



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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January 6, 2016

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

Attention: Kurt Corrigan – Transportation and Engineering Manager

Subject: Proposal for Professional Design Engineering and Construction Engineering Services for
The Stellwagen Family Farm Trail Project

Dear Mr. Corrigan,

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to the Village of Orland Park (Village) for construction engineering services associated with the construction of the Stellwagen Family Farm Trail. This proposal includes our Understanding of the Assignment, the Scope of Services, and Estimate of Fee.

UNDERSTANDING OF ASSIGNMENT

CBBEL understands that the Village desires to pursue the design of a HMA parking lot to accommodate the users of the proposed Stellwagen Family Farm and Trail that is to be constructed in the summer of 2017. It is likely that the addition of the parking lot will result in the design and permitting of roadway widening improvements along 108th Avenue. The roadway improvements will require a permit from the Cook County Division of Highways.

SCOPE OF SERVICES

CBBEL will perform or be responsible for the performance of the following Scope of Services. CBBEL shall furnish or cause to be furnished qualified engineers, construction observers and/or technical personnel to perform these services.

Task 1 – Kick-off Meeting:

CBBEL will attend a Phase II Kick-off Meeting with 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 any additional data provided by the Village to be utilized for the preparation of the Construction Documents.

Task 2 – Field Reconnaissance/Base Sheets

CBBEL intends to utilize existing survey data for the proposed parking lot area and 108th Avenue roadway. However, we will make site visits to verify existing conditions of the improvement area, perform supplemental topographic survey as needed, and take field measurements as needed. This data will be used in the preparation of the plans.

Task 3 – 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 an 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 4 – Preliminary Plans

Prior to preparation of final plans for the parking lot and roadway improvement, CBBEL will prepare preliminary plans to review with the Village. CBBEL will meet with the Village to review these plans and obtain input prior to proceeding with final plans and submitting for permit through the Cook County Division of Highways (CCDOH).

Task 5 – Pre-Final Plans, Specifications and Cost Estimate

On the basis of the Village approved preliminary plans, CBBEL will prepare pre-final contract documents consisting of plans, specifications, and an estimate of construction cost. The plans will be prepared in accordance with IDOT and Cook County design criteria and format.

CBBEL will use IDOT standard pay items or Village 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 CCDOH for review.

Task 6 – Agency Coordination/Permitting

Upon completion of the pre-final plans, CBBEL will coordinate the project with Cook County. CBBEL will prepare and submit a permit application for the required roadway improvements.

During the review process, follow-up meetings with the CCDOH and Village 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 1 meeting. Additional meetings would be billed on a Time and Materials basis.

Task 7 – Final Plans, Specifications, and Estimates

Upon meeting with the Village staff and the CCDOH 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 bidding date will be determined and an estimated construction schedule will be provided.

Task 8 – Bid Documents

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

ESTIMATE OF FEE

TASK	DESCRIPTION	FEE
1	KICK-OFF MEETING	\$ 1,000
2	FIELD RECONNAISSANCE/BASE SHEETS	\$ 6,000
3	UTILITY COORDINATION	\$ 2,000
4	PRELIMINARY PLANS	\$ 3,000
5	PRE-FINAL PLANS, SPECIFICATIONS, AND ESTIMATES	\$ 4,000
6	AGENCY COORDINATION/PERMITTING	\$ 10,000
7	FINAL PLANS, SPECIFICATIONS, AND ESTIMATES	\$ 4,000
8	BID DOCUMENTS	\$ 5,000
	TOTAL	\$ 35,000

We will bill you at the hourly rates agreed upon in our General Contract and establish our contract in accordance with the previously accepted General Terms and Conditions. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are included in the fee estimate. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Please note that any requested meetings or additional services are not included in the preceding fee estimate and will be billed at the attached hourly rates.

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

Enclosure: Schedule of Charges
 General Terms and Conditions

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

BY: _____

TITLE: _____

DATE: _____