

**RESOLUTION  
R 114-13**

**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 and Woodman Inc. regarding the Wetland Maintenance and Monitoring Services for the Terrace View Pond Improvements 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.

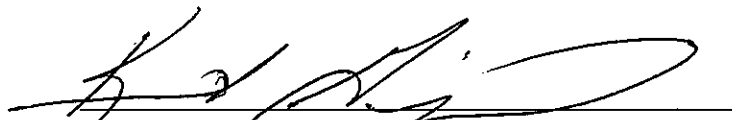
Adopted this 20th day of June, 2013.

Ayes: Trustee Whittington, Fugiel, Foltyniewicz, Breen, Fitzpatrick, and Ware

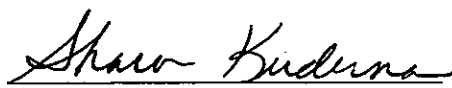
Nays: None

Absent: None

Approved this 20th day of June, 2013.

  
**Keith Giagnorio**  
**Village President**

ATTEST:

  
**Sharon Kuderna**  
**Village Clerk**

**RESOLUTION  
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**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 20th day of June, 2013.

Ayes: Trustee Whittington, Fugiel, Foltyniewicz, Breen, Fitzpatrick, and Ware

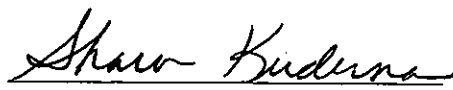
Nays: None

Absent: None

Approved this 20th day of June, 2013.

  
**Keith Giagnorio  
Village President**

ATTEST:

  
**Sharon Kuderna  
Village Clerk**



## VILLAGE OF LOMBARD CONTRACT

### CONTRACT DOCUMENT NUMBER SS 12 03 Phase 1 (Wetland Maintenance and Monitoring)

This agreement is made this 20<sup>th</sup> day of June 2013, 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:

Wetland Maintenance and Monitoring Services for the Terrace View Pond Improvements project

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 (January 13, 2012) 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 March 22, 2013
  - c. ENGINEER'S Proposal dated April 19, 2013
  - d. ENGINEER'S Letter and attached Work Effort and Fee Dated June 12, 2013
  - 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 20<sup>th</sup> day of June 2013.

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  
Baxter and Woodman, Inc.

Accepted this 14<sup>th</sup> day of June, 2013.

Individual or Partnership  Corporation

John V. Amador VICE-PRESIDENT  
By Position/Title

By Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 20<sup>th</sup> day of June, 2013.

Keith Giagnorio  
Keith Giagnorio, Village President

Attest: Sharon Kuderna  
Sharon Kuderna, Village Clerk

VILLAGE OF LOMBARD  
ENGINEER'S CERTIFICATION

John V. Ambrose, having been first duly sworn depose and states as follows:  
(Officer or Owner of Company)

Baxter & Woodman, Inc., having submitted a proposal for:  
(Baxter and Woodman, Inc.)

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

N/A

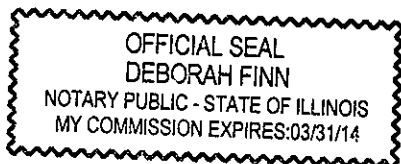
(Name of employee/driver or "all employee drivers")

is/are currently participating in a drug and alcohol testing program pursuant to the aforementioned rules.

By: John V. Ambrose  
Officer or Owner of Company named above

Subscribed and sworn to  
before me this 14<sup>th</sup>  
day of June, 2013.

Deborah Finn  
Notary Public





Mr. Ray Schwab  
Village of Lombard  
1051 S. Hammerschmidt Avenue  
Lombard, Illinois 60148-3926

June 12, 2013

***Subject: Village of Lombard --Terrace View Pond Improvements Wetland  
Maintenance and Monitoring- RE Services***

Dear Mr. Schwab:

Please find the following attached documents that will be included in our  
Engineering Services Agreement with Village:

- Exhibit A- Back up information for tasks, personnel man-hours- and direct cost for vehicle expenses- mileage, and tolls for the years 2013-2018.
- Exhibit B-Village Approved Work Effort, Project Multiplier (2.89), and Not to Exceed contract amounts for Resident Engineering Services for the following years ( 2013-2018) which also includes a 3% escalation factor per year on the payroll rate/hr.

Not to Exceed Amounts for each year are as follows:

2013- \$ 2,902.00  
2014- \$ 7,695.00  
2015- \$ 7,922.00  
2016- \$ 13,799.00  
2017- \$ 4,638.00  
2018- \$ 6,296.00  
TOTAL- \$ 43,252.00

Please contact me with any questions you may have. The Baxter & Woodman team looks forward to working with the Village of Lombard again.

Very truly yours,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS

300 Park Boulevard

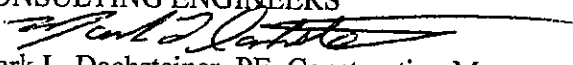
Suite 355

Itasca, IL 60143

Phone: 630.773.1870

Fax 630.773.3150

info@baxterwoodman.com

  
Mark L. Dachsteiner, PE, Construction Manager

VILLAGE OF LOMBARD, ILLINOIS  
 TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES - RESIDENT ENGINEERING  
 EXHIBIT B

CONSTRUCTION ENGINEERING  
 YEAR 2013

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) 152%  
 Multiplier's 2.89

\* start work 9/4/2013 to 12/1/2018  
 \* Saturdays None Escalation Factor 1.0

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	\$71.84	4.76%	\$71.84				\$207.62
	Mark Dachsteiner	1	\$52.79	4.76%	\$52.79				\$152.56
	Mark Phipps	4	\$45.20	19.05%	\$180.80				\$522.51
	Barb Tobin	1	\$24.36	4.76%	\$24.36				\$70.40
	Tom Garfield	10	\$46.78	47.62%	\$467.80	\$56.50	\$ 963.09	32.84%	\$1,408.44
Annual Report	Tom Garfield	4	\$46.78	19.05%	\$187.12				\$540.78
PROJ CLOSEOUT & REC DRAW	Tom Garfield		\$46.78	0.00%	\$0.00		\$1,949.22	67.16%	\$0.00
	Tim Bette		\$33.50	0.00%	\$0.00		\$0.00	0.00%	\$0.00
<b>TOTALS</b>		21		100.00%	\$95	\$ 57	\$ 2,902	100.00%	\$ 2,902

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 100MI @ \$0.565/MILE = 56.50 \$57 incl \$2.00/day Tolls-added 96 miles @ 0.565

Personnel & Hours	% of Hours
Principal	4.76%
Project Manager	23.80%
Welland Specialist	57.14%
Secretarial	4.76%
CAD	0.00%
<b>Total</b>	<b>90.46%</b>

Project Multiplier

Overhead (see exhibit A) = Standard Time 1.52  
 Profits @ 0.145% = 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project

VILLAGE OF LOMBARD, ILLINOIS  
TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES - RESIDENT ENGINEERING  
EXHIBIT B

CONSTRUCTION ENGINEERING      YEAR 2014

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)  $\frac{152\%}{\text{Multiplier's } 2.89}$

\* start work 9/4/2013 to 12/1/2018  
\* Saturdays None      Escalation Factor 1.03

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	\$74.00	1.82%	\$74.00				\$213.85
	Mark Dachtsteiner	1	\$54.37	1.82%	\$54.37				\$157.14
	Mark Phipps	5	\$46.56	9.09%	\$232.78				\$672.73
	Barb Tobin	1	\$25.09	1.82%	\$25.09		\$ 1,116.23	14.51%	\$72.51
Wetland Monitoring Annual Report	Tom Garfield	35	\$48.18	63.64%	\$1,686.42	\$113.00			\$4,986.75
	Tom Garfield	10	\$48.18	18.18%	\$481.83				\$1,392.50
PROJ.CLOSEOUT & REC DRAW	Tom Garfield		\$48.18	0.00%	\$0.00		\$6,379.25	82.90%	\$0.00
	Tim Bette	2	\$34.51	3.64%	\$69.01		\$189.44	2.59%	\$189.44
<b>TOTALS</b>		55		100.00%	\$ 2,824	\$ 113	\$ 7,695	100.00%	\$ 7,695

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.565/MILE = 113.00      \$113 incl tolls

Personnel & Hours	% of Hours
Principal	1.82%
Project Manager	10.91%
Wetland Specialist	81.82%
Secretarial	1.82%
CAD	3.64%
<b>Total</b>	100.00%

Project Multiplier

Overhead (see exhibit A) = Standard Time 1.52  
Profits @ 0.145% = 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project



**VILLAGE OF LOMBARD, ILLINOIS**  
**TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES -RESIDENT ENGINEERING**

EXHIBIT B

CONSTRUCTION ENGINEERING

YEAR 2015

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) **152%**  
 Multiplier's **2.89**

\* start work 9/4/2013 to 12/1/2018  
 \* Saturdays None Escalation Factor 1.03

**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	\$76.22	1.82%	\$76.22				\$220.28
	Mark Dachstein	1	\$55.00	1.82%	\$55.00				\$161.84
	Mark Phillips	5	\$47.96	9.09%	\$239.78				\$692.98
	Barb Tobin	1	\$25.84	1.82%	\$25.84				\$74.89
Wetland Monitoring	Tom Garfield	35	\$49.63	63.64%	\$1,736.89	\$113.00	\$ 1,149.70	14.51%	\$5,182.61
Annual Report	Tom Garfield	10	\$49.63	18.18%	\$496.25				\$1,494.17
PROJ CLOSEDOUT & REC DRAW	Tom Garfield		\$49.63	0.00%	\$0.00		\$8,566.78	82.89%	\$0.00
	Tim Bette	2	\$35.55	3.64%	\$71.09		\$205.45	2.59%	\$205.45
<b>TOTALS</b>		<b>55</b>		<b>100.00%</b>	<b>\$ 2,702</b>	<b>\$ 113</b>	<b>\$ 7,922</b>	<b>100.00%</b>	<b>\$ 7,922</b>

In-House Direct Costs: **VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.565/MILE = 113.00 \$113 incl tolls**

Personnel & Hours	% of Hours
Principal	1.82%
Project Manager	10.91%
Wetland Specialist	81.82%
Secretarial	1.82%
CAD	3.64%
<b>Total</b>	<b>100.00%</b>

**Project Multiplier**

Overhead (see exhibit A) = Standard Time  
 Profits @ 0.145% = 1.52  
 = 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project

VILLAGE OF LOMBARD, ILLINOIS  
TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES - RESIDENT ENGINEERING  
EXHIBIT B

CONSTRUCTION ENGINEERING      YEAR 2016

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) 152%  
Multiplier's 2.89

\* start work 9/4/2013 to 12/1/2018  
\* Saturdays None      Escalation Factor 1.03

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	\$78.51	1.05%	\$78.51				\$226.88
	Mark Dachtelner	1	\$57.68	1.05%	\$57.68				\$166.70
	Mark Phipps	5	\$49.40	5.26%	\$246.99				\$713.81
	Barb Tobin	3	\$26.62	3.16%	\$79.85				\$230.75
	Tom Garfield	70	\$51.12	73.88%	\$3,578.32	\$113.00	\$ 1,338.15	9.70%	\$10,454.35
Annual Report	Tom Garfield	10	\$51.12	10.59%	\$511.19				\$1,477.34
PROJ CLOSEOUT & REC DRAW	Tom Garfield		\$51.12	0.00%	\$0.00		\$11,931.69	86.47%	\$0.00
	Tim Bekke	5	\$36.62	5.26%	\$183.09		\$529.12	3.83%	\$529.12
	<b>TOTALS</b>			100.00%	\$ 4,738	\$ 113	\$ 13,799	100.00%	\$ 13,799

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.565/MILE = 113.00 \$113 incl tolls

Personnel & Hours	% of Hours
Principal	1.05%
Project Manager	10.91%
Wetland Specialist	81.82%
Secretarial	1.82%
CAD	5.26%
<b>Total</b>	100.87%

Project Multiplier

Overhead (see exhibit A) = Standard Time  
Profits @ 0.145% = 1.52  
= 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project

TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES - RESIDENT ENGINEERING

EXHIBIT B

CONSTRUCTION ENGINEERING

YEAR 2017

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) 152%  
Multiplier's 2.89

\* start work 9/4/2013 to 12/1/2018  
\* Saturdays None Escalation Factor 1.03

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	\$60.87	3.33%	\$60.87				\$233.70
	Mark Dachsteiner	1	\$59.41	3.33%	\$59.41				\$171.70
	Mark Phipps	5	\$50.88	16.67%	\$254.41				\$735.24
	Bard Tobin	1	\$27.42	3.33%	\$27.42		\$ 1,219.68	26.30%	\$79.24
	Tom Garfield	15	\$52.65	50.00%	\$789.80	\$113.00			\$2,395.53
Annual Report	Tom Garfield	6	\$52.66	20.00%	\$315.98				\$913.19
PROJ CLOSEOUT & REC DRAW	Tom Garfield		\$52.65	0.00%	\$0.00		\$3,308.73	71.35%	\$0.00
	Tim Berle	1	\$37.72	3.33%	\$37.72		\$109.01	2.35%	\$109.01
TOTALS		30		100.00%	\$1,566	\$ 113	\$ 4,638	100.00%	\$ 4,538

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.565/MILE = 113.00 \$113 incl tolls

Personnel & Hours	% of Hours
Principal	3.33%
Project Manager	15.00%
Wetland Specialist	67.50%
Secretarial	2.50%
CAD	3.33%
Total	91.67%

Project Multiplier

Overhead (see exhibit A) = Standard Time 1.52  
Profits @ 0.145% = 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project

TERRACE VIEW POND IMPROVEMENTS WETLAND MAINTENANCE AND MONITORING SERVICES -RESIDENT ENGINEERING

EXHIBIT B

CONSTRUCTION ENGINEERING

YEAR 2018

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) 152%  
Multiplier's 2.89

\* start work 9/4/2013 to 12/1/2018

\* Saturdays None Escalation Factor 1.03

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	\$63.30	2.50%	\$83.30				\$240.73
	Mark Dachtelner	1	\$61.19	2.50%	\$61.19				\$176.85
	Mark Phipps	5	\$32.41	12.50%	\$262.03				\$757.27
	Barb Tobin	1	\$28.24	2.50%	\$28.24				\$81.62
Wetland Monitoring	Tom Ganfield	18	\$54.23	45.00%	\$976.13			19.96%	\$2,934.02
Annual Report	Tom Ganfield	12	\$54.23	30.00%	\$650.75	\$113.00			\$1,880.58
PROJ CLOSEOUT & REC DRAW	Tom Ganfield		\$54.23	0.00%	\$0.00		\$4,814.70	76.48%	
	Tim Bette	2	\$38.85	5.00%	\$77.70		\$224.56	3.57%	\$224.56
<b>TOTALS</b>		40		100.00%	2,139	\$ 113	6,296	100.00%	6,296

In-House Direct Costs:  
VEHICLE EXPENSES - TRAVEL & TOLLS, 200MI @ \$0.565/MILE = 113.00 \$113 incl tolls

Personnel & Hours	% of Hours
Principal	2.50%
Project Manager	15.00%
Wetland Specialist	75.00%
Secretarial	2.50%
CAD	5.00%
<b>Total</b>	100.00%

Project Multiplier

Overhead (see exhibit A) = 1.52  
Profits @ 0.145% = 0.365

Our approved IDOT overhead rate is 1.52. We propose to use a multiplier of 2.89 for this project.