

**COMMITTEE AGENDA ITEM
VILLAGE OF HOFFMAN ESTATES**

SUBJECT: Request authorization to award contract for Construction Administration and Management of new Pfizer Lift Station to Ciorba Group Inc., Chicago, IL, in an amount not to exceed \$195,000.

MEETING DATE: January 22, 2024

COMMITTEE: Public Works & Utilities

FROM: Joseph Nebel, Director of Public Works
Haileng Xiao, Superintendent of Water and Sewer

BACKGROUND: Pfizer Lift Station, constructed in 1975 at 2090 Central Road, is a dry well-wet well prefabricated steel duplex-style underground pumping station with two pumps rated at 1,200 gpm each. This station discharges sewage through a 10-inch diameter force main that runs south under the tollway and connects to an 18-inch diameter gravity sewer. The station's service area was originally zoned for light industrial use; however, in recent years, changes in the service area include Bell Works, the Microsoft Data Center, and commercial, residential, and office space which produce a greater volume of sanitary discharge.

Due to the anticipated increase in sanitary sewer volume as a result of these developments, a preliminary capacity analysis and independent inspection was completed in July 2021. Reports indicated that the station requires rehabilitation or replacement due to its age, condition, and insufficient pumping capacity to meet the additional flow.

In 2022, Ciorba Group was awarded a contract to provide engineering services for the design of a replacement lift station. By November 2023, Ciorba had reached substantial completion on the work to prepare plans, bid documents, and applications for permits from Cook County, the Metropolitan Water Reclamation District (MWRD), and the Illinois Environmental Protection Agency (IEPA). Planned construction consists of demolition and abandonment of the existing lift station and construction of a new submersible-style lift station with wet well, valve vault, meter pit, and above grade electrical/controls. Following award of the contract for construction management, bidding for construction of the new lift station is expected to take place in March 2024.

DISCUSSION: In December 2023, the Village received four proposals from pre-qualified engineering firms for construction management. Using a qualifications-based selection process, staff determined that two firms provided higher-quality proposals: Ciorba Group and Thomas Engineering Group. These proposals were found to be more thoughtful, innovative, and comprehensive than that of their competitors.

DISCUSSION (Continued):

Due to a number of contributing factors, Staff is recommending Ciorba Group for this contract. Ciorba was previously selected as the design engineer for Pfizer Lift Station, providing continuity between the design engineer and the construction management team. In addition, Ciorba was recently awarded the Cook County contract for Central Road design and drainage improvements in the area that includes Pfizer Lift Station, providing Ciorba with the unique opportunity to coordinate construction of both projects to reduce the potential for conflicts. Ciorba has managed construction projects for the Village in the past, including Eagle Way sewer main upgrades, and Staff has been satisfied with their performance.

Upon request, Ciorba submitted proposed hours and fees, which have been reviewed and revised through negotiations with Staff. A summary of hours and fees is attached to this memorandum (1,014 hours for a total project cost of \$176,447.21). Staff considers the final proposed hours and fees to be reasonable in comparison to previously completed projects of a similar scope and complexity. Staff is recommending approval of contingency funds (10% of the total cost) for this project to account for potentially unknown field conditions that may be discovered as the project progresses.

FINANCIAL IMPACT:

In May 2022, the Village received \$1,200,000 from Microsoft to partially fund the replacement or rehabilitation of Pfizer Lift Station, which was added to the Water/Sewer Fund balance. There is a total of \$1,860,000 in the 2024 Capital Improvements Program for this project, which includes Microsoft's contribution. However, the bid amount (\$195,000) exceeds funding allocated specifically for construction management (\$60,000). Staff will explore opportunities to reduce construction costs to accommodate this overage and/or request additional funding in the 2025 CIP, as needed.

RECOMMENDATION:

Request authorization to award contract for Construction Administration and Management of new Pfizer Lift Station to Ciorba Group Inc., Chicago, IL, in an amount not to exceed \$195,000.

NOTE:

- a. *As a reminder, under the Qualifications-Based Selection (QBS) system utilized by the Village, the initial responses do not include cost proposals. Once the most qualified proposal is selected based on the scope of services, the Village asks for proposed scope, hours, and fees which are then negotiated by Staff before being presented to the Committee/Board for approval.*
- b. *Complete proposal documents are available in the white Public Works & Utilities binder in the Trustees' Ante Room.*

1/15/2024

Joseph Nebel
Director of Public Works
Village of Hoffman Estates
1900 Hassel Road, Hoffman Estates, IL 60169

**Subject: Pfizer Lift Station Improvements
Proposal for Construction Administration and Management**

Dear Mr. Nebel:

Per your request, Ciorba Group, Inc. has prepared a proposal for the **Construction Administration and Management for the Pfizer Lift Station Improvements**. Our detailed Scope of Services is defined in Exhibit A, which includes the following:

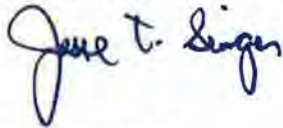
Pfizer Lift Station

- Pre-Construction Meeting
- Shop Drawing Review
- Construction Layout
- Soils and QA Material Testing
- Full-Time Construction Observation
- On-Site Progress Meetings
- Weekly Reports
- Pay Requests
- Closeout

The engineering fee for the construction phase is **\$176,447.21**. Actual time on the project will be invoiced. A breakdown of the fee is provided in Exhibit B. Fees in this proposal shall remain fixed until December 31, 2024. Should you have any questions please contact me at 630-770-4971. We appreciate the opportunity work with the Village on this important public improvement project.

Sincerely,

CIORBA GROUP, INC.



Jesse Singer, P.E.
Senior Project Manager

**Enclosures: Agreement for Engineering Services
Exhibit A - Scope of Services
Exhibit B - Fee Breakdown**

**Agreement for Engineering Services
Village of Hoffman Estates
Pfizer Sanitary Sewer Lift Station Rehabilitation/Replacement
Project
Construction Administration and Management**

This AGREEMENT, made effective this _____ day of _____, 2024 by and between the Village of Hoffman Estates (hereinafter referred to as the "CLIENT"), and CIORBA GROUP, INC. located at 8725 W. Higgins Road, Suite 600 in Chicago, Illinois, a firm of Consultants (hereinafter referred to as "CIORBA"), with regard to providing certain engineering services as set forth below in Exhibit A in connection with the Pfizer Sanitary Sewer Lift Station Rehabilitation/Replacement Project. (hereinafter referred to as the "PROJECT") as detailed in the attached scope of work.

NOW THEREFORE, the CLIENT and CIORBA, in consideration of the mutual covenants hereinafter set forth, agree to as follows:

Basic Agreements of Ciorba

1. CIORBA, in signing this AGREEMENT, certifies that it is in compliance with the state law relating to professional registration of individuals and to corporate practice for rendering such services. CIORBA further certifies that 362525351 is its correct Federal Taxpayer Identification Number and that it is doing business as a corporation.
2. CIORBA represents that it has complied with applicable Federal, State, and local laws pertaining to labor, equal employment opportunity and contract procurement and knows of no violations thereof, and such representation shall survive until time of completion of the project.
3. CIORBA agrees to perform certain enumerated services in connection with the PROJECT hereinafter stated as described in EXHIBIT A—SCOPE OF SERVICES.
4. The work shall commence within five (5) days of receiving written authorization to proceed from the CLIENT. Services shall be completed **by June 1, 2025**. Time to complete the services excludes from consideration periods of delay caused by CLIENT, circumstances beyond the control of CIORBA and, if applicable, review time by any necessary State and Federal agencies.
5. CIORBA agrees to maintain insurance coverage in the following minimum amounts:

Professional Liability	\$2,000,000 per claim/aggregate
General Liability	\$1,000,000 Each Occurrence - Bodily Injury \$1,000,000 Each Occurrence - Property Damage \$2,000,000 Aggregate
Automotive Liability - including non-ownership and hired car coverage	\$1,000,000 Per Person/Per Accident
Employer's Liability	\$500,000 Each Occurrence
Worker's Compensation	Per Statutory Amount

6. CIORBA shall file with the CLIENT a Certificate of Insurance showing complete coverage of all insurance being furnished, signed by the insurance companies or their authorized agents. CIORBA shall name the CLIENT as an additional insured for general liability and automotive liability for limits stated above and per its insurers' standard additional insured endorsements. CIORBA shall require all of its subcontractors and subconsultants to carry insurance in the amounts stated above. Additional insured endorsements shall be attached to the Certificate of Insurance.
7. CLIENT agrees to maintain its own General Liability, Automotive Liability, Employer's Liability with amounts no less than that shown for CIORBA. CLIENT also agrees to maintain Workers Compensation insurance with statutory limits. CLIENT agrees to require its other consultants and contractors to maintain similar coverage.
8. CIORBA shall perform its services consistent with the prevailing practices and customs of like firms performing similar services.

Basic Agreements of the Client

1. The CLIENT'S and CIORBA'S designated representatives for this project shall be:

CLIENT	
Name:	Haileng Xiao
Title:	Superintendent of Water & Sewer
Email:	Haileng.Xiao@Hoffmanestates.org
Phone:	847-882-9100
Address:	1900 Hassel Road, Hoffman Estates, IL 60169

CIORBA	
Name:	Jesse Singer
Title:	Senior Resident Engineer
Email:	jsinger@ciorba.com
Phone:	630.770.4971
Address:	8725 W Higgins Rd, Suite 600 Chicago, IL 60631

Such representatives shall have authority to act on behalf of their respective principals and render decisions efficiently. Either party may change its designated representative by a writing sent to the other.

2. The CLIENT will pay CIORBA for the performance of the contract as indicated in Exhibit B - PROJECT FEE:
 - a. On a monthly basis upon receipt of an invoice based on the actual cost of work completed. "Actual Cost" is defined as the direct labor costs associated with the personnel used for the work times a direct labor multiplier (DLM) of 3.0 to cover profit, overhead, payroll burden and fringe benefits, plus direct costs.
 - b. Direct costs are travel, shipping, and other out-of-pocket company expenses as well as outside costs. Direct costs will be reimbursed to CIORBA at their cost with no additional service charge.
 - c. The upper limit of compensation shall not exceed \$176,447.21 and is detailed in Exhibit B.

- d. If the CLIENT identifies an item in the invoice which appears to be in error, the CLIENT may withhold the payment for that but shall pay the balance of the invoiced amount and provide CIORBA with a statement concerning the questioned item. Alternatively, the CLIENT may pay the full amount of the invoice, provide a statement of the questioned item, and adjustment, if appropriate, will be made in the next subsequent invoice submitted by CIORBA, all pending further discussion between the parties.
3. The CLIENT agrees to furnish CIORBA with all available plans, utility atlases and survey data useful to the work to be done by CIORBA. CIORBA shall have the right to rely on the accuracy of any information provided by the CLIENT or CLIENT other consultants. CIORBA shall not be responsible for the negligent acts or omissions of the CLIENT other consultants, or any other person or entity performing work on the PROJECT who are not under the direct control or authority of CIORBA.
4. The CLIENT agrees that, should the CLIENT require Extra Work, the CLIENT will pay CIORBA for such Extra Work. Extra Work is defined as any engineering services required beyond the Scope of Services identified in the BASIC AGREEMENTS OF CIORBA. Extra Work shall not commence until written authorization is received from the CLIENT. Extra Work will be paid on the basis of "Actual Cost" being defined in paragraph 2. of the BASIC AGREEMENTS OF THE CLIENT. The compensation for these changes could be limited to an amount mutually agreed to by the CLIENT and CIORBA. Extra Work will be paid on the basis of the "Actual Cost" being defined in paragraph 2. of the BASIC AGREEMENTS OF THE CLIENT.
5. Notwithstanding the foregoing, should CIORBA receive subpoenas or be subject to court orders arising from the Work, CIORBA shall upon notice to the CLIENT be compensated for compliance with said subpoenas or orders by CLIENT at CIORBA'S then prevailing hourly rates.

General Conditions

1. This contract shall constitute the entire agreement and understanding by and between the parties hereto, and it shall not be considered modified, altered, changed, or amended in any respect unless done so in writing with signatures by both the CLIENT and CIORBA.
2. The CLIENT and CIORBA each bind themselves and their partners, successors, executors, administrators and assign to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party, in respect to all covenants of this Agreement. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body, which may be a party hereto. Both CLIENT and CIORBA agree that neither shall take any action to assert any claims or lawsuits against an individual officer, employee, agent, owners of the other. This AGREEMENT shall not be construed as giving any rights or benefits hereunder to anyone other than the CLIENT and CIORBA. No third-party beneficiaries are created by this AGREEMENT.
3. Copies of construction records and other documents prepared by CIORBA in accordance with this AGREEMENT shall upon request be delivered to the CLIENT per Exhibit A. CLIENT shall ensure that CIORBA shall have access to the project site whenever work is in progress.
4. That none of the services to be furnished by CIORBA, other than those shown in EXHIBIT A, shall be sublet, assigned, or transferred to any other party or parties without written consent of the CLIENT. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by CIORBA shall not be construed to relieve CIORBA of the responsibility for the fulfillment of this AGREEMENT. Further, CLIENT agrees it shall not assign or transfer this

Agreement except upon the written consent of CIORBA. Any such consent by CIORBA shall not be construed to relieve CLIENT of the obligations hereunder.

5. CIORBA assumes no responsibility for the detection or removal of any hazardous substances or archeological finds found at the job site.
6. Any difference between CIORBA and the CLIENT concerning their interpretation of the provisions of this AGREEMENT shall, before any litigation is commenced, be referred to a mediation committee as a condition precedent to litigation. The committee shall consist of one member appointed by CIORBA, one member appointed by the CLIENT and a third member appointed by the two other members.
7. LIMITATIONS - Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued and the applicable statutes of limitations shall commence to run not later than either the date of substantial completion of construction for acts or failures to act occurring prior to substantial completion or the date of issuance of the final Certificate of Payment for acts or failures to act occurring after substantial completion.
8. This AGREEMENT may be terminated by the CLIENT upon giving notice in writing to CIORBA at the address indicated in this agreement. Upon such termination, and upon payment in full to CIORBA, CIORBA shall cause to be delivered to the CLIENT all construction records and documents with the understanding that all such material becomes the property of the CLIENT subject to CIORBA retaining all intellectual property rights including common law, statutory, copyright, and other reserved rights in the instruments of service.
9. The CLIENT agrees that, should the Project or any part thereof be abandoned or terminated at any time after CIORBA has performed any part of the services provided for in this AGREEMENT; and prior to the completion of such services, the CLIENT shall reimburse CIORBA for their actual costs, incurred up to the time they are notified in writing of such abandonment or termination, Actual Cost being defined in paragraph 2. Under "BASIC AGREEMENTS OF THE CLIENT".
10. In accepting and utilizing any drawings, reports, documentation, and other technical submissions (in any form including electronic media) generated and furnished by CIORBA, the CLIENT agrees that these are all instruments of service of CIORBA, who shall be deemed the author, and shall retain all common law, statutory law, and other rights, including copyrights.

The CLIENT agrees not to reuse any drawings, reports, documentation, and other technical submissions (in any form including electronic media), in whole or in part, for any purpose other than for the Project. The CLIENT agrees not to transfer the drawings, reports, documentation, and other technical submissions (in any form including electronic media) to others without the prior written consent of CIORBA. The CLIENT further agrees to waive all claims against CIORBA resulting in any way from any unauthorized changes to or reuse of any drawings, reports, documentation, and other technical submissions (in any form including electronic media) for any other project by anyone other than CIORBA.

In addition, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless CIORBA, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any changes made by anyone other than CIORBA or from any unauthorized reuse of any drawings, reports, documentation and other technical submissions (in any form including electronic media) without the prior written consent of CIORBA.

Under no circumstances shall delivery of any drawings, reports, documentation, and other technical submissions (in any form including electronic media) for use by the CLIENT be deemed a sale by CIORBA, and CIORBA makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall CIORBA be liable for indirect or consequential damages as a result of the CLIENT'S reuse of the any drawings, reports, documentation and other technical submissions (in any form including electronic media).

Nothing contained herein shall create a contractual relationship with, or any rights in favor of, any third party, including any contractors, subcontractors, design professionals, or subsequent users.

11. Electronic files furnished by either party shall be subject to an acceptance period of 30 days during which the receiving party agrees to perform appropriate acceptance tests. Ciorba shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and Ciorba shall have no obligations to correct errors or maintain electronic files.
12. The CLIENT is aware that differences may exist between the electronic files delivered and the printed hard-copy construction documents. In the event of a conflict between the signed construction documents prepared by CIORBA and electronic files, the signed or sealed hard-copy construction documents shall govern.
13. This AGREEMENT and the enforcement therefore shall be governed, construed and controlled in all respect by the laws of the state where the Project is located.
14. CIORBA shall not be liable for delays due to force majeure or any other delays beyond its control.
15. CIORBA is not responsible for job site safety or construction means and methods. Job site safety and construction means and methods are the responsibility of the contractor. CIORBA has no stop work authority.
16. CIORBA shall have the authority, but not the responsibility, to reject nonconforming work.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be executed on the date first above written.

Executed by the:

Village of Hoffman Estates of the State of Illinois, acting by and through its Board of Trustees.

By:	_____
Name:	_____
Date:	

Attest:	
Name:	
Title:	
Date:	

Ciorba Group, Inc.

By:	_____
Name:	_____
Title:	_____
Date:	

Attest:	
Name:	
Title:	
Date:	

Exhibit A - Scope of Services

Village of Hoffman Estates

Pfizer Lift Station Construction Administration and Management

BIDDING ASSISTANCE

1. **Bidding Assistance** - Ciorba will assist the Village during the bidding process by attending the prebid meeting, responding to bidders' Request for Information (RFI's), preparing addenda as required, and analyzing bid submittals. This task includes preparing "For Construction" drawings and specifications with any addenda items issued during bidding incorporated into the drawings and specifications for the awarded Contractor to use during construction.

CONSTRUCTION ENGINEERING

Assumptions used to prepare the proposal is that construction staff will provide full-time construction observation for 13 weeks, which is the anticipated time it will take the Contractor to construct the temporary electric service, construct the proposed lift station, and demolish the existing lift station.

1. **Summary of Personnel/General Inspection Approach** - Ciorba Group will provide full-time construction inspection, design support, construction layout, and soils and QA material testing for the Pfizer Lift Station.

Submittal review, design changes, information requests from the contractor, pay application review, and client coordination will be handled by both the Resident Engineer (RE) and Design Support team. The RE will support the full-time Construction Inspector (CI). The CI will provide a daily on-site presence to review conformance with the design.

2. **Preconstruction Conference**- The RE and CI will attend a Preconstruction Conference. The RE will coordinate and lead the meeting and develop both the agenda and meeting minutes.

3. **Shop Drawing Review**- Ciorba will provide shop drawing review services for Pfizer Lift Station and for information and data submitted by the Contractor for materials and designs to be included in the construction. Ciorba will log, stamp, and track all submittals received, and identify outstanding submittals. All submittals will be reviewed for compliance with the intent of the Contract documents. Submittal mark-ups and review letters will be generated for each submittal in a timely manner and e-mailed to the contractor with copies to the Village. Ciorba will notify the Village of any substitutions, deficiencies, or changes in the submitted materials when compared to the contract documents. An assessment of any deviations will be made by Ciorba and presented to the Village with a request for acceptance or denial. Ciorba will advise the Village of any disapprovals in submittals due to non-conformance with the intent of the specifications.

4. Construction Observation and Documentation- Ciorba Group will have a full-time CI dedicated to the project, supported by the RE. Lead time will be required for project components such as the new pumps, and control panels. The RE will support the CI with periodic site visits, including progress meeting days and other key times during the work. The startup inspection will be completed by a Senior Project Engineer when the pumps, generator, controls, and power failure scenarios are reviewed.

Construction will be monitored for conformance with the contract documents and Village requirements. If unforeseen conditions develop, Ciorba's design engineers will provide options to the Village to mitigate costly delays. Measurements and calculations will be made during construction observation and Inspector Daily Reports will be completed per Ciorba standard. Ciorba will also maintain a daily diary describing the work accomplished each day and will document all work with photographs. Weekly progress reports will be prepared and provided to the Contractor and the Village. Monthly pay estimates will be prepared and submitted to the Village for review and processing. Ciorba will prepare any necessary change orders for Village review and approval.

Other duties for the RE and CI will be to assist the Village with public stakeholders by addressing any concerns of the residents. This will consist of answering phone calls, discussing items on site, receiving and sending e-mails, and following up communication. Issues will be resolved in a timely manner as determined by the Village and situational needs.

As an on-site extension of the Village, Ciorba will maintain close communication with the Village's designated representative. This will be accomplished by as-needed daily communication and progress meetings chaired by Ciorba every other week once the contractor is mobilized. Invitees to the weekly meeting will include the Village's designated representative, other Village staff such as Public Works personnel, the Contractor, and his subcontractors. Meetings will be held on-site.

5. Project Closeout- Ciorba will maintain a punch list of construction items that require correction before final acceptance of the project and provide it to the Contractor. The site will be inspected for completion of punch list items and the Contractor will be notified of any incomplete items. After the punch list is completed, site inspections will be conducted by Ciorba with the Village and the Contractor. Any concerns identified at the walk through will be resolved prior to acceptance of the improvement.

Draft Operation and Maintenance manuals and warranties will be reviewed by the RE for completeness. Comments will be provided for the contractor based on this review for correction to these close-out documents. Final version will be received by Ciorba Group and transferred to the Village.

The closeout process continues with the preparation of final documentation papers for project acceptance by the Village including all material certifications and testing results, final quantity measurements, balancing change orders and final pay estimates. As construction proceeds, any modifications to the plans will be field measured and documented for inclusion in the final construction record drawings. The two sets of final construction record drawings will be provided to the Village along with all updated CAD files.

Exhibit B

Cost Estimate of
Consultant Services
(Direct Labor Multiple)

Firm: Clorba Group, Inc
 Project: Pfizer Sanitary Sewer Lift Station
Rehabilitation/Replacement Project

Date: 01/15/24
 Complexity Factor: _____

ITEM	MANHOURS (A)	PAYROLL (B)	(3+R) TIMES PAYROLL (C)	DIRECT COSTS (D)	SERVICES BY OTHERS (E)	DBE TOTAL (C+D+E)	TOTAL (C+D+E)	% OF GRAND TOTAL
Bidding Assistance	55	\$ 3,185.59	\$ 9,556.78	\$ 23.58		\$ -	\$ 9,580.36	5%
Construction Administration and Full-Time Inspection	881	\$ 47,317.59	\$ 141,952.78	\$ 6,085.80		\$ -	\$ 148,038.58	84%
Construction Close-Out	60	\$ 3,138.26	\$ 9,414.77	\$ 88.58		\$ -	\$ 9,503.35	5%
Project Management & Administration	18	\$ 1,546.97	\$ 4,640.91	\$ -		\$ -	\$ 4,640.91	3%
Rubino Engineering					\$ 4,684.00	\$ 4,684.00	\$ 4,684.00	3%
TOTALS	1014	\$ 55,188.42	\$ 165,565.25	\$ 6,197.96	\$ 4,684.00	\$ 4,684.00	\$ 176,447.21	100%

Activity	Grand Total	Principal	Project Manager	Senior Resident Engineer	Survey Technician	Senior Technician	Lead Structural	Lead Mechanical	Engineer II
TOTAL	1014	6	120	157	24	629	18	12	48
1. Bidding Assistance	Task Total: 55		21	4					30
0110 Bidding Assistance	Subtotal: 55		21	4					30
Prebid Meeting	3		3						
Meeting Minutes	2		2						
Response to Contractor's/Addendum (Assuming 3)	6		6						
Addendums Revisions (Assuming 2)	14		2						12
Conformed Drawings for Construction	17		1						16
Conformed Specifications for Construction	3		3						
Bid Review	8		2	4					2
Bid Recommendation	2		2						
2. Construction Administration and Full-Time Inspection	Task Total: 881		95	129	24	585	18	12	18
0210 Construction Startup	Subtotal: 75		15	25		31	2	2	
Review Plans, Specifications and Contract Documents	16			4		8	2	2	
Site Visit with Contractor	12		4	4		4			
Utility Coordination Including On-site Meetings	24		8	8		8			
Set Up Project Documentation	8					8			
Pre-Construction Conference Preparation	3			3					
Pre-Construction Conference Attendance	9		3	3		3			
Pre-Construction Conference Meeting Minutes	3			3					
0220 Construction Assistance	Subtotal: 94		36			26	16	6	10
RFI's (Assuming 5)	16		6			6	4		
Construction Revisions	14		2				2		10
Contractor Submittal Reviews (Assuming 11)	64		28			20	10	6	
0230 Construction Observation / Documentation	Subtotal: 712		44	104	24	528		4	8
Resident Engineer (13 weeks x 8 hrs/week)	104			104					
Construction Inspector (13 weeks x 5 days/week x 8 hrs/day)	520					520			
Construction Layout (3 Visits)	24				24				
Mechanical/Electrical Site Visits (Assuming 8)	32		32						
O&M Submittal Review	12		4			8			
Station Startup and Documentation	20		8					4	8
3. Construction Close-Out	Task Total: 60		4	12		44			
0310 Construction Close-out	Subtotal: 60		4	12		44			
Final Walk Through with Client	12		4	4		4			
Closesout Documentation	16					16			
Punch List Coordination	12			4		8			
Plan Sheets - Record Drawings	20			4		16			
4. Project Management & Administration	Task Total: 18		6	12					
0410 Project Management & Administration	Subtotal: 18		6	12					
Project Management & Administration	18		6	12					

DIRECT COSTS SUMMARY

Bidding Assistance

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (mileage)	mile	\$ 0.655	36	\$ 23.58
				\$ 23.58 Total

Construction Adminis

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (mileage)	mile	\$ 0.655	360	\$ 235.80
Vehicle (day)	day	\$ 65.00	90	\$ 5,850.00
				\$ 6,085.80 Total

Construction Close-Out

Description	Unit	Unit Cost	Quantity	Extended Cost
Vehicle (mileage)	mile	\$ 0.655	36	\$ 23.58
Vehicle (day)	day	\$ 65.00	1	\$ 65.00
				\$ 88.58 Total

January 15, 2024

To: Katrina Lopez, PE, LEED AP
Ciorba Group
8725 W. Higgins Road, Ste 600
Chicago, IL 60631
P: 773-355-2958

Re: **QA Materials Testing Services**
Pfizer Lift Station
Hoffman Estates, IL

Proposal No. Q24.028

Via email: klopez@ciorba.com

Dear Ms. Lopez,

Rubino Engineering, Inc. is pleased to submit the following proposal to provide QA construction materials testing and inspection services for the above referenced project.

PROJECT UNDERSTANDING

Rubino Engineering, Inc. received material quantities from Katrina Lopez, PE, LEED AP of Ciorba Group on January 10, 2024 and the following outlines our understanding of the requested scope of services:

General Scope of Services

EARTHWORK TESTING

- Dynamic Cone Penetrometer testing on footing subgrade soils

BITUMINOUS PAVING AND CONCRETE

- QA Field testing of hot mix asphalt (HMA) – density by the nuclear method
- QA Field testing of uncured concrete and inspection of reinforcing steel
 - Slump, air, temperature, and casting of cylinders
 - Laboratory testing of cured concrete – compressive strength

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 January 10, 2024, the following summarizes our estimate for testing and is subject to change based on final scheduling:

Material	Estimated Number of trips	Hours*
EARTHWORK TESTING	1	6 hours
BITUMINOUS PAVING	1	6 hours
CONCRETE	2	4 hours

*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.

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.

ESTIMATE OF SERVICES & FEES - PREVAILING WAGE RATES

Description	Quantity	Unit Rate	Total
INSPECTION OF FOOTING SUBGRADE			
Engineering Technician (MT-2)	6 @	\$115.00 per hour	\$ 690.00
Technician Mobilization with Equipment	1 @	\$265.00 per hour	\$ 265.00
Engineering: Report Review, Consult, Meetings, Admin	2 @	\$135.00 per hour	\$ 270.00
BITUMINOUS PAVING AND EXTERIOR CONCRETE			
Engineering Technician (MT-1)	14 @	\$110.00 per hour	\$ 1,540.00
Concrete Test Cylinders	10 @	\$19.50 each	\$ 195.00
Cylinder Pick Up	2 @	\$262.00 per trip	\$ 524.00
Technician Mobilization with Equipment	3 @	\$265.00 per trip	\$ 795.00
Engineering: Report Review, Consult, Meetings, Admin	3 @	\$135.00 per hour	\$ 405.00
SUMMARY			
		INSPECTION OF FOOTING SUBGRADE	\$ 1,225.00
		BITUMINOUS PAVING AND EXTERIOR CONCRETE	\$ 3,459.00
		TOTAL ESTIMATED BUDGET:	\$ 4,684.00

PROJECT SCHEDULING

Please book testing services prior to 4pm the day before testing is needed via our website:
<https://rubinoeng.com/schedule-field-testing>
 The office and field project manager will be notified, and you will receive a confirmation email and possibly a follow up phone call or email for additional project information.
 Changes to the schedule or cancellations: scheduling@rubinoeng.com
 Please call the office with any questions or changes to the schedule between 8am to 4pm.

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)