

LEGISTAR: 150252  
DISTRICT: #6

**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:** May 27, 2015 (COW) (B of T) **Date:** June 18, 2015  
**TITLE:** Electrical Design for Village Hall and Police Department Back-Up Generators

**SUBMITTED BY:** Carl Goldsmith, Director of Public Works 

**BACKGROUND/POLICY IMPLICATIONS:**

Electrical design and construction observation for Village Hall and Police Department Back-Up Generator Improvement Project

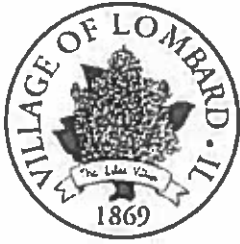
**FISCAL IMPACT/FUNDING SOURCE:**

Total Contract Amount: Not-To-Exceed \$45,000.00  
Funding Source: Construction Fund & Water/Sewer Capital Reserve  
Account#: 430.710.720.75420 (\$22,500.00) & 520.790.715.75420 (\$22,500.00)

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  
From: Carl S. Goldsmith, Director of Public Works *CS*  
Date: May 27, 2015  
Subject: Electrical Design for Village Hall and Police Department  
Back-Up Generator Improvement Project

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Attached please find a resolution, contract, and fee schedule for Electrical Design for Village Hall and Police Department Back-Up Generators.

### **Background**

As part of the Village's commitment to improve and maintain the physical facilities owned by the Village, a review of the back-up generators was conducted. The Department of Public Works is recommending that the permanent on-site generator at the Village Hall be replaced and that the Village Hall and Police Department be equipped with generator receptacles to allow a portable generator to be connected in the event of a failure. As part of the Village's ongoing effort to ensure continuity of government, these improvements will allow the Village to operate more effectively under power outage conditions.

The Village Hall Facility is also going to have its existing generator replaced in 2016 as part of the Capital Improvement Plan. This generator was installed in 2000 and has reached the end of its useful life. The generator at the Village Hall is currently installed on the west side of the Village Hall and consists of an outside underbelly diesel tank, which is affixed to the generator unit. The current diesel tank will be removed and the old generator will be decommissioned. The new generator will be placed outside the building on a new concrete pad with greater access for service and maintenance. The generator will rest on top of a belly mounted diesel tank. The proposed generators will also meet all applicable Environmental Protection Agency (EPA) Emission requirements as required by law. The installation for the generators will be bid together under a separate contract.

In order to provide the greatest level of redundancy, staff is recommending that the Village Hall and Police Department be upgraded to include an external receptacle for a generator hook-up. The receptacle would allow the Village to connect a portable generator to the facilities in the event of a generator failure. The Village owns a number of portable generators that would be available to be deployed as a back-up to the on-site generator. The Village recently installed such a system at the Civic Center Reservoir Facility.

The electrical portions of similarly scoped projects had been designed in house prior to 2014 but due to the complexity, coordination, and logistical issues that must be considered with the Village Hall, staff felt it was necessary to seek the services of an outside consultant. In 2014, the Village prepared a Request for Proposal seeking assistance for the electrical design of all three generators proposed in 2014. The proposal was sent to the two (2) short listed firms capable of designing such work. Both firms responded to the RFP. Christopher B. Burke Engineering LTD, (CBBEL) of Rosemont was determined to be the most qualified firm for those projects. CBBEL completed design and construction observation for the Civic Center Reservoir with similar specifications. The Village has sought to standardize the back-up generator specifications to create efficiencies in operation and maintenance. Due to CBBEL having prepared the plans and specifications for the Civic Center Reservoir, there are efficiencies that can be created by using CBBEL for the efforts

related to the Village Hall/Police Department generator project. As such, the Village is seeking to award a contract to CBBEL for the design and construction observation of the Village Hall and Police Department.

**Recommendation**

The scope and fee were negotiated with CBBEL and agreed to by both parties. This work will be performed for a not-to-exceed design engineering services fee of \$45,000.00. The engineering costs will be charged to the Water and Sewer Capital Reserve Fund and the Construction Fund.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of June 18, 2015. If approved, please return one original signed copy to the Water Treatment and Wastewater Pumping Division for further processing.

**RESOLUTION**  
**R \_\_\_\_\_ 15**

**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., Inc. regarding the Electrical Design for the Village Hall and Police Department Generator Improvement 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 18<sup>th</sup> day of June, 2015.

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

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

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

Approved this 18<sup>th</sup> day of June, 2015.

\_\_\_\_\_  
**Keith Giagnorio**  
**Village President**

ATTEST:

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



**CHRISTOPHER B. BURKE ENGINEERING, LTD.**

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

May 1, 2015

Revised May 8, 2015

Village of Lombard  
1051 S. Hammerschmidt  
Lombard, IL 60148

Attention: Mr. Carl Goldsmith  
Director of Public Works

Subject: Proposal for Professional Engineering Services  
New Generator at Village Hall

Dear Carl:

As requested, Christopher B. Burke Engineering, Ltd. (CBBEL) is submitting this proposal for professional engineering services related to the design of a new stationary standby generator to serve the Village Hall building and generator receptacles to provide a means to connect the Village's portable generators to the Village Hall as well as the Police Department buildings. Below is our Understanding of Assignment, Scope of Services and Estimate of Fee.

**UNDERSTANDING OF ASSIGNMENT**

CBBEL met with Village staff on April 23, 2015 to discuss the proposed project objectives. The Village would like to replace an existing 120/208 volt, three phase, 400 kW diesel stationary standby generator and 1600 amp Automatic Transfer Switch (ATS) that serves the Village Hall with a new stationary diesel generator and ATS supplied by Cummins. The Village would also like to install provisions for connecting the existing Village owned portable generators to the Village Hall building as well as the Police Department building electric services. Separate individual generator plus to power each building should be provided. CBBEL will design and prepare plans and specifications for bidding the work to install the improvements in spring 2016. CBBEL will assist the Village in soliciting bids for the work and provide part-time construction engineering during construction.

**SCOPE OF SERVICES**

**Task 1 – Data Collection and Review:** CBBEL will review the information provided by the Village including ComEd invoices for Village Hall and the Police Department, record drawings of the facilities and utility atlases. CBBEL will visit the site during design to review existing conditions and verify site dimensions.

Task 2 – Preliminary Design Memorandum: This task will include a general description of the proposed facility improvements and will establish design parameters. We are recommending the preparation of the Design Memo so that design parameters and requirements may be established and decided upon prior to performing the detailed design and drawing preparation. One meeting has been assumed for presentation and discussion of the Design Memo. Items specific to the project will be discussed in the Design Memo such as:

- Potential site constraints.
- Proposed location of generator.
- Replacing existing ATS versus reusing.
- Portable generator receptacles at Village Hall and Police Station.

Task 3 – Electrical and Site Design: CBBEL will design the improvements including wire and conduit size, concrete pad (if required), generator size (diesel fueled), and Automatic Transfer Switch (ATS) rating. CBBEL will reuse existing wiring and conduit as much as possible where the National Electrical Code (NEC) allows to reduce project costs.

Task 4 – Preparation of Plans and Specifications: CBBEL will prepare plans and specifications for bidding the improvements. Record drawings of the site and building will be used where applicable. No site survey work is anticipated for this project. CBBEL will submit plans and specifications to the Village for review at Prefinal and Final plan submittals. CBBEL will prepare an opinion of probable construction cost at Prefinal and Final plan submittals.

Task 5 – Assistance During Bidding: CBBEL will assist the Village during the bidding process including attendance at pre-bid meeting, response to contractor RFI's, attendance at bid opening, review and tabulate bids and prepare bid award recommendation letter.

Task 6 – Construction Engineering: CBBEL will provide part-time construction engineering including preconstruction meeting, on-site visits, shop drawing review, review contractor pay requests and contract administration.

#### ESTIMATE OF FEE

Task 1 – Data Collection and Review 20 Hours @ \$150/Hr	\$ 3,000
Task 2 – Preliminary Design Memorandum 40 Hours @ \$150/Hour	\$ 6,000
Task 3 – Electrical and Site Design 40 Hours @ \$150/Hour	\$ 6,000
Task 4 – Preparation of Plans and Specifications 80 Hours @ \$150/Hour	\$12,000
Task 5 – Assistance During Bidding 20 Hours @ \$150/Hour	<u>\$ 3,000</u>
Subtotal Design & Bidding	\$30,000

Task 6 – Construction Engineering	<u>\$15,000</u>
100 Hours @ \$150/Hour	
TOTAL	\$45,000

We will bill you at the hourly rates specified on the attached Schedule of Charges and establish our contract in accordance with the attached General Terms and Conditions. Direct costs for blueprints, photocopying, mailing, overnight delivery, messenger services and report compilation are not included in the fee estimate. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services. Please note that any requested meetings or additional services are not included in the preceding fee estimate and will be billed at the attached hourly rates.

Please sign and return one copy of this agreement as an indication of acceptance and notice to proceed. Please feel free to contact us anytime.

Sincerely,

Christopher B. Burke, PhD, PE, D.WRE, Dist.M.ASCE  
President

JPC/pjb

Encl. Schedule of Charges  
General Terms and Conditions

**THIS PROPOSAL, SCHEDULE OF CHARGES & GENERAL TERMS AND CONDITIONS  
ACCEPTED FOR VILLAGE OF LOMBARD**

BY: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_