



## 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 31<sup>st</sup> day of August, 2011.

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


By

\_\_\_\_\_  
Position/Title

By

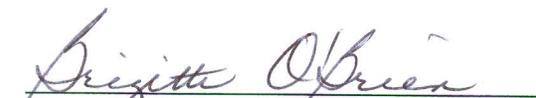
\_\_\_\_\_  
Position/Title

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

John V. Ambrose, having been first duly sworn depose and states as follows:  
(Officer or Owner of Company)

Baxter + Woodman, 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

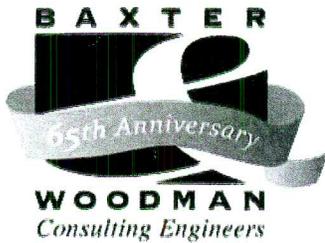
N/A  
(Name of employee/driver or "all employee drivers")  
is/are currently participating in a drug and alcohol testing program pursuant to the  
aforementioned rules.

By: [Signature]  
Officer or Owner of Company named above

Subscribed and sworn to  
before me this 31<sup>st</sup>  
day of August, 2011.

[Signature]  
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 Santacruz 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**

ROUTE:  
LOCAL AGENCY: (Municipality/Township/County)  
SECTION:  
PROJECT:  
JOB NO.: 110556.40

Westmore-Meyers Sidewalks - PH II  
VILLAGE OF LOMBARD

* FIRM'S APPROVED RATES ON FILE WITH IDOT'S BUREAU OF ACCOUNTING AND AUDITING:	
OVERHEAD RATE (OH)	147%
<b>Multiplier</b>	<b>2.828</b>
COMPLEXITY FACTOR ( R )	0
CALENDAR DAYS	

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		
	Todd Hoffman	6	\$35.65	3.8%	\$214.00			\$605.19	\$847.50	5.1%
AGENCY COORDINATION	Todd Hoffman	10	\$35.65	6.4%	\$357.00			\$1,009.60		
	Peggy Yarbro	1	\$23.57	0.6%	\$24.00			\$67.87	\$1,077.47	6.5%
DATA COLLECTION	Todd Hoffman	2	\$35.65	1.3%	\$71.00		\$50.00	\$250.79	\$250.79	1.5%
SUPPLEMENTAL TOPOGRAPHIC SURVEY	Shawn Hastings	10	\$26.79	6.4%	\$268.00			\$757.90		
	Ursula Botsch	3	\$34.42	1.9%	\$103.00			\$291.28	\$1,049.19	6.3%
PRELIMINARY GEOMETRIC PLANS	Todd Hoffman	12	\$35.65	7.6%	\$428.00			\$1,210.38		
	Ursula Botsch	8	\$34.42	5.1%	\$275.00			\$777.70	\$1,988.08	12.0%
DRAINAGE & GRADING PLANS	Todd Hoffman	1	\$35.65	0.6%	\$36.00		\$50.00	\$151.81		
	Spence Kelly	6	\$30.65	3.8%	\$184.00			\$520.35		
	Ursula Botsch	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		
	Ursula Botsch	8	\$34.42	5.1%	\$275.00			\$777.70	\$978.49	5.9%
ESTIMATE OF COST	Todd Hoffman	5	\$35.65	3.2%	\$178.00			\$503.38		
	Peggy Yarbro	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		
	Peggy Yarbro	2	\$23.57	1.3%	\$47.00			\$132.92	\$1,142.51	6.9%
QC/ QA	John Ambrose	1	\$68.38	0.6%	\$68.00			\$192.30	\$192.30	1.2%
FINAL CONTRACT PLANS AND CONTRACT PROPOSAL	Todd Hoffman	10	\$35.65	6.4%	\$357.00			\$1,009.60		
	Ursula Botsch	4	\$34.42	2.5%	\$138.00			\$390.26		
	Peggy Yarbro	1	\$23.57	0.6%	\$24.00		\$40.00	\$107.87	\$1,507.73	9.1%
ASSIST BIDDING	Todd Hoffman	12	\$35.65	7.6%	\$428.00		\$25.00	\$1,235.38	\$1,235.38	7.4%
CONSTRUCTION RECORD DRAWINGS	Todd Hoffman	15	\$35.65	9.6%	\$535.00		\$50.00	\$1,562.98		
	Ursula Botsch	6	\$34.42	3.8%	\$207.00			\$585.40	\$2,148.38	12.9%
PLATS AND LEGAL DESCRIPTIONS (1 parcel)	Anthony Bianchin	16	\$43.08	10.2%	\$689.00		\$600.00	\$2,548.49	\$2,548.49	15.4%
<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	\$225
POSTAGE	\$40
EASEMENT TITLE COMMITMENT AND DOCUMENT FEES	\$600

<b>Project Multiplier</b>	
Overhead =	1.47
Direct Labor =	1
Profit @14.5% :	0.358
<b>Multiplier =</b>	<b>2.828</b>