

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: Tim Sexton, Acting Village Manager

DATE: October 29, 2013 (COW) (B of T) **Date:** November 7, 2013

TITLE: Stormwater Needs Assessment
Hydraulics & Hydrology Engineering

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

BACKGROUND/POLICY IMPLICATIONS:

A request for proposals was made to the short list of engineering firms for hydraulics and hydrology engineering services. Christopher B. Burke Engineering, Ltd has been determined to be the most qualified firm to perform the required engineering services. The scope and fee were negotiated in the not to exceed amount of \$57,083.48.

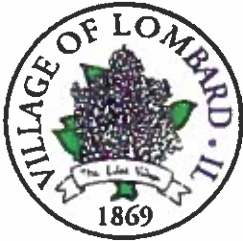
FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$57,083.48 W/SCapRsv
Project Number: SS 13 04

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: Tim Sexton, Acting Village Manager
 Through: Carl S. Goldsmith, Director of Public Works
 From: David A. Dratnol, P.E., Village Engineer
 Date: October 29, 2013
 Subject: Stormwater Needs Assessment
 Hydraulics & Hydrology (H&H) Engineering Contract

Based on the improvements that have been made and improvements scheduled in the 10 year Capital Improvement Plan for Stormwater, the Village would like the entire system assessed to determine the cost of implementing and maintaining the stormwater needs of the Village for the next 20 years. The project will also include a summary of existing and future stormwater management problems, concerns, and issues that should be addressed based on regulatory and best management practices for the Village to be proactive, responsive, and cost-effective in meeting stormwater needs. Stable and sustainable revenue streams will also be evaluated for funding maintenance and improvement of the stormwater system.

A Request For Proposal (RFP) was sent to the Village's Hydraulics and Hydrology Engineering short list of firms consisting of five companies. Two companies submitted proposals. Christopher B. Burke Engineering, Ltd (CBBEL) was chosen as the most qualified firm. CBBEL has worked on various Village projects such as the Storm Water/Combined Sewer Modeling project, and the Vista Pond Watershed H & H Analysis. The project scope and fee was directly negotiated with CBBEL and agreed to by both parties.

CBBEL proposed two options. One was the base option following the RFP. The second option included a rate study. Staff recommends the base project at this time. This work will be performed for a total not to exceed engineering fee of \$57,083.48. The engineering costs will be paid through the Sewer and Water Capital Reserve Fund.

Please present this agreement and resolution for H&H Engineering services to the President and Board of Trustees for their review at their regular meeting of November 7, 2013. If approved, please return one original signed copy of the agreement to Public Works-Engineering for further processing.

DAD/pfk

RESOLUTION
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 Christopher B. Burke Engineering, Ltd regarding the Stormwater Needs Assessment 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 7th day of November, 2013.

Ayes: _____

Nays: _____

Absent: _____

Approved this 7th day of November, 2013.

Keith Giagnorio
Village President

ATTEST:

Janet Downer
Deputy Village Clerk

VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER SS-13-04

This agreement is made this 7th day of November, 2013, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Christopher B. Burke, Ltd hereinafter referred to as the "ENGINEER" and its successors.

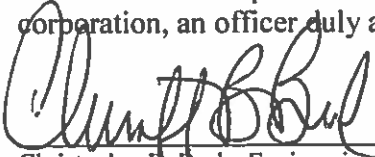
Witnessed, that in consideration of the mutual promises of the parties delineated in the contract documents, the ENGINEER agrees to perform the services and the VILLAGE agrees to pay for the following services as set forth in the contract documents:

Engineering Services for the Stormwater Needs Assessment Project.

1. This contract shall embrace and include all of the applicable contract documents listed below as if attached hereto or repeated herein:
 - a. VILLAGE'S Request for Qualifications for Short-List for Engineering Services Dated January 13, 2012
 - b. ENGINEER'S Statement of Qualifications Dated February 3, 2012
 - c. ENGINEER'S Proposal Dated October 11, 2013
 - d. ENGINEER'S Work Effort and Fee submittal Dated October 18, 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 the Village President, and the ENGINEER have hereunto set their hands this 7th day of November, 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:



Christopher B. Burke

Christopher B. Burke Engineering, Ltd.

Accepted this 28th day of October, 2013.

Individual or Partnership _____ Corporation

By _____

Position/Title

By _____

Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 7th day of November, 2013.

Village President

Attest: _____

Village Clerk

VILLAGE OF LOMBARD ENGINEER'S CERTIFICATION

Christopher B. Burke, having been first duly sworn depose and states as follows:
(Officer or Owner of Company)

Christopher B. Burke Engineering, Ltd, having submitted a proposal for: Stormwater Needs Assessment to the Village of Lombard, hereby certifies that said ENGINEER:

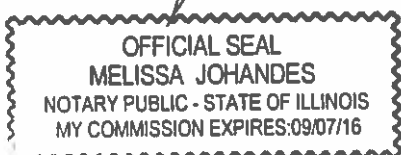
1. has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105(A) (4).
2. is not delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:
 - a. it is contesting its liability for the tax or the amount of tax in accordance with 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
"all employee drivers"

(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 28th
day of October, 2013.


Notary Public





CHRISTOPHER B. BURKE ENGINEERING, LTD.

9575 W. Higgins Road, Suite 600 Rosemont, Illinois 60018-4920 TEL (847) 823-0500 FAX (847) 823-0520

October 18, 2013

Village of Lombard – Public Works
1050 S. Hammerschmidt Avenue
Lombard, IL 60148

Attention: Dave Dratnol, PE

Subject: Fee Estimate for Stormwater Needs Assessment
(CBBEL Project No. P130S02)

Dear Mr. Dratnol:

Christopher B. Burke Engineering, Ltd. (CBBEL) would like to express our appreciation for being selected to complete a Stormwater Needs Assessment for the Village of Lombard (Village). We look forward to working with the Village on another successful project. Enclosed with this letter is our work effort and estimate fee, which includes both CBBEL's scope and our subconsultant partner, SB Friedman. The fee estimate has been compiled to correspond with the tasks identified in the Village's Request for Proposal, as well as our response to that RFP.

As we discussed, we have provided a fee estimate for two scenarios. The Base Scenario includes completion of the stormwater needs assessment, estimates of future maintenance and capital improvement costs, and a very basic economic analysis to identify any potential gap in funding for the stormwater program over the next 20 years. The Alternate Scenario would complete a full rate study in the economic analysis, which would not just identify a potential funding gap but determine the rates needed to sustainably fund the program. The rate study would require a detailed analysis of the Village's land uses and parcels to develop equivalent residential units (ERU's) for all properties in the Village.

We look forward to working with the Village. If you have any questions, please call.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Thomas T. Burke', is written over a blue circular stamp or seal.

Thomas T. Burke, PhD, PE

Work Effort - Base Option

	Project Manager	Rate*	Personnel & Hours											Total Hours	% of Total Hours	Cost	Subcontractor Cost	Total Cost											
			Water Resources Staff		Civil Design Staff			GIS Specialist		Admin		Eng. V	Eng. IV						Eng. III	Eng. II	Eng. I	Eng. V	Eng. IV	Eng. III	Eng. II	Eng. I	Admin		
			Eng. V	Eng. IV	Eng. III	Eng. II	Eng. I	Eng. V	Eng. IV	Eng. III	Eng. II			Eng. I	Eng. V	Eng. IV	Eng. III	Eng. II										Eng. I	Admin
Task 1 - Project Management																													
Prepare schedule						2																							
Monthly status reports (assume 6 @ 12hrs ea)						3																							
Meetings		14				14																							
Task 2 - Assess Existing Conditions and Prepare a Needs Assessment																													
Interview Staff		4				8																							
Review exhibits & redline exhibits		2				8																							
Drift exhibits																													
Tech memo		1				6																							
Task 3 - Review Operational Policies and Procedures																													
Review NPDES/other regulations		2				4																							
Review Village Maintenance Program		2				4																							
Task 4 - Review Costs for Service																													
Complete post/maintenance share cost for maintenance		2						2		6	12																		
Review/revise/complete CIP projects								2		4	2																		
Task 5 - Perform a Financial Analysis of Operations, Maintenance, and Capital Needs																													
Misc. coordination and support for SS Friedman		4																											
Task 6 - Evaluate Funding Options																													
Misc. coordination and support for SS Friedman		2																											
Task 7 - Final Study Report and Recommendations																													
Final Report Completion		4				16	24																						
Subtotal		37	23	63	100	4	12	14	4	48	4	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%	13%		
% of Hours		12.5%	7.2%	32.9%	35.7%	1.2%	4.0%	4.6%	1.3%	15.8%	1.3%	100.0%																	
Total Cost		\$2,590.00	\$1,285.46	\$2,963.52	\$3,960.00	\$280.00	\$701.16	\$554.40	\$0.00	\$112.24		\$14,498.82	\$38,033.48	\$17,850.00	\$1,200.00	\$37,083.48													
Multiplier		2.64																											
Direct Costs																													
Total Cost																													
Average rate for classification																													

Assumptions: 1. Task 1 meetings to include 4 staff meetings at 2 hours each, 1 Public Works Committee meeting (3 hours), and 1 Village Board meeting (3 hours) 1.
 2. Task 2 assumes the final deliverable will include exhibits of the Village stormwater system at 1"=200' scale, which will require approximately 15 sheets (24"x36" size).

Work Effort - Alternate (Including Rate Study)

Rate*	Personnel & Hours														Total Hours	% of Total Hours	CERES Cost	CIP Cost	TOTAL Cost						
	Project Manager	Wear Resources Staff				CIV Design Staff				GIS Specialist	Admin	CAD II	TOTAL												
		Eng V	Eng IV	Eng III	Eng II	Eng VI	Eng V	Eng IV	Eng III																
\$70.00	\$58.43	\$47.04	\$39.60	\$39.60	\$70.00	\$58.43	\$39.60	\$39.60			\$40.83	\$29.00													
Task 1 - Project Management																									
Prepare schedule																					33	8.9%	\$1,873.76	\$2,580	\$4,453.76
Monthly status reports (assume 6 @ 1/2hr ea)																									
Meetings																									
Task 2 - Assess Existing Conditions and Prepare a Needs Assessment																									
Interview Staff																					137	37.0%	\$6,001.52	\$2,160	\$8,161.52
Review issues & review exhibits																									
Draft exhibits																								40	
Tech memo																									
Task 3 - Review Operational Policies and Procedures																									
Review NPDES/other regulations																					28	7.8%	\$1,381.04	\$0	\$1,381.04
Review Village Maintenance Program																									
Task 4 - Review Costs for Service																									
Complete preliminary future cost for maintenance																					32	8.6%	\$1,673.56	\$5,010	\$6,683.56
Review/revise/composite CIP projects																									
Task 5 - Perform a Financial Analysis of Operations, Maintenance, and Capital Needs																									
ERU calculations and misc. support for SB Friedman																					74	20.0%	\$3,206.50	\$18,810	\$22,016.50
Task 6 - Evaluate Funding Options																									
Misc. coordination and support for SB Friedman																					4	1.1%	\$234.06	\$2,290	\$2,524.06
Task 7 - Final Study Report and Recommendations																									
Final Report Compilation																					62	16.8%	\$2,772.50	\$5,120	\$7,892.50
Subtotal																									
% of Hours																					100.0%				
Total Cost																							\$17,138.86		\$45,246.85
Multiplier																							\$45,246.85		\$33,780.00
Subcontractor (SB Friedman)																									\$1,200.00
Direct Costs																									\$33,780.00
Total Cost																									\$80,226.85
Average rate for classification																									\$80,226.85

Assumptions: 1. Task 1 meetings to include 4 staff meetings at 2 hours each, 1 Public Works Committee meeting (3 hours), and 1 Village Board meeting (3 hours).
 2. Task 2 assumes the final deliverable will include exhibits of the Village stormwater system at 1"=200' scale, which will require approximately 15 sheets (24"x36" size).

SB Friedman Work Effort

Base Option: Estimate Financing Gap

Task	Senior Project Manager			Associate			Assumptions
	\$215	\$195	\$135	\$215	\$195	\$135	
Total							
Task 1 – Project Management	12						Two meetings at Village and 4 hours of coordination with CBBEL and Village
Task 2 – Assess Existing Conditions and Prepare a Needs Assessment:	10						2 hours prep time and a day of interviews
Task 3 – Review Operational Policies and Procedures:							
Task 4 – Review Costs for Service:	6	8	16				Review of past CAFR/Budget, compiling past maintenance costs compiling future costs to run utility
Task 5 – Perform a Financial Analysis of Operations, Maintenance, and Capital Needs:	4	4	10				
Task 6 – Evaluate Funding Options:	2	4	8				
Task 7 – Final Study Report and Recommendations:	2	4	12				
Total Hours	36	20	46				
Estimated Professional Fees	\$7,740	\$3,900	\$6,210				
Expense Estimate							
Total Estimated SBF Budget							

Alternate Option: Rate Model and Revenue Projections

Task	Senior Project Manager			Associate			Assumptions
	\$215	\$195	\$135	\$215	\$195	\$135	
Total							
Task 1 – Project Management	12						Two meetings at Village and 4 hours of coordination with CBBEL and Village
Task 2 – Assess Existing Conditions and Prepare a Needs Assessment:	10						2 hours prep time and a day of interviews
Task 3 – Review Operational Policies and Procedures:							
Task 4 – Review Costs for Service:	6	8	16				Review of past CAFR/Budget, compiling past maintenance costs compiling future costs to run utility
Task 5 – Perform a Financial Analysis of Operations, Maintenance, and Capital Needs:							
Compile funding options	2	2	8				SWU fees, grants, property taxes, impact fees, developer-funded, SSAs/BDS
Review debt financing options	2	4	4				Identify options (GO, Revenue, state revolving loan funds) and terms
Prepare Rate and Revenue Model	8	16	40				20-year cash flow estimate for operations/maintenance, capital projects, both
Estimate Revenues and Rates for 3 Funding Scenarios	4	4	12				
Task 6 – Evaluate Funding Options:	2	4	8				
Task 7 – Final Study Report and Recommendations:	4	8	20				
Total Hours	50	46	104				
Estimated Professional Fees	\$10,750	\$8,970	\$14,040				
Expense Estimate							
Total Estimated SBF Budget							