

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)

C16-0103 PCHS & Centennial Park Wetland Consulting (2016-0581 \$16,700)

C16-0110 Mason Lane Drainage Investigation (2016-0689 \$9,300)

C17-0045 Stellwagen Farm Perimeter Path (2017-0022 \$28000)

C17-0046 Stellwagen Parking/108th Ave (2017-0023 \$35,000)

C17-0058 Parkview Estates Stage 2 Storm Water Imprv (2017-0058 \$243,800)

C17-0047 Topographical Survey Humphrey Complex (2017-0281 \$5500)

C18-0048 14615-14635 Oakley Avenue \$18,357

C18-0049 St Michaels Parking Lot (2018-0192 \$78416)

C18-0082 Mason Lane Stormwater Improvements (2018-0333 \$95,766)

C18-0135 Grasslands Regional Flood Control Facility Ph 2 & 3 (2018-0794 \$102,275)



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

October 19, 2018

Village of Orland Park
15655 Ravinia Avenue
Orland Park, Illinois 60462

Attention: John Ingram – Director of Public Works

Subject: Proposal for Professional Engineering Services related to the Grasslands Regional Flood Control Facility

Dear Mr. Ingram,

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to the Village of Orland Park (Village) for professional engineering services associated with the design of the Grasslands Regional Flood Control Facility. This proposal includes our Understanding of the Assignment, Scope of Services, and Fee Estimate.

UNDERSTANDING OF ASSIGNMENT

CBBEL understands that the Village has received funding from the Metropolitan Water Reclamation District of Greater Chicago (MWRDGC) for the construction of the Grasslands Regional Flood Control Facility and would like assistance managing the project, updating the plans, preparing bid specifications and other project related documents to meet the MWRDGC's requirements.

CBBEL understands that the Village would also like a proposal to be submitted for Phase III construction engineering services for observation and inspection of the construction of this project. CBBEL will submit the Phase III proposal under separate cover.

SCOPE OF SERVICES

GRASSLANDS REGIONAL FLOOD CONTROL FACILITY PHASE II SERVICES

Task 1 – Field Reconnaissance and Survey: CBBEL intends to utilize existing survey data for the proposed dam construction project. Because a significant amount of time has passed since the original survey, CBBEL 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 updating and completion of the plans.

Task 2 – Utility Coordination: CBBEL previously sent a location map to all known utility companies requesting their atlases or plans of their facilities within the project limits. CBBEL will coordinate with the utilities as needed to verify that the plans do not conflict with the utility company's existing facilities.

Task 3 – Pre-Final Plans and Specifications: Based on the previously prepared engineering plans reviewed and approved by the Illinois Department of Natural Resources – Office of Water Resources (IDNR-OWR) and the United States Army Corps of Engineers (USACOE), CBBEL will review, evaluate and update the engineering plans as needed for conformance to current standards and practices. The review will include recent updates to the Village's Land Development Code and the MWRDGC's Watershed Management Ordinance, as well as any updates or changes by the Illinois Department of Transportation (IDOT), IDNR-OWR and USACOE. CBBEL will use IDOT standard pay items or Village standard special provisions where applicable. Otherwise, project specific special provisions will be written as needed and the update will also amend the plans and specifications as needed to meet the MWRDGC's Procurement Act, MPLA, Affirmative Action and other specified conditions/requirements. Upon completion, the plans and special specifications will be submitted to the Village for review.

Task 4 – Cost Estimate: Upon completion of the Task 3, CBBEL will prepare an engineer's estimate of probable cost based on the updates and modifications to the existing engineering plans.

Task 5 – Agency Coordination/Permit Updates: CBBEL will coordinate with all permitting authorities for the project as needed. Current permits include a IDNR-OWR Dam Construction Permit and the USACOE Regional Permit. CBBEL will prepare additional submittals to the Illinois Environmental Protection Agency (IEPA) National Pollutant Discharge Elimination System (NPDES) or others as needed. Approval from the Will-South Cook Soil and Water Conservation District was achieved as part of the USACOE permit process.

Task 6 – Final Plans, Specifications, and Estimates: Once the Pre-Final Plan have been updated, reviewed and vetted by all utilities and permitting authorities, CBBEL will revise and finalize the plans, contract documents and cost estimate. During this task the bidding timeframe will be determined and an estimated construction schedule will be provided.

Task 7 – Bid Documents: Upon the completion of Task 6, CBBEL will work with the Village to prepare the appropriate bid documents based on specific Village and MWRDGC requirements.

Task 8 – Project Management: CBBEL will coordinate with the Village, MWRDGC, IDNR-OWR, USACOE and other entities as needed to finalize the plans and prepare the project for construction.

FEE ESTIMATE

TASK	DESCRIPTION	FEE
1	Field Reconnaissance and Survey	\$ 8,500
2	Utility Coordination	\$ 2,500
3	Pre-Final Plans and Specifications	\$ 7,500
4	Cost Estimate	\$ 1,000
5	Agency Coordination/Permit Updates	\$ 8,500
6	Final Plans, Specifications and Cost Estimate	\$ 2,500
7	Bid Documents	\$ 3,200
8	Project Management	\$ 14,200
	SUBTOTAL	\$ 47,900
	Direct Costs	\$ 1,500
	TOTAL	\$ 49,400

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.

Very truly yours,

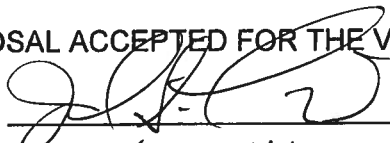

Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE
President

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF ORLAND PARK:

BY:

TITLE:

DATE:


Village Manager
12/7/18



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

October 23, 2018

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

Attention: John Ingram, Public Works Director

Subject: Proposal for Construction Engineering Services
Orland Park Grasslands Regional Flood Control Facility

Dear Mr. Ingram:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit our proposal to perform construction engineering services for the Village of Orland Park. Included in this proposal is our Understanding of the Assignment, Scope of Services, and Estimate of Fee.

UNDERSTANDING OF THE ASSIGNMENT

The project consists of construction of a dam and outfall structure for an existing detention pond adjacent to the Grasslands Subdivision in the Village of Orland Park.

Funding and Documentation

CBBEL understands this project will be constructed with MWRD and Village funds. Our Construction Engineering staff follows IDOT's guidelines for documentation and material inspection for all of our projects. This allows the Resident Engineer to provide necessary information regarding cost or schedule to the Village throughout construction. Following IDOT's guidelines also facilitates a timely project close-out.

SCOPE OF SERVICES

Task 1 – Pre-Construction Services: CBBEL will perform the following tasks prior to the start of construction:

- Facilitate any pre-construction meetings.
- Review the Contractor's schedule for compliance with the specifications.

Task 2 – Construction Observation and Documentation: CBBEL will provide one full-time Resident Engineer for the duration of construction observation for the Grasslands Flood Control Project and will include the following tasks:

- Observe the progress and quality of the executed work and to 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 will disapprove or reject all work failing to conform to the Contract Documents.
- Coordinate construction work with local residents. This will include, but not limited to, notification of construction starting, detours and/or closures, access limitations, and disruption of any water, sewer, or gas services. CBEL shall be available throughout the construction project to address any questions or concerns area residents may have. Our policy is to respond to all questions or concerns within one business day. Extraordinary inquiries or requests will be coordinated with Village staff.
- Serve as the Village's liaison with the Contractor working principally through the Contractor's field superintendent.
- Be present whenever the Contractor is performing work on the project.
- Assist Contractors in dealing with any outside agencies.
- Review construction notices created by Contractor and ensure they are being distributed.
- 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. 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.
- Except upon written instructions of the Village, the Resident Engineer or Inspector shall not authorize any deviation from the Contract Documents.
- Maintain orderly files for correspondence, reports of job conferences, submittals, reproductions or original contract documents including all addenda, change orders and additional drawings issued after 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 in the Village's format, or other required format appropriate for the project, recording hours on the job site, weather conditions, general and specific observations, daily activities, quantities placed, inspections, decisions, and list of visiting officials, as outlined in IDOT's Construction Manual.
- Prepare pay estimates and change orders. Review applications for payment with the Contractor for compliance with established submission procedure and forward them with recommendations to the Village.
- Obtain and document all material inspection received from the Contractor as outlined in the Project Procedures Guide of IDOT's Construction Manual.
- Determine if the project has been completed in accordance with the Contract Documents and that the Contractor has fulfilled all of his obligations.
- 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 Contractor's DBE plan and progress for compliance with MWRD.

Task 3 – Record Drawings:

- Finalize a set of record drawings.

Task 4 – Post Construction: CBBEL will perform the following tasks once construction is complete:

- Once the Contractor has fulfilled all obligations, prepare a final pay request for the Village's approval.

Task 5 – QA Material Testing:

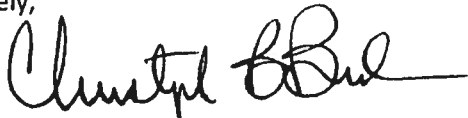
- Testing Services Corporation will provide QA testing outlined in the IDOT Project Procedures Guide.

ESTIMATE OF FEE

Based on the above Scope of Services, our Estimate of Fee is detailed further in the attached CBBEL Work Effort.

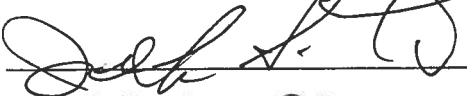
We propose to bill you in accordance with the previously accepted Master Contract between the Village of Orland Park and CBBEL. If this proposal is acceptable to you, please sign both copies and return one to us for our files. Please feel free to contact us anytime.

Sincerely,



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

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF ORLAND PARK.

BY: 
TITLE: Village Manager
DATE: 12/1/18

**Orland Park - Grasslands Flood Control
Construction Engineering Services**

Engineering Fee Estimate

Task	Description	Classification and Hourly Rate					Total Hours	Fee \$
		Engineer VI \$210	Engineer III \$125	Survey V \$178	Survey II \$100	Survey I \$78		
1	Preconstruction	5	15				20	\$2,925
2	Construction Observation/Documentation	15	250				265	\$34,400
3	Record Drawings		5	5	20	20	50	\$5,075
4	Post Construction	5	40				45	\$6,050
5	Material Testing							\$2,800
	Direct Costs (Vehicle - 25 Working Days)							\$1,625
TOTAL		25	310	5	20	20	380	\$52,875

Total Not-to-Exceed Fee = \$52,875

Key Personnel

W. Daniel Crosson, PE
Brian Bahn, PE

Classification

ENG VI
ENG III

Project Role

Project Manager
Resident Engineer

* Cost based upon a 25 Working Days including punch list.

** Construction Observation Estimated at 50 hrs/week.