



Agenda Item Executive Summary

AGENDA ITEM: Downtown Streetscape Improvements- Approving Change Order #1 between Burke, LLC. and the Village of Bartlett

BOARD OR COMMITTEE: Board

BUDGET IMPACT

Amount	\$116,617.59	Budgeted	\$2,796,875.00
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Fund: General

Corresponding Activity Measure: Implement Downtown Streetscape Beautification & Landscaping

EXECUTIVE SUMMARY

This is the first change order for the Downtown Streetscape Improvements project. This change is for additional work that was not included in the original scope of the project. As directed by the Board, a new digital sign is to be installed at Village Hall. This project includes masonry, landscaping, electrical connections, sidewalk replacement and other hardscaping work. The amount of the change is \$116,617.59. This does not include the purchase of the sign, which will be done separately by the Village.

We recommend the Village of Bartlett approve Change Order #1 with Burke, LLC.

ATTACHMENTS (PLEASE LIST)

Memo, Resolution, Exhibit A (Change Order #1), Digital Sign Plans

RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal: Budget and implement downtown streetscape beautification and landscaping

Short Term (1-3 Years): Routine Complex

Long Term (3-5 Years): Routine Complex

ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

MOTION: I move to approve RESOLUTION #2025-____, A RESOLUTION APPROVING CHANGE ORDER #1 TO THE CONTRACT BETWEEN BURKE, LLC. AND THE VILLAGE OF BARTLETT FOR THE DOWNTOWN STREETScape IMPROVEMENTS PROJECT

Staff: Dan Dinges, Director of Public Works

Date: October 24, 2025

Memo

To: Paula Schumacher, Village Administrator
From: Dan Dinges, Director of Public Works
Subject: **Downtown Streetscape Improvements- Change Order #1**
Date: October 24, 2025

This is the first change order for the Downtown Streetscape Improvements project. This change is for additional work that was not included in the original scope of the project. As directed by the Board, a new digital sign is to be installed at Village Hall. This project includes masonry, landscaping, electrical connections, sidewalk replacement and other hardscaping work. The amount of the change is \$116,617.59. This does not include the purchase of the sign, which will be done separately by the Village.

We recommend the Village of Bartlett approve Change Order #1 with Burke, LLC.

Motion

MOTION TO APPROVE RESOLUTION #2025- _____ A RESOLUTION APPROVING OF CHANGE ORDER #1 TO THE CONTRACT BETWEEN BURKE, LLC. AND THE VILLAGE OF BARTLETT FOR THE DOWNTOWN STREETScape IMPROVEMENTS.

RESOLUTION 2025 - _____

**A RESOLUTION APPROVING
CHANGE ORDER NUMBER 1 TO THE CONTRACT BETWEEN BURKE, LLC. AND
THE VILLAGE OF BARTLETT FOR THE DOWNTOWN STREETScape
IMPROVEMENTS PROJECT**

WHEREAS, the Village of Bartlett ("**Village**") and Burke, LLC., ("**Contractor**") entered into an agreement dated February 18, 2025, for the Downtown Streetscape Improvements (the "**Contract**"); and

WHEREAS, the Village has worked with the Contractor and has decided to add additional improvements to the scope of the Contract that will increase the overall cost by \$116,617.59 (the "**Change Order**"); and

WHEREAS, the Corporate Authorities of the Village have determined that (1) the circumstances necessitating the Change Order were not reasonably foreseeable at the time the Contract was signed; (2) the Change Order is germane to the original Contract as signed; and (3) the Change Order is in the best interest of the Village of Bartlett and authorized by law.

BE IT RESOLVED by the President and Board of Trustees of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, pursuant to its home rule authority, as follows:

SECTION ONE: **APPROVAL.** Change Order Number 1 to the Contract, a copy of which is appended hereto as Exhibit A and expressly incorporated herein by this reference, is hereby approved.

SECTION TWO: **AUTHORIZATION.** The Village President is hereby authorized and directed to sign the Change Order on behalf of the Village of Bartlett.

SECTION THREE: SEVERABILITY. The various provisions of this Resolution are to be considered as severable, and if any part or portion of this Resolution shall be held invalid by any Court of competent jurisdiction, such decision shall not affect the validity of the remaining provisions of this Resolution.

SECTION FOUR: REPEAL OF PRIOR RESOLUTIONS. All prior Resolutions in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: EFFECTIVE DATE. This Resolution shall be in full force and effect upon passage and approval.

ROLL CALL VOTE:

AYES:

NAYS:

ABSENT:

PASSED:

APPROVED:

Daniel H. Gunsteen, Village President

ATTEST:

Lorna Gilles, Village Clerk

CERTIFICATION

I, the undersigned, do hereby certify that I am the Village Clerk of the Village of Bartlett, Cook, DuPage and Kane Counties, Illinois, and that the foregoing is a true, complete and exact copy of Resolution 2025 - _____ enacted on November 4, 2025, and approved on November 4, 2025, as the same appears from the official records of the Village of Bartlett.

Lorna Gilles, Village Clerk



Design / Build

BURKE, L.L.C.

9575 West Higgins Road • Rosemont, Illinois 60018-4920 • TEL (847) 823-0500 • FAX (847) 823-0520

October 21, 2025

Village of Bartlett
228 S. Main Street
Bartlett, IL 60103

Attention: Mr. Dan Dinges, Public Works Director

Subject: Change Order No. 1
Metra Station and Town Center Enhancements Project
Village of Bartlett
(Burke, LLC Project No. 01-150-242)

Dear Mr. Dinges:

The Village has requested Burke, LLC perform additional work consisting of Digital Sign Installation. This additional work was not included in the original scope of work used to determine the GMP. Work includes design of the sign, sign foundation and installation, electrical connection, sidewalk replacement and landscaping.

The digital sign purchase is not included in this cost. The digital sign will be purchased and furnished by the Village.

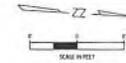
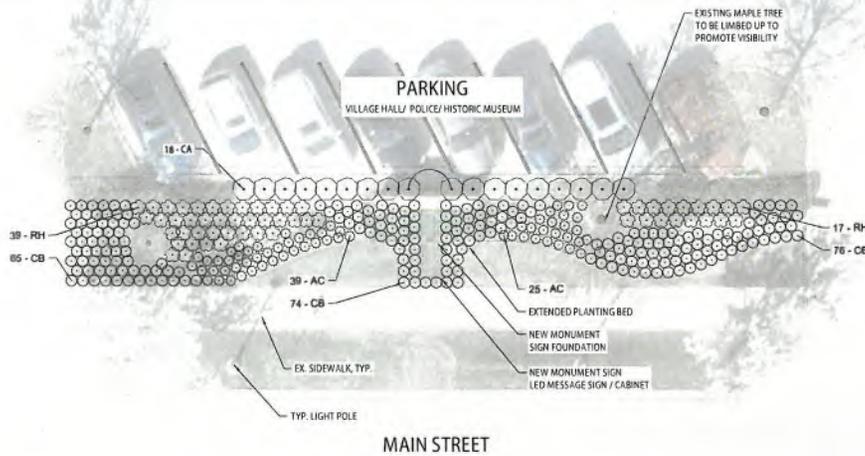
Burke, LLC requests that an increase in be made to the GMP of \$ 116,617.59.

Please sign below to indicate your acceptance.

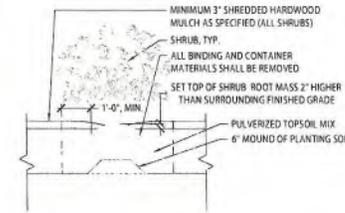
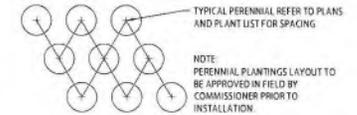
Sincerely,

James F. Amelio, PE
Principal

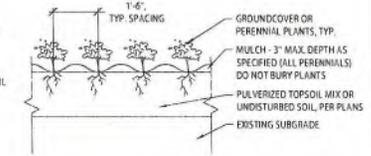
Owner's Acceptance By: _____ Date: _____.



PERENNIAL PLAN LAYOUT



A SHRUB PLANTING DETAIL
SCALE: 1/2" = 1'-0"

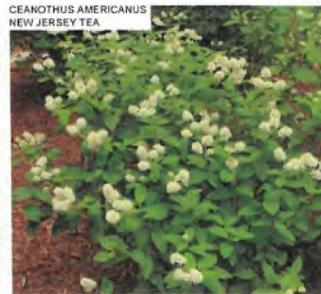


B PERENNIAL PLANTING DETAIL
SCALE: 1/2" = 1'-0"

1 PLANTING PLAN
SCALE: 1" = 8'-0"

PLANT SCHEDULE

SYMBOL	CODE	QTY	BOTANICAL / COMMON NAME	SIZE
SHRUBS				
	AC	84	Allium cernuum / Nodding Onion	1 gal.
	CB	215	Carex bicknellii / Prairie Sedge	1 gal.
	CA	18	Ceanothus americanus / New Jersey Tea	3 gal.
	RH	56	Rudbeckia hirta / Black-eyed Susan	3 gal.



1 PLANTING SCHEDULE AND PALETTE
SCALE: 1" = 8'-0"

3 LANDSCAPE GENERAL NOTES
SCALE: N.T.S.

- PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION ACTIVITIES, CONTRACTOR SHALL NOTIFY J.U.L.I.E. (811) OR (800) 892-0123 TO DETERMINE THE LOCATION OF ANY UNDERGROUND UTILITIES, WHICH MAY AFFECT PROPOSED SITE WORK. CONTRACTOR SHALL NOTIFY THE OWNER/LANDSCAPE ARCHITECT IMMEDIATELY OF ANY DISCREPANCIES, OBSTACLES AND/OR PROBLEMS.
- VERIFICATION OF DIMENSIONS AND GRADES, BOTH EXISTING AND PROPOSED, SHALL BE THE CONTRACTOR'S RESPONSIBILITY PRIOR TO COMMENCEMENT OF WORK. THE CONTRACTOR SHALL NOTIFY THE OWNER/LANDSCAPE ARCHITECT OF ANY DISCREPANCIES.
- ALL SURFACE DRAINAGE SHALL BE DIRECTED AWAY FROM STRUCTURES. SURFACE DRAINAGE SHALL BE DIRECTED TO EXISTING CATCH BASINS DESIGNATED FOR THE COLLECTION OF SURFACE RUN-OFF.
- PLANT MATERIAL SIZES SHOWN ON PLANT SCHEDULE ARE MINIMUM ACCEPTABLE SIZES. ALL PLANT MATERIAL SHALL BE OF SPECIMEN QUALITY. NO "PARK GRADE" MATERIAL WILL BE ACCEPTED.
- ALL PLANT MATERIAL SHALL BE OBTAINED FROM AN APPROVED NORTHERN ILLINOIS NURSERY WITH HEAVY CLAY SOILS.
- ALL PLANT MATERIAL SHALL CONFORM TO AMERICAN STANDARD FOR NURSERY STOCK AS SPONSORED BY THE AMERICAN ASSOCIATION OF NURSEYMEN AND APPROVED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE, INC. (ANSI)
- IF SPECIFIED SPECIES AND/OR QUALITY OF PLANTS ARE NOT AVAILABLE AT THE TIME OF ORDERING, THE LANDSCAPE ARCHITECT, AT HIS/HER DISCRETION, MAY SUBSTITUTE SIMILAR PLANTS WITH THE SAME WHOLESALE VALUE.
- ALL PLANTS TO BE BALLED IN BURLAP (B&B) OR CONTAINER GROWN (CG) AS SPECIFIED IN PLANT SCHEDULE. ALL NYLON/PLASTIC/BURLAP ROOT WRAPPING MATERIAL AND METAL WIRE BASKETS SHALL BE REMOVED.
- SOIL TO BE USED FOR THE PLANTING MEDIUM FOR THE PROJECT SHALL BE FERTILE, WELL-DRAINED, OF UNIFORM QUALITY, FREE OF STONES OVER 1" IN DIAMETER, STICKS, OILS, CHEMICALS, PLASTER, CONCRETE AND OTHER DELETERIOUS MATERIAL.
- ALL LANDSCAPE MATERIALS SHALL BE INSTALLED IN CONFORMANCE WITH ALL APPLICABLE CODES AND ORDINANCES.
- ALL LANDSCAPE MATERIALS SHALL BE INSTALLED IN CONFORMANCE WITH THE ACCEPTED INDUSTRY'S STANDARD 'BEST MANAGEMENT PRACTICE' TECHNIQUES AS IDENTIFIED BY THE ILLINOIS LANDSCAPE CONTRACTORS ASSOCIATION (ILCA).
- THE OWNER AND/OR LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL IN POOR CONDITION/FORM OR NOT INSTALLED ACCORDING TO 'BEST MANAGEMENT PRACTICE' TECHNIQUES.
- THE LANDSCAPE CONTRACTOR SHALL PREPARE PLANTING BEDS BY ADDING SOIL AMENDMENTS TO TOPSOIL MIX IN THE FOLLOWING QUANTITIES: TOPSOIL MIX SHALL BE THREE (3) PARTS TOPSOIL, ONE (1) PART PEAT, AND ONE (1) PART SAND. PLANTINGS TO RECEIVE 3" OF SHREDDED HARDWOOD MULCH.
- CONTRACTOR SHALL WATER PLANTS IMMEDIATELY AFTER PLANTING. FLOOD PLANTS TWICE DURING FIRST TWENTY-FOUR HOURS AFTER PLANTING.
- ALL ROAD AND WALK SURFACES SHALL BE KEPT CLEAR OF MUD AND DEBRIS AT ALL TIMES.
- CONTRACTOR SHALL REPAIR AND KIND ANY AREAS DAMAGED AS A RESULT OF LANDSCAPE OPERATIONS.
- EROSION CONTROL BLANKETS REQUIRED ON ALL SLOPES GREATER THAN 3:1.
- REFER TO PLANTING DETAILS FOR REQUIRED DEPTHS OF ELEVATION.

627 Grove Street, Evanston, Illinois 60201
Tel 847.869.2015 Fax 847.869.2039

CLIENT:

Village of Bartlett
228 S. Main Street
Bartlett, IL 60109
(630) 337-0300

1	06 / 30 / 25	DRAFT	DSGN	AL	
			DWG	AL	
			CHKD	JM	
			SCALE:		
			PLOT DATE:	10/22/25	
			CAD USER:		
NO.	DATE	NATURE OF REVISION	CHND	NOVEL	
FILE NAME	E:\BARTLETT\2024 - METKA - TOWN CENTER\STREETS\CA\CA-045_CO-CAD\BARTLETT_SIGNAGE.DWG				

TITLE:	PRJ. NO. 240383
MATERIALS AND PLANTING PLANS	DATE: 09/16/25
	SHEET 2 OF 3
	DRAWING NO.
	L-02

