

2012-0221
C12-0053

MAYOR
Daniel J. McLaughlin
VILLAGE CLERK
David P. Maher
14700 S. Ravinia Ave.
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(708) 403-6100
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TRUSTEES
Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia A. Gira
Carole Griffin Ruzich

VILLAGE HALL

May 30, 2012

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

RE: NOTICE TO PROCEED
Creekside Subdivision – South Drainage Improvements

Dear Travis:


This notification is to inform you that the Village of Orland Park has accepted and signed the proposal dated April 5, 2012 Creekside Subdivision – South Drainage Improvements.

Please contact John Ingram at 708-403-6104 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 April 5, 2012 in an amount not to exceed Fourteen Thousand Eight Hundred Fifty and No/100 (\$14,850.00) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,


Denise Domalewski
Contract Administrator

cc: John Ingram



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

April 5, 2012

Village of Orland Park
Public Works Department
15655 Ravinia Avenue
Orland Park, IL 60462

Attention: Mr. John Ingram – Infrastructure Maintenance Director

Subject: Proposal for Professional Engineering Services for
Creekside Subdivision – South Drainage Improvements

Dear Mr. Ingram:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to provide professional engineering services for the design of storm sewer improvements for the southern portion of the Creekside Subdivision. This proposal includes our Understanding of the Assignment, Scope of Services and Estimated Fee.

UNDERSTANDING OF ASSIGNMENT

The southern portion of the Creekside Subdivision is located immediately north of 143rd Street on Creek Crossing Drive. Residents in this area have reported extensive street and rear yard flooding. The particular area of interest is around 14240 Creek Crossing Drive where flooding occurs in the rear and side yards and in a low lying section of Creek Crossing Drive in the front of the house during heavy rainfalls. Before the Creekside Subdivision was built, the area in front of the 14240 Creek Crossing Drive appears as though it were a small drainage swale that directed water toward Long Run Creek. Under existing conditions, drainage from north and south of 14240 Creek Crossing Drive and from approximately 1.5 acres of Long Run Subdivision Phase 2 drains toward this area. It also appears that runoff tributary to Creekside Drive located to the north of Creek Crossing Drive was conveyed overland to the low lying section of Creek Crossing Drive. There are no overland flow routes from the existing low lying area of the street to the detention basin and the existing 18-inch storm sewer cannot convey the runoff to the pond, which results in excessive ponding and flooding of this area. The Village would like to construct improvements to the storm sewer system in this area to reduce the ponding in the street and alleviate the associated flooding.

SCOPE OF SERVICES

Based on our experience with similar projects, our anticipated scope of services is detailed below:

Task 1 – Topographic Survey: The survey will be used as a base map for design purposes. Included are the following survey tasks:

1. **Horizontal Control:** Utilizing state plane coordinates (NAD '83, Illinois East Zone, 1997 Adjustment); CBBEL will establish recoverable primary control.
2. **Vertical Control:** Establish site benchmarks for construction purposes, tied to the NAVD 88 Vertical Datum. A level circuit will be run throughout the project, establishing benchmarks and assigning a vertical datum on the horizontal control points.
3. **Research at the Cook County Recorder's Office.**
4. **Field recon and survey to locate existing monumentation and Right-of-way evidence.**
5. **Analyze Record and Field Data necessary to compute approximate Right-of-Way throughout project limits.**
6. **All trees of 6 inch caliper or greater to be surveyed. Provide tree size, location and elevation on survey.**
7. **All above and below ground utilities including, but not limited to: water, sanitary sewer, storm sewer, telephone, electric, cable and gas, etc. Identify size, type, rim, and invert elevations.**
8. **Existing hardscape improvements located in the project limits including paving, curbs, light fixtures, walks, street signs, parking, fencing and gates, approximate R-O-W, and adjacent building façade & overhangs (if any).**
9. **Office calculations and plotting of field and record data.**
10. **Office contouring of field data and one foot contour intervals.**
11. **Drafting of existing conditions Plan at a scale of 1"=20'.**

Task 2 – Utility Coordination: CBBEL will identify utilities that may have facilities within the project limits and send a Preliminary Utility Request to all known utility companies to obtain pertinent information. Based on the information received from the utility companies, CBBEL will include locations of all facilities on the plans, identify potential conflicts with the proposed project and design the proposed improvements to minimize utility conflicts.

Task 3 – Hydraulic Modeling: Based on Task 1, CBBEL will update the hydraulic model to reflect the actual field conditions. If needed, CBBEL will revise the design and proposed system to convey the runoff to the detention basin and reduce the risk of future flooding at this location.

Task 4 – Preliminary Engineering: CBBEL will prepare preliminary plans, specifications and cost estimates for the two project areas. We assume the two project areas will all be included into one set of construction documents to be completed under a single contract.

We estimate the following plan sheets will be required with associated work hours:

SHEET HOURS	NO. OF SHEETS	AVG. HOURS PER SHEET	HOURS
Title Sheet	1	6	6
General Notes/ Summary of Quantities/ Typical Sections	1	12	12
Alignment Ties & Benchmarks	1	6	6
Existing/Proposed Plan & Profile (3 panel-20' scale)	1	32	32
Traffic Control & Protection (Typ Sects & Notes)	1	8	8
Construction Details	1	8	8
Specifications	-	-	10
Cost Estimates/Quantity Calculations	-	-	8
QA/QC Reviews	-	-	4
Total	6		94*

* Represents hours to complete Tasks 4 and 6.

Preliminary Plans, Specifications and a Cost Estimate will be submitted to the Village for review. This task includes one review meeting with Village Staff.

Task 5 – Final Engineering: Upon meeting with the Village staff to review their comments on the preliminary submittal, CBBEL will revise and finalize the contract documents and cost estimate. During this task the exact letting date will be determined and an estimated construction schedule will be provided.

Task 6 – Bid Assistance: CBBEL will assist the Village in advertising for bids, distribute plans and specifications to all bidders, and be present at the bid opening. CBBEL will review and tabulate all of the bids and make a recommendation of award.

FEE

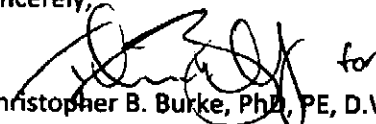
The costs of the services provided are as follows and will not be exceeded without prior approval:

TASK	DESCRIPTION	COST
1	Topographic Survey	\$1,800
2	Utility Coordination	\$ 600
3	Hydraulic Modeling	\$2,000
4	Preliminary Engineering	\$5,600
5	Final Engineering	\$4,000
6	Bid Assistance	\$ 600
	Direct Costs	\$ 250
	Total	\$ 14,850

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 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

Attachment: Standard Charges

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

BY: 
Paul G. Grimes
TITLE: Village Manager
DATE: 5/25/12

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

<u>Personnel</u>	Charges* (\$/Hr)
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.