



## Agenda Memo

Crest Hill, IL

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<b>Meeting Date:</b>	June 5, 2023
<b>Submitter:</b>	Ronald J Wiedeman
<b>Department:</b>	Engineering
<b>Agenda Item:</b>	Execute a professional services agreement with Christopher B Burke Engineering, Ltd. to prepare plans, specifications and bid documents and Geotech, Inc. for survey services for the Kelly Avenue and Cora Street Retaining Wall Replacement Contract.

**Summary:** Staff is looking to begin the design process for the replacement of the existing retaining walls along Theodore. The locations are as follows:

- Cora Wall limits from Cora to East of Center St
- Kelly wall from east of Raynor to Kelly Avenue.

Bid documents and construction estimates will be prepared for each project location and budgetary construction costs will be determined for future city budget discussions.

Attached is an agreement from CBBL to provide professional design services. These services will include the following:

- Data Collection and Review
- Geotechnical Investigations
- Utility Coordination
- Preparing and Receiving Required Permits for the project
- Preparation of structural Plans and Specifications and Construction Estimates
- Quality Assurance/Quality Control
- Project Administration and Management
- Attend Project Meeting
- Provide support during the bidding process.

Survey services to determine the location of the existing right of way and preparation of construction easements documentation will be prepared by Geotech Inc. Their scope of work will include the following:

- Field work to locate all above and below ground features within each property.
- Preparation of Individual property plat of easements
- Determine the limits of each property.

Construction Engineering has not been negotiated at this time, but will be once the project is ready for bid. Once the construction engineering scope and fee are determined an agreement will be presented to the City Council for review and approval.

The project schedule is to have the entire bid package ready for bidding by the end of the year with construction starting in the spring of 2024 if funds are available.

**Recommended Council Action:** Authorize the mayor to execute a professional services agreement with Christopher B Burke Engineering, Ltd for a not to exceed amount of \$54,680.00 to prepare plans, specifications and bid documents for the Kelly Avenue and Cora Street Retaining Wall Replacement Contract.

Authorize the mayor to execute a professional services agreement with Geotech Inc. for a not to exceed amount of \$9,000 to conduct field survey work for the preparation of easement documents for the Kelly Avenue and Cora Street Retaining Wall Replacement Contract.

**Financial Impact:**

**Funding Source:** General Fund

**Budgeted Amount:** 80,000

**Cost:** \$63,680.00

**Attachments:**

Crest Hill Kelly and Cora Retaining Wall Replacement110722.pdf

City of Cres Hill – Plat of Easement for Theodore Retaining Walls