


**VILLAGE OF LOMBARD**  
**REQUEST FOR BOARD OF TRUSTEES ACTION**  
For Inclusion on Board Agenda  
Bids and Proposals

TO : President and Village Board of Trustees  
 FROM : Scott Neihaus, Village Manager  
 DATE : April 12, 2016 Agenda Date April 21, 2016  
 TITLE : Waiver of Bids - RJN Group  
 North Broadway Interim Pump Station Ultra-Sonic Meter Install  
 SUBMITTED BY: Brian M. Jack, Utilities Superintendent 

**RESULTS:**

Date Bids Were Published \_\_\_\_\_ Bidding Closed \_\_\_\_\_  
 Total Number of Bids Received \_\_\_\_\_  
 Total Number of Bidders Meeting Specifications \_\_\_\_\_  
 Bid Security Required \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Performance Bond Required \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Were Any Bids Withdrawn \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Explanation:  
 Waiver of Bids Requested? \_\_\_\_\_ X Yes \_\_\_\_\_ No  
 If yes, explain: Purchase is directly from manufacturer.  
 Award Recommended to Lowest \_\_\_\_\_ Yes \_\_\_\_\_ No  
 Responsible Bidder?  
 If no, explain:

**FISCAL IMPACT:**

Engineer's estimate/budget estimate \$28,000.00 Amount of Award \$24,150.00  
 Water & Sewer Capital Reserve Fund: 520.790.715.75420 Proj: SS 15 01 Construction

**BACKGROUND/RECOMMENDATION:**

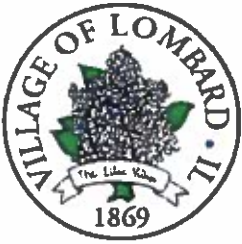
Waive bids and award a contract to RJN Group for the purchase, installation and startup of the new ultra-sonic meter for the North Broadway Interim Pump Station in an amount not to exceed \$24,150.00.

Has Recommended Bidder Worked for Village Previously X Yes     No  
 If yes, was quality of work acceptable X Yes     No  
 Was item bid in accordance with Public Act 85-1295?     Yes X No  
 Waiver of bids - Public Act 85-1295 does not apply X Yes

**REVIEW (as needed):**


Village Attorney XX \_\_\_\_\_ Date \_\_\_\_\_  
 Finance Director XX \_\_\_\_\_ Date \_\_\_\_\_  
 Village Manager XX \_\_\_\_\_ Date \_\_\_\_\_


**NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.**



## MEMORANDUM

**To:** Scott Niehaus, Village Manager

**From:** Brian M. Jack, Utilities Superintendent 

**Through:** Carl S. Goldsmith, Director of Public Works 

**Date:** April 12, 2016

**Subject:** **Waiver of Bids – RJN Group  
North Broad Interim Pump Station Ultra-sonic Meter Install**

### Background

The North Broadway Interim Pump Station has several control and monitoring locations integrated into the operation of the proposed pumping station. These control points will monitor flow inside of the storm sewer at the intersection of Craig Place and Hickory Street, the existing Charles Lane Storm Water Pumping Station, and the North Broadway Pumping Station in order to either suspend pumping operations at the new facility or enable the pumps to continue pumping. In order to prevent surcharging of the existing storm water system, the proposed level monitoring device was selected as the optimal component using state of art level technology giving the operators real time conditions of the storm sewer system during dry weather and wet weather flow conditions. Data from the meter will be delivered to the onsite SCADA PLC, both at the North Broadway Interim Pumping Station and the main SCADA collection hub at Civic Center Reservoir Facility where operators can monitor the level in the pipe. During heavy rain events, it is critical to know the level in the storm sewer at Craig Place and Hickory Street to prevent possible surcharging. The existing Charles Lane storm water station will act as the final downstream control point and be integrated into the operation of the new North Broadway Interim Pumping Station. The Village has a similar ultrasonic meter installed in the 108" combined sewer located at Hickory Street and Finley Road.

The ultra-sonic meter selected by RJN generates a tremendous amount of data that staff can use in developing long term operation and maintenance plans on the storm sewer systems in the area. The initial trial run of this new metering technology in 2015 at the Hickory Street and Finley Road intersection turned out to be a great success. It is therefore recommended that we continue to work with RJN on the installation of an additional ultra-sonic meter and continue to gather information that will be presented to staff for review. RJN has worked for the Village in the past and is considered a reliable and responsive vendor and their work was satisfactory. They are the only vendor who offers and maintains the meter under consideration. This new level monitor will continue to give staff the tools they need to monitor and quickly respond to any emergencies during heavy rain events. Local reference checks of RJN and communities who use this same meter were completed with no issues to report. The

City of Elmhurst owns and operates 5 meters, Lake County Public Works owns and operates 25, and The City Joliet is expanding their monitors to 35.

RJN Group has submitted a quote for the purchase, installation and startup of the new ultra-sonic meter in the amount of \$24,150.00. By purchasing the ultra-sonic meter outright, the Village is saving approximately 15% (or \$3,600) and avoiding contractor markup. Scheduling and coordination of the delivery will be handled by the Village for the project. Funds for the ultra-sonic meter are budgeted in the Water & Sewer Capital Reserve Fund: 520.790.715.75420 Proj: SS 15 01 Construction.

**Recommendation**

Please request the Board of Trustees to waive bids and award a contract in an amount not to exceed \$24,150.00 for the installation and startup of the new ultra-sonic meter for the North Broadway Interim Pump Station to RJN Group of Wheaton, IL at their April 21<sup>st</sup>, 2016 meeting.

Please execute signature on the attached contract and return two copies to the Water Treatment and Wastewater Pumping Division for further processing.

## VILLAGE OF LOMBARD

### Contract for Purchase of an Ultra-Sonic Meter for The North Broadway Interim Pump Station

This agreement is made this 21<sup>st</sup> day of April, 2016, by and between, and shall be binding upon, the Village of Lombard, an Illinois municipal Corporation hereinafter referred to as (the "Village") and (RIN Group of Wheaton, IL) hereinafter referred to as (the "Contractor").

Witnesseth That in consideration of the mutual promises of the parties delineated in the Contract Documents, the Contractor agrees to sell and the Village agrees to pay for the following described items as set forth in the Contract Documents:

Ultra-Sonic Meter - One (1) Ultra-Sonic Meter for the North Broadway Interim Pump Station in an amount not to exceed \$24,150.00

1. This Contract shall embrace and include all of the applicable Contract Documents listed below as if attached hereto or repeated herein:
  - a. The Contractor's Quotation Dated November 23, 2015.
  - b. Required Certificate of Insurance, Indemnification, Venue, Other Contractor Responsibilities
2. The Village agrees to pay, and the Contractor agrees to accept as full payment for the items which are the subject matter of this Contract the total sum of \$24,150.00 paid in accordance with the provisions of the Local Government Prompt Payment Act and the provisions of the Contract Documents.
3. Risk of loss, destruction or damage of or to goods under this Contract shall be on contractor until delivery of the goods to the Village and acceptance of the goods by the Village.
4. The Contractor agrees to perform the terms of this Contract according to the following schedule set forth in their quotation after the Notice to Proceed has been delivered. Time is of the essence of this Contract.
5. Where the terms of this Contract conflict with the provisions of the Contract Documents, the Contract Documents shall be binding.

IN WITNESS WHEREOF, the Village of Lombard, Illinois by Village President, and the Contractor have hereunto set their hands this 21<sup>st</sup> day of April, 2016.

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:

Accepted this \_\_day of \_\_\_\_\_, 20\_\_.

Individual or Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

\_\_\_\_\_  
By Position/Title

\_\_\_\_\_  
By Position/Title

\_\_\_\_\_  
Print Company Name

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 21<sup>st</sup> day of April, 2016.

\_\_\_\_\_  
Keith T. Giagnorio  
Village President

Attest:

\_\_\_\_\_  
Sharon Kuderna  
Village Clerk

**VILLAGE OF LOMBARD  
CONTRACTOR'S CERTIFICATION**

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

I am the \_\_\_\_\_ for \_\_\_\_\_  
(Title) (Name of Company)

(the "Contractor"), which has submitted a quote for an Ultra-Sonic Meter for the North Broadway Interim Pump Station to the Village of Lombard and, having personal knowledge of the matters certified to herein, and being authorized by the Contractor to make the certifications set forth herein, hereby certifies that said Contractor:

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 appropriate 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; and

4. is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of Article 33E of the Illinois Criminal Code of 1961.

By: \_\_\_\_\_  
Authorized Agent of Contractor

Subscribed and sworn to  
before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2016  
Notary Public

November 23, 2015

Mr. Luke Sharp  
Water Treatment and Wastewater Pumping Supervisor  
Department of Public Works  
Village of Lombard  
255 E Wilson Ave  
Lombard, IL 60148

**SUBJECT: PROPOSAL FOR PROFESSIONAL ENGINEERING SERVICES FOR INSTALLATION AND MAINTENANCE OF THE N BROADWAY PUMP STATION PERMANENT FLOW MONITOR**

Dear Mr. Sharp:

RJN Group, Inc. (RJN) is pleased to submit this proposal to the Village of Lombard for the purchase and installation of one permanent flow meter to measure the flow characteristics downstream of the N Broadway Pump Station force main. The meter sensors will be located in the manhole in the intersection of South Craig Place and East Hickory Street while the meter will be mounted on a concrete pole near the intersection of South Martha Court and East Hickory Street. The village is planning on construction to be started in April of 2016 and for the flow meter to be installed following completion.

After a preliminary visit and evaluation of the site, it was recommended that the Village use a new ISCO Signature Flow Monitor for collecting the data. With this proposal, RJN will purchase the new meter, installation parts, and monitoring software, install the new meter, perform a minimum of four calibrations, and maintain and calibrate the meter for six months. RJN will also work with the Village to connect the meter to their SCADA.

### **PROPOSED SCOPE OF SERVICES**

Our proposed scope of services for this proposal is as follows:

1. Attend an on-site kickoff meeting with the Village staff and any other entities pertinent to meter installation that have part in the construction process. Inspect the meter location for hydraulic accommodations and anomalies. Prepare Site Investigation Report.
2. Procure a complete flow monitor with 4-20 mA output capability (SCADA compatible) of all the pertinent parameters of interest (dual depth, velocity, and flow).

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3. Prepare the meter for installation. Install the meter at S Craig Pl and E Hickory St.
4. Install a rental cellular telemetry unit for transmittal of data to RJN; remove after six-month period is complete.
5. During installation, calibrate the meter by taking manual depth and velocity measurements and comparing with meter readings.
6. Prepare meter for connection to SCADA.
7. Calibrate the meter a second time within two weeks of installation. Provide two additional calibrations during the six-month monitoring period, including one upon conclusion of six months in service. Utilize the calibrations to adjust the data.
8. Provide meter maintenance as necessary to keep equipment in proper operation for the first six months in service.
9. Provide a summary memorandum of work completed and data collected following six-month monitoring period.
10. Provide project management services for the duration of the project. Attend two additional meetings with Village staff and coordinate with other parties associated with the construction process.

#### **ITEMS REQUESTED FROM VILLAGE**

RJN requests the following from the Village:

1. Run conduit from the installation manhole to the control cabinet pole for running sensor wires. The conduit will have a junction box big enough for the ISCO TieNet expansion box within 60 feet of the installation manhole.
2. Provide a control cabinet for mounting of the monitor on the control cabinet pole. The cabinet will be big enough for the ISCO Signature Flow Monitor, the RJN rental telemetry unit, and any SCADA equipment necessary for RJN to integrate into.
3. Assist in SCADA integration.



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**PROPOSED FEE**

This scope of services will be invoiced on percent complete basis per the following fee schedule:

Task No.	Task Description	Units	Quantity	Unit Cost	Total Cost
1001	Site Inv, Meter Prep, and Installation	EA	1	\$2,500	\$2,500
1002	Maint and Cal N Broadway PS Permanent Meter (6 Months)	Meter-Mo.	6	\$1,100	\$6,600
1003	Project Management and Meetings	LS	1	\$2,250	\$2,250
1004	Meter Purchase <sup>1</sup>	LS	1	\$9,000	\$9,000
1005	Misc. Equipment & Direct Costs <sup>2</sup>	EA	1	\$1,300	\$1,300
1006	Summary Memorandum	LS	1	\$2,500	\$2,500
				<b>TOTAL:</b>	<b>\$24,150</b>

Notes:

1. Meter equipment purchase includes:

- Signature Ultrasonic Flow Meter
- TIENet 310 Ultrasonic Sensor with TIENet cord grip fitting (75 feet)
- TIENet 350 A/V Sensor with TIENet cord grip fitting (75 feet)
- Wall mount bracket
- Power Cord
- 2 TIENet 308 analog output expansion cards (4 x 4-20mA outputs)
- Extension Box
- 410' extension cable

2. Misc. Equipment Costs includes:

- Anchors
- Safety Equipment
- Equipment for wire running
- Tie backs and misc. equipment

The cost for all tasks for the installation and management of the flow meter for six months is \$24,150.



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It is our pleasure to submit this proposal to the Village of Lombard. Please feel free to contact Tom at (630) 682-4700 x342 if you would like to discuss this proposal in detail. We are looking forward to the opportunity to continue working with the Village on this important project.  
Sincerely,

RJN Group, Inc.

Thomas J. Romza, E.I.  
Project Manager

Zachary J. Matyja, P.E.  
Client Manager

**Accepted by the Village of Lombard:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_