

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: March 25, 2015 (COW) (B of T) **Date:** April 2, 2015

TITLE: Fairview Lift Station Improvements
Resident Engineering Services

SUBMITTED BY: David Gorman, P.E., Assistant Director of Public Works *DGL*

BACKGROUND/POLICY IMPLICATIONS:

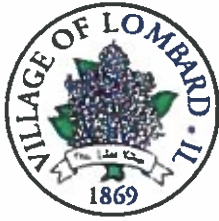
Provision of as needed full time construction observation/inspection services for the Fairview Lift Station Improvements project.

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$68,395.00
Total CIP Budget Amount: \$125,000.00
NWS Project Number: SS 14 01
Account: RES ENG Water/Sewer Capital Reserve: 520.790.715.75420

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

Through: Carl Goldsmith, Director of Public Works

From: David Gorman, P.E., Assistant Director of Public Works

Date: March 25, 2015

Subject: Fairview Lift Station Improvements

Resident Engineering Services

CSG by DRH
DRH

Attached please find a resolution, contract and fee schedule regarding resident engineering services for the Fairview Lift Station Improvements project.

This selection was made from the FY 2014/2015 Resident Engineering Short List. The resident engineering short list is comprised of five (5) firms, of which four were eligible to submit.

Two (2) of the four (4) firms submitted proposals and based on the overall numerical rating of the four (4) person evaluation committee, Baxter & Woodman Inc. of Crystal Lake, as rated as the "most qualified" firm.

Baxter & Woodman Inc. has performed Resident Engineering services for many past Village projects; Finley Road Phases 1 and 2, Olde Towne East – Phase 5 and most recently the Vista Pond Expansion project. Baxter & Woodman has proposed the same resident project representative (RPR), who has previously served as RPR on all of the above projects.

The scope and fee were negotiated with Baxter & Woodman Inc. and agreed to by both parties. The not-to-exceed fee for resident engineering services is \$68,395.00

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of April 2, 2015. If approved, please return one original signed copy to Public Works-Engineering 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 Baxter & Woodman Inc. regarding the Fairview Lift Station Improvements project as attached hereto and marked Exhibit "A" and " B ", 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 2nd day of April, 2015.

Ayes: _____

Nays: _____

Absent: _____

Approved this 2nd day of April, 2015.

Keith Giagnorio
Village President

ATTEST:

Sharon Kuderna
Village Clerk



VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER SS 12 02

This agreement is made this 2nd day of April 2015, between and shall be binding upon the VILLAGE of Lombard, an Illinois Municipal Corporation hereinafter referred to as the "VILLAGE" and Baxter and Woodman 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:

Resident Engineering Services for Fairview Lift Station Improvements

1. This Contract shall embrace and include all applicable contract documents listed below as if attached hereto or repeated herein:
 - a. Request for Qualifications and Request for Proposal (December 13, 2013) consisting of the following:
 - i) Cover Sheet
 - ii) Table of Contents
 - iii) General Provisions
 - iv) Special Provisions
 - v) Request for Qualifications and Proposals for Resident Engineering Short-List
 - vi) Instructions Regarding the Consultant Evaluation Form
 - vii) Instructions Regarding the Statement of Qualifications Form
 - viii) Consultant Evaluation Form
 - ix) Statement of Qualifications Form
 - b. Request for Proposal dated January 28, 2015
 - c. ENGINEER'S Proposal Dated February 18, 2015
 - d. ENGINEER'S Letter Dated March 23, 2015 and Work Effort and Fee Dated March 23, 2015
 - e. 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 Keith Giagnorio, Village President, and the ENGINEER have hereunto set their hands this 2nd day of April 2015.

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:

Baxter and Woodman Inc.

Accepted this _____ day of _____, 2015.

Individual or Partnership _____ Corporation _____

By _____ Position/Title

By _____ Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 2nd day of April, 2015.

Keith Giagnorio, Village President

Attest:

Sharon Kuderna, 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)

Fairview Lift Station Improvements 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: _____
Officer or Owner of Company named above

Subscribed and sworn to
before me this _____
day of _____, 2015.

Notary Public

VILLAGE OF LOMBARD, ILLINOIS
 FAIRVIEW LIFT STATION IMPROVEMENTS -RESIDENT ENGINEERING
 EXHIBIT B

CONSTRUCTION ENGINEERING

Local Agency: VILLAGE OF LOMBARD, ILLINOIS
 (Municipality/Township/County)

*Firm's approved rates on file with IDOT's
 Bureau of Accounting and Auditing:
 Overhead Rate (OH) 159%
 Multiplier 2.85
 Calendar Days 280

* start work 5/1/2015 to close out 2/1/2016 close-out-as-built & GIS compl.
 • 0 Saturdays JN Substantial completion 10hrs/wk average
 210 Days M-F JN 2 wks Final Completion
 14 Days JN 2 wks Final Completion
 52 Days 7 weeks GIS-Asbuilts

Cost Estimate of Consultant's Services in Dollars

Tasks	Employee Classification	Man-Hours	Payroll Rate	% of Hours task	Total Cost	In-House Direct Costs (IHDC)	Total cost by task	% Cost per task	Total Cost w/Mult
ADMINISTRATION & MEETINGS	John Ambrose	1	\$70.00	0.17%	\$70.00		\$101.00		\$189.50
	Mark Dachstetter	52	\$54.85	9.01%	\$2,852.20		\$ 6,877.83	12.88%	\$8,229.77
	Barb Tobin	6	\$28.22	1.04%	\$157.32				\$448.36
	Jeremy Norton	320	\$39.56	55.48%	\$12,665.60	\$853.00			\$36,949.86
OBS & DOCUMENT & ADMIN GIS DATA	Don Nacino	32	\$33.32	5.55%	\$1,066.24	\$101.00			\$3,139.78
							\$40,089.74	58.61%	
CONSTRUCTION STAKEOUT	Surveyor	0	\$40.00	0.00%	\$0.00		\$	0.00%	\$0.00
	Surveyor	0	\$40.00	0.00%	\$0.00				\$0.00
SHOP DRAWING REVIEW	Gary Wall	6	\$41.77	1.04%	\$250.62				\$714.27
	Mark Dachstetter	4	\$54.85	0.89%	\$219.40		\$ 1,338.56	1.86%	\$625.29
PROJ CLOSEOUT & REC DRAW	Jeremy Norton	40	\$39.79	6.93%	\$1,591.60				\$4,538.06
	Mark Dachstetter	12	\$54.85	2.08%	\$658.20				\$1,875.87
	Don Nacino	16	\$33.32	2.77%	\$533.12		\$7,931.32	11.60%	\$1,519.39
GIS Processing	Andy Zaleski	4	\$51.81	0.89%	\$207.24				\$580.63
	Peter Ferranti	84	\$39.88	14.58%	\$3,350.64		\$10,157.05	14.85%	\$9,566.42
TOTALS		577		100.00%	\$23,928	\$ 1,066	\$ 68,385	100.00%	\$ 88,386

In-House Direct Costs: \$1,055 incl \$115Tolls-added 202 miles @ 0.57
 VEHICLE EXPENSES - TRAVEL & TOLLS, 1851MI @ \$0.57/MILE =

Personnel & Hours	% of Hours
Principal	0.17%
Project Manager	11.76%
GIS Processing JN & DN	15.25%
Secretarial	67.84%
Engr	1.04%
Surveyor	1.04%
CAD	0.00%
	2.77%
Total	100.00%

Project Multiplier
 Overhead (see exhibit A) =
 Direct Labor =
 Profits @ 14.5% =
 Multiplier =
 Standard Time =
 Staff avg. composite =

Our approved IDOT overhead rate is 1.59. We propose to use a multiplier of 2.85 for all employee hours for this project.