



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

October 8, 2021

Village of Orland Park
14700 S. Ravinia Avenue
Orland Park, Illinois 60462

Attention: Mr. Joel Van Essen, Director of Public Works

Subject: Fernway Subdivision Improvements 2021
Proposal for Construction Observation Services

Dear Mr. Van Essen:

At your request, Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional engineering services related to the construction observation for the construction of the Fernway Subdivision 2021 Improvements. Included below you will find our Understanding of the Assignment, Scope of Services and Estimate of Fee.

UNDERSTANDING OF THE ASSIGNMENT

Based on our design, this program includes hot-mix asphalt roadway reconstruction; re-grading of existing roadway ditches; Portland cement concrete shoulder; driveway pavement removal and replacement; culvert removal replacement; and all incidental and collateral work necessary to complete the improvements as shown on the plans and specifications developed by CBBEL.

The project is located along Sherwood Drive from 164th Place to 163rd Street; 164th Street from 88th Avenue to Sherwood Drive; and 163rd Street from 88th Avenue to Cherry Hill Avenue in the Village of Orland Park (Village).

SCOPE OF SERVICES

Task 1 – Pre-Construction Services:

- Attend pre-construction conference and prepare and circulate minutes.
- Review submittals from Contractor for compliance with the contract.
- Review Contractor's construction schedule for compliance with contract documents.
- Attend any public meetings with concerned residents, if requested.

Task 2 – Construction Observation: CBBEL will provide one full-time Resident Engineer for the duration of the Project (assumes 20 working days in 2021 and 40 working days in 2022). The Resident Engineer from the 2020 Fernway Subdivision Improvements (Matt Hoffman) will assist proposed Resident Engineer, Kyle Provost, in order to keep costs low. Kyle is an Engineer I/II and we have assumed him to complete a majority of the work.

Construction observation will include the following tasks:

- Observe the progress and quality of the executed work and determine if the work is proceeding in accordance with the Contract Documents. The Engineer will keep the Village informed of the progress of the work, guard the Village against defects and deficiencies in the work, advise the Village of all observed deficiencies of the work, and advise when the Village should disapprove or reject all work failing to conform to the Contract Documents.
- Serve as the Village's liaison with the Contractor working principally through the Contractor's field superintendent.
- Assist Contractor in dealing with any outside agencies.
- Attend all construction conferences. Arrange a schedule of progress meetings and other job conferences as required. Maintain and circulate copies of records of the meetings.
- Review the Contractor's schedule on a weekly basis and compare actual progress to Contractor's approved schedule. If the project falls behind schedule, work with the Contractor to determine the appropriate course of action to get back on schedule.
- Maintain orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original contract documents including all addenda, change orders, 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 the diary.
- Keep an inspector's daily report book as outlined in the IDOT Project Procedures Guide, 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.
- Check the Contractor's layout at regular intervals.
- Prepare payment requisitions and change orders for the Village's approval, review applications for payment with the Contractor for compliance with established procedures for their submission and forward them with recommendations to the Village.
- Except upon written instructions of the Village, the Resident Engineer or Inspector shall not authorize any deviation from the Contract Documents.
- Determine if the project has been completed in accordance with the Contract Documents and that the Contractor has fulfilled all of his obligations.
- Schedule Quality Assurance site testing for HMA and PCC materials used on the project.

Task 3 – (2021-2022) Winter Shutdown:

This Task is anticipated to occur in Winter 2021-2022 to perform administrative duties and winter site inspections of the Fernway Subdivision Improvements Project. We have budgeted 8 hours per week for 16 weeks from December 6, 2021 to March 11, 2022 to complete this work.

The CBBEL Team will perform traffic control and erosion control inspections over the winter shutdown. Attend and distribute meeting minutes for coordination meetings required for the upcoming construction.

Task 4 – Post-Construction:

- Prior to final inspection, submit to the Contractor a list of observed items requiring correction and verify that each correction has been made.
- Coordinate and conduct the final inspection with the Village. Prepare a final punchlist.
- Verify that all the items on the final punchlist have been corrected and make recommendations to the Village concerning acceptance.
- Review construction record drawings for completeness prior to submission to CADD for further processing.
- Provide the Village a set of AutoCAD construction record drawings in a pdf format.

CBBEL shall not have control over, or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work since these are solely the Contractor’s responsibility under the contract for construction.

Task 5 – Material Testing (by others): CBBEL will utilize the Village’s inhouse testing service to provide materials testing for the work.

ESTIMATE OF FEE

CBBEL estimates the following fees for each of the tasks described above:

Task 1 – Pre-Construction	\$	4,948
Task 2 – Construction Observation	\$	62,868
Task 3 – (2021-2022) Winter Shutdown	\$	13,056
Task 3 – Post-Construction	\$	6,988
Task 4 – Material Testing (Provided by Orland Park)	\$	0
Total		<u>87,860</u>

We will bill you at the hourly rates specified in the Professional Engineering Services Master Agreement including previously agreed upon Schedule of Charges and General Terms and Conditions. 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.

Sincerely,



Michael E. Kerr, PE
President

THIS PROPOSAL ACCEPTED FOR VILLAGE OF ORLAND PARK:

BY: _____

TITLE: _____

DATE: _____

**Village of Orland Park
 Fernway Subdivision 2021 Improvements
 Construction Engineering Services**

Engineering Fee Estimate

Task	Description	Classification and Hourly Rate			Total Hours	Fee \$
		Engineer VI 217	Engineer III 129	Engineer I/II 102		
1	Pre-Construction	4		40	44	\$4,948
2	Construction Observation/Documentation	24	20	540	584	\$62,868
3	2021-2022 Winter Shutdown			128	128	\$13,056
3	Post-Construction	4		60	64	\$6,988
4	Material Testing (Provided by Orland Park)					
TOTAL		32	20	768	820	\$87,860

Total Not-to-Exceed Fee = \$87,860

Key Personnel

W. Daniel Crosson, PE
 Matt Hoffman
 Kyle Provost

Classification

ENG VI
 ENG III
 ENG I/II

* Cost based upon a November 1 start and Spring 2022 Completion. We have assumed full-time 60 working days (9 hours per day) when the Contractor is on site.