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**THE VILLAGE OF TINLEY PARK**

**Cook County, Illinois**

**Will County, Illinois**

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**RESOLUTION  
NO. 2020-R-074**

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**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH  
CHRISTOPHER BURKE ENGINEERING LTD. FOR DRY UTILITY RELOCATION AND  
STREET LIGHTING; INSTALLATION CONSTRUCTION OBSERVATION SERVICES**

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**JACOB C. VANDENBERG, PRESIDENT  
KRISTIN A. THIRION, VILLAGE CLERK**

**CYNTHIA A. BERG  
WILLIAM P. BRADY  
WILLIAM A. BRENNAN  
DIANE M. GALANTE  
MICHAEL W. GLOTZ  
MICHAEL G. MUELLER  
Board of Trustees**

**RESOLUTION NO. 2020-R-074**

**A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CHRISTOPHER BURKE ENGINEERING LTD. FOR DRY UTILITY RELOCATION AND STREET LIGHTING; INSTALLATION CONSTRUCTION OBSERVATION SERVICES**

**WHEREAS**, the Village of Tinley Park, Cook and Will Counties, Illinois, is a Home Rule Unit pursuant to the Illinois Constitution of 1970; and

**WHEREAS**, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have considered approving a professional services agreement with Christopher Burke Engineering, LTD., a true and correct copy of such agreement being attached hereto and made a part hereof as **EXHIBIT 1**; and

**WHEREAS**, the Corporate Authorities of the Village of Tinley Park, Cook and Will Counties, Illinois, have determined that it is in the best interests of said Village of Tinley Park that said Agreement be entered into by the Village of Tinley Park;

**NOW, THEREFORE, Be It Resolved** by the President and Board of Trustees of the Village of Tinley Park, Cook and Will Counties, Illinois, as follows:

**Section 1:** The Preambles hereto are hereby made a part of, and operative provisions of, this Resolution as fully as if completely repeated at length herein.

**Section 2:** That this President and Board of Trustees of the Village of Tinley Park hereby find that it is in the best interests of the Village of Tinley Park and its residents that the aforesaid "Purchase Order" be entered into and executed by said Village of Tinley Park, with said Agreement to be substantially in the form attached hereto and made a part hereof as **EXHIBIT 1**, subject to review and revision as to form by the Village Attorney.

**Section 3:** That the President and Clerk of the Village of Tinley Park, Cook and Will Counties, Illinois are hereby authorized to execute for and on behalf of said Village of Tinley Park the aforesaid Purchase Order.

**Section 4:** That this Resolution shall take effect from and after its adoption and approval.

**ADOPTED** this 21<sup>st</sup> day of July, 2020, by the Corporate Authorities of the Village of Tinley Park on a roll call vote as follows:

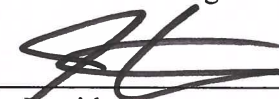
**AYES:** Berg, Brady, Brennan, Galante, Glotz, Mueller

**NAYS:** None

**ABSENT:** None

**APPROVED** this 21<sup>st</sup> day of July, 2020, by the President of the Village of Tinley Park.

ATTEST,  
  
\_\_\_\_\_  
Village Clerk

  
\_\_\_\_\_  
Village President

## **EXHIBIT 1**

# **PROFESSIONAL SERVICES AGREEMENT WITH CHRISTOPHER BURKE ENGINEERING LTD. FOR DRY UTILITY RELOCATION AND STREET LIGHTING; INSTALLATION CONSTRUCTION OBSERVATION SERVICES**

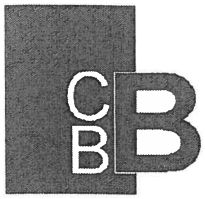
STATE OF ILLINOIS        )  
COUNTY OF COOK        )     SS  
COUNTY OF WILL        )

CERTIFICATE

I, KRISTIN A. THIRION, Village Clerk of the Village of Tinley Park, Counties of Cook and Will and State of Illinois, DO HEREBY CERTIFY that the foregoing is a true and correct copy of Resolution No. 2020-R-074, “A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CHRISTOPHER BURKE ENGINEERING LTD. FOR DRY UTILITY RELOCATION AND STREET LIGHTING; INSTALLATION CONSTRUCTION OBSERVATION SERVICES,” which was adopted by the President and Board of Trustees of the Village of Tinley Park on July 21, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this 21<sup>st</sup> day of July, 2020.

  
\_\_\_\_\_  
KRISTIN A. THIRION, VILLAGE CLERK



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

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

July 7, 2020

**Revised July 14, 2020**

Village of Tinley Park  
Public Works Department  
7980 W. 183<sup>rd</sup> Street  
Tinley Park, IL 60477

Attention: Mr. John Urbanski  
Interim Public Works Director

Subject: Proposal for Professional Engineering Services  
South St. Development Dry Utility Relocation and Street Lighting  
Installation Construction Observation Services

Dear Mr. Urbanski:

In response to the Village's request, Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional engineering services for construction observation services for the South Street Development Dry Utility Relocation and Street Lighting Installation Project. Included below is our Understanding of the Assignment, Scope of Services and Estimate of Fee.

**UNDERSTANDING OF THE ASSIGNMENT**

CBBEL understands the Village is looking for a proposal for construction observation of the subject project. The project is located along South Street from Oak Park Avenue to 66<sup>th</sup> Court, 67<sup>th</sup> Court and 174<sup>th</sup> Street from 67<sup>th</sup> Court to 66<sup>th</sup> Court.

For the construction observation services related to the project, it is CBBEL's understanding that the contract plans prepared by CBBEL will be the basis of the scope of this project and the project has been awarded to Utility Dynamics Co. (via Carlson Construction) to begin construction in July 2020. Engineer's Estimate for lighting and utility conduits is approximately \$809,000.

The project also includes improvements to the Brady Law Firm property which will be a separate contract and a separate plan that was developed by CBBEL. This will be bid independently of the subject project.

CBBEL has developed the following Scope of Services consistent with the Understanding of the Assignment identified above.

### **SCOPE OF SERVICES**

The Scope of Services was prepared based on our knowledge of the project and the procedures and requirements for similar projects in which CBBEL has undertaken for the Village. The project includes the following identified tasks:

**Task 1- Contract Administration:** CBBEL will coordinate a preconstruction conference with all parties involved. We will review contractor's work and prepare any necessary change orders for the Village's approval, and coordinate and process paperwork and forms required by the Village.

CBBEL will review Contractor's construction schedule and sequence(s); listing of materials and equipment submittals; general correspondence procedures; site access; staging areas required; traffic control; subcontractors; and submittals for payment. Shop drawing review procedures will be discussed during the preconstruction conference and in particular, the Contractor will be advised that material and equipment is not to be installed prior to completion of the shop drawing review process.

**Task 2 – Shop Drawing Review / Construction Observation Services:** CBBEL estimates this project will take approximately 26 weeks from July 15, 2020 to January 15, 2021 to complete. Under this task CBBEL will provide a part-time Resident Engineer (estimated at 16 hours/week for 26 weeks) for work performed within this time frame. The Resident Engineer (RE) will perform the following duties:

- Log all Contractor data received and maintain a log book of shop drawings and submissions so as to track the status of submittals.
- Review Contractor's submittals for compliance with the intent of the Contract Documents.
- Prepare shop drawing review correspondence providing Contractor and Village with our review comments and if submittals comply with intent of Contract Documents.
- Coordination with all affected utility companies, business owners and residents.
- Coordination of all building cutovers and coordination of removal of all affected overall utilities.
- Notify the Village of deficiencies, deviations or substitutions. With the notification, provide the Village with an opinion for acceptance or denial, and request direction from the Village regarding the deviation or substitution.
- Advise the Village when disapprovals may be necessary due to failing to conform to the Contract Documents.
- Provide office support to the Resident Engineer related to interpretation of Contract Documents.
- Maintain office files of project correspondence.
- When present on site, observe the progress and quality of the executed work and determine if the work is proceeding in accordance with the Contract Documents. The Resident Engineer will keep the Village informed of the progress of the work.

- Serve as the Village's liaison with the Contractor working principally through the Contractor's field superintendent.
- Attend construction conferences. Maintain and circulate copies of meeting notes.
- Provide clarification(s) related to the intent of the Contract Documents.
- Review the Contractor's and utilities schedules at construction conferences and compare actual progress of work to Contractor's proposed construction schedule.
- Review Contractor's procedure for maintaining record drawings and field changes which may occur during the course of work.
- Maintain orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original Contract Documents including all addenda, change order and additional drawings issued subsequent to the award of the contract.
- Record the names, addresses and phone numbers of all contractors, subcontractors and major material suppliers in a field diary.
- For days in which the RE is present on site, keep a daily report book, which shall contain a daily report and quantity of hours on the job site, weather conditions, list of visiting officials, daily activities, job decisions and observations as well as general and specific observations and job progress.
- Prior to final walk through, submit to the Contractor a list of observed items (punch list) requiring correction.
- Verify that punch list items have been addressed and corrections have been made.
- Coordinate and conduct the final walk through with the Village, prepare a final punch list (if required).
- Verify that all the items on the final punch list have been corrected and make recommendations to the Village concerning acceptance of the project.
- Except upon written instructions of the Village, the Resident Engineer shall not authorize any deviation from the Contract Documents.
- Determine if the project has been completed in accordance with the Contract Documents and that the Contractor has fulfilled all of their obligations.

**Task 3 – Preparation of Plans, Specifications, Bidding Documents and Assistance with Bidding:** CBBEL will prepare plans, specifications and bidding documents of the proposed modifications, including civil, mechanical and electrical details. CBBEL will prepare an opinion of probable construction cost for the proposed work. After approval by the Village of the bidding documents, CBBEL will assist the Village with the public bidding process, including attendance at an onsite pre-bid meeting, response to bidders questions prior to bid, preparation of addenda, attendance at bid opening, review of proposals received and preparation of letter recommending bid award.

**Task 4 – Brady Property Improvements Construction Services:** Upon award of the contract, CBBEL will perform the same services as listed in Tasks 1 and 2 above. The improvements will take approximately 4 weeks to construct all of the work as shown on the associated plan sheet. Project bidding documents for this task are not included. If bidding documents and contract administration work are required, CBBEL will provide the Village with a separate task proposal for this work.

**ESTIMATE OF FEE**

| TASK         |  | FEE             |
|--------------|--|-----------------|
| 1            | Contract Administration (20 Hours @ \$116/Hr)  | \$2,320         |
| 2            | Shop Drawing Review / Construction Observation Services<br>(416 Hours @ \$116/Hr)                                    | \$48,256        |
| 3            | <b>Preparation of Plans, Specifications, Bidding Documents<br/>and Assistance with Bidding (65 Hours @ \$116/Hr)</b> | <b>\$7,500</b>  |
| 4            | Brady Property Improvements <b>Construction Services</b> (60<br>Hours @ \$116/Hr)                                    | \$6,960         |
| <b>TOTAL</b> |  | <b>\$65,036</b> |

Based on the above Scope of Services, our Estimate of Fee is **\$65,036.00**.

We will bill you at the hourly rates specified on the attached Schedule of Charges and establish our contract in accordance with the Agreement for Professional Services between the Village of Tinley Park and CBBEL that is already on file. Please note that any requested meetings or additional services are not included in the preceding fee estimate and will be billed at the hourly rates.

We trust that this proposal will demonstrate our understanding and expertise to perform the upcoming assignment. We appreciate the opportunity to submit our proposal for the construction observation of this project and look forward to working with the Village on this important project.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. If you have any questions, please feel free to contact us anytime.

Sincerely,




Michael E. Kerr, PE  
President

GAH/pjb

Encl. Standard Charges

THIS PROPOSAL AND SCHEDULE OF CHARGES ACCEPTED FOR THE VILLAGE OF TINLEY PARK:

BY:   
TITLE: Village President  
DATE: July 21, 2020



CHRISTOPHER B. BURKE ENGINEERING, LTD.

Village of Tinley Park Rates

EFFECTIVE 07/01/17

|  | Village<br>Rate |
|--|-----------------|
| PRINCIPAL                              | \$200.00        |
| ENGINEER VI                            | \$184.00        |
| ENGINEER V                             | \$161.00        |
| ENGINEER IV                            | \$134.00        |
| ENGINEER III                           | \$112.00        |
| ENGINEER I/II                          | \$81.00         |
| SURVEY III (PLS)                       | \$135.00        |
| SURVEY II (CREW CHIEF)                 | \$101.00        |
| SURVEY I (CREW MEMBER)                 | \$79.00         |
| ENGINEERING TECHNICIAN III/IV          | \$116.00        |
| ENGINEERING TECHNICIAN I/II            | \$96.00         |
| CAD MANAGER                            | \$127.00        |
| CAD II                                 | \$116.00        |
| LANDSCAPE ARCHITECT                    | \$134.00        |
| GIS SPECIALIST III                     | \$116.00        |
| GIS SPECIALIST I/II                    | \$71.00         |
| ENVIRONMENTAL RESOURCE SPECIALIST V    | \$182.00        |
| ENVIRONMENTAL RESOURCE SPECIALIST IV   | \$139.00        |
| ENVIRONMENTAL RESOURCE SPECIALIST III  | \$105.00        |
| ENVIRONMENTAL RESOURCE SPECIALIST I/II | \$70.00         |
| ENVIRONMENTAL RESOURCE TECHNICIAN      | \$93.00         |
| ADMINISTRATIVE                         | \$83.00         |
| ENGINEERING INTERN                     | \$34.00         |

**These rates may be modified annually after the first of the year with the approval of both CBBEL and the Village of Tinley Park**