

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#:

Innoprise Contract #: C16-0034

Year: 2016+

Amount:

Department: Finance

Contract Type: Master Engineering Services Agreement

Contractors Name: Christopher B. Burke Engineering, Ltd (CBBEL)

Contract Description: Master Services Agreement - proposals are executed individually and attached as Exhibit Bs.
C16-0019 Doctor Marsh Site Planning (2016-0051 \$95,500.00)
C16-0054 NPDES MS4 Phase II Compliance \$4200
C16-0057 108th St Bike Path Phase II Engineering (2016-0111 \$44,742)

MAYOR
Daniel J. McLaughlin
VILLAGE CLERK
John C. Mehalek
14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100
www.orlandpark.org



VILLAGE HALL

TRUSTEES
Kathleen M. Fenton
James V. Dodge
Patricia A. Gira
Carole Griffin Ruzich
Daniel T. Calandriello
Michael F. Carroll

May 27, 2016

Mr. Travis Parry
Christopher B. Burke Engineering, Ltd.
9575 West Higgins Road, Suite 600
Rosemont, Illinois 60018-4920

RE: NOTICE TO PROCEED – 108th Street Bike Path Phase II Engineering

Dear Travis:

This notification is to inform you that the Village of Orland Park has accepted and signed the proposal dated May 5, 2016 for 108th Street Bike Path Phase II Engineering.

The Village has processed Purchase Order #16-001451 for the above service and emailed it to you on May 12, 2016. 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.

For your records, I have enclosed one (1) fully executed proposal May 5, 2016 in an amount not to exceed Forty Four Thousand Seven Hundred Forty-Two and No/100 (\$44,742.00) Dollars. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski
Contract Administrator

cc: Kurt Corrigan



CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

May 5, 2016

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

Attention: Kurt Corrigan, Transportation and Engineering Manager

Subject: 108th Street Bike Path

Dear Kurt:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to provide professional engineering services. CBBEL will perform Phase II Engineering Services for the construction of an 8' wide bike path along 108th Avenue from Jillian Road on the south to 153rd Street on the north. The proposed path will connect the existing 8' bike paths at both termini.

SCOPE OF SERVICES

TASK 1 – DATA COLLECTION, REVIEW AND IDOT 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 • Including Village/IDOT standard notes and additional major notes to clarify project's intent and define incidental items
1	Alignment, Ties and Benchmarks sheet
1	Typical cross sections that are • Complete and comprehensive • Clearly describe improvement
1	Summary of Quantities
2	Path Plan and Profile sheets showing (1"=40') • Existing topography, drainage structures and sewers and other utilities • Items to be removed or adjusted • Existing property lines and street addresses • Proposed horizontal and vertical alignment • Proposed edge of pavement, shoulder, etc. • Any proposed drainage and utility structures and pipe in plan and profile • Existing utilities to remain in place
1	Pavement Marking Plan
1	Flashing Beacon Plan
2	Landscaping and Erosion Control Plan
	Details
2	Construction Details
4	Cross Sections
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.

ESTIMATE OF FEE

We have estimated the fee for these services as follows:

Task 1 - Data Collection/Kick-Off Meeting	\$ 766.00
Task 2- Topographic Survey	\$ 5,080.00
Task 3 - Geotechnical Investigation	\$ 3,151.00
Task 4 - Preliminary Plans	\$ 4,936.00
Task 5 - Utility Coordination	\$ 676.00
Task 6 – Agency Coordination/Permitting	\$ 5,266.00
Task 7 – Pre-Final Plans, Specs and Estimate	\$ 2,290.00
Task 8 – Final Plans, Specs, and Estimate	\$ 3,680.00
Direct Costs	<u>\$ 900.00</u>
	\$44,742.00

We appreciate the opportunity to submit this proposal to the Village of Orland Park and look forward to working with you.

Sincerely,



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

Approved and Accepted by
Village of Orland Park


Paul G. Grimes, Village Manager

5/9/16
Date