

040488

DISTRICT 1 & 2

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

**DATE:** September 29, 2004 (B of T) **Date:** 10/07/04

**TITLE:** Main Street Improvements – Wilson Ave to St. Charles Road  
Amendment #4

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

**BACKGROUND/POLICY IMPLICATIONS:**

Please see attached memo.

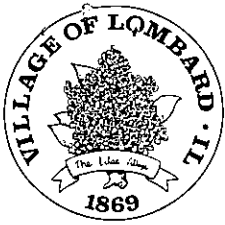
**FISCAL IMPACT/FUNDING SOURCE:**

\$9,956.00 INCREASE / TIF PO# 47890  
HTE Proj: 0200 PW Proj: ST 01-04  
HTE Acct: ~~4320~~.755660  
7370.

Review (as necessary):

Village Attorney X \_\_\_\_\_ Date \_\_\_\_\_  
Finance Director X *W. Leonard Flood* \_\_\_\_\_ Date *9/29/04*  
Village Manager X *W. T. Lichter* \_\_\_\_\_ Date *9/29/04*

**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 29, 2004  
**Subject:** Main Street Improvements – Wilson Avenue to St. Charles Road  
Design Engineering Amendment No. 4)

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Attached, please find a contract amendment the the agreement with Civiltech for the design of the Main Street Improvements. This amendment increases the scope of work to provide preparation of plats and legal descriptions for proposed permanent easements located within the TIF style improvements to Main Street, from Maple Street to Parkside Avenue.

Please place this item on the Board of Trustees agenda for the regularly scheduled meeting on October 7, 2004. This amendment increases the contract by \$9,956.00, which increases the total contract to a not-to-exceed amount of \$141,863.00. If approved, please return all paperwork to Public Works Engineering for further processing.

c: File: ST 01-04



September 29, 2004

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

Re: **Main Street Streetscape Improvements**  
**Maple Street to Parkside Avenue**  
**Proposed Agreement Revisions**

Dear Mr. Dratnol:

We have prepared estimated design hours and costs for the addition of three plats and legal descriptions in the anticipation of proposed permanent easements within the project corridor.

Enclosed are four copies of the man-hour estimate and cost estimate of consultant services. Our proposed fee of \$9,956 adjusts the current contract amount of \$131,907 to a new contract amount of \$141,863.

Thank you again for the opportunity to assist the Village with this improvement.

Very truly yours,

**CIVILTECH ENGINEERING, INC.**

David W. Block, P.E.

Mark L. Hine, P.E. DWB

Enclosures

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**MAN HOUR CALCULATIONS and DIRECT EXPENSES**

**Main Street Streetscape Project  
Design Engineering Services  
Village of Lombard**

We have been asked to provide costs for preparing plats and legal descriptions for proposed permanent easements within the streetscape limits. This work is not part of our current agreement.

**MAN HOURS**

Plats and Legal Descriptions

We anticipate acquiring permanent easements from three parcels on the east side of Main Street between Maple Street and Parkside Avenue. We propose to have our sub consultant, Jorgensen and Associates, prepare plat and legal descriptions for the DuPage Theater property, the vacant lot south of the DuPage Theater, and the First United Methodist Church. Jorgensen will also place monumentation for the three permanent easements.

**Total Project Man hours:                      4 hours**

**SUBCONSULTANT EXPENSE**

Jorgensen will prepare a plat and legal description for each of the three parcels described previously. (See attached sub consultant proposal)

**Total Expense:                      \$9,626**

# COST ESTIMATE OF CONSULTANT SERVICES

## Main Street Streetscape Project Design Engineering Services Village of Lombard

Consultant: Civiltech Engineering, Inc.

Date: September 29, 2004

WORK ITEM DESCRIPTION	PRINCIPAL IN-CHARGE \$70.00	PROJECT MANAGER \$36.50	DESIGN ENGINEER \$25.00	SIGNAL DES. ENG. \$22.50	SENIOR DRAFTER \$28.50	SURVEY CHIEF \$26.00	SURVEY TECH. \$21.00	QA/QC \$50.00	Total Hours	Payroll	Overhead & Fringe Benefit Cost (a)	Subconsultant Expense	Fixed Fee (b)	Total Cost
Plats and Legal Descriptions	0	2	2	0	0	0	0	0	4	\$127	\$161	\$9,626	\$42	\$9,956
<b>TOTALS</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>\$127</b>	<b>\$161</b>	<b>\$9,626</b>	<b>\$42</b>	<b>\$9,956</b>

(a) 127.00% of Payroll

(b) 33% of Payroll



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

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September 27, 2004

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

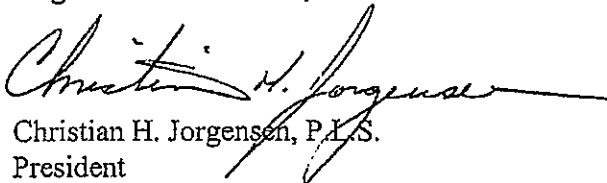
Re: Village of Lombard - Main Street Streetscape Plat of Easement - Survey Proposal

Dear Mr. Block:

Enclosed, please find our proposal to prepare 3 individual plats of easement with legal descriptions for 3 separate land owners concerning the referenced project.

I would like to thank you for considering Jorgensen & Associates for this project. We look forward to continuing our working relationship with your firm. 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

Enclosures

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Route: Main Street  
Section: Maple St. to Parkside Ave.  
County: DuPage  
Job No.:

EXHIBIT A

Hourly Rate Range - CONSULTANT'S Regular Staff

<u>CLASSIFICATION</u>	<u>From</u>	<u>To</u>
Principal, Manager, P.L.S.	34.00	36.00
Supervisor, Project Surveyor	33.00	35.00
Cadd Supervisor, S.I.T., Survey Party Chief, S.I.T.	20.00	20.50
Instrument Operator, Cadd Operator, assignable Clerical and Secretarial Labor	13.00	15.50

Route: Main Street  
Section: Maple St. to Parkside Ave.  
County: DuPage  
Job No.:

**EXHIBIT B**

**PAYROLL BURDEN & FRINGE COSTS**

	<u>% of Direct Productive Payroll</u>
Federal Insurance Contributions Act_____	11.53%
State Unemployment Compensation_____	1.62%
Federal Unemployment Compensation_____	0.18%
Workmen's Compensation Insurance_____	1.52%
Paid Holidays, Vacation, Sick Leave_____	8.12%
Bonus_____	3.02%
Pension_____	2.41%
Group Insurance_____	33.80%
<b>TOTAL PAYROLL BURDEN &amp; FRINGE COSTS</b>	<b>62.20%</b>



Route: Main Street  
 Section: Maple St. to Parkside Ave.  
 County: DuPage  
 Job No.:

**EXHIBIT C**

Overhead and Indirect Costs

	<u>% of Direct Productive Payroll</u>
Taxes except Federal Income_____	0.00%
Business Insurance, except key-man insurance, insurance including accident, liability and valuable papers_____	3.18%
Depreciation and amortization_____	10.06%
Administrative, unassignable staff time, recruiting, training and education, severance, negotiating new business, and office accounting, clerical and secretarial wages and salaries_____	42.82%
Reproductive and printing costs_____	0.10%
Office and Survey supplies_____	6.16%
Computer costs_____	0.13%
Professional services including specialists, legal, auditing, etc._____	1.03%
Employees travel expenses not assigned to clients and excluding costs outside Illinois_____	6.60%
Telephone, telegraph and postage_____	3.32%
Recruiting and relocating expense_____	0.00%
Fees, licenses, dues, publications (technical and professional)_____	1.98%
Utilities and maintenance_____	0.80%
Business space rent_____	6.37%
Facilities - Capital_____	0.85%
Miscellaneous expense_____	0.30%
Equipment rental_____	0.00%
Bank charges_____	0.01%
<b>TOTAL OVERHEAD</b>	<b>83.71%</b>

Route: Main Street  
Section: Maple St. to Parkside  
County: DuPage  
Job No.:

**EXHIBIT D**

**MANPOWER TYPES & RATES**

Sheet 1 of 2

- A. Principal/Officer
- B. Supervisor, P.L.S.
- C. Survey Party Chief, S.I.T.
- D. Instrument Operator
- E. Cadd Supervisor, S.I.T.

**Manpower Rates used for Calculation of Fee**

<b>A. Principal/Officer .....</b>	<b>\$ 35.00</b>
<b>B. Supervisor, P.L.S. ....</b>	<b>\$ 34.00</b>
<b>C. Survey Party Chief, S.I.T. ....</b>	<b>\$ 20.25</b>
<b>D. Instrument Operator .....</b>	<b>\$ 15.50</b>
<b>E. Cadd Supervisor, S.I.T. ....</b>	<b>\$ 20.25</b>

Route: Main Street  
Section: Maple St. to Parkside Ave.  
County: DuPage  
Job No.:

**EXHIBIT D**

**AVERAGE HOURLY RATE CALCULATION**

Sheet 2 of 2

Principal/Officer	1 hour @ \$35.00/hour =	\$ 35.00
Supervisor, P.L.S.	29 hours @ \$34.00/hour =	\$ 986.00
Survey Party Chief, S.I.T.	33 hours @ \$20.25/hour =	\$ 668.25
Instrument Operator	33 hours @ \$15.50/hour =	\$ 511.50
Cadd Supervisor, S.I.T.	<u>35 hours @ \$20.25/hour =</u>	<u>\$ 708.75</u>
	131 hours	\$ 2,909.50

Average Hourly Rate =  $\frac{\$2,909.50}{131} = \$22.21/\text{hour}$

Route: Main Street  
 Section: Maple St. to Parkside Ave.  
 Project: DuPage  
 County: DuPage  
 Job No.:

COST ESTIMATE OF CONSULTANT'S SERVICES

Consultant: Jorgensen & Associates, Inc.  
 Date: September 27, 2004  
 No. of Parcels: 3

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) Pre-Survey Phase	4	\$81.00	\$118.19	\$61.00	\$260.19	\$35.86	\$900.00	\$1,196.05	12.42%
2) Survey Reconnaissance	4	\$71.50	\$104.33	\$0.00	\$175.83	\$23.85	N/A	\$199.67	2.07%
3) First Submittal Plats of Easement and Descriptions	39	\$996.00	\$1,453.26	\$15.00	\$2,464.26	\$334.34	N/A	\$2,798.60	29.07%
4) Survey (Field)	62	\$1,108.25	\$1,617.05	\$136.80	\$2,862.10	\$389.44	N/A	\$3,251.53	33.78%
5) Survey (Office)	15	\$482.50	\$704.02	\$0.00	\$1,186.52	\$160.91	N/A	\$1,347.43	14.00%
6) Final Submittal Plats of Easement and Descriptions	6	\$135.25	\$197.34	\$25.20	\$357.79	\$48.76	\$300.00	\$706.55	7.34%
7) Coordination Meetings	1	\$35.00	\$51.07	\$25.20	\$111.27	\$15.33	N/A	\$126.60	1.32%
<b>TOTALS</b>	<b>131</b>	<b>\$2,909.50</b>	<b>\$4,245.25</b>	<b>\$263.20</b>	<b>\$7,417.95</b>	<b>\$1,008.48</b>	<b>\$1,200.00</b>	<b>\$9,626.43</b>	<b>100.00%</b>

Route : Main Street  
 Section: Maple St. to Parkside Ave.  
 County: DuPage  
 Job No.:

Manhour Breakdown

Length of Project

Main Street + 800' = 0.152 mile  
 Total Length ± 800' = 0.152 mile

3 Parcels: 3 Permanent Easement Only

1. Pre-Survey Phase

Research available records

- a. Title Co. )
- b. Recorder's Office )
- c. Private Surveyors )
- d. Land Owners ) 1 man 4 MH

Sub-total Item # 1 4 MH

2. Reconnaissance Survey 2 Men 4 MH

3. First Submittal Plats of Easement & Descriptions

- a. Ownership info )
- b. Total holding boundaries ) 3 MH
- c. Deed calculated closures )
- d. Layout and drafting 3 sheets 8 hrs./sheet x 3 = 24 MH
- e. Legal descriptions 3 descriptions 2 MH
- f. Check legal descriptions 1 MH
- g. Prepare & check certificates 3 MH
- h. Check plats 6 MH

Sub-total Item #3 39 MH

4.	Survey (Field)		
	a.	Measure existing property, subdivision, section & R.O.W. lines 24 hours x 2 men =	48 MH
	b.	Appraiser's topography 3 hours x 2 men =	6 MH
	c.	Monument proposed easement lines 4 hours x 2 men =	<u>8 MH</u>
		Sub-total Item #4	62 MH
5.	Survey (Office)		
	a.	Compute traverse 1 hour x 1 man =	1 MH
	b.	Compute existing right of way, section lines & property boundaries 12 hours x 1 man =	12 MH
	c.	Compile appraiser's topography 1 hour x 1 man =	1 MH
	d.	Compute proposed easement lines 1 hour x 1 man =	<u>1 MH</u>
		Sub-total Item #5	15 MH
6.	Final Submittal Plats of Easement & Descriptions		
	a.	Final drafting 3 sheets	2 MH
	b.	Plat checking 3 sheets	1 MH
	c.	Assembly of final papers	<u>3 MH</u>
		Sub-total Item #6	6 MH
7.	Coordination Meetings		
		1 meeting @ 1 hr. =	<u>1 MH</u>
		Total All Items	131 MH

(2)

Route: Main Street  
Section: Maple St. to Parkside Ave.  
County: DuPage  
Job No.:

### MANHOUR BREAKDOWN BY ITEM

<u>ITEM</u>	<u>CLASSIFICATION</u>	<u>MANHOURS</u>
1) Pre-Survey	Cadd Supervisor, S.I.T.	4
2) Survey	Survey Party Chief, S.I.T.	2
Reconnaissance	Instrument Operator	2
3) First Submittal	Supervisor, P.L.S.	15
Plats of Easement	Cadd Supervisor, S.I.T.	24
4) Survey (Field)	Survey Party Chief, S.I.T.	31
	Instrument Operator	31
5) Survey (Office)	Supervisor, P.L.S.	13
	Cadd Supervisor, S.I.T.	2
6) Final Submittal	Supervisor, P.L.S.	1
Plats of Easement	Cadd Supervisor, S.I.T.	5
7) Coordination	Principal/Officer	1
Meetings		

Route: Main Street  
Section: Maple St. to Parkside Ave.  
County: DuPage  
Job No.:

**Cost Estimate of Consultant's Services  
Attachment  
Detailed Breakdown of "In House Direct Costs"**

Item

1. Pre-Survey Phase

- a. Trip to Recorder's Office – 1 ea.  
 $\pm 100$  miles/trip x 1 trip =  $\pm 100$  miles  
 $\pm 100$  miles @ \$0.36/mile = \$ 36.00
- b. Miscellaneous Records from Recorder's Office \$ 25.00

Sub-total Item #1 \$ 61.00

3. First Submittal Plats of Easement

- a. Mylar and printing  
3 sheets @ \$5.00/sheet \$ 15.00

4. Survey (Field)

- a. Trips to project site – 4 ea.  
 $\pm 95$  miles/trip x 4 trips =  $\pm 380$  miles  
 $\pm 380$  miles @ \$0.36/mile = \$ 136.80

6. Final Submittal Plats of Easement

- a. Deliver final papers to client's office  
 $\pm 70$  miles/trip x 1 trip =  $\pm 70$  miles  
 $\pm 70$  miles @ \$0.36/mile = \$ 25.20

7. Coordination Meetings

- a. Meetings at client's office – 1 ea.  
 $\pm 70$  miles/trip x 1 trip =  $\pm 70$  miles  
 $\pm 70$  miles @ \$0.36/mile = \$ 25.20

Total All Items \$ 263.20



Route: Main Street  
Section: Maple St. to Parkside Ave.  
County: DuPage  
Job No.:

**Cost Estimate of Consultant's Services**  
**Attachment**  
**Detailed Breakdown of "Services By Others"**

Item

1. Pre-Survey Phase

a. Commitment for Title Insurance Letters  
3 Letters @ \$300.00 each = \$ 900.00

6. Final Submittal Plats of Easement

a. Later Date Commitment for Title Insurance  
3 Letters @ \$100.00 each = \$ 300.00

Total All Items \$1,200.00

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

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

**WHEREAS**, the Board of Trustees of the Village of Lombard on October 7, 2004 adopted a resolution authorizing signature of President and Clerk on an agreement between the Village of Lombard and Civiltech Engineering, Inc. which was amended on August 19, 2004; 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 7th day of October, 2004.

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

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

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

Approved this 7th day of October, 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 7th day of October, 2004, by and between the **VILLAGE OF LOMBARD** (the "VILLAGE") and **Civiltech Engineering, Inc.** (the "CONSULTANT").

**WHEREAS**, on June 21, 2001 the VILLAGE and CONSULTANT executed a contract regarding certain engineering services relative to the Main Street Improvements – Wilson Avenue to St Charles Road; 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 September 29, 2004 letter.

**SECTION 2:** The aforementioned contract shall be amended to show a contract sum not to exceed \$141,863.00.

**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 **Civiltech Engineering, Inc.**

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

ATTEST:

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