

DISTRICTS #2 &6

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 Hulseberg, Village Manager

DATE: May 7, 2013 (COW) (B of T) **Date:** May 16, 2013

TITLE: Roosevelt Road Watermain Lining – West Contract
Resident Engineering Services

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

BACKGROUND/POLICY IMPLICATIONS:

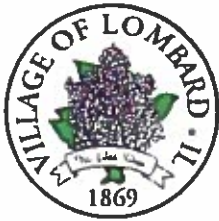
The provision of full time construction observation/inspection services for the construction of the Roosevelt Road Watermain Lining – West Contract project.

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$181,757.00 (from 50%Capial Projects Fund, 50%Water&SewerCapRsv)
NWS Project Number: WA 12 01
Account: WA 12 01 RES ENG
410.710.725.75420 - Engineering Services

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 Goldsmith, Director of Public Works *g*
From: David A. Dratnol, P.E., Village Engineer *ilnd*
Date: May 7, 2013
Subject: Roosevelt Road Watermain Lining – West Contract
Resident Engineering Services

Attached please find a contract, resolution and fee schedule regarding resident engineering services for the Roosevelt Road Watermain Lining – West Contract project.

This selection was made from the FY 2012/2014 Resident Engineering Short List. The resident engineering short list is comprised of seven (7) firms. Three (3) firms responded with proposals.

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

Baxter & Woodman performed Resident Engineering services for the Finley Road – Phase 1 project as well as Olde Towne – East, Phases 3, 4 and 5 and the North Industrial Park project.

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 \$181,757.00

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of May 16, 2013. If approved, please return one original signed copy to Public Works-Engineering for further processing.

DAD/pfk

R E S O L U T I O N
R_____13

**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 Roosevelt Road Watermain Lining – West Contract 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 16th day of May, 2013.

Ayes: _____

Nays: _____

Absent: _____

Approved this 16th day of May, 2013.

Keith T. Giagnorio
Village President

ATTEST:

Sharon Kuderna
Village Clerk



VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER WA-12-02

This agreement is made this 16th day of May 2013, 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 Roosevelt Road Watermain Lining – West Contract

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 (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 March 28, 2013
 - c. ENGINEER'S Proposal Dated April 12, 2013
 - d. ENGINEER'S Letter and attached Work Effort and Fee Dated April 24, 2013
 - 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 T. Giagnorio, Village President, and the ENGINEER have hereunto set their hands this 16th day of May 2013.

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 _____, 2013.

Individual or Partnership _____ Corporation _____

By _____ Position/Title

By _____ Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 16th day of May, 2013.

Keith T. 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)

Roosevelt Road Watermain Lining – West Contract, 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 _____, 2013.

Notary Public



Mr. David A. Dratnol, PE
Village Engineer
Village of Lombard
1051 S. Hammerschmidt Avenue
Lombard, Illinois 60148-3926

April 24, 2013

***Subject: Village of Lombard – Roosevelt Road Watermain Lining-West Contract
Resident Engineering***

Dear Mr. Dratnol:

Attached please find the following documents that will be included in our Engineering Services Agreement with the Village:

- Exhibit A – Back-up information for tasks, personnel man-hours, and direct cost for vehicle expenses, mileage, and tolls.
- Exhibit B – Village Approved Work Effort, Project Multiplier (2.92) for standard hours, Overtime (0.5 time) will be paid as a Direct Cost, and a Not-to-Exceed contract in the amount of \$181,757 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

A handwritten signature in black ink, appearing to read "John V. Ambrose". The signature is fluid and cursive.

John V. Ambrose, PE
Vice President / Regional Manager

MLD/JVA:jak
Attachments

CONSTRUCTION ENGINEERING

Project: Village of Lombard - Roosevelt Road Watermain Lining- West Contract

Letting Date: 21-May-13 Calendar Days 135 = 19.28 weeks

1. Calendar days services are to be provided: 23.5 weeks x 7 = 165 Days 23.5 wks

2. Work Days: Completion 165 Calendar Days

Total Days	<u>165</u>
Minus Sundays	<u>23</u>
Minus Saturdays	<u>23</u>
Total Week Days	<u>119</u>
Saturdays	<u>8</u>

NOTE: Tentative schedule Const Award 6/6/2013
 Begin June 17, 2013 B&W
 End November 29, 2012 B&W
 Begin June 24, 2012 Contractor NTP
 End November 12, 2013 Final Completion
 Project closeout & Record Drawings Nov 29, 2013

3. Hours required per day for construction observation:
 RE's: Andrew G. 7/1-10/28-10hrs/day AG, Obv & Doc, 6/17-7/1 & 10/28- 11/12-8hrs/day AG
 Weekdays Regular 8 Days
 Overtime 2

AG	7/1-10/28	10	(Use <u>0</u> hours to account for overtime pay)	x	<u>85</u>	<u>850</u> AG ✓
AG	6/17-11/12	8		x	<u>20</u>	<u>160</u> AG ✓
EQ	7/1-10/28	0		x	<u>0</u>	<u>0</u> EQ ✓
Weekdays Regular		0		0	x	<u>0</u>
Overtime		<u>0</u>	(Use <u>0</u> hours to account for overtime pay)	x	<u>0</u>	<u>0</u>
Saturday Overtime		<u>10</u>	(Use <u>0</u> hours to account for overtime pay)	x	<u>8</u>	<u>80</u> AG - OT ✓

RE Totals 1 & 3 1090
 ↓ TOTAL OT 230hrs ✓

4. Shop Drawing Review: Watermain lining submittals

	Days	Hours	Total Manhours
	<u>0</u>	<u>8</u>	<u>0</u>
Engr, SO	<u>10</u>	<u>6</u>	<u>60</u>

*includes shop drawing review

60 SO ✓

5. GIS Processing

12 Hrs	AZ
<u>100 Hrs</u>	<u>JM</u>

112 ✓

6. Project principal Time:
 JA

Total hours per month	
<u>1</u>	x <u>4</u>

4 ✓

7. Provide Construction Staking:

SRV	Number of men	<u>2</u>	Hours	<u>10</u>
SRV	Number of days	<u>4</u>		

80 ✓

8. Preconstruction Meeting

	Hours
SO Project Engineer	<u>10</u>
MD Project Manager	<u>5</u>
AG Resident Engineer	<u>5</u>
EQ Asst. RE	<u>0</u>

20 ✓

9. Documentation Requirements:

			Hours				
	RE	Daily	0 hrs.		0	x	0
AG	RE	Pay Est./Change Orders	5 hr/month		5	x	20
SO		RFI	6 hours		2	x	3
							6 closeout
							<u>26</u> ✓

10. Final Quantities:

Measurement	<u>20</u> hours	RE	AG	
Computation	<u>20</u> hours	RE	AG	<u>40</u> ✓

11. Closing Documentation Requirements:

Pay Estimate/CO	<u>16</u> hours	PM	MD	
Project Closeout	<u>40</u> hours	RE	AG	
Record Drawings	<u>24</u> hours	CAD	TB	<u>80</u> ✓

Totals 4 - 11 422 ✓

(1- 11) SUBTOTAL 1512 ✓

12. Project Administration: Prepare Pay Requests & CO's, Review Subs, Review Schedule, Shop Drawings
4.6 % of above subtotal Final Inspection & other Documents

70 MD

13. Conferences: Admin-Bi-Weekly Progress Meetings & Minutes, prebid conference & resident info meeting
5.0 % of above subtotal

65-10
75 MD & SO
 0

14. Clerical:
1.1 % of above subtotal

16 BT

15. Total manhours requirements

1673 ✓

16. Quality Control: By Village-Subconsultant

17.

					<u>\$0.00</u>
					<u>\$0.00</u>
Vehicle Expenses & TOLLS \$3/day	<u>6,001</u>	x	<u>\$0.565</u>		<u>\$3,390.57</u>

	RT	MI		
Survey-	4	92	368	Mokena to Lombard & Site
PM-	30	27	810	
RE	115	35	4025	
			<u>0</u>	
			5203	
				Itasca to Lombard 30mi RT

Tolls	
\$16	\$4/Day
\$90	
\$345	
<u>\$0</u>	
\$451	

**RECAP OF HOURS
for Exhibit A**

<u>Administration & Meetings</u>	
<u>%</u>	<u>Staff</u>
0.60%	10 Design
0.24%	4 Principal
1.20%	20 PM & RE's & Designer
4.18%	70 PM
3.89%	65 PM & Designer
0.96%	16 Secr
<u>11.06%</u>	<u>185</u>

<u>Construction Stakeout</u>	
<u>%</u>	<u>Staff</u>
<u>4.78%</u>	80 Survey
	 GIS Processing
<u>%</u>	<u>Staff</u>
6.69%	112 AZ & JM
	 Shop Drawings
<u>%</u>	<u>Staff</u>
3.59	60 SO

<u>Observation</u>	
<u>%</u>	<u>Staff</u>
65.15%	1090 RE's

<u>Documentation & Closeout</u>		
<u>%</u>	<u>Staff</u>	
1.55%	26 RE & Des	Pay Est/RFI
2.39%	40 RE	Close out
1.43%	24 CAD	Close out
0.96%	16 PM	Close out
2.39%	40 RE	Close out
<u>8.73%</u>	<u>146</u>	

Submittal Review	60	3.59%
Administration & Meetings	185	11.06%
Stakeout	80	4.78%
Inspection	1090	65.15%
GIS Processing	112	6.69%
Documentation & Closeout	<u>146</u>	8.73%
TOTAL	1673 Hours	100.00%

VILLAGE OF LOMBARD, ILLINOIS
ROOSEVELT ROAD WATERMAIN LINING-WEST CONTRACT - RESIDENT ENGINEERING

EXHIBIT B

CONSTRUCTION ENGINEERING

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) 155%
Multiplier's 2.92
Calendar Days 165

* start work 6/17/2013 to close out 11/29/2013
* 8 Saturdays AG
Begin 7/1 End 10/28 85 Days M-F AG & EQ -17 Wks 120 days subs compl
Begin 6/17 End 11/12 20 Days M-F AG-4 weeks 135 days final compl
28-Oct
12-Nov

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	4	\$71.84	0.24%	\$287.36				\$839.09
	Mark Dachsteiner	140	\$52.79	6.37%	\$7,390.60	\$365.10			\$21,945.65
	Sean O Dell	80	\$40.08	4.78%	\$3,206.40	\$182.55			\$9,540.57
	Barb Tobin	16	\$24.38	0.98%	\$389.76	\$0.00	\$ 33,463.41	18.41%	\$1,138.10
CBS & DOCUMENT & PR OVERTIME	Andrew Guard	1115	\$34.26	68.65%	\$38,199.90	\$2,618.13			\$114,182.84
OBSERVATION & PR OVERTIME	Andrew Guard	250	\$17.13	0.00%	\$0.00	\$4,282.50			\$4,282.50
	Elizabeth Chumby	0	\$36.31	0.00%	\$0.00	\$0.00			\$0.00
CONSTRUCTION STAKEOUT	SURVEYOR	40	\$30.02	2.39%	\$1,200.80		\$118,445.34	65.17%	\$0.00
	SURVEYOR	40	\$30.02	2.39%	\$1,200.80	\$223.92			\$3,730.26
PROJ CLOSEOUT & REC DRAW	Andrew Guard	80	\$34.26	4.78%	\$2,740.80		\$ 7,236.59	3.98%	\$3,506.34
	Mark Dachsteiner	16	\$52.79	0.96%	\$844.64				\$8,003.14
	Sean O Dell	6	\$40.06	0.38%	\$240.36				\$2,488.35
	Tim Beite	24	\$33.50	1.43%	\$804.00		\$13,519.02	7.44%	\$701.85
GIS Processing	Andy Zallerel	12	\$49.07	0.72%	\$588.84				\$2,347.68
	Tim Hopper	100	\$25.25	5.96%	\$2,525.00				\$1,719.41
TOTALS		1,673		100.00%	\$ 59,618	\$ 7,673	\$ 181,757	100.00%	\$ 181,757

In-House Direct Costs: \$3,390.57 incl \$3.00 + \$4.00/day Tolls-added 798 miles @ 0.565/mi
VEHICLE EXPENSES - TRAVEL & TOLLS, 6001 MI @ \$0.565/MILE =

Personnel & Hours	% of Hours
Principal	0.24%
Project Manager	9.33%
GIS Processing	6.68%
RE AG	71.43%
Secretarial	0.96%
Designer	5.12%
Surveyor	4.78%
CAD	1.43%
Total	98.99%

Project Multiplier

Overhead (see exhibit A) = Standard Time
Direct Labor = 1.55
Profits @ 0.145% = 1.00
Multiplier = 2.92

Our approved IDOT overhead rate is 1.55. We propose to use a multiplier of 2.92 for this project. OT .5 time for all hours beyond 8hrs/day and Saturday time will be invoiced as a direct cost (expense) to the project.