

Christopher B. Burke Engineering, Ltd. (CBBEL) will perform Phase II Engineering Services for the construction of an 8' wide bike path along 108<sup>th</sup> Avenue from Jillian Road on the south to 153<sup>rd</sup> Street on the north. The proposed path will connect the existing 8' bike paths at both termini.

#### **TASK 1 – DATA COLLECTION, KICK-OFF MEETING**

CBBEL will collect and review data to be utilized for the preparation of a federally funded Phase II Plans. Since CBBEL completed the Phase I Engineering, we already have most of the data necessary. CBBEL will meet with Village staff and review all data, the scope and the schedule for the project.

CBBEL will attend a Phase II Kick-off Meeting with IDOT (and Village) staff to discuss the goals and objectives of the project and to refine the scope and schedule. CBBEL will collect, examine, review and evaluate data to be utilized for the preparation of the Phase II Contract Documents utilizing FHWA/IDOT procedures. CBBEL will prepare an agenda and write meeting minutes for the kick-off meeting.

#### **TASK 2 – TOPOGRAPHIC SURVEY**

CBBEL will complete a topographic survey of the project limits and draft the existing condition at a scale of 1" = 40'. The existing conditions plan will be used as the basis of the design.

#### **TASK 3 – GEOTECHNICAL INVESTIGATION**

Our subconsultant, Testing Service Corporation, will prepare a geotechnical soils investigation report in accordance with IDOT requirements for the preparation of contract documents. The report shall include the collection and all necessary data from soil borings, including evaluation of existing soil characteristics, and recommendations and locations for remediation of poor soils. The soils reports shall follow all requirements of IDOT's Geotechnical Manual and Subgrade Stability Manual for a project of this type.

#### **TASK 4 – PRELIMINARY PLANS**

Prior to submitting plans to IDOT, CBBEL will prepare preliminary plan/profiles to review with the Village. CBBEL will meet with the Village to review these plans and obtain input prior to proceeding with pre-final plans.

#### **TASK 5 – UTILITY COORDINATION**

Upon notice to proceed, CBBEL will send a location map to all known utility companies requesting their atlases or plans of their facilities within the project limits. CBBEL will add the received information to the existing conditions plan and send it back to the utility companies for verification. CBBEL will then send preliminary

plans with potential conflicts identified, and will set up meetings to discuss necessary utility relocations or plan adjustments. A set of pre-final plans will be submitted to utility companies for verification of facilities. Final plans will be sent in order for the utilities to design any necessary relocations.

#### **TASK 6 – AGENCY COORDINATION/PERMITTING**

Upon completion of the preliminary plans, CBBEL will coordinate the project with Cook County and the USACOE. CBBEL will prepare and submit a permit application for the required wetland impacts. It is anticipated that the wetlands will be mitigated through banking credits.

The required exhibits, specifications, data and project information will be compiled and assembled in a Regional Permit authorization request package to the U.S. Army Corps of Engineers. We will coordinate development of the documents with you and other project team members. This task may require meeting with the U.S. Army Corps of Engineers, Illinois Environmental Protection Agency, U.S. Fish and Wildlife Service, Illinois Department of Natural Resources, Village of Orland Park and potentially other federal, state and local agencies to coordinate permitting activities.

To develop a complete Regional Permit authorization request package, the following must be provided to CBBEL:

- Preliminary engineering plans;
- Copies of the Phase I Archaeological Survey, if available;
- List of adjacent property owners;
- Signature on Corps' Regional Permit application form designating CBBEL as authorized permitting agent.

During the review process, follow-up meetings with the regulatory agencies, project engineer, and client can be anticipated to finalize required information, submittals and documentation. Since it is difficult to quantify the number of meetings and time involved, for purposes of this proposal, we have budgeted for 2 meetings. Additional meetings would be billed on a Time and Materials basis.

**TASK 7 – PRE-FINAL PLANS, SPECIFICATIONS AND COST ESTIMATE**

CBBEL will prepare pre-final contract documents consisting of plans, specifications, estimate of time, status of utilities to be adjusted and an estimate of construction cost. The plans will be prepared in accordance with all Village and IDOT design criteria.

The pre-final plans will include the following sheets:

| No.   | Sheet Title   |
|-------|---|
| 1     | Cover Sheet   |
| 1     | General Notes <ul style="list-style-type: none"> <li>• Including Village/IDOT standard notes and additional major notes to clarify project’s intent and define incidental items</li> </ul>  |
| 1     | Alignment, Ties and Benchmarks sheet  |
| 1     | Typical cross sections that are <ul style="list-style-type: none"> <li>• Complete and comprehensive</li> <li>• Clearly describe improvement</li> </ul>  |
| 1     | Summary of Quantities   |
| 2     | Path Plan and Profile sheets showing (1”=40’) <ul style="list-style-type: none"> <li>• Existing topography, drainage structures and sewers and other utilities</li> <li>• Items to be removed or adjusted</li> <li>• Existing property lines and street addresses</li> <li>• Proposed horizontal and vertical alignment</li> <li>• Proposed edge of pavement, shoulder, etc.</li> <li>• Any proposed drainage and utility structures and pipe in plan and profile</li> <li>• Existing utilities to remain in place</li> </ul> |
| 1     | Pavement Marking Plan   |
| 1     | Flashing Beacon Plan  |
| 2     | Landscaping and Erosion Control Plan Details  |
| 2     | Construction Details  |
| 4     | Cross Sections  |
| <hr/> |   |
| 17    | TOTAL SHEET COUNT   |

CBBEL will use IDOT standard pay items and standard special provisions where applicable. Otherwise, project-specific special provisions will be written as needed. Plans, special provisions, and the estimate of cost will be submitted to the Village and IDOT for review.

CBBEL will also make any required submittals to IEPA to meet ILRIO NPDES requirements.

**TASK 8 – FINAL PLANS, SPECIFICATIONS AND ESTIMATES**

Upon meeting with the Village staff and IDOT to review their comments on the pre-final 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 9 – BID DOCUMENTS**

CBBEL will make the final revisions to the final submittal based on the Village’s and IDOT’s final review comments. The requested number of copies of plans and specifications will be submitted to IDOT and the Village. A final estimate of cost and estimate of required working days will also be submitted. In addition to printed copies, we will provide the plans, specifications and estimate to the Village in electronic format.

**TASK 10 – QC/QA, MEETINGS, AND ADMINISTRATION**

CBBEL will attend meetings with client; IDOT and in-house meetings. CBBEL will complete all coordination necessary with IDOT as required for design and letting. Staff will be responsible for progress reports, scheduling, invoicing, technical direction of staff, project management and coordination

CBBEL will complete an internal QC/QA review of all of our required submittals.

