

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#:

Innoprise Contract #:

Year:

Amount:

Department:

Contract Type:

Contractors Name:

Contract Description:

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
John C. Mehalek

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

www.orlandpark.org



VILLAGE HALL

TRUSTEES
Kathleen M. Fenton
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Carole Griffin Ruzich
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Michael F. Carroll

April 28, 2016

Mr. Travis Parry
Christopher B. Burke Engineering, Ltd.
9575 West Higgins Road, Suite 600
Rosemont, Illinois 60018-4920

RE: *NOTICE TO PROCEED – NPDES MS4 Phase II Compliance Activities*

Dear Travis:

This notification is to inform you that the Village of Orland Park has accepted and signed the proposal dated April 24, 2016 for NPDES MS4 Phase II Compliance Activities.

The Village will be processing a Purchase Order for the above service and will email it to you. 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) fully executed proposal April 24, 2016 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: 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 24, 2016

Village of Orland Park
15655 Ravinia Avenue
Orland Park, IL 60462

Attention: John J. Ingram - Director of Public Works
Subject: Proposal for Professional Engineering Services
NPDES MS4 Phase II Compliance Activities

Dear Mr. Ingram:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to the Village of Orland Park (Village) for professional engineering services for the preparation of the Annual Facility Inspection Report, a new Notice of Intent (NOI) and other items related to obtaining and maintaining compliance with the National Pollutant Discharge Elimination System (NPDES) Phase II permit requirements. This proposal includes our Understanding of the Assignment, Scope of Services, and Estimate of Fee.

UNDERSTANDING OF THE ASSIGNMENT

CBBEL understands that the Village must comply with its NPDES Phase II permit by implementing the Best Management Practices (BMPs) that were outlined in the NOI that was due to be submitted to the Illinois Environmental Protection Agency (IEPA) in September of 2013. The NOI outlines measurable goals associated with these BMPs that the Village must meet over the next five years. The Village must also file a report by June 1st of each permit year that documents the progress made towards meeting these goals in the previous year ending March 10. CBBEL understands that the Village would like assistance with the preparation of the Annual Facility Inspection Report for Year 13 (March 2015-March 2016).

Additionally, as the Village is aware the IEPA released a new ILR40 permit on February 10, 2016. This new permit is a continuation of the previous program established by the General NPDES Permit for Discharges from Small Municipal Separate Storm Sewer Systems with enhanced, clarified and additional requirements. The new ILR40 permit became effective March 1, 2016 and the Village has 90 days to submit a new NOI that will outline the Village's NPDES program and BMP's that will be selected and utilized to meet the new permit conditions and mandates. Additionally, the Village has 180 days from the effective date to implement the BMP's and new program. Based on our experience with similar projects, provided below is our Scope of Services.

SCOPE OF SERVICES

Task 1 – NPDES Phase II Permit Compliance Assessment: CBBEL will review the Village's current Notice of Intent from 2013, any available Annual Facility Inspection Reports and other relevant correspondence with the IEPA to evaluate the Village's compliance with the General NPDES Permit for Discharges from Small Municipal Separate Storm Sewer Systems released in 2016. The compliance assessment will compare the permit requirements with the Village's existing and proposed NPDES program BMP's and other activities. CBBEL will also evaluate if activities from the NOI have been implemented and/or are effective in meeting the minimum control measures of the permit. CBBEL will also meet with the appropriate Village staff to discuss the Village's NPDES program and determine the status of NPDES permit compliance. CBBEL will determine what practices and procedures are applicable toward the required minimum control measures and whether or not any of them require modification to maintain compliance. From this meeting, CBBEL staff will determine if any modifications or updates are needed to the Village's NPDES Phase II program to bring the Village into compliance.

Task 2 – Annual Facility Inspection Report: Upon completion of Task 1, CBBEL will compile information on the Village's NPDES program goals and activities and summarize this information in a report to the IEPA.

The yearly report must include the following:

- The status of compliance with the permit conditions, including an assessment of the BMP's and progress made toward the measurable goals.
- Results of any information collected and analyzed, including monitoring data.
- A summary of the stormwater activities planned for the next reporting cycle.
- A change in any identified best management practices or measurable goals.
- If applicable, notice of relying on another governmental entity to satisfy some of the permit requirements.

Task 3 – Notice of Intent: Upon completion of tasks above, CBBEL will determine what practices and procedures are applicable toward the required minimum control measures and whether or not any of them require modification to meet compliance standards of the MS4 permit. Additionally, CBBEL will advise the Village on additional BMPs and activities that will need to be implemented to meet the requirements of the new ILR40 permit issued on February 10, 2016. This new permit imposes additional unfunded mandates on the Village that must be met within 180 days of the effective date of the permit which is March 1, 2016. Based on the discussions, CBBEL staff will develop the Village's NOI and submit it to the Village for review. The new NOI is due to the IEPA 90 days from the effective date of the new permit or May 29, 2016. Once approved by the Village, CBBEL will formalize, finalize and submit the NOI for ILR40 permit coverage.

ESTIMATED FEE

Task 1	NPDES Phase II Permit Compliance Assessment	\$ 500
Task 2	Annual Facility Inspection Report	\$ 1,600
Task 3	Notice of Intent	\$ 2,100
Total:		\$ 4,200

We will bill you at the hourly rates specified in our previously agreed upon Schedule of Charges and establish our contract in accordance with the Master Service Agreement. Direct costs for blueprints, photocopying, mailing, mileage, permit fees, overnight delivery, messenger services, and report binding 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 previously accepted Schedule of Charges.

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.

Very truly yours,

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

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

BY:  _____
TITLE: Village Manager _____
DATE: 4/25/16 _____