

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: Scott Niehaus, Village Manager

DATE: October 2, 2014 (COW) (B of T) **Date:** October 16, 2014

TITLE: Vista Pond Expansion
Resident Engineering Services

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

BACKGROUND/POLICY IMPLICATIONS:

Provision of full time construction observation/inspection services for the Vista Pond Expansion project.

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$98,952
Total CIP Budget Amount: \$0.00
NWS Project Number: SS 14 01
Account: Water/Sewer Capital Reserve: 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: Scott Niehaus, Village Manager

Through: Carl Goldsmith, Director of Public Works

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

Date: September 26, 2014

Subject: Vista Pond Expansion
Resident Engineering Services

Attached please find a resolution, contract and fee schedule regarding resident engineering services for the Vista Pond Expansion project.

This selection was made from the new FY 2014/2015 Resident Engineering Short List. The new resident engineering short list is comprised of five (5) firms.

Compiling all the scores from the four (4) person evaluation committee yielded Baxter & Woodman Inc. of Crystal Lake, as the overall top rated firm and thus was determined to be the "most qualified" firm to serve as resident engineer for this project.

Baxter & Woodman Inc. performed the Resident Engineering services for many past Village projects; Finley Road phases 1 and 2; Old Town East phases 2, 3, 4, and 5. Baxter & Woodman has proposed the same resident engineer, who worked on all of the above projects.

The scope and fee were negotiated with Baxter & Woodman Inc. and agreed to by both parties. The not-to-exceed fee for resident engineering services is \$98,952.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of October 16, 2014. If approved, please return one original signed copy to Public Works-Engineering for further processing.

RESOLUTION

R_____14

**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 & Woodman Inc. regarding the Vista Pond Expansion project as attached hereto and marked Exhibit "A" and " B ", 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 16th day of October, 2014.

Ayes; _____

Nays: _____

Absent: _____

Approved this 16th day of October, 2014.

**Keith Giagnorio
Village President**

ATTEST:

**Sharon Kuderna
Village Clerk**



VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER SS 14 01

This agreement is made this 16th day of October 2014, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Civiltech Engineering, 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:

Resident Engineering services for Vista Pond Expansion

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 (December 13, 2013) 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 September 5, 2014
 - c. ENGINEER'S Proposal Dated September 16, 2014
 - d. ENGINEER'S Letter Dated September 26, 2014 and attached revised Work Effort and Fee Dated September 26, 2014
 - 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 16th day of October 2014.

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 _____, 2014.

Individual or Partnership _____ Corporation _____

By

Position/Title

By

Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 16th day of October, 2014.

Keith Giagnorio, Village President

Attest:

Janet Downer, Deputy 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:
(Name of Company)

Vista Pond Expansion 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 _____, 2014.

Notary Public

September 26, 2014

Mr. David A. Dratnol, P.E.
Village Engineer
Village of Lombard
1051 S. Hammerschmidt Avenue
Lombard, Illinois 60148-3926

***Subject: Village of Lombard -Vista Pond Expansion
Resident Engineering Services – Lombard Contract # SS-14-01***

Dear Mr. Dratnol:

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.
- Exhibit B-Village Approved Work Effort, Project Multiplier (2.97) for standard hours of all employees, except a Project Multiplier (2.78) for Richard Himebaugh for all hours standard and overtime. Also included a Not to Exceed contract amount of \$98,952 for Resident Engineering Services.

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



John V. Ambrose, PE
Vice President/Regional Manager

CONSTRUCTION ENGINEERING – EXHIBIT A

Project: Village of Lombard - Vista Pond Expansion

Letting Date: 30-Sep-14 Calendar Days 67 = 9.6 weeks

1. Calendar days services are to be provided: 10 weeks x 7 = 70 Days 10wks

2. Work Days: Completion 67 Calendar Days

Total Days 67
 Minus Sundays 10
 Minus Saturdays 10
 Total Week Days 47
 Saturdays 4

NOTE: Tentative schedule Const Award 10/2/2014
 Begin October 6, 2014 B&W
 End May 15, 2015 B&W
 Begin October 20, 2014 Contractor NTP
 End May 1, 2015 Final Completion
 Project closeout & Record Drawings May 15, 2015

3. Hours required per day for construction observation:

RE's Rich H, 10/20-12/10-9hrs/day RH, 8hrs/day RLH 4/13/15-5/1

Weekdays Regular 8 Days
 Overtime 2

RH	10/20-12/10	8	(Use <u>0</u> hours to account for overtime pay)	x	<u>47</u>	<u>376</u> RH
RH	4/13-4/23	8		x	<u>10</u>	<u>80</u> RH
FT	10/20-5/1	4		x	<u>5</u>	<u>20</u> FT

Weekdays Regular 1 1.5 x 47 70 OT
 Overtime 0.5
 1.5 (Use 1.5 hours to account for overtime pay) x 0 0

Saturday Overtime 4 (Use 12 hours to account for overtime pay) x 4 48 RH
 0 RP

RE Totals 1 & 3 594

4. Shop Drawing Review: Dewatering Plan
 MLD/FT

	Days	Hours	Total Manhours
	<u>1</u>	<u>8</u>	<u>8</u>
Engr. Sr.	<u>0</u>	<u>8</u>	<u>0</u>
*includes shop drawing review			<u>8</u>

5. GIS Processing

5 Hrs	AZ	
<u>40</u> Hrs	<u>JJ</u>	<u>45</u>

6. Project principal Time:
 JA

Total hours per month
2 x 1
 Total 2

7. Provide Construction Staking Verification:

RH	Number of men	<u>2</u>	Hours	<u>24</u>
TB	Number of days	<u>3</u>		
				<u>48</u>

8. Preconstruction Meeting		Hours						
	Project Principal							
MD	Project Manager		<u>5</u>					
RH	Resident Engineer		<u>5</u>				<u>10</u>	
FT			<u>0</u>					
9. Documentation Requirements:								
		Hours						
RH	RE	Daily	<u>0</u> hrs.	<u>0</u>	x	<u>132</u>	<u>0</u>	
RH	RE	Pay Est./Change Orders	<u>5</u> hr/month	<u>5</u>	x	<u>2</u>	<u>10</u>	
		Shop Drawings	<u>0</u> hours	<u>0</u>	x	<u>0</u>	<u>0</u>	
							<u>10</u>	
10. Final Quantities:								
	Measurement	<u>10</u> hours		RE	RH			
	Computation	<u>10</u> hours		RE	RH		<u>20</u>	
11. Closing Documentation Requirements:								
	Pay Estimate/CO	<u>10</u> hours		PM	MD			
	Project Closeout	<u>40</u> hours		RE	RH			
	Record Drawings	<u>15</u> hours		CAD	KR		<u>65</u>	
Totals 4 - 11							<u>208</u>	
(1- 11) SUBTOTAL							<u>802</u>	
12. Project Administration: Prepare Pay Requests & CO's, Review Subs, Review Schedule, Shop Drawings								
	<u>3.1</u> % of above subtotal	Final Inspection & other Documents					<u>25</u> MD	
13. Conferences: Admin-Bi-Weekly Progress Meetings & Minutes, prebid conference & resident info meeting								
	<u>2.5</u> % of above subtotal						<u>20</u> MD	
14. Clerical:								
	<u>0.6</u> % of above subtotal						<u>5</u> BT	
15. Total manhours requirements							<u>852</u>	
16. Quality Control: By Village-Subconsultant								
17.								
						<u>\$0.00</u>		
						<u>\$0.00</u>		
	Vehicle Expenses & TOLLS \$2/day	<u>4,840</u>	x	<u>\$0.560</u>		<u>\$2,710.40</u>		
		RT	Mi				Tolls	
	Survey-	3	92	276	Mokena to Lombard & Site		\$15	
	PM-	10	50	500			\$20	
	RE (s)	70	50	3500			\$280	
				<u>0</u>			\$0	
				4276			<u>\$315</u>	
		Chicago to Lombard 50 mi RT						

**RECAP OF HOURS
for Exhibit A**

<u>Administration & Meetings</u>	
<u>%</u>	<u>Staff</u>
0.00%	0 Sr. Engr
0.23%	2 Principal
2.11%	18 PM & RE's
2.93%	25 PM
2.35%	20 PM
0.59%	5 Secr
<u>8.22%</u>	<u>70</u>

<u>Construction Stakeout</u>	
<u>%</u>	<u>Staff</u>
5.63%	48 Survey
<u>GIS Processing</u>	
<u>%</u>	<u>Staff</u>
5.28%	45 AZ & JM

<u>Observation</u>	
<u>%</u>	<u>Staff</u>
69.72%	594 RE's
69.72%	594

<u>Documentation & Closeout</u>		
<u>%</u>	<u>Staff</u>	
1.17%	10 RE	Pay Est
2.35%	20 RE	Close out
1.76%	15 CAD	Close out
1.17%	10 PM	Close out
4.69%	40 RE	Close out
<u>11.15%</u>	<u>95</u>	

Administration & Meetings	70	8.22%
Stakeout	48	5.63%
Inspection	594	69.72%
GIS Processing	45	5.28%
Documentation & Closeout	<u>95</u>	11.15%
TOTAL	852 Hours	100.00%

VILLAGE OF LOMBARD, ILLINOIS
 VISTA POND EXPANSION - RESIDENT ENGINEERING
 EXHIBIT B

CONSTRUCTION ENGINEERING

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) 159%
 Multiplier's 2.97
 Calendar Days 60 *OT 2.78

* start work 10/20/2014 to close out 5/1/2015 closeout
 * 4 Saturdays RH
 Begin 10/20 End 12/12 40 Days M-F RH 8 wks 56 cal days 2014 work
 Begin 4/13 End 4/23 9 Days M-F RH 2 weeks 11 cal days 2015
 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	2	\$70.00	0.23%	\$140.00				\$415.80
	Mark Dachtelner	59	\$54.58	0.61%	\$3,185.94	\$300.00			\$9,701.95
	Barb Tobin	5	\$25.40	0.59%	\$127.00	\$0.00	\$10,484.94	10.61%	\$377.19
OBS & DOCUMENT & PR	Rich Himebaugh	491	\$39.59	57.83%	\$19,438.89	\$2,078.40			\$58,115.99
OVERTIME	Rich Himebaugh	118	\$39.59	13.85%	\$4,671.62				\$12,987.10
OBS & DOCUMENT & PR	Frank Tancillo	20	\$39.59	2.95%	\$791.80	\$185.00	\$71,819.71	72.36%	\$2,518.95
CONSTRUCTION VERIFICATION	SURVEYOR	24	\$39.22	2.82%	\$941.28	\$169.00			\$2,894.80
	SURVEYOR	24	\$39.22	2.82%	\$941.28		\$5,760.20	5.82%	\$2,785.80
PROJ CLOSEOUT & REC DRAW	Rich Himebaugh	40	\$39.59	4.89%	\$1,583.60	\$0.00			\$4,402.41
	Mark Dachtelner	10	\$54.58	1.17%	\$545.80				\$1,621.03
	Kathleen Roberson	15	\$32.68	1.76%	\$490.20		\$7,479.33	7.56%	\$1,455.88
GIS Processing	Andy Zahrad	5	\$50.30	0.59%	\$251.50				\$746.08
	Jean Johannes	40	\$24.00	4.89%	\$960.00				\$2,857.20
TOTALS		852		100.00%	\$34,048	\$2,710	\$98,652	100.00%	\$99,962

In-House Direct Costs: \$2,710
 VEHICLE EXPENSES - TRAVEL & TOLLS, 4,840MI @ \$0.560/MILE = \$2,710 incl \$315 Tolls-added 562.5 miles @ 0.58

Personnel & Hours	% of Hours
Principal	0.23%
Project Manager	7.99%
GIS Processing	5.28%
RE RH & FT	78.52%
Secretarial	0.59%
Surveyor	6.83%
CAD	1.76%
Total	100.01%

Project Multiplier

OT overhead reduced by 10% of 1.59 for Rich H.
 Overhead (see exhibit A) = Standard Time OT
 Direct Labor = 1.59 1.43
 Profits @ 0.145% = 0.378 1.00
 Multiplier = 2.988 0.352

Our approved IDOT overhead rate is 1.59. We propose to use a multiplier of 2.78 (*) for Rich Himebaugh and 2.97 for the remainder of staff shown