

## *Clerk's Contract and Agreement Cover Page*

**Year:** 2010

**Legistar File ID#:** 2010-0015

**Multi Year:**

**Amount** \$84,000.00

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**Contract Type:**

Professional Services

**Contractor's Name:**

Christopher B. Burke Engineering Ltd

**Contractor's AKA:**

**Execution Date:**

2/8/2010

**Termination Date:**

12/31/2012

**Renewal Date:**

12/31/2012

**Department:**

Development Services/Building

**Originating Person:**

Karie Friling

**Contract Description:** Development Services Monthly Retainer 2010

Addendum 2011 - \$78,000 (\$6500/month) (2010-0626)

Addendum 2012 - \$78,000 (\$6500/month) (2012-0019)

2/23/12 Park Site Surveys - \$4200

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](http://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

February 29, 2012

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

**RE: *NOTICE TO PROCEED***  
***Park Site Surveys***

Dear Travis:

This notification is to inform you that the Village of Orland Park has accepted and signed the proposal dated February 23, 2012 for the Park Site Surveys.

Please contact Frank Stec at 708-403-6139 regarding the work.

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 proposal dated February 23, 2012 in an amount not to exceed Four Thousand Two Hundred and No/100 (\$4,200.00) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski  
Contract Administrator

cc: Frank Stec



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX(847) 823-0520

February 23, 2012

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

Attention: Mr. Frank Stec – Director of Parks and Building Maintenance

Subject: Proposal for Professional Engineering Services – Park Site Surveys

Dear Mr. Stec:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal for professional engineering services to prepare topographic surveys for three park sites for the Village of Orland Park (Village). Included in this proposal is our Understanding of the Assignment, Scope of Services and Estimate of Fee.

#### **UNDERSTANDING OF THE ASSIGNMENT**

It is our understanding that the Village is planning improvements at the three parks listed below:

- Collette Highlands Park – Located at the intersection of northwest corner of Park Station Boulevard and Scotsglen Road. Topographic survey of the entire proposed park site.
- Centennial Park Play Unit – Located at 15650 West Avenue - Topographic survey of play unit and associated surrounding surfaces.
- Sunny Pine Park – Located at 13701 88<sup>th</sup> Avenue - Topographic survey of entrance to play unit and area around the concrete curb.

The Village would like CBBEL to provide topographic surveys of the areas of the park sites described above. CBBEL will survey the proposed project areas, associated equipment and other site specific details and provide the Village with a 1-foot topographic exhibit.

#### **SCOPE OF SERVICES**

We propose the following scope of services to provide survey services for the park sites.



**Task 1 – Field Survey and Exhibit Preparation:** CBBEL will visit each site and collect the required data to prepare a 1-foot topographic exhibit for each park site. The survey will be based on a local benchmark and the location will be included on the exhibit for each park. If needed, CBBEL will provide the survey data in AutoCAD, PDF or electronic other format as desired by the Village.

**ESTIMATE OF FEE**


We estimate the following fees to complete the Scope of Services outlined above for the base bid program and alternates.

TASKS	AMOUNT
TASK 1 – Field Survey and Exhibit Preparation	\$ 4,200.00
<b>TOTAL</b>	<b>\$ 4,200.00</b>


We will bill you at the hourly rates specified on the previously accepted Schedule of Charges and establish our contract in accordance with the previously accepted General Terms and Conditions for the Village of Orland Park. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are not included in the Fee Estimate. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. It should be emphasized that any requested meetings or additional services are not included in the preceding Fee Estimate and will be billed at the attached hourly rates.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,

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

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

BY:  \_\_\_\_\_  
 TITLE: Village Manager  
 DATE: 2/20/12

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