

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2020-0487

Innoprise Contract #: C20-0126

Year: 2020-2025

Amount:

Department: EP&S - Khurshid Hoda

Contract Type: Master Agreement Professional Engineering Services

Contractors Name: Christopher B Burke Engineering LTD

Contract Description: Professional Engineering Services (projects are attached as Exhibit B)
Exhibit B - C21-0028 143rd Street - Compensatory Storage Site Evaluation
Exhibit B - C21-0029 - Structural Review of Wireless Communication Facilities
Exhibit B - C21-0037 - Silver Lake West Water Main Replacement
Exhibit B - C21-0053 - STP Improvements 151st Street Resurfacing
Exhibit B - C21-0092 - Fernway Subdivision Road and Drainage Improvements
Exhibit B - C21-0105 - Stormwater Master Plan
Exhibit B - C21-0127 - Tank No. 7 Rehab Engineering Oversight
Exhibit B - C21-0128 - Tank No. 4 Rehab Engineering
Exhibit B - C21-0129 - Tank No. 6 Rehab Engineering



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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September 17, 2021

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

Attention: Mr. Kenneth Dado
Utility Operations Manager

Subject: Proposal for Construction Engineering Services for Painting and
Improvements to Elevated Tank #7

Dear Mr. Dado:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to provide Construction Engineering Services for the Painting and Improvements to Elevated Tank #7. Below is our Understanding of the Assignment, Scope of Services and Estimated Fee.

UNDERSTANDING OF THE ASSIGNMENT

The Village of Orland Park is seeking an engineering consultant to perform construction engineering services related to the painting and improvements for Elevated Tank #7 located on Cherry Lane in Orland Park, Illinois.

SCOPE OF SERVICES

Task 1 – Construction Observation Services:

Task 1A – Contract Administration: Under this task CBBEL will prepare a Notice of Award, a Notice to Proceed and coordinate a preconstruction conference with the relevant parties involved. We will review contractor's payment applications and prepare change orders for the Village's approval, and coordinate and process paperwork and forms required by the Village.

CBBEL will review Contractor's construction schedule and sequence(s); listing of materials and equipment submittals; general correspondence procedures; site access; staging areas required; traffic control; subcontractors; and submittals for payment. Shop

drawing review procedures will be discussed during the preconstruction conference and in particular, the Contractor will be advised that material and equipment is not to be installed prior to completion of the shop drawing review process.

Task 1B – Shop Drawing Review / Construction Observation Services: CBBEL estimates this project will take approximately 20 weeks from May 1, 2022 to October 1, 2022 to complete. Under this task CBBEL will provide a part-time Resident Engineer (estimated at 10 hours/week for 20 weeks) for the work to be performed in the 2022 construction season. The Resident Engineer (RE) will perform the following duties:

- Log all Contractor data received and maintain a log book of shop drawings and submissions so as to track the status of submittals.
- Review Contractor's submittals for compliance with the intent of the Contract Documents.
- Prepare shop drawing review correspondence providing Contractor with our review comments and if submittals comply with intent of Contract Documents.
- Notify the Village of deficiencies, deviations or substitutions. With the notification, provide the Village with an opinion for acceptance or denial, and request direction from the Village regarding the deviation or substitution.
- Advise the Village when disapprovals may be necessary due to failing to conform to the Contract Documents.
- Provide office support to the Resident Engineer related to interpretation of Contract Documents.
- Maintain office files of project correspondence.
- When present on site, observe the progress and quality of the executed work and determine if the work is proceeding in accordance with the Contract Documents. The Resident Engineer will keep the Village informed of the progress of the work.
- Serve as the Village's liaison with the Contractor working principally through the Contractor's field superintendent.
- Attend construction conferences. Maintain and circulate copies of meeting notes.
- Provide clarification(s) related to the intent of the Contract Documents.
- Review the Contractor's schedule at construction conferences and compare actual progress of work to Contractor's proposed construction schedule.
- Review Contractor's procedure for maintaining record drawings and field changes which may occur during the course of work.
- Maintain orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original Contract Documents including all addenda, change order and additional drawings issued subsequent to the award of the contract.
- Record the names, addresses and phone numbers of all contractors, subcontractors and major material suppliers in a field diary.
- For days in which the RE is present on site, keep a daily report book, which shall contain a daily report and quantity of hours on the job site, weather conditions, list of visiting officials, daily activities, job decisions and observations as well as general and specific observations and job progress.
- For milestone inspections of the handrail installation, welding and mechanical repairs, blasting of the interior and exterior of the standpipe, and coating application inspections, CBBEL will employ the services of Nelson Tank Engineering Company who will climb the tank and perform the visual inspections in areas where CBBEL cannot climb to because of our insurance restrictions. Their fees are included in our construction engineering fee total.
- Prior to final walk through, submit to the Contractor a list of observed items (punch list) requiring correction.
- Verify that punch list items have been addressed and corrections have been made.

