

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2012-0658

Innoprise Contract #: C13-0002

Year: 2013

Amount: \$102,000.00

Department: Development Services

Contract Type: Professional Engineering Service

Contractors Name: Christopher B Burke Engineering

Contract Description: 2013 Monthly Retainer of \$8,500/month

Addendum to 2/8/10 Contract (2010-0015)

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100

www.orland-park.il.us



VILLAGE HALL

TRUSTEES

Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia A. Gira
Carole Griffin Ruzich

January 16, 2013

Mr. Travis Parry
Christopher B. Burke Engineering, Ltd.
9575 W. Higgins Rd. Suite 600
Rosemont, IL 60018

RE: NOTICE TO PROCEED
Monthly Retainer Contract for General Engineering Services Fiscal Year 2013

Dear Travis:

This notification is to inform you that the Village of Orland Park has received all necessary documents to continue the above stated engagement for fiscal year 2013.

The Village will be processing a Purchase Order for this contract/service and it will be faxed to your company. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) original executed addendum dated December 17, 2012 in an amount of Eight Thousand Five Hundred and No/100 (\$8,500.00) Dollars per month. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski
Contract Administrator

cc: Karie Friling
Chris Krygowski

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14700 S. Ravinia Ave.
Orland Park, IL 60462
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December 17, 2012

Christopher Burke
Christopher B. Burke Engineering, Ltd.
9575 W. Higgins Rd. - Suite 600
Rosemont, IL 60018

NOTICE OF AWARD – Monthly Retainer 2013

Dear Mr. Burke,

This notification is to inform you that on December 3, 2012, the Village of Orland Park Board of Trustees approved renewing the Retainer Services contract with Christopher B. Burke Engineering Ltd. in accordance with the proposal you submitted dated November 2, 2012 for General Engineering Services on a monthly basis for an amount not to exceed Eight Thousand Five Hundred and No/100 (\$8,500.00) Dollars.

Attached is the addendum extending the contract for fiscal year 2013. Please sign two (2) copies and return them both directly to me. I will obtain signatures to fully execute the addendum and one original executed Contract will be returned to you along with a signed proposal.

Please deliver this information directly to me, Denise Domalewski, Contract Administrator, at the Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at ddomalewski@orland-park.il.us.

Sincerely,

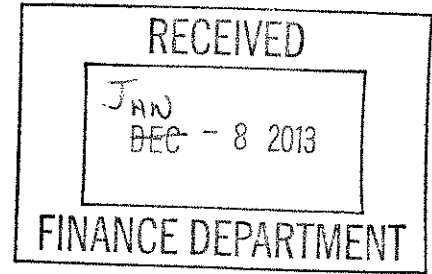
Contract Administrator

cc: Kurt Corrigan
Travis Parry

ADDENDUM C to
Retainer Services Contract

Dated
February 8, 2010

Amended
January 20, 2011
February 17, 2012



Between

The Village of Orland Park, Illinois ("VILLAGE") and Christopher B. Burke Engineering, Ltd.
("CONTRACTOR")

WHEREAS, on February 8, 2010, a certain Agreement regarding Retainer for Professional Engineering Services between the Village and the Contractor was executed (hereinafter referred to as the "Agreement"); and,

WHEREAS, on January 20, 2011, Agreement was amended to extend the term through December 31, 2011; and

WHEREAS, on February 17, 2012, Agreement was amended to extend the term through December 31, 2012; and

WHEREAS, the Village wishes to execute its option to extend the term of the agreement for fiscal year 2013 based on the proposal dated November 2, 2012;

NOW, THEREFORE, for and in consideration of the foregoing and the mutual covenants herein contained, it is agreed by and between the parties hereto as follows:

1. In the event of any conflict or inconsistency between the provisions of this Addendum and the Agreement, the provisions of this Addendum shall control.
2. **SECTION 2: SCOPE OF THE WORK AND PAYMENT:** The words "*Provide professional engineering services as outlined in the proposal dated January 9, 2012*" shall be stricken in their entirety and replaced with "*Provide professional engineering services as outlined in the proposal dated November 2, 2012.*"
3. **SECTION 2: SCOPE OF THE WORK AND PAYMENT:** The words "TOTAL COST: a retainer fee of Six Thousand Five Hundred and No/100 (\$6,500.00) Dollars per month. Any services exceeding the estimated 65 hours per month shall be billed on a time-and-materials basis in accordance with the Schedule of Standard Charges, January 2007" shall be stricken in its entirety and replaced with the following:

"TOTAL COST: a retainer fee of Eight Thousand Five Hundred and No/100 (\$8,500.00) Dollars per month. Any services exceeding the estimated 85 hours per month shall be billed on a time-and-materials basis in accordance with the Schedule of Standard Charges, January 2007."

ADDENDUM C to
Retainer Services Contract

Dated
February 8, 2010

Amended
January 20, 2011
February 17, 2012

Between
The Village of Orland Park, Illinois ("VILLAGE") and Christopher B. Burke Engineering, Ltd.
("CONTRACTOR")

-
4. In **SECTION 4: TERM OF THE CONTRACT:** of said agreement as amended February 17, 2012, the words "This Contract applies to the 2012 fiscal year" shall be stricken and replaced with "This Contract applies to the 2013 fiscal year."
5. All of the other terms, covenants, representations and conditions of said Agreement not deleted or amended herein shall remain in full force and effect during the effective term of said Agreement.
6. This Addendum may be executed in two or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Addendum, made and entered into effective the **17th day of December, 2012**, shall be attached to and form a part of the Agreement dated the 8th day of February, 2010 including all previously executed amendments shall take effect upon signature below by duly authorized agents of both parties.

AGREED AND ACCEPTED

FOR: THE VILLAGE

By: _____

Paul G. Grimes

Print Name: **Village Manager**

Its: Village Manager

Date: _____

1/8/13

FOR: THE CONTRACTOR

By: _____

Print Name: **Christopher B. Burke**

Its: _____

President

Date: _____

12/19/12



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX(847) 823-0520

November 2, 2012

Village of Orland Park
14700 Ravinia Avenue
Orland Park, IL 60462

Attention: Karie Friling – Director of Development Services

Subject: Professional Engineering Services – Village Engineer

Dear Ms. Friling:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to continue to perform professional engineering services for the Village of Orland Park (Village). This proposal supersedes the previous CBBEL proposal that was dated January 9, 2012. We understand that the Village and CBBEL can continue this agreement each year and that the billing rates and monthly retainer can be revised before the next year of service. This proposal is for professional engineering services beginning in January 2013 and ending December 2013.

CBBEL understands that we will be providing general engineering services; preliminary and final plan review; inspection for proposed developments, special studies upon request by the Village and answering certain questions from developers and residents directed to CBBEL from Village staff.

GENERAL ENGINEERING

General engineering services will be provided by CBBEL for a monthly retainer of \$8,500. The retainer estimate is based on the cost of services performed for the Village this year and detailed in the 2012 Billing Summary Memorandum prepared for Village staff. General engineering services will include the following:

- Undertaking investigations of minor civil engineering and traffic engineering matters and review of drainage complaints, as requested by Village staff. These investigations will be limited to four hours/occurrence. Tasks requiring more than four hours will be paid for on a time-and-materials or proposal basis (approximately 33 hours/month).
- Attending weekly meetings with Development Services and Public Works Department staff (approximately 32 hours/month).

- Preparation of monthly status reports (approximately 8 hours/month).
- Phone calls from developers and residents (approximately 12 hours/month)

CBBEL expects that the above services will require approximately 85 hours/month. In the event that the time required to provide these services consistently and significantly exceeds 85 hours/month, CBBEL will bill the Village for additional services approved by the Village on a time-and-materials basis in accordance with the attached Schedule of Charges. Attendance at Plan Commission Meetings, Board Meetings, and Committee Meetings will be billed on a time-and-materials basis.

DEVELOPMENT PLAN REVIEW AND INSPECTION

CBBEL will provide preliminary and final plan review for all submittals that the Village requests us to review. The reviews and inspections will be billed on a time-and-material basis in accordance with the attached Schedule of Charges. If the projects submitted to the Village have not received preliminary and final engineering approval within 90 days of the initial submittal date, CBBEL will submit an invoice to the Village for the time and materials incurred during the first 90 days of the review process. In the case of projects where the review process continues beyond a second 90 day period, CBBEL will submit invoices as necessary in 90 day intervals until the completion of the review process.

CAPITAL IMPROVEMENTS (IF NEEDED)

Engineering for the Village's Capital Improvement Program will consist of Phase I – Preliminary Engineering, Phase II – Preparation of Contract Documents, and Phase III – Construction Observation or any combination thereof.

Due to the wide range of complexity and scope of these types of projects, each project will be negotiated separately based on the attached Schedule of Charges and the man-hours required to perform the scope of services. It should be noted that CBBEL will continue to bill the Village based on 2007 rates. For capital improvement projects, CBBEL will bill the Village for actual costs associated with reproduction and testing services.

For other miscellaneous services we will bill you at the hourly rates specified on the attached Schedule of Charges up to a not-to-exceed fee agreed upon by the Village.

We would like to establish our contract in accordance with the previously accepted General Terms and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services.

It is understood that this agreement may be terminated by either party upon 60 days written notice.

Please sign both copies of the agreement and return one to us as an indication of acceptance and notice to proceed.

Sincerely,



Christopher B. Burke, PhD, PE, D.WRE, F.ASCE
President

Encl: Schedule of Charges (2007 Rates)

THIS PROPOSAL, GENERAL TERMS AND CONDITIONS, AND SCHEDULE OF CHARGES ACCEPTED FOR THE VILLAGE OF ORLAND PARK:

BY:



Paul G. Grimes

TITLE:

Village Manager

DATE:

1/15/13

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
JANUARY, 2007

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Principal	219
Engineer VI	192
Engineer V	157
Engineer IV	126
Engineer III	117
Engineer I/II	95
Survey V	157
Survey IV	120
Survey III	115
Survey II	90
Survey I	70
Resource Planner V	107
Resource Planner IV	101
Resource Planner III	92
Resource Planner II	84
Engineering Technician IV	120
Engineering Technician III	99
Engineering Technician I/II	91
CAD Manager	126
Assistant CAD Manager	120
CAD II	117
CAD I	91
GIS Specialist III	112
GIS Specialist I/II	63
Environmental Resource Specialist V	140
Environmental Resource Specialist IV	126
Environmental Resource Specialist III	107
Environmental Resource Specialist I/II	87
Environmental Resource Technician	82
Administrative	82
Engineering Intern	48
Survey Intern	48
Information Technician III	88
Information Technician I/II	56

Direct Costs

Outside Copies, Blueprints, Messenger, Delivery Services, Mileage Cost + 12%

- Charges include overhead and profit

Christopher B. Burke Engineering, Ltd. reserves the right to increase these rates and costs by 5% after December 31, 2007.