

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: May 7, 2014 (COW) (B of T) **Date:** May 15, 2014

TITLE: Geographic Information System (GIS) Mapping and Implementation Project

SUBMITTED BY: Brian M. Jack, Utilities Superintendent 

BACKGROUND/POLICY IMPLICATIONS:

Geographic Information System (GIS) Mapping and Implementation Project for all Water, Wastewater and Storm water Pumping Stations

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: Not-To-Exceed \$24,961.00
Funding Source: Water and Sewer Capital Reserve
Account#: DES ENG 520.790.715.75410
Program#: RM PROG 28

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 S. Goldsmith, Director of Public Works
 From: Brian Jack, Utilities Superintendent
 Date: May 7th, 2014
 Subject: Geographic Information System (GIS) Mapping and Implementation Project

Attached please find a resolution, contract, and fee schedule for Geographic Information System (GIS) Mapping and Implementation Project

Background

The Village wishes to enhance and better identify more attribute information for the following Village owned facilities; water, wastewater, and storm water pumping stations. As available funding allows, future efforts to expand this request will follow which may include development of an asset management system fully integrated into the Village's GIS system. This expanded effort will also aid our JULIE utility locator while performing service calls and locates.

The goal of this ongoing project is to help the Village integrate station asset and attribute information into the current GIS system. The Village is on course to have all data available to each employee while mobile in the field. Attribute information may include items like but not limited to: facility or constructed as-builts, pump and motor information, deep well information, piping layout inside and outside each station which shows direction of flow, rated flows of each pump, wet well information, force main data, Com-Ed feeds and supplied voltages, full load amps of each pump, Nicor services feeds to backup generators, and backup generator and automatic transfer switch data.

The industry is trending towards more real time reporting. Benefits of creating a new, robust asset management system will be inventorying capabilities, performance measurement, standardized report generation and asset valuation. With the collection of this data, the Village can begin to move forward and prepare for the regulatory updates that are currently being implemented across the public sector.

Advantages of this GIS project are to prepare and better assist the Village for the following:

- New financial reporting requirements for state and local governments that fall under the Governmental Accounting Standards Board Statement 34 (GASB 34) – this will provide staff with reliable information about the long term viability of all the capital assets within the Village, both at the facilities and with our water, sewer, and storm water mains.
- National Pollutant Discharge Elimination System (NPDES) reporting – authorized by the Clean Water Act, this permitting system is in place to control water pollution by regulating point sources that discharge into waters of the United States.
- Capacity, Management, Operations and Maintenance (CMOM) requirements- this focuses on management and operational techniques to provide better service to the customer. This program is driving utilities to implement much more aggressive asset management programs aimed at preventing sanitary sewer overflows (SSO's).

RFP Submittal Results

Staff prepared a Request for Proposal seeking assistance for the initial data collection stage of this project. The proposal was sent to the four (4) short listed firms capable of performing such work. Three (3) of the four (4) firms responded to the RFP with one (1) firm declining to submit. Baxter & Woodman Consulting Engineers, Inc. was determined to be the most qualified firm for this project. Their submittal and reference checks of similarly scope projects performed were all satisfactory and received high marks. Baxter and Woodman currently is working on several projects for Public Works (*Illinois Route 53 Water and Sewer Replacement, Hammerschmidt Pond Improvements, and the Finley Road Rehab – Phase 2*).

Recommendation

The scope and fee were negotiated with *Baxter and Woodman* and agreed to by both parties. This work will be performed for a not-to-exceed design engineering services fee of \$24,961.00. The engineering costs will be charged to the Water and Sewer Capital Reserve Fund RM PROG 28.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of May 15, 2014. If approved, please return two (2) original signed copies of the contract to the Water Treatment and Wastewater Pumping Division for further processing.

RESOLUTION

R _____ 14

**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, Inc. regarding the Geographic Information System (GIS) Mapping and Implementation 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 15th day of May, 2014.

Ayes: _____

Nays: _____

Absent: _____

Approved this 15th day of May, 2014.

**Keith Giagnorio
Village President**

ATTEST:

**Sharon Kuderna
Village Clerk**



VILLAGE OF LOMBARD CONTRACT

Contract for the Geographic Information System (GIS) Mapping and Implementation Project

This agreement is made this 15th day of May, 2014, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Baxter & Woodman Consulting Engineers, 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:

Geographic Information System (GIS) Mapping and Implementation Project

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 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 April 4, 2014
 - c. ENGINEER'S Proposal dated April 25, 2014
 - d. ENGINEER'S Letter and attached Work Effort and Fee Dated May 5, 2014
 - 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 the Village President and the ENGINEER have hereunto set their hands this 15th day of May, 2014.

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 Consulting Engineers, Inc.

Accepted this _____ day of _____, 2014.

Individual or Partnership _____ Corporation _____

By _____ Position/Title

By _____ Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 15th day of May, 2014.

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)

Baxter & Woodman Consulting Engineers, Inc. having submitted a proposal for:
Geographic Information System (GIS) Mapping and Implementation Project 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 _____, 2014.

Notary Public

VILLAGE OF LOMBARD, ILLINOIS
HAMMERSCHMIDT POND IMPROVEMENTS

EXHIBIT C

SCOPE OF SERVICES, TIME AND EXPENSES, AND FEE

ROUTE: N.A.
LOCAL AGENCY: VILLAGE OF LOMBARD
(Municipality/Township/County) DuPage County
SECTION:
PROJECT:
JOB NO.: 140424.10
REVISED: 5/1/2014

* B&W's APPROVED RATES ON FILE WITH IDOT'S
BUREAU OF ACCOUNTING AND AUDITING:
OVERHEAD RATE (OH) 155%
MULTIPLIER 2.92
COMPLEXITY FACTOR (R) 0
CALENDAR DAYS N.A.

ELEMENT OF WORK	Employee	Hours	Payroll Rate	% Time by Task	Total Costs	In-House Direct Costs (IHDC)	Total Cost with Multiplier	Total Cost By Task	% Cost By Task
MANAGE PROJECT									
PROJECT MANAGEMENT	Peter Ferretti Andy Zaletel	10	\$ 38.19	3.47%	\$ 381.90	\$	\$ 1,116	\$ 2,585	10.36%
		10	\$ 50.30	3.47%	\$ 503.00	\$	\$ 1,469	\$	
PRELIMINARY DESIGN									
MEETINGS									
KICKOFF AND PROGRESS MEETINGS (UP TO 3 MEETINGS)	Peter Ferretti Tim Hopper Andy Zaletel	12	\$ 38.09	4.17%	\$ 457.08	\$ 144.48	\$ 1,480	\$	
		12	\$ 26.01	4.17%	\$ 312.12	\$ 127.68	\$ 1,040	\$	
		4	\$ 50.30	1.39%	\$ 201.20	\$ 48.16	\$ 636	\$ 3,156	12.64%
GIS DATA DEVELOPMENT									
STATION DIGITIZATION (29 FACILITIES)	Tim Hopper Jean Johannes Peter Ferretti	160	\$ 26.01	55.56%	\$ 4,161.60	\$	\$ 12,152	\$	
		12	\$ 23.98	4.17%	\$ 287.76	\$	\$ 841	\$	
		10	\$ 38.19	3.47%	\$ 381.90	\$	\$ 1,116	\$	
QUALITY CONTROL / QUALITY ASSURANCE	Tim Hopper	20	\$ 26.01	6.94%	\$ 520.20	\$	\$ 1,519	\$	
STATION VISITS DELIVERABLES	Tim Hopper	10	\$ 26.01	3.47%	\$ 260.10	\$ 42.56	\$ 803	\$ 16,431	65.83%
DATA FINALIZATION									
DATA FINALIZATION	Tim Hopper Peter Ferretti Andy Zaletel	10	\$ 26.01	3.47%	\$ 260.10	\$	\$ 760	\$	
		4	\$ 38.19	1.39%	\$ 152.76	\$	\$ 447	\$	
		4	\$ 50.30	1.39%	\$ 201.20	\$	\$ 588	\$ 1,795	7.19%
INSTALL AND DELIVERY	Tim Hopper Peter Ferretti	6	\$ 26.01	2.08%	\$ 156.06	\$ 42.56	\$ 499	\$	
		4	\$ 38.19	1.39%	\$ 152.76	\$ 48.16	\$ 495	\$ 994	3.98%
TOTALS		288		100.00%	\$ 8,389.74	\$ 453.60	\$ 24,961.00	\$ 24,961.00	100.00%

IN-HOUSE DIRECT COSTS (INCLUDED IN TOTAL COST):
TRAVEL, 810 MI @ \$0.56/MILE

\$454 Project Multiplier
Overhead = 1.55
Direct Labor = 1.00
Profit @14.5% = 0.37
Multiplier = 2.92