



ORDINANCE NO. 2533-26

AN ORDINANCE AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH
CHRSTOPHER B. BURKE ENGINEERING, LTD. – HAWTHORN WOODS 2026 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 January 26, 2026 by a roll call vote as follows:

AYES: KATYER, UAHAN, RYCHLIK, MCCARTHY, HURST

NAYS: _____

ABSENT AND NOT VOTING: BAUER

APPROVED: 
Dominick DiMaggio, Mayor

ATTEST: 
Katreina Koprowski, Village Clerk

ADOPTED: JANUARY 26, 2026

APPROVED: JANUARY 26, 2026



Department of Public Works
Memorandum

TO: Mayor Dominick DiMaggio
Village Board of Trustees
Pamela O. Newton, Chief Operating Officer

FROM: Erika M. Frable, P.E.; Director of Public Works/Village Engineer

SUBJECT: 2026 Street Program proposal for Phase III (construction) services

DATE: January 18, 2026

The Village solicited bids for the 2026 Street Program project and is recommending awarding the contract to Peter Baker & Son Co. at the January Village Board meeting. The scope of the project includes resurfacing of Streets including the following: Wayne Lane, Tanglewood Lane, Tanglewood Court, Robincrest Road, Lydia Court, Echo Court, Bruce Circle North (from Brierwoods Lane to cul-de-sac), Bruce Circle South, Acorn Drive (from Bruce Circle North to Robincrest), and Brierwoods Court. This project will also include installation of PCC shoulders (concrete ribbon) for the streets that don't yet have them and some storm sewer replacement.

Attached is a proposal from CBBEL to assist with construction engineering services for this project.

Funding Available:

The total cost of the project including design, construction and construction engineering is summarized below:

Design engineering	\$ 23,500.00
Construction	\$ 791,727.44
Construction engineering	\$ 55,990.00
Total	\$ 871,217.44

The Village will utilize the road referendum tax to pay for construction engineering.

Summary:

We recommend that the Village approve CBBEL's proposal for the 2026 Street Program construction services in the amount of \$55,990, which includes construction observation of the project, record drawings and QA Material Testing.



CHRISTOPHER B. BURKE ENGINEERING, LTD.

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

January 7, 2026

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

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

Subject: Hawthorn Woods 2026 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 2026 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 (Village) requests construction observation services for the 2026 Street Program. This project will be funded using Local Funds and MFT 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, 6". Other improvements include the installation of approximately 4,400 linear feet of PCC Shoulders, 9", PCC shoulder removal, driveway removal and replacement, and all necessary restoration in the plans and specifications designed by CBBEL. The Base Bid project locations include:

Street Name	From	To
Wayne Lane	Bruce Circle	North Cul-De-Sac
Tanglewood Court	Tanglewood Lane	North Cul-De-Sac
Tanglewood Lane	Brierwoods Lane	West Limit
Robin Crest Road	Bruce Circle South	East Cul-De-Sac
Lydia Court	Acorn Drive	South Cul-De-Sac
Echo Court	Acorn Drive	East Cul-De-Sac
Brierwoods Court	Brierwoods Lane	North Cul-De-Sac
Bruce Circle North	Brierwoods Lane	South Cul-De-Sac
Bruce Circle South	Bruce Circle North	Acorn Drive
Acorn Drive	Bruce Circle North	Bruce Circle South
Acorn Drive	Bruce Circle North	Robin Crest Road
Public Works Parking Lot		

The construction duration per Contract Specifications is **25 Working Days**.

Alternate 1 Bid includes Acorn Drive HOA Property storm sewer work.

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 2026 Street Program. We have estimated 50 hours per week with an anticipated duration of 5 and a half 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	\$3,840
Task 2 - Construction Observation and Documentation	\$34,545
Task 3 – IDOT MFT Final Papers	\$2,420
Task 4 – Record Drawings	\$1,000
Task 5 – Post Construction	\$5,635
Task 6 – QA Material Testing	\$6,300
Direct Costs (Vehicle Use)	\$2,250
Total	\$55,990

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:

1/26/26

**Village of Hawthorn Woods
2026 Street Program
Construction Engineering Services
Engineering Fee Estimate**

Task	Description	2022 Standard Rates			Total Hours	Fee \$
		Engineer V \$210.00	Engineer III \$155.00	Engineer I/II \$125.00		
1	Preconstruction Services	4		24	\$3,840	
2	Construction Observation/Documentation	2		273	\$34,545	
3	IDOT MFT Final Papers	2		18	\$2,420	
4	Record Drawings			8	\$1,000	
5	Post Construction	6		35	\$5,635	
6	Material Testing				\$6,300	
	Direct Costs (Vehicle Usage - 25 Working Days)				\$2,250	
TOTAL		14	0	356	\$55,990	

Total Not-to-Exceed Fee =

\$55,990

Key Personnel	Project Role	Classification	Rate
Ryan Lindeman, PE	Project Manager	Eng V	\$210.00
Adam Chwieros, EI (or other Eng I/II based on availability)	Resident Engineer	Eng I/II	\$125.00

* Construction Observation based on Contract duration of 25 Working Days

** 10 hours/day estimated workload

*** Direct Costs - Vehicle Usage \$90/Day