

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

_____ Resolution or Ordinance (Blue) _____ Waiver of First Requested
 X Recommendations of Boards, Commissions & Committees (Green)
_____ Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: September 13, 2006 (COW) (B of T) **Date:** September 21, 2006

TITLE: NE Lombard Area Improvements Re-plumbing of Homes

SUBMITTED BY: David A. Dratnol, P.E., Village Engineer *for [Signature]*

BACKGROUND/POLICY IMPLICATIONS:

See Memo

FISCAL IMPACT/FUNDING SOURCE:

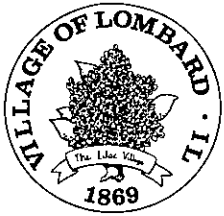
CIP Budget: FY 2007 = \$790,830
FY 2008 = \$790,830

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X *[Signature]* _____ Date 9/13/06

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.

Interoffice Memo



To: William T. Lichter, Village Manager
From: David A. Dratnol, P.E., Village Engineer
Through: Wes Anderson, Director Of Public Works
Date: September 13, 2006
Subject: NE Lombard Area Improvements Re-plumbing of Homes

The North East Lombard Area Improvement project is located in the neighborhood bounded by Grace Street, North Avenue, Sunset Avenue, and the Villa Park border. The goal of the project is to eliminate rear yard sanitary sewer mains and service connections, which are aging and difficult to maintain. The new sanitary sewer mains and service connections are in the right-of-way (R.O.W.). Sewer main and service connections in the R.O.W. are easier to maintain because Village forces have room for the equipment and materials needed for maintenance or repair work. By relocating the main and services, repair or maintenance tasks will not involve equipment being driven through the resident's rear or side yards, having to deal with gardens or other obstacles, such as swing sets, storage sheds, or other structures/landscaping islands located within the rear yard easement.

There are two phases in the North East Lombard Area Sanitary Sewer project. Currently the first phase is under construction, the second phase is scheduled to be bid in the winter of 2006/2007. The streets included in phase one are Grace Street, Sunset Avenue, Marcus Drive, and LaLonde, Joyce, and Edgewood Avenues. There are approximately 176 homes in the entire area (89 in phase one and 87 in phase 2), all of which will have new sewer main and service laterals. These new services terminate at the property line with a clean out. The majority of these homes currently have rear yard service, which will need to be re-plumbed. The Village, in conjunction with the design engineer and resident engineer, has worked with the property owners to best identify where new sewer services should be located. Public Works considerations included the most practical and economic way to route a gravity flow sewer into the new sanitary service line without extensive replacement of pavement or landscaping, and minimizing interior modifications.

The program to re-establish sewer services will be modeled after the successful 1995 water reconnection project in Lombard Hills West, which relocated water services from rear easements to the new water main installed in the R.O.W. **As in the Lombard Hills West Project, the Village will reimburse property owners the cost of re-plumbing their homes and waive the cost of the permits.** It will be up to the homeowner to obtain bids, select a contractor, obtain the necessary plumbing permit, and complete the hook up.

Public Works Engineering has met with both Finance and Building Inspectional Services (BIS) to inform them of the program and obtain their input on the administration of the program.

Proposed procedures for the program are detailed below:

- Since this work will take place on private property and involve resident participation, the Village will send residents an information package outlining the program (rerouting the internal plumbing from the rear yard to the new clean out located in the R.O.W. and capping the old service). The letter will also include the time and date for a public information meeting, at which a presentation will be made with a follow-up question and answer session. The meeting will be video taped and rebroadcast on TV6. The meeting will be made available on DVD for any resident who could not attend the information session and does not have cable TV.

- ❑ The homeowner will be required to obtain a **minimum of three bids** from licensed and bonded sewer contractors/plumbers and submit them to the Village's Public Works Engineering Division for review. **A minimum of two of the three bids** will have to be from the Village's contractor list. In order to assist the residents, the Engineering Division compiled a list of interested contractors and their contact information. This list of contractors includes companies that have done projects for the Village in the past and are deemed qualified based on this past work. This list will be included in the information package sent to the affected residents. The contractor list is by no means an endorsement of the contractor, it is provided for the property owner's convenience and information. The package will also include four copies of the contractor estimate forms.
- ❑ Public Works – Engineering will review the completed submissions. The homeowner will then be sent a Notice of Commencement letter informing them that they may proceed with the work and the amount of the approved estimate (lowest provided estimate). The notice also outlines the parameters of the reimbursement program. The homeowner must then obtain a plumbing permit and proceed with the licensed contractor of their choice (who submitted an estimate). The Village will reimburse the residents the approved amount via a joint check written to both the homeowner and contractor. The check will be issued only after the work is completed and has passed a plumbing inspection performed by BIS.
- ❑ The contractor will be responsible for completing the interior plumbing and connecting the new exterior service line to the clean out. Landscaping must be rough graded and allowed to settle for approximately 60 days. As in the Lombard Hills West Project, the Village's landscape restoration contractor will perform the final restoration of the topsoil and sod on the property.

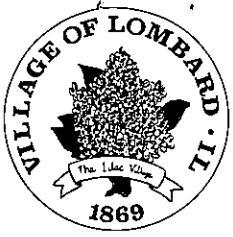
A draft of the resident information package is included for Committee comments. The package consists of:

- ◆ Introduction letter, which announces the program, invites the public to the informational meeting, covers the parameters of the program and includes instructions of how to proceed with the work.
- ◆ List of Contractors
- ◆ Estimate Form(s)
- ◆ Commencement Form

This item was recommended for Board approval by the Public Works Committee at their meeting of September 12, 2006. Please present this item to the President and Board of Trustees for their review and approval at their regular meeting on September 17, 2006.

If the program is approved by the Board, the preliminary schedule is as follows

- Notice to residents in October/November
- Informational meeting in December/January
- The sewer/plumbing work to proceed (weather permitting) in March and conclude in July
- Sod restoration in September/October



VILLAGE OF LOMBARD

255 E. Wilson Avenue
Lombard, IL 60148-3926
(630) 620-5700 FAX: (630) 620-8222
TDD: (630) 620-5812
www.villageoflombard.org

Public Works Department
X,X, 2006

Village President
William J. Mueller

Village Clerk
Brigitte O'Brien

Trustees
Greg Alan Gron, Dist. 1
Richard J. Tross, Dist. 2
John "Jack" T. O'Brien, Dist. 3
Steven D. Sebby, Dist. 4
Kenneth M. Florey, Dist. 5
Rick Soderstrom, Dist. 6

Village Manager
William T. Lichter

Resident
Street
Lombard, IL 60148

Subject: Reconnection of Sanitary Sewer Services

Dear Resident:

The installation of the replacement sanitary sewer for the western portion of the North East Lombard Area Project (the area bounded by Grace Street, North Avenue, Sunset Avenue and the Villa Park border) is complete. Residents who have rear yard sewer connections and who now have a sanitary sewer clean out in their front yard will be required to abandon their rear yard connection and connect to the new sewer. **The cost of this action will be bore by the Village.** The contract to perform the service will be between the resident and the contractor performing the work.

A Public Information Meeting will be held to review the procedures of the program. Village staff will make a presentation on the program and answer any questions. The meeting is scheduled to be held on XX at XX in the Lombard Village Hall Board Room. The meeting will be video taped for rebroadcast on TV6, and it will be made available on DVD for residents without cable.

The following is the procedure for reconnection of sewer services.

Schedule:

- Starting on February XX, 2007 the Village will begin accepting estimates for review.
- Notice of Commencement will be issued after March XX, 2007.
- The work must be completed within 60 days of issuance of the Notice of Commencement or by July 13, 2007.
- All estimates must be submitted by May 25, 2007.
- Homeowners are encouraged to seek estimates and begin the work by March/April of 2007.
- Landscape restoration will be done by the Village's landscaping contractor. This will occur mid-September to mid-October.

Procedures:

- 1) Obtain a minimum of 3 written estimates from licensed plumbers. You may obtain additional estimates if you wish. Two of the estimates must be from contractors on the attached list. The contractors listed on the attachment are not endorsed by the Village nor are residents required to use them. The contractors on the supplied list have previously worked for, or in the Village of Lombard, and have been briefed about the sewer reconnection program.
- 2) Give a copy of the estimate form and letter to each contractor you are soliciting for a bid. Enclosed are three copies of the required forms. **Have the contractor complete the Village's estimate forms.** This includes a bill of materials, equipment and labor. They should also include any additional required items to complete the connection and a sketch of the proposed work.

"Our shared *Vision* for Lombard is a community of excellence exemplified by its government working together with residents and business to create a distinctive sense of spirit and an outstanding quality of life."

"The *Mission* of the Village of Lombard is to provide superior and responsive governmental services to the people of Lombard."

- 3) Send a copy of the three estimates to the Engineering Division at the address below (or bring them directly to Public Works). Upon receipt, the estimates will be evaluated by the Engineering Division. The homeowner will be advised when the estimate is accepted (usually within seven working days) and a Notice of Commencement will be issued. **Property owners are not required to use the contractor who submitted the lowest estimate; however they will be reimbursed to the amount of the lowest approved submitted estimate. If a property owner chooses to use another contractor who submitted an estimate, the property owner will be expected to pay the difference in cost.**
- 4) Once the Notice of Commencement is received, please follow the instruction on the notice (a copy is enclosed for your reference). Your first step should be to contact the Bureau of Inspectional Services (BIS) and obtain a plumbing permit. As part of the program, permit fees will be waived. **You will receive a letter from BIS enclosed with the Notice of Commencement explaining the permit process.**
- 5) After the permit is issued, have the work completed.
- 6) Have the work inspected by BIS per their procedure.
- 7) Upon verification of the final inspection by BIS, a two party check, payable to the home owner and the contractor will be processed. This generally requires 2-3 weeks.

Mail All Correspondence To:

Village of Lombard
255 E. Wilson Av.
Lombard, IL 60148

Attn: Mr. Raymond Schwab, Civil Engineer/Program Manager

The Village is ready to assist you during this process. If you have any questions or require any information about: licensed plumbers, hiring a contractor, or the payment process, please call Ray Schwab at 620-5740. Questions regarding plumbing permits can be directed to BIS at 620-5750.

Sincerely,
THE VILLAGE OF LOMBARD

Wes Anderson

Wes Anderson
Director of Public Works



Northeast Lombard Area Improvements
Plumbing Modifications
Estimate Forms



General Information

Resident Information

Name: _____

Address: _____

Phone: Home: _____

Work: _____

Inspection Appointment

Date: _____

Time: _____

Special Instructions: _____

Status of Occupant of Home

Owner _____ Renter _____

Type of Basement

Basement: _____ Split Level: _____

Slab on Grade: _____

Installation Recommendation

Interior Repipe _____

Exterior Reroute _____



Northeast Lombard Area Improvements
Plumbing Modifications
Estimate Forms



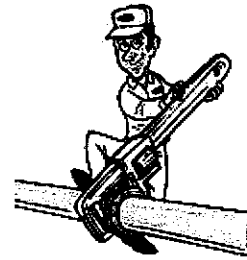
Labor Cost

| Task | Time | Hourly Rate | Total Cost |
|------|------|-------------|------------|
| | X | \$ | = \$ |
| | X | \$ | = \$ |
| | X | \$ | = \$ |
| | X | \$ | = \$ |
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Total Cost:



**Northeast Lombard Area Improvements
Plumbing Modifications
Estimate Forms**



Sketch

Prepared by: _____

Date: _____



NOTICE OF COMMENCEMENT

Review

Received by the Public Works Department on: _____

Reviewed by: _____

It is the intent of this notice to inform the present owner that the costs of the proposed work has been reviewed and compared to the control estimates and found to be within the established criteria..

The amount of the approved reimbursement is _____

The approval of the proposal for the anticipated work is for magnitude of cost only. Work may proceed at:

Address: _____

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Conditions

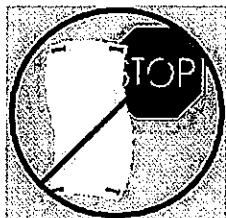
The following conditions apply in order for the owner to receive compensation from the Village of Lombard.

- 1) The agreement to perform the approved work is between the home owner and the contractor.
- 2) The Village agrees to compensate the owner after the following conditions are met:
 - A) The amount of the reimbursement is approved by the Public Works Engineering Division.
 - B) The home owner/contractor obtains a plumbing permit from the Building Department, using a licensed plumber.
 - C) The work is completed within 60 calendar days from this notice of commencement.
 - D) The work passes the Village plumbing inspection.
 - E) A proper invoice is submitted to the Public Works Department.
- 3) The Village of Lombard will perform general turf restoration in the fall of 2007



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Payment Withheld

Payment to the home owner will be withheld for the following reasons;



- 1) There is damage to Village property as a result of the plumbing reconnection.
- 2) The work does not pass the Village plumbing inspection.
- 3) The work is not completed within 60 calendar days from this notice of commencement.
- 4) An unapproved contractor performed the work.
- 5) The property owner is not current with any open Village account.