

**Construction Services - Communication,  
Coordination, and Documentation**

# STRATEGY FOR SUCCESS

## UNDERSTANDING YOUR NEEDS

We have developed an approach to Construction Services that will provide the Village with Project Documentation, Communication, Visualizations, and Unique Solutions that go Beyond the Basics and exceed your expectations. Based on your preferences, our team can assist with a wide variety of services, as shown on the following pages. We have highlighted services that we believe will benefit the Village, drive public excitement, promote your dedication to building a better community, and keep your project moving forward.

Our primary objective remains to facilitate effective communication between the Village, Contractor, and the Public ensuring the Contractor completes the project in accordance with the Plans and Specifications while remaining on time and budget. To accomplish this objective, we would like you to consider our approach to Construction Services.

## PROJECT APPROACH: KEY ELEMENTS FOR PROJECT SUCCESS



## DOCUMENTATION

### *Electronic Field Book*

Construction Services staff will utilize an in-house application, based on ESRI collector application technology, that allows the entire Project Team to share field book information in real time, document field observations on a precise map, update and calculate quantities, remotely review work progress, and track ancillary information like public comments on a dynamic GIS map. Additional dash parts can be implemented to allow Village and Contractor staff viewing capabilities.



### *GIS Data Collection for Record Drawings*

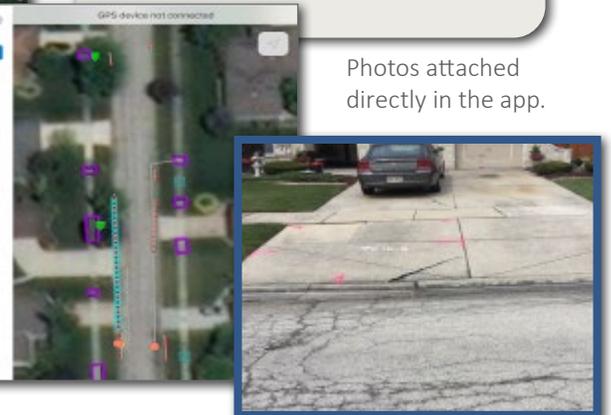
Construction Services staff will be equipped with Trimble R2 data collection units, which will allow them to capture precise locations of work completed for direct upload to the Village's GIS database.



### ADDED VALUE

- **Multi-user friendly**, allowing multiple users to assess, layout, and track project quantities.
- **Photo attachments** to project features allows identification of conditions of interest and for punch list documentation.
- **Built-in status tools** allow project features to be tracked along the project timeline from “Design” stage to “Accepted.”
- **Real-time quantity totals** for tracking quantities.
- **Flexible pay items** that allow for project additions like Agreed Unit Pricing.

Photos attached directly in the app.



## COMMUNICATION

### Public Open House

Construction and Project Outreach staff will assist Village staff coordinate the in-person or virtual meeting, prepare public relations materials, support Village staff in responding to public concerns, and resolve any actionable items that arise from public feedback.



### Weekly Resident Progress Update

Construction Services staff will host weekly progress “lunch box” style meetings for residents. They have been used successfully for keeping the public informed regarding construction for similar projects.



### Notices to the Public

Public Outreach staff will develop formal notices to the public as the Contractor’s Schedule and Sequence necessitates. We will work with Village and Contractor staff to ensure those impacted by changing conditions receive advance notice.



### Electronic Media Updates

Public Outreach staff will develop electronic media, or supplement Village resources, to disseminate progress updates via a project website, associated social media accounts, or other Village media platforms.



Baxter & Woodman has experience using various tools to communicate with the public.

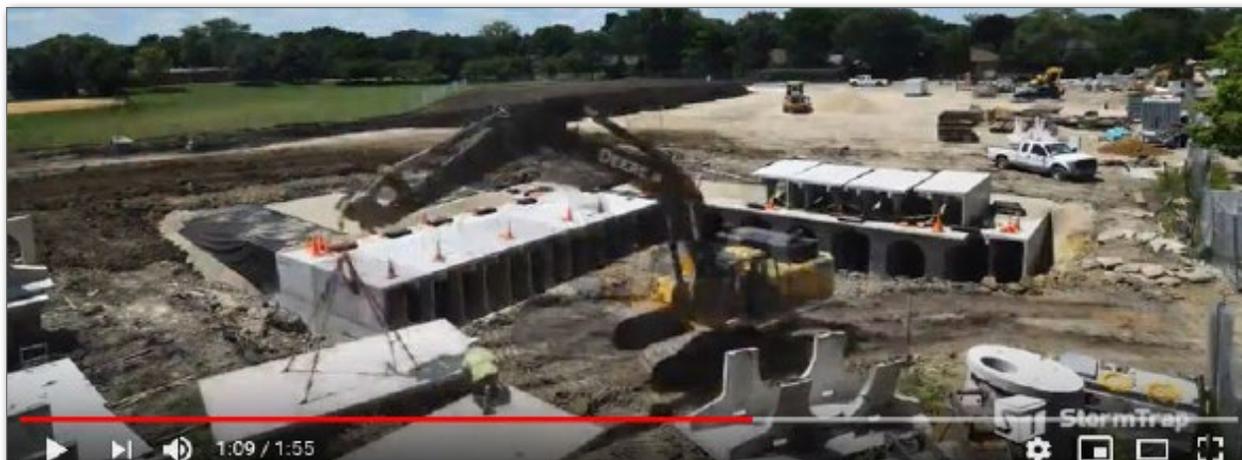
### Monthly Newsletter

Public Outreach staff are available to develop and distribute a regular newsletter to keep the entire Village informed as to what improvements are being made and how they positively impact the community at-large. Newsletters are often used as vehicles to disseminate other visualization or outreach materials.

## VISUALIZATIONS

### *Post-Construction Time-lapse Video*

Construction Services staff will work with you to capture and develop time-lapse video of the improvements at the project site. Time-lapse videos can be used to document and observe construction projects in their entirety after a project has been successfully completed. The Village may elect to use drone capture video to highlight progress at specific locations or along notable corridors. Our visualization specialists can edit drone video to show progress completed after project milestones for the duration of the project.



### **VILLAGE OF NORTHBROOK - WESCOTT PARK**

Public outreach was instrumental in gaining support for the Wescott Park project, and coordination among the Village, the Park District, the School, and residents was essential for successful design and construction. As part of weekly operations, Baxter & Woodman maintained and regularly updated a website created specifically for this project. The website provided project details, schedule, status updates, and a time-lapse video.

Watch the video by visiting: [https://www.youtube.com/watch?v=h\\_a34o8yxZs](https://www.youtube.com/watch?v=h_a34o8yxZs)

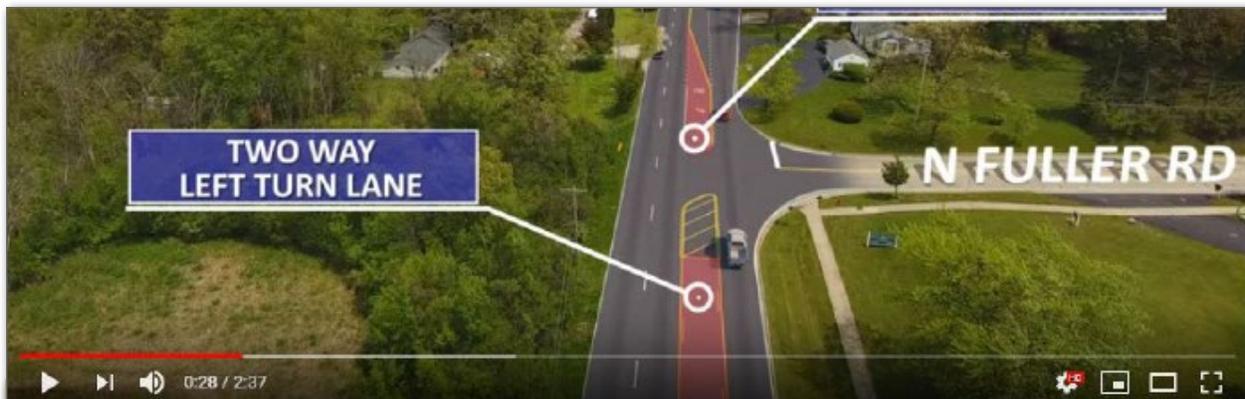


### **ADDITIONAL EXAMPLE: SOUTH ELGIN MCDONALD ROAD BRIDGE**

Watch the time-lapse video captured with drone footage at: <http://bit.ly/2Ba2Xpf>

**Dynamic Pre-Construction, Progress, and Post-Construction Construction Operations Mapping**

Baxter & Woodman has in-house visualization staff capable of developing 3D renderings and video visualization of proposed improvements. These pictures and videos serve as a useful tool for public outreach meetings, and for our clients and stakeholders to visualize abstract and concrete alternatives - bringing the project to life! Our visualization portfolio includes interactive videos showcasing site concerns and project alternatives overlaid on top of our drone footage captured by Baxter & Woodman's certified drone pilots. Prior to starting each signification sequence of work, drone video and visualization effects can be combined to generate video overlays the current and final conditions at specific site or along notable corridors.

**LAKE COUNTY DIVISION OF TRANSPORTATION - STEARNS SCHOOL AT US 41**

Baxter & Woodman prepared public outreach videos for Lake County Division of Transportation. The video was shown at a public information meeting during Phase I and highlights proposed improvements at the intersection of Stearns School Road and US 41 including visualizations of proposed raised median, addition of dual left turn lanes and dual right turn lanes, and more.

Watch the visualization video showcasing proposed improvements by visiting [www.baxter-woodman.com/lcdotproposed/](http://www.baxter-woodman.com/lcdotproposed/)

**MCHENRY COUNTY DIVISION OF TRANSPORTATION - RANDALL ROAD**

Much of the work on a roadway project can go unseen. Baxter & Woodman prepared a public outreach video for McHenry County Division of Transportation showing the process that had been made the following year.

Watch the video showcasing the progress on Randall Road this past year by visiting [www.facebook.com/467213836648604/videos/1527772954055582](https://www.facebook.com/467213836648604/videos/1527772954055582)

## BEYOND THE BASICS

Below are a wide array of Documentation, Communication, and Visualization ideas we are ready to discuss further and determine ways to implement with Village staff.

### CONSTRUCTION OPERATIONS PUBLIC SERVICE VIDEOS

Construction Services staff can produce short videos introducing the public to the project team, scope of off-site work, or a particular construction activity. For example, we can use these videos to demonstrate how utility relocations or water main installation will affect individual properties. We have found that the more prepared the public is for upcoming work, the more likely they are willing to tolerate disruptions caused by construction activities and be supportive of the improvements at-large. To help facilitate open and proactive communication with the public, Baxter & Woodman creates educational videos. The educational videos are easy to understand, short segments, and geared to provide the public with a better understanding of the work being done.



#### PROJECT SUCCESS STORY

##### McHenry County Division of Transportation - Randall Road

Our Public Relations Specialist is currently working with McHenry County Division of Transportation on enhancing public outreach for the construction of improvements for Randall Road. This was shared to the project Facebook page to provide the public with an interactive and interesting way to see the progress of the project!

Watch the video by visiting: <https://tinyurl.com/y4utgcnu>

### DESIGNATED PUBLIC RELATIONS REPRESENTATIVE

The most effective means of communication is face-to-face interaction with business owners and residents affected by the construction. The Public Relations Representative will provide timely updates on the project schedule, specific construction elements that impact individual properties and the duration of that work, approaching milestones, potential road closures, etc. Having a consistent and readily available point of contact will encourage the public to ask questions, discuss concerns, or provide information for distribution to the construction team and the Village staff.



#### PROJECT SUCCESS STORY

##### Village of Glenview - Glen Town Center Streetscape Improvements

The Village of Glenview's downtown streetscape project benefited from having a Public Relations Representative to coordinate with businesses and residents impacted by construction. The Public Relations Representative eased business owners' concerns including confirming driveway access for delivery trucks, rerouting customers to alternative entrances, and properly planning major construction activity does not conflict with scheduled events.

## VIRTUAL PUBLIC INVOLVEMENT



Baxter & Woodman is a leader in the development of Virtual Public Involvement. With the unknown timeline of the nation's current health crisis and the required social distancing, public attendance and public informational meetings may not occur. Baxter & Woodman can provide virtual public meetings through our in-house specialists. This is an efficient way to reach a higher volume of stakeholders and citizens wanting information on your project. We have had great success using virtual meeting methods on projects in the past. We would love to discuss these highly efficient alternatives with your project team!



### PROJECT SUCCESS STORY

#### Village of Wilmette - West Side Neighborhood Storage Project

Our Public Relations Specialist is currently working with the Village of Wilmette on enhancing public outreach by providing virtual open houses and virtual "Meet the Team" videos. This was shared to the project website to provide the public with an interactive and interesting new way to engage and meet the project team!

Watch our Meet the Project Team video by visiting: <https://vimeo.com/401154340/84cf0d5ab4>

Watch the Virtual Project Open House video by visiting: <https://vimeo.com/403525723/087ad8b724>

## PROJECT PUBLIC SERVICE VIDEO



Through the Project website or an on-site kiosk, we will provide the public with an educational video reviewing the proposed improvements, illustrating the effort involved in completing infrastructure improvements which may be otherwise hidden from the public.



### PROJECT SUCCESS STORY

#### Village of Northbrook - Wescott Park

Watch the project public service video showcasing the improvements of Wescott Park by visiting <http://www.baxterwoodman.com/northbrook-wescott-park/>

## PERIODIC DRONE FLIGHTS

Using our in-house drone or video captured by the Village, we are able to create a project visualization highlighting all future improvements. Baxter & Woodman has commercially certified drone pilots and drone industry experts on staff. Drones can collect a wide variety of useful imagery for varying applications. Drones can take photos and videos to help monitor project progress, collect ortho-imagery (for mapping), and even conduct inspection work.



### PROJECT SUCCESS STORY

#### McHenry County Division of Transportation - Randall Road

Our Public Relations Specialist is currently working with McHenry County Division of Transportation on enhancing public outreach for the construction of improvements for Randall Road. This was shared to the project Facebook page to provide the public with an interactive and interesting way to see the progress of the project!

Watch the video by visiting: <https://tinyurl.com/y4utgcnu>

## AUGMENTED REALITY TOURS

Baxter & Woodman uses state-of-the-art software to turn designs into interactive 3D visual reality models. This allows your staff to review life-like project renderings during the design process. These representations can help you to make meaningful decisions or changes before the project starts construction. The attention to detail can also save you money by allowing for easy identification of conflicts and elimination of potential change orders. Baxter & Woodman uses virtual reality with 3D renderings to help our clients visualize proposed improvements virtually. Not only can it help you save time and money, it can also help the public gain a better understanding of what is happening with the project. They will be able to see visually the work that is being done.



### PROJECT SUCCESS STORY

#### Community Utilities of Indiana

Baxter & Woodman prepared a virtual reality model for a recent client for an expansion project. The 3D model helped provide the client with a realistic sense of the completed project in the simulated environment. Baxter & Woodman will be able to extend this interaction to the public, creating a new way for the public to visualize the work that is happening.

## STREAMING PROGRESS VIDEO

Spatial Technology staff can install, monitor, and maintain live streaming web cameras at various critical locations. Cameras often serve to improve safety at the construction site and allow Village staff and the Public to monitor progress more easily.



### PROJECT SUCCESS STORY

#### McHenry County Division of Transportation - Randall Road

Our Public Relations Specialist is currently working with McHenry County Division of Transportation on enhancing public outreach for the construction of improvements for Randall Road. This webcam is located at the southwest corner of Randall Road and Algonquin Road. The webcam will capture near real-time views of construction progress.

Watch the streaming video by visiting: <http://randallroad.info/webcam/>

## ON-SITE PROJECT INFORMATION SIGNS

Baxter & Woodman has prepared numerous printed information boards to be used at public information/involvement meetings and/or mounted near the project site. On-site project informational signs provide information of the proposed improvements and project benefits to those traveling past the construction site.



## OUTDOOR MOUNTED PROJECT BOARDS & FENCING

### Village of Frankfort - North and West Pumping Station



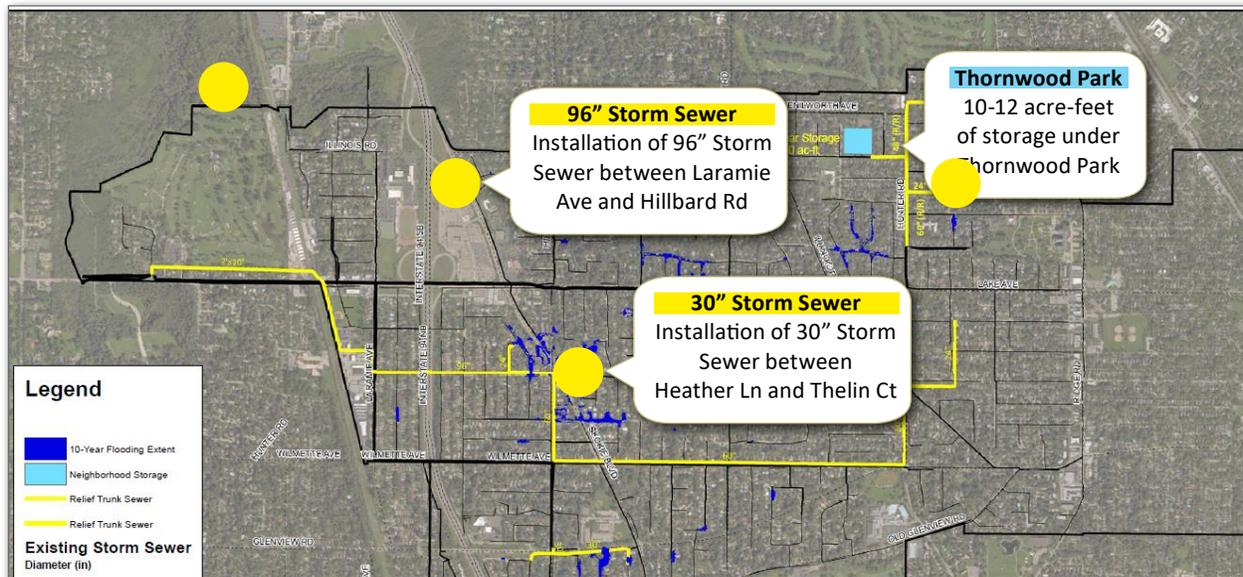
Baxter & Woodman provided design and construction engineering for Frankfort's North and West Pumping Station improvements. The West Pumping Station is located in dense residential areas and the North Pumping Station is adjacent to a residential area and between two schools. During construction, the West Pumping Station was surrounded with ornamental fencing and the North Pumping Station was secured with security fencing.

Project signs were posted at each pump station site. The signs were used to inform the public of the project's intent, cost, and anticipated construction operations and schedule. "Before and After" photographs/renderings were included on the signs to show the public how the 4- and 5-acre wastewater treatment plant sites would look after the treatment structures were demolished and replaced.

### ESRI-BASED INTERACTIVE PROJECT MAP



Baxter & Woodman’s Spatial Technology group can produce dynamic animations to visualize site improvements at a particular point in time. As an individual hovers over a particular area of the Contractor’s Schedule, a linked map will automatically illustrate areas impacted by those particular improvements. This feature can benefit the Village and drive public excitement by highlighting ideal spots.



### CASE STUDY McHenry County Division of Transportation - Randall Road Map



Baxter & Woodman developed an interactive ESRI-powered map of McHenry County DOT’s Randall Road improvements. The map is accessible from a customized project website and allows users to learn about the project and planned improvements. The interactive map also allows users to zoom in to view points of interest more closely, and is marked with red callout boxes that describe existing conditions and green callout boxes that describe proposed improvements at different points of interest.

View our Interactive Map by visiting: [randallroad.info/infomap](http://randallroad.info/infomap)

**AGENCY ENGAGEMENT**



Our Staff will work with the White Pines Subdivision residents, IEPA, and other Community Agencies to develop opportunities for their interested members to engage with the Project.

We understand that Project Management and Communication are of the utmost importance to the Village. We have the specialized professional staff available to perform all the services mentioned above. Our staff is also ready to assist the Village develop new approaches to resolve any other communication challenges that may arise. We are ready to serve the Village and see to the successful completion of the White Pines Subdivision Watermain Rehabilitation project.