

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

TO: PRESIDENT AND BOARD OF TRUSTEES
FROM: Scott R. Niehaus, Village Manager
DATE: October 11, 2017 BOT Date: October 19, 2017
TITLE: Waiver of Bids – Thomas Engineering Group
SUBMITTED BY: William J. Heniff, Department of Community Development

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Were any Bids Withdrawn _____ Yes _____ No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:
Award Recommended to Lowest Responsible Bidder? _____ Yes _____ No
If no, explain:

FISCAL IMPACT/FUNDING SOURCE:

Budget Estimate \$ 128.77/hr and \$101.94/hr
Amount of Award \$128.77/hr
Account #101.250.265.75410

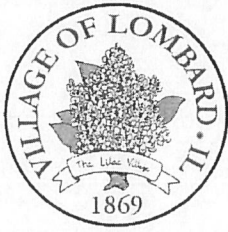
BACKGROUND/RECOMMENDATION:

Waive bids and award contract for development services inspection consultant services for an amount not to exceed \$128.77 per hour for regular business hours.

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 95-1295? _____ Yes _____ No
Waiver of bids – Public Act 85-1295 does not apply _____ X Yes

REVIEW (AS NECESSARY):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X _____ Date _____



MEMORANDUM

TO: Scott R. Niehaus, Village Manager

FROM: William J. Heniff, AICP, Director of Community Development

MEETING DATE: October 19, 2017

SUBJECT: **Approval of Development Services Inspection Consultant Services – Thomas Engineering Group**

The Community Development Department generally utilizes in-house staff to cover the engineering inspection activities required as part of the construction approval process. However, in order to cover the required vacancy of this staff position, the Village brought in an engineering consultant to cover these inspections during the vacancy of this in-house staff position. As of the last bill received to cover services through the end of September, the total spent so far this year with this vendor is \$10,301.20. Based on the fact the actual inspection work load has been greater than the anticipated 20 hours per week due to current construction activity in the Village, the expenditure to this vendor will likely exceed \$20,000, this is being brought to the Village Board of Trustees requesting approval in accordance with Village Finance policies. Based upon past expenditures, the anticipated total costs are project to be about \$22,000.00

Staff is seeking concurrence from the Village Board for approval of contractual services with Thomas Engineering Group until the end of October, 2017. Thomas Engineering Group has competently performed assigned inspection activities and approval of the request would help ensure that the inspection processes would remain unaffected during the hiring process of the Development Services Inspector position.

RECOMMENDATION:

Staff recommends that the Village Board of Trustees waive formal bidding and approve utilization of Thomas Engineering Group to continue to perform engineering inspection activities on behalf of the Village at a rate not to exceed \$128.77 per hour for the remainder through the end of the in-house staff vacancy.

September 6, 2017

Mr. William J. Heniff, AICP
Village of Lombard
Director of Community Development
255 E. Wilson Avenue
Lombard, IL 60148

Re: Proposal for Community Development Assistance

Dear Mr. Heniff:

Thomas Engineering Group, LLC (TEG) respectfully submits the enclosed proposal to the Village of Lombard. TEG is enthusiastic about the opportunity to work with the Village to provide community development assistance for current development and construction projects.

This submittal includes a cost proposal for providing development services inspections on a short-term basis. Our team has completed numerous, similar tasks for other communities and our staff has the experience to perform these assignments on behalf of the Village. We feel that our past experience, along with our due diligence, qualifications related to code enforcement, commercial and residential developments, economic development, and field inspections will provide the Village with excellent service.

The people identified for this project are Village-trusted personnel and who are committed to providing long-term value for the Village of Lombard. The selected staff includes Matt Champine, P.E., who has been working on important Village projects for the last two years.

What separates us from the other firms is our service—our trademark is *service at the highest grade*®. TEG has been able to grow by servicing each client individually and bringing value to their community. We deliver large firm experience with small firm service. We are truly excited to continue working with the Village.

If you have any questions or require additional information, please call me at (847) 815-9500 or by e-mail at kevinv@thomas-engineering.com.

Sincerely,
thomas engineering group, llc



Kevin C. VanDeWoestyne, P.E.
Municipal Department Head

Enclosure: Proposal for Community Development Assistance

cc/email: Carl S. Goldsmith, Director of Public Works, Village of Lombard
David P. Gorman, P.E., Asst. Director of Public Works, Village of Lombard



Village of Lombard Community Development Assistance Development Services Inspector

Proposal

The Village requires professional engineering services to conduct construction site inspections of privately initiated improvements, to ensure that all public and private improvements comply with applicable requirements, as may be assigned on a short-term basis. The work is performed under the direction of the Community Development Director, William Heniff, and Private Development Engineer, Jana Bryant.

SCOPE OF SERVICES

TEG's scope of services for specific work items is outlined below. Generally, TEG will provide inspection for all roadway, pavement, water main, sanitary sewer, force main, and storm sewer installation in accordance with the essential functions listed in the Village's Job Description for the position of Development Services Inspector. Based on the Job Description, TEG understands that the following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conducts site inspections of privately initiated improvement projects; prepares daily inspection reports regarding conditions found, action taken, work performed and recommendations; prepares lists of deficiencies for project closeouts; generates letters to developers.
- Ensures public and private improvement compliance with standard construction procedures, approved review plans and municipal codes and ordinances.
- Assists Civil Engineers with project acceptance by the Board of Trustees; addresses concerns and handles confrontational situations with residents and contractors; investigates complaints and requests.
- Coordinates proposed and ongoing site construction with supervisors, contractors, other departments and government agencies. Coordinates project sign off for close-out with Public Works, Fire and GIS departments.
- Reviews and verifies easements, as-builts and general plans; reviews geo-technical consulting reports. Tracks letters of credit securing extensions, reductions, draws and processes releases. Approves certificates of occupancy.
- Represents the Village in conferences and public meetings to resolve questions and concerns; serves on the Safety Committee.
- Prepares a variety of correspondence, memos and reports; issues stop-work order notices; updates specifications manual. Schedules meetings and inspections.
- Identifies deficiencies and recommends changes to municipal codes and ordinances related to Development Inspection work. Conducts special projects as assigned.
- Surveys sites for drainage solutions.
- Performs other functions as assigned or required.

TEG is committed to providing excellent service that brings the highest value to the Village and its residents. This commitment is shown through our previous work and through our passion for our profession of going the extra mile for our clients.



**Village of Lombard
Community Development Assistance
Development Services Inspector**

Proposal

OTHER KEY TASKS

Engineering Plan Reviews – TEG Understands the Village’s need to be able to quickly and accurately evaluate site, access and development plans. TEG staff will familiarize themselves with local zoning ordinances, comprehensive plans and applicable building codes. Upon notice to proceed, TEG will meet with the Community Development Director to thoroughly discuss the current means and methods of the Village. Even if TEG’s evaluation indicate issues with an application, current material inventories or local knowledge of field conditions may reveal that the background information regarding a project outweighs current practical experience in a particular matter. TEG understands the importance of quick and accurate reviews so as to protect the Village from poorly planned development without discouraging economic development.

NPDES Requirements – TEG is well versed with all the requirements of the National Pollutant Discharge Elimination System (NPDES). This includes all necessary annual outfall and detention inspections and reporting, as well as following the six minimum control measures required for Municipal Separate Storm Sewer Systems (MS4). TEG understands the importance of keeping good records in addressing stormwater management and erosion control issues to stay current with all required permitting and regulatory requirements.

CONSTRUCTION INSPECTION TEAM

The people identified for this project are Village-trusted personnel and who are committed to providing long-term value for the Village of Lombard. The following are brief descriptions of the personnel committed to this project and their roles on the team.

TEG will provide a single point of contact, **Matthew Champine, P.E.**, Resident Engineer, who will be responsive to any Village or Developer inquiry within 24 hours. Mr. Champine is a registered professional engineer with 10 years of experience. Along with construction management services, Mr. Champine has knowledge and experience pertaining to earth excavation, drainage systems, water main installation, landscaping, and PCC and bituminous paving. Specific responsibilities include documentation of construction activities and contract quantities, site surveying, plan review and quantity verification. Having been the Resident Engineer for the Village’s Roosevelt Road Water Main Lining Project, Matt understands the context of this project and is looking forward to working with the Village to deliver the necessary inspections, review of existing inspection reports, and completion of construction administration. We are committed to performing this project at the highest level and make this our most important assignment. Matt’s primary role is to be the sole point of contact for the Village of Lombard and lead all inspections/observations by assigning the appropriate technical personnel. Mr. Champine will schedule and communicate each inspection task within 24 hours from the time of notification. TEG understands the importance of being responsive during fast moving construction activities and we are committed to responding promptly. TEG wants to be an active part of the development process and therefore will strive to not be the reason that construction doesn’t start on time. We will work with the developer and the developer’s engineer to keep projects from being delayed.

TEG staff will be under the direct supervision of Mr. Champine. He will organize our proposed staff to perform all of the construction inspection services. TEG will partner with the Village of Lombard to ensure all project stakeholders (internal, elected officials, other Departments, external agencies, businesses and residents) are engaged early and often during construction. It is our experience that



**Village of Lombard
Community Development Assistance
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Proposal

open lines of communication with external parties often results in better communication, higher quality projects, and trust. Often project results are similar to a non-context sensitive process, however when stakeholders understand the process and project constraints, they are often more appreciative of the work that Village performs.

Mr. Champine will coordinate all construction activities with our Lead Inspector, **Kent Williams**. Mr. Williams is a Senior Technician, who has over 12 years of experience involving bridge, municipal, and highway/roadway construction management. Over these 12 years he has compiled a wide range of construction knowledge and experience while working for IDOT, ISTHA, CDOT, various counties, and municipalities. Kent's professional experiences range from bridge construction and rehabilitation, bridge painting, bituminous and concrete paving, earth excavation, drainage, water main, structural construction, lighting and signalization. Kent recently served as the resident engineer for an 11 block residential street and utility reconstruction project in Elgin and is currently overseeing a \$785K water main rehabilitation project in the City of Wheaton.

Matt and Kent will be assisted by other qualified Thomas Engineering Group support Inspectors, as necessary, at the Village's direction.

FEE

The below listed detail represents we have developed in terms of our proposed work effort and cost. We believe that the proposed effort accurately reflects the scope of work requested by the Village. We propose to accomplish the work on a Time and Material basis using the hourly billing rate for our most qualified personnel and a Direct Labor Multiplier (DLM) of 2.83 method of compensation.

Estimated Duration = 8-12 weeks @ 20 hours/week

Estimated Number of Service Hours = 180

Matt Champine = \$128.77/hour x 40 hours = \$5,150.80

Kent Williams = \$101.94/hour x 140 hours = \$14,271.60

Total Not-to-Exceed Cost Proposal = \$20,000.00



Village of Lombard
Community Development Assistance
Development Services Inspector

Proposal

AGREEMENT

This Proposal, including all Amendments issued hereunder, constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties. This Agreement may be amended only by written authorization. By signing below, the Village agrees to the terms of this Proposal. Please sign the bottom of this letter and return two (2) original copies to the following address:

Thomas Engineering Group, LLC
55 West 22nd Street
Suite 300
Lombard, Illinois 60148

TEG will begin services upon receipt of an original executed copy of this Agreement. Additional services beyond the Scope of Services described herein will be performed by TEG only after receipt of a signed authorization form.

ACCEPTED AND AGREED TO:
Thomas Engineering Group, LLC

By: [Signature]
Authorized Signature

September 6, 2017
Date

Kevin VanDeWoestyne
Printed Name

Principal, Thomas Engineering Group, LLC
Title & Organization

ACCEPTED AND AGREED TO:
Village of Lombard

By: _____
Authorized Signature

Date

Printed Name

Title & Organization

