



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

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July 20, 2020

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 2020  
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 2020 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 Sussex Drive from Robinhood Drive to Sherwood Drive; Robinhood Drive from 88<sup>th</sup> Avenue to 165<sup>th</sup> Place; Sherwood Drive from 88<sup>th</sup> Avenue to 164<sup>th</sup> Place; and 164<sup>th</sup> Place east of Sherwood Drive 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 late August start date and a completion date of November 30<sup>th</sup>, 2020). The Resident Engineer from the 2019 Fernway Subdivision Improvements (Kelly Gibbons) is currently assigned to another project full-time, but we have included hours for her to assist the proposed Resident Engineer since she has prior knowledge of the standards and expectations for this work. The proposed Resident Engineer for this project is Kyle Provost, an Engineer I/II that has shadowed Kelly Gibbons on previous projects and is currently completing water main and roadway improvement projects in Crest Hill and New Lenox.

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

**Task 5 – Direct Costs:** Vehicle usage: 70 days at \$65/day.

**ESTIMATE OF FEE**

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

Task 1 – Pre-Construction	\$	4,172
Task 2 – Construction Observation	\$	66,500
Task 3 – Post-Construction	\$	8,344
Task 4 – Material Testing (Provided by Orland Park)	\$	0
Task 5 – Direct Costs	\$	4,550
<b>Total</b>		<b>83,566</b>

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

Enclosure: Engineering Fee Estimate  
2010 Schedule of Charges

THIS PROPOSAL ACCEPTED FOR VILLAGE OF ORLAND PARK:

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_

**Village of Orland Park  
 Fernway Subdivision 2020 Improvements  
 Construction Engineering Services**

**Engineering Fee Estimate**

Task	Description	Classification and Hourly Rate			Total Hours	Fee \$
		Engineer VI 210	Engineer III 125	Engineer I/II 102		
1	Pre-Construction		4	36	40	\$4,172
2	Construction Observation/Documentation	3	70	560	633	\$66,500
3	Post-Construction		8	72	80	\$8,344
4	Material Testing (Provided by Orland Park)					
5	Direct Costs					\$4,550
<b>TOTAL</b>		<b>3</b>	<b>82</b>	<b>668</b>	<b>753</b>	<b>\$83,566</b>

**Total Not-to-Exceed Fee = \$83,566**

**Key Personnel**

W. Daniel Crosson, PE  
 Kelly Gibbons  
 Kyle Provost

**Classification**

ENG VI  
 ENG III  
 ENG I/II

\* Cost based upon a late August start and completion by November 30th, 2020. Construction Observation currently scheduled to be 14 weeks.

**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
**STANDARD CHARGES FOR PROFESSIONAL SERVICES**  
**JANUARY, 2010**

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Principal	240
Engineer VI	210
Engineer V	173
Engineer IV	138
Engineer III	125
Engineer I/II	102
Survey V	178
Survey IV	132
Survey III	127
Survey II	100
Survey I	78
Resource Planner V	112
Resource Planner IV	108
Resource Planner III	100
Resource Planner I/II	88
Engineering Technician V	150
Engineering Technician IV	132
Engineering Technician III	107
Engineering Technician I/II	97
CAD Manager	138
Assistant CAD Manager	126
CAD II	125
CAD I	98
GIS Specialist III	120
GIS Specialist I/II	67
Landscape Architect	138
Environmental Resource Specialist V	154
Environmental Resource Specialist IV	134
Environmental Resource Specialist III	114
Environmental Resource Specialist I/II	94
Environmental Resource Technician	90
Administrative	88
Engineering Intern	53
Survey Intern	53
Information Technician III	97
Information Technician I/II	62
<u>Direct Costs</u>	
Outside Copies, Blueprints, Messenger, Delivery Services, Mileage	Cost + 12%

\*Charges include overhead and profit