
**THE CITY OF BLUE ISLAND
COOK COUNTY, ILLINOIS**

**RESOLUTION
NUMBER 2016-026**

**A RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT
WITH HITCHCOCK DESIGN GROUP FOR DESIGN AND
ENGINEERING SERVICES.**

**DOMINGO F. VARGAS, Mayor
Randy Heuser, City Clerk**

**1st Ward TOM HAWLEY
2nd Ward LETICIA VIEYRA
3rd Ward NANCY RITA
4th Ward CANDACE CARR
5th Ward JANICE OSTLING
6th Ward DEXTER JOHNSON
7th Ward NANCY THOMPSON**

**GEORGE POULOS
FRED BILOTTO
KEVIN DONAHUE
ALECIA SLATTERY
KENNETH PITTMAN
JAIRO FRAUSTO
JAMES JOHANSON**

Aldermen



Hitchcock Design Group

08/23/2016

I. Introduction and Purpose

On February 23, 2016 the City of Blue Island authorized the execution of a Professional Services Agreement with Hitchcock Design Group for design and engineering of the Western Avenue Business Development District streetscape.

In order to pursue completion of construction documents and bidding services for Olde Western Avenue, the City has requested a contract amendment, received on July 21, 2016, for Phase I and II design and engineering services.

II. Discussion/Highlights

Hitchcock has amended the Design Development (pre-final engineering) scope of their current agreement to allow the completion of Final Design and Engineering for Olde Western Avenue. They have provided a scope of services that includes Design Development, Construction Documents, and Bidding and Negotiation for a **\$98,500 Fixed fee**. This fee has been reviewed by staff and found to be less than 10% of the proposed construction budget.

With Phase I schematic design complete, there remains \$56,400 from the original \$284,000 agreement to complete pre-final engineering or other services.

III. Conclusion and Recommendation

Recommendation to approve the Resolution authorizing the execution of Amendment #1 – Western Avenue Business District Streetscape of the Professional Services Agreement with Hitchcock Design Group.

Staff contact: Jason Berry, ACIP, Deputy Director of Community Development

Email: jberry@cityofblueisland.org

RESOLUTION NO. 2016-026

A RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH HITCHCOCK DESIGN GROUP FOR DESIGN AND ENGINEERING SERVICES

WHEREAS, the City of Blue Island has the authority to contract and be contracted with pursuant to 65 ILCS 5/2-2-12;

WHEREAS, the city plans to enter into an agreement with Hitchcock Design Group for design and engineering services for Amendment #1 Western Avenue Business District Streetscape Phase I & II (Olde Western Avenue Business District Streetscape Phase I); and

WHEREAS, the appropriate city officials have considered and reviewed the agreement attached as **Exhibit A** and find the same to be in the best interests of the City;

NOW AND THEREFORE, BE IT RESOLVED by the City Council of the City of Blue Island, Cook County, Illinois, as follows:

SECTION 1: AGREEMENT FORM AND TERMS AUTHORIZED

The terms and conditions as shown in the Agreement attached as **Exhibit A** to this Resolution are hereby approved.

SECTION 2: AUTHORIZATION OF AGENT TO EXECUTE AND ACT IN ACCORDANCE WITH AGREEMENT

The City Council further authorizes the Mayor or his designee to execute any and all documentation that may be necessary to carry out the intent of this Resolution. The officers, employees, and/or agents of the City shall take all action necessary or reasonably required by the City to carry out, give effect to, and consummate the intent of this Resolution.

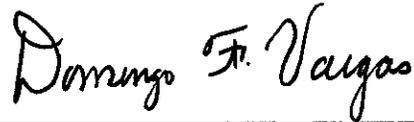
SECTION 3: EFFECTIVE DATE

This resolution shall be in full force and effect upon its passage and approval as required by law.

ADOPTED this 23rd day of August, 2016, pursuant to a roll call vote as follows:

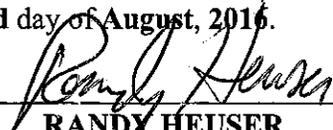
	YES	NO	ABSENT	PRESENT	ABSTAIN
Alderman Hawley	X				
Alderman Poulos	X				
Alderman Vieyra	X				
Alderman Bilotto	X				
Alderman Rita	X				
Alderman Donahue	X				
Alderman Carr	X				
Alderman Slattery			X		
Alderman Ostling	X				
Alderman Pittman	X				
Alderman Johnson	X				
Alderman Frausto			X		
Alderman Thompson			X		
Alderman Johanson	X				
Mayor Vargas					
TOTAL	11		3		

APPROVED by the Mayor on August 23, 2016.



DOMINGO F. VARGAS
MAYOR OF THE CITY OF BLUE ISLAND,
COUNTY OF COOK AND STATE OF ILLINOIS

ATTESTED and Filed in my office this
 23rd day of August, 2016.



RANDY HEUSER
CITY CLERK



July 21, 2016

Mr. Jason Berry, AICP
Deputy Director of Community Development
City of Blue Island
13051 Greenwood Avenue
Blue Island, Illinois 60406

**RE: Amendment #1 - Western Avenue Business District Streetscape Phase I & II
(Olde Western Streetscape Phase 1)**

Dear Jason,

Thank you for the opportunity to submit this amendment to our contract for Design and Engineering Services for the Western Avenue Business District Streetscape Phase I & II. As noted, we are naming this project Olde Western Streetscape Phase 1. We look forward to advancing our relationship with you and your community.

Project Understanding

From our discussions, we understand the following:

- Due to the potential STP, ITEP and other funding options, the city has decided that moving forward with the Design Development (Pre-final Engineering) portion of our scope is not necessary at this time.
- Blue Island would like to move forward with the preparation of construction documents for 2016 construction. The scope of work for this project includes the installation of new banners and banner arms on the existing light poles along Western Avenue, the reconstruction of the streetscape along Olde Western north of Broadway and the installation of the gateway banner sign immediately north of the existing entrance to Olde Western.
- The budget for this phase has not been finalized but is approximately \$500,000 to \$600,000. The streetscape includes a combination of concrete and decorative paver sidewalks, decorative paver cross walks, raised planters, infiltration planters, site furniture and decorative lighting.
- The city prefers that HDG amend their contract to eliminate the Design Development (Pre-final Engineering) portion of the current scope and focus on the development of Final Design and Engineering for the Olde Western Streetscape.
- Future services could include Construction Phase Services for Olde Western or the development of the construction documents for the primary gateways at 119th Street.
- It is anticipated that construction will start early September so the project has to be out to bid mid-August.

100 S. Wacker Drive, Suite 700
Chicago, Illinois 60606
312.634.2100

hitchcockdesigngroup.com

Scope of Services

Based on our understanding and assumptions, we propose the following fees to complete the services summarized below and described in greater detail in the attached Scope of Service.

Design Development	\$48,500	Fixed fee
Construction Documents	\$41,000	Fixed fee
Bidding and Negotiation	\$9,000	Fixed fee
Total Professional Services:	\$98,500	Fixed fee



July 21, 2016
City of Blue Island – Olde Western Streetscape Phase 1
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Reimbursable expenses (printing, mileage, testing and courier) will be invoiced at 115% in addition to the professional service fees. It is anticipated that our reimbursables expenses for this phase will be \$3,800 due to the necessary pavement coring, infiltration tests and printing.

The total fee for the existing project is \$284,800. The Preliminary Design Fee was \$126,100 so the remaining Design Development Fee is \$158,700. As noted, our fee for the attached Scope of Work is \$102,300 leaving an additional fee of \$56,400 for future services.

Project Team

Together with **Primera Engineers, Ltd.** (MBE) and **Selbert Perkins Design Collaborative** (WBE), we will continue to dedicate substantial talent and supporting resources to your project. As Project Leader, I will personally lead the team, actively participate in key meetings and lead the design process. Under my supervision, Becky Mathis will manage our services and be directly responsible for routine project communications with you and the rest of the project team. Other members of our studio will participate as needed in order to advance the work in a timely manner.

Per your authorization, we are moving forward with this work in order to meet your scheduled timeframe. Thank you again for the opportunity to continue working with you and the City of Blue Island. If you have any questions or wish to discuss this proposal further, please do not hesitate to call.

Sincerely,
Hitchcock Design Group

Joel Baldin, ASLA
Principal

Encl: Scope of Services

cc: Rick Hitchcock, Craig Farnsworth, Becky Mathis, Hitchcock Design Group



Scope of Services

Design and Engineering Services Olde Western Streetscape Phase 1

FINAL DESIGN AND ENGINEERING SERVICES

A. Design Development (Pre-final Engineering)

Objective: Reach consensus with the City on the final design, probable cost and implementation strategy for the proposed improvements.

Process: Specifically, based on the approved Preliminary Design Report, the Consultant Team will:

1. Prepare **Design Development Documents** illustrating the final size, horizontal and vertical geometry, structure, materials, finishes, and supporting calculations, as appropriate, for the proposed improvements including:
 - a. Concrete sidewalks, curbs and other pedestrian surfaces
 - b. Service access, loading and other vehicular surfaces
 - c. Updated crosswalks and ADA ramps
 - d. Parkway landscape and planters
 - e. Green infrastructure
 - b. Benches, trash containers, planters, bicycle parking and other site furnishings
 - a. Signage
 - b. Power supply, control and distribution (including voltage drop calculations)
 - c. Lighting (including photometrics, power and control requirements)
2. Collect and review **Product Data** and **Material Samples**. Prepare **Outline Specifications**, including the products, materials and finishes of each component or system.
3. Prepare a summary of quantities and an updated **Construction Cost Opinion**.
4. (Mtg #1) Review the Design Development Documents and Permit Documents with staff. (60% review)
5. Revise the Design Development and Permit Documents, as may be required. Prepare a **Construction Strategy Memorandum** summarizing:
 - a. Construction phasing
 - b. Required permits
 - c. Construction delivery method (General Contractor, Construction Manager)
 - d. City and Consultant roles during construction
 - e. Construction Schedule
 - f. Temporary stakeholder impacts
 - g. Public relations plan

Deliverables: **Design Development Documents** (PDF); **Product Data and Material Samples** (quantities, formats and sizes TBD); **Outline Specifications, Construction Cost Opinion, Schedule** and **Construction Strategy Memorandum** (PDF)

B. Construction Documents (Final Engineering)

Objective: Produce the final Construction Documents and obtain appropriate local construction permits.



Process: Specifically, following approval of the Design Development documents, the Consultant Team will:

1. Finalize and submit the graphic **Construction Drawings** including:
 - a. Project identification and general information
 - b. Notes, index and standards
 - c. Summary of permits and contractor permit requirements
 - d. Summary of estimated quantities
 - e. Alignment, ties and bench marks
 - f. Typical sections
 - g. Maintenance of traffic
 - h. Erosion and sedimentation control
 - i. Existing conditions and removals
 - j. Grading
 - k. Geometric layout and materials
 - l. Planting
 - m. Irrigation
 - n. Signage
 - o. Electrical and lighting
 - p. Utilities
 - q. Construction details
2. Prepare and submit the written **Project Specifications** including:
 - a. Introductory information
 - b. Bidding requirements
 - c. Contracting requirements
 - d. General requirements
 - e. Specifications and special provisions
3. Update and submit the **Construction Cost Opinion and Schedule**.
4. (Mtg #2) Review the Construction Documents with staff (90% review).
5. Finalize the Construction Documents as required.
6. (Mtg #3) Review the final **Construction Documents** with staff (100% review).
7. Make minor revisions, stamp and resubmit, as may be required.
8. Revise the **Permit Documents** to Blue Island for review.

Deliverable: **Construction and Permit Documents (PDF); Project Specifications, Construction Cost Opinion and Schedule (PDF)**

C. Bidding and Negotiation

Objective: Help the City select and engage a qualified Contractor to construct the improvements.

Process: Following approval of the Construction Documents, the Consultant Team will:

1. Prepare and submit **Bid Documents** including:
 - a. Advertisement and Invitation to Bid
 - b. Project Manual including Instructions to Bidders, Bid forms and sample Contract
 - c. Construction Drawings
2. Prepare a **Contractor Invitation List** identifying reputable contractors for consideration.



3. Help staff coordinate Construction Document and Bid Document printing, and help staff advertise and coordinate the bid letting.
4. (Mtg #4) Conduct a pre-bid meeting for interested bidders and issue a written **Pre-bid Meeting Summary** to all participants. Post the Pre-bid Meeting Summary to the Project Web Page.
5. Issue written **Bid Addenda**, when appropriate, to all bidders regarding changes to or clarifications of the Construction Documents or Bid Documents.
6. Review the bids, tabulate the results and issue a **Bid Tabulation and Award Recommendation**.
7. Prepare and submit the City/Contractor Agreement to staff and the low bidder.
8. (Mtg #5) Meet with staff and the successful bidder to negotiate the final contract.

Deliverable: Bid Documents, Contractor Invitation List, Pre-bid Meeting Summary, Bid Addenda, Bid Tabulation and Award Recommendation (PDF)

GENERAL PROJECT ADMINISTRATION

In addition to the services outlined above, CONSULTANT TEAM will administer the performance of its own work throughout the term of the contract by providing the following services:

A. Communications

1. Schedule, create agendas and summarize the highlights of periodic meetings
2. Rehearse, attend and present at public forums identified
3. Collect and disseminate communications from other parties
4. Periodically inform your representative about our progress

B. Schedules

1. Create, periodically update and distribute the project schedule
2. Coordinate the activities of our staff and our consultants

C. Staffing

1. Select and assign staff members and consultants to appropriate tasks and services
2. Prepare and administer consultant agreements

D. File Maintenance

1. Establish and maintain appropriate correspondence, financial, drawing and data files
2. Obtain appropriate insurance certificates from consultants
3. Maintain appropriate time and expense records

OPTIONAL, ADDITIONAL SERVICES

Services or meetings not specified in this scope of services will be considered Additional Services. If circumstances arise during CONSULTANT TEAM's performance of the outlined services that require additional services, CONSULTANT TEAM will promptly notify Client about the nature, extent and probable additional cost of the Additional Services, and perform only such Additional Services following Client's written authorization.

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION

I, RANDY HEUSER, DO HEREBY CERTIFY that I am the duly elected City Clerk of the City of Blue Island, Illinois and as such City Clerk of the City of Blue Island, Illinois, I am the keeper of the minutes and records of the proceedings of the City Council of said City and have in my custody the Resolutions and books of the records of said City.

I DO FURTHER CERTIFY that the attached and foregoing is a true and correct copy of that certain RESOLUTION: **A RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT WITH HITCHCOCK DESIGN GROUP FOR DESIGN AND ENGINEERING SERVICES.**

RESOLUTION NO. 2016 – 026 Which was adopted at a regular meeting of the City Council of the City of Blue Island **11** Aldermen were present; that at said meeting, on motion duly made and seconded that said Resolution do pass and upon the roll being called the vote of each Alderman present on the question of the passage of said Resolution was duly and separately taken by Ayes and Nays and his name and vote recorded in the minutes of the Proceedings of said City Council; that it appears from such recorded that **11** Aldermen Aye, **0** Aldermen Abstain, **3** Aldermen Absent and **0** Aldermen voted Nay.

I DO FURTHER CERTIFY that said Resolution was deposited in my Office on the **23rd** day of **August, 2016.**

I DO FURTHER CERTIFY that the original Resolution of which the foregoing is a true copy is entrusted in my care for safe keeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of the City of Blue Island aforesaid, at the said City in the County and State aforesaid, the **23rd** day of **August, 2016.**

CORPORATE SEAL

City Clerk