

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

July 16, 2013

City of Rolling Meadows
 Department of Public Works
 3900 Berdnick Street
 Rolling Meadows, Illinois 60008

Attention: Mr. Fred Vogt, Director of Public Works

Subject: 2013 MFT Street Program
 Construction Engineering Services

Dear Fred:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal for construction engineering services for the subject project. The proposal includes our Understanding of the Assignment and Scope of Services for the 2013 MFT Street Program. All work performed under this proposal will be in accordance with our Master Agreement for City Engineering Services.

UNDERSTANDING OF THE ASSIGNMENT

CBBEL understands that the City of Rolling Meadows will be constructing the improvements know as the 2013 MFT Street Program, utilizing MFT and local funding. The City will be bidding the project with an Option #1 and an Option #2. The streets included in the two different options are as follows:

OPTION 1:

STREET NAME	FROM:	TO:
Azalea Court	Elizabeth Place	Terminus
Bayberry Court	Elizabeth Place	Terminus
Teaberry Court	Elizabeth Place	Terminus
Elizabeth Place	Industrial Drive	Lois Drive
Pheasant Drive	Starling Lane	St. Colette Road
Golf Place	New Wilke Road	Lois Drive

OPTION 2:

STREET NAME	FROM:	To:
All Streets included in OPTION 1 +		
Mayflower Court	Elizabeth Place	Terminus
Lavender Court	Elizabeth Place	Terminus
Keith Court	Kirchoff Road	Terminus
Debra Court	East Frontage Road	Terminus

Based on the City's budget, we assume the City will be constructing Option #1. We understand that the construction duration is 40 working days for Option #1.

SCOPE OF SERVICES

Task 1 – Pre-Construction Services: CBBEL will perform the following tasks prior to the start of construction:

- Facilitate any pre-construction meetings.
- Review the Contractor's schedule for compliance with the specifications.
- Review submittals from the Contractor for conformance with the plans and specifications.
- Videotape existing conditions.

Task 2 – Construction Observation: CBBEL will provide a part-time construction engineer for the duration of construction for the 2013 MFT Street Program. We have based our proposal on an average of 24 hours/per week for our field inspection and an average of 4 hours/per week for our Residential Engineer. Construction observation will include the following tasks:

- Observe the progress and quality of the executed work and to determine if the work is proceeding in accordance with the Contract Documents. The Engineer will keep the City informed of the progress of the work, guard the City against defects and deficiencies in the work, advise the City of all observed deficiencies of the work, and will disapprove or reject work failing to conform to the Contract Documents.
- Serve as the City's liaison with the Contractor working principally through the Contractor's field superintendent.
- Be present when the Contractor is performing work on the project.
- Assist Contractors in dealing with any outside agencies.
- Inspect erosion and sediment control measures and notify Contractor of any deficiencies.
- Review construction notices created by Contractor and ensure they are being distributed.
- Attend 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, submittals, reproductions or original contract documents including all addenda, change orders 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 the diary.
- Keep an inspectors 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.
- Prepare payment requisitions and change orders for the City's approval, review applications for payment with the Contractor for compliance with established procedures for their submission and forward them with recommendations to the City.
- 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 City, prepare a final punchlist.
- Verify that all the items on the final punchlist have been corrected and make recommendations to the City concerning acceptance.
- Except upon written instructions of the City, the Resident Engineer or Inspector 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 his obligations.

Task 3 – Post Construction: CBBEL will perform the following tasks once construction is complete:

- Once Contractor has fulfilled all obligations, prepare a final pay request for the City's approval.
- Complete required MFT final paperwork.

Task 4 – Material Inspection: CBBEL will provide QA material inspection services through a qualified geotechnical sub-consultant. Our subconsultant will complete the Quality Assurance (QA) material testing for concrete and hot-mix asphalt at the plants and on-site. QA testing will be completed at the frequencies outlined in the specification and IDOT's PPG.

ESTIMATE OF FEE

CBBEL's proposed not-to-exceed fee for Option #1 is \$34,281.00. We have provided a breakdown of engineering cost for each option for this project for your use. **No reimbursement for mileage or travel time will be charged to the City on this project. In addition, there will be no mark-ups on the material testing subconsultant's invoices.**

CBBEL shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in

connection with the work since these are solely the Contractor's responsibility under the contract for construction.

It is understood that CBBEL will not be responsible for 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/schedule/coordinate/supervise the Contractor(s) nor the Contractor(s) means and methods of their work.

We propose to bill you in accordance with the Schedule of Charges and General Terms (2005 Rates) and Conditions in our previously accepted City Engineering Agreement. If this proposal is acceptable to you, please sign both copies and return one to us for our files.

Sincerely,



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

Encl. Rolling Meadows Standard Charges
Breakdown of Engineering Cost

THIS PROPOSAL ACCEPTED FOR THE CITY OF ROLLING MEADOWS.

BY: _____
TITLE: _____
DATE: _____

**2013 STREET PROGRAM
OPTION #1**

**ROLLING MEADOWS, IL
WORK EFFORT AND FEE STRUCTURE**

Classification	Field Inspector	Resident Engineer	Total Hours	% of Hours	Total Cost
	ENG III	ENG I/II			
Rate	\$107.00	\$87.00			
Task 1 - Pre-Construction Services	4	4	8	3.2%	\$ 776.00
Task 2 - Construction Observation	192	32	224	90.3%	\$ 23,328.00
Task 3 - Project Close-out/Record Drawings	12	4	16	6.5%	\$ 1,632.00
Subtotal	208	40	248		
% of Hours	83.9%	16.1%			
Total Cost	\$22,256.00	\$3,480.00	Total Payroll Cost =		\$25,736.00
QA Material Costs (Midwest) =					
				Direct Costs =	\$0.00
				TOTAL COST =	\$34,281.00

MIDLAND STANDARD ENGINEERING & TESTING, INC.
558 Plate Drive Unit 6
East Dundee, Illinois 60118
(847) 844-1895 f(847) 844-3875

July 16, 2013

Mr. Jason G. Souden, P.E.
Christopher B. Burke Engineering, Ltd.
9575 W. Higgins Road Suite 600
Rosemont, Illinois 60018

Re: **Quality Assurance Inspection and Testing Services**
2013 MFT Street Improvements
Rolling Meadows, Illinois

Dear Mr. Souden:

We have prepared this unit rate proposal to provide **Quality Assurance** inspection and testing services for concrete and bituminous concrete materials on your program. In this proposal we have included rates for personnel, equipment and materials to conduct field, plant and laboratory inspection for concrete and field, plant and laboratory inspection of bituminous concrete and documentation required.

In accordance with the Illinois Department of Transportation QA/QC program we have assumed that the contractor selected for the project will provide QC material testing and inspection; Field QA functions conducted by Midland Standard Engineering & Testing, Inc. include: inspection and testing of concrete placement, preparing split sampled, compressive strength (cylinder) specimens; testing the strength specimens in our laboratory.

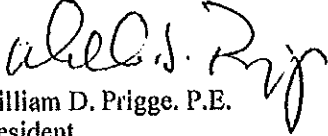
We propose to provide the necessary inspections and testing using experienced, certified personnel and recognized test procedures developed by IDOT, ASTM, AASHTO, ACI, etc. Our services would be provided at the request of your designated representative on a unit rate basis in accordance with the Schedule of Services and Fees-Attachment 1, included in this proposal package.

Based on the project information submitted we have prepared a cost estimate for the anticipated work. The estimate submitted assumes **PREVAILING WAGE** work. The final cost of these services will be based upon the total amount of work performed.

We are staffed and equipped to aid you in the successful completion of your projects and are available to discuss any aspect of our proposal at your convenience.

We appreciate the opportunity to provide our services and look forward to working with you on this project. If this proposal is satisfactory, would you please execute the agreement and return one copy, for our files. If you have any questions concerning our proposed scope of work or fees, please contact us.

Very truly yours,
MIDLAND STANDARD ENGINEERING & TESTING, INC.


William D. Prigge, P.E.
President

WDP/mlj

ACCEPTED THIS _____ DAY OF _____, 20____

BY: _____

TITLE: _____

FIRM: _____

Attachment 1: Schedule of Services and Fees
Attachment 1.1: Cost Estimate Option 1
Attachment 1.2: Cost Estimate Option 2

SCHEDULE OF SERVICES AND FEES-ATTACHMENT 1
QUALITY ASSURANCE
CONSTRUCTION MATERIALS TESTING AND INSPECTION SERVICES
FOR
2013 Street Improvements
#13-00000-00-GM
Rolling Meadows, Illinois

PREPARED BY
MIDLAND STANDARD ENGINEERING & TESTING, INC.
EAST DUNDEE, ILLINOIS

MIDLAND STANDARD ENGINEERING & TESTING, INC.

BASIS OF RATES

SCHEDULE OF SERVICES AND FEES-ATTACHMENT 1

We propose to provide the necessary Engineering Consultation and Quality Control inspections and testing, using experienced personnel, in accordance with the project specifications and recognized test procedures developed by, IDOT, ASTM, ACI, AASHTO, etc. We can also provide engineering analysis, problem solving and consultation services as requested.

Our services would be provided at the request of your designated representative on a unit rate basis in accordance with the Schedules of Services and Fees.

Engineering Technicians or Field Engineers would be assigned to provide the field services as requested by your Designated Representatives. Engineering liaison, review and supervision will be provided by a Project Engineer.

In addition to the field and laboratory technical staff, we are able to provide full engineering backup services. Our engineering staff will be available to provide consultation and recommendations which may be required when job site problems are experienced.

Our billing philosophy is simple and direct. We account and invoice for all time expended on a project by our personnel for inspections, preparing and reviewing reports, attending meetings, resolving problems or providing services productive to the project.

Our field people are quoted on a time basis which includes being fully equipped and expendable supplies.

ATTACHMENT 1 (CONT'D)

FEE SCHEDULE GENERAL INSPECTION AND TESTING
CONSTRUCTION TESTING AND INSPECTION SERVICES

- A. Engineering Technician-Level I/ACI Technician
(MATERIAL TESTER 1)
- We will provide the services of an Engineering Technician for a fee of..... \$ 94.00
per hour. A four (4) hour minimum/ day is applicable
- B. Engineering Technician Level II PCC Technician
(MATERIAL TESTER 2)
- We will provide the services of Level II Engineering Technician for a fee of..... \$ 98.00
per hour. A four (4) hour minimum/ day is applicable
- C. Engineering Technician- Level I BIT Technician
(MATERIAL TESTER 1)
- We will provide the services of an Engineering Technician for a fee of..... \$ 94.00
per hour. A four (4) hour minimum/ day is applicable
- D. Engineering Technician- Level II BIT Technician
(MATERIAL TESTER 2)
- We will provide the services of a Level II Engineering Technician for a fee of..... \$ 98.00
per hour. A four (4) hour minimum/ day is applicable
- E. Engineering Technician- Soils and Backfill
(MATERIAL TESTER 2)
- We will provide the services of a Soils Engineering Technician for a fee of..... \$ 98.00
per hour. A four (4) hour minimum/ day is applicable

ATTACHMENT 1 (CONT'D)

F. Engineering Services –All Projects

Engineering Services for inspection, test evaluation, contract administration, laboratory and field supervision, resolution of special problems, preparation of reports, job-site and other job related meetings and consultation will be furnished in accordance with the following schedule of hourly rates:

Technician.....	Quoted Above
Field Engineer.....	\$ 80.00
Steel Inspector (Level II).....	\$ 85.00
Staff Engineer.....	\$ 85.00
Project Engineer	\$ 95.00
Project Manager or Materials Consultant.....	\$ 125.00
Principal Engineer.....	\$ 145.00

G. Laboratory Services

Our fully equipped laboratory can provide a full range of tests, rates for tests not specifically quoted available on request.

1. Compressive Strength tests of concrete cylinders, including expendable supplies (molds), curing at MSET, (Pick-up additional)	\$ 17.50 ea.
2. Flexural Strength tests of concrete beams, including reusable molds, curing at MSET and disposal, (Pick up additional)	\$ 50.00 ea.
3. Aggregate Gradation	
Dry Sieve Analysis.....	\$ 63.00 ea.
Washed Sieve Analysis.....	\$ 74.00 ea.
Hydrometer & Sieve Analysis.....	\$ 95.00 ea.
4. Atterberg Limits ASTM D4318.....	\$ 84.00 ea.
5. Theoretical Maximum Density ASTM D 2041	\$ 163.00 ea.
6. Asphalt Content by Reflux Extraction	\$ 105.00 ea.
7. Asphalt Content by Reflux Extraction with Gradation	\$ 163.00 ea.
8. Asphalt Content by Ignition Oven	\$ 105.00 ea.
9. Asphalt Content by Ignition Oven with Gradation	\$ 163.00 ea.
10. Bulk Specific Gravity of Gyratory Specimen	
a. (set of two) and air voids.....	\$ 326.00 ea.
11. Laboratory Compaction Characteristics Using Standard Effort ASTM D 698.....	\$ 165.00 ea.
12. Laboratory Compaction Characteristics Using Modified Effort ASTM D 1557.....	\$ 185.00 ea.

H. Miscellaneous Services

Nuclear gauges are provided on the job for a flat fee of\$ 40.00 / day

Concrete cylinder pick-up trips will be invoiced when cylinders are picked up as a special trip and not returned to laboratory by MSET personnel commuting to jobsite\$ 75.00 each

NOTES TO FEE SCHEDULE

1. a. Personnel rates quoted are based on rates quoted above are based on first shift work days, Monday through Friday, and up to 8 hours, per man, per day. Shift differentials are applied to straight time rates as follows:
 - First Shift - 6am-2pm, Rates x 1.0
 - Second Shift - 2pm-10pm, Rates x 1.10
 - Third Shift - 10pm-6am, Rates x 1.25Shift rate differentials are determined by the starting time of the inspection shift.
- b. Overtime rates are applicable to all work per man, over 8 hours per day, on Saturdays, Sundays and holidays. Overtime rates are 1.30 times the applicable straight time rate, (after applying the shift differential). An eight (8) hour minimum daily charge applies for second shift, third shift, weekend and holiday work.
- c. An overtime multiplier of 1.5 times the listed rates may be applied for laboratory testing such as concrete strength testing conducted outside of normal business hours, if required on a job to job basis.
2. Personnel rates are billed portal to portal from our East Dundee facilities. For full time assignments we will attempt to assign personnel to report directly to the job site.
3. Invoices will be submitted once a month for services rendered during the prior month.
4. Rates quoted above include 4 copies of reports distributed and mailed in accordance with your instructions. Additional copies will be billed at a rate of \$0.25 per sheet.
5. The presence of our personnel on site will be for the express purpose of observing the work and performing specific tests to document compliance of the work with the applicable specifications. We will not be responsible for job site safety, that duty being properly an obligation of the Contractor, who should be so informed. We will comply fully with the Contractor's safety program.
6. Services and fees not specifically listed above will be quoted upon request.
7. Unit Rates quoted above are applicable until 3/1/14 and are based on our staffing conditions, current as of the date of this proposal.

2013 MFT Street Improvements
 #13-00000-00-GM
 (OPTION 2)
 Rolling Meadows Illinois

Estimate of Testing & Inspection Costs										ATTACHMENT 1.2						
WORK DESCRIPTION	INSPECTION PERSONNEL REQUIREMENTS	TECH 1 (mandays)	TECH 2 (mandays)	COST EXTENSION	Cylinders	Mechanical Sieve	Extraction & Gradation	Max Theo. Density	Syratony Voids	Nuclear Gauge	Cylinder Pickup	LAB COST		WORK ITEM TOTAL		
												EXTENSION	EXTENSION			
SUBGRADE																
Preparation/Pulverization	4,800 sq yd		1	\$784.00											\$784.00	
RMA Plant & Field QA																
Level Binder, NSO 3/4"	403 tons		0.5	\$392.00			1						\$163.00		\$555.00	
Binder Course, NSO 4-1/2"	1,210 tons	1	1	\$1,536.00			1	1	1				\$651.00		\$2,187.00	
Surface Course, NSO 1-1/2"	1,345 tons	1	1	\$1,536.00			1	1	1				\$651.00		\$2,187.00	
Driveway Patching	355 sq yd	1		\$752.00											\$752.00	
CONCRETE Plant & Field QA																
Curb and Gutter	2,330 l.f.	0.5	0.5	\$768.00	4	2									\$1,039.00	
PCC Sidewalk (5')	5,679 sq ft	0.5	0.5	\$768.00	4										\$913.00	
PCC Driveway Patching	40 sq yd	0.5		\$376.00	4										\$521.00	
TOTAL		4.5	4.5	6,912.00	12.0	2.0	3.0	2.0	2.0	0.0	3.0		\$2,026.00		\$8,938.00	
		\$752.00 /sy	\$784.00 /sy	\$6,912.00	\$17.50 /ea	\$63.00 /ea	\$163.00 /ea	\$163.00 /ea	\$325.00 /ea	\$40.00 /ea	\$75.00 /ea		\$2,026.00		\$8,938.00	
		\$3,384.00	\$3,528.00	\$6,912.00	\$210.00	\$126.00	\$489.00	\$326.00	\$650.00	\$0.00	\$235.00		\$2,026.00		\$8,938.00	
ALLOWANCE FOR ADDITIONAL ITEMS																
TECH 1 Overtime	0 hr.			\$0.00												
TECH 2 Overtime	0 hr.			\$0.00												
Project Engineer	4 hr.			\$500.00												
												subtotal of additional allowances=				\$500.00
												GRAND TOTAL w/additional allowance=				\$9,438.00