

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

**Legistar File ID#:** 2013-0322

**Innoprise Contract #:** C13-0055

**Year:** 2013

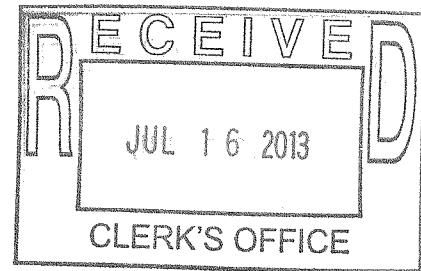
**Amount:** \$7,200.00

**Department:** PW - John Ingram

**Contract Type:** Engineering Services Addendum

**Contractors Name:** Christopher B. Burke Engineering, Ltd

**Contract Description:** Unincorporated Palos and Orland Township Stormwater Management  
Infrastructure Maintenance



MAYOR  
Daniel J. McLaughlin

VILLAGE CLERK  
John C. Mehalek

14700 S. Ravinia Ave.  
Orland Park, IL 60462  
(708) 403-6100  
[www.orland-park.il.us](http://www.orland-park.il.us)



TRUSTEES  
Kathleen M. Fenton  
Brad S. O'Halloran  
James V. Dodge  
Edward G. Schussler III  
Patricia A. Gira  
Carole Griffin Ruzich

## VILLAGE HALL

July 15, 2013

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

RE: ***NOTICE TO PROCEED -***

- *Unincorporated Palos and Orland Townships Stormwater Evaluation*
- *Grasslands Detention Basin*
- *Stellwagen Family Farm – Multi-Use Path and Parking Lot*
- *Fernway Subdivision – Stormwater Improvements*
- *Saratoga Place Subdivision Stormwater Improvements*
- *Maycliff Subdivision Stormwater and Water Main Improvements*

Dear Travis:

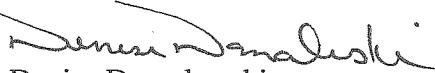
This notification is to inform you that the Village of Orland Park has accepted and signed the proposals related to the projects listed above.

Please contact John Ingram at 708-403-6104 or Kurt Corrigan at 708-403-6123 regarding the work.

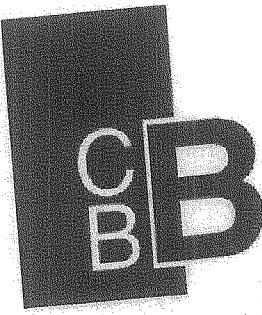
The Village will be processing a Purchase Order for this contract/service and it will be faxed to your company. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia 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.

Enclosed are copies of the fully executed proposals. If you have any questions, please call me at 708-403-6173.

Sincerely,

  
Denise Domalewski  
Contract Administrator

cc: John Ingram  
Kurt Corrigan



CHRISTOPHER B. BURKE ENGINEERING, LTD.  
9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX(847) 823-0520

April 16, 2013

Village of Orland Park  
Public Works Department  
15655 Ravinia Avenue  
Orland Park, IL 60452

Attention: Mr. John Ingram – Infrastructure Maintenance Director

Subject: Proposal for Professional Engineering Services for the Evaluation of Stormwater  
Management Infrastructure Maintenance Responsibilities for Portions of  
Unincorporated Palos and Orland Townships

Dear Mr. Ingram:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to provide professional engineering services for the evaluation of the maintenance responsibilities for the stormwater management infrastructure for portions of unincorporated areas of Palos and Orland Townships. This proposal includes our Understanding of the Assignment, Scope of Services and Estimated Fee.

#### UNDERSTANDING OF ASSIGNMENT

Portions of Palos and Orland Townships are located at the northwest corner of LaGrange Road and 131<sup>st</sup> Street, the southwest corner of 104<sup>th</sup> Avenue and 131<sup>st</sup> Street, and south of 135<sup>th</sup> Street between Wolf and Will-Cook Roads. The majority of the townships developed in unincorporated Cook County and as a result they do not meet the development standards for the Village but are served by the Village's water and sewer utilities. The existing land use consists primarily of single family homes, with a small amount of other uses such as commercial, multi-family, schools, open lands and others. For a small portion of this development area located northwest corner of LaGrange Road and 131<sup>st</sup> Street and commonly known as Mill Creek, the Village co-signed the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) sewerage permit at the time of development, which requires them to maintain the storm sewer system. As a result, the Village would like CBBEL to evaluate the MWRD permits for the remaining portions of Palos and Orland Townships that developed under similar circumstances to determine if the Village would also likely be required to provide maintenance for the stormwater management systems in these areas.

Based on discussions with the Village, the areas of Palos and Orland Townships to be included in the review and evaluation consists of approximately 36 separate MWRD permits and includes all or part of the following subdivisions:

Palos Township

- 1) Mill Creek
- 2) Mill Creek Multi-Family
- 3) Sandburg Glen
- 4) Woodland Shores
- 5) Lake Lucile
- 6) Country Manor
- 7) Palos West
- 8) Suffield Woods
- 9) Brittany Glen
- 10) Palos Woods
- 11) Azure Lake
- 12) Peace Memorial

Orland Township

- 13) Pinewood North Subdivision
- 14) McKay's Subdivision

SCOPE OF SERVICES

Based on our experience with similar projects, our Scope of Services is detailed below:

Task 1 – MWRD Permit Review: CBBEL will perform a detailed review of all of the MWRD permits for the subdivisions listed above and determine those parties responsible for maintenance of the stormwater management system. For those areas where it is determined that the Village is solely or partly responsible for maintenance, the detailed review will also provide CBBEL with quantity take off amounts that can be used to develop the estimated costs of future maintenance. If any areas are determined to be the responsibility of another governmental agency or local entity, CBBEL will provide appropriate contact information and documentation as needed.

Task 2 – Summary Report: Based on the data collected in Tasks 1, CBBEL will compile all the information from the permit review and quantity takeoffs into a concise Final Report summarizing the data. The final report will detail the areas where the Village is responsible for maintaining the stormwater management system and provide a summary of the quantities of storm sewer, detention basins, etc. to be maintained.

FEE

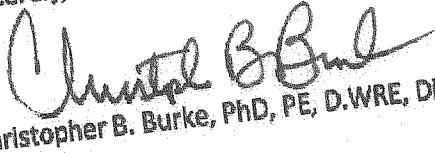
The estimated costs for the tasks provided above are as follows:

TASK	DESCRIPTION	COST
1	MWRD Permit Review	\$ 5,400
2	Summary Report	\$ 1,800
	Total	\$ 7,200

We will bill you at the hourly rates specified on the attached Schedule of Charges and establish our contract in accordance with the previously accepted General Terms and Conditions for Orland Park.

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,

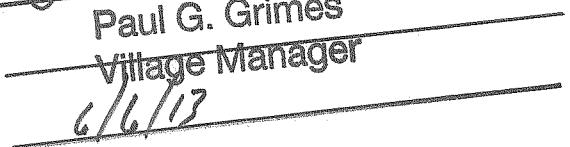
  
Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE  
President

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

BY:

  
Paul G. Grimes

TITLE:

  
Village Manager

DATE:

  
6/6/13

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

<u>Personnel</u>	<u>Charges*</u> (\$/Hr)
Principal	219
Engineer VI	192
Engineer V	157
Engineer IV	126
Engineer III	117
Engineer 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 II	91
CAD Manager	126
Assistant CAD Manager	120
CAD II	117
CAD I	91
GIS Specialist III	112
GIS Specialist II	63
Environmental Resource Specialist V	140
Environmental Resource Specialist IV	126
Environmental Resource Specialist III	107
Environmental Resource Specialist II	87
Environmental Resource Technician	82
Administrative	82
Engineering Intern	48
Survey Intern	48
Information Technician III	68
Information Technician 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.