

ORDINANCE NO. 1885-18

AN ORDINANCE AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
CHRSTOPHER B. BURKE ENGINEERING, LTD. – UPDATING VILLAGE CODE AND
ENGINEERING DETAILS

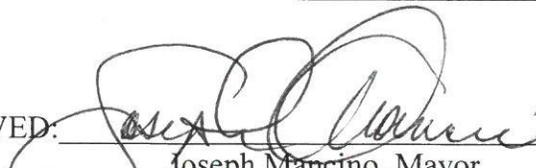
BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Chief Operating Officer be, and the same are, hereby authorized and directed, to execute an agreement with Christopher B. Burke Engineering, Ltd., in an amount not to exceed \$24,250, substantially in the form attached hereto as “Exhibit A”, and, by this reference made a part hereof.

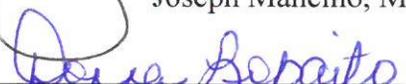
The foregoing Ordinance was adopted on September 24, 2018 by a roll call vote as follows:

AYES: Kaiser, Kasik, Riess, Corrigan, Dimaggio, David

NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED: 
Joseph Mancino, Mayor

ATTEST: 
Donna Lobaito, Village Clerk

ADOPTED: September 24, 2018

APPROVED: September 24, 2018



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

September 19, 2018

Village of Hawthorn Woods
2 Lagoon Drive
Hawthorn Woods, IL 60047

Attention: Pamela Newton, Chief Operating Officer

Subject: Proposal for Professional Engineering Services
Updating Village Code and Engineering Details
Village of Hawthorn Woods, Lake County, IL

Dear Ms. Newton:

CBBEL is pleased to provide this proposal for professional engineering services related to updating Chapters 1, 2, 3, and 4 of Title 10 (Land Subdivisions) of the Village of Hawthorn Woods Village Code and generate a set of Engineering Standard Details are described within. Included in this proposal is our Understanding of Assignment, Scope of Services, and Fee Estimate.

UNDERSTANDING OF THE ASSIGNMENT

CBBEL understands that the Village of Hawthorn Woods has requested this proposal to update the following chapters of Title 10 (Land Subdivision) of the Village Code:

- Chapter 1- General Subdivision Provisions – Definitions Only
- Chapter 2- Procedures and Guidelines
- Chapter 3- Subdivision Design Planning Standards
- Chapter 4- Stormwater Management

Also, CBBEL prepared a comprehensive written list of details that has been composed based upon previously developed discussions with the Village staff and is included as Attachment B. CBBEL understands the Standard Details will be generated for use by private development projects as well as the Village's Capital Improvement Projects. Each individual standard detail will be provided in both .pdf and .dgn formats. In addition, CBBEL will develop a booklet of all details that can be made available on the Village website and will be incorporated seamlessly into future engineering plan sets.

SCOPE OF SERVICES

Task 1 – Recommended Changes to Village Code: Prior to the kick-off meeting CBBEL will prepare recommendations of changes to the Village Code based on our over 16 years as the Village Engineer of Hawthorn Woods.

Also, based on our knowledge of the Village and our expertise of work as the Village Engineer for different municipalities throughout the Chicagoland area CBBEL recommends the list of details to involve a separate document (see Attachment B) which will be referenced in the Village Code.

Prior to the Kick-off Meeting CBBEL will forward the information to the Village staff for review.

Task 2 – Kick-off Meeting: CBBEL staff will meet with the Village staff (one meeting assumed to be 3 hours) to discuss CBBEL's redline and the Villages redlines. Based on the comments, CBBEL will use them to produce a Preliminary Draft of the Village Code and Details for the Village to review.

Task 3 – Preliminary Draft Village Code: Based on the comments from the Kick-off meeting, CBBEL will prepare a Preliminary Draft of the Village Code and Engineers Details for the Village to review. We have assumed 1 meeting for this task.

Task 4 – Pre-Final Village Code: Based on the Village's comments, CBBEL will prepare a Pre-Final Draft Village Code and Engineering Details for the Village's review. We have assumed 1 meeting for this task.

Task 5 – Final Village Code: CBBEL will prepare the Final Village Code and Engineering Details to the Village for Village Board approval. Included in this task, CBBEL has assumed we will need to attend the Village Board Meeting.

ATTACHMENT B

List of Proposed Standard Engineering Details

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- Concrete Ribbon Detail
 - Bike Path Typical Section
 - Residential Culvert Detail
 - Industrial, Commercial, Driveway Typical Section
 - Residential Driveway Approach Typical Section
 - Parking Lot and Public Street Pavement Typical Section (ROW to ROW)
 - Pavement Structure and Required roadway widths (Edge-to-Edge Widths)
 - Restrictor Detail
 - Miscellaneous Inspection Notes
 - Field Quality Control Procedures for Pavement Area Subgrade
 - Storm Sewer/Sump Pump Line Connection Detail
 - Street Sign Detail

- Trench Detail (Paved Areas and Non-Paved Areas)
- Sanitary Sewer Manhole Detail
- Sanitary Service Connection Saddle Detail
- Street Light Pole Detail

ESTIMATE OF FEE

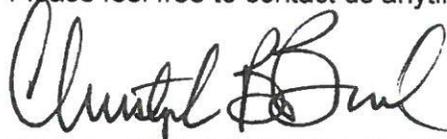
CBBEL estimates the following fees for the tasks described above.

TASK	DESCRIPTION	FEE
1	Recommend Changes to Village Code	\$ 6,750
2	Kick-off Meeting	\$ 1,500
3	Preliminary Draft Village Code	\$ 8,500
4	Pre-Final Village Code	\$ 3,500
5	Final Draft Village Code	\$ 4,000
TOTAL		\$ 24,250

We will bill you at the hourly rates specified in our previously agreed upon Schedule of Charges and establish our contract in accordance with the previously agreed upon General Terms and Conditions. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are included in the Estimated Fee. We will not exceed the fee without written permission of the client. The General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services.

Please sign and return one copy of this proposal as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,



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

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF HAWTHORN WOODS:

BY:  _____

TITLE: Mayor _____

DATE: September 24, 2018 _____