

**Village of Lombard
Community Development Assistance
Development Services Inspector**

Proposal

The Village requires professional engineering services to conduct construction site inspections of privately initiated improvements, to ensure that all public and private improvements comply with applicable requirements, as may be assigned on a short-term basis. The work is performed under the direction of the Community Development Director, William Heniff, and Private Development Engineer, Jana Bryant.

SCOPE OF SERVICES

TEG's scope of services for specific work items is outlined below. Generally, TEG will provide inspection for all roadway, pavement, water main, sanitary sewer, force main, and storm sewer installation in accordance with the essential functions listed in the Village's Job Description for the position of Development Services Inspector. Based on the Job Description, TEG understands that the following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conducts site inspections of privately initiated improvement projects; prepares daily inspection reports regarding conditions found, action taken, work performed and recommendations; prepares lists of deficiencies for project closeouts; generates letters to developers.
- Ensures public and private improvement compliance with standard construction procedures, approved review plans and municipal codes and ordinances.
- Assists Civil Engineers with project acceptance by the Board of Trustees; addresses concerns and handles confrontational situations with residents and contractors; investigates complaints and requests.
- Coordinates proposed and ongoing site construction with supervisors, contractors, other departments and government agencies. Coordinates project sign off for close-out with Public Works, Fire and GIS departments.
- Reviews and verifies easements, as-builts and general plans; reviews geo-technical consulting reports. Tracks letters of credit securing extensions, reductions, draws and processes releases. Approves certificates of occupancy.
- Represents the Village in conferences and public meetings to resolve questions and concerns; serves on the Safety Committee.
- Prepares a variety of correspondence, memos and reports; issues stop-work order notices; updates specifications manual. Schedules meetings and inspections.
- Identifies deficiencies and recommends changes to municipal codes and ordinances related to Development Inspection work. Conducts special projects as assigned.
- Surveys sites for drainage solutions.
- Performs other functions as assigned or required.

TEG is committed to providing excellent service that brings the highest value to the Village and its residents. This commitment is shown through our previous work and through our passion for our profession of going the extra mile for our clients.

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OTHER KEY TASKS

Engineering Plan Reviews – TEG Understands the Village's need to be able to quickly and accurately evaluate site, access and development plans. TEG staff will familiarize themselves with local zoning ordinances, comprehensive plans and applicable building codes. Upon notice to proceed, TEG will meet with the Community Development Director to thoroughly discuss the current means and methods of the Village. Even if TEG's evaluation indicate issues with an application, current material inventories or local knowledge of field conditions may reveal that the background information regarding a project outweighs current practical experience in a particular matter. TEG understands the importance of quick and accurate reviews so as to protect the Village from poorly planned development without discouraging economic development.

NPDES Requirements – TEG is well versed with all the requirements of the National Pollutant Discharge Elimination System (NPDES). This includes all necessary annual outfall and detention inspections and reporting, as well as following the six minimum control measures required for Municipal Separate Storm Sewer Systems (MS4). TEG understands the importance of keeping good records in addressing stormwater management and erosion control issues to stay current with all required permitting and regulatory requirements.

CONSTRUCTION INSPECTION TEAM

The people identified for this project are Village-trusted personnel and who are committed to providing long-term value for the Village of Lombard. The following are brief descriptions of the personnel committed to this project and their roles on the team.

TEG will provide a single point of contact, Matthew Champine, P.E., Resident Engineer, who will be responsive to any Village or Developer inquiry within 24 hours. Mr. Champine is a registered professional engineer with 10 years of experience. Along with construction management services, Mr. Champine has knowledge and experience pertaining to earth excavation, drainage systems, water main installation, landscaping, and PCC and bituminous paving. Specific responsibilities include documentation of construction activities and contract quantities, site surveying, plan review and quantity verification. Having been the Resident Engineer for the Village's Roosevelt Road Water Main Lining Project, Matt understands the context of this project and is looking forward to working with the Village to deliver the necessary inspections, review of existing inspection reports, and completion of construction administration. We are committed to performing this project at the highest level and make this our most important assignment. Matt's primary role is to be the sole point of contact for the Village of Lombard and lead all inspections/observations by assigning the appropriate technical personnel. Mr. Champine will schedule and communicate each inspection task within 24 hours from the time of notification. TEG understands the importance of being responsive during fast moving construction activities and we are committed to responding promptly. TEG wants to be an active part of the development process and therefore will strive to not be the reason that construction doesn't start on time. We will work with the developer and the developer's engineer to keep projects from being delayed.

TEG staff will be under the direct supervision of Mr. Champine. He will organize our proposed staff to perform all of the construction inspection services. TEG will partner with the Village of Lombard to ensure all project stakeholders (internal, elected officials, other Departments, external agencies, businesses and residents) are engaged early and often during construction. It is our experience that

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open lines of communication with external parties often results in better communication, higher quality projects, and trust. Often project results are similar to a non-context sensitive process, however when stakeholders understand the process and project constraints, they are often more appreciative of the work that Village performs.

Mr. Champine will coordinate all construction activities with our Lead Inspector, **Kent Williams**. Mr. Williams is a Senior Technician, who has over 12 years of experience involving bridge, municipal, and highway/roadway construction management. Over these 12 years he has compiled a wide range of construction knowledge and experience while working for IDOT, ISTHA, CDOT, various counties, and municipalities. Kent's professional experiences range from bridge construction and rehabilitation, bridge painting, bituminous and concrete paving, earth excavation, drainage, water main, structural construction, lighting and signalization. Kent recently served as the resident engineer for an 11 block residential street and utility reconstruction project in Elgin and is currently overseeing a \$785K water main rehabilitation project in the City of Wheaton.

Matt and Kent will be assisted by other qualified Thomas Engineering Group support Inspectors, as necessary, at the Village's direction.

FEE

The below listed detail represents we have developed in terms of our proposed work effort and cost. We believe that the proposed effort accurately reflects the scope of work requested by the Village. We propose to accomplish the work on a Time and Material basis using the hourly billing rate for our most qualified personnel and a Direct Labor Multiplier (DLM) of 2.83 method of compensation.

Estimated Duration = 8-12 weeks @ 20 hours/week

Estimated Number of Service Hours = 180

Matt Champine = \$128.77/hour x 40 hours = \$5,150.80

Kent Williams = \$101.94/hour x 140 hours = \$14,271.60

Total Not-to-Exceed Cost Proposal = \$20,000.00

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AGREEMENT

This Proposal, including all Amendments issued hereunder, constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties. This Agreement may be amended only by written authorization. By signing below, the Village agrees to the terms of this Proposal. Please sign the bottom of this letter and return two (2) original copies to the following address:

Thomas Engineering Group, LLC
55 West 22nd Street
Suite 300
Lombard, Illinois 60148

TEG will begin services upon receipt of an original executed copy of this Agreement. Additional services beyond the Scope of Services described herein will be performed by TEG only after receipt of a signed authorization form.

ACCEPTED AND AGREED TO:
Thomas Engineering Group, LLC

By: 
Authorized Signature

September 6, 2017
Date

Kevin VanDeWoestyne
Printed Name

Principal, Thomas Engineering Group, LLC
Title & Organization

ACCEPTED AND AGREED TO:
Village of Lombard

By: 
Authorized Signature

October 19, 2017
Date

Keith Giagnorio
Printed Name

Village President
Title & Organization

