

**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)

Exhibit B  
2017-0058



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

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

October 21, 2016

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

Attention: John Ingram

Subject: Proposal for Construction Engineering Services  
Parkview Estates Stage II

Dear Mr. Ingram:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit our proposal to perform professional 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.

Mr. W. Daniel Crosson, PE will be the point of contact for this proposal. Dan is very familiar with the project site and will be CBBEL's Project Manager for this project.

The material provided in this proposal represents our ability and eagerness to perform the required services for the Village. We trust that it will demonstrate our understanding of the project and our expertise to perform the upcoming assignment. The CBBEL project team looks forward to working with the Village and is committed to completing the work to your satisfaction and within the required time schedule.

UNDERSTANDING OF THE ASSIGNMENT

The Village is proposing to build a 28-ac-foot detention basin and associated relief storm sewer from the Caro Vista Detention Basin to the Evergreen View Park. The project will include storm sewer and storm sewer structures, pavement reconstruction, sidewalk removal and replacement, earth excavation for a new detention basin and landscape/erosion control improvements.

Funding and Documentation

CBBEL understands this project will be constructed with 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

1. Review the contractor's schedule for compliance with any milestones and/or restrictions found in the contract documents. CBBEL will review the schedule for constructability to insure that the work is being completed in a logical sequence.
2. Prepare all project files prior to the start of construction. This shall include reviewing all applicable construction inspectors' checklists found in IDOT's Construction Manual to anticipate any issues that may arise during construction.
3. Review the plans and specifications and identify any potential issues or conflicts that can be resolved prior to construction. This will assist in avoiding unnecessary delays and change orders.

### Task 2 – Shop Drawing Review

1. Check and approve, or reject and request resubmittal of, any submittals made by the contractor for compliance with the contract documents.
2. Shop Drawings and Contractor Submittals:
  - a. Record data received, maintain a file of drawings and submissions, and check construction for compliance with them.
  - b. Review Contractor's submittals for compliance with contract documents. Notify the Village of any deviations or substitutions. With the notification, provide the Village with a recommendation for acceptance or denial, and request direction from the Village regarding the deviation or substitution.

### Task 3 – Construction Observation

#### *LAYOUT VERIFICATION AND/OR CONSTRUCTION LAYOUT*

1. Verify initial geometric controls.
2. If the contractor is responsible for construction staking, perform periodic measurements to assure the contractor's construction staking and construction layout is accurate per plans.
3. Provide construction layout, if required.

#### *CONSTRUCTION OBSERVATION*

1. Observe the progress and quality of the executed work. Determine if the work is proceeding in accordance with the Contract Documents. CBBEL shall keep the Village informed of the progress of the work, guard the Village against defects and deficiencies in the work, and advise the Village of all observed deficiencies of the work and disapprove or reject all work failing to conform to the Contract Documents.
2. Provide extensive on-site observations of the work in progress and field checks of materials and equipment through a Resident Engineer and Inspector (if necessary), who shall:
  - 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-site, associated with the project.
  - Cooperate with the contractor in dealing with the various local agencies and utility companies having jurisdiction over the Project in order to complete service connections to public utilities and facilities.

- Record names, addresses and telephone numbers of all contractors, subcontractors, and major material suppliers.
  - Attend all construction conferences. Arrange a schedule of weekly progress meetings and other job conferences as required. Maintain and circulate copies of records of the meetings.
  - Review contractor's progress on a weekly basis and update the progress schedule. Compare actual progress to the contractor's approved schedule. If the project falls 14 calendar days behind schedule, work with the contractor to determine the appropriate course of action to get back on schedule. The contractor is required to submit a revised schedule for approval prior to further payments being made.
  - Maintain orderly files of correspondence, reports of job meetings, shop drawings and other submissions, RFI responses, original contract documents including all addenda, change orders and additional drawings issued subsequent to the award of the contract.
  - Prepare any RFC's needed as construction proceeds. Once the contractor submits a proposal, assist the Village in their review and provide a recommendation.
3. Determine if the project has been completed in accordance with the contract documents and if the contractor has fulfilled all obligations.
  4. Except upon written instruction of the Village, the Resident Engineer or Inspector shall not authorize any deviation from the Contract Documents.
  5. Alert the Contractor's field superintendent when materials or equipment are being installed before approval of shop drawings or samples, where such are required, and advise the Village when it is necessary to disapprove work as failing to conform to the Contract Documents.
  6. Discuss the truck routes with the Contractor and monitor that the identified routes are being used.
  7. All CBBEL personnel and their sub-consultants will comply with the Village's current safety guidelines.

#### *CONSTRUCTION DOCUMENTATION*

1. Keep an inspector's daily report book and project diary in the Village's format, 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. Additionally, prepare photo documentation of construction to be submitted in both hard and digital formatting.
2. Prepare payment requisitions and change orders. Review applications for payment with the Contractor for compliance with established submission procedure and forward them with recommendations to the Village. Maintain a Change Management Plan logging all decisions and approved changes of scope and budget.
3. Schedule any material testing through the Village's Consultant at the frequency required by IDOT's QC/QA provisions. Also obtain and document all material inspection received from the Contractor as outlined in the Project Procedures Guide of IDOT's Construction Manual.
4. Prepare a monthly written update to the Village summarizing the Project status, costs and schedule.
5. Review and coordinate response to any RFI from the Contractor in a timely manner and maintain a separate file for each request.

#### **Task 4 – Erosion Control Inspection**

As required by the provisions of the NPDES Permit Number ILR10, CBBEL's Resident Engineer will designate an environmental specialist to inspect all erosion control measures installed during construction to insure they are in accordance with the Storm Water Pollution Prevention Plan (SWPPP). They will perform this inspection weekly and generate a report detailing any deficiencies that need to be addressed. This report will be given to the Contractor, as well as the Village.

#### **Task 5 – QA Material Testing**

CBBEL will provide material inspection services through our sub-consultant Testing Service Corporation (TSC) of Carol Stream, IL. TSC will complete the Quality Assurance (QA) material testing as required at the site and QA testing at the plants.

#### **Task 6 – Traffic Control Inspection**

Perform barricade checks as outlined in Section 700: Work Zone Traffic Control of IDOT's Construction Manual. At a minimum, CBBEL shall perform the following:

- One detailed daytime inspection per week and two detailed nighttime inspections per month. These inspections shall be recorded on a format in accordance with Village policy or Form BC 726, Traffic Control Inspection Report.
- In addition, the Resident Engineer will drive through the jobsite daily and document the drive through in the project diary.
- If traffic control is in place during the proposed winter shutdown, two drive-throughs per week will be performed.

If major deficiencies are observed, the Resident Engineer will notify the contractor immediately and insure that the contractor takes the appropriate actions as outlined in the contract documents.

#### **Task 7 – Post-Construction**

1. Prior to final inspection, submit to the Contractor a list of observed items requiring correction and verify that each correction has been made.
2. Conduct final inspection with the Village and prepare a final list of items to be corrected.
3. Verify that all items on the final list have been corrected and make recommendations to the Village concerning acceptance.
4. Prepare final pay estimate and change order for the Village's approval.
5. Verify all necessary material inspection has been received and documented.

#### **Task 8 – Record Drawings/Detention Area Survey**

CBBEL will maintain a set of working drawings showing changes in the work during construction. Additionally, CBBEL will provide a Topographic As-Built Survey of the detention area to conform with permit requirements. This will expedite the submittal of the record drawings to the Village. Approved record drawings will be submitted to the Village in required format no later than four weeks after the completion of construction.

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.

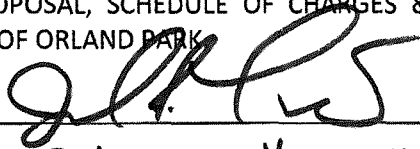
Sincerely,



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

Encl. Schedule of Charges (Orland Park)  
General Terms & Conditions (Orland Park)

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

BY:   
TITLE: Interim Village Manager  
DATE: 4-27-17

CBBEL WORK EFFORT  
Village of Orland Park  
Parkview Estates Stage II

		Personnel & Hours					
	Rate	Project Manager	Engineer III		Total Hours	% of Hours	Total Cost
Task 1	Pre-Construction Services	2	10		12	0.7%	\$ 1,670.00
Task 2	Shop Drawing Review	0	60		60	3.6%	\$ 7,500.00
Task 3	Construction Observation	10	1400		1410	84.1%	\$ 177,100.00
Task 4	Erosion Control Inspection	0	20		20	1.2%	\$ 2,500.00
Task 5	QA Material Testing	0	10		10	0.6%	\$ 1,250.00
Task 6	Traffic Control Inspection	0	20		20	1.2%	\$ 2,500.00
Task 7	Post Construction	2	60		62	3.7%	\$ 7,920.00
Task 8	Record Drawings/Detention Area Survey	2	80		82	4.9%	\$ 10,420.00
	<b>Subtotal</b>	<b>16</b>	<b>1660</b>		<b>1676</b>		
	% of Hours	1.0%	99.0%				
	<b>Total Cost</b>	<b>\$ 3,360.00</b>	<b>\$ 207,500.00</b>		<b>\$ 210,860.00</b>		<b>\$ 210,860.00</b>
	Direct Costs					*	\$ 20,000.00
	Material Testing						\$ 4,000.00
	<b>Total Cost</b>						<b>\$ 234,860.00</b>

\* Cost based upon a June 30, 2017 Completion Date.

\*\* Vehicle usage at \$65/day.

**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