

ORDINANCE NO. 2354-24

AN ORDINANCE AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
CHRSTOPHER B. BURKE ENGINEERING, LTD. – HAWTHORN WOODS 2024 STREET
PROGRAM PHASE III ENGINEERING SERVICES

BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Village Clerk be and the same are, hereby authorized and directed to execute an agreement with Christopher B. Burke Engineering, Ltd., substantially in the form attached hereto as "Exhibit A", and, by this reference made a part hereof.

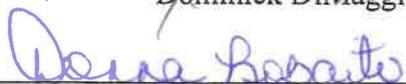
The foregoing Ordinance was adopted on May 21, 2024 by a roll call vote as follows:

AYES: Kaiser, Rychick, Bauer, Hurst, Roman

NAYS: 0

ABSENT AND NOT VOTING: McCarthy

APPROVED: 
Dominick DiMaggio, Mayor

ATTEST: 
Donna Lobaito, Village Clerk

ADOPTED: May 21, 2024

APPROVED: May 21, 2024



CHRISTOPHER B. BURKE ENGINEERING, LTD.
9575 West Higgins Road Suite 600 Rosemont, Illinois 60018 TEL (847) 823-0500 FAX (847) 823-0520

April 9, 2024
Revised May 1, 2024

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

Attention: Erika Frable, PE – Director of PW / Village Engineer

Subject: Hawthorn Woods 2024 Street Program
Proposal for Phase III Engineering Services

Dear Erika:

At your request, Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to provide this proposal for professional engineering services related to construction engineering for the construction of the 2024 Street Program. Included below you will find our Understanding of the Assignment, Scope of Services and Estimate of Fee.

UNDERSTANDING OF THE ASSIGNMENT

CBBEL understands that the Village of Hawthorn Woods requests construction observation services for the 2024 Street Program. This project will be funded using MFT, RBI, and Local Funds. The proposed improvements include 4.25" surface removal and replacement with HMA Surface Course 2" and HMA Binder Course 2.5" along with 2" surface removal and replacement with HMA Surface Course 1.5" and Polymerized HMA Binder Course 0.75" and Class D Patches Type I-IV, 8". Other improvements include the installation of 18,438 LF of PCC Shoulders, 9", PCC shoulder removal, driveway removal and replacement, pipe culvert removal and replacement, grading and shaping ditches, and all necessary restoration in the plans and specifications designed by CBBEL. We understand the Village intends to award the Alternate 1 Bid for which the project locations include:

Street Name	From	To	Approx. Length (ft)
Squire Road	South Terminus	North Terminus	3,680
Cattail Court	Fox Tail Road	Cul de sac	270
Fox Tail Road	Squire Road	East Terminus	1,050
Lancelot Lane	Squire Road	Glen Road	1,220
Arthur Court	Glen Road	Cul de sac	500
Glen Road	Squire Road	Orchard Lane	2,565

The construction duration per Contract Specifications is **35 Working Days**.

SCOPE OF SERVICES

Task 1 – Preconstruction Services

CBBEL will perform the following tasks prior to the start of construction:

- Attend pre-construction conference and prepare and circulate minutes.
- Review Contractor's construction schedule for compliance with contract documents.
- Attend any public meetings with concerned residents, if requested. Coordinate initial project notices with impacted stakeholders.
- Review preliminary construction layout in the field and identify potential conflicts.

Task 2 – Construction Observation and Documentation

CBBEL will provide one full-time resident engineer for the duration of construction observation for the 2024 Street Program. We have estimated 45 hours per week with an anticipated duration of 8 weeks. This includes the following tasks:

- Observe the progress and quality of the executed work and determine if the work is proceeding in accordance with the Contract Documents. The Engineer will keep the Village informed of the progress of the work, guard the Village against defects and deficiencies in the work, advise the Village of all observed deficiencies of the work, and advise when the Village should disapprove or reject all work failing to conform to the Contract Documents.
- Serve as the Village's liaison with the Contractor working principally through the Contractor's field superintendent.
- Assist Contractors in dealing with any outside agencies.
- Attend all construction conferences. Arrange a schedule of progress meetings and other job conferences as required. Maintain and circulate copies of records of the meetings.
- Review the Contractor's schedule on a weekly basis. Compare actual progress to Contractor's approved schedule. If the project falls behind schedule, work with the Contractor to determine the appropriate course of action to get back on schedule.
- Maintain orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original contract documents including all addenda, change orders, and additional drawings issued subsequent to the award of the contract. Obtain and document all material inspections received from the Contractor as outlined in the Project Procedures Guide of IDOT's Construction Manual.
- Determine if the project has been completed in accordance with the Contract Documents and that the Contractor has fulfilled all of his obligations.
- Record the names, addresses and phone numbers of all Contractors, subcontractors, and major material suppliers in the diary.
- Keep an inspector's daily report book as outlined in the IDOT Project Procedures Guide, 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.
- Prepare payment requisitions and change orders for the Village's approval, review applications for payment with the Contractor for compliance with established procedures for their submission and forward them with recommendations to the Village.

Task 3 – IDOT MFT Final Papers

The Resident Engineer will coordinate and complete IDOT MFT Final Papers required after 100% completion. This includes the following:

- BLR 13210 (Request for Approval of Change in Plans)
- BLR 13231 (Engineers Final Payment Estimate)
- BLR 13510 (Final Report, Notice of Completion)
- Material Certification Letter

Task 4 – Record Drawings

- Finalize a set of record drawings.

Task 5 – Post Construction

CBBEL will perform the following tasks once construction is complete:

- Prior to final inspection, submit to the Contractor a list of observed items requiring correction and verify that each correction has been made.
- Coordinate and conduct the final inspection with the Village, prepare a final punchlist.
- Verify that all the items on the final punchlist have been corrected and make recommendations to the Village concerning acceptance.
- Once Contractor has fulfilled all obligations, prepare a final pay request for the Village's approval.

Task 6 – QA Material Testing

- Testing Service Corporation will provide QA testing outlined in the IDOT Project Procedures Guide.

Please note that for any of the observation tasks that 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.

ESTIMATE OF FEE

CBBEL estimates the following fees for each of the tasks described above:

Task 1 - Preconstruction Services	\$4,632
Task 2 - Construction Observation and Documentation	\$69,481
Task 3 - IDOT MFT Final Papers	\$4,632
Task 4 - Record Drawings	\$3,087
Task 5 - Post Construction	\$7,720
Task 6 - QA Material Testing	\$7,900
Direct Costs (Vehicle Use)	\$2,600
Total	\$100,052

We will bill you in accordance with our previously accepted Master Agreement. These previously accepted General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation, are included in the fee estimate.

If this proposal is acceptable to you, please sign both copies and return one to us for our files.

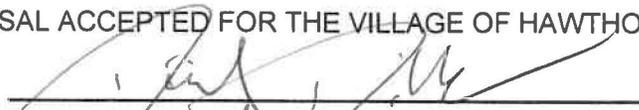
Sincerely,



Michael E. Kerr, PE
President

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF HAWTHORN WOODS.

BY:



TITLE:

Mayor

DATE:

5/21/24



Local Public Agency Village of Hawthorn Woods	County Lake	Section Number
Prime Consultant (Firm) Name Christopher B. Burke Engineering, Ltd.	Prepared By Kevin Wilson	Date 4/30/2024
Consultant / Subconsultant Name Christopher B. Burke Engineering, Ltd.	Job Number 	

Note: This is name of the consultant the CECS is being completed for. This name appears at the top of each tab.

Remarks

PAYROLL ESCALATION TABLE

CONTRACT TERM	4	MONTHS	OVERHEAD RATE	132.88%
START DATE	6/1/2024		COMPLEXITY FACTOR	
RAISE DATE	1/1/2025		% OF RAISE	2.00%
END DATE	9/30/2024			

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	6/1/2024	9/30/2024	4	100.00%

The total escalation = 0.00%

Local Public Agency	County	Section Number
Village of Hawthorn Woods	Lake	
Consultant / Subconsultant Name		Job Number
Christopher B. Burke Engineering, Ltd.		

PAYROLL RATES

EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET FIXED RAISE

MAXIMUM PAYROLL RATE	86.00
ESCALATION FACTOR	0.00%

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Engineer VI	\$82.63	\$82.63
Engineer V	\$72.59	\$72.59
Engineer IV	\$59.41	\$59.41
Engineer III	\$46.80	\$46.80
Engineer I/II	\$36.22	\$36.22
Survey V	\$85.04	\$85.04
Survey IV	\$76.25	\$76.25
Survey III	\$66.63	\$66.63
Survey II	\$54.50	\$54.50
Survey I	\$38.75	\$38.75
Engineering Technician V	\$68.90	\$68.90
Engineering Technician IV	\$64.03	\$64.03
Engineering Technician III	\$42.86	\$42.86
Engineering Technician I/II	\$30.00	\$30.00
CAD Manager	\$70.83	\$70.83
CAD Technician II	\$53.29	\$53.29
GIS Specialist III	\$58.00	\$58.00
Landscape Architect	\$65.00	\$65.00
Landscape Designer III	\$40.50	\$40.50
Environmental Resource Specialist V	\$76.01	\$76.01
Environmental Resource Specialist IV	\$60.78	\$60.78
Environmental Resource Specialist III	\$52.75	\$52.75
Environmental Resource Specialist I/II	\$30.92	\$30.92
Environmental Resource Technician	\$45.30	\$45.30
Engineering Intern	\$18.88	\$18.88
Business Operations Department	\$57.69	\$57.69

Local Public Agency

Village of Hawthorn Woods

County

Lake

Section Number

Job Number

Consultant / Subconsultant Name

Christopher B. Burke Engineering, Ltd.

DIRECT COSTS WORKSHEET

List ALL direct costs required for this project. Those not listed on the form will not be eligible for reimbursement by the LPA on this project.
EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

ITEM	ALLOWABLE	QUANTITY	CONTRACT RATE	TOTAL
Lodging (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost (Up to state rate maximum)			\$0.00
Lodging Taxes and Fees (per GOVERNOR'S TRAVEL CONTROL BOARD)	Actual Cost			\$0.00
Air Fare	Coach rate, actual cost, requires minimum two weeks' notice, with prior IDOT approval			\$0.00
Vehicle Mileage (per GOVERNOR'S TRAVEL CONTROL BOARD)	Up to state rate maximum			\$0.00
Vehicle Owned or Leased	\$32.50/half day (4 hours or less) or \$65/full day	40	\$65.00	\$2,600.00
Vehicle Rental	Actual Cost (Up to \$55/day)			\$0.00
Tolls	Actual Cost			\$0.00
Parking	Actual Cost			\$0.00
Overtime	Premium portion (Submit supporting documentation)			\$0.00
Shift Differential	Actual Cost (Based on firm's policy)			\$0.00
Overnight Delivery/Postage/Courier Service	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (In-house)	Actual Cost (Submit supporting documentation)			\$0.00
Copies of Deliverables/Mylars (Outside)	Actual Cost (Submit supporting documentation)			\$0.00
Project Specific Insurance	Actual Cost			\$0.00
Monuments (Permanent)	Actual Cost			\$0.00
Photo Processing	Actual Cost			\$0.00
2-Way Radio (Survey or Phase III Only)	Actual Cost			\$0.00
Telephone Usage (Traffic System Monitoring Only)	Actual Cost			\$0.00
CADD	Actual Cost (Max \$15/hour)			\$0.00
Web Site	Actual Cost (Submit supporting documentation)			\$0.00
Advertisements	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Facility Rental	Actual Cost (Submit supporting documentation)			\$0.00
Public Meeting Exhibits/Renderings & Equipment	Actual Cost (Submit supporting documentation)			\$0.00
Recording Fees	Actual Cost			\$0.00
Transcriptions (specific to project)	Actual Cost			\$0.00
Courthouse Fees	Actual Cost			\$0.00
Storm Sewer Cleaning and Televising	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Traffic Control and Protection	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Aerial Photography and Mapping	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Utility Exploratory Trenching	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
Testing of Soil Samples	Actual Cost			\$0.00
Lab Services	Actual Cost (Provide breakdown of each cost)			\$0.00
Equipment and/or Specialized Equipment Rental	Actual Cost (Requires 2-3 quotes with IDOT approval)			\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
TOTAL DIRECT COSTS:				\$2,600.00

Local Public Agency
 Village of Hawthorn Woods
Consultant / Subconsultant Name
 Christopher B. Burke Engineering, Ltd.

County
 Lake

Section Number
Job Number

AVERAGE HOURLY PROJECT RATES
 EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 1 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Pre-Construction Services			Construction Obs & Doc			IDOT MFT Final Papers			Record Drawings			Post Construction		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Engineer VI	82.63	0.0																	
Engineer V	72.59	464.0	100.00%	72.59	24	100.00%	72.59	380	100.00%	72.59	24	100.00%	72.59	16	100.00%	72.59	40	100.00%	72.59
Engineer IV	59.41	0.0																	
Engineer III	46.80	0.0																	
Engineer I/II	36.22	0.0																	
Survey V	85.04	0.0																	
Survey IV	76.25	0.0																	
Survey III	66.63	0.0																	
Survey II	54.50	0.0																	
Survey I	38.75	0.0																	
Engineering Technician V	68.90	0.0																	
Engineering Technician IV	64.03	0.0																	
Engineering Technician III	42.86	0.0																	
Engineering Technician I/II	30.00	0.0																	
CAD Manager	70.83	0.0																	
CAD Technician II	53.29	0.0																	
GIS Specialist III	58.00	0.0																	
Landscape Architect	65.00	0.0																	
Landscape Designer III	40.50	0.0																	
Environmental Resource S	76.01	0.0																	
Environmental Resource S	60.78	0.0																	
Environmental Resource S	52.75	0.0																	
Environmental Resource S	30.92	0.0																	
Environmental Resource T	45.30	0.0																	
Engineering Intern	18.88	0.0																	
Business Operations Depa	57.69	0.0																	
		0.0																	
TOTALS		464.0	100%	\$72.59	24.0	100.00%	\$72.59	380.0	100%	\$72.59	24.0	100%	\$72.59	16.0	100%	\$72.59	40.0	100%	\$72.59

Local Public Agency
 Village of Hawthorn Woods
Consultant / Subconsultant Name
 Christopher B. Burke Engineering, Ltd.

County
 Lake

Section Number
Job Number

AVERAGE HOURLY PROJECT RATES
 EXHIBIT D COST ESTIMATE OF CONSULTANT SERVICES (CECS) WORKSHEET

SHEET 2 OF 1

PAYROLL CLASSIFICATION	AVG HOURLY RATES	QA Material Testing																	
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Engineer VI	82.63																		
Engineer V	72.59																		
Engineer IV	59.41																		
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Landscape Designer III	40.50																		
Environmental Resource Spe	76.01																		
Environmental Resource Spe	60.78																		
Environmental Resource Spe	52.75																		
Environmental Resource Spe	30.92																		
Environmental Resource Tec	45.30																		
Engineering Intern	18.88																		
Business Operations Departm	57.69																		
TOTALS		0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00	0.0	0%	\$0.00