

**DISTRICT 5**

**VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION**

For Inclusion on Board Agenda

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

**TO:** PRESIDENT AND BOARD OF TRUSTEES

**FROM:** William T. Lichter, Village Manager

**DATE:** September 3, 2004                      (COW) (B of T)                      **Date:** September 16, 2004

**TITLE:** South Broadway  
Design Engineering  
Amendment No. 1

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

**BACKGROUND/POLICY IMPLICATIONS:**

Please see the attached memo.

**FISCAL IMPACT/FUNDING SOURCE:**

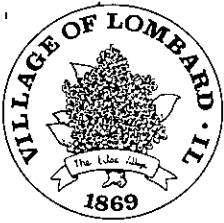
THIS ITEM: \$12,780.00/Capitol Project Funds  
TOTAL CONTRACT: \$177,037  
PW Project: ST-02-08  
P.O. #: 040579

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X _____	Date _____
Village Manager X <i>W. T. Lichter</i>	Date <i>9/16/04</i>

**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 *DD*  
**Date:** September 3, 2004  
**Subject:** South Broadway (East of Chase) Improvements  
Design Engineering  
Contract Amendment #1

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Attached please find a proposal from Civiltech Engineering pertaining to a design contract amendment for the South Broadway project. This amendment of \$12,780 increases the total contract amount to a not-to-exceed fee of \$177,037. Please note that the total contract amount includes the already completed design work for the recently reconstructed section of South Broadway (Grace Street to Chase Avenue).

The contract amendment addresses requests from the Community Development Department relating to working with DuPage County concerning the potential lease agreement of property adjacent to the Prairie Path. The Village is currently working with the County regarding an agreement for the use of part of the Prairie Path right-of-way to permit perpendicular parking along the north side of the proposed roadway. The scope of Civiltech's services include preparing exhibits, cost estimates and plats of survey related to various requests from the County related to Community Development Block Grant funding and the aforementioned lease agreement.

Please present this contract amendment to the President and Board of Trustees for their review and approval at their regular meeting on September 16, 2004. If approved, please have two signed copies returned to Engineering for further processing.

c: File: ST-02-08



**RESOLUTION**  
**R\_\_\_\_\_05**

**A RESOLUTION AUTHORIZING**  
**AMENDMENT OF A PROFESSIONAL**  
**SERVICES CONTRACT**

**WHEREAS**, the Board of Trustees of the Village of Lombard on April 19, 2001 adopted a resolution authorizing signature of President and Clerk on an agreement between the Village of Lombard and Civiltech Engineering, Inc.; and

**WHEREAS**, an amendment to said contract is required to legally bind the parties; and

**WHEREAS**, Illinois law exempts professional engineering contracts from the requirements of Illinois Compiled Statutes, Chapter 720, Section 5/33E-9 regarding preparation of change orders.

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 President and Village Clerk are hereby directed and authorized to execute an amendment to the contract with Civiltech Engineering, Inc. substantially in the form and manner of Exhibit "A" attached hereto and made a part hereof.

Adopted this 16th day of September, 2004.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved this 16th day of September, 2004.

**ATTEST:**

\_\_\_\_\_  
**William J. Mueller**  
**Village President**

\_\_\_\_\_  
**Barbara Johnson**  
**Deputy Village Clerk**

**APPROVAL AS TO FORM:**

\_\_\_\_\_  
**Thomas P. Bayer**  
**Village Attorney**



**AGREEMENT TO AMEND A CONTRACT**

**THIS AGREEMENT** made and entered into this 16th day of September, 2004, by and between the **VILLAGE OF LOMBARD** (the "VILLAGE") and **ENGINEER** (the "CONSULTANT").

**WHEREAS**, on April 19, 2001 the VILLAGE and CONSULTANT executed a contract regarding certain engineering services relative to the South Broadway Improvements; and

**WHEREAS**, the VILLAGE and CONSULTANT have agreed to increase the amount of work to be performed by the CONSULTANT together with a resultant increase in the limit which the contract sum may not exceed;

**NOW, THEREFORE**, for and in consideration of the foregoing and various covenants in said agreement and the mutual covenants herein contained, it is agreed by and between the parties as follows:

**SECTION 1:** The aforementioned contract shall be amended to expand the scope of work as provided for in the CONSULTANT'S August 9, 2004 letter.

**SECTION 2:** The aforementioned contract shall be amended to show a contract sum not to exceed \$177,037.

**SECTION 3:** All other terms, covenants and conditions of said contract heretofore executed which are not amended or deleted herein shall remain in full force and effect.

**IN WITNESS WHEREOF**, the VILLAGE and CONSULTANT have caused this document to be signed by duly authorized officers who have set their hands and seals the day and year set forth above.

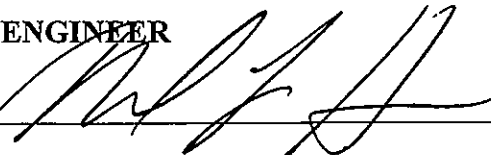
**VILLAGE OF LOMBARD**

By: \_\_\_\_\_  
Village President

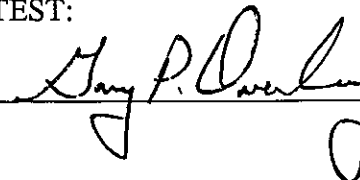
ATTEST:

By: \_\_\_\_\_  
Deputy Village Clerk

and **ENGINEER**

By:  \_\_\_\_\_

ATTEST:

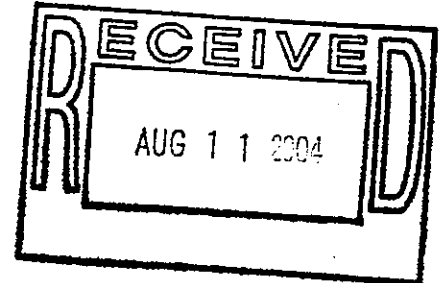
By:  \_\_\_\_\_



August 9, 2004

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

Attn: Mr. Ray Schwab, Project Manager



Re: **South Broadway Improvements**  
**East of Chase Avenue to Westmore-Meyers Road**  
**Village of Lombard, Illinois**

Dear Mr. Schwab:

As you requested on behalf of the Village's Department of Community Development, we have prepared four copies of a proposal for design engineering services related to the proposed inter-governmental agreement between DuPage County and the Village of Lombard for South Broadway. The two parties intend on entering into an agreement for the use of part of the Prairie Path right-of-way as a lease or permit to allow perpendicular parking along the north side of the roadway.

We consider our preparation of exhibits for the proposed improvement since September 1, 2003 specifically for Community Development's coordination with DuPage County outside our original scope of work. We have summarized this work as "Engineering Performed Previously." Separately, we propose hours and costs to prepare a plat and legal description, stake the parcel, prepare a landscaping plan, and update a cost estimate for the preferred alternate as required for the inter-governmental agreement. Man-hour calculations and a Cost Estimate of Consultant Services are attached.

Our proposed fee of \$12,780 adjusts the current contract amount of \$164,257 to a new contract amount of \$177,037. We understand that once the inter-governmental agreement has been reached followed by your authorization to assemble contract plans for construction we will prepare a second supplement to our contract.

Very truly yours,

CIVILTECH ENGINEERING, INC.

David W. Block, P.E.

Harry L. Gilmore, P.E.

Enclosures

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## MAN HOUR CALCULATIONS

**South Broadway Improvements**  
**Design Engineering Services for Inter-Governmental Agreement**  
**Between DuPage County and the Village of Lombard**  
**Supplement No. 1**  
**Village of Lombard**

### A. ENGINEERING PERFORMED PREVIOUSLY

### Manhours

This work includes preparation of exhibits for alternate roadway improvements and coordination and meetings with the Village's Community Development between September 1<sup>st</sup>, 2003 and July 30<sup>th</sup>, 2004

65.5

### SUBTOTAL

**65.5 hours**

### B. ENGINEERING TO COMPLETE AGREEMENT

1. Plat and Legal Description for License Agreement  
We propose to have our subconsultant, Jorgensen and Associates, prepare a plat and legal description of the parcel to be permitted or leased as determined by the County's State's Attorney. Jorgensen will also stake the parcel. 4
2. Landscaping Plan Exhibit  
We sent an exhibit of the preferred alternate to Public Works to sketch a landscaping plan with acceptable planting species. We will draft and assemble this exhibit for any required meetings and for eventually becoming part of the agreement. 30
3. Cost Estimate for Preferred Alternate  
The original cost estimate from our project development report will be updated to match our preferred alternate. 12
4. Submittals and Coordination  
We anticipate coordinating and meeting with Departments of Public Works and Community Development and the DuPage County Division of Transportation. 16

### SUBTOTAL

**62 hours**

### TOTAL MANHOURS

**127.5 hours**



**COST ESTIMATE OF CONSULTANT SERVICES**

**South Broadway Improvements**  
**Design Engineering Services for Inter-Governmental Agreement Between**  
**DuPage County and the Village of Lombard**  
**Supplement No. 1**  
**Village of Lombard**

Consultant: Civitech Engineering, Inc.		Date: August 9, 2004									
WORK ITEM DESCRIPTION	ASSOC. IN-CHARGE \$50.00	PROJECT MANAGER \$38.50	DESIGN ENGINEER \$25.00	SENIOR DRAFTSMAN \$28.50	Total Hours	Payroll	Overhead & Fringe Benefit Cost (a)	(b) Direct Costs	(c) Fixed Fee	(d) Subconsultant Expense	Total Cost
A. Engineering Performed Previously											
9/1/2003 to 7/30/2004											
See Attached Billing Summary											
<b>Subtotal</b>											
B. Engineering to Complete Agreement											
1. Plat/Legal Exhibit for License Agreement		2	2	24	4	\$127.00	\$161.29	\$0.00	\$41.91	\$2,067.29	\$2,397.49
2. Landscaping Plan Exhibit		6			30	\$915.00	\$1,162.05	\$0.00	\$301.95	\$0.00	\$2,379.00
3. Cost Estimate for Preferred Alternate		4	8		12	\$354.00	\$449.58	\$0.00	\$116.82	\$0.00	\$920.40
4. Submittals and Coordination	2	6	8		16	\$531.00	\$674.37	\$60.00	\$175.23	\$0.00	\$1,440.60
<b>Subtotal</b>											
	2	18	18	24	62	\$1,927.00	\$2,447.29	\$60.00	\$635.91	\$2,067.29	\$7,137.49
<b>TOTALS</b>											
% TOTAL	3.2	29.0	29.0	38.7	100	\$4,093.25	\$5,198.43	\$70.75	\$1,350.77	\$2,067.29	\$12,780.49

(a) 127.00% of Payroll

(b) B4 - Shipping and Delivery

(c) 33% of Payroll

(d) ROW Plat and Legal Description and stake out to be completed by Jorgensen & Associates, Inc.

# CIVILTECH ENGINEERING, INC.

Reporting Period: 9/1/2003 to 7/30/2004

Client: [LOMB] Village of Lombard

Project: [1186]

Billing Group: [001]

Phase: [-]

Cost Type: [Prof] Total Labor Fee Earned

Type of Work: [001] Meetings (Client - Field)

[0025] Harry L. Gilmore, Jr., P.E.

[0034] David W. Block, P.E.

Meetings (Client - Field) Totals:

Type of Work: [008] Deliveries

[0155] Jay K. Breitsameter

[0179] Kristin R. Kalitowski

Deliveries Totals:

Type of Work: [014] Alt. Geometric Studies

[0014] Christopher D. Cooney

[0034] David W. Block, P.E.

[0073] Shirley J. Choi, P.E.

Alt. Geometric Studies Totals:

Cost Rate	Total Hours	Cost	Billable Factor	Billing Charge
50.00	2.00	100.00	2.60	260.00
38.50	3.00	115.50	2.60	300.30
Meetings (Client - Field) Totals:				
	5.00	215.50	2.60	560.30
10.00	1.00	10.00	2.60	26.00
22.00	0.50	11.00	2.60	28.60
Deliveries Totals:				
	1.50	21.00	2.60	54.60
28.50	33.50	954.75	2.60	2,482.35
38.50	25.00	962.50	2.60	2,502.50
25.00	0.50	12.50	2.60	32.50
Alt. Geometric Studies Totals:				
	59.00	1,929.75		5,017.35
Total Labor Fee Earned Totals:				
	65.50	2,166.25		5,632.25

Cost Type: [Reimb] Direct Expenses

[526.00] Mileage, Parking & Tolls

Unit Cost

10.7500

Units

1.00

Cost

10.75

Bill Units

1.00

**TOTAL = \$5,643.00**



**JORGENSEN & ASSOCIATES, INC.**  
**CONSTRUCTION and LAND SURVEYORS**  
Est. 1990

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August 6, 2004

Mr. David W. Block, P.E.  
Civiltech Engineering, Inc.  
450 East Devon Avenue  
Suite 300  
Itasca, Illinois 60143

Re: Village of Lombard - Prairie Path License Agreement Proposal

Dear Mr. Block:

Confirming our telephone conversations and your electronic mail transmission of July 29<sup>th</sup> concerning the referenced project, I submit for your review and approval our proposal to provide Civiltech Engineering with Professional Land Surveying services.

**SCOPE OF SERVICES**

We will perform research at the DuPage County Recorder's Office for the necessary documents which were used to create the Prairie Path, compute the proposed parcel for the license agreement, prepare the applicable legal description and a license agreement exhibit suitable for the recording of the agreement between the Village of Lombard and DuPage County.

We will begin this project upon receiving your notice to proceed and complete all work within 14 days. We propose to complete this project under a cost plus fixed fee agreement. Since it is not clear whether the Village of Lombard or DuPage County requires monumentation of the proposed license agreement area (not required by state law) we have prepared two separate fees based on the different scenarios.

1. Preparation of exhibit and legal description, upper limit of compensation \$1,425.82.
2. Preparation of exhibit, legal description and monumentation of proposed license agreement area, upper limit of compensation \$2,067.29.



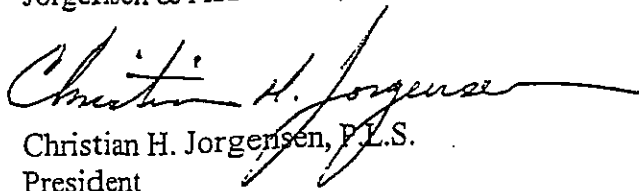
**JORGENSEN & ASSOCIATES, INC.**  
**CONSTRUCTION and LAND SURVEYORS**  
*Est. 1990*

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Mr. David W. Block, P.E.  
August 6, 2004  
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I would like to thank you for considering Jorgensen & Associates for this project, we look forward to continuing our working relationship with Civiltech Engineering. Should you have any questions, comments or require any further information concerning our proposal, please feel free to call me at (847)356-3371.

Respectfully submitted,  
Jorgensen & Associates, Inc.

  
Christian H. Jorgensen, P.L.S.  
President

CHJ/pt