

**RESOLUTION
R 28-12**

**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 the Finley Road Whitetopping (Wilson Avenue to Glen Oak Road) 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 1st day of September, 2011.

Ayes; Trustees Gron, Giagnorio, [redacted], Breen, Fitzpatrick and Ware

Nays: None


Absent: Wilson

Approved this 1st day of September, 2011.



William J. Mueller
Village President

ATTEST:



Brigitte O'Brien
Village Clerk

Scope of Services

Finley Road Whitetopping - Wilson Avenue to Glen Oak Road
Village of Lombard | August 16, 2011

All work identified herein will be performed by Civiltech Engineering, Inc. and our surveying sub-consultant, Jorgensen and Associates. Mr. Jonathan R. Vana, P.E. shall serve as the contact person responsible for and knowledgeable of this proposal, (630) 735-3382, 450 E. Devon Ave., Ste. 300, Itasca, Illinois 60143. Civiltech Engineering, Inc. is pre-qualified in all necessary categories by IDOT to complete this work for the Village. This proposal is based on the information presented in the Village's scope of work document and an initial site visit.

I. PROJECT UNDERSTANDING AND APPROACH

This project involves the rehabilitation of 6,500 feet of Finley Road between Wilson Avenue and Glen Oak Road. The whitetopping pavement rehabilitation is anticipated to extend through the intersections of Wilson Avenue and Glen Oak Road.

With input from Civiltech, the Village will utilize its geotechnical consultant to collect pavement core information along the rehabilitation corridor. This information will be utilized by Civiltech to complete the design of the pavement rehabilitation. Existing combination concrete curb and gutter is in poor condition, and it is anticipated that it will be replaced as part of the project. Final determination of the proposed cross section will be addressed during the preliminary design phase. The cross section will be influenced primarily by the width of the new curb and gutter and construction techniques that are yet to be determined.

The Village will provide videotapes of the existing sewers within the project area. Civiltech will be responsible for inspection of all Village owned underground structures including Sanitary, Storm and Water utilities. Civiltech will identify any problematic drainage areas along the corridor with input from the Village, and determine if any improvements are necessary. The design work will include the preparation of a Project Development Report (PDR) in accordance with Village standards. The PDR will document the ultimate project details, scope of work and preliminary costs which will serve as the basis of the detailed design. Details of what will be included in the PDR is included in the Scope of Services section of this proposal.

Civiltech's work will also include public information tasks to inform stakeholders about the project design and construction staging, as well as what to anticipate during construction. Civiltech will coordinate with the project stakeholders and obtain their input to assist in guiding the design of construction staging and maintenance of traffic during construction.

II. SCOPE OF SERVICES

A. Preliminary Engineering Phase

The primary objective of the Preliminary Engineering Phase is to develop a conceptual improvement plan which fulfills all of the requirements for the Village to appropriate funding for the project. The Preliminary Engineering services will meet the pertinent standards of the Village of Lombard and use IDOT standards as default if Village standards do not explicitly address the item.

The following major work items will likely be required to complete the Preliminary Engineering phase of the project:

Item 1 - Initial Meeting with Village – This work item will include an initial meeting with the Village to determine what available data and record information exists that will be useful in the design process, and to discuss the project requirements in detail. The initial meeting will include Village staff from the Administration, Engineering, and Underground Utilities divisions.

Item 2 - Early Coordination and Data Collection – Civiltech will obtain and review available Village data including, but not limited to, subdivision plans and plats, record plans, previously completed geotechnical and pavement reports, right-of-way data, aerial photography and contour mapping, municipal utility atlases, and private utility atlases.

In addition, the data collection for this project will include a complete photolog in order to document existing conditions prior to construction. Images from the photolog could be used to illustrate the existing conditions during public meeting presentations.

Item 3 - Field Survey, Preparation of Base Sheets, and Structure Survey – A complete topographic survey will be required for this project due to the detailed grading analysis that will be required as part of the overlay design. Civiltech will meet with the surveying sub consultant in the field to discuss the specific requirements for this project. This work will be completed by Jorgensen and Associates.

Base sheets will be prepared at a scale of 1"=20', 1"=50' and 1"=100' for use during the contract plan preparation. The preparation of the base sheets will include identification and plotting of all existing utilities within the project limits.

After the base sheets have been prepared, the designers will perform a plan-in-hand field check during which we will verify the completeness and accuracy of the survey, while familiarizing ourselves with the project area and any special conditions in the field. Civiltech will also open the lids in order to determine the condition of the structures and measure the depth of pipe inverts. Structure condition inventory sheets will be prepared for each structure and will be included in the PDR. This investigation will be used to determine which structures need replacement or rehabilitation. If necessary, Civiltech may request the assistance of the Village for traffic control purposes while performing the structure inspections.

Item 4 - Design Criteria & Preliminary Design Studies – Based on information obtained under items one through three above, Civiltech will develop relevant design criteria and standards for use in proceeding with the preliminary engineering stage of the Project. The Preliminary Engineering work will address the following:

- Documentation of Existing Conditions and Need for Improvement
- Public Involvement Plan and Execution (See Item A. 6)
- White-Topping/Overlay Alternatives Analysis and Design
- Construction Staging and Maintenance of Traffic/Access
- Utility Analysis and Scope of Rehabilitation and/or Improvements
- Sidewalk and Curb Ramp Improvements at Intersections
- Preliminary Estimates of Project Cost
- Preliminary Estimate of Construction Time

Based on the established design criteria and standards, we will prepare a Project Development Reports (PDR) that will consist of a technical memorandum addressing the above listed design components of the Project.

Furthermore, Civiltech anticipates the development of various design Exhibits for inclusion in the PDR. The pre-final report will be submitted to the Village for review and comment. It is anticipated that a meeting with the Village to discuss any review comments and design issues prior to finalizing the report will occur.

The scope of the PDR will include an evaluation of existing Village utilities along the project corridor to determine if any significant issues need to be addressed as part of the project. This will include a review of sewer videotapes provided by the Village and discussions with Public Works about repair history/utility conditions in the project area. Civiltech will also evaluate and address the structures based on the information documented in the Utility Structure Inventory included under item A. 3. No significant conditions have been preliminarily identified by the Village at the time of the proposal development, and we have therefore not included manhours in the Design Engineering Phase (Item B) to address any significant utility rehabilitation or replacement.

Item 5 – Coordination with Geotechnical Consultant – Civiltech will coordinate with the Village’s Geotechnical Consultant to discuss the scope of their field work and ensure that the required information is obtained for design.

Item 6 – Public Meetings and Coordination – Civiltech will work closely with the Village to develop a Public Involvement plan that successfully gathers and disseminates the necessary information to the project stakeholders. Civiltech will work with the Village to identify the stakeholders, define the objectives of the public involvement phase of the work, and develop the necessary communication strategies and tools.

Civiltech will attend and assist with organizing all public meetings and make the necessary presentations and prepare any required exhibits. Individual property owner meetings are anticipated as well as overall group public information meetings. This scope item includes the development of the Public Information Plan, and the actual time for meetings and coordination is included under Item B. 4.

Item 7 - Finalize Project Development Report – Based on the Village’s review, Civiltech will finalize the PDR, which will serve as the basis for the Design Engineering Phase of the Project. The final report will be submitted to the Village for review by Public Works, Administration, Engineering and Underground Utility staff. Presentation to the Village Board is not anticipated.

B. Design Engineering Phase

Once the design report has been approved by the Village, Civiltech will proceed with the Design Phase, which will consist of the preparation of contract documents to secure competitive bids. The design work will be prepared in accordance with Village and applicable IDOT standards. A detailed Engineer’s Estimates of Cost and Construction Time will be prepared. The following major work items are anticipated to complete the Design Engineering Phase of this project:

Item 1 - Preliminary and Pre-Final Contract Plans – Based on the findings of the Preliminary Engineering Phase described above, Civiltech will prepare pre-final contract plans. It is anticipated that the plans will contain the following drawings:

- Title Sheet & Index of Sheets (1 sheet)
- Summary of Quantities (3 sheets)
- General Notes and State/Village Standards (1 sheet)
- Existing and Proposed Typical Sections (2 sheets)

- Alignment, Ties and Benchmarks (1"=100') (1 sheet)
- Construction Staging/Maintenance of Traffic Notes and Details (2 sheets)
- Construction Staging/Maintenance of Traffic Plans (1"=50') (6 sheets)
- Detour Plan and Notes (2 sheets)
- Driveway Staging Notes (2 sheets)
- Plan and Profile Sheets (1" = 20') (7 sheets)
- Landscaping and Erosion Control (1" = 50') (3 sheets)
- Cross Sections (1"=10' H: 1:=5' V) (20 sheets)
- Construction Details (4 sheets)

Detailed quantity calculations will be performed at this stage of the plan preparation, in order to develop an accurate Engineer's Estimate of Cost. An Estimate of Construction Time will also be prepared.

Detailed special provisions supplementing the "Standard Specifications for Road and Bridge Construction," adopted January 1, 2007 by the Illinois Department of Transportation, will be prepared. The special provisions will also include details and requirements for construction staging/maintenance of traffic, including listing any commitments made by the Village to the adjacent property owners. A bid booklet will be developed using Village standard forms for the bidding documents, including notice to bidders, bid bond, contract and contract bond, schedule of prices, signature sheets, and the project special provisions.

Item 2 - Submittals and Coordination – This item includes all reviews and meetings to obtain final plan approval and authorization of the award of a construction contract to the lowest qualified responsible bidder. An initial submittal of the 65% contract plans will be made to the Village to ensure the goals and requirements of the approved PDR are being followed. A submittal the 65% plans will be sent to the ILACPA to solicit their input and expertise, and discuss various components of the project. The plans will also be sent to the private utilities for their concurrent reviews. Once the contract plans and supporting documents have been completed to a pre-final (95% complete) stage, plans, specifications, and estimates will be submitted the Village.

Item 3 - Final (100%) Plans, Special Provisions/Bid Booklet and Estimates – After completion of the Village's review and resolution of other concerns the contract plans, special provisions, bid booklet and Engineer's Estimate of Cost and Time will be finalized. Civiltech will furnish the Village full size mylar plots, and any .pdf, CADD and other required paper or digital copies.

Item 4 - Public Involvement – This item will include attending public information meetings during the detailed design phase to make the necessary presentations of the proposed improvements to the project stakeholders. Civiltech anticipates one public meeting during the preliminary or pre-final design phase as well as a pre-construction meeting. Civiltech will work with the Village Staff to determine what exhibits or presentation materials will be most appropriate and prepare the same for presentation at the meetings.

Civiltech also anticipates the need to solicit input from the stakeholders along the corridor to discuss site circulation, specific access requirements, or special assistance that may be required during construction. This information will be collected in various manners including at the public meetings, via the Village's website and property specific meetings in the field as required.

III. PROJECT SCHEDULE

Notice to Proceed	September 2, 2011
Draft PDR Submittal	October 14, 2011
Final PDR Submittal	November 14, 2011
Preliminary (65%) Plan Submittal	November 14, 2011
Pre-final (95%) P, S & E Submittal	January 9, 2012
QC/QA Submittal	January 27, 2012
Final (100%) P, S & E Submittal	January 31, 2012
Bid Opening	March 2, 2012



Finley Road Whitetopping - Wilson Avenue to Glen Oak Road
 Cost Estimate of Consultant Services

Task	Personnel & Hours										Total Hours	% of Hours	Labor Cost
	Director of Design Svcs	Project Manager	Project Engineer	Construction Engineer	Design Engineer	Design Technician	QC/QA Eng.						
A Preliminary Engineering Phase	48	122	250	83	147	98	0	748	29.2%	\$27,196.00			
B Design Engineering Phase													
Preliminary (65%) and Pre-Final (95%) P. S & E	56	143	363	65	367	211	16	1221	47.7%	\$42,274.00			
Submittals and Coordination													
Final (100%) P. S & E	12	12	22	8	20	0	0	74	2.9%	\$2,910.00			
Public Involvement	23	36	81	22	64	16	17	259	10.1%	\$9,981.00			
Sub-Total	163	377	796	202	613	373	33	2558					
% of Hours	6.4%	14.7%	31.1%	7.9%	24.0%	14.6%	1.3%	100.0%					
Total Cost	\$9,780	\$16,588	\$28,656	\$7,575	\$17,499	\$10,071	\$1,980			\$82,361			
Multiplier	2.6500									\$218,257			
										Direct Costs (See attached calculation)	\$39,476		
										Total Engineering Cost:	\$257,732		



Finley Road Whitetopping - Wilson Avenue to Glen Oak Road
Manhours

Task	Personnel & Hours							Total Hours	% of Hours
	Director of Design Svcs	Project Manager	Project Engineer	Construction Engineer	Design Engineer	Design Technician	QC/OA Eng.		
A. Preliminary Engineering Phase									
1. Initial Meeting with the Village	3	4		3				10	1.3%
2. Entry Coordination and Data Collection	3	6	14					26	3.5%
3. Field Survey and Preparation of Base Sheets and Structure Survey									
Base Sheet Preparation		4			14	40		70	9.4%
Field Verification of Survey Data and Project Walk-thru		12			12			24	3.2%
Utility Structure Inventory					12	8		56	7.5%
Project Photos		2			6			8	1.1%
4. Design Criteria and Preliminary Design Studies		0			0				
Pavement Rehabilitation Design	4	8	32	12	24			80	10.7%
Construction Staging Alternatives Analysis and Recommendations	4	8	32	14	16	12		86	11.5%
Village Utility and Utility Structure Analysis	4	12	30	8	20	14		88	11.5%
Project Cost and Construction Time Estimates	4	12	48	8	40			112	15.0%
Draft Project Development Report	4	20	16		8	16		64	8.6%
5. Coordination with Geotechnical Consultant		10	10					20	2.7%
6. Public Meetings and Coordination	20	20	20	12				72	9.6%
7. Final Project Development Report	2	6	10	2	4	8		32	4.3%
Sub-total Item A	48	122	250	83	147	98	0	748	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			2		5	0.3%
Summary of Quantities (3 sheets)		1	2		4	3		10	0.6%
General Notes and State/Village Standards List (1 sheet)		1	2		2	1		6	0.3%
Existing and Proposed Typical Sections (2 sheets)		2	6		14	14		36	2.0%
Alignment, Ties and Benchmarks (1 sheet)		4	4		8	8		36	2.0%
Construction Staging/Maintenance of Traffic Notes and Details, (2 sheets)	2	5	4	4	8	8		37	2.0%
Construction Staging/Maintenance of Traffic Plans, 1"-50' (6 sheets)	6	16	14	16	56	28		188	9.5%
Detour Plan and Notes (2 sheets)		2	5		7			21	1.2%
Driveway Staging Notes (2 sheets)	2	6	12					24	1.5%
Plan and Profile Sheets, 1"-20' (7 sheets)	12	40	92	20	108	72		342	18.9%
Landscaping and Erosion Control, 1"-50' (3 sheets)	4	4	14		14	8		40	2.2%
Cross Sections (20 sheets)	12	40	92	20	112	44		320	17.7%
Roadway Details (4 sheets)		4	6		6	12		28	1.5%
Special Provisions and Bid Book	4	8	22	3				37	2.0%
Quantity Calculations	8	8	32		32			72	4.0%
Estimate of Construction Cost and Time	2	2	3	2				7	0.4%
QC/QA Review	16	143	363	65	367	211	16	1221	1.8%
Sub-Total Item 1	56	143	363	65	367	211	16	1221	
2. Submittals and Coordination									
Design Review Meetings (4 meetings)	8	8	12	8				36	2.0%
Coordination with IL-ACPA (Including 1 meeting)	4	4						8	0.4%
Utility Company Coordination			10		20			30	1.7%
Sub-Total Item 2	12	12	22	8	20	0	0	74	0.0%
3. Final (100%) P, S & E									
Final Plans	5	28	56	16	48	16		169	9.3%
Final Special Provisions and Bid Book	2	4	6	4	16			30	1.7%
Final Quantity Calculations	4	2	3	2				11	0.4%
Final Estimate of Construction Cost and Time	16	36	81	22	64	16		259	1.8%
Final QC/QC Review	23								
Sub-Total Item 3	23	36	81	22	64	16	17	259	
4. Public Involvement									
Individual Property Owner Meetings and Public Information Meetings	24	56	56	24				160	8.8%
Develop Meeting Presentation Materials and Exhibits	8	8	24	24	16	48		96	5.3%
Sub-Total Item 4	24	64	80	24	16	48	0	256	
Sub-total Item B	115	255	546	119	467	275	33	1810	100.0%
Total Hours:	163	377	796	202	614	373	33	2558	
% of Hours:	6.4%	14.7%	31.1%	7.9%	24.0%	14.6%	1.3%	100.0%	



Finley Road Whitetopping - Wilson Avenue to Glen Oak Road
Direct Costs

ITEM 1 - Printing	
Preliminary Plans	
Village 5 sets X 54 sheets/set X \$0.60/sheet	\$258.00
IL ACPA 1 set X 54 sheets/set X \$0.60/sheet	\$51.60
Utility Co. 8 sets X 54 sheets/set X \$0.60/sheet	\$412.80
Pre-Final Plans	
Village 5 sets X 54 sheets/set X \$0.60/sheet	\$258.00
IL ACPA 1 set X 54 sheets/set X \$0.60/sheet	\$51.60
Utility Co. 8 sets X 54 sheets/set X \$0.60/sheet	\$412.80
Pre-Final Specification Books	
6 books X \$20/book	\$120.00
Final (QA/QC) Plans	
Village 5 sets X 54 sheets/set X \$0.60/sheet	\$258.00
IL ACPA 1 set X 54 sheets/set X \$0.60/sheet	\$51.60
Utility Co. 8 sets X 54 sheets/set X \$0.60/sheet	\$412.80
Final (QA/QC) Specification Books	
6 books X \$20/book	\$120.00
Bid Plans	
25 sets x 54 sheets/set x \$0.60/sheet	\$1,290.00
Bid Specification Books	
25 books X \$20/book	\$500.00
Total Item 1 \$4,197.20	
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 \$0.50/mile	\$225.00
Total Item 3 \$225.00	
ITEM 4 - Topographic Survey	
To be performed by Jorgensen & Associates (see Attachment for proposal)	
Total Item 4 \$ 34,813.35	
TOTAL DIRECT EXPENSES: \$39,475.55	