

**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:** David A. Hulseberg, Village Manager

**DATE:** August 9, 2011 (COW) (B of T)      **Date:** August 18, 2011

**TITLE:** Westmore-Meyers Road Sidewalk - Phase II  
Design Engineering Contract

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

**BACKGROUND/POLICY IMPLICATIONS:**

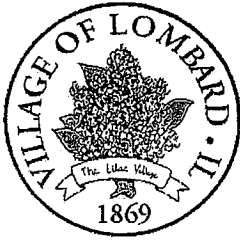
Phase II design service Contract with Baxter & Woodman Consulting Engineers for installing sidewalks on the west side of Westmore-Meyers Road from Roosevelt Road to Norton Street, crossing Sugar Creek and passing through the Shell Station property.

**FISCAL IMPACT/FUNDING SOURCE:**

Total Contract Amount: \$16,600  
Funding: Capital Projects Fund  
Account#: 7110.809425  
PW Project Number: ST-12-06  
HTE Project Number: 1205

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 S. Goldsmith, Director of Public Works  
 From: David A. Dratnol, P.E., Village Engineer  
 Date: August 9, 2011  
 Subject: Westmore-Meyers Road Sidewalk – Phase II  
 Design Engineering Contract

Attached please find a resolution, contract, and fee schedule for design engineering services for proposed Westmore-Meyers Road Sidewalk – Phase II project. Completely new sidewalk will be installed along the west side of Westmore-Meyers Road from Roosevelt Road to Norton Street. The project will be partially funded using a Community Development Block Grant (CDBG).

The scope of work includes using the preliminary plan created by Baxter & Woodman under the Phase I sidewalk project to complete Phase II plans and construction documents, incorporating required CDBG forms and specifications, supplemental topographic survey for final layout of the sidewalk, and creation of plats of easements for both permanent sidewalk easement and temporary construction easements at the Shell gas station at Roosevelt Road & Westmore- Meyers Road. A separate contract for the easement acquisition will be required, following the Federal acquisition requirements for the appraiser, review appraiser and negotiator.

Baxter & Woodman Consulting Engineers is one of the Village's Design Short List firms. They were chosen as the most qualified firm for the design of phase I in 2009. Since the original design included the phase II area, they were requested to submit the proposal for engineering on this project.

The scope and fee were negotiated with Baxter & Woodman and agreed to by both parties. This work will be performed for a not-to-exceed phase II design engineering services fee of \$16,600. The engineering costs will be paid for using the Capital Projects Fund.

Please present this agreement and resolution for Phase II Engineering services to the President and Board of Trustees for their review at their regular meeting of August 18, 2011. If approved, please return two original signed copies to Public Works-Engineering for further processing.

DAD/pk

**R E S O L U T I O N**  
**R \_\_\_\_\_ 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 Baxter & Woodman Consulting Engineers regarding the Westmore-Meyers Road Sidewalk – Phase II 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 18th day of August, 2011.

Ayes; \_\_\_\_\_

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

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

Approved this 18th day of August, 2011.

\_\_\_\_\_  
**William J. Mueller**  
**Village President**

ATTEST:

\_\_\_\_\_  
**Brigitte O'Brien**  
**Village Clerk**



## VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER ST-12-06

This agreement is made this 18th day of August 2011, 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:

Design Engineering services for Westmore-Meyers Road Sidewalk – Phase II

- a. Request for Qualifications and Request for Proposal dated January 25, 2010 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. ENGINEER'S Letter Dated July 27, 2011
  - c. 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 18<sup>th</sup> day of August, 2011.

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 \_\_\_\_\_, 2011.

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

\_\_\_\_\_  
By

Position/Title

\_\_\_\_\_  
By

Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 18th day of August 2011.

\_\_\_\_\_  
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)

Westmore-Meyers Road Sidewalk – Phase II 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 \_\_\_\_\_, 2011.

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



July 27, 2011

Mr. David A. Dratnol, P.E.  
Village Engineer  
Village of Lombard  
1051 South Hammerschmidt Avenue  
Lombard, Illinois 60148

***Subject: Village of Lombard - Request for Scope & Fee - Design Engineering  
Westmore-Meyers Road Sidewalk Improvements - Phase II***

Dear Mr. Dratnol:

The following is Baxter & Woodman, Inc.'s response to your Request for Scope and Fee for design engineering services for the Westmore-Meyers Road Sidewalk Improvements - Phase II.

I will serve as the Village's primary contact person. As a principal of the firm, I have the authority to commit staffing and resources in accordance with Village needs and contractual requirements. Project management for the project will be coordinated by Project Manager, Todd Hoffman.

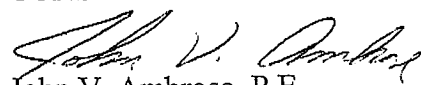
The project will be managed out of our Crystal Lake office. Todd and I can both be reached at:

Baxter & Woodman, Inc.  
8678 Ridgefield Road  
Crystal Lake, IL 60012  
Phone: 815.459.1260      Fax: 815.455.0450  
Email: [jambrose@baxterwoodman.com](mailto:jambrose@baxterwoodman.com)/[thoffman@baxterwoodman.com](mailto:thoffman@baxterwoodman.com)

We look forward to continuing to assist the Village of Lombard with your engineering needs.

Very truly yours,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS

  
John V. Ambrose, P.E.  
Vice President

8678 Ridgefield Rd.

Crystal Lake, IL 60012

815.459.1260

Fax 815.455.0450

[www.baxterwoodman.com](http://www.baxterwoodman.com)

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EXHIBIT A  
PROJECT UNDERSTANDING

WESTMORE-MEYERS ROAD SIDEWALK IMPROVEMENTS – PHASE II

The Village is seeking design engineering for the Westmore-Meyers Road Sidewalk Improvements – Phase II. The design engineering will include preparation of contract documents in the Village's format for the Village to proceed with construction of the improvement in spring 2012. A Project Development Report (PDR) will not be required for this project.

Scheduling is a high priority to meet the timetable established by the Village for the project to utilize the previously obtained project funding. Baxter & Woodman has the resources, flexibility and commitment to develop the contract documents for a **spring 2012** letting and produce a successful project for the Village.

Construction of the Westmore-Meyers Road Sidewalks – Phase II will be paid for using a Community Development Block Grant (CDBG). Our firm has extensive experience with CDBG-funded projects and has completed the previous Phase I of the Westmore-Meyers Road Sidewalks.

The project will include installation of new concrete sidewalk on the west side of Westmore-Meyers Road.

At the intersection of Roosevelt Road and Westmore-Meyers Road, the required pedestrian signal heads and crosswalks currently exist. Construction staging notes will be developed for the closing and construction of the Shell gas station driveways to keep one driveway open at all times.

The proposed sidewalk on Westmore-Meyers Road will cross an existing creek with existing circular culverts which cross under Westmore-Meyers Road. The proposed improvements include installation of a new 60 inch end section to the existing culvert to allow for sidewalk installation and grading between the roadway and creek.

All documents will be reviewed and approved by the Village. In accordance with the Village, a submittal to the DuPage County Storm Water Management Division and the U.S. Army Corps of Engineers will not be included in our scope of services for the sidewalk crossing over Sugar Creek on Westmore-Meyers Road. All required documents for this location and the overall project will be submitted to the Village for approval.

Baxter & Woodman will verify the existing right of way and determine the need for permanent or temporary construction easements. Permanent and temporary easements are anticipated at the Shell gasoline station on the northwest corner of the Roosevelt Road and Westmore-Meyers Road intersection for the sidewalk installation. *Baxter &*



*Woodman's registered land surveyor on staff* will perform legal surveys and develop plats, legal descriptions, and title commitments for parcels of land to be acquired. The Village will solicit the services of a real-estate appraiser and negotiator to prepare a comparable land sales analysis and appraisals and to negotiate the sale of parcels of land to be acquired for permanent easements and temporary construction easements. Baxter & Woodman recommends Santacuz Associates for the appraisal and negotiation services.

One of the biggest challenges in any project is to maintain control of the budget. Baxter & Woodman is proud of its ability to control costs during each project phase. Once the preliminary project cost estimate is prepared, we will evaluate the proposed design with the Village to make sure we are meeting your expectations for quality while keeping in line with the project budget.

Communication is another key to project development. We will use regular communication with Village staff and DuPage County Community Development to minimize review times and move the project through the design process. From our previous work with the Village, we understand the importance of keeping affected residents and business owners informed of project status and potential impacts.

## WESTMORE-MEYERS ROAD SIDEWALK IMPROVEMENTS – PHASE II

### EXHIBIT B

#### GENERAL SCOPE OF SERVICES:

The scope of services sought by the Village shall include the provision of all required labor, materials, and equipment related to design and completion of plans, specifications and estimates of cost. The engineer will perform or be responsible for the performance of the following services in connection with this project. Tasks may include, but are not limited to:

1. Consultation with the Village to discuss the requirements of the project and review data in possession of the Village. Plan, schedule, and control the activities that must be performed to complete the project including budget, schedule, and scope. Attend one kick-off meeting with the Village to review the project and establish project criteria and establish clear lines of communication. Confer with Village staff via conference calls to review the design, to review the plans, contract proposal and estimate of cost prior to submittal to the Village.
2. Utilize previously completed topographic survey and plan view base sheets. Obtain supplemental topographic survey for the new sidewalk alignment at Shell Gas Station.
3. Obtain current data of record, including utility atlas pages, to assist with the preparation of design drawings.
4. Modify the previously completed alignment for proposed pedestrian sidewalk improvements to determine the most economically feasible method to accomplish the objectives of the Village's project.
5. Design an erosion control plan for the project improvement.
6. Prepare construction staging notes and details to maintain local traffic flow through the project construction zone.
7. Prepare a Cover Sheet, Typical Sections, Design Details, Summary of Quantities, and IDOT Standard Detail sheets.
8. Prepare the design and contract documents in the Village's format which will include construction plans and specifications, bid forms, instructions to bidders, bonding and insurance requirements, and applicable county, state or federal compliance requirements. Construction documents will be prepared in accordance with CDBG funding requirements. The initial submittal for review should be at a 90% level of completion of final product. At the kick-off meeting, the intent of the improvement will be discussed and the Village's concepts reviewed. After completing the survey, the engineer will be expected to prepare a design that addresses the intent of the project and the Village's concerns. Submittals should include construction cost estimate. The recommended improvements at the Shell gas station and the creek crossing should be reviewed with the Village via conference call or meeting.
9. Prepare grading plan showing for installation of proposed concrete end section and concrete revetment matt adjacent to proposed sidewalk crossing at Sugar Creek.

10. The engineer will make a QA/QC submittal for final review and approval by the Village. The QA/QC submittal will include the plans, special provisions and engineer's estimate.

11. Pending any final comments on the QA/QC set, the engineer will submit a final set of plans on both paper and digitally (including AutoCAD .dwg, Word, Excel files and pdf format of all the bid documents). The delivery of final design plans will include a minimum of ten (10) CD's that have pdf files of the bid documents.

12. The engineer will be responsible for the necessary submittals to, and follow-up with DuPage County Community Development for CDBG funding requirements. Attend one (1) coordination meeting with DuPage County Community Development staff. Make any necessary changes to the documents as required by the County in order to secure approval.

13. Review proposed improvements for easement needs. Identify necessary temporary construction easements or permanent easements acquisitions in order to complete the proposed improvements.

14. Perform legal surveys and develop plats, legal descriptions, and title commitments for one (1) parcels of land to be acquired for permanent easement and temporary construction easement.

15. Attend a pre-bid meeting with Village staff and assist the Village in answering bidder's questions during the bidding period.

16. Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Village with one set of reproducible record drawings within ninety (90) days of the Project completion.

#### OPTIONAL SCOPE OF WORK ITEMS – NOT INCLUDED IN BASE SCOPE OF WORK

1. Employ the services of a real-estate appraiser, Santacruz Associates, to prepare a comparable land sales analysis and appraisals for parcels of land to be acquired for permanent easements and temporary construction easements.

2. Employ the services of a negotiator, Santacruz Associates, to negotiate the sale of parcels of land to be acquired for permanent easements and temporary construction easements.

#### NOT INCLUDED SCOPE OF WORK ITEMS

1. Prepare calculations to document floodplain compensatory storage requirements are met.

2. Perform a wetland delineation in the vicinity of the regulatory floodplain for the proposed improvements at Sugar Creek. Prepare a wetland mitigation and compensatory storage plan for work within regulatory wetland and floodplain areas. Prepare a Joint Application to the IEPA, IDNR, and the U.S. Army Corps of Engineers, and obtain a permit from DuPage County Stormwater Management Division for work within the regulatory floodplain.

**EXHIBIT C - PRELIMINARY ENGINEERING  
WESTMORE-MEYERS ROAD SIDEWALK IMPROVEMENTS PHASE II**

Westmore-Meyers Sidewalks - PH II  
VILLAGE OF LOMBARD

ROUTE:  
LOCAL AGENCY:  
  
SECTION:  
PROJECT:  
JOB NO.: 110556.40

(Municipality/Township/County)

\* FIRMS APPROVED RATES ON FILE WITH IDOT'S  
BUREAU OF ACCOUNTING AND AUDITING:

OVERHEAD RATE (OH)  
Multiplier 147%  
COMPLEXITY FACTOR (R)  
CALENDAR DAYS 2,828  
0

ELEMENT OF WORK	EMPLOYEE CLASSIFICATION	MAN-HOURS	PAYROLL RATE	% of Hours Task	Total Costs	In-House Direct (IHDC)	Total Cost with Multiplier	Total Cost by Task	% Cost by Task
<b>WESTMORE-MEYERS ROAD SIDEWALK IMPROVEMENTS - PH II</b>									
MANAGE PROJECT	John Ambrose	1	\$68.38	0.6%	\$68.00	\$50.00	\$242.30	\$847.50	5.1%
	Todd Hoffman	6	\$35.65	3.8%	\$214.00		\$605.19		
AGENCY COORDINATION	Todd Hoffman	10	\$35.65	6.4%	\$357.00		\$1,009.60	\$1,077.47	6.5%
	Peggy Yarbrow	1	\$23.57	0.6%	\$24.00		\$67.87		
	Todd Hoffman	2	\$35.65	1.3%	\$71.00	\$50.00	\$250.79	\$250.79	1.5%
DATA COLLECTION	Shawn Hastings	10	\$26.79	6.4%	\$268.00		\$757.90	\$1,049.19	6.3%
SUPPLEMENTAL TOPOGRAPHIC SURVEY	Ursula Boitsch	3	\$34.42	1.9%	\$103.00		\$291.28		
	Todd Hoffman	12	\$35.65	7.6%	\$428.00		\$1,210.38	\$1,988.08	12.0%
PRELIMINARY GEOMETRIC PLANS	Ursula Boitsch	8	\$34.42	5.1%	\$275.00		\$777.70		
	Todd Hoffman	1	\$35.65	0.6%	\$36.00	\$50.00	\$151.81		
DRAINAGE & GRADING PLANS	Spence Kelly	6	\$30.65	3.8%	\$184.00		\$520.35		
	Ursula Boitsch	4	\$34.42	2.5%	\$138.00		\$390.26	\$1,062.42	6.4%
PROJECT DETAILS AND STANDARDS	Todd Hoffman	2	\$35.65	1.3%	\$71.00		\$200.79	\$978.49	5.9%
	Ursula Boitsch	8	\$34.42	5.1%	\$275.00		\$777.70		
	Todd Hoffman	5	\$35.65	3.2%	\$178.00		\$503.38		
ESTIMATE OF COST	Peggy Yarbrow	1	\$23.57	0.6%	\$24.00		\$67.87	\$571.26	3.4%
SPECIAL PROVISIONS	Todd Hoffman	10	\$35.65	6.4%	\$357.00		\$1,009.60	\$1,142.51	6.9%
	Peggy Yarbrow	2	\$23.57	1.3%	\$47.00		\$132.92	\$192.30	1.2%
QC/QA	John Ambrose	1	\$68.38	0.6%	\$68.00		\$192.30		
FINAL CONTRACT PLANS AND CONTRACT PROPOSAL	Todd Hoffman	10	\$35.65	6.4%	\$357.00		\$1,009.60		
	Ursula Boitsch	4	\$34.42	2.5%	\$138.00	\$40.00	\$390.26	\$1,507.73	9.1%
	Peggy Yarbrow	1	\$23.57	0.6%	\$24.00		\$107.87	\$1,235.38	7.4%
ASSIST BIDDING	Todd Hoffman	12	\$35.65	7.6%	\$428.00		\$1,235.38		
CONSTRUCTION RECORD DRAWINGS	Todd Hoffman	15	\$35.65	9.6%	\$535.00		\$1,562.98	\$2,148.38	12.9%
	Ursula Boitsch	6	\$34.42	3.8%	\$207.00	\$50.00	\$585.40	\$2,548.49	15.4%
PLATS AND LEGAL DESCRIPTIONS (1 parcel)	Anthony Bianchini	16	\$43.08	10.2%	\$689.00	\$600.00	\$2,548.49		
<b>TOTAL WESTMORE-MEYERS ROAD SIDEWALK</b>		<b>157</b>		<b>100%</b>	<b>\$5,564</b>	<b>\$865</b>	<b>\$16,600</b>	<b>\$16,600</b>	<b>100%</b>

IN-HOUSE DIRECT COSTS (INCLUDED IN TOTAL COST):  
VEHICLE EXPENSES - TRAVEL, 405 MI @ \$0.555/MILE  
POSTAGE  
EASEMENT TITLE COMMITMENT AND DOCUMENT FEES

Project Multiplier  
Overhead = 1.47  
Direct Labor = 1  
Profit @ 14.5% = 0.358  
Multiplier = 2.828

\$225  
\$40  
\$600