

ORDINANCE NO. 2364-24

AN ORDINANCE AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH CHRSTOPHER B. BURKE ENGINEERING, LTD. – INDIAN CREEK ROAD CULVERT REPLACEMENT/STREAMBANK STABILIZATION PHASE III ENGINEERING SERVICES

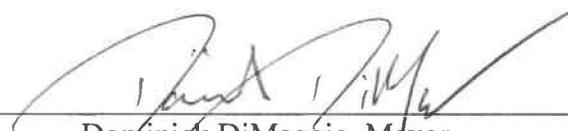
BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Hawthorn Woods, Illinois, that the Mayor and Village Clerk be and the same are, hereby authorized and directed to execute an agreement with Christopher B. Burke Engineering, Ltd., substantially in the form attached hereto as “Exhibit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

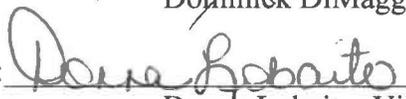
The foregoing Ordinance was adopted on June 24, 2024 by a roll call vote as follows:

AYES: Kaiser, McCartney, Lynch, Bayer, Hurst, Raman

NAYS: 0

ABSENT AND NOT VOTING: 0

APPROVED: 
Dominick DiMaggio, Mayor

ATTEST: 
Donna Lobaito, Village Clerk

ADOPTED: June 24, 2024

APPROVED: June 24, 2024



Exhibit "A"

CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

May 7, 2024

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

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

Subject: Indian Creek Road Culvert Replacement / Streambank Stabilization Project
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 Indian Creek Road Culvert Replacement / Streambank Stabilization Project. 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 Indian Creek Road Culvert Replacement / Streambank Stabilization Project. Contractor proposals are due on May 15, 2024 for the following scope of work:

Base Bid:

Resurfacing: Scope includes Pavement Removal and replacement with HMA Surface Course 2", HMA Binder Course 8", Aggregate Base Course, Type B 6", along with installation of PCC Shoulders, 9", raised reflective pavement marker removal and replacement, pavement striping, and any necessary restoration for a length of 100 feet.

Reinforced Concrete Box Culvert Installation: The scope of the project will include replacement of the existing 80-inch Corrugated Metal Pipe (CMP) culvert under Indian Creek Road. The proposed culvert crossing will be a 12'x6'Reinforced Concrete Box Culvert (RCBC) with a precast end section and wingwalls with an 8-inch-thick concrete. Along each side of the roadway and tied into the culvert headwall would be a barrier wall.

Streambank Stabilization (East End): The location for the Base Bid is the east end of the project in the area adjacent to the proposed box culvert. The scope for the soil, erosion, and sediment control of this location of the project includes tree removal and installation of silt fences. The proposed stabilization technique is installation of native prairie vegetation along with topsoil, seeding, erosion control blanket, and installation of riprap.

Alternate 1 Bid:

Streambank Stabilization (West End): The location for the Alternate 1 Bid is the west end of the project at the hairpin meander approximately 250 feet west of the proposed box culvert shown on the plans. The scope for the soil, erosion, and sediment control of this location of the project includes tree removal and installation of silt fences. The scope for the streambank stabilization of the west location of the project includes stabilizing the meander by installing gabion baskets which will range from 7.5 feet above the water at the west side to 1.5 feet at the east side. The scope also includes installation of native prairie vegetation above the wall.

We understand that the Village will choose the qualified bidder based upon Village's budget, and the total for the Base Bid and Alternate Bid. The construction duration per Contract Specifications stated in Addendum 1 is July 29, 2024 to October 18, 2024.

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 – Submittal Review and Technical Design Support

CBBEL will receive, track, and review submittals for compliance with the contract documents, return submittals to the contractor, and request a re-submittal if not approved. CBBEL will review the contractor's suggestions for modifications to the drawings and specifications and provide a recommendation to the Village.

Task 3 – Construction Observation and Documentation

CBBEL will provide one full-time resident engineer for the duration of construction observation for the Base Bid and Alternate Bid. We have estimated 45 hours per week with an anticipated duration of 8 weeks. Due to complexity of the box culvert work items, we have included hours to be split by a Senior Resident Engineer (Fred Chung, PE) and Construction Inspector (Adam Chwieros, EI). 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 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	\$2,650
Task 2 – Submittal Review and Tech Design Support	\$2,432
Task 3 - Construction Observation and Documentation	\$41,760
Task 4 - Record Drawings	\$826
Task 5 - Post Construction	\$3,866
Task 6 - QA Material Testing	\$3,000
Direct Costs (Vehicle Use)	\$2,600
Total	\$57,134

We will bill you in accordance with our previously accepted Master Agreement. These previously accepted Standard Charges and 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.

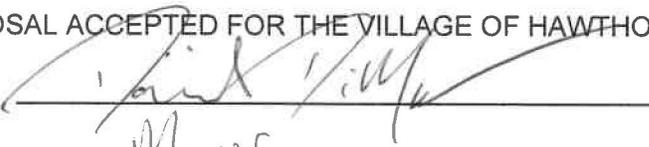
If this proposal is acceptable to you, please sign both copies and return one to us for our files.

Sincerely,



Michael E. Kerr, PE
President

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF HAWTHORN WOODS.

BY: 
TITLE: Mayor
DATE: 6/24/24

**Village of Hawthorn Woods
Indian Creek RCBC / Stabilization Alternate
Construction Engineering Services**

Engineering Fee Estimate

Task	Description	Classification and Hourly Rate		Total Hours	Fee \$
		Engineer IV 152	Engineer I/II \$109		
1	Preconstruction Services	16	2	18	\$2,650
2	Submittal Review and Technical Design Support	16	0	16	\$2,432
3	Construction Observation/Documentation	160	160	320	\$41,760
4	Record Drawings	4	2	6	\$826
5	Post Construction	24	2	26	\$3,866
6	Material Testing				\$3,000
	Direct Costs (Vehicle Usage - 40 Working Days)				\$2,600
TOTAL		220	166	386	\$57,134

Total Not-to-Exceed Fee = \$57,134

Key Personnel

Fred Chung, PE
Adam Chweiros, EI

Classification

ENG IV
ENG I/II

* Construction Observation based upon a duration of 8 weeks (Contractor schedule of 7/29 thru 10/18)

** 40 hours / week estimated workload.

*** Direct Costs - Vehicle Usage \$65/Day

CHRISTOPHER B. BURKE ENGINEERING, LTD.
 STANDARD CHARGES FOR PROFESSIONAL SERVICES
 VILLAGE OF HAWTHORN WOODS
 JANUARY, 2024

Charges*	
<u>Personnel</u>	<u>(\$/Hr)</u>
Engineer VI	231
Engineer V	190
Engineer IV	152
Engineer III	137
Engineer I/II	109
Survey V	212
Survey IV	180
Survey III	153
Survey II	111
Survey I	86
Engineering Technician V	180
Engineering Technician IV	146
Engineering Technician III	131
Engineering Technician I/II	106
CAD Manager	158
CAD II	137
Landscape Architect	152
Landscape Designer III	125
Landscape Designer I/II	100
GIS Specialist III	132
Environmental Resource Specialist V	194
Environmental Resource Specialist IV	150
Environmental Resource Specialist III	126
Environmental Resource Specialist I/II	103
Environmental Resource Technician	99
Administrative	98
Engineering Intern	59
Survey Intern	57
 <u>Direct Costs</u>	
Outside Copies, Blueprints, Messenger, Delivery Services, Mileage	Cost + 12%

*Charges include overhead and profit