

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:**

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**Year:**

**Amount:**

**Department:**

**Contract Type:**

**Contractors Name:**

**Contract Description:**



# ORLAND PARK

## REQUEST FOR CHANGE ORDER # 1

Purchase Order/ Contract #: 23000431

Change Order Request Date: 8/28/23

Company Name: Engineering Resource Associates

Contract Title: Exhibit B for Orland Hills West Design

**NOTE:** The above referenced contract is for a fixed not to exceed amount and scope of services. For any change to the contract amount or scope of services this form must be completed and signed by the contractor and approved and authorized by the Village of Orland Park **BEFORE** commencing with any work beyond the dollar amount or scope of the original, or previously amended contract/purchase order.

Item	Description	Amount
A	Original contract value (without contingency)	\$ 74,100.00
B	Total amount of previous change orders for contract (not contingency)	\$ 0.00
C	Total current contract amount (A + B)	\$ 74,100.00
D	Amount of this change order for contract (+ or -)	
E	Revised contract amount (C + D)	\$ 74,100.00
F	Percent of current contract amount this change order represents (D/C)	0.00%
G	Cumulative percent of all change orders (B + D)/A	0.00%
H	Original contract completion date	8/31/23
I	Revised contract completion date	9/30/23
J	Total amount of contingency	\$ 0.00
K	Amount of this contingency funds request	\$ 0.00
L	Amount of previous contingency funds approved	\$ 0.00
M	Contingency funds remaining	\$ 0.00

**Brief description of services provided under the contract:**

Design of the Orland Hills West Subdivision Road & Ditch Reconstruction.

**Reason for requested change:** *(if requesting approval for contingency funds, date extension by a total of 30 days or more, identify % and amount on contract)*

Requesting to extend completion date from 8/31/23 to 9/30/23, as the Village's internal review of the proposed design went longer than anticipated.

**For Village Use Only:** IN ACCORDANCE WITH 720 ILCS 5/33E-9 this section shall only apply to a change order or a series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$10,000 or more or the time of completion by a total of 30 days or more.

As the authorized designee of the Village of Orland Park to approve a change order to this public contract, I hereby make the following written determination regarding this change order and authorize and approve the same:

- The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed
- The change is germane to the original contract as signed
- The change order is in the best interest of the Village of Orland Park and authorized by law

This written determination and this written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection.

Company Name: ERA CONSULTANTS

Signature: [Signature]

Printed Name: Howard Killian

Title: Municipal Services Director

Date: AUGUST 28, 2023

Village of Orland Park

Signature: [Signature]

Printed Name: George Koczwar

Title: Village Manager

Date: 8-30-23



January 20, 2023  
Michelle Heslin  
Public Improvement Tech II  
Village of Orland Park  
15655 S. Ravinia Avenue  
Orland Park, IL 60462  
**Sent via email to [mheslin@orlandpark.org](mailto:mheslin@orlandpark.org)**

**SUBJECT:** Proposal for Engineering of the Orland Hills West Subdivision Road & Ditch Reconstruction

Dear Ms. Heslin:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this proposal for design engineering services for the Village of Orland Park's Orland Hills West Subdivision Road and Ditch Reconstruction Project in accordance with your request for proposals.

### **Project Understanding**

The Village is interested in hiring a Phase II Engineering Design firm to provide design of the Orland Hills West Subdivision Road and Ditch Reconstruction project. The work will consist of full depth roadway reconstruction and project wide ditch regrading along with the replacement of all driveway and roadway culverts. An 18-inch concrete ribbon will also be installed along the edge of pavement to aid in keeping the pavement stabilized. The project limits are generally as follows:

Circle Drive on the west boundary  
135<sup>th</sup> Street on the north boundary  
Crescent Drive on the east boundary  
Howe Drive on the south boundary

The total length of the roadway project is approximately 3,425 lineal feet of road and ditch reconstruction on the interior roadways, for a total estimated overall construction cost of \$1.54 million.

### **Scope of Services**

ERA will provide professional engineering services in accordance with the following anticipated work plan. Our work will conform to the Illinois Department of Transportation Standards, Standard Specifications for Water and Sewer Construction in Illinois, where necessary, and the Village of Orland Park's construction requirements.

### **DESIGN ENGINEERING**

- 1) Project Meetings and Coordination** – The following meetings are anticipated during the design phase of these projects:
  - a. *Kick-Off Meeting* – Meet with Orland Park staff to discuss project issues, compile background information, and initiate the project.
  - b. *Progress Meetings* – Meet with Village staff during the design period to review Village comments and at the 75% and final submittal and discuss relevant issues.
  - c. *Utility Coordination Meeting* – Meet with Village staff and utility companies during the design period

to review and discuss potential conflicts. Meeting minutes will be emailed within 1 week of each meeting for review.

d. **Public Meetings** – Public meetings are not anticipated for this project.

**2) Data Acquisition** – This task includes the acquisition of data available from various sources to aid in the inventory and delineation of existing conditions. The following items will be obtained:

- a. Aerial Photography and Topography from Village
- b. Existing roadway plans provided by the Village
- c. Aerial base tax maps
- d. Public utility atlases (storm, sanitary, water, electrical, etc.)
- e. Private utility atlases (gas, electric, telephone, cable, TV)
- f. Cook County topographic mapping and GIS information
- g. Electronic copies of Village standard contract documents, details, and specifications

**3) Field Survey and Review Visits** – This task consists of field survey and visits to gather existing conditions information. Available topographic mapping, GIS information and aerial imagery, along with detailed topographic survey along the project limits will be performed to create base plans and roadway profiles. The following planimetric features will be field reviewed to verify their location:

- a. Horizontal locations of topographic features within the rights of way including found right-of-way monumentation, hydrants, valves, manholes, inlets, power poles, edge of pavement, sidewalks, driveways, and traffic control signs
- b. All trees within the right-of-way limits will be located along the project alignment. The breast height diameter of each tree will also be measured.
- c. Driveways, sidewalks, and structure locations within 15 feet of the right-of-way
- d. Inventory of utility structures including pipe types, sizes, and routing
- e. Pavement and right-of-way widths

**4) Base Plans and Profile Sheets** – Information compiled from the field survey and visits and data acquisition tasks will be combined to produce base plans for each project at a scale of 1" = 40' horizontal and 1" = 10' vertical of the existing conditions. Base plan and profiles sheets will be prepared using our AutoCAD based system conforming to Village of Orland Park Village graphic standards. Base plans on 11" x 17" sheets will be submitted to the Village and private utility companies for review and comments.

**5) Plans, Specifications and Estimates (PS&E)** – This task includes the preparation of contract documents for each project in accordance with Orland Park Village and IDOT standard format utilizing the 2021 version of AutoCAD. Specifications will be prepared in the format required for IDOT projects using Microsoft Office. Village standard contract documents will be provided. The specifications will reference IDOT Standard Specifications and the Village's standards. Bid documents and unit price bid item quantities will be included. Contract documents will include bid forms, notice to bidders, contract forms, bonding and insurance requirements and state and federal compliance requirements. PS&E will be submitted for review and approval at the 75% and 100% bid documents stages of completion.

This task also includes the preparation of a preliminary and final engineer's opinion of probable construction cost for the proposed improvements. They will be prepared using our extensive database of recent unit prices on similar projects in the area.

**6) Permitting** – ERA will prepare and submit permit applications and perform utility coordination for the following regulatory authorities.

- a. NPDES Permit
- b. IEPA – Water Mains or sanitary if needed
- c. MWRD Permits if needed

**7) Bidding Assistance** – ERA will provide bidding assistance services as follows:

- a. Provide reproducible PS&E for distribution by the Village of Orland Park
- a. Attend pre-bid conference, if required
- c. Issue addenda if required
- d. Respond to bidder questions
- e. Attend bid opening
- f. Tabulate bids
- g. Provide award recommendation letter

**Schedule**

The work described in this agreement will be performed as expeditiously as weather and other physical conditions permit. The Engineer shall not be liable to the Owner, if delayed in, or prevented from performing the work as specified herein through any cause or causes beyond the control of the Engineer and not caused by his own fault or negligence including acts of God, or the public enemy, inclement weather conditions, acts of the government after the effective date of this agreement, fires, floods, epidemics, strikes, jurisdictional disputes, lockouts, and freight embargoes.

ERA has the staff and resources available to fully staff these projects for the duration of the design. If the project schedules or scope of services change, we have additional staff and resources available to accommodate the project. Our experience on similar assignments and ability to shift staff and resources will contribute to the ultimate success of these projects.

Design shall be completed by September 30, 2023. *HK 8/29/23*

**Fees**

ERA will provide design engineering services described in this proposal on a 2.8 direct labor multiplier, not to exceed basis. The cost budget is included on the following page in a Not-to-Exceed amount of \$74,100.

We appreciate the opportunity to submit this proposal and trust that it meets with your approval. If acceptable, please sign the proposal where indicated below (Exhibit 1) and return one (1) copy for our files. Receipt of executed proposal will serve as authorization to continue with the project to the full extent of the contract. The attached agreement provisions are expressly incorporated into and are an integral part of this proposal for engineering services.

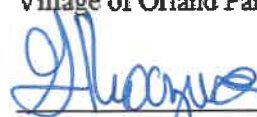
If you have any questions, please contact me at 630-393-3060 or [hkillian@eraconsultants.com](mailto:hkillian@eraconsultants.com).

Sincerely,  
ENGINEERING RESOURCE ASSOCIATES, INC.



Howard Killian, PE  
Project Manager

Approved and Accepted by:  
Village of Orland Park

  
George Koczvara, Village Manager

Date: 8-30-23

Exhibit 1

**Acceptance & Authorization Form – Proposal**  
Engineering and Planning of Laguna Woods Road & Ditch Reconstruction  
Village of Orland Park

Engineering Resource Associates, Inc.

Village of Orland Park



E-SIGNED by George Koczwara  
on 2023-02-15 18:31:34 GMT

**Authorized Signature**  
Brian Dusak, PE, Project Manager  
**Printed Name and Title**

**Authorized Signature**  
George Koczwara Village Manager  
**Printed Name and Title**  
February 15, 2023

**Date**

3S701 West Avenue  
Suite 150  
Warrenville, Illinois 60555  
630-393-3060 t, 630-393-2152 f

**Please Provide Contact Information:**

Mailing Address:

(please provide street address for UPS deliveries)

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Telephone & Facsimile Numbers:

Email Address:

INVOICES should be sent via:

Email USPS Mail Email & USPS Mail

If different than above address,  
invoices should be addressed to:

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Attn:

Invoice Email Address (if different than above):

Note any billing procedures/forms:

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