

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: March 11, 2008 (COW) (B of T) **Date:** March 20, 2008

TITLE: Olde Towne – East, Phase 3
Resident Engineering

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

BACKGROUND/POLICY IMPLICATIONS:

Please see memo.

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$273,830.00 W/SCapRsv (\$94,138.53) CapProjFd (\$179,691.47)
HTE Project Number: 0704
Account: 8732.809425
PW Project Number: ST-07-04

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X *W. T. Lichter* Date *3/12/08*

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.



RESOLUTION
R _____ 08

**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 Olde Towne -- East, Phase 3 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 March, 2008.

Ayes: _____

Nays: _____

Absent: _____

Approved this 20th day of March, 2008.

William J. Mueller
Village President

ATTEST:

Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas P. Bayer
Village Attorney



To: William T. Lichter, Village Manager
Through: Dave Gorman, P.E., Acting Director of Public Works *DG*
From: David A. Dratnol, P.E., Village Engineer *DA*
Date: March 11, 2008
Subject: Olde Towne – East, Phase 3
Resident Engineering

Attached please find a contract, resolution and fee schedule for resident engineering services for Olde Towne – East, Phase 3.

This selection was made from the new 2008/2009 Resident Engineering Short List. The short list is comprised of seven firms. The proposal was sent to six firms. The design firm, Civiltech Engineering of Itasca was not eligible under Public Works Policy. Five firms responded to the request for proposal. Upon review, it was determined that Baxter & Woodman of Crystal Lake, is the most qualified firm to serve as resident engineer for this project.

Baxter & Woodman is new to the Village's Resident Engineering Short List. The resident engineering team has extensive municipal experience and comes with an excellent recommendation from the City of Itasca. The proposed team worked on a street reconstruction project for the City of Itasca that was named America Public Works Association – Chicago Suburban Branch, Project of the year for 2006.

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 \$273,830.00

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of March 20, 2008. If approved, please return one original signed copy to Public Works-Engineering for further processing.

DAD/rgs

c: File: ST-07-04
H:PW/PW-ENG/PROJECTS/FY2007/ST07-04/Olde Towne – East /RE Phase 3



VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER ST-04-07

This agreement is made this 20th day of March 2008, 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 Olde Towne – East, Phase 3

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
 - ix) Statement of Qualifications Form
 - b. Request for Proposal Dated February 7, 2008
 - c. ENGINEER'S Proposal Dated February 25, 2008
 - d. ENGINEER'S Letter Dated March 10, 2008
 - 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 20th day of March 2008.

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 _____, 2008.

Individual or Partnership _____ Corporation _____

By

Position/Title

By

Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 20th day of March, 2008.

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)

Olde Towne – East, Phase 3 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 _____, 2008.

Notary Public

VILLAGE OF LOMBARD, ILLINOIS
OLDE TOWNE EAST- PHASE III

EXHIBIT B

CONSTRUCTION ENGINEERING

Route: Olde Towne East-Phase III
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) $\frac{157\%}{\text{Multiplier } 2.88}$
Calendar Days 185

* Mar 24-Nov 1
* 7 Saturdays
133 Days M-F

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	PRINCIPAL	21	\$63.00	0.79%	\$1,323.00				\$3,810.24
	P. MANAGER	153	\$48.56	5.73%	\$7,429.68	\$258.00	\$ 27,140.44	9.91%	\$21,655.48
	SECRETARY	25	\$23.26	0.94%	\$581.50				\$1,674.72
OBSERVATION/DOCUMENTATION	RES ENGR.	1443	\$37.52	54.09%	\$54,285.86	\$2,595.00	\$ 205,349.24	74.99%	\$158,937.70
	ASST. RESIDENT	544	\$28.89	20.39%	\$15,716.16	\$1,149.00			\$46,411.54
CONSTRUCTION STAKEOUT	SURVEYOR	150	\$25.00	5.62%	\$3,750.00	\$806.00			\$11,408.00
	SURVEYOR	150	\$25.00	5.62%	\$3,750.00		\$ 22,208.00	8.11%	\$10,800.00
SHOP DRAWING REVIEW	SR. ENGR.	16	\$47.00	0.60%	\$752.00				\$2,165.76
PROJ CLOSEOUT & REC DRAW	RES ENGR.	60	\$37.52	2.25%	\$2,251.20				\$6,500.74
	CAD	20	\$32.00	0.75%	\$640.00		\$8,343.94	2.37%	\$1,843.20
GIS/GPS PROCESSING & ADMIN	GIS/GPS PM	27	\$44.89	1.01%	\$1,206.63	\$1,500.00			\$4,975.09
	GIS/GPS CAD	59	\$21.48	2.21%	\$1,267.32	\$0.00	\$9,624.98	1.33%	\$3,649.88
TOTALS		2,668		100.00%	\$ 92,955	\$ 6,108	\$ 273,830	99.33%	\$ 273,830

In-House Direct Costs: \$4,608
VEHICLE EXPENSES - TRAVEL, 9125 MI @ \$0.505/MILE = \$4,608

GIS/GPS Equip rental \$1,500.00

Personnel & Hours	% of Hours
Principal	0.79%
Project Manager	5.73%
Secretary	0.94%
Resident Engineer	56.33%
Asst. Resident Engineer	20.39%
Surveyor	11.24%
CAD	0.75%
GIS/GPS PM	1.01%
GIS/GPS CAD	2.21%
SR Engr	0.60%
Total	100.00%

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

Monthly Schedule of Manhours Staff & Task

Mar-08

Task	Staff	Hours
Admin	Principal	3
Admin	P.Manager	25
Admin	Secretary	3
observe/document	Res. Engr	50
observe/document	Asst. Res Engr	36
constr. Layout	Surveyors	100
Shop Drawings	Sr. Engr	0
GIS & GPS	GPS/GIS PM	15
Record Drawings	CAD	0
Total		232

Apr-08

Task	Staff	Hours
Admin	Principal	3
Admin	P.Manager	20
Admin	Secretary	3
observe/document	Res. Engr	236
observe/document	Asst. Res Engr	204
constr. Layout	Surveyors	60
Shop Drawings	Sr. Engr	10
GIS & GPS	GPS/GIS CAD	20
Record Drawings	CAD	0
Total		556

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May-08

Task	Staff	Hours
Admin	Principal	3
Admin	P.Manager	20
Admin	Secretary	3
observe/document	Res. Engr	236
observe/document	Asst. Res Engr	200
constr. Layout	Surveyors	40
Shop Drawings	Sr. Engr	3
GIS & GPS	GPS/GIS CAD	10
Record Drawings	CAD	0
Total		515

Jun-08

Task	Staff	Hours
Admin	Principal	3
Admin	P.Manager	15
Admin	Secretary	3
observe/document	Res. Engr	236
observe/document	Asst. Res Engr	104
constr. Layout	Surveyors	40
Shop Drawings	Sr. Engr	3
GIS & GPS	GPS/GIS PM	5
Record Drawings	CAD	0
Total		409

Jul-08

Task	Staff	Hours
Admin	Principal	3
Admin	P.Manager	15
Admin	Secretary	3
observe/document	Res. Engr	236
observe/document	Asst. Res Engr	0
constr. Layout	Surveyors	30
Shop Drawings	Sr. Engr	0
GIS & GPS	GPS/GIS CAD	10
Record Drawings	CAD	0
Total		297

Aug-08

Task	Staff	Hours
Admin	Principal	3
Admin	P.Manager	15
Admin	Secretary	3
observe/document	Res. Engr	236
observe/document	Asst. Res Engr	0
constr. Layout	Surveyors	30
Shop Drawings	Sr. Engr	0
GIS & GPS	GPS/GIS CAD	10
Record Drawings	CAD	0
Total		297

Sep-08

Task	Staff	Hours
Admin	Principal	2
Admin	P.Manager	20
Admin	Secretary	3
observe/document	Res. Engr	213
observe/document	Asst. Res Engr	0
constr. Layout	Surveyors	0
Shop Drawings	Sr. Engr	0
GIS & GPS	GPS/GIS CAD	9
Record Drawings	CAD	0
Total		247

Oct-08

Task	Staff	Hours
Admin	Principal	1
Admin	P.Manager	23
Admin	Secretary	4
observe/document	Res. Engr	60
observe/document	Asst. Res Engr	0
constr. Layout	Surveyors	0
Shop Drawings	Sr. Engr	0
GIS & GPS	GPS/GIS PM	7
Record Drawings	CAD	20
Total		115