



CHRISTOPHER B. BURKE ENGINEERING, LTD.
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March 9, 2012

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

Attention: Ms. Ellen Baer – Assistant Village Manager

Subject: Proposal for Professional Transportation Engineering Services

Dear Ms. Baer:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to the Village of Orland Park (Village) to provide professional engineering services for assistance with the management and coordination of various transportation projects. Included in this proposal is our Understanding of the Assignment, Scope of Services and Estimate of Fee.

UNDERSTANDING OF THE ASSIGNMENT

CBBEL understands that the Village has a newly created Transportation Services Manager position in the Development Services Department that has not yet been filled. Until a qualified professional is found to fill the position, the Village would like CBBEL to assist them with the tasks and duties of the position centered on the coordination and management of transportation projects throughout the Village. While we understand the Village has approximately 26 projects currently underway, the Village has a number of high profile projects such as the LaGrange Road Corridor improvements that will be the focus of the position for the immediate future.

SCOPE OF SERVICES AND FEE ESTIMATE

General transportation engineering services, estimated to be about 80 hours/month, will be provided by CBBEL on a Time and Materials basis not to exceed \$15,000 per month. Transportation engineering services will include the following scope of services:

- Agency Coordination – The majority of the Village's primary transportation projects are under the jurisdiction of, or require approval from, other regulatory agencies such as the Illinois Department of Transportation or Cook County. CBBEL will assist the Village with all matters pertaining to agency coordination, including attending status meetings, review of agency submittals, preparation of agency documents, and any other tasks needed by Village staff.

- Consultant Coordination – Each of the Village’s transportation projects being designed, managed or constructed by a consultant engineer need to be managed by the Village. CBBEL will coordinate with the consultants as needed to make sure that all project submittals, timelines and goals are being met.
- Staff Meetings - CBBEL will schedule and attend regular progress meetings with the Development Services Department. CBBEL will also meet with other Village Departments as needed for project coordination and will attend other meetings as requested by Village staff.
- Status Updates – CBBEL will prepare regularly scheduled status reports for priority projects as identified by Village staff.

CBBEL expects that the above services will require approximately 80 hours/month. We understand that significant time involvement will be needed initially to determine the status of each priority project and work with IDOT in evaluating and meeting the needs of the Village. CBBEL and the Village will reevaluate the scope of services and fee after 90 days.

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: _____
TITLE: _____
DATE: _____

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.