

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:**

**Innoprise Contract #:**

**Year:**

**Amount:**

**Department:**

**Contract Type:**

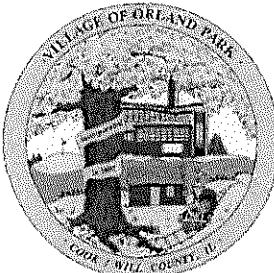
**Contractors Name:**

**Contract Description:**

MAYOR  
Daniel J. McLaughlin

VILLAGE CLERK  
John C. Mehalek

14700 S. Ravinia Avenue  
Orland Park, Illinois 60462  
(708) 403-6100  
[www.orlandpark.org](http://www.orlandpark.org)



TRUSTEES  
Kathleen M. Fenton  
James V. Dodge  
Edward G. Schussler III  
Patricia A. Gira  
Carole Griffin Ruzich  
Daniel T. Calandriello

VILLAGE HALL

November 7, 2013

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

**RE: NOTICE TO PROCEED**  
***Creekside Subdivision – Construction Engineering Services***

Dear Travis:

This notification is to inform you that the Village of Orland Park has accepted and signed the proposal dated October 10, 2013 for Creekside Subdivision – Construction Engineering Services.

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 October 20, 2013 in an amount not to exceed Sixteen Thousand Five Hundred and No/100 (\$16,500.00) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,

The signature of Denise Domalewski, written in cursive black ink.  
Denise Domalewski  
Contract Administrator

cc: John Ingram



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

9575 W. Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 TEL (847) 823-0500 FAX (847) 823-0520

October 10, 2013

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

Attention: John Ingram – Infrastructure Maintenance Director

Subject: Proposal for Construction Engineering Services  
Creekside Subdivision South Drainage Improvements

Dear Mr. Ingram:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal for Construction Engineering. The construction project includes installation of 200 LF of 30" storm sewer to replace an existing 18" line running from Creekside Crossing Drive to the detention basin. Included with this proposal are our Scope of Services and Fee Estimate.

**SCOPE OF SERVICES**

We propose the following tasks based on our experience with similar projects.

**Task 1 - Project Initiation**

- Review of Contract Documents and bid tabulation.
- Gather names of contact persons.
- Permit status review.
- Review and coordinate a schedule for Contractor's submittals.
- Field visit prior to construction.
- Photo/Video documentation of the project site, including wetlands.
- Kick-off meeting with CBBEL and the Village of Orland Park staff.
- Utility Coordination.
  - Verify AT&T ducts were re-located.
  - Coordinate Nicor relocate.
  - Verify ComEd relocation requirements (if any).
  - Village watermain lowering.

- **Pre-Construction Conference**

- Organize and set agenda for conference.
- Notify representatives of the Village of Orland Park, Contractor and Utilities.
- Develop and distribute meeting minutes and sign-in sheet.
- Phone non-attendees and verify any pertinent information.

- Task 2 - Construction Observation, Field Reports, Records, and Daily Work**

- Provide full time on site construction observation services (15 working days).
- Inform Contractor as soon as possible of observed deficiencies in Contractor's work
- Conduct regular project progress meetings. Keep and distribute project progress meeting minutes.
- Complete a Daily Report and Diary for each day's work in the format desired by the Owner's Representative.
- Completed Project Daily Report and Diary forms shall be submitted to the Owner's Representative at a time interval determined at the kick-off meeting.
- Maintain a series of field notebooks, which will be used to record information that cannot be shown on the daily reports.
- Maintain a Daily Progressive Record of the quantities and locations of materials placed.
- Submit weekly or monthly progress reports as requested to the Owner's Representative.
- Collect and forward certified payrolls to the Owner's Representative.
- Maintain project files containing project documents and correspondence.
- Document, facilitate negotiations, prepare and present change orders to the Village, as necessary.

- **Contractor Applications for Payment**

- Review and agree to pay quantities with Contractor prior to submitting an application for payment.
- Check Contractor's application for payment, sign and transmit payment application to Owner's Representative.

- Task 3 - Shop Drawing Review**

- CBBEL will coordinate and perform submittal and shop drawing reviews.

- Task 4 – Materials QA Testing**

CBBEL will subcontract to Testing Service Corporation (TSC) to provide QA testing.

### **Task 5 - Project Close-Out**

- Prepare a pre-final Punch List
- Conduct a final project walk-through with Owner's Representative.
- Prepare and transmit a final project Punch List.
- Verify completion of all Punch List items.
- Determine final quantities and complete Daily Progressive Record
- Assemble all final Project Files and Documents.
- Review and approve final application for payment and prepare final Change Order.
- Prepare a Final Construction Record.

Please note that for any of the construction observation tasks which CBBEL may be performing, the Contractor(s) shall be informed by the Owner that neither the presence of CBBEL field staff nor the observation and testing (if any) by our firm or subconsultant of our firm shall excuse the Contractor in any way for defects discovered in the work. It is understood that CBBEL will not be responsible for job and site safety on this project; job and site safety shall be the sole responsibility of the Contractor(s). CBBEL does not have the right to stop work and will not advise/schedule/coordinate/supervise the Contractor(s) nor the Contractor(s) means and methods of their work and we shall not be liable for the results of any such interpretations or decisions rendered in good faith. Construction observation services provided by CBBEL staff shall be limited only to and for general compliance with the Contract Documents, Plans and Specifications.

### **Task 6 – Record Drawings**

This task will include the as-built survey for the proposed improvements. It will include the following:

- Locate all installed structures and plot to compare with the original proposed design.
- Locate the storm sewer structure rims, inverts and pipe lengths, and also verify pond volume.
- Re-survey as necessary.

## FEE ESTIMATE

Based on our understanding of the services required to complete this project and an assumed construction schedule of three (3) weeks, we estimate that our fees to perform the above scope of services, including direct expenses, to be the following:

<b>TASK</b>	<b>DESCRIPTION</b>	<b>FEE</b>
1	Project Initiation	\$1,000
2	Construction Observation, Field Reports, Records, and Daily Work	\$12,000
3	Shop Drawing Review	\$500
4	Materials QA Testing	\$1,500
5	Project Close-Out	\$1,000
6	Record Drawings	\$500
	<b>TOTAL FEE</b>	<b>\$16,500</b>

We will bill you in accordance with the attached Schedule of Professional Charges. This total fee includes estimated direct costs such as mileage, copies, field supplies, or other project related direct expenses. Depending on the actual time required to complete our tasks, there is a potential for our total fee to be less than the above estimated amount. There is also a potential for needing to expend more efforts than anticipated at this time. However, we will not exceed the current agreed-upon estimated fee without your written approval. We will establish our contract in accordance with the previously accepted General Terms and Conditions.

Thank you for your trust in CBBEL and for the opportunity to provide this proposal for ongoing professional services during the construction phase of this important project. If it meets with your approval, please sign and send/fax/email a copy back to us as notice to proceed.

Sincerely,

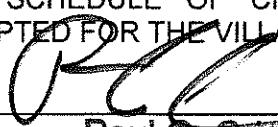


Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE  
President

Attachments: Schedule of Professional Charges

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

BY:

  
Paul G. Grimes

TITLE:

Village Manager

DATE:

11/6/13

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

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