

## **InterOffice Memo**

**To:** William T. Lichter, Village Manager  
**From:** David A. Dratnol, P.E., Village Engineer  
**Date:** March 10, 2004  
**Subject:** Lombard Hills East (Phase V)  
Resident Engineering

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Attached please find a contract and resolution for the resident engineering services for the Lombard Hills East (Phase V) project.

This selection was made from the Resident Engineering Short List. The short list is comprised of five firms. In this incident, the design engineer (Civiltech Engineering of Itasca) was also asked to submit a proposal. Four firms responded (Engineering Resource Associates, Inc. did not submit a proposal). Upon review, the Engineering Division determined that Christopher B. Burke Engineering, Ltd. of Rosemont is the most qualified firm to serve as resident engineer.

Christopher B. Burke Engineering has recently served as resident engineer for the South Broadway Improvement and Garfield Site Development projects.

The scope and fee were negotiated with Christopher B. Burke Engineering and agreed to by both parties.

Please note that Motor Fuel Tax Funds (MFT) will be utilized to pay for Christopher B. Burke Engineering's services. Three (3) originals of IDOT form BLR 4303 are attached. BLR form 4303 is an IDOT Bureau of Local Roads Construction Engineering Services Agreement for Motor Fuel Tax Funds. Form BLR 4103 is also attached. This form is an IDOT Resolution for Improvement by Municipality under the Illinois Code. This form will be used in lieu of the regular Village resolution.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of March 18, 2004. If approved, please have five signed copies of BLR 4303 and BLR 4103 returned to Engineering for further processing.

DD/jg

cc: File: ST-04-07