

DISTRICT 1 & 4

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: David A. Hulseberg, Village Manager

DATE: November 18, 2009 (COW) (B of T) **Date:** December 3, 2009

TITLE: North Industrial Park – Design Engineering

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

BACKGROUND/POLICY IMPLICATIONS:

Engineering agreement (design engineering services) for the preparation of construction documents regarding pavement improvements for the North Industrial Park.

FISCAL IMPACT/FUNDING SOURCE:

\$217,659.00 / Capital Project Fund
HTE Project: 1002
PW Project: ST-09-06
HTE Acct: 7101.755660

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.

M E M O R A N D U M



To: David A. Hulseberg, Village Manager
 Through: Carl Goldsmith, Director of Public Works *CG*
 From: David A. Dratnol, P.E., Village Engineer *DD*
 Date: November 17, 2009
 Subject: North Industrial Park - Design Engineering

Attached please find a contract, resolution and fee schedule for design engineering services for the North Industrial Park project. The project area is approximately 2.25 miles of roadway which include the following streets in the North Industrial Park: Lombard Road (north of North Avenue), Cortland Avenue (Lombard Road to Ridge Avenue), Ridge Avenue (North Avenue to Cortland Avenue), DuPage Avenue (North Avenue to Connector Road), Main/DuPage Connector Road, Main Street (Progress Road to Main/DuPage Connector), Progress Road (Main Street to Garfield Avenue) and Garfield Avenue (Progress Road to Cul-de-sac). The engineering design effort consists of the following:

Preliminary Engineering

- Collect and evaluate field data
- Meet with property owners/tenants to obtain information about the operation of each business regarding traffic flow and ingress and egress concerns during construction
- Develop viable pavement section alternative(s) to a full reconstruction, that can last 10 to 15 years
- Provide a Project Development Report (PDR) will consist of a technical memorandum outlining the scope of improvements (including pavement and drainage issues for each street/business), phasing of the project, construction duration of each phase and a preliminary estimate of cost for each phase of the project.

Design Engineering

- Prepare preliminary and final contract plans and specifications
- Assist in conducting public information meeting(s) for the property owners/tenants
- Develop a final Engineer's opinion of cost

This selection was made from the current Design Engineering Short List, which consists of five (5) firms. The proposal was sent to, and proposals received from, all five (5) firms. Upon review, it was determined that Civiltech Engineering, Inc. of Itasca, is the most qualified firm to serve as design engineer for this project.

The scope and fee were negotiated with Civiltech and agreed to by both parties. The project consists of providing design and construction documents for the not-to-exceed design engineering services fee of \$217,659.00. The FY09 CIP contains \$247,150.00 for planning/engineering for the North Industrial Park improvements. The engineering costs will be paid for using the Capital Projects Fund.

Please present this agreement and resolution to the President and Board of Trustees for their review and approval at their regular meeting of December 3, 2009. If approved, please return two original signed copies to Public Works-Engineering for further processing.

DAD/rgs

RESOLUTION

R _____ 10

**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 Civiltech Engineering, Inc. regarding design engineering services for the North Industrial Park 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 3rd day of December, 2009.

Ayes: _____

Nays: _____

Absent: _____

Approved this 3rd day of December, 2009.

William J. Mueller
Village President

ATTEST:

Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas P. Bayer
Village Attorney

VILLAGE OF LOMBARD

CONTRACT

CONTRACT DOCUMENT NUMBER ST-09-06

This agreement is made this the 3rd day of December, 2009, 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:

Design engineering services for the North Industrial Park pavement rehabilitation project.

1. This contract shall embrace and include all of the applicable contract documents listed below as if attached hereto or repeated herein:
 - a. Design Engineering Request for Qualifications (dated January 11, 2008) consisting of the following:
 - i) Cover Sheet
 - ii) Table of Contents
 - iii) General Provisions
 - iv) Special Provisions
 - b. ENGINEER'S Statement of Qualifications (dated January 25, 2008)
 - c. Request for Proposal (October 27, 2009)
 - d. ENGINEER'S Proposal (November 11, 2009)
 - e. ENGINEER'S Work Effort and Fee Schedule (November 17, 2009)
 - f. 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 William J. Mueller, Village President, and the ENGINEER have hereunto set their hands this the 3rd day of December, 2009.

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:

CIVILTECH ENGINEERING, INC.

Accepted this _____ day of _____, 2009

Individual or Partnership _____ Corporation _____

By

Position/Title

By

Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this the 3rd day of December, 2009

William J. Mueller, Village President

Attest:

Brigitte O'Brien, 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)

Design Engineering services for the North Industrial Park pavement rehabilitation project 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: _____
Authorized Agent of ENGINEER

Subscribed and sworn to
before me this the _____
day of _____, 2009.

Notary Public

Village of Lombard
 North Industrial Area
 Cost Estimate of Consultant Services

Task	Personnel & Hours										QC/QA Eng.	Total Hours	% of Hours	Labor Cost	
	Director of Design Svcs	Project Manager	Project Engineer	Construction Engineer	Design Engineer	Design Technician	Design Engineer	Construction Engineer	Project Engineer	Project Manager					
A Preliminary Engineering Phase	\$60.00	\$44.00	\$36.00	\$37.50	\$27.00	\$25.00	\$27.00	\$37.50	\$36.00	\$44.00	\$60.00	0	639	33.2%	\$25,105.00
B Design Engineering Phase												13	832	43.3%	\$27,710.50
Preliminary (65%) and Pre-Final (95%) P, S & E															
Submittals and Coordination												0	86	4.5%	\$3,454.00
Final (100%) P, S & E												9	194	10.1%	\$7,166.50
Public Involvement												0	172	8.9%	
Sub-Total	142	338	600	332	392	247	392	332	600	338	22	1923			
% of Hours	7.4%	17.63%	31.2%	17.4%	20.4%	12.8%	20.4%	17.4%	31.2%	17.63%	1.1%	100.0%			
Total Cost	\$6,520	\$14,872	\$21,600	\$6,825	\$10,584	\$6,175	\$10,584	\$6,825	\$21,600	\$14,872	\$1,320				\$83,436
Multiplier*	2.6500														\$168,105
															\$49,554
															Total Engineering Cost: \$217,659

Village of Lombard
North Industrial Area
Manhour Calculations

Task	Personnel & Hours						Total Hours	% of Hours
	Director of Design Svcs	Project Manager	Project Engineer	Construction Engineer	Design Engineer	Design Technician		
A Preliminary Engineering Phase								
1. Initial Meeting with the Village	3	4		3			10	1.6%
2. Early Coordination and Data Collection	2	12	12	8	2		38	5.6%
3. Field Survey and Preparation of Base Sheets and Structure Survey		2	8		8	32	50	7.8%
Base Sheet Preparation	4	8	16	16	8		52	8.1%
Field Verification of Survey Data and Project Walk-thru			1		4		5	0.8%
Project Photolog								
4. Design Criteria and Preliminary Design Studies	8	12	4	4			28	4.4%
Develop Public Involvement Plan	6	12	20	6	16		60	9.4%
Pavement Rehabilitation Design Studies	4	16	16	12	8		56	8.5%
Construction Staging Alternatives Analysis and Recommendations	2	2	6	4			12	1.9%
Utility Structure Rehabilitation Analysis	2	4	24	4	16		50	7.8%
Project Cost and Construction Time Estimates	2	4	12	4	4		26	4.1%
Draft Project Development Report	4	8	8				20	3.1%
5. Coordination with Geotechnical Consultant	40	60	60	40			200	31.3%
6. Public Meetings and Coordination								
7. Final Project Development Report	1	4	6	1	2	4	18	2.8%
Finalize Report based on Village Review and Comments	4	4				8	16	2.5%
Village Board Presentation including Exhibits								
Sub-total Item A	80	192	193	94	72	48	639	100.0%
B Design Engineering Phase								
1. Preliminary (65% and Pre-Final (95%) P, S & E								
Title Sheet and Index of Sheets (1 sheet)		1	1		2	2	5	0.4%
Summary of Quantities (1 sheet)		1	2		4	4	11	0.9%
General Notes and State/Village Standards List (1 sheet)		1	2		2	1	6	0.5%
Existing and Proposed Typical Sections (2 sheets)		2	4		8	8	22	1.7%
Alignment, Ties and Benchmarks (1 sheet)		2	8		4	4	18	1.4%
Construction Staging/Maintenance of Traffic/Access Notes, (1 sheet)	1	2	8	2	2	4	19	1.5%
Construction Staging/Maintenance of Traffic/Access Plans, 1"=50' (16 sheets)	4	8	40	16	40	16	124	9.7%
Plan Sheets (dual view), 1"=50' (8 sheets)	4	24	56	12	72	40	208	16.2%
Landscaping, Pavement Marking and Signing Sheets, 1"=50' (8 sheets)		2	8	8	12	8	30	2.3%
Cross Sections (38 sheets)		32	96	8	80	56	272	21.2%
Roadway Details (4 sheets)		2	8		8	8	26	2.0%
Special Provisions and Bid Book	2	8	12	2			24	1.9%
Quantity Calculations		4	16		16		36	2.8%
Estimate of Construction Cost and Time	1	2	2	1		7	7	0.5%
QC/QA Review	12					12	24	1.9%
Sub-Total Item B	24	90	263	41	250	151	832	

Village of Lombard
North Industrial Area
Manhour Calculations

Task	Personnel & Hours										Total Hours	% of Hours		
	Director of Design Svcs	Project Manager	Project Engineer	Construction Engineer	Design Engineer	Design Technician	QC/QA Eng.	Design Technician	Design Engineer	QC/QA Eng.				
2. Submittals and Coordination														
Design Review Meetings (4 meetings)	8	12	16	12									48	3.7%
Coordination with IL ACPA (including 1 meeting)	4	8	8		12								20	1.6%
Utility Company Coordination			6										18	1.4%
													0	0.0%
													86	
Sub-Total Item 2	12	20	30	12	12								140	10.9%
3. Final (100%) P, S, & E														
Final Plans	4	24	48	8	48								10	0.8%
Final Special Provisions and Bid Book	1	1	6	2	10								22	1.7%
Final Quantity Calculations	1	1	2	1									6	0.5%
Final Estimate of Construction Cost and Time	8												16	1.2%
Final QA/QC Review	14	28	66	11	58								194	
Sub-Total Item 3														
4. Public Involvement														
Individual Property Owner Meetings and Public Information Meetings	12	48	48	24									132	10.3%
Develop Meeting Presentation Materials and Exhibits			48	24	0								40	3.1%
Sub-Total Item 4	12	48	48	24	0								172	
Sub-total Item B	62	166	407	88	320								1284	100.0%
Total Hours:	142	338	600	182	392								1923	
% of Hours:	7.4%	17.6%	31.2%	9.5%	20.4%								100.0%	

**Village of Lombard
North Industrial Area
Direct Expense Calculations**

ITEM 1 - Printing	
Preliminary Plans	
Village 5 sets X 81 sheets/set X \$0.60/sheet	\$243.00
IL ACPA 1 set X 81 sheets/set X \$0.60/sheet	\$48.60
Utility Co. 8 sets X 81 sheets/set X \$0.60/sheet	\$388.80
Pre-Final Plans	
Village 5 sets X 81 sheets/set X \$0.60/sheet	\$243.00
IL ACPA 1 set X 81 sheets/set X \$0.60/sheet	\$48.60
Utility Co. 8 sets X 81 sheets/set X \$0.60/sheet	\$388.80
Pre-Final Specification Books	
6 books X \$20/book	\$120.00
Final (QA/QC) Plans	
Village 5 sets X 81 sheets/set X \$0.60/sheet	\$243.00
IL ACPA 1 set X 81 sheets/set X \$0.60/sheet	\$48.60
Utility Co. 8 sets X 81 sheets/set X \$0.60/sheet	\$388.80
Final (QA/QC) Specification Books	
6 books X \$20/book	\$120.00
Bid Plans	
25 sets x 81 sheets/set x \$0.60/sheet	\$1,215.00
Bid Specification Books	
25 books X \$20/book	\$500.00
Total Item 1	\$3,996.20
ITEM 2 - Shipping	
12 overnight shipping items X \$20/each	\$240.00
Total Item 2	\$240.00
ITEM 3 - Vehicle Mileage	
15 trips X 30 miles / trip avg. X \$0.45/mile	\$202.50
Total Item 3	\$202.50
ITEM 4 - Topographic Survey	
To be performed by Jorgensen & Associates (see Attachment for proposal)	
Total Item 4	\$45,115.00
TOTAL DIRECT EXPENSES: \$49,553.70	

Route: North Industrial Park COST ESTIMATE OF CONSULTANT'S SERVICES

Section: Village of Lombard Consultant: Jorgensen & Associates, Inc.
 Project: DuPage Date: November 16, 2009
 County: Description: Topographic Survey
 Job No.: Cost Plus Fixed Fee = 14.5%[(2.4 + R)DL + IHDC]

Item	Number of Man Hours (A)	Payroll (B)	Overhead & Fringe Benefits (C)	In-house Direct Costs (D)	Sub-Total (E)	Profit (F)	Services By Others	Total	Percent of Grand Total
1) Field - Topographic Survey	548	\$10,549.00	\$12,349.71	\$1,392.00	\$24,290.71	\$3,872.89	N/A	\$28,163.61	62.43%
2) Field - Establish Control Points	40	\$770.00	\$901.44	\$96.00	\$1,767.44	\$281.88	N/A	\$2,049.32	4.54%
3) Office - Compile Field Data	66	\$1,754.00	\$2,053.41	\$0.00	\$3,807.41	\$610.39	N/A	\$4,417.80	9.79%
4) Office - Create Existing Topography Base Sheets	126	\$3,462.00	\$4,052.96	\$148.00	\$7,662.96	\$1,226.24	N/A	\$8,889.20	19.70%
5) Office - Create T.I.N. & Contours	19	\$540.00	\$632.18	\$0.00	\$1,172.18	\$187.92	N/A	\$1,360.10	3.01%
6) Coordination Meetings	2	\$78.00	\$91.31	\$33.60	\$202.91	\$32.02	N/A	\$234.93	0.52%
TOTALS	801	\$17,153.00	\$20,081.02	\$1,669.60	\$38,903.62	\$6,211.34	\$0.00	\$45,114.95	100.00%