
THE VILLAGE OF TINLEY PARK

**Cook County, Illinois
Will County, Illinois**

RESOLUTION NO. 2023-R-145

**A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF TINLEY
PARK AND CHRISTOPHER B. BURKE ENGINEERING, LTD. FOR HELIPAD
IMPROVEMENTS – DRY UTILITY RELOCATION PROJECT CONSTRUCTION
OBSERVATION SERVICES**

**MICHAEL W. GLOTZ, PRESIDENT
NANCY M. O'CONNOR, VILLAGE CLERK**

**WILLIAM P. BRADY
WILLIAM A. BRENNAN
DENNIS P. MAHONEY
MICHAEL G. MUELLER
KENNETH E. SHAW
COLLEEN M. SULLIVAN
Board of Trustees**

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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 entering into an Agreement with Christopher B. 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 "Agreement" 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**.

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 Agreement.

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

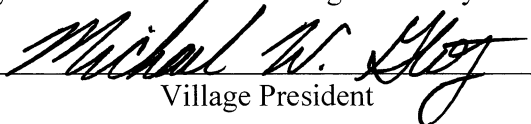
ADOPTED this 21st day of November, 2023, by the Corporate Authorities of the Village of Tinley Park on a roll call vote as follows:

AYES: Brady, Brennan, Mahoney, Mueller, Shaw, Sullivan

NAYS: None

ABSENT: None

APPROVED this 21st day of November, 2023, by the President of the Village of Tinley Park.


Village President

ATTEST:

Village Clerk

EXHIBIT 1

AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND CHRISTOPHER B. BURKE ENGINEERING, LTD. FOR HELIPAD IMPROVEMENTS – DRY UTILITY RELOCATION PROJECT CONSTRUCTION OBSERVATION SERVICES



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

October 17, 2023

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

Attention: Mr. Colby Zemaitis, PE, CFM
Assistant Public Works Director

Subject: Proposal for Professional Engineering Services
183rd Street Police Station and Helipad/Fire Training Facility
Dry Utility Relocation Construction Observation Services

Dear Mr. Zemaitis:

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 183rd Street Police Station and Helipad/Fire Training Facility Dry Utility Relocation 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 183rd Street from west of the Police Station to east of the Fire Training Facility. The scope of construction is consistent with the contract plans prepared by CBBEL. It is understood the project will be awarded to Airy's, Inc. to begin construction in late fall/winter 2023.

As requested, this proposal also includes miscellaneous electrical inspections for Village projects to completed on an as-needed basis.

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 2 months beginning in November, 2023. Under this task CBBEL will provide a part-time Resident Engineer (estimated at 16 hours/week for 8 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 of 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.

Please note that for any of the observation tasks with CBBEL may be performing, the Contractor(s) shall be informed that neither the presence of CBBEL field staff nor the observation and testing (if any) by our firm or subconsultant of our firm shall excuse the Contractor in any way for defects discovered in the work. It should be understood that CBBEL will not be responsible for any job and site safety on this project; job and site safety shall be the sole responsibility of the Contractor(s). CBBEL does not have the right to stop work and will not advise nor supervise the Contractor(s) means and methods of their work.

Task 3 – Miscellaneous Village Electrical Inspections: At the request of the Village, CBBEL will perform as-needed construction observation and/or material inspections for ongoing Village construction projects that include the installation or maintenance of Village electrical facilities. These projects shall include streetlighting, dry utility relocations, and maintenance of existing Village electrical infrastructure. This work shall be completed on a time and materials basis with a not-to-exceed limit of \$17,500.

ESTIMATE OF FEE

TASK		FEE
1	Contract Administration (20 Hours @ \$161/Hr)	\$3,220
2	Shop Drawing Review / Construction Observation Services (126 Hours @ \$161/Hr)	\$20,286
3	Miscellaneous Village Electrical Inspections	\$17,500
TOTAL		\$41,006

Based on the above Scope of Services, our Estimate of Fee is \$41,006.00.

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 will bill you at the hourly rates specified in 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. We will not exceed the fee without written permission of the client.

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.

Sincerely,

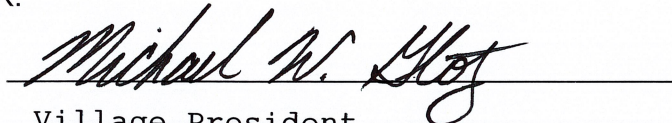


Michael E. Kerr, PE
President

Encl. Standard Charges

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

BY:



TITLE:

Village President

DATE:

November 21, 2023

GAH/pjb

N:\PROPOSALS\ADMIN\2023\Tinley Park 183rd St Police Station-Fire Training Fac Dry Utility Reloc-Const Ob.101723.docx

Village of Tinley Park
Effective 5/1/2023 through 4/30/2024

CHRISTOPHER B. BURKE ENGINEERING, LTD.
STANDARD CHARGES FOR PROFESSIONAL SERVICES
REVISED, SEPTEMBER 2018

<u>Personnel</u>	<u>Charges*</u> <u>(\$/Hr)</u>
Principal	265
Engineer VI	239
Engineer V	197
Engineer IV	160
Engineer III	144
Engineer I/II	113
Survey V	219
Survey IV	185
Survey III	162
Survey II	118
Survey I	93
Engineering Technician V	187
Engineering Technician IV	152
Engineering Technician III	137
Engineering Technician I/II	80
CAD Manager	166
Assistant CAD Manager	144
CAD II	144
CAD I	111
GIS Specialist III	139
GIS Specialist I/II	80
Landscape Architect	160
Environmental Resource Specialist V	206
Environmental Resource Specialist IV	160
Environmental Resource Specialist III	132
Environmental Resource Specialist I/II	108
Environmental Resource Technician	108
Administrative	101
Engineering Intern	61
Information Technician III	122
Information Technician I/II	110
<u>Direct Costs</u>	
Outside Copies, Blueprints, Messenger, Delivery Services, Mileage	Cost + 12%

*Charges include overhead and profit

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

CERTIFICATE

I, NANCY M. O’CONNOR, 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. 2023-R-145, “**A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE VILLAGE OF TINLEY PARK AND CHRISTOPHER B. BURKE ENGINEERING, LTD. FOR HELIPAD IMPROVEMENTS - DRY UTILITY RELOCATION PROJECT CONSTRUCTION OBSERVATION SERVICES,**” which was adopted by the President and Board of Trustees of the Village of Tinley Park on November 21, 2023.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Tinley Park this 21st day of November, 2023.


VILLAGE CLERK