

AGENDA
SPECIAL TRANSPORTATION AND ROAD IMPROVEMENT COMMITTEE
Village of Hoffman Estates
July 18, 2016

Immediately Following Public Works & Utilities

Members:	Gary Stanton, Chairperson	Anna Newell, Trustee
	Karen Mills, Vice Chairperson	Gary Pilafas, Trustee
	Gayle Vandenberg, Trustee	Michael Gaeta, Trustee
		William McLeod, Mayor

I. Roll Call

NEW BUSINESS

1. Request authorization to:
 - a. award a contract for completion of Phase II design engineering and Phase III construction engineering services for the 2017 Surface Transportation Program resurfacing project on Bode Road and Harmon Boulevard to Ciorba Group, of Chicago, IL, at a cost not to exceed \$171,204;
 - b. approve the Phase III construction services agreement with IDOT for the 2017 STP resurfacing project on Bode and Harmon Boulevard.

II. Adjournment

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to:

- a. award a contract for completion of Phase II design engineering and Phase III construction engineering services for the 2017 Surface Transportation Program resurfacing project on Bode Road and Harmon Boulevard to Ciorba Group, of Chicago, IL, at a cost not to exceed \$171,204;
- b. approve the Phase III construction services agreement with IDOT for the 2017 STP resurfacing project on Bode and Harmon Boulevard.

MEETING DATE: July 18, 2016

COMMITTEE: Special Transportation and Road Improvement Committee

FROM: Michael Hankey

PURPOSE: Request authorization for award of contract to Ciorba Group at a cost not to exceed \$171,204 for engineering services associated with the 2017 STP resurfacing project. Approval of the IDOT professional services agreement for Phase III engineering is also requested.

DISCUSSION: Harmon Boulevard and Bode Road (Woodlawn to Roselle) will be resurfaced in 2017 as part of the federal Surface Transportation Program. These streets are eligible since they are part of the designated federal aid system. A funding application for these streets submitted to the Northwest Municipal Conference Technical Committee was approved. Since federal funds are being used, the project will be advertised and awarded by the State. The funding application amount included both construction and construction engineering, with the federal share being 80%.

Phase II design engineering is not eligible for reimbursement under the Northwest Municipal Conference's STP program for resurfacing projects. Division staff completed a substantial portion of the Phase II design plans for Bode Road and Harmon Boulevard. But as staff is now fully engaged with the 2016 annual street project, there is not enough time to finish the Phase II design in-house to make an early 2017 IDOT letting. The scope of services sought from consultants includes completing the Phase II work, coordinating IDOT plan reviews, field data collection, and finishing all Phase II tasks. The

DISCUSSION: (Continued)

goal is to have the project on a similar schedule for construction as is being done this year for the Hillcrest and Moon Boulevard resurfacing work. The IDOT schedule calls for Phase II work to be complete by the end of the year.

As noted above, Division staff are currently managing the annual street project as will be the case in 2017 also. To effectively and efficiently complete the STP resurfacing work on Harmon Boulevard and Bode Road in 2017, consultant services are needed to perform all Phase III engineering tasks such as inspection, testing, and documentation. This item for Phase III engineering services is presented to the Village Board now to keep on the IDOT timeline for the work to occur in 2017 and to utilize the federal funds.

The target is the State letting in March 2017 which means a construction start date in the late spring/early summer of next year. Final plans, local agency agreements with IDOT, and selection of consulting firms to be used on the project must be finalized by December 2016 in order to stay on the State's schedule.

In June 2016, a Request for Qualifications (RFQ) was released by the Village for both the completion of Phase II design and Phase III construction engineering services associated with two resurfacing streets. Firms must be prequalified with IDOT in order to submit proposals and receive consideration. In response to the RFQ, fourteen proposals were received from consultants. Due to the estimated cost of these services, the Quality Based Selection (QBS) process was used. As required by QBS, the proposals were evaluated based on their project approach and understanding of the work items, personnel assigned to the required tasks, similar experience on other projects, project schedule, and work load of the firms. Of the fourteen proposals, four were determined to meet all the necessary requirements and were further reviewed by staff. Those four firms were, in no particular order, Ciorba Group, V3, Bollinger Lach Associates, and HR Green. Based on further evaluation, Ciorba Group was judged to provide the best quality proposal among the top four firms. The specific scope of services, staffing plan, estimated hours, salary, and direct costs were negotiated with Ciorba. References were checked for this firm and were found to be positive.

The estimated cost of the combined Phase II and III engineering services from Ciorba Group is about \$171,204. A copy of their proposed scope of services is attached. As federal funds are to be used for Phase III services, IDOT approval of construction engineering services is required. With approval of the IDOT professional services agreement, federal STP funds will cover 80% of the cost. The standard IDOT form is attached for the Phase III construction services.

FINANCIAL IMPACT:

The Village will contract with Ciorba Group for completion of Phase II and the Phase III work. Under the NWMC policy, Phase II is not reimbursable with federal funds but Phase III is reimbursed for 80% of actual cost. The Village will pay all invoices from the firm, then submit documentation to IDOT for reimbursement of the 80% federal share for Phase III only. Work on the project is expected to be completed during 2017 although complete reimbursement from the State may take until 2018 or later. The timeliness of IDOT's review and processing of payment requests will determine when funds are received. Phase II work items are estimated at about \$54,000 and Phase III is estimated to be about \$117,000. The total local share is estimated at

FINANCIAL IMPACT: (Continued)

approximately \$77,000. The cost for Phase III services will be paid through the Road Improvement Fund.

It is noted that the total estimated construction cost for these two resurfacings is \$1.2 million. With 80% of construction costs eligible for reimbursement, the Village will only need to pay around \$240,000 of the total construction cost.

RECOMMENDATION:

Request authorization to:

- a. award a contract for Phase II design engineering and Phase III construction engineering services for the 2017 STP resurfacing project on Bode Road and Harmon Boulevard to Ciorba Group, of Chicago, IL, at a cost not to exceed \$171,204; and
- b. approve the Phase III construction services agreement with IDOT for the 2017 STP resurfacing streets.



July 8, 2016

Mr. Alan Wenderski, PE
Village Engineer
Village of Hoffman Estates
1900 Hassell Road
Hoffman Estates, Illinois 60169

**Subject: Bode Road – Harmon Boulevard Surface Transportation Program Resurfacing Project
Phase II and Phase III Engineering Fee**

Dear Mr. Wenderski:

I have attached the requested Phase II and Phase III Engineering Fee. Since Phase III services will be paid through a combination of STP and Village funds, the BLR 5611 is provided for your review and approval. Ciorba understands that the Phase II agreement will be prepared by the Village.

Summary of Fees

1. Phase II Engineering – Less Topographic Survey, Designing and Detailing for ADA Ramps.	
Ciorba Group	\$31,723.29
Rubino Engineering	\$1,000.00
Phase II Total	\$32,723.29
2. Phase III Engineering	
Ciorba Group	\$107,484.07
Rubino Engineering	\$9,525.00
Phase III Total	\$117,009.07
3. Subtotal Phase II and III Fee	
	\$149,732.36
4. Add Topographic Survey, Designing and Detailing ADA Ramps per IDOT Memorandum dated April 12, 2016.	
Ciorba Group	\$10,222.67
American Surveying & Engineering	\$11,249.32
Phase III Total	\$21,195.28
5. Total Fee	
	\$171,204.35

We appreciate the opportunity to submit our fee and continuing our professional relationship with the Village of Hoffman Estates. Should you have any questions or need additional information, contact me at 773.335.2949 (Direct) or at dolaughlin@ciorba.com.

Sincerely,
CIORBA GROUP, INC.

Duane O'Laughlin, PE
Roadway/Construction Group Manager

1. PROJECT DESCRIPTION

The Bode Road – Harmon Boulevard STP Resurfacing Project includes the resurfacing of two streets: Bode Road from Woodlawn Street to Roselle Road and Harmon Boulevard from Bode Road to Golf Road. The proposed improvements include HMA surface removal and replacement, select removal and replacement of deteriorated curb and gutter and sidewalk, pavement patching, construction of ADA ramps to meet PROWAG requirements, replacement of detector loops, pavement marking, and landscaping. Drainage improvements include replacing a section of collapsed 42" CMP with RCP and the connecting drainage structures at the Bode/Washington intersection, and the addition of an inlet and storm sewer to drain a depression in the south parkway of Bode Road just west of Washington Street.

Construction of the project will be paid for with a combination of local and Surface Transportation Program (STP) funds so all engineering services will be provided in accordance with Illinois Department of Transportation (IDOT) requirements.

2. SCOPE OF SERVICES

Item 1 – Meetings, Coordination & Data Collection

- a. Attend one meeting with the Village of Hoffman Estates to discuss pre-final review comments before submitting pre-final plans to IDOT for review.
- b. Prepare meeting minutes.
- c. Coordination with Hoffman Estates.
- d. Coordination with utilities.
- e. Field checks to verify proposed improvements.

Item 2 – Topographic Survey

American Surveying and Engineering will perform a topographic survey of 36 quadrants at intersections and 10 mid-block crosswalk locations.

Item 3 – Soil pH Testing

Rubino Engineering, Inc. will perform soil pH testing for locations of sidewalk removal and replacement.

Item 4 – Engineering Plans

- a. The plan preparation will follow the format of the Hillcrest Boulevard – Moon Lake Boulevard STP Resurfacing Project. Pre-final plan documents will be prepared to a 90% level of completion for review by first the Village and then IDOT BLR&S. The plans, specifications, and estimate (PS&E) will include:
 - 1) Title Sheet
 - 2) General Notes
 - 3) Summary of Quantities
 - 4) Existing and Proposed Typical Sections
 - 5) Proposed Roadway Plans
 - 6) Pavement Marking and Signing

- 7) ADA Curb Ramp Details for intersection corners and mid-block crosswalks. The ramps at the Harmon Boulevard and Golf Road intersection are assumed not to be included since resurfacing limits will stop at the PCC pavement, which is before the curb ramps.
 - 8) Existing Traffic Signal Plans – For Information Only
 - 9) Village of Hoffman Estates Details
 - 10) IDOT Details
- b. Prepare special provisions which will include Check Sheet of Supplemental Specifications and Recurring Special Provisions, the BDE Check Sheet, copies of applicable BDE Special Provisions, IDOT District One Special provisions and unique Special Provisions for pay items not addressed by IDOT Standard Specifications.
- c. Prepare an Estimate of Time and an Estimate of Cost with prices and without prices.
- d. The PS&E will be revised per IDOT BLR&S comments of the pre-final documents. The PS&E will then be submitted to the Village for a final review. The final PS&E will be revised per Village comments and resubmitted to IDOT BLR&S for a last review. Revisions will be made per IDOT BLR&S comments and the final PS&E will be submitted to them for bid letting.
- e. A National Pollutant Discharge Elimination System (NPDES) permit is not required for a resurfacing project provided the disturbance outside the pavement associated with sidewalk and curb and gutter removal and replacement is less than one acre. Therefore, NPDES permit application is not included in the services.
- f. Although Harmon Boulevard is in the Poplar Creek Schaumburg Branch floodplain, an MWRDGC permit is not required under the current Cook County Watershed Management Ordinance because the permit requirements do not include maintenance activities. Therefore, MWRDGC permit application is not included in the services.

Item 5 – QC/QA

Provide Quality Control / Quality Assurance review.

Item 6 – Project Management & Administration

Provide project oversight, review invoices and prepare monthly progress reports.

3. DELIVERABLES

- a. Prefinal Submittal to IDOT
- 1) 6 reduced size (11" x 17" and bound only with binder clips) plan sets
 - 2) 6 sets of special provisions, unbound, single sided
 - 3) 6 Estimates of Cost with prices, with column showing the percentage of the cost for each pay item (used to determine EEO requirements) (BLR11510)
 - 4) 6 Estimates of Cost without prices (BLR11510)
 - 5) 6 Cost Breakdowns for lump sum items
 - 6) 6 Estimates of Time
 - 7) 1 copy of Phase 1 approval with design approval signature and date
 - 8) 1 copy Proprietary Item Request Letter (if required)

b. Final Submittal to IDOT

- 1) 1 full size (22" x 34") cover mylar plan
- 2) 1 full size (22" x 34") mylar summary of quantities sheets
- 3) 1 set full size (22" X34") paper bond of all plan sheets unbound
- 4) 2 reduced size (11" x 17" and bound only with binder clips) plan sets
- 5) 3 sets of special provisions, unbound, single sided
- 6) 3 Estimates of Cost with prices (BLR11510)
- 7) 3 Estimates of Cost without prices (BLR11510)
- 8) 3 Cost Breakdowns for lump sum items
- 9) 3 Estimates of Time
- 10) 1 copy of all utility correspondence letters
- 11) 1 copy of Phase 1 approval with design approval signature and date
- 12) Return all original mark-ups if paper copies were sent to you
- 13) 1 disposition of comments

c. Prefinal and Final Submittals to the Village

- 1) 2 reduced size (11" x 17") plan sets
- 2) 2 sets of special provisions
- 3) 2 Estimates of Cost with prices (BLR11510)
- 4) 2 Estimates of Time
- 5) 1 disposition of comments

d. All final plan sheets in AutoCAD and PDF formats and Special provisions in PDF format.

4. ITEMS PROVIDED BY VILLAGE OF HOFFMAN ESTATES

- a. CADD files with base sheets.
- b. CADD files with existing and proposed typical sections.
- c. Phase I report.
- d. Field data identifying limits/measurements of sidewalk removal, curb & gutter removal, pavement limits, and storm structure inventories.

5. SCHEDULE

- a. July 19, 2016 NTP
- b. September 16, 2016 Submit Prefinal PS&E to the Village
- c. October 14, 2016 Submit Prefinal PS&E to IDOT BLR&S and the Village
- d. December 12, 2016 Submit Final PS&E to IDOT BLR&S and the Village
- e. March 10, 2016 IDOT Bid Letting

STAFF HOUR BREAKDOWN
Village of Hoffman Estates
Bode Road – Harmon Boulevard STP Resurfacing Project

Task Sub-Task	Activity	Grand Total	Project Manager	Project Engineer	Engineer I	Senior Technician	Technician	# of Sheets
		437	24	77	135	25	176	51
1.	Meetings, Data Collection & Coordination	Task Total:		11			2	
010	Meetings	Subtotal:		3				
	Meetings with Hoffman Estates (1 mtg)	2		2				
	Meeting Minutes	1		1				
011	Coordination	Subtotal:		4			2	
	Coordination with Hoffman Estates	4		4				
	Coordination with Utilities	2					2	
012	Data Collection	Subtotal:		4				
	Field Checks	4		4				
2.	Topographic Survey, Designing and Detailing for ADA	Task Total:		12	46		70	13
020	Design and Details	Subtotal:		12	46		70	13
	ADA Ramp Calculations (36 corners and 10 midblock ramps)	52		6	46			
	ADA Ramp Details (36 corners and 10 mid-block ramps)	76		6			70	13
3.	Engineering Plans	Task Total:	4	54	89	25	104	38
055	Contract Plans	Subtotal:		11	32		2	6
	Title Sheet	5		1	4			1
	Typical Sections - Modifications of typical sections completed by Village	7		1	6			2
	General Notes	8		2	6			1
	Summary of Quantities	20		4	16			2
	Plan Assembly - 3 Submittals	2					2	
	Disposition of Comments	3		3				

STAFF HOUR BREAKDOWN
Village of Hoffman Estates
Bode Road – Harmon Boulevard STP Resurfacing Project

Task	Sub-Task	Activity	Grand Total	Project Manager	Project Engineer	Engineer I	Senior Technician	Technician	# of Sheets
	056	Roadway Plans	Subtotal:	122	25	45		52	32
		Pavement Marking Plans (1"=20')	54		9	45			9
		Proposed Plan Sheets - Bode (1"=20')	18		6			12	6
		Proposed Plan Sheets - Washington (1"=20')	9		1			8	1
		Proposed Plan Sheets - Harmon (1"=20')	36		8			28	3
		Details - Ex Signal Plans, Village Details, IDOT Details	5		1			4	13
	058	Quantity Calculations	Subtotal:	77	2		25	50	
		Quantities (Pavement Marking and Signing)	14		1		4	9	
		Quantities (Proposed Plan)	61		1		20	40	
		Quantities (Traffic Signals)	2				1	1	
	059	Specifications & Estimates	Subtotal:	32	4	16	12		
		Specifications	16	4	12				
		Estimate of Time	8		2	6			
		Estimate of Cost	8		2	6			
4.	QC/QA		Task Total:	12	12				
	090	QC/QA	Subtotal:	12	12				
		Roadway	12	12					
5.	Project Management & Administration		Task Total:	8	8				
	100	Project Management & Administration	Subtotal:	8	8				
		Project Management	8	8					

**COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES**

FIRM
CLIENT
PRIME/SUPPLEMENT

Ciorba Group, Inc
Village of Hoffman Estates
Prime

OVERHEAD RATE
COMPLEXITY FACTOR

141.13%
0

DATE 07/08/16

ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	OUTSIDE Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
Meetings, Data Collection & Coordination	13	\$ 509.50	\$ 719.06	\$ 81.75	\$ 188.52				\$ 1,498.82	2.77%
Topographic Survey, Designing and Detailing for ADA Ramps	128	\$ 3,675.50	\$ 5,187.23		\$ 1,359.94		\$ 11,249.32	\$ 11,249.32	\$ 21,471.99	39.62%
Engineering Plans	276	\$ 8,768.26	\$ 12,374.65	\$ 2,099.80	\$ 3,244.26		\$ 1,000.00	\$ 1,000.00	\$ 27,486.96	50.72%
QC/QA	12	\$ 806.28	\$ 1,137.90		\$ 298.32				\$ 2,242.51	4.14%
Project Management & Administration	8	\$ 537.52	\$ 758.60		\$ 198.88				\$ 1,495.00	2.76%
TOTALS	437	\$ 14,297.06	\$ 20,177.44	\$ 2,181.55	\$ 5,289.91		\$ 12,249.32	\$ 12,249.32	\$ 54,195.28	100.00%

Services by Others - ASE: Survey for ADA ramps; Rubino: pH soil sampling and testing

DBE 22.60%



CIORBA GROUP | Consulting Engineers

FIRM NAME Ciorba Group, Inc. DATE 07/08/16
 PRIME/SUPPLEMENT Prime
 Client Village of Hoffman Estates

ESCALATION FACTOR 0.00%

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Principal	\$70.00	\$70.00
Project Manager	\$67.19	\$67.19
Lead Structural Engineer	\$60.00	\$60.00
Project Engineer	\$41.50	\$41.50
Resident Engineer	\$57.50	\$57.50
Senior Engineer	\$42.67	\$42.67
Engineer II	\$35.33	\$35.33
Engineer I	\$28.75	\$28.75
Senior Technician	\$37.75	\$37.75
Technician	\$26.50	\$26.50
Administrative Services	\$30.00	\$30.00



AVERAGE HOURLY PROJECT RATES

FIRM
Client
PRIME/SUPPLEMENT

Ciorba Group, Inc
Village of Hoffman Estates
Prime

DATE 07/08/16

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			Meetings, Data Collection & Coordination			Topographic Survey, Designing and Detailing for			Engineering Plans			QC/QA			Project Management & Administration		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	\$70.00																		
Project Manager	\$67.19	24	5.49%	3.69							4	1.45%	0.97	12	100.00%	67.19	8	100.00%	67.19
Lead Structural Engineer	\$60.00																		
Project Engineer	\$41.50	77	17.62%	7.31	11	84.62%	35.12	12	9.38%	3.89	54	19.57%	8.12						
Resident Engineer	\$57.50																		
Senior Engineer	\$42.67																		
Engineer II	\$35.33																		
Engineer I	\$28.75	135	30.89%	8.88				46	35.94%	10.33	89	32.25%	9.27						
Senior Technician	\$37.75	25	5.72%	2.16							25	9.06%	3.42						
Technician	\$26.50	176	40.27%	10.67	2	15.38%	4.08	70	54.69%	14.49	104	37.68%	9.99						
Administrative Services	\$30.00																		
TOTALS		437	100%	\$32.72	13	100%	\$39.19	128	100%	\$28.71	276	100%	\$31.77	12	100%	\$67.19	8	100%	\$67.19

IN-HOUSE DIRECT COSTS
Village of Hoffman Estates
Bode Road – Harmon Boulevard STP Resurfacing Project
PHASE II

Meetings, Data Collection & Coordination

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (mileage)	mile	\$ 0.545	150	\$ 81.75
Total:				\$ <u>81.75</u>

Engineering Plans

Description	Unit	Unit Cost	Quantity	Extended Cost
CADD Charges	hour	\$ 15.00	100	\$ 1,500.00
Copies	sheet	\$ 0.10	4000	\$ 400.00
Full Size Prints	sheet	\$ 1.25	150	\$ 187.50
Mylars	sheet	\$ 4.10	3	\$ 12.30
Total:				\$ <u>2,099.80</u>

American Surveying & Engineering, P.C.

Surveyors • Engineers • Geodesists • Mapping Scientists

Project: Topographic Survey for ADA Corners **Agent:** Ciorba
Location: Hoffman Estates **Owner:** Hoffman Estates
Job Number: **Date:** July 7, 2016 (REV. July 8, 2016)

ASE Proposal No.: 216136

SCOPE OF WORK

PROJECT SUMMARY:

Project Description:

The project is to provide an existing condition survey of ADA corners to assist in the Phase II engineering for intersection improvements. IDOT Sample ADA intersection survey included.

Project Location:

The project is located in Hoffman Estates, Illinois.

Project Limits:

Project Location	Number of ADA Quadrants at Intersections	Number of ADA Ramps at mid-block crosswalks
Bode Road from Bode Circle to Roselle – approximately 5,400 linear feet	26	3
Harmon Blvd. from Bode Road to Golf Road – approximately 2,700 linear feet	10	7

General scope assumptions:

- 1) All survey work will be performed in U.S. survey feet, unless otherwise specified.
- 2) This proposal assumes that all previous and relevant survey and title information such as horizontal and vertical control, existing aerial photography, Right-of-Way plans, construction plans, Plats-of-Highway and Surveys will be furnished to ASE, at no cost, prior to commencement of field operations.
- 3) Client to provide letter of introduction prior to ASE commencement of field operations.
- 4) Hazardous sites designated Class "D" or above will not be entered.
- 5) ASE is not a signatory to any Labor Agreement, and will not be responsible for construction lay-out or other work deemed to fall under union control; ASE will not be responsible for any additional costs or time delays associated with such activities.
- 6) If weather prohibits or reduces the ability to perform field operations, ASE will identify, and estimate the additional cost to continue, and request direction from Agent, prior to continuing with project.

American Surveying & Engineering, P.C.

Surveyors ♦ Engineers ♦ Geodesists ♦ Mapping Scientists

Project: Topographic Survey for ADA Corners **Agent:** Ciorba
Location: Hoffman Estates **Owner:** Hoffman Estates
Job Number: **Date:** July 7, 2016 (REV. July 8, 2016)

ASE Proposal No.: 216136

SCOPE OF WORK

THE FOLLOWING TASKS WILL BE PERFORMED BY ASE AS PART OF THIS CONTRACT:

1 ADMINISTRATION

- 1.1 Meetings with Client and/or Client's Agent. In-house meetings. Progress reports, scheduling, invoicing, etc.
- 1.2 Technical direction of staff.
- 1.3 Project management, coordination.

2 DATA COMPILATION

- 2.1 Courthouse records research, as required, for deeds, subdivision plats, Right-of-Way Plats and previous survey data. Obtain construction plans, utility plans/atlasses, and other necessary sources of location information.
- 2.2 Compile and index all information, Survey Plats and previous survey data.
- 2.3 Prepare compiled data for use by field personnel.

3 PERFORM ADA COMPLIANT SURVEYS OF PROJECT INTERSECTIONS & RAMPS

- 3.1 Perform ADA Compliant Surveys of Project Intersection Quadrants and Mid-Block Ramps
- 3.2 Download and edit data.
- 3.3 CAD draft quadrant and mid-block ramp details.
- 3.4 Prepare Deliverable

4 QA/QC

- 4.1 Review contract documents and survey requirements to verify ASE project QA/QC requirements. Create project-specific QA/QC plan.
- 4.2 Final review and report of QA/QC compliance.

ASE WILL DELIVER TO CLIENT THE FOLLOWING ITEMS AS PART OF THIS WORK:

- A. Hard and electronic (on CD) copies of drawings (in Geopak/Microstation V8) as noted in above scope of work.

DIRECT COST ITEMS:

Note: No Direct Costs are anticipated

ITEMS TO BE SUPPLIED BY OTHERS

- A. Client will supply electronic CADD file Base Sheets.
- B. Any and all pertinent site information including, but not limited to previous horizontal and vertical survey control survey information, existing aerial photography, Right-of-Way plans, center-

American Surveying & Engineering, P.C.

Surveyors ♦ Engineers ♦ Geodesists ♦ Mapping Scientists

Project: Topographic Survey for ADA Corners
Location: Hoffman Estates
Job Number:

Agent: Ciorba
Owner: Hoffman Estates
Date: July 7, 2016 (REV. July 8, 2016)

ASE Proposal No.: 216136

SCOPE OF WORK

line alignment, construction plans and plats of highway will be furnished to ASE, at no cost to ASE, prior to commencement of field operations. Record plans, including any previous survey information (if available).

- C. Permission and access to closed or locked areas requiring access to complete the survey.
- D. Letter of Introduction and written authorization for access to subject property for ASE's services on subject site.



PROJECT: Topo for ADA Section Corners

LOCATION: Hoffman Estates

CLIENT: Ciorba

PROPOSAL No.: 216136

DATE: 7/8/2016

TASK 1.0 Administration		Man Hours																					
ITEM	Description	PIC	PM	P/S/E 4	P/S/E 3	P/S/E 2	P/S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 3	SUE 2	SUE 1	CONTR.	A/C 3	A/C 2	TOTAL
1.1	Meetings, reports, scheduling, etc.		1																				1
1.2	Technical Direction of Staff		1																				1
1.3	Project management & coord.		1																				1
1.4																							0
1.5																							0
1.6																							0
1.7																							0
1.8																							0
1.9																							0
TOTAL HOURS		0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3

TASK 2.0 Data Compilation		Man Hours																					
ITEM	Description	PIC	PM	P/S/E 4	P/S/E 3	P/S/E 2	P/S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 3	SUE 2	SUE 1	CONTR.	A/C 3	A/C 2	TOTAL
2.1	Courthouse & Data Research		1																				1
2.2	Compile & Review data		1																				1
2.3	Catalog and transfer to field		1																				1
2.4																							0
2.5																							0
2.6																							0
2.7																							0
2.8																							0
2.9																							0
TOTAL HOURS		0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3

TASK 3.0 ADA Surveys		Man Hours																					
ITEM	Description	PIC	PM	P/S/E 4	P/S/E 3	P/S/E 2	P/S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 3	SUE 2	SUE 1	CONTR.	A/C 3	A/C 2	TOTAL
3.1	Perform ADA surveys										34	34											68
3.2	Download, edit data		1			2																	3
3.3	CADD Draft details		1			4		28															33
3.4	Prepare Deliverable		1			1		2															4
3.5																							0
3.6																							0
3.7																							0
3.8																							0
3.9																							0
TOTAL HOURS		0	3	0	0	7	0	30	0	34	34	0	0	0	0	0	0	0	0	0	0	0	108

TASK 4.0 QA/QC		Man Hours																					
ITEM	Description	PIC	PM	P/S/E 4	P/S/E 3	P/S/E 2	P/S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 3	SUE 2	SUE 1	CONTR.	A/C 3	A/C 2	TOTAL
4.1	Review Documents		1																				1
4.2	Final Review/Report		1																				1
4.3																							0
4.4																							0
4.5																							0
4.6																							0
4.7																							0
4.8																							0
4.9																							0
TOTAL HOURS		0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2



PROJECT: Topo for ADA Section Corners

LOCATION: Hoffman Estates

CLIENT: Ciorba

PROPOSAL No. : 216136

DATE: 7/8/2016

TASK	MANHOURS																					
	PIC	PM	P/S/E 4	P/S/E 3	P/S/E 2	P/S/E 1	CADD	ST4	ST3	ST2	ST1	ROW 4	ROW 3	ROW 2	ROW 1	SUE 3	SUE 2	SUE 1	CONTR.	A/C 3	A/C 2	TOTAL
1.0 Administration	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
2.0 Data Compilation	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
3.0 ADA Surveys	0	3	0	0	7	0	30	0	34	34	0	0	0	0	0	0	0	0	0	0	0	108
4.0 QA/QC	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours	0	11	0	0	7	0	30	0	34	34	0	0	0	0	0	0	0	0	0	0	0	116

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME American Surveying & Engineering, PC
PRIME/SUPPLEMENT _____

DATE 07/08/16
PTB NO. _____

CONTRACT TERM 5 MONTHS
START DATE 8/1/2016
RAISE DATE 1/1/2017

OVERHEAD RATE 138.89%
COMPLEXITY FACTOR
% OF RAISE 3.00%

ESCALATION PER YEAR

8/1/2016	-	12/31/2016
8/1/2016		12/31/2016
5		
5		

= 100.00%
= 1.0000

The total escalation for this project would be:

0.00%

PAYROLL RATES

FIRM NAME
PRIME/SUPPLEMENT
PTB NO.

American Surveying & Engineering,

DATE 07/08/16

ESCALATION FACTOR **0.00%**

CLASSIFICATION	CURRENT RATE	CALCULATED RATE
Principal-in Charge	70.00	70.00
Project Manager	67.76	67.76
Project Surveyor/Engineer_4	65.38	65.38
Project Surveyor/Engineer_3	53.74	53.74
Project Surveyor/Engineer_2	36.50	36.50
Project Surveyor/Engineer_1	36.00	36.00
CADD Technicians	35.50	35.50
Engr. / Survey Tech. 4	51.26	51.26
Engr. / Survey Tech. 3	34.38	34.38
Engr. / Survey Tech. 2	25.82	25.82
Engr. / Survey Tech. 1	17.92	17.92
ROW Specialist_4	51.26	51.26
ROW Specialist_3	40.00	40.00
ROW Specialist_2	31.00	31.00
ROW Specialist_1	17.50	17.50
S.U.E. Tech. Grade 3	36.44	36.44
S.U.E. Tech. Grade 2	21.63	21.63
S.U.E. Tech. Grade 1	19.54	19.54
Deputy Controller/Admin Manager	21.50	21.50
Administrative/Clerical 3	19.50	19.50
Administrative/Clerical 2	15.00	15.00

Subconsultants

FIRM NAME American Surveying & Engineering, PC
PRIME/SUPPLEMENT _____
PTB NO. _____

DATE 07/08/16

NAME	Direct Labor Total	Contribution to Prime Consultant
------	--------------------	----------------------------------

0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00
0.00

Total 0.00 0.00

**COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES**

DF-824-039
REV 12/04

FIRM American Surveying & Engineering, PC DATE 07/08/16
 PTB _____ OVERHEAD RATE 1.3889
 PRIME/SUPPLEMENT _____ COMPLEXITY FACTOR 0

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
DBE	1.0 Administration	3	203.28	282.34		70.41			556.03	556.03	4.94%
DBE	2.0 Data Compilation	3	203.28	282.34		70.41			556.03	556.03	4.94%
DBE	3.0 ADA Surveys	108	3,570.58	4,959.18		1,236.81			9,766.57	9,766.57	86.82%
DBE	4.0 QA/QC	2	135.52	188.22		46.94			370.69	370.69	3.30%
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
DBE	0								0.00		
	Subconsultant DL					0.00				0.00	0.00%
	TOTALS	116	4,112.66	5,712.07	0.00	1,424.59	0.00	0.00	11,249.32	11,249.32	100.00%

DBE 100.00%

AVERAGE HOURLY PROJECT RATES

DF-824-039
REV 12/04

FIRM
PTB
PRIME/SUPPLEMENT

American Surveying & Engineering, PC

DATE 07/08/16

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			1.0 Administration			2.0 Data Compilation			3.0 ADA Surveys			4.0 QA/QC			Hours	% Part.	Wgtd Avg			
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg						
Principal-in Charge	70.00	0			0			0			0			0			0					
Project Manager	67.76	11	9.48%	6.43	3	100.00%	67.76	3	100.00%	67.76	3	2.78%	1.88	2	100.00%	67.76	0					
Project Surveyor/Engineer 4	65.38	0			0			0			0			0			0					
Project Surveyor/Engineer 3	53.74	0			0			0			0			0			0					
Project Surveyor/Engineer 2	36.50	7	6.03%	2.20	0			0			7	6.48%	2.37	0			0					
Project Surveyor/Engineer 1	36.00	0			0			0			0			0			0					
CADD Technicians	35.50	30	25.86%	9.18	0			0			30	27.78%	9.86	0			0					
Engr. / Survey Tech. 4	51.26	0			0			0			0			0			0					
Engr. / Survey Tech. 3	34.38	34	29.31%	10.08	0			0			34	31.48%	10.82	0			0					
Engr. / Survey Tech. 2	25.82	34	29.31%	7.57	0			0			34	31.48%	8.13	0			0					
Engr. / Survey Tech. 1	17.92	0			0			0			0			0			0					
ROW Specialist 4	51.26	0			0			0			0			0			0					
ROW Specialist 3	40.00	0			0			0			0			0			0					
ROW Specialist 2	31.00	0			0			0			0			0			0					
ROW Specialist 1	17.50	0			0			0			0			0			0					
S.U.E. Tech. Grade 3	36.44	0			0			0			0			0			0					
S.U.E. Tech. Grade 2	21.63	0			0			0			0			0			0					
S.U.E. Tech. Grade 1	19.54	0			0			0			0			0			0					
Deputy Controller/Admin Mana	21.50	0			0			0			0			0			0					
Administrative/Clerical 3	19.50	0			0			0			0			0			0					
Administrative/Clerical 2	15.00	0			0			0			0			0			0					
		0																				
		0																				
		0																				
		0																				
		0																				
		0																				
TOTALS					116	100%	\$35.45	3	100.00%	\$67.76	3	100%	\$67.76	108	100%	\$33.06	2	100%	\$67.76	0	0%	\$0.00



July 7th, 2016

To: Duane O'Laughlin, P.E.
Ciorba Group
5507 North Cumberland Ave,
Suite 402
Chicago, Illinois 60656
Phone: 773-775-4009

Re: Proposal - Geotechnical Exploration
Bode Road and Harmon Boulevard
Improvements
Bode Road and Harmon Boulevard
Hoffman Estates, Illinois

Proposal No. Q16.274g

Via email: dolaughlin@ciorba.com

Dear Mr. O'Laughlin,

Rubino Engineering, Inc. (Rubino) is pleased to submit the following proposal to provide geotechnical engineering services for the above referenced project. Rubino received a request for proposal from Duane O'Laughlin of Ciorba Group via Email on July 6th, 2016.

PROJECT UNDERSTANDING

Rubino understands that the Village of Hoffman Estates is planning to reconstruct or resurface Bode Road and Harmon Boulevard in Hoffman Estates, Illinois, which may generate soil spoils.

Information received:

- RFP Email from Duane O'Laughlin of Ciorba Group on July 6th, 2016.
- "Bode Road Roadway Plan" – prepared by the Village of Hoffman Estate.
- "STP Resurfacing Harmon Boulevard" – prepared by the Village of Hoffman Estate.

Should any of the information on which this proposal has been based, including as described above, be inconsistent with the planned construction, Rubino requests to be contacted immediately in order to make any necessary changes to this proposal and scope of work.

SCOPE OF SERVICES

The following sections outline the scope of services developed based on the information provided by the client and the information listed above in order to provide a geotechnical exploration the planned project. The exploration will be performed in general accordance with both the requested proposal information and Rubino's current understanding of the project.

Site Access and Traffic Control

Based on current site topography, surface conditions, and project discussions, Rubino anticipates that the proposed boring locations will be accessible to a pickup truck.

Sampling Locations

- To Be Determined by Ciorba Group prior to mobilization.

Hand Auger Depths

Rubino proposes to **hand auger** locations as specified below, and grab samples will be taken from the hand augers.

NUMBER OF HAND AUGERS	DEPTH (FEET BEG*)	LOCATION
3	2 feet	Bode Road
2	2 feet	Harmon Boulevard

*BEG = below existing grade

Sampling and Soil Classification

Soil sampling will include grab-sampling off the auger flights.

Completion of Borings

Upon completion of the hand augers, the holes will be backfilled with soil cuttings and capped with similar existing material. Some damage to ground surface may result from the hand auger operations near the work areas and along ingress/egress pathways. Rubino will attempt to minimize such damage, but no restoration other than backfilling the soil sampling locations is included.

It should be noted that over time, some settlement may occur in the bore hole. If Rubino is requested to return to the site for the purpose of filling any bore holes that may have settled, additional time and material charges may apply.

Laboratory Testing

The soil samples obtained during the field exploration program will be transported to the laboratory for pH testing.

Laboratory testing will be performed in accordance with ASTM procedures.

LABORATORY TEST	ESTIMATED QUANTITY	SAMPLE TYPE
pH	5	Composite Grab Sample

GEO REPORT

Upon completion of field and laboratory work, Rubino will prepare a geotechnical engineering report using the collected data. The geo report will include the following:

- *Summary of client-provided project information and report basis*

- Overview of field and laboratory tests performed including results

An electronic copy of the report will be provided. The report will be addressed to Ciorba Group.

PROJECT SCHEDULE

Rubino proposes to initiate work on this project within 5 working days after receiving written authorization to proceed and we will follow the schedule below in order to complete the project:

Task	Number of Working Days
Project Setup, Utility clearance and mobilization	5
Field Sampling	1
Laboratory Testing	3
Preparation of the Geotechnical Report	1

Project schedules can be affected by weather conditions and changes in scope. If the report needs to be delivered by a specific day, please notify us as soon as possible. Preliminary verbal recommendations can be made to appropriate parties upon completion of the field investigation and laboratory testing. Rubino will need to receive a signed copy of this proposal intact prior to mobilizing the drill rig.

SPECIAL INSTRUCTIONS

Rubino will coordinate contacting the Utility "One-Call" for public utility clearance prior to the start of drilling activities. It is Rubino's experience that this service does not mark the locations of privately owned utilities. This proposal is based on private utility lines and other subsurface appurtenances being located in the field by others prior to our mobilization.

FEES

Rubino proposes to charge the fee for performance of the outlined scope of services on a lump-sum basis. Based on the scope of services outlined above, the lump-sum fee will be:

Geotechnical Drilling and Report Preparation: \$1,000.00 Lump Sum

Please see the attached fee schedule for additional unit rates for services requested after issuing the geotechnical report (drawing / spec review, scope or site layout change, etc.).

Scope Limitations

Project services do not include a site evaluation to determine the presence or absence of wetlands, hazardous substances, or toxic materials.

Rock coring is not included in the scope of this exploration, therefore, the character and continuity of refusal materials, if encountered, can be determined only with a more comprehensive scope of services. Therefore, the borings will be advanced to the depths referenced above, or to refusal, whichever is shallower.

Boring, sampling and testing requirements are a function of the subsurface conditions encountered. The proposed lump-sum fee is based on the use of shallow foundations to support the planned construction and the existence of adequate bearing materials being encountered within the proposed boring depths. Should conditions be encountered which require a deepening of borings or additional investigation, Rubino will notify you to discuss modifying the outlined scope of services. Additional work beyond the lump-sum fee will not be performed without your prior authorization.

AUTHORIZATION

If this proposal is acceptable to you, Rubino will perform the work in accordance with the attached General Conditions that are incorporated into and made a part of this proposal. Please sign below as notice to proceed and return one copy of this proposal intact to our office. Rubino will proceed with the work upon receipt of authorization.

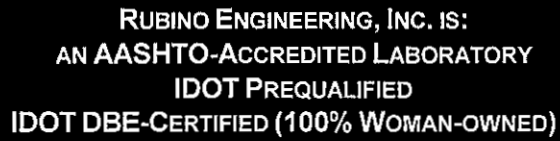
Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact Rubino with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.



Michelle A. Lipinski, PE
President



**RUBINO ENGINEERING, INC. IS:
AN AASHTO-ACCREDITED LABORATORY
IDOT PREQUALIFIED
IDOT DBE-CERTIFIED (100% WOMAN-OWNED)**

MAL/file

Attachments: Proposal Acceptance and Data Sheet
 Schedule of Services and Fees
 General Conditions

**This is an electronic copy. Hard Copies of this proposal are available upon request.

Rubino Engineering, Inc.
2016 Schedule of Geotechnical Services & Fees

ENGINEERING

Professional and Technical Services for site evaluation, field supervision, analysis of test data and engineering recommendations and consultation:

Principal Engineer	Per Hour	\$	150.00
Project Engineer/Manager	Per Hour	\$	100.00
Engineering Field Technician / Field Engineer / Field Geologist	Per Hour	\$	89.00
Secretarial Services	Per Hour	\$	55.00

LABORATORY TESTING

Moisture Content Test / Visual Classification	Each	\$	6.00
Atterberg Limits Determination (LL, PL)	Each	\$	85.00
pH testing	Each	\$	15.00

FEE REMARKS

- 1) All fees and services are provided in accordance with the attached Rubino General Conditions.
- 2) Unit prices/rates are in effect for 12 months from the date of this proposal and are subject to change without notice thereafter.
- 3) Overtime rates are applicable for services performed in excess of 8 hours per day Monday through Friday, before 8:00 AM or after 5:00 PM, and for all hours worked on Saturdays, Sundays and holidays. The overtime rate is 1.5 times the applicable hourly rate.
- 4) All rates are billed on a portal-to-portal basis.
- 5) Standby time due to delays beyond Rubino's control will be charged at the applicable hourly rate.
- 6) Transportation and per diem are charged at the applicable rates.
- 7) Rates involving mileage (including transportation, mobilization, vehicle and trip charges) are subject to change based upon increases in the national average gasoline price.
- 8) A minimum charge of 4 hours applies to field testing and observation services.
- 9) Scheduling or cancellation of field testing and observation services is required no less than the working day prior to the date the services are to be performed. Services cancelled without advance and/or inadequate notice will be assessed a minimum charge of 4 hours.
- 10) For all Rubino services, a project management/engineering review charge will be billed for all reports issued for the scheduling/supervision of personnel and the evaluation/review of data and reports.
- 11) The minimum billing increment for time is a half hour.
- 12) A project set-up charge of a minimum of two hours applies to all projects.
- 13) Professional services rates are exclusive of expert deposition or testimony time.
- 14) Drilling and field service rates are based on OSHA Level D personnel protection.
- 15) For sites where drilling is to occur that are not readily accessible to a truck mounted drill rig, rates for rig mobility, site clearing, crew stand-by time, etc. will be charged as applicable.
- 16) If applicable the prevailing wage fees charged under this agreement will be adjusted if there is any change in the applicable prevailing wage rate established by the Illinois Department of Labor.
- 17) Services and fees not listed on this schedule may be quoted on request.

Local Agency Village of Hoffman Estates	 Illinois Department of Transportation Construction Engineering Services Agreement For Federal Participation	C O N S U L T A N T	Consultant Ciorba Group, Inc.
County Cook			Address 5507 N Cumberland Ave
Section 15-00095-00-RS			City Chicago
Project No. M-4003(798)			State IL
Job No. C-91-424-16			Zip Code 60656
Contact Name/Phone/E-mail Address Alan Wenderski, 847-252-5802 alan.wenderski@hoffmanestates.org			Contact Name/Phone/E-mail Address Duane O'Laughlin 773-355-2949 dolaughlin@ciorba.com

THIS AGREEMENT is made and entered into this _____ day of _____, _____ between the above Local Agency (LA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT described herein. Federal-aid funds allotted to the LA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

WHEREVER IN THIS AGREEMENT or attached exhibits the following terms are used, they shall be interpreted to mean:

Regional Engineer	Deputy Director Division of Highways, Regional Engineer, Department of Transportation
Resident Construction Supervisor	Authorized representative of the LA in immediate charge of the engineering details of the PROJECT
In Responsible Charge	A full time LA employee authorized to administer inherently governmental PROJECT activities
Contractor	Company or Companies to which the construction contract was awarded

Project Description

Name	Bode Road ¹ & Harmon Boulevard ²	Route	FAU 1318 ¹ & FAU 2562 ²	Length	1.55	Structure No.	N/A
------	--	-------	---	--------	------	---------------	-----

Termini Woodlawn Street to Roselle Road¹ & Bode Road to Golf Road

Description: Arterial Street Lighting

Agreement Provisions

I. THE ENGINEER AGREES,

- To perform or be responsible for the performance of the engineering services for the LA, in connection with the PROJECT hereinbefore described and checked below:
 - Proportion concrete according to applicable STATE Bureau of Materials and Physical Research (BMPR) Quality Control/Quality Assurance (QC/QA) training documents or contract requirements and obtain samples and perform testing as noted below.
 - Proportion hot mix asphalt according to applicable STATE BMPR QC/QA training documents and obtain samples and perform testing as noted below.
 - For soils, to obtain samples and perform testing as noted below.
 - For aggregates, to obtain samples and perform testing as noted below.

NOTE: For 1a. through 1d. the ENGINEER is to obtain samples for testing according to the STATE BMPR "Project Procedures Guide", or as indicated in the specifications, or as attached herein by the LA; test according to the STATE BMPR "Manual of Test Procedures for Materials", submit STATE BMPR inspection reports; and verify compliance with contract specifications.

- e. Inspection of all materials when inspection is not provided at the sources by the STATE BMPR, and submit inspection reports to the LA and the STATE in accordance with the STATE BMPR "Project Procedures Guide" and the policies of the STATE.
 - f. For Quality Assurance services, provide personnel who have completed the appropriate STATE BMPR QC/QA trained technician classes.
 - g. Inspect, document and inform the LA employee In Responsible Charge of the adequacy of the establishment and maintenance of the traffic control.
 - h. Geometric control including all construction staking and construction layouts.
 - i. Quality control of the construction work in progress and the enforcement of the contract provisions in accordance with the STATE Construction Manual.
 - j. Measurement and computation of pay items.
 - k. Maintain a daily record of the contractor's activities throughout construction including sufficient information to permit verification of the nature and cost of changes in plans and authorized extra work.
 - l. Preparation and submission to the LA by the required form and number of copies, all partial and final payment estimates, change orders, records, documentation and reports required by the LA and the STATE.
 - m. Revision of contract drawings to reflect as built conditions.
 - n. Act as resident construction supervisor and coordinate with the LA employee In Responsible Charge.
2. Engineering services shall include all equipment, instruments, supplies, transportation and personnel required to perform the duties of the ENGINEER in connection with the AGREEMENT.
 3. To furnish the services as required herein within twenty-four hours of notification by the LA employee In Responsible Charge.
 4. To attend meetings and visit the site of the work at any reasonable time when requested to do so by representatives of the LA or STATE.
 5. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without the written consent of the LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this AGREEMENT.
 6. The ENGINEER shall submit invoices, based on the ENGINEER's progress reports, to the LA employee In Responsible Charge, no more than once a month for partial payment on account for the ENGINEER's work completed to date. Such invoices shall represent the value, to the LA of the partially completed work, based on the sum of the actual costs incurred, plus a percentage (equal to the percentage of the construction engineering completed) of the fixed fee for the fully completed work.
 7. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable to improvement of the SECTION; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
 8. That the ENGINEER shall be responsible for the accuracy of the ENGINEER's work and correction of any errors, omissions or ambiguities due to the ENGINEER'S negligence which may occur either during prosecution or after acceptance by the LA. Should any damage to persons or property result from the ENGINEER's error, omission or negligent act, the ENGINEER shall indemnify the LA, the STATE and their employees from all accrued claims or liability and assume all restitution and repair costs arising from such negligence. The ENGINEER shall give immediate attention to any remedial changes so there will be minimal delay to the contractor and prepare such data as necessary to effectuate corrections, in consultation with and without further compensation from the LA.
 9. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.
 10. The undersigned certifies neither the ENGINEER nor I have:
 - a) employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT;

- b) agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - c) paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - d) are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - e) have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
 - f) are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) of this certification; and
 - g) have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
11. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
 12. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
 13. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the work called for in the AGREEMENT.
 14. To be prequalified with the STATE in Construction Inspection when the ENGINEER or the ENGINEER's assigned staff is named as resident construction supervisor. The onsite resident construction supervisor shall have a valid Documentation of Contract Quantities certification.
 15. Will provide, as required, project inspectors that have a valid Documentation of Contract Quantities certification.

II. THE LA AGREES,

1. To furnish a full time LA employee to be In Responsible Charge authorized to administer inherently governmental PROJECT activities.
2. To furnish the necessary plans and specifications.
3. To notify the ENGINEER at least 24 hours in advance of the need for personnel or services.
4. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee Formulas

- $FF = 14.5\%[DL + R(DL) + OH(DL) + IHDC]$, or
- $FF = 14.5\%[(2.3 + R)DL + IHDC]$

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor
 FF=Fixed Fee
 SBO = Services by Others

Total Compensation = $DL + IHDC + OH + FF + SBO$

Specific Rate (Pay per element)

Lump Sum _____

5. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **Final Payment** – Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

6. The recipient shall not discriminate on the basis on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).

7. To submit approved form BC 775 (Exhibit C) and ~~BC 776 (Exhibit D)~~ with this AGREEMENT.

III. It is Mutually Agreed,

1. That the ENGINEER and the ENGINEER's subcontractors will maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred and to make such materials available at their respective offices at all reasonable times during the AGREEMENT period and for three years from the date of final payment under this AGREEMENT, for inspection by the STATE, Federal Highway Administration or any authorized representatives of the federal government and copies thereof shall be furnished if requested.
2. That all services are to be furnished as required by construction progress and as determined by the LA employee In Responsible Charge. The ENGINEER shall complete all services specified herein within a time considered reasonable to the LA, after the CONTRACTOR has completed the construction contract.
3. That all field notes, test records and reports shall be turned over to and become the property of the LA and that during the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That this AGREEMENT may be terminated by the LA upon written notice to the ENGINEER, at the ENGINEER's last known address, with the understanding that should the AGREEMENT be terminated by the LA, the ENGINEER shall be paid for any services completed and any services partially completed. The percentage of the total services which have been rendered by the ENGINEER shall be mutually agreed by the parties hereto. The fixed fee stipulated in numbered paragraph 4d of Section II shall be multiplied by this percentage and added to the ENGINEER's actual costs to obtain the earned value of work performed. All field notes, test records and reports completed or partially completed at the time of termination shall become the property of, and be delivered to, the LA.
5. That any differences between the ENGINEER and the LA concerning the interpretation of the provisions of this AGREEMENT shall be referred to a committee of disinterested parties consisting of one member appointed by the ENGINEER, one member appointed by the LA, and a third member appointed by the two other members for disposition and that the committee's decision shall be final.
6. That in the event the engineering and inspection services to be furnished and performed by the LA (including personnel furnished by the ENGINEER) shall, in the opinion of the STATE be incompetent or inadequate, the STATE shall have the right to supplement the engineering and inspection force or to replace the engineers or inspectors employed on such work at the expense of the LA.

7. That the ENGINEER has not been retained or compensated to provide design and construction review services relating to the contractor's safety precautions, except as provided in numbered paragraph 1f of Section I.
8. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- (a) Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (A) abide by the terms of the statement; and
 - (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
 - (b) Establishing a drug free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) any available drug counseling, rehabilitation and employee assistance program; and
 - (4) the penalties that may be imposed upon an employee for drug violations.
 - (c) Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
 - (d) Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
 - (e) Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is convicted, as required by section S of the Drug Free Workplace Act.
 - (f) Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
 - (g) Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.
9. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT-assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination this AGREEMENT or such other remedy as the LA deems appropriate.

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
Ciorba Group, Inc.	36-2525351	\$107,484.07
Sub-Consultants:		
Rubino Engineering, Inc.	80-0450719	\$9,525.00
Sub-Consultant Total:		\$9,525.00
Prime Consultant Total:		\$107,484.07
Total for all Work:		\$117,009.07

Executed by the LA:

Village of Hoffman Estates

(Municipality/Township/County)

ATTEST:

By: _____

By: _____

Village _____ Clerk

Title: Mayor

(SEAL)

Executed by the ENGINEER:

Ciorba Group, Inc.

ATTEST:

By: _____

By: _____

Title: Roadway Group Manager

Title: President

Exhibit A - Construction Engineering

Route: FAU 1318, FAU 2562
 Local Agency: Village of Hoffman Estates
 (Municipality/Township/County)
 Section: 15-00095-00-RS
 Project: Bode Road -- Harmon Boulevard STP Resurfacing Project
 Job No.: C-91-424-16

*Firm's approved rates on file with Bureau of Accounting and Auditing:	
Overhead Rate (OH)	<u>141.13%</u>
Complexity Factor (R)	<u>0.00</u>
Calendar Days	<u>165</u>

Cost Plus Fixed Fee Methods of Compensation:
 Fixed Fee 1 14.5%[DL + R(DL) + OH(DL) + IHDC]
 Fixed Fee 2 14.5%[(2.3 + R)DL + IHDC]
 Specific Rate
 Lump Sum

Cost Estimate of Consultant's Services in Dollars

Element of Work	Employee Classification	Man-Hours	Payroll Rate	Payroll Costs (DL)	Overhead*	Services by Others	In-House Direct Costs (IHDC)	Profit	Total
Construction Startup	*	6	\$ 41.72	\$ 250.32	\$ 353.28			\$ 87.52	\$ 691.12
Pre-Construction Conference	*	4	\$ 55.46	\$ 221.84	\$ 313.08		\$ 65.00	\$ 86.99	\$ 686.91
Construction Observation / Documentation	*	748	\$ 39.89	\$ 29,837.72	\$ 42,109.97		\$ 5,755.00	\$ 11,266.89	\$ 88,969.58
Project Close-out	*	116	\$ 42.66	\$ 4,948.56	\$ 6,983.90		\$ 375.00	\$ 1,784.58	\$ 14,092.04
Construction Record Drawings	*	12	\$ 25.92	\$ 311.04	\$ 438.97		\$ 240.00	\$ 143.55	\$ 1,133.56
Project Management & Administration	*	10	\$ 69.21	\$ 692.10	\$ 976.76			\$ 241.98	\$ 1,910.85
Rubino Engineering						\$ 9,525.00			\$ 9,525.00
Totals		896		\$ 36,261.58	\$ 51,175.97	\$ 9,525.00	\$ 6,435.00	\$ 13,611.52	\$ 117,009.07

* See attached

Average Hourly Project Rates

 Route FAU 1318, FAU 2562
 Section 15-00095-00-RS
 County Cook
 Job No. C-91-424-16
 PTB/Item _____

 Consultant Ciorba Group, Inc

 Date 07/08/16

 Sheet 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJECT RATES			Construction Startup			Pre-Construction Conference			Construction Observation / Documentation			Project Close-out			Construction Record Drawings		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Principal	\$70.00																		
Project Manager	\$69.21	44	4.91%	3.40				2	50.00%	34.60	28	3.74%	2.59	4	3.45%	2.39			
Lead Structural Engineer	\$61.80																		
Project Engineer	\$52.31																		
Resident Engineer	\$41.72	754	84.15%	35.10	6	100.00%	41.72	2	50.00%	20.86	630	84.22%	35.13	112	96.55%	40.28	4	33.33%	13.91
Senior Engineer	\$43.95																		
Engineer II	\$32.32																		
Engineer I	\$29.36																		
Senior Technician	\$38.88																		
Intern	\$18.03	98	10.94%	1.97							90	12.03%	2.17				8	66.67%	12.02
Administrative Services	\$33.30																		
TOTALS		896	100%	\$40.47	6	100%	\$41.72	4	100%	\$55.46	748	100%	\$39.89	116	100%	\$42.67	12	100%	\$25.93

Average Hourly Project Rates

Route FAU 1318, FAU 2562
 Section 15-00095-00-RS
 County Cook
 Job No. C-91-424-16
 PTB/Item

Consultant Ciorba Group, Inc

Date 07/08/16

Sheet 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Project Management & Administration														
		Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg	Hours	% Part.	Wgt'd Avg
Principal	\$70.00															
Project Manager	\$69.21	10	100.00%	69.21												
Lead Structural Engineer	\$61.80															
Project Engineer	\$52.31															
Resident Engineer	\$41.72															
Senior Engineer	\$43.95															
Engineer II	\$32.32															
Engineer I	\$29.36															
Senior Technician	\$38.88															
Intern	\$18.03															
Administrative Services	\$33.30															
TOTALS		10	100%	\$69.21												

Estimated Staff Hours
Village of Hoffman Estates
Bode Road – Harmon Boulevard STP Resurfacing Project

Task Sub-Task	Activity	Grand Total	Project Manager	Resident Engineer	Intern
		896	44	754	98
1. Phase III - Construction Engineering		Task Total: 886	34	754	98
080 Construction Startup		Subtotal: 6		6	
	Review Plans, Specifications and Contract Documents	4		4	
	Set Up Project Documentation	2		2	
081 Pre-Construction Conference		Subtotal: 4	2	2	
	Attendance	4	2	2	
083 Construction Observation / Documentation		Subtotal: 748	28	630	90
	Resident Engineer (14 weeks x 5 days/week x 9 hrs/day)	630		630	
	Intern (2 weeks x 5 days/week x 9 hrs/day)	90			90
	Construction Manager site visits (2 hrs/week x 14 weeks)	28	28		
084 Project Close-out		Subtotal: 116	4	112	
	Develop Punch List Items	4		4	
	Inspect Punch List Items	8		8	
	Final Walk Through with Client	4		4	
	Pre-final and Final Pay Estimates	16		16	
	Complete Documentation Including Material Certification	84	4	80	
085 Construction Record Drawings		Subtotal: 12		4	8
	Plan Sheets	12		4	8
2. Project Management & Administration		Task Total: 10	10		
100 Project Management & Administration		Subtotal: 10	10		
	Project Management	10	10		



Payroll Escalation Table
Fixed Raises
New Formula

FIRM NAME Ciorba Group, Inc
PRIME/SUPPLEMENT Prime

DATE 07/08/16
PSB NO. _____

CONTRACT TERM 11 MONTHS
START DATE 12/31/2016
RAISE DATE 1/1/2017

OVERHEAD RATE 141.13%
COMPLEXITY FACTOR 0
% OF RAISE 3.00%

ESCALATION PER YEAR

12/31/2016 - 1/1/2017

1/2/2017 - 12/1/2017

0
11

11
11

= 0.00%
= 1.0300

103.00%

3.00%

The total escalation for this project would be:



FIRM NAME Ciorba Group, Inc. DATE 07/08/16
PRIME/SUPPLEMENT Prime
PSB NO. _____

ESCALATION FACTOR 3.00%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Principal	\$70.00	\$70.00
Project Manager	\$67.19	\$69.21
Lead Structural Engineer	\$60.00	\$61.80
Project Engineer	\$50.79	\$52.31
Resident Engineer	\$40.50	\$41.72
Senior Engineer	\$42.67	\$43.95
Engineer II	\$31.38	\$32.32
Engineer I	\$28.50	\$29.36
Senior Technician	\$37.75	\$38.88
Intern	\$17.50	\$18.03
Administrative Services	\$32.33	\$33.30

IN-HOUSE DIRECT COSTS
Village of Hoffman Estates
Bode Road – Harmon Boulevard STP Resurfacing Project
PHASE III

Pre-Construction Conference

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (day)	day	\$ 65.00	1	\$ 65.00
Total:				\$ <u>65.00</u>

Construction Observation / Documentation

Description	Unit	Unit Cost	Quantity	Extended Cost
Copies	sheet	\$ 0.10	1000	\$ 100.00
Vehicle (day)	day	\$ 65.00	87	\$ 5,655.00
Total:				\$ <u>5,755.00</u>

Project Close-out

Description	Unit	Unit Cost	Quantity	Extended Cost
Copies	sheet	\$ 0.10	500	\$ 50.00
Vehicle (day)	day	\$ 65.00	5	\$ 325.00
Total:				\$ <u>375.00</u>

Construction Record Drawings

Description	Unit	Unit Cost	Quantity	Extended Cost
CADD Charges	hour	\$ 15.00	16	\$ 240.00
Total:				\$ <u>240.00</u>

July 7, 2016

To: **Duane O’Laughlin, PE**
 Roadway Group Manager
CIORBA GROUP | Consulting
 Engineers
 5507 North Cumberland Ave, Suite 402
 Chicago, Illinois 60656
 Phone: 773-775-4009

Re: **Quality Assurance Testing Services**
 Bode and Harmon Road Improvements
 Hoffman Estates, IL

Rubino Proposal # Q16.274

Via email: dolaughlin@ciorba.com

Dear Mr. O’Laughlin,

Rubino Engineering, Inc. is pleased to submit the following proposal to provide QA construction materials testing and inspection services on a transportation related project in Hoffman Estates, Illinois.

PROJECT UNDERSTANDING

Rubino Engineering, Inc. received a request for services from you via email on July 6, 2016 and the following outlines our understanding of the requested scope of services:

Project Name and Description

Bode and Harmon Road Improvements – Hoffman Estates, Illinois

General Scope of Services

- QA Field testing of uncured concrete – Slump, air, temperature, and casting of cylinders
- QA Laboratory testing of cured concrete – Strength
- QA Field testing of hot mix asphalt (HMA) – Density by the nuclear method
- QA Laboratory testing of HMA – HMA Tests (Bulk SG, Max SG, and Loss on Ignition)

Extras

- Re-inspection for failed tests
- Work areas not ready for inspection at the time scheduled
- Delays by the contractor
- Cancellations
- Overtime
- Any services not described and listed above

Rubino Engineering, Inc. proposes to provide experienced, technical personnel to perform the requested testing in general accordance with the client-provided project specifications. If any of the above information is incorrect, please notify us or change it on the signed copy of the proposal.

Based on your email on July 6, the following summarizes our estimate for testing and is subject to change based on final scheduling:

Material	Estimated Number of trips	Half / Full Day *	Lab Work
PCC Testing	7	Half (4 hours)	35 Cylinders
HMA Testing	6	Half (4 hours)	2 sets HMA tests

*Portal to Portal

FEES

The work will be accomplished on a unit price basis in accordance with the Rubino Engineering, Inc. Schedule of Services and Fees, and will be performed pursuant to the attached General Conditions. Copies of our Schedule of Services and Fees and General Conditions are enclosed herewith and incorporated into this proposal.

Rubino Engineering, Inc.'s fees will be determined by the actual amount of technical time expended for this project and the amount of laboratory testing performed by the client's request. The fees charged under this agreement are subject to change 6 months from the date of the proposal.

It is Rubino Engineering Inc.'s experience that the total fee charged is approximately ½% to 1% of the total construction cost. Based on the estimated cost of construction, Rubino has provided the fee for ¾% of the proposed construction. When an itemized quantity estimate is available, a more detailed proposal can be provided.

Total estimated fee: \$9,525.00

Rubino Engineering, Inc. will proceed with the planned work only after receiving a signed copy of this proposal. Please complete the attached Project Data Sheet before returning the proposal to enable your file to be properly established.

PROJECT SCHEDULING

Please contact Tim Dunne on his cell phone to schedule testing services:
847-343-0749
tim.dunne@rubinoeng.com

CLOSING

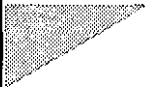
Rubino appreciates the opportunity to offer our services for this project and we look forward to working with your company. Please contact me with questions pertaining to this proposal or requests for additional services.

Respectfully submitted,

RUBINO ENGINEERING, INC.


Michelle A. Lipinski, PE
President
michelle.lipinski@rubinoeng.com

**RUBINO ENGINEERING, INC. IS:
AN AASHTO-ACCREDITED LABORATORY
IDOT PREQUALIFIED
IDOT DBE-CERTIFIED (100% WOMAN-OWNED)**



Rubino Engineering, Inc.

Schedule of Construction Materials Testing Services & Fees through March 1, 2017 (Illinois Prevailing Wage)

LABORATORY TESTING SERVICES

Compression testing of concrete cylinders by ASTM procedures	Per Cylinder	\$ 17.00
Pick-up of test cylinders and transportation to lab (min. 2), or cancellation hours (min. 4) (Does not include vehicle charge)	Per hour	\$ 89.00
Density relationship of soils		
ASTM D698 - AASHTO T99 (Standard Proctor)	Each	\$ 195.00
ASTM D1557 - AASHTO T180 (Modified Proctor)	Each	\$ 215.00
Sample preparation for the above tests	Each	\$ 40.00
Asphalt		
Maximum Theoretical Specific Gravity	Each	\$ 115.00
Bulk Specific Gravity	Each	\$ 95.00
Ignition Oven Test / Reflux Extraction + Sieve Analysis	Each	\$ 126.00
Core Densities	Each	\$ 40.00

MATERIAL TESTER - 1 - Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

Per Hour	\$ 91.00
Per Hour Overtime (before 8am, after 5pm and Saturdays)	\$ 136.50
Per Hour Overtime Sundays and Holidays	\$ 172.90

MATERIAL TESTER - 2 - Field inspection of fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

Per Hour	\$ 95.00
Per Hour Overtime (before 8am, after 5pm and Saturdays)	\$ 142.50
Per Hour Overtime Sundays and Holidays	\$ 180.50

MATERIAL TESTER - 2 - Field inspection of welds and structural steel

Per Hour	\$ 105.00
Per Hour Overtime (before 8am, after 5pm and Saturdays)	\$ 147.00
Per Hour Overtime Sundays and Holidays	\$ 199.50

EQUIPMENT CHARGES

Vehicle Charge - Round Trip	Per Day	\$ 65.00
Nuclear Density Gage	Per Day	\$ 40.00
Windsor Probe (Probe Charge is per set of 3)	Per Set	\$ 65.00
Steel Testing Equipment Charge	Per Day	\$ 200.00
Floor Flatness Equipment	Per Day	\$ 95.00

CORING SERVICES

P.C. Concrete or Bituminous Concrete Coring - Personnel & Equipment	Per Hour	\$ 225.00
Diamond Bit Charge, per inch diameter, per inch depth	Per Inch	\$ 3.25

ENGINEERING SERVICES

Chief Engineer	Per Hour	\$ 185.00
Project Engineer/Manager	Per Hour	\$ 100.00
Administrative Assistant	Per Hour	\$ 65.00
Report Review	Each	\$ 50.00

REMARKS

- 1) All fees and services are provided in accordance with the attached Rubino Engineering, Inc. General Conditions.
- 2) Unit prices/rates are in effect for 6 months from the date of this proposal and are subject to change without notice thereafter.
- 3) Overtime rates are applicable for services performed in excess of 8 hours per day portal to portal, Monday through Friday, before 7:00 AM or after 3:00 PM, and for all hours worked on Saturdays, Sundays and holidays. The overtime rate is 1.5 times the applicable hourly rate.
- 4) All rates are billed on a portal-to-portal basis.
- 5) Standby time due to delays beyond our control will be charged at the applicable hourly rate.
- 6) Transportation and per diem are charged at the applicable rates per trip.

- 7) Rates involving mileage (including transportation, mobilization, vehicle and trip charges) are subject to change based upon increases in the national average gasoline price.
- 8) A minimum charge of 4 hours applies to field testing and observation services.
- 9) Scheduling or cancellation of field testing and observation services is required no less than the working day prior to the date the services are to be performed. Services cancelled without advance and/or inadequate notice will be assessed a minimum 4-hour charge.
- 10) For all Rubino Engineering, Inc. services, a project management/engineering review charge will be billed for all reports issued for the scheduling/supervision of personnel and the evaluation/review of data and reports.
- 11) The minimum billing increment for time is a half hour.
- 12) A project set-up charge of a minimum of two hours applies to all projects.
- 13) Professional Services rates are exclusive of expert deposition or testimony time.
- 14) This proposal is based on Rubino Engineering, Inc. being scheduled on an on-call basis and letters of certification will not be provided unless Rubino Engineering, Inc. is notified in advance and Rubino Engineering, Inc. is scheduled for full time inspection and testing of the area or item to be certified.
- 15) If special inspections are required by the city where the construction is to take place, it must be brought to the attention of Rubino Engineering, Inc. prior to the start of construction as additional charges will apply.
- 16) Prevailing wage fees are subject to change based on the Illinois Department of Labor.
- 17) Services and fees not listed on this schedule may be quoted on request.



Prime Consultant

Name Ciorba Group, Inc
 Address 5507 N Cumberland Ave, Chicago, IL 60656
 Telephone 773-775-4009
 TIN Number 36-2525351

Project Information

Local Agency Village of Hoffman Estates
 Section Number 15-00095-00-RS
 Project Number M-4003(798)
 Job Number C-91-424-16

This form is to verify the amount paid to the Sub-consultant on the above captioned contract. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the Sub-consultant for the amount listed below.

Sub-Consultant Name	TIN Number	Actual Payment from Prime
Rubino Engineering, Inc.	80-0450719	
	Sub-Consultant Total:	
	Prime Consultant Total:	
	Total for all Work Completed:	

Signature and title of Prime Consultant

Date

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under state and federal law. Disclosure of this information is REQUIRED and shall be deemed as concurring with the payment amount specified above.

For information about IDOTs collection and use of confidential information review the department's [Identity Protection Policy](#).