.U.L.I.E. located utility information, other critical surface and subsurface features, and verifying given atlas information. An easement plat will also be developed for access across the railroad property at the west end of the project.
3. Preliminary Permitting Coordination. Prior to completing the preliminary design of the project, TEG recommends early coordination with permitting agencies, especially those responsible for reviewing and approving the DuPage County Stormwater Ordinance. We have found that these early project discussions help create a shared understanding of the project scope and allow us the opportunity to discuss and come to an agreement on permitting requirements that have the potential to alter the design

process. Specifically, the need for detention is of significant interest for the proposed improvements. Based on our concept level investigations, we believe that detention is not necessary, but cannot obtain concurrence from permitting authorities until project specifics can be presented to permitting staff.

4. Preliminary (60%) Design. Using the information from the kick-off meeting, project survey, and preliminary permitting coordination, TEG will develop preliminary (60%) design plans, specifications, and construction cost estimates. TEG will perform a full internal constructability review at the 60% level. The preliminary (60%) design will then be provided to the Village for review and comment. Anticipated improvements are generally shown in the attached Figure A and include:
 - a. Resurfacing/overlay of existing paved areas. Includes milling existing surface and overlaying with new asphalt pavement. The existing detector loops are to be protected and remain in working order upon completion of the proposed work. All pavement designs and thicknesses will be based on current Village Standard Specifications and Details.
 - b. Reconstruction of the pavement in the parking area adjacent to Haraldsen's Garage. All pavement designs and thicknesses will be based on current Village Standard Specifications and Details.
 - c. Construction of asphalt pavement throughout gravel area currently used as driveways, parking, and material storage. All pavement designs and thicknesses will be based on current Village Standard Specifications and Details.
 - d. Installation of 3 material storage bins with modular concrete blocks.
 - e. Repair chain link fence post foundation as necessary.
 - f. Provide gate relocated and exit drive realignment opposite N. Warwick Avenue at the eastern entrance/exit.
 - g. All existing drainage patterns to off-site properties will be maintained. Onsite surface drainage will provide positive drainage away from existing buildings. No changes to the existing storm sewer system are anticipated as part of the proposed improvements. Only minor adjustments to existing storm sewer structures and investigating the inclusion of building downspouts into the existing storm sewer system.
5. Prepare and lead project team meetings. In addition to the project kick-off meeting, TEG anticipates up to three (3) project team meetings with Village staff throughout the project. These include review meetings after the 60% and 90% design submittals to Village staff to discuss all comments and questions received.
6. Pre-Final (90%) Design. Utilizing comments on the preliminary design that TEG receives from the Village, we will complete Pre-Final (90%) plans, specifications, and estimates. The pre-final plans will be provided to the Village for review and comment.
7. Permitting Coordination and Design. Concurrent to submitting pre-final (90%) plans to the Village for review and comment, TEG will prepare permit submittals necessary for the project. This includes permits following the DuPage County Stormwater Ordinance, Village reviews including Community Development, and IEPA. As described above we are optimistic that no detention will be necessary for the proposed improvements. However, it is not possible to be certain of this fact prior to actual submittals to permitting agencies. Therefore we have included a separate line item in the anticipated project fee determination for providing detention design and permitting. If these services are not needed, then these fees will not be used or billed to the Village.

8. Final Bid Documents. Based upon any comments received from the permitting process and pre-final design review, final drawings and specifications will be developed for bidding.
9. Bidding Services. TEG will assist the Village with distribution to prospective bidders. In addition, TEG will prepare to answer bidder's questions/RFIs during the bidding phase, evaluate bids, and provide a contractor selection recommendation for the Village's consideration.

Services Not Provided

For clarification, the following services are not included in our proposed scope of services. If the Village desires any of these services to be included, we will provide a revised written proposal to include any additional tasks necessary.

1. Street lighting improvements are not anticipated.
2. No soil borings are included as part of the proposed project scope.
3. No improvements or adjustments to existing utilities are anticipated, which include, but are not limited to; watermain, electrical, sanitary sewer, gas mains, and cable.
4. No environmental remediation is anticipated as part of the project.

What separates TEG from the other firms is our service—our trademark is **service at the highest grade®**. While other larger firms have their best teams committed to many clients and projects, TEG has a number of excellent teams in which our Planning, Design, and Construction Engineers are committed to only a few clients and projects. TEG has been able to grow in these tough economic times by servicing each client individually and bringing value to their community. We deliver large firm experience with small firm service.

We are truly excited about the opportunity of 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 municipal engineering will be readily apparent in our proposal. If you have any questions or require additional information, please e-mail at stevep@thomas-engineering.com or call us at (630) 430-6392.

Sincerely,

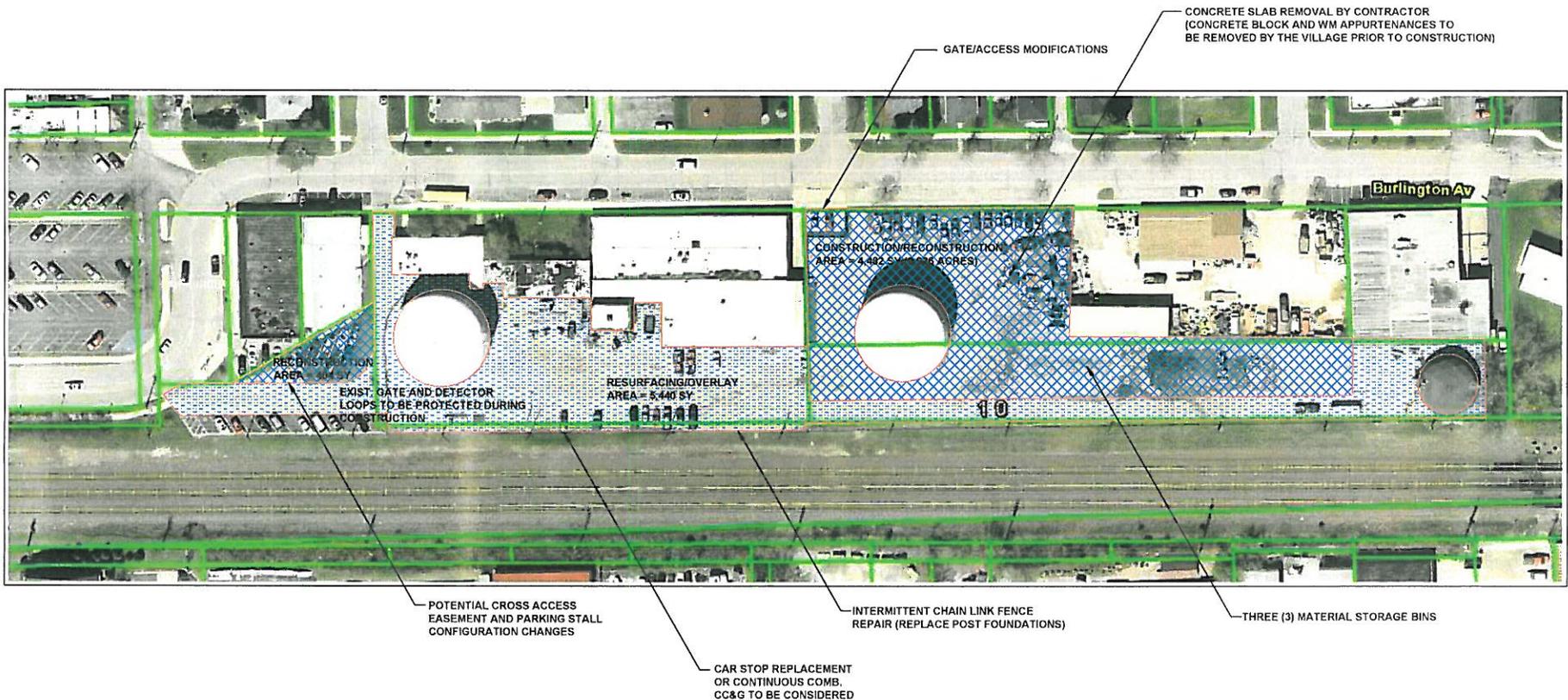
thomas engineering group, llc



Steve S. Pasinski, P.E.
Planning & Design Head



Nicholas J. Orf, P.E., CFM, CPESC
Project Manager



ASSUMPTIONS:

1. STREET LIGHTING IMPROVEMENTS ARE NOT ANTICIPATED.
2. IF CONVERSION OF PERVIOUS AREA TO IMPERVIOUS AREA DOES NOT EXCEED 2500 SF (278 SY), ON-SITE DETENTION CAN BE AVOIDED.
3. EXISTING DRAINAGE PATTERNS TO OFF-SITE PROPERTIES WILL NOT BE ALTERED.
4. SINCE THE AREA OF RECONSTRUCTION IS LESS THAN 1.0 ACRES (ON WATER PLANT SITE), AN NPDES PERMIT IS NOT ANTICIPATED.
5. TEG RECOMMENDS THAT ANY OVERLAY AREAS ARE ALSO MILLED IN ORDER TO MAINTAIN POSITIVE DRAINAGE.
6. TEG RECOMMENDS THAT CAR STOPS BE USED ALONG THE SOUTH PERIMETER OF THE SITE IN LIEU OF CONCRETE CURB AND GUTTER DUE TO THE NATURE OF THE ADJACENT WORK (OVERLAY/RESURFACING).

DRAWN BY <u>JBH</u>	SCALE <u>NTS</u>	REVISIONS		 thomas engineering group, llc 238 south kenilworth avenue suite 100 oak park, il 60302 phone 855-533-1700	VILLAGE OF WESTMONT	PLAN VIEW	DRAWING NO. <u>1</u> OF <u>1</u>
		NO.	DATE				
CHECKED BY <u>NJD</u>	DATE <u>12/04/12</u>						

PRELIMINARY ENGINEERS ESTIMATE - 2013 WATER PLANT LOT RENOVATION

COUNTY: DuPage County DATE: 7-Nov-12
 ROAD DIST: Village of Westmont TIME: _____
 SECTION: _____
 Prepared by: Thomas Engineering Group, LLC

PRELIMINARY
ENGINEERS
ESTIMATE

MAINTENANCE STRATEGIES

STRATEGY	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL
1	HMA PAVEMENT RESURFACING/OVERLAY (1.5" SC/0.75" LEVELING BINDER)	SQ YD	5,440	\$ 20.00	\$ 108,800.00
1A	HMA PAVEMENT PAVEMENT PATCHING (20% TOTAL AREA)	SQ YD	1,088	\$ 75.00	\$ 81,600.00
2	PAVEMENT RECONSTRUCTION, FULL-DEPTH HMA (EXCLUDING SEWER-WATER)	SQ YD	4,886	\$ 90.00	\$ 439,740.00
2A	SUBGRADE STABILIZATION: 12" UNDERCUT (15% AREA)	SQ YD	733	\$ 25.00	\$ 18,322.50
3	ENCLOSED STORM SEWER DRAINAGE IMPROVEMENTS	VARIES	TBD	TBD	\$ 25,000.00
4	MATERIAL STORAGE BINS	VARIES	TBD	TBD	\$ 15,000.00
5	MISCELLANEOUS (CHAIN LINK FENCE / CAR STOPS / GATE MODIFICATIONS)				

SUBTOTAL	\$ 688,462.50
CONTINGENCY (15%)	\$ 103,269.38
AREA TOTAL	\$ 791,731.88