

DISTRICT #4

**VILLAGE OF LOMBARD  
REQUEST FOR BOARD OF TRUSTEES ACTION**  
For Inclusion on Board Agenda

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 Hulseberg, Village Manager

**DATE:** March 10, 2009 (COW) (B of T) **Date:** March 19, 2009

**TITLE:** Special Assessment 217B, North East Lombard Area  
Resident Engineering

**SUBMITTED BY:** David A. Dramol, P.E., Village Engineer *DD*

**BACKGROUND/POLICY IMPLICATIONS:**

Construction observation services for the project.

**FISCAL IMPACT/FUNDING SOURCE:**

Total Contract Amount: \$301,085/Capital Project Fund & Resident Contribution  
HTE Project Number: 0901  
Account: 8738.809425  
PW Project Number: ST-09-01

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: David Hulseberg, Village Manager  
Through: Carl Goldsmith, Director of Public Works  
From: David A. Dratmol, P.E., Village Engineer  
Date: March 10, 2009  
Subject: Special Assessment 217B (North East Lombard Area Improvements)  
Resident Engineering

Legistar : 090078

Attached please find a contract, resolution and fee schedule for resident engineering services for Special Assessment 217B.

This selection was made from the current Resident Engineering Short List. The short list is comprised of seven (7) firms. The proposal was sent to five firms. The design firm, Engineering Resources Associates of Warrenville (ERA) and Strand Associates of Joliet (Strand) were not eligible under Public Works Policy. ERA was the designer of the project and Strand is serving as design/construction engineer for a proposed Illinois-American project on Sunset Avenue. The remaining five (5) firms responded to the request for proposal. Upon review, it was determined that Baxter & Woodman of Itasca is the most qualified firm to serve as resident engineer for this project.

Last year Baxter & Woodman served as the resident engineer on Olde Towne-East, Phase 4 project. Baxter and Woodman have also worked with ALamp (apparent low bidder for the project) in Buffalo Grove, Itasca, South Elgin and Mt. Prospect.

The scope and fee were negotiated with Baxter & Woodman and agreed to by both parties. The not-to-exceed fee for resident engineering services is \$301,085.

Staff recommendation of award to Baxter & Woodman of Itasca, Illinois in the amount of \$301,085 was forwarded to the Board of Local Improvements (BOLI) for their consideration at their meeting of March 12, 2009. Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of March 19, 2009. If approved, please return one original signed copy to Public Works-Engineering for further processing.

DAD/rjgs

c: File: ST-09-01

H:P/W/PW-ENG/PROJECTS/FY2009/ST09-01/SA217B/RE

VILLAGE OF LOMBARD, ILLINOIS  
SPECIAL ASSESSMENT- 217B 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) 157%  
Multiplier 2.88  
Calendar Days 180

\* start work 4/6/2009 to close out 11/11/2009  
\* 6 Saturdays  
126 Days M-F RH 26 weeks 180days final compl  
60 Days M-F BG-12weeks

Cost Estimate of Consultant's Services in Dollars

Tasks	Employee Classification	Man-Hours	Payroll Rate	Hours task	% of	Total Cost	In-House Direct Costs (IHDC)	Total cost by task	% Cost per task	Total Cost w/Mult
ADMINISTRATION & MEETINGS	John Ambrose	12	\$65.08	0.47%	\$780.96					\$2,249.16
	Mark Dachstein	196	\$30.50	7.61%	\$9,847.50	\$30,000	\$ 32,114.28	10.87%		\$28,690.80
	Liz Tobin	26	\$16.31	0.98%	\$407.75					\$1,174.32
OBSERVATION/DOCUMENTATION	Jim Turner	1072	\$43.05	41.81%	\$46,149.80	\$2,310.00	\$990.00	\$ 18,478.80	6.14%	\$9,331.20
	Bob Gibbons	480	\$34.82	18.72%	\$16,713.60	\$994.00	\$ 3,449.95	1.15%		\$3,448.95
CONSTRUCTION STAKEOUT	Chris Ehler	120	\$24.75	4.89%	\$2,970.00					\$3,448.95
	Oskar Augustassen	30	\$38.93	1.17%	\$1,197.90					\$13,638.24
SHOP DRAWINGS REVIEW	Mark Dachstein	110	\$43.05	4.29%	\$4,735.50					\$2,908.80
PROD CLOSEOUT & REC DRAW	Jim Turner	20	\$50.50	0.78%	\$1,010.00					\$2,764.43
	Tim Bette	30	\$31.88	1.17%	\$958.40					\$0.00
	Andy Zaleal	0	\$46.48	0.00%	\$0.00					\$0.00
	Mark P	0	\$26.21	0.00%	\$0.00					\$0.00
	Lean M.	0	\$21.42	0.00%	\$0.00					\$0.00
GPS/GPS										
GPS Module										
<b>TOTALS</b>		<b>2,584</b>		<b>100.00%</b>	<b>\$103,077</b>	<b>\$</b>	<b>\$ 4,224</b>	<b>\$ 301,085</b>	<b>100.00%</b>	<b>\$ 301,085</b>

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL, 7680 MI @ \$0.55/MILE = \$4,244

Personnel & Hours	% of Hours
Principal	0.47%
Project Manager	8.39%
Secretary	0.98%
RE	58.75%
ASST-RE	18.72%
Surveyor	9.36%
CAD	1.17%
GPS/GIS	0.00%
SR Engr	1.17%
<b>Total</b>	<b>100.00%</b>

Project Multiplier

Overhead (see exhibit A) = 1.57  
Direct Labor = 1.00  
Profits @ 12% = 0.308  
Multiplier = 2.878

Our approved IDOT overhead rate is 1.57. We propose to use a multiplier of 2.88 for this project.

Note: Jim Turner is a temporary employee with Baxter & Woodman and his overhead rate is less than a standard employee. Jim's actual salary is \$48,250/yr. His 2009 standard hourly billing rate is 124.00/yr. For this project, Jim Turner's hourly rate charged to the Village will be \$124,000/2.88=\$43,055/yr

**R E S O L U T I O N**  
R  
09

**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 Special Assessment 217B 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 19th day of March, 2009.

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

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

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

Approved this 19th day of March, 2009.

ATTEST:

William J. Mueller  
Village President

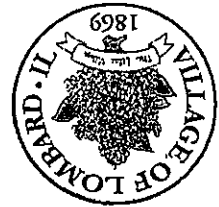
Brigitte O'Brien  
Village Clerk

APPROVAL AS TO FORM:

Thomas P. Bayer  
Village Attorney

**VILLAGE OF LOMBARD  
CONTRACT**

CONTRACT DOCUMENT NUMBER ST-09-01



This agreement is made this 19<sup>th</sup> day of March 2009, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Baxter & 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 Special Assessment 217B

1. This contract shall embrace and include all of the applicable contract documents listed below as if attached hereto or repeated herein:

a. Request for Qualifications and Request for Proposal (January 11, 2008) consisting of the following:

- i) Cover Sheet
- ii) Table of Contents
- iii) General Provisions
- iv) Special Provisions
- v) Request for Qualifications Resident Engineering Short-List
- vi) Instructions Regarding the Consultant Evaluation Form
- vii) Instructions Regarding the Statement of Qualifications Form
- viii) Consultant Evaluation Form Statement of Qualifications Form

- b. Request for Proposal Dated January 9, 2009
- c. ENGINEER'S Proposal Dated February 20, 2009
- d. ENGINEER'S Letter Dated March 5, 2009
- 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 William J. Mueller, Village President, and the ENGINEER have hereunto set their hands this 19<sup>th</sup> day of March 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:

Baxter & Woodman, Inc.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Individual or Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

By \_\_\_\_\_  
Position/Title

By \_\_\_\_\_  
Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 19<sup>th</sup> day of March, 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)

Special Assessment 217B 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 \_\_\_\_\_, 2009.

\_\_\_\_\_  
Notary Public