

**A RESOLUTION APPROVING CITY ENGINEER SERVICES AND COMPENSATION RATES  
– FEBRUARY 1, 2012 - JANUARY 31, 2014**

**WHEREAS**, the position of City Engineer for the City of Rolling Meadows is an Executive Office of the City, and subject to appointment by the City Manager; and

**WHEREAS**, the City Manager has appointed Christopher B. Burke Engineering, Ltd. as the City Engineer; and

**WHEREAS**, the City Code for the City of Rolling Meadows provides that the City Council shall establish compensation for the City Engineer; and

**WHEREAS**, the City Manager has previously negotiated a compensation package with Christopher B. Burke Engineering Ltd.; and

**WHEREAS**, the City Engineer services are scheduled to expire January 31, 2012.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROLLING MEADOWS as follows:**

**SECTION ONE:** The Mayor is authorized to execute the proposal from Christopher B. Burke Engineering, Ltd., dated January 13, 2012 which is attached (Attachment A) and made a part of this resolution. The basis of compensation outlined in the attached proposal shall be in effect from the effective date of this resolution through January 31, 2014.

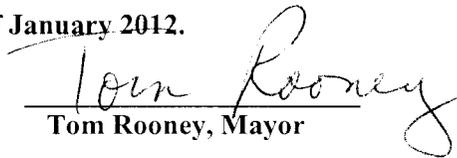
**SECTION TWO:** Any capital improvement related engineering work with a value in excess of ten thousand dollars (\$10,000) which has not been otherwise approved by the City Council through the provision of an appropriation shall be subject to separate City Council review and approval.

**YEAS:** Cannon, Allen, Judd, Banger, D'Astice, Larsen

**NAYS:** 0

**ABSENT:** Buske

Passed and approved this 24<sup>th</sup> day of January 2012.

  
\_\_\_\_\_  
Tom Rooney, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Ginny Cotugno, Deputy City Clerk



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

January 13, 2012

City of Rolling Meadows  
3600 Kirchoff Road  
Rolling Meadows, IL 60008

Attention: Mr. Barry Krumstok, City Manager

Subject: City Engineer Services 2012 - 2013

Dear Mr. Krumstok:

Christopher B. Burke Engineering, Ltd. (CBBEL) is pleased to submit this proposal to perform professional engineering services as the City Engineer for the City of Rolling Meadows from February 1, 2012 through January 31, 2014. CBBEL has served as the City Engineer since 1998.

CBBEL understands that we will be providing general engineering services; preliminary and final plan review and inspection for proposed developments; and preliminary, final, and construction engineering for many elements of the City's Capital Improvement Program.

#### GENERAL ENGINEERING

General engineering will be provided by CBBEL for a monthly retainer of \$2,200. General engineering will include but not be limited to the following:

- Undertaking investigations of minor civil engineering, drainage issues, traffic engineering matters and public agency coordination. These investigations will be limited to four hours/occurrence. Tasks requiring more than four hours will be paid for on a time-and-materials or proposal basis.
- Attending weekly staff meetings with City Staff.
- Attending bimonthly status meetings with Building Department and Public Works Department staff.
- Preparation of monthly status reports.

CBBEL's monthly report will identify the hours spent each month under the retainer. CBBEL will attend Plan Commission Meetings, Council Meetings, and Committee of the Whole Meetings if requested by City Staff and this will be billed on a time-and-materials basis.

### **DEVELOPMENT PLAN REVIEW AND INSPECTION**

CBBEL will provide preliminary plan review prior to Plan Commission meetings and provide plan review and inspections. CBBEL will bill the City in accordance with the latest edition of the City Code.

### **CAPITAL IMPROVEMENTS**

In general, the portion of the City's Capital Improvement Program that CBBEL will be involved with will be:

- Yearly Street Maintenance Program
- Roadway Widening/Major Improvements
- Utility Replacements or Extensions
- Traffic Signals/Intersection Improvements
- Bike Paths
- Streambank Stabilization
- Bridge Inspections and Rehabilitation

Engineering for the City's Capital Improvement Program will consist of Phase I – Preliminary Engineering, Phase II – Preparation of Contract Documents, and Phase III – Construction Observation or any combination thereof.

Due to the wide range of complexity and scope of these types of projects, each project will be negotiated separately based on the attached Schedule of Charges and the man-hours required to perform the scope of services. It should be noted that CBBEL will bill the City based on 2005 rates through 2013. This will result in savings to the City. For capital improvement projects, CBBEL will bill the City for actual costs associated with reproduction and testing services.

For other miscellaneous services we will bill the City of Rolling Meadows at the hourly rates specified on the attached Schedule of Charges up to a not-to-exceed fee agreed upon by the City.

We would like to establish our contract in accordance with the previously accepted General Terms and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services.

It is understood that this agreement may be terminated by either party upon 60 days written notice.

Please sign both copies of the agreement and return one to us as an indication of acceptance and notice to proceed.

Sincerely,



Christopher B. Burke, PhD, PE, D.WRE, F.ASCE  
President

THIS PROPOSAL, GENERAL TERMS AND CONDITIONS, AND SCHEDULE OF CHARGES ACCEPTED FOR THE CITY OF ROLLING MEADOWS.

BY: Tom Rooney  
TITLE: MAYOR  
DATE: 1/24/12

- Encl: Schedule of Charges (2005 Rates)
- General Terms and Conditions
- CBBEL Contacts List
- Organizational Chart

**CHRISTOPHER B. BURKE ENGINEERING, LTD.**  
**STANDARD CHARGES FOR PROFESSIONAL SERVICES**  
**JANUARY 2005**

<u>Personnel</u>	Charges*
	(\$/Hr)
Principal	200
Engineer VI	175
Engineer V	130
Engineer IV	115
Engineer III	107
Engineer I/II	87
Survey V	130
Survey IV	110
Survey III	103
Survey II	82
Survey I	64
Resource Planner V	97
Resource Planner IV	92
Resource Planner III	84
Resource Planner I/II	76
Engineering Technician IV	110
Engineering Technician III	107
Engineering Technician I/II	87
CAD Manager	115
Assistant CAD Manager	110
CAD II	107
CAD I	87
GIS Specialist III	107
GIS Specialist I/II	60
Soil Environmentalist/Scientist V	130
Soil Environmentalist/Scientist IV	115
Soil Environmentalist/Scientist III	107
Soil Environmentalist/Scientist I/II	87
Environmental Resource Specialist V	120
Environmental Resource Specialist IV	115
Environmental Resource Specialist III	97
Environmental Resource Specialist II	79
Environmental Resource Technician	74
Accounting	93
Administrative	75

Direct Costs

Outside Copies, Blueprints, Messenger,	
Delivery Services, Mileage	Cost

\* Charges include overhead and profit