

**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:** December 8, 2015 (COW) (B of T)      **Date:** December 17, 2015

**TITLE:** Transmission Main  
Resident Engineering Services

**SUBMITTED BY:** Al Stefan, P.E., Village Engineer *AS*

**BACKGROUND/POLICY IMPLICATIONS:**

Provision of full time construction observation/inspection services for the Transmission Main project.

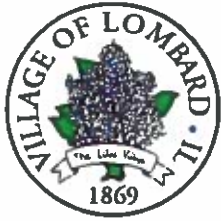
**FISCAL IMPACT/FUNDING SOURCE:**

Total Contract Amount: \$280,468.00  
Total CIP Budget Amount: \$375,000.00  
NWS Project Number: WA 16 02  
Account: 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: Al Stefan, P.E., Village Engineer  
Date: November 24, 2015  
Subject: Transmission Main  
Resident Engineering Services

A handwritten signature in blue ink, appearing to be "Al Stefan", is located to the right of the header text.

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Attached please find a resolution, contract and fee schedule regarding resident engineering services for the Transmission Main 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.

Compiling all the scores from the four (4) person evaluation committee yielded Baxter and Woodman, Inc. of Crystal Lake, as the overall top rated firm and thus was determined to be the "most qualified" firm to serve as resident engineer for this project.

Baxter and Woodman, Inc. performed the Resident Engineering services for many past Village projects; Lombard Meadows Phase II and Vista Pond in the Village. For Transmission Main, Baxter and Woodman has proposed the same resident engineer, who worked on all of the above projects.

The scope and fee were negotiated with Baxter and Woodman, Inc. and agreed to by both parties. The not-to-exceed fee for resident engineering services is \$280,468.00.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of December 17, 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 and Woodman, Inc. regarding the Transmission Main 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 17<sup>th</sup> day of December, 2015.

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

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

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

Approved this 17<sup>th</sup> day of December, 2015.

\_\_\_\_\_  
**Keith Giagnorio**  
**Village President**

ATTEST:

\_\_\_\_\_  
**Sharon Kuderna**  
**Village Clerk**



## VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER WA 16 02

This agreement is made this 17<sup>th</sup> day of December 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 Transmission Main

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 October 26, 2015
  - c. ENGINEER'S Proposal Dated November 11, 2015
  - d. ENGINEER'S Letter Dated December 9, 2015 and attached revised Work Effort and Fee Dated December 9, 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 17<sup>th</sup> day of December 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 17<sup>th</sup> day of December, 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)

Transmission Main 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

December 9, 2015

Mr. Carl Goldsmith  
Director of Public Works  
Village of Lombard  
1051 S. Hammerschmidt Avenue  
Lombard, Illinois 60148-3926

***Subject: Village of Lombard –Transmission Main Project  
Resident Engineering Services – Lombard Project Number: WA-16-02***

Dear Mr. Goldsmith:

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 costs for premium over-time (.5 time) and vehicle expenses- mileage and tolls.
- Exhibit B-Village Approved Work Effort, Project Multiplier (2.85) for standard hours of all employees. Also included a Not to Exceed contract amount of **\$280,468** for Resident Engineering Services.

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



John V. Ambrose, PE  
President/CEO

**CONSTRUCTION ENGINEERING- EXHIBIT A.**

Project: Village of Lombard - Transmission Main Project

Letting Date: 1/1/2016 Calendar Days 210 = 30 weeks

1. Calendar days services are to be provided: 30 weeks x 7 = 210 Days 30 weeks

2. Work Days: Completion 200 Calendar Days

Total Days	<u>210</u>
Minus Sundays	<u>30</u>
Minus Saturdays	<u>30</u>
Total Week Days	<u>150</u>
Saturdays	<u>5</u>

NOTE: Tentative schedule Feb-16  
 Begin March 1, 2016 B&W  
 End December 1, 2016 B&W  
 Begin March 15, 2016 Contractor NTP  
 End October 10, 2016 Final Completion

Project closeout GIS Processing & Record Drawings December 1, 2016

3. Hours required per day for construction observation:

Weekdays Regular	<u>8</u>
Overtime	<u>1</u>

	Date worked	HRS		OT PR	HRS		Days	
RH	(30 weeks) 3/15-10/10	8	8 hrs/day	0	8	x	150	1200 RH
RH	(18 weeks) 5/15-9/15	1	ADD 1 HR= 9hrs/day	45	1	x	90	90 RH
JW	(13 weeks) 6/1-9/1	8	8hrs/day	0	8	x	65	520 *JW

\* Prior approval from the Village to utilize an Asst. RE

Weekdays Regular	<u>0</u>
Overtime	<u>0</u>
	<u>0</u>

(Use \_\_\_\_\_ hours to account for overtime hrs)

x	<u>0</u>
x	<u>0</u>

Saturday Overtime	<u>5</u>
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(Use 12 hours to account for overtime hrs)

x	5	60 RH
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OT PR	<u>30</u>
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RE's Totals 1 & 3 1870

OT PR TOTAL HRS	<u>75</u>
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4. Shop Drawing Review: Directional Drill Plan review, water main items  
MLD/SO

	Days	Hours	Total Manhours
	<u>2</u>	<u>8</u>	<u>16</u>
Engr, Sr.	<u>1</u>	<u>8</u>	<u>8</u>

\*includes shop drawing review

24

5. GIS Processing

5 Hrs	AZ
80 Hrs	JJ

85

6. Project principal Time:

JA	Total hours per month
	<u>1</u> x <u>0</u>

0

Total 0

7. Provide Construction Staking

RH	Number of men	<u>0</u>	Hours	<u>0</u>
TB	Number of days	<u>0</u>		

0



8. Preconstruction Meeting	Hours					
Project Principal						
MD Project Manager	<u>7</u>					
RH Resident Engineer	<u>3</u>					<u>10</u>
	<u>0</u>					

9. Documentation Requirements:	Hours					
RH RE Daily	<u>0</u> hrs.	<u>1</u>	x	<u>150</u>	<u>150</u>	
RH RE Pay Est./Change Orders	<u>5</u> hr/month	<u>5</u>	x	<u>6</u>	<u>30</u>	
Shop Drawings	<u>0</u> hours	<u>0</u>	x	<u>0</u>	<u>0</u>	<u>180</u>

10. Final Quantities:						
Measurement	<u>10</u> hours	RE	RH			
Computation	<u>10</u> hours	RE	RH			<u>20</u>

11. Closing Documentation Requirements:						
Pay Estimate/CO	<u>10</u> hours	PM	MD			
Project Closeout	<u>40</u> hours	RE	RH			
Record Drawings	<u>20</u> hours	CAD	KR			<u>70</u>

Totals 4 - 11 389

(1- 11) SUBTOTAL 2259

12. Project Administration: Prepare Pay Requests & CO's, IEPA Loan Reimbursement, Review subs & schedules					
<u>2.9</u> % of above subtotal	Final Inspection & other Documents				<u>65</u> MD

13. Conferences: Admin-Bi-Weekly Progress meetings and minutes and Resident Information meeting					
<u>2.9</u> % of above subtotal					<u>65</u> MD
					<u>0</u>

14. Clerical:					
<u>0.7</u> % of above subtotal					<u>17</u> BT

15. Total manhours requirements 2406

16. Quality Control: By Village-Subconsultant

17.				<u>\$0.00</u>
				<u>\$0.00</u>
Vehicle Expenses & TOLLS \$6/day	<u>16,650</u>	x	<u>\$0.575</u>	<u>\$9,574</u>

	RT/DAY	MI/DAY	MILES	Tolls
Survey-	0	0	0	\$0
PM-	15	50	750	\$30
RE (s)	225	60	13500	\$1,350
Tolls to miles			<u>2400</u>	<u>\$0</u>
			16650	<u>\$1,380</u>
Chicago to Lombard 50 mi RT				
10 mi/daysite				

**RECAP OF HOURS  
for Exhibit A**

<u>Administration &amp; Meetings</u>	
<u>%</u>	<u>Staff</u>
0.00%	0 Sr. Engr
0.00%	0 Principal
0.42%	10 PM & RE's
2.70%	65 PM
2.70%	65 PM
0.71%	17 Secr
<u>6.53%</u>	<u>157</u>

<u>Construction Stakeout</u>	
<u>%</u>	<u>Staff</u>
0.00%	0 Survey

<u>GIS Processing</u>	
<u>%</u>	<u>Staff</u>
<u>3.53%</u>	<u>85 AZ &amp; JM</u>

<u>Observation</u>	
<u>%</u>	<u>Staff</u>
<u>77.72%</u>	<u>1870 RE's</u>

<u>Documentation &amp; Closeout</u>		
<u>%</u>	<u>Staff</u>	
7.48%	180 RE	Pay Est & I
0.83%	20 RE	Close out
0.83%	20 CAD	Close out
0.42%	10 PM	Close out
1.66%	40 RE	Close out
<u>11.22%</u>	<u>270</u>	

Shop Drawings 24 SO&MD

Administration & Meetings	157	6.53%
Stakeout	0	0.00%
Inspection	1870	77.72%
GIS Processing	85	3.53%
Shop Drawings	24	1.00%
Documentation & Closeout	<u>270</u>	<u>11.22%</u>
		100.00%

**TOTAL 2406 Hours**

VILLAGE OF LOMBARD, ILLINOIS  
TRANSMISSION MAIN PROJECT -RESIDENT ENGINEERING

EXHIBIT B

CONSTRUCTION ENGINEERING

Local Agency:  
WA-16-02  
VILLAGE OF LOMBARD, ILLINOIS  
(Municipality/Township/County)

\*Firm's approved rates on file with IDOT's  
Bureau of Accounting and Auditing:  
Overhead Rate (OH) 1.53%  
Multiplier 2.85  
Calendar Days 275 B&W

\* start work 3/1/2016 to close out 12/1/2016  
closeout-as-builts & GIS compl.  
\* 5 Saturdays RH  
150 Days M-F RH 30 wks  
Begin 3/15 End 10/10  
Begin 6/1 End 9/1  
65 Days M-F JW- 13 weeks

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	0	\$70.00	0.00%	\$0.00				\$0.00
	Mark Dachsteiner	137	\$55.95	5.69%	\$7,665.15	\$461.25	\$ 23,615.56	8.42%	\$22,306.93
	Barb Tobin	17	\$27.01	0.71%	\$459.17				\$1,308.63
OBS & DOCUMENT & ADMIN	Rich Himebaugh	1553	\$40.59	64.55%	\$63,036.27	\$6,480.25			\$186,133.62
OBS & DOCUMENT & GIS DATA	Jeff Widmeyer	520	\$31.42	21.61%	\$16,338.40	\$2,632.50			\$49,198.94
RE OVERTIME (51 PREMIUM-75Hrs	Rich Himebaugh		\$40.59	0.00%		\$3,044.25			\$3,044.25
CONSTRUCTION STAKEOUT	Surveyor	0	\$40.00	0.00%	\$0.00		\$238,374.81	84.99%	
	Surveyor	0	\$40.00	0.00%	\$0.00	\$0.00		0.00%	\$0.00
SHOP DRAWING REVIEW	Sean Odell	16	\$48.81	0.67%	\$780.96				\$2,225.74
PROJ CLOSEOUT & REC DRAW	Mark Dachsteiner	8	\$55.95	0.33%	\$447.60		\$ 3,501.40	1.25%	\$1,275.66
	Rich Himebaugh	40	\$40.79	1.66%	\$1,631.60				\$4,650.06
	Mark Dachsteiner	10	\$55.95	0.42%	\$559.50				\$1,594.59
	Kathleen Roberson	20	\$34.15	0.83%	\$683.00		\$8,191.19	2.92%	\$1,946.55
GIS Processing	Andy Zalerel	5	\$53.11	0.21%	\$265.55				\$756.82
	Jean Johannes	80	\$26.44	3.33%	\$2,115.20		\$6,785.14	2.42%	\$6,028.32
<b>TOTALS</b>		<b>2,406</b>		<b>100.00%</b>	<b>\$ 93,982</b>	<b>\$ 12,618</b>	<b>\$ 280,468</b>	<b>100.00%</b>	<b>\$ 280,468</b>

In-House Direct Costs:  
VEHICLE EXPENSES - TRAVEL & TOLLS, 16650MI @ \$0.575/MILE =  
RE OT (.5 HR) PREMIUM =

\$9,574 incl \$1380 Tolls-added 2400 miles @ \$0.575/mi  
\$3,044

Personnel & Hours	% of Hours
Principal	0.00%
Project Manager	6.43%
GIS Processing	3.54%
RE RH & JW	87.82%
Secretarial	0.71%
Engr	0.67%
Surveyor	0.00%
CAD	0.83%
<b>Total</b>	<b>100.00%</b>

Project Multiplier

	IDOT Multiplier	Project Multiplier
Overhead (see exhibit A)	= 1.53	1.53
Direct Labor	= 1.00	1.00
Profits @ 14.5%	= 0.367	0.316*
<b>Multiplier</b>	<b>= 2.897</b>	<b>2.846</b>

Our approved IDOT overhead rate is 1.53. We propose to use a multiplier of 2.85 for all employees for this project