



## CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 W Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 Tel (847) 823-0500 Fax (847) 823-0520

March 12, 2024

Village of Oak Park  
201 South Blvd  
Oak Park, IL 60302

Attention: Bill McKenna, PE, Village Engineer

Subject: Review and Inspection Services Renewal Agreement

Dear Bill,

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to provide review and inspection services to the Village of Oak Park. Included in this proposal is our Understanding of the Assignment, Scope of Services and Estimate of Fee.

### **UNDERSTANDING OF THE ASSIGNMENT**

It is our understanding that the Village would like CBBEL to continue to provide Review and Inspection Services to the Village on a time and material basis.

### **SCOPE OF SERVICES**

CBBEL intends to continue to support Oak Park with Senior Civil Engineer, Jack Gallagher, spending time in Oak Park and on Oak Park reviews as much as his schedule will allow. Jack will continue to mentor junior staff members Andrew Lewand and Brandon Portillo. In addition to plan review, and inspections, Andrew Lewand and Brandon Portillo will continue to increase their understanding of Oak Park's review and tracking system, and provide input on ways to improve the overall review process. Andrew Lewand, Brandon Portillo and Jack Gallagher will meet in Oak Park twice a month to discuss progress, and open issues, including sharing experiences with similar systems in other communities.

### **ESTIMATE OF FEE**

We will bill you on a time and material basis in accordance with the 2023 Schedule of Charges that is included in our March 20, 2023 Professional Services Agreement. For budgeting purposes, we anticipate an upper limit of \$135,000 to be billed for services through December 31, 2024. We will not exceed \$135,000 without the express written consent of the Village.

Jack Gallagher = Engineer V \$220

Andrew Lewand = Engineer I/II \$135

Brandon Portillo = Engineer I/II \$135

Engineer V will be an average of approximately 4 to 10 hours per week.

Engineer I/II will be an average of approximately 8 to 12 hours per week for each staff (total 16 to 24 hours per week).

We will establish our contract in accordance with the terms and conditions of our March 20, 2023 Professional Services Agreement.

We appreciate the opportunity the to submittal this proposal and look forward to continuing our relationship with the Village.

Sincerely,



Michael Kerr, PE  
President

THIS PROPOSAL ACCEPTED FOR THE VILLAGE OF OAK PARK:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# FEE

We will bill you on an hourly basis in accordance with the 2023 Schedule of Charges for Professional Services listed below. We intend to hold the rates on the 2023 Schedule of Charges through December 31, 2025.

**CHRISTOPHER B. BURKE ENGINEERING, LTD.  
STANDARD CHARGES FOR PROFESSIONAL  
SERVICES JANUARY 2023**

<u>Personnel</u>	<u>(\$/Hr)</u>
Engineer VI	265
Engineer V	220
Engineer IV	180
Engineer III	160
Engineer I/II	135
Survey V	240
Survey IV	220
Survey III	190
Survey II	160
Survey I	120
Engineering Technician V	210
Engineering Technician IV	175
Engineering Technician III	125
Engineering Technician I/II	85
CAD Manager	200
CAD II	145
GIS Specialist III	165
Landscape Architect	190
Landscape Designer I/II	110
Environmental Resource Specialist V	225
Environmental Resource Specialist IV	180
Environmental Resource Specialist III	145
Environmental Resource Specialist I/II	100
Environmental Resource Technician	130
Administrative	110
Engineering Intern	70
Information Technician III	150
Information Technician I/II	120

Hourly rates include overhead and profit