



# Public Building Commission of Chicago Professional Services

## Requisition for PBC Approval

**Project Name:** Brighton Park II Area Elementary School **Date:** 03.30.09  
**Project Location:** 48th and Rockwell **Project Number:** 05100  
**Owner Agency:** Chicago Public Schools **PS Number:** PS 1305 - Amendment 02  
**Project Services:** ALTA Survey- Additional legal descriptions, exhibits **Project Manager:** Suzie Ekaitis  
**Property Ownership:** Lexington Homes (currently).

Contract Type:	Request Type:	Pre-Qualified Specialty Services:
<input type="checkbox"/> New Contract <input checked="" type="checkbox"/> Existing Contract <input type="checkbox"/> Continuation of Previous Service/Work (provide description of previous work completed)	<input checked="" type="checkbox"/> Request for Services (1) <input type="checkbox"/> Suborder under Term Agreement <input type="checkbox"/> Subconsultant Approval <input type="checkbox"/> Request for Services; Utilities/ City Departments <input type="checkbox"/> Request for Services/over \$25,000 Requires Board Approval	<input type="checkbox"/> Bid Proposal Request for: <input type="checkbox"/> Phase I Environmental (Under \$50,000) <input type="checkbox"/> Phase II Environmental (Under \$250,000) <input type="checkbox"/> Environmental Design (Under \$50,000) <input checked="" type="checkbox"/> Surveying (Under \$50,000) <input type="checkbox"/> Commissioning (Under \$125,000) <input type="checkbox"/> Materials Testing (Under \$150,000)

(1) Note: This Request for Service is governed by the terms and conditions set forth in the "Standard Terms and Conditions for Professional Services for Projects of \$25,000.00 or less", dated February 26, 2001, as amended and incorporated as if fully set forth here by this reference and by any Exhibits or Attachments to this Request for Service. Such Standard Terms and Conditions for Professional Services for Projects of \$25,000.00 or less are available from the PBC's website at: [www.pbcchicago.com/subhtml/standard.asp](http://www.pbcchicago.com/subhtml/standard.asp).

Vendor Information:	
<b>Vendor Name:</b> <u>C.M. Lavoie &amp; Associates, Inc.</u>	<b>Phone Number:</b> <u>815.254.0505</u>
<b>Vendor Address:</b> <u>1050 State Route 126 Plainfield, IL 60544</u>	<b>Contact Name:</b> <u>Keith Bollinger</u>
<b>Subconsultant Name (if applicable):</b> _____	<input type="checkbox"/> Please Mail Payment
<b>Subconsultant Services (if applicable):</b> _____	

**Scope of Services:** One additional legal description and exhibit for future Brighton Park II Area Elementary School for the city-owned property to be conveyed to the PBC. This property was not included in the original contract with CM Lavoie, and will be used as part of the land deal between the PBC, Lexington Homes (Developer), and the City of Chicago.

C.M. Lavoie completed the original survey for this site for the developer, Lexington Homes, prior to PBC involvement. Once on board, the PBC utilized C.M. Lavoie because they were already familiar with this site. It will benefit both the project schedule and budget to retain C.M. Lavoie to complete this additional work since they are already well-versed with this site and the complex land deal. We believe that it will be a significant cost savings to retain C.M. Lavoie for this final task.

**Budget Code:** 513163 **TOTAL:** \$550.00

Approvals:			
<b>Project Manager:</b> <u>Suzanne Pelletier</u>	Date: <u>03.30.09</u>	<b>Executive Director:</b> <u>[Signature]</u>	Date: <u>4/7/09</u>
<b>Director of Development:</b> <u>Jin Harman</u>	Date: <u>3/31/09</u>	<b>Director of Procurement:</b> <u>[Signature]</u>	Date: <u>3/31/09</u>

For Internal Use Only: Received by: [Signature] Date Received: 4-9-09 May Rd.



**C. M. Lavoie & Associates, Inc.**  
**Consulting Civil Engineering**  
**Land Planning & Surveying**

March 24, 2009

Ms. Suzanne Ekaitis  
 Chicago Public Building Commission  
 50 W. Washington, Suite 200  
 Chicago, IL 60602

RE: CPS Brighton Park II School Site  
 48<sup>th</sup> and Western  
 Chicago, IL  
 Additional Legal Description and Exhibit

**EXTRA WORK AUTHORIZATION**

The following lists a description of additional services outside of our original contract dated January 12, 2009 per an email sent to our office from Dina L. DeFrancesco dated 3/23/09.

**Task 1 Additional Legal Description and Exhibit**

Pursuant to letter dated March 23, 2009 we will prepare a legal description and exhibit for the City property to be conveyed to the Public Building Commission (highlighted in yellow on the attached project boundary exhibit to the above letter). The legal description and exhibit will contain the square footage of the piece of property that is to be conveyed.

	<b><u>ADDITIONAL FEE</u></b>	
• Lump Sum		<b>\$550.00</b>

In addition to the hourly rates for professional services, expenses for any outside costs such as reproducible, prints, and delivery charges will be billed to you at cost plus a 10% handling fee. All expenses for reproducible or prints performed by CML staff will be billed to you at cost of \$0.25 per square foot. If the above information is satisfactory to you, please sign and return one copy to our office at your earliest convenience. If the above information is satisfactory to you, please sign and return one copy to our office at your earliest convenience.

**CLIENT AUTHORIZATION:**

Sincerely,  
 C. M. Lavoie and Associates, Inc.

Signature: \_\_\_\_\_

Title \_\_\_\_\_

Tara Bauer L.S.I.T.

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

The Client's signature above also indicates that he/she has read or has had the opportunity to read the accompanying General Terms and Conditions and agrees to be bound by such General Terms and Conditions.