

## MEMORANDUM

September 28, 2012

TO: Karie Friling – Director of Development Services

CC: Kurt Corrigan – Transportation and Engineering Manager  
John Ingram – Infrastructure Maintenance Director

FROM: Travis Parry, EI, CFM  
Thomas T. Burke, PhD, PE

SUBJECT: 2012 Billing Summary – Background Information  
(CBBEL Project No. 04-389)

As requested, Christopher B. Burke Engineering, Ltd. (CBBEL) has performed an analysis of the billing for the Orland Park Monthly Retainer for the 2012 contract year. The current contract amount is \$6500 a month, which has been reduced over the last few years from a peak value of \$8500 in 2009. The average monthly billing for 2012 has been approximately \$10,500. Additionally, with the creation and filling of the Transportation and Engineering Manager position, it is our understanding that the funding for the Transportation Services provided by CBBEL will be eliminated, however, the Village will still have a need for assistance with Illinois Department of Transportation and other local agency coordination, as well as other transportation related tasks. Since the monthly billing has consistently exceeded the contract amount and there is the potential to provide additional services under this contract, CBBEL would like the Village to consider restoring the monthly retainer to \$8500 to more accurately reflect the amount of work that is being performed for the Village.

To augment this request, CBBEL has compiled the two lists provided below to allow interested parties to see the type and extent of work being performed for the various departments of the Village including Development Services, Public Works, Parks and Building Maintenance, Finance, and Administration. The first list details those projects that would typically be deemed out of scope as defined by the contract, which are tasks and investigations that require more than four hours. These tasks included, but were not limited to, drainage and storm sewer investigations, flooding complaints, transportation project coordination and/or analysis, wetland/environmental impact evaluation and/or analysis, local agency coordination, dam analysis and/or inspection, structural review services, electrical review services, bid specification review and modification, grant application preparation and surveying services. The list below includes the project name, type and a brief description. Although technically out of scope due to the time and effort required to complete the tasks, it does not seem convenient or efficient for CBBEL or the Village to prepare and submit proposals for each project of this type when the majority of these projects could be addressed with restoration of the retainer.

The second list details those types of tasks and investigations that CBBEL routinely performs and are considered within the scope of the contract, which is less than four hours.



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

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

# MEMORANDUM

## List 1 – Typical Out of Scope Task and Projects

### **Polak Flooding – 15280 South 112<sup>th</sup> Court**

Provided the Administration and Development Services Department with professional engineering services related to flooding complaints from Ms. Polak at 15280 South 112<sup>th</sup> Court and several of the neighboring property owners. Services included review of complaint correspondence, historical development plans, watershed drainage characteristics and flow patterns, attendance at a meeting with various local agencies regarding the matter and review of response letters to Ms. Polak.

### **Sportsplex LED Lighting Retrofit**

Provided the Park and Building Maintenance Department with professional engineering services related to the Sportsplex LED Lighting Retrofit project. Services included site visits to inspect the type of existing fixtures and electrical supply equipment, review of proposed fixtures for compatibility, preparation of bid specifications, and review and assistance with bid documents.

### **15644 70<sup>th</sup> Court NPDES Violations**

Provided the Police Department and Cook County State's Attorney Office with professional engineering services related to the illicit discharge at 15644 70<sup>th</sup> Court. Services included providing background information to interested parties related to the illicit discharge of a blue dye material and attended court proceedings on behalf of the Village.

### **Village Insurance**

Provided the Finance and Public Works Departments with professional engineering services related to the Village's insurance carrier and dam liability requests. Services included meeting with the departments, analyzing the insurance carrier's list of dams, field visits to dams sites, and preparation of dam inspection reports for requested dams.

### **Wheeler Drive Traffic Calming**

Provided the Development Services Department with professional engineering services related to the Wheeler Drive traffic calming project. Services included topographic survey of the nearly 3 miles corridor from 94<sup>th</sup> Avenue to Wheeler Drive, the preparation of exhibits and a GIS base map and provided staff with information related to the proposed Catalina Stormwater Improvement Project to answer resident questions related to flooding along Wheeler Drive.



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

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

# MEMORANDUM

## **John Humphrey Drive Wetland and Storm Sewer Replacement**

Provided the Public Works Department with professional engineering services related to the potential replacement of storm sewer pipes under John Humphrey Drive into the wetland. The services included environmental resources analysis of the wetland impacts, water resources analysis of the storm sewer improvements and preparation of cost estimates for the proposed improvements.

## **Equestrian Estates Flooding**

Provided the Administration and Development Services Departments with professional engineering services related to a flooding report at Equestrian Estates. Services included historical research of the Harton property that had previously reported flooding, meeting onsite with the resident and Village staff, preparation of a review memorandum, and review and coordination with Village staff regarding proposed drainage improvements.

## **108<sup>th</sup> Avenue Rehabilitation**

Provided the Development Services Department with professional engineering services related to the potential rehabilitation of 108<sup>th</sup> Avenue. The services included preparation of detailed cost estimates, preparation of a conceptual exhibit and attendance at a meeting with Cook County regarding the proposed improvements.

## **147<sup>th</sup> and Ravinia Avenue Roundabout**

Provided the Development Services Department with professional engineering services related to the preparation of TIP application to the Southwest Conference of Mayors (SCM). Services included completion of grant application, exhibits, cost estimate and preliminary right of way requirements. The Village was successful in receiving Federal monies (70/30 match) for this project from the SCM.

## **Old Orland Easement Research**

Provided the Development Services Department with professional engineering services related to easements in the Old Orland Historic District. Services included coordination and easement research for the Right-Of-Way dedicated as Grove Street that is being evaluated as a potential development site and a storm sewer easement between the new homes being constructed at 9869 and 9875 W. 144<sup>th</sup> Place.

## **MWRDGC Watershed Projects**

Provided the Public Works and Development Services Departments with professional engineering services related to the proposed Metropolitan Water Reclamation District of



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

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

# MEMORANDUM

Greater Chicago (MWRDGC) watershed projects planned to be constructed along Tinley Creek. Services included coordination with residents regarding the proposed improvements, preparation of correspondence to impacted residents, coordination and data requests from the MWRDGC related to modeling, mapping and permitting and assisting with questions related to tree mitigation, local ordinances, and resident encroachment.

## **Centennial Townhomes**

Provided the Public Works Department with professional engineering services related to resident concerns with the Village owned wetland located east of Centennial Townhomes. Services included an analysis of the watershed, development of the tributary area boundary and preparation of an exhibit depicting the tributary area.

## **Westwood Drive Properties**

Provided the Development Services Department with professional engineering services related to the potential sale of the Westwood Drive properties. Services included attending a meeting with a potential developer and the preparation of a detailed memorandum outlining the history of the properties, the steps taken to provide an increased level of protection from flooding for the Tuckaway area and additional requirements to be imposed for any future residential structures built on the sites.

## **Doctor West Property/Stellwagen Farm**

Provided the Development Services Department with professional engineering services related to the proposed land swap between the Stellwagen Farm and the Doctor West Property. Services included review of the land plans for the Doctor West property, discussion of the Spring Creek Agreement requirements, modification of a conceptual exhibit to illustrate the proposed parcels, and coordination meetings with Village staff and Gallagher and Henry regarding the proposed property swap.

## **Collette Highlands and Orland Basin Dam Inspections**

Provided the Public Works Department with professional engineering services related to the inspection of the Collette Highlands and Orland Basin Dam. Services included inspecting each dam, preparing certification forms and submission to the Illinois Department of Natural Resources.

## **Brushwood Retaining Wall**

Provided the Development Services Department with professional engineering services related to the Brushwood Retaining Wall. Services included site visits to inspect the wall, multiple rounds of structural review of plans and calculations, and preparation of comment review correspondence.



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

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

# MEMORANDUM

## **Pesticide Notice Of Intent**

Provided the Public Works Department with professional engineering services related to the preparation of the Village's Pesticide Notice of Intent (NOI). Services included background research to compile data needed for NOI, preparation of NOI and submission of the NOI to the Illinois Environmental Protection Agency.

## **Civic Center Parking Lot Drainage Improvements**

Provided the Parks and Building Maintenance Department with professional engineering services related to the Civic Center Parking Lot drainage improvements. Services included site visit to inspect the area and water resources analysis of proposed alternatives.

## **BMW Detention Basin**

Provided the Development Services and Public Works Departments with professional engineering services related to the drainage issues associated with the BMW detention basin. Services included meeting at the site with all stakeholders, review of the as-built plans, investigation of the downstream drainage system, analysis of the sub-watershed drainage, and coordination with Village staff.

## **Madison Construction Development**

Provided the Development Services Department with professional engineering services related to the review of the Madison Construction Development. Services included the review of the as-built plans, review of the Ground Loop Heat Exchanger plans and subsequent submittals, and discussion and coordination with the project engineer after Final Engineering was approved.

## **Centennial Park Pool**

Provided the Parks and Building Maintenance Department with professional engineering services related to the proposed improvements for the Centennial Park Pool Facility. Services included multiple reviews and revisions to the bid specifications and assistance with the bid documents.

## **Lawler Property Redevelopment**

Provided the Development Services Department with professional engineering services related to the proposed development of the Lawler property. Services included review of proposed development plans, providing depressional storage data and modeling information, and discussions with the project engineer regarding local ordinance requirements and potential of site for development.



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

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

# MEMORANDUM

## **Crystal Springs Lift Station**

Provided the Public Works Department with professional engineering services related to flooding at the Crystal Spring Lift Station. Services included an inspection of the site, tributary area analysis, conveyance pipe calculations and sizing, and preparation of summary memorandum.

## **76<sup>th</sup> Avenue Culvert Replacement**

Provided the Public Works Department with professional engineering services related to the proposed replacement of the 76<sup>th</sup> Avenue Culvert. Service included review of the engineering plans for the proposed culvert replacement, a site visit and discussion with Village staff.

## **Technical Assistance Grant**

Provided the Public Works Department with professional engineering services related to the Technical Assistance Grant (TAG). Services included background research for the TAG, meetings with Village staff related to scope, and preparation and assistance with the submission of the TAG.

## **Fernway Drainage**

Provided the Public Works Department with professional engineering services related to the drainage problems in the Fernway Subdivision. Services included a drainage analysis of the subdivision, meetings with Village staff regarding scope of proposed improvements and preparation of working plan sheets.

## **88<sup>th</sup> Avenue Rehabilitation**

Provided the Finance and Public Works Departments with professional engineering services related to the 88<sup>th</sup> Avenue Rehabilitation project. Services included analysis of the project Inter-Governmental Agreements, IDOT contracts, payments and other project related correspondence to determine the Village's financial responsibility and recoverable costs.

## **CIP Budget Assistance**

Provided the Public Works Departments with professional engineering services related to proposed Capital Improvement Program budget. Services included the preparation and/or updating of cost estimates and design and construction engineering costs for future stormwater improvement projects throughout the Village.



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

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

# MEMORANDUM

## List 2 – Typical In Scope Task and Projects

Development Services Engineering Plan Review Meetings

Development Services Development Review Meetings

Rankin Subdivision – Access and Utilities

9750 Development – MWRD Permit and Plan Review

Stormwater Task List Review Meetings – Public Works

Crystal Tree Clubhouse Redevelopment – Coordination

LaGrange Road Widening - IDOT Consultant and Taking Coordination

Sunshine Estates – LOC Credit and Flooding Discussions

Thomas Place – MWRD and Detention Coordination

Duffy-Kelly Property – Depressional Storage Discussions

Project Status Report – Development and Discussion

Request for Final Inspection – Davita Dialysis Center

Creek Crossing Drive – Drainage Investigation and Update

Miroballi Plaza Development – IDOT Review and Discussion

Transportation Services – Coordination and Discussion

MWRDGC Sewer Agreement – Review, Discussion and Execution

Park Site Surveys – Coordination and Discussion

Lawler Pool – Site Plan Review and Discussion

Mallard Landings Townhomes – Flooding Site Visit

Rizza Ford – Expansion and Detention Discussion

Zomperelli Development – Review and Discussion



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

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

# MEMORANDUM

Apps Communications – Coordination

Catalina Subdivision – Detention and Flooding

BMP Presentation – Coordination and Assistance

Wheeler Drive – Flooding Report

Deer Haven Development – Retaining Wall Status

Park Site Surveys – Review and Coordination

Electric Vehicle Charging Station – Background and Coordination

Eck Property – Regional Detention Basin

Grasslands Regional Detention Facility – Permitting Update

Olde Mill Development – Bridge Design Discussion

Pete's Fresh Market Development – Detention Discussion

Marquette Bank Redevelopment – Redevelopment Plans and Meeting

11385 Strawberry Lane – Project Update

Comprehensive Plan – Mobility Chapter Discussion and Review

153<sup>rd</sup> Street and Park Station Boulevard – Fill Discussion

16113 118<sup>th</sup> Avenue - Illegal Floodway Fill – MWRD Coordination

Burnison Residence – Catalina Subdivision

Old Orland Redevelopment Lots – Stormwater Improvement Projects

Doyle Subdivision – Project Coordination

Gallagher and Henry Coordination – Various Projects

9869 and 9875 W. 144<sup>th</sup> Place – Development Coordination

Olympus Trail – Detention Basin Progress Discussions



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

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

# MEMORANDUM

Southwest Highway Improvements – IDOT Drainage Issues

Long Run Creek Watershed – Discussion

Metra Strategic Plan – Review and Discussion

Orland Park Plaza – Wetland and Detention Discussions

Gallagher and Henry Floodplain Map – 159<sup>th</sup> Street and Sportsplex Property

Parkview Estates – Reporter Information Request

Stormwater Improvement Projects – Status Updates

TP  
N:\ORLANDPARK\04389\Water\Docs\Billing\2012 Billing Memo 092812.doc



**CHRISTOPHER B. BURKE** ENGINEERING, LTD.  
9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520