



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

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October 23, 2018

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

Attention: John Ingram, Public Works Director

Subject: Proposal for Construction Engineering Services  
Orland Park Grasslands Regional Flood Control Facility

Dear Mr. Ingram:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit our proposal to perform construction engineering services for the Village of Orland Park. Included in this proposal is our Understanding of the Assignment, Scope of Services, and Estimate of Fee.

**UNDERSTANDING OF THE ASSIGNMENT**

The project consists of construction of a dam and outfall structure for an existing detention pond adjacent to the Grasslands Subdivision in the Village of Orland Park.

**Funding and Documentation**

CBBEL understands this project will be constructed with MWRD and Village funds. Our Construction Engineering staff follows IDOT's guidelines for documentation and material inspection for all of our projects. This allows the Resident Engineer to provide necessary information regarding cost or schedule to the Village throughout construction. Following IDOT's guidelines also facilitates a timely project close-out.

**SCOPE OF SERVICES**

**Task 1 – Pre-Construction Services:** CBBEL will perform the following tasks prior to the start of construction:

- Facilitate any pre-construction meetings.
- Review the Contractor's schedule for compliance with the specifications.

**Task 2 – Construction Observation and Documentation:** CBBEL will provide one full-time Resident Engineer for the duration of construction observation for the Grasslands Flood Control Project and will include the following tasks:

- Observe the progress and quality of the executed work and to determine if the work is proceeding in accordance with the Contract Documents. The Engineer will keep the Village informed of the progress of the work, guard the Village against defects and deficiencies in the work, advise the Village of all observed deficiencies of the work, and will disapprove or reject all work failing to conform to the Contract Documents.
- Coordinate construction work with local residents. This will include, but not limited to, notification of construction starting, detours and/or closures, access limitations, and disruption of any water, sewer, or gas services. CBBEL shall be available throughout the construction project to address any questions or concerns area residents may have. Our policy is to respond to all questions or concerns within one business day. Extraordinary inquiries or requests will be coordinated with Village staff.
- Serve as the Village's liaison with the Contractor working principally through the Contractor's field superintendent.
- Be present whenever the Contractor is performing work on the project.
- Assist Contractors in dealing with any outside agencies.
- Review construction notices created by Contractor and ensure they are being distributed.
- Attend all construction conferences. Arrange a schedule of progress meetings and other job conferences as required. Maintain and circulate copies of records of the meetings.
- Review the Contractor's schedule on a weekly basis. Compare actual progress to Contractor's approved schedule. If the project falls behind schedule, work with the Contractor to determine the appropriate course of action to get back on schedule.
- Except upon written instructions of the Village, the Resident Engineer or Inspector shall not authorize any deviation from the Contract Documents.
- Maintain orderly files for correspondence, reports of job conferences, submittals, reproductions or original contract documents including all addenda, change orders and additional drawings issued after the award of the contract.
- Record the names, addresses and phone numbers of all Contractors, subcontractors and major material suppliers in the diary.
- Keep an inspector's daily report book in the Village's format, or other required format appropriate for the project, recording hours on the job site, weather conditions, general and specific observations, daily activities, quantities placed, inspections, decisions, and list of visiting officials, as outlined in IDOT's Construction Manual.
- Prepare pay estimates and change orders. Review applications for payment with the Contractor for compliance with established submission procedure and forward them with recommendations to the Village.
- Obtain and document all material inspection received from the Contractor as outlined in the Project Procedures Guide of IDOT's Construction Manual.
- Determine if the project has been completed in accordance with the Contract Documents and that the Contractor has fulfilled all of his obligations.
- Prior to final inspection, submit to the Contractor a list of observed items requiring correction and verify that each correction has been made.

- Coordinate and conduct the final inspection with the Village, prepare a final punchlist.
- Verify that all the items on the final punchlist have been corrected and make recommendations to the Village concerning acceptance.
- Review Contractor's DBE plan and progress for compliance with MWRD.

**Task 3 – Record Drawings:**

- Finalize a set of record drawings.

**Task 4 – Post Construction:** CBBEL will perform the following tasks once construction is complete:

- Once the Contractor has fulfilled all obligations, prepare a final pay request for the Village's approval.

**Task 5 – QA Material Testing:**

- Testing Services Corporation will provide QA testing outlined in the IDOT Project Procedures Guide.

**ESTIMATE OF FEE**

Based on the above Scope of Services, our Estimate of Fee is detailed further in the attached CBBEL Work Effort.

We propose to bill you in accordance with the previously accepted Master Contract between the Village of Orland Park and CBBEL. If this proposal is acceptable to you, please sign both copies and return one to us for our files. Please feel free to contact us anytime.

Sincerely,



Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE  
President

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF ORLAND PARK.

BY: \_\_\_\_\_  
 TITLE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

**Orland Park - Grasslands Flood Control  
Construction Engineering Services**

**Engineering Fee Estimate**

Task	Description	Classification and Hourly Rate					Total Hours	Fee \$
		Engineer VI \$210	Engineer III \$125	Survey V \$178	Survey II \$100	Survey I \$78		
1	Preconstruction	5	15				20	\$2,925
2	Construction Observation/Documentation	15	250				265	\$34,400
3	Record Drawings		5	5	20	20	50	\$5,075
4	Post Construction	5	40				45	\$6,050
5	Material Testing							\$2,800
	Direct Costs (Vehicle - 25 Working Days)							\$1,625
<b>TOTAL</b>		<b>25</b>	<b>310</b>	<b>5</b>	<b>20</b>	<b>20</b>	<b>380</b>	<b>\$52,875</b>

**Total Not-to-Exceed Fee = \$52,875**

**Key Personnel**

W. Daniel Crosson, PE  
Brian Bahn, PE

**Classification**

ENG VI  
ENG III

**Project Role**

Project Manager  
Resident Engineer

\* Cost based upon a 25 Working Days including punch list.

\*\* Construction Observation Estimated at 50 hrs/week.