

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

 X Resolution or Ordinance (Blue) _____ Waiver of First Requested

_____ Recommendations of Boards, Commissions & Committees (Green)
Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David Hulseberg, Village Manager

DATE: June 12, 2013 (COW) (B of T) **Date:** June 20, 2013

TITLE: Terrace View Pond Improvements
Maintenance and Monitoring of Wetlands

SUBMITTED BY: David A. Dratnol, P.E., Village Engineer *Dratnol*

BACKGROUND/POLICY IMPLICATIONS:

Fulfilling the terms and conditions imposed by DuPage County wetland permit concerning the construction of the Terrace View Pond Improvements project.

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$43,252 (Water/Sewer Capital Reserve)
NWS Project Number: SS 12 03, Phase 1
Account: 520.790.715.75420

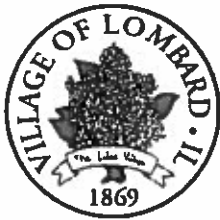
Review (as necessary):

Village Attorney X _____ Date _____

Finance Director X _____ Date _____

Village Manager X _____ Date _____

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.



To: David Hulseberg, Village Manager

Through: Carl Goldsmith, Director of Public Works *CSG, by DRF*

From: David A. Dratnol, P.E., Village Engineer *DAD*

Date: June 12, 2013

Subject: Wetland Maintenance and Monitoring Services
For the Terrace View Pond Improvements Project

Attached please find a contract, resolution and fee schedule regarding wetland maintenance and monitoring for the Terrace View Pond Improvements project.

Terrace View Pond is considered a "critical wetland" based on the classification by DuPage County and the U.S. Army Corps of Engineers. The terms and conditions of the mandatory County permit include the maintenance and monitoring of the newly planted wetland vegetation that will be placed along the lowered shoreline of Terrace View Pond. By lowering the level of the pond the county requires that the Village re-vegetate the exposed shoreline with native wetland plantings.

The general contractor for the Terrace View Pond Improvements project will be responsible for assuring the establishment of the wetland plantings over a five (5) year monitoring period. A letter of credit for the five (5) year term was included as part of the construction contract for the project.

The scope of work for this contract includes site monitoring for up to five (5) years, including the preparation of a deficiency list that will be forwarded to the project general contractor each year, a floristic inventory, and preparation of a required annual report (to be submitted to DuPage County) for up to a maximum of five (5) years.

The selection was made from the FY 2012/2014 Resident Engineering Short List. The resident engineering short list is comprised of seven (7) firms. Three (3) firms responded with proposals.

Compiling all the scores from the three (3) person evaluation committee yielded Baxter and Woodman Inc. of Crystal Lake, as the top rated firm and thus was determined to be the most qualified firm to serve as resident engineer for the project.

Baxter and Woodman has performed Resident Engineering and Design Engineering services for the Village. Past projects include: Olde Towne – East (Phases 3, 4 & 5), North Industrial Park, Special Assessment 217 (B & C), Lift Station Improvements (Phases 1 & 2), and the Route 53 Pump Station Study.

The scope and fee were negotiated with Baxter and Woodman and agreed to by both parties. The not-to-exceed fee for wetland maintenance and monitoring services is \$43,252.00

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of June 20, 2013. If approved, please return one (1) original signed copy to Public Works-Engineering for further processing.

DAD/rgs

R E S O L U T I O N
R _____ 13

**A RESOLUTION AUTHORIZING SIGNATURE OF
PRESIDENT AND CLERK ON AN AGREEMENT**

WHEREAS, the Corporate Authorities of the Village of Lombard have received an Agreement between the Village of Lombard, and Baxter and Woodman Inc. regarding the Wetland Maintenance and Monitoring Services for the Terrace View Pond Improvements project as attached hereto and marked Exhibit "A"; and

WHEREAS, the Corporate Authorities deem it to be in the best interest of the Village of Lombard to approve such agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS as follows:

SECTION 1: That the Village President be and hereby is authorized to sign on behalf of the Village of Lombard said agreement as attached hereto.

SECTION 2: That the Village Clerk be and hereby is authorized to attest said agreement as attached hereto.

Adopted this 20th day of June, 2013.

Ayes; _____

Nays: _____

Absent: _____

Approved this 20th day of June, 2013.

Keith Giagnorio
Village President

ATTEST:

Sharon Kuderna
Village Clerk



VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER SS 12 03 Phase 1 (Wetland Maintenance and Monitoring)

This agreement is made this 20th day of June 2013, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Baxter and Woodman Inc. hereinafter referred to as the "ENGINEER" and its successors.

Witnessed, that in consideration of the mutual promises of the parties delineated in the contract documents, the ENGINEER agrees to perform the services and the VILLAGE agrees to pay for the following services as set forth in the contract documents:

Wetland Maintenance and Monitoring Services for the Terrace View Pond Improvements project

1. This contract shall embrace and include all applicable contract documents listed below as if attached hereto or repeated herein:
 - a. Request for Qualifications and Request for Proposal (January 13, 2012) consisting of the following:
 - i) Cover Sheet
 - ii) Table of Contents
 - iii) General Provisions
 - iv) Special Provisions
 - v) Request for Qualifications and Proposals for Resident Engineering Short-List
 - vi) Instructions Regarding the Consultant Evaluation Form
 - vii) Instructions Regarding the Statement of Qualifications Form
 - viii) Consultant Evaluation Form
 - ix) Statement of Qualifications Form
 - b. Request for Proposal dated March 22, 2013
 - c. ENGINEER'S Proposal dated April 19, 2013
 - d. ENGINEER'S Letter and attached Work Effort and Fee Dated June 12, 2013
 - e. Required Certificates and Signatures and Certificate of Insurance
2. The VILLAGE agrees to pay, and the ENGINEER agrees to accept as full payment for the services, which are the subject matter of this contract in accordance with the General Provisions.
3. This Contract represents the entire agreement between the parties and may not be modified without the written approval of both parties.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by Keith Giagnorio, Village President, and the ENGINEER have hereunto set their hands this 20th day of June 2013.

If an individual or partnership, all individual names of each partner shall be signed or if a corporation, an officer duly authorized shall sign here:

Baxter and Woodman, Inc.

Accepted this _____ day of _____, 2013.

Individual or Partnership _____ Corporation _____

By Position/Title

By Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 20th day of June, 2013.

Keith Giagnorio, Village President

Attest:

Sharon Kuderna, Village Clerk

VILLAGE OF LOMBARD ENGINEER'S CERTIFICATION

_____, having been first duly sworn depose and states as follows:
(Officer or Owner of Company)

_____, having submitted a proposal for:
(Baxter and Woodman, Inc.)

to the Village of Lombard, hereby certifies that said ENGINEER:

1. has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A) (4).
2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:
 - a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the approve Revenue Act; or
 - b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.
3. is in full compliance with the Federal Highway Administration Rules on Controlled Substances and Alcohol Use and Testing, 49 CFR Parts 40 and 382 and that

(Name of employee/driver or "all employee drivers")
is/are currently participating in a drug and alcohol testing program pursuant to the
aforementioned rules.

By: _____
Officer or Owner of Company named above

Subscribed and sworn to
before me this _____
day of _____, 2013.

Notary Public



Mr. Ray Schwab
Village of Lombard
1051 S. Hammerschmidt Avenue
Lombard, Illinois 60148-3926

June 12, 2013

***Subject: Village of Lombard –Terrace View Pond Improvements Wetland
Maintenance and Monitoring- RE Services***

Dear Mr. Schwab:

Please find the following attached documents that will be included in our Engineering Services Agreement with Village:

- Exhibit A- Back up information for tasks, personnel man-hours- and direct cost for vehicle expenses- mileage, and tolls for the years 2013-2018.
- Exhibit B-Village Approved Work Effort, Project Multiplier (2.89), and Not to Exceed contract amounts for Resident Engineering Services for the following years (2013-2018) which also includes a 3% escalation factor per year on the payroll rate/hr.

Not to Exceed Amounts for each year are as follows:

2013- \$ 2,902.00
2014- \$ 7,695.00
2015- \$ 7,922.00
2016- \$ 13,799.00
2017- \$ 4,638.00
2018- \$ 6,296.00
TOTAL- \$ 43,252.00

Please contact me with any questions you may have. The Baxter & Woodman team looks forward to working with the Village of Lombard again.

Very truly yours,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS

300 Park Boulevard


Suite 355

Itasca, IL 60143

Phone: 630.773.1870

Fax 630.773.3150

info@baxterwoodman.com


Mark L. Dachsteiner, PE, Construction Manager

VILLAGE OF LOMBARD, ILLINOIS
TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES - RESIDENT ENGINEERING
EXHIBIT B

CONSTRUCTION ENGINEERING
YEAR 2013

*Firm's approved rates on file with IDOT's
Bureau of Accounting and Auditing:
Overhead Rate (OH) 15.2%
Multiplier's 2.89

Local Agency: VILLAGE OF LOMBARD, ILLINOIS
(Municipality/Township/County)

* start work 9/4/2013 to 12/1/2018
- Saturdays None Escalation Factor 1.0

Cost Estimate of Consultant's Services in Dollars

Tasks	Employee Classification	Man-Hours	Payroll Rate	% of Hours task	Total Cost	In-House Direct Costs (IHDC)	Total cost by task	% Cost per task	Total Cost w/mult
ADMINISTRATION & MEETINGS	John Ambrose	1	\$71.84	4.76%	\$71.84				\$207.62
	Mark Dachsteiner	1	\$52.79	4.76%	\$52.79				\$152.56
	Mark Phipps	4	\$45.20	19.05%	\$180.80				\$522.51
	Seab Toban	1	\$24.36	4.76%	\$24.36				\$70.40
Wetland Monitoring	Tom Garfield	10	\$46.78	47.62%	\$467.80	\$58.50	\$ 963.09	92.84%	\$1,406.44
Annual Report	Tom Garfield	4	\$46.78	19.05%	\$187.12				\$540.78
PROJ CLOSEOUT & REC DRAW	Tom Garfield		\$46.78	0.00%	\$0.00		\$1,949.22	67.16%	\$0.00
	Tim Betle		\$33.50	0.00%	\$0.00		\$0.00	0.00%	\$0.00
TOTALS		21		100.00%	\$ 965	\$ 57	\$ 2,902	100.00%	\$ 2,902

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 100MI @ \$0.565/MILE = 56.50 \$57 incl \$2.00/day Tolls added 96 miles @ 0.565

Personnel & Hours	% of Hours
Principal	4.76%
Project Manager	23.80%
Wetland Specialist	57.14%
Secretarial	4.76%
CAD	0.00%
Total	90.46%

Project Multiplier

Overhead (see exhibit A) =
Profits @ 0.145% =
Standard Time 1.52
0.385

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project

VILLAGE OF LOMBARD, ILLINOIS
TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES -RESIDENT ENGINEERING
EXHIBIT 8

CONSTRUCTION ENGINEERING

YEAR 2014

Local Agency: VILLAGE OF LOMBARD, ILLINOIS
(Municipality/Township/County)

*Firm's approved rates on file with IDOT's
Bureau of Accounting and Auditing:
Overhead Rate (OH) 152%
Multiplier's 2.89

* start work 9/4/2013 to 12/1/2018
- Saturdays None Escalation Factor 1.03

Cost Estimate of Consultant's Services in Dollars

Tasks	Employee Classification	Man-Hours	Payroll Rate	% of Hours task	Total Cost	In-House Direct Costs (IHDC)	Total cost by task	% Cost per task	Total Cost w/Mult
ADMINISTRATION & MEETINGS	John Ambrose	1	\$74.00	1.82%	\$74.00				\$213.85
	Mark Dachtelbainer	1	\$54.37	1.82%	\$54.37				\$157.14
	Mark Phipps	5	\$46.56	9.09%	\$232.78				\$672.73
	Beth Tobin	1	\$25.09	1.82%	\$25.09				\$72.51
	Tom Garfield	35	\$48.18	83.64%	\$1,686.42	\$113.00	\$ 1,116.23	14.51%	\$4,988.75
Annual Report	Tom Garfield	10	\$48.18	18.18%	\$481.83				\$1,382.50
PROJ CLOSEOUT & REC DRAW	Tom Garfield		\$48.18	0.00%	\$0.00		\$6,379.25	82.90%	
	Tim Betie	2	\$94.51	3.64%	\$99.01		\$199.44	2.59%	\$0.00
TOTALS		55		100.00%	\$2,824	\$ 113	\$ 7,865	100.00%	\$ 7,865

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.566/MILE = 113.00 \$113 incl tolls

Personnel & Hours	% of Hours
Principal	1.82%
Project Manager	10.91%
Wetland Specialist	81.82%
Secretarial	1.82%
CAD	3.64%
Total	100.00%

Project Multiplier

Overhead (see exhibit A) = 1.52
Profits @ 0.145% = 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project

VILLAGE OF LOMBARD, ILLINOIS
 TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES -RESIDENT ENGINEERING
 EXHIBIT B

CONSTRUCTION ENGINEERING

YEAR 2015

Local Agency: VILLAGE OF LOMBARD, ILLINOIS
 (Municipality/Township/County)

*Firm's approved rates on file with IDOT's
 Bureau of Accounting and Auditing:
 Overhead Rate (OH) 152%
 Multiplier's 2.89

* start work 9/4/2013 to 12/1/2018
 * Saturdays None Escalation Factor 1.03

Cost Estimate of Consultant's Services in Dollars

Tasks	Employee Classification	Man-Hours	Payroll Rate	% of Hours task	Total Cost	In-House Direct Costs (HDC)	Total cost by task	% Cost per task	Total Cost w/Mult
ADMINISTRATION & MEETINGS	John Ambrose	1	\$76.22	1.82%	\$76.22				\$220.28
	Mark Duchsneier	1	\$56.00	1.82%	\$56.00				\$161.84
	Mark Phipps	5	\$47.96	9.09%	\$239.78				\$682.98
	Barb Tobin	1	\$25.84	1.82%	\$25.84				\$74.89
Wetland Monitoring Annual Report	Tom Garnfield	35	\$49.63	63.64%	\$1,736.89	\$113.00	\$ 1,149.78	14.51%	\$5,132.61
	Tom Garnfield	10	\$49.63	18.18%	\$496.25				\$1,434.17
PROJ CLOSEOUT & REC DRAW	Tom Garnfield		\$49.63	0.00%	\$0.00		\$6,566.78	82.89%	\$0.00
	Tim Betts	2	\$35.55	3.64%	\$71.09		\$205.45	2.59%	\$205.45
TOTALS		55		100.00%	\$ 2,702	\$ 113	\$ 7,922	100.00%	\$ 7,922

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.565/MILE = 113.00 \$113 incl tolls

Personnel & Hours	% of Hours
Principal	1.82%
Project Manager	10.91%
Wetland Specialist	81.82%
Secretarial	1.82%
CAD	3.64%
Total	100.00%

Project Multiplier

Overhead (see exhibit A) = 1.52
 Profits @ 0.145% = 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project

VILLAGE OF LOMBARD, ILLINOIS
 TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES -RESIDENT ENGINEERING
 EXHIBIT B

CONSTRUCTION ENGINEERING

YEAR 2016

VILLAGE OF LOMBARD, ILLINOIS
 (Municipality/Township/County)

*Firm's approved rates on file with IDOT's
 Bureau of Accounting and Auditing:
 Overhead Rate (OH) 15.2%
 Multiplier's 2.89

* start work 9/4/2013 to 12/1/2018
 * Saturdays None Escalation Factor 1.03

Cost Estimate of Consultant's Services in Dollars

Tasks	Employee Classification	Man-Hours	Payroll Rate	% of Hours task	Total Cost	In-House Direct Costs (IH-DC)	Total cost by task	% Cost per task	Total Cost w/Mult
ADMINISTRATION & MEETINGS	John Ambrose	1	\$78.51	1.05%	\$78.51				\$226.89
	Mark Dechsteiner	1	\$57.68	1.05%	\$57.68				\$166.70
	Mark Phipps	5	\$49.40	5.26%	\$246.98				\$713.81
	Bard Tobin	3	\$26.82	3.16%	\$79.85				\$230.75
Wetland Monitoring	Tom Garfield	70	\$51.12	73.86%	\$3,578.32	\$113.00	\$ 1,336.15	9.70%	\$10,454.35
Annual Report	Tom Garfield	10	\$51.12	10.53%	\$511.19				\$1,477.34
PROJ CLOSEOUT & REC DRAW	Tom Garfield		\$51.12	0.00%	\$0.00		\$11,931.68	86.47%	
	Tim Bede	5	\$36.62	5.26%	\$183.09		\$529.12	3.83%	\$0.00
TOTALS		95		100.00%	\$ 4,736	\$ 113	\$ 13,799	100.00%	\$ 13,799

In-House Direct Costs:
 VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.565/MILE = 113.00 \$113 incl tolls

Personnel & Hours	% of Hours
Principal	1.05%
Project Manager	10.91%
Wetland Specialist	81.82%
Secretarial	1.82%
CAD	5.26%
Total	100.87%

Project Multiplier

Overhead (see exhibit A) =
 Profits @ 0.145% =
 Standard Time 1.52
 0.965

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project

VILLAGE OF LOMBARD, ILLINOIS
TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES -RESIDENT ENGINEERING
EXHIBIT B

CONSTRUCTION ENGINEERING
YEAR 2017

Firm's approved rates on file with IDOT's
Bureau of Accounting and Auditing:
Overhead Rate (OH) 152%
Multiplier's 2.89

Local Agency: VILLAGE OF LOMBARD, ILLINOIS
(Municipality/Township/County)

* start work 9/4/2013 to 12/1/2018
• Saturdays None Escalation Factor 1.00

Cost Estimate of Consultant's Services in Dollars

Tasks	Employee Classification	Man-Hours	Payroll Rate	% of Hours task	Total Cost	In-House Direct Costs (IHDC)	Total cost by task	% Cost per task	Total Cost w/Invt
ADMINISTRATION & MEETINGS	John Ambrose	1	\$80.87	3.33%	\$80.87				\$233.70
	Mark Dachtelmeier	1	\$59.41	3.33%	\$59.41				\$171.70
	Mark Phipps	5	\$50.88	16.67%	\$254.41				\$735.24
	Beth Tobin	1	\$27.42	3.33%	\$27.42		\$ 1,218.88	26.30%	\$79.24
Wetland Monitoring	Tom Garfield	15	\$52.65	50.00%	\$789.80	\$113.00			\$2,385.53
Annual Report	Tom Garfield	6	\$52.66	20.00%	\$315.96				\$913.19
PROJ CLOSEOUT & REC DRAW	Tom Garfield		\$52.65	0.00%	\$0.00		\$3,308.73	71.35%	
	Tom Bette	1	\$37.72	3.33%	\$37.72		\$109.01	2.35%	\$0.00
TOTALS		30		100.00%	\$ 1,566	\$ 113	\$ 4,638	100.00%	\$ 4,638

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.565/MILE = 113.00 \$113 incl tolls

Personnel & Hours	% of Hours
Principal	3.33%
Project Manager	15.00%
Wetland Specialist	67.50%
Secretarial	2.50%
CAD	3.33%
Total	91.67%

Project Multiplier

Overhead (see exhibit A) = Standard Time
Profits @ 0.145% = 1.52
= 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project

VILLAGE OF LOMBARD, ILLINOIS
 TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES -RESIDENT ENGINEERING
 EXHIBIT B

CONSTRUCTION ENGINEERING
 YEAR 2018

*Firm's approved rates on file with IDOT's
 Bureau of Accounting and Auditing:
 Overhead Rate (OH) 15.2%
 Multiplier's 2.89

Local Agency: VILLAGE OF LOMBARD, ILLINOIS
 (Municipality/Township/County)

* start work 9/4/2013 to 12/1/2018
 * Saturdays None Escalation Factor 1.03

Cost Estimate of Consultant's Services in Dollars

Tasks	Employee Classification	Man-Hours	Payroll Rate	% of Hours task	Total Cost	In-House Direct Costs (IHDC)	Total cost by task	% Cost per task	Total Cost w/Mult	
ADMINISTRATION & MEETINGS	John Ambrose	1	\$83.30	2.50%	\$83.30				\$240.73	
	Mark Dachtelstiner	1	\$61.19	2.50%	\$61.19				\$176.85	
	Mark Phipps	5	\$52.41	12.50%	\$262.03				\$757.27	
	Barb Tobin	1	\$28.24	2.50%	\$28.24		\$ 1,256.47	19.86%	\$81.62	
Wetland Monitoring	Tom Garfield	18	\$54.23	45.00%	\$976.13	\$113.00			\$2,934.02	
Annual Report	Tom Garfield	12	\$54.23	30.00%	\$650.75				\$1,890.88	
PROJ CLOSEOUT & REC DRAW	Tom Garfield		\$54.23	0.00%	\$0.00		\$4,814.70	76.48%	\$0.00	
	Tim Bette	2	\$38.65	5.00%	\$77.70		\$224.56	3.57%	\$224.56	
TOTALS		40		100.00%	\$ 2,139	\$	113	\$ 6,286	100.00%	\$ 6,286

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.565/MILE = 113.00 \$113 Ind tols

Personnel & Hours	% of Hours
Principal	2.50%
Project Manager	15.00%
Wetland Specialist	75.00%
Secretarial	2.50%
CAO	5.00%
Total	100.00%

Project Multiplier

Overhead (see exhibit A) = Standard Time
 Profits @ 0.145% = 1.52
 = 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project