

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: February 23, 2015 (COW) (B of T) **Date:** March 5, 2015

TITLE: Circle Avenue and Lombard Meadows Phase 2
 Construction/Resident Engineering

SUBMITTED BY: David Gorman, PE, Assistant Director of Public Works *DDG*

BACKGROUND/POLICY IMPLICATIONS:

CIP reconstruction project that includes water main replacement, storm and sanitary sewer improvements, roadway reconstruction, and upgraded street LED lighting.

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$419,695.00

Project Number: ST-14-02/03 Circle Avenue and Lombard Meadows Phase 2 Constr. Eng.

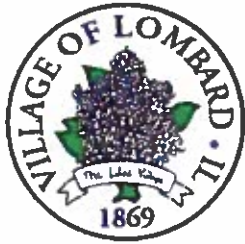
Account: Capital Project Fund: 410.710.725.75410 (\$266,347.00)

Water/Sewer Capital Reserve: 520.790.715.75420 (\$153,348.00)

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 *CG*
 From: David Gorman, PE, Assistant Director of Public Works *DG*
 Date: February 23, 2015
 Subject: Circle Avenue and Lombard Meadows Phase 2—
 Resident Engineering Contract

The current Capital Improvement Plan (CIP) has programmed Circle Avenue and Lombard Meadows Phase 2 for construction in FY 2015. Completed construction documents have been bid for this project. The project will consist of roadway reconstruction, watermain replacement or lining, drainage improvements, sanitary sewer repairs, and upgraded street lighting to Village standard LED lighting.

A Request For Proposal (RFP) was sent to all eligible firms on the 2015 Resident Engineering Shortlist. Baxter and Woodman, Inc. was determined to be the most qualified firm and was the resident engineer for the Vista Pond project and other Village projects. The project scope and fee was directly negotiated with Baxter and Woodman and agreed to by both parties.

The scope of work for this contract is construction inspection and documentation. This includes construction observation, staking, documentation, drawing review, and meeting participation.

This work will be performed for a total engineering fee not to exceed \$419,695. The engineering costs will be paid through the Capital Project Fund and the Sewer and Water Capital Reserve Fund. The current CIP budgets \$542,800 in FY 2015 for Resident Engineering and is thereby under budget.

Please present this agreement and resolution for Resident Engineering services to the President and Board of Trustees for their review at their regular meeting of March 5, 2015. If approved, please return two original signed copies of the agreement to Public Works—Engineering for further processing.

RESOLUTION

R_____15

**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 and Woodman, Inc. regarding the Circle Avenue and Lombard Meadows Phase 2 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 5th day of March, 2015.

Ayes:_____

Nays:_____

Absent:_____

Approved this 5th day of March, 2015.

Keith Giagnorio
Village President

ATTEST:

Sharon Kuderna
Village Clerk

**VILLAGE OF LOMBARD
CONTRACT**

CONTRACT DOCUMENT NUMBER ST-14-02/03

This agreement is made this 5th day of March, 2015, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Baxter and 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 for Circle Avenue and Lombard Meadows Phase 2 Project

1. This contract shall embrace and include all the applicable contract documents listed below as if attached hereto or repeated herein:
 - a. VILLAGE'S Request for Qualifications for Short-List for Engineering Services Dated December 13, 2013
 - b. ENGINEER'S Statement of Qualifications and Proposal Dated January 30, 2015
 - c. ENGINEER'S Revised Proposal submittal Dated February 17, 2015
 - d. 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 5th day of March, 2015.

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 and Woodman, Inc.

Accepted this _____ day of _____, 2015.

Individual or Partnership _____ Corporation _____

By Position/Title

By Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 5th of March, 2015.

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 and Woodman Inc., having submitted a proposal for Circle Avenue and Lombard Meadows Phase 2 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 _____, 2015.

Notary Public

February 17, 2015

Mr. David Gorman, P.E.
Assistant Director of Public Works
Village of Lombard
1051 S. Hammerschmidt Avenue
Lombard, Illinois 60148-3926

***Subject: Village of Lombard –Circle Avenue and Lombard Meadows Phase 2
Resident Engineering Services – Lombard Contract # ST-14-02/03***

Dear Mr. Gorman:

Please find the following attached documents that will be included in our Engineering Services Agreement with 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 (2.85) for standard hours of all employees. Also included a Not to Exceed contract amount of **\$419,695.00** 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



John V. Ambrose, PE
Vice President/Regional Manager

CONSTRUCTION ENGINEERING

Project: Village of Lombard - Circle Avenue and Lombard Meadows PH 2

Letting Date: 2/24/2015 Calendar Days 260 = 37.1 weeks

1. Calendar days services are to be provided: 37.1 weeks x 7 = 260 Days 37.1wks

2. Work Days: Completion 200 Calendar Days

Total Days	<u>200</u>
Minus Sundays	<u>28.5</u>
Minus Saturdays	<u>28.5</u>
Total Week Days	<u>145</u>
Saturdays	<u>8</u>

NOTE: Tentative schedule Const Award 3/5/2015
 Begin March 16, 2015 B&W
 End December 1, 2015 B&W
 Begin March 23, 2015 Contractor NTP
 End October 8, 2015 Final Completion

Project closeout GIS Processing & Record Drawings December 1, 2015

3. Hours required per day for construction observation:

Weekdays Regular	<u>8</u>					<u>Days</u>	
Overtime	<u>1.5</u>						
RH	3/23-10/8	8	8 hrs/day	29 weeks	x	<u>145</u>	<u>1160</u> RH
RH	6/26-10/8	1.5	Use 1.5 hrs for OT 9/hrs/day		x	<u>75</u>	<u>112.5</u> RH
DN	4/1-10/8	8	Don N. 10 weeks 4/01-10/08-8hrs/day		x	<u>50</u>	<u>400</u> DN
JT	Weekdays Regular	<u>8</u>		Jim T 17 wks- 3/30-6/26 8hrs/day	x	<u>85</u>	<u>680</u> JT
	Overtime	<u>1.5</u>		6/26-8/1 9hrs/day			
		<u>1.5</u>	(Use <u>1.5</u> hours to account for overtime pay)		x	<u>25</u>	<u>37.5</u> JT
	Saturday Overtime	<u>8 days</u>			x	<u>8</u>	<u>96</u> RH
			(Use <u>12</u> hours to account for overtime pay)				
					RE's	Totals 1 & 3	2486

4. Shop Drawing Review: Street Lighting
MLD/FT

	Days	Hours	Total Manhours
	<u>2</u>	<u>8</u>	<u>16</u>
Engr, Sr.	<u>1</u>	<u>8</u>	<u>8</u>
*includes shop drawing review			<u>24</u>

5. GIS Processing

15 Hrs	AZ	
<u>120 Hrs</u>	<u>JJ</u>	<u>135</u>

6. Project principal Time:
JA

Total hours per month	
<u>1</u> x <u>5</u>	<u>5</u>
Total	<u>5</u>

7. Provide Construction Staking

RH	Number of men	<u>2</u>	Hours	<u>20</u>
TB	Number of days	<u>15</u>		
				<u>300</u>

8.	Preconstruction Meeting	Hours	
	Project Principal		
MD	Project Manager	<u>5</u>	
RH	Resident Engineer	<u>5</u>	
FT		<u>0</u>	<u>10</u>

9.	Documentation Requirements:	Hours				
RH	RE	Daily	<u>0</u> hrs.	<u>1</u>	x	<u>145</u>
RH	RE	Pay Est./Change Orders	<u>5</u> hr/month	<u>5</u>	x	<u>6</u>
		Shop Drawings	<u>0</u> hours	<u>0</u>	x	<u>0</u>
						<u>175</u>

10. Final Quantities:

Measurement	<u>20</u> hours	RE	RH	
Computation	<u>20</u> hours	RE	RH	<u>40</u>

11. Closing Documentation Requirements:

Pay Estimate/CO	<u>15</u> hours	PM	MD	
Project Closeout	<u>80</u> hours	RE	RH	
Record Drawings	<u>40</u> hours	CAD	DN	<u>135</u>

Totals 4 - 11 824

(1- 11) SUBTOTAL 3310

12.	Project Administration: Prepare Pay Requests & CO's, Review Subs, Review Schedule, Shop Drawings	
	<u>2.8</u> % of above subtotal	Final Inspection & other Documents
		<u>70</u> MD

13.	Conferences: Admin-Bi-Weekly Progress Meetings & Minutes, prebid conference & resident info meeting	
	<u>2.8</u> % of above subtotal	<u>70</u> MD
		<u>0</u>

14.	Clerical:	
	<u>0.5</u> % of above subtotal	<u>17</u> BT

15.	Total manhours requirements	<u>3467</u>
-----	-----------------------------	-------------

16. Quality Control: By Village-Subconsultant

17.				<u>\$0.00</u>
				<u>\$0.00</u>
	Vehicle Expenses & TOLLS \$6/day	<u>19,750</u>	x	<u>\$0.570</u>
				<u>\$11,258</u>

	RT	Mi			Tolls
Survey-	15	100	1500		\$48
PM-	30	50	1500		\$60
RE (s)	300	50	####		\$890
			<u>0</u>		<u>\$0</u>
			####		\$998
	Chicago to Lombard 50 mi RT				

RECAP OF HOURS for Exhibit A

<u>Administration & Meetings</u>		<u>Construction Stakeout</u>	
<u>%</u>	<u>Staff</u>	<u>%</u>	<u>Staff</u>
0.00%	0 Sr. Engr	8.65%	300 Survey
0.14%	5 Principal		
0.29%	10 PM & RE's		
2.02%	70 PM		
2.02%	70 PM		
0.49%	17 Secr		
4.96%	172		
<u>Observation</u>		<u>GIS Processing</u>	
<u>%</u>	<u>Staff</u>	<u>%</u>	<u>Staff</u>
71.70%	2486 RE's	3.89%	135 AZ & JM
71.70%	2486		
<u>Documentation & Closeout</u>		<u>Documentation & Closeout</u>	
<u>%</u>	<u>Staff</u>	<u>%</u>	<u>Staff</u>
5.05%	175 RE		Pay Est & Documentation
1.15%	40 RE		Close out
1.15%	40 CAD		Close out
0.43%	15 PM		Close out
2.31%	80 RE		Close out
10.10%	350		
Shop Drawings 24 MH&MD			
Administration & Meetings	172	4.96%	
Stakeout	300	8.65%	
Inspection	2486	71.70%	
GIS Processing	135	3.89%	
Shop Drawings	24	0.69%	
Documentation & Closeout	350	10.10%	
		100.00%	
TOTAL	3467 Hours		

VILLAGE OF LOMBARD, ILLINOIS
CIRLCE AVENUE & LOMBARD MEADOWS PHASE 2-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)	159%
Calendar Days	260
	Multiplier 2.85

* start work 3/16/2015 to close out 12/1/2015 close-out-as-builts & GIS compl.

8 Saturdays	RH
Begin 3/23	End 10/08
Begin 4/1	End 8/1
Begin 4/1	End 10/08
145 Days M-F	RH 29 wks
85 Days M-F	JT- 17 weeks
50 Days M-F	DN-10 weeks

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	5	\$70.00	0.14%	\$350.00				\$997.50
	Mark Dachsteiner	145	\$54.85	4.18%	\$7,953.25	\$915.00	\$ 25,849.62	6.16%	\$23,581.76
	Barb Tobin	17	\$26.22	0.49%	\$445.74				\$1,270.38
OBS & DOCUMENT & ADMIN	Rich Himebaugh	1588.5	\$39.79	45.82%	\$63,206.42	\$5,439.00			\$185,577.28
OBS & DOCUMENT & GIS DATA	Don Nacino	400	\$33.32	11.54%	\$13,328.00	\$1,482.00			\$39,466.80
OBS & DOCUMENT & PR	Jim Turner	717.5	\$49.78	20.70%	\$35,724.33	\$2,519.00	\$329,377.41	78.48%	\$104,333.33
CONSTRUCTION STAKEOUT	Surveyor	150	\$40.00	4.33%	\$6,000.00				\$17,100.00
	Surveyor	150	\$40.00	4.33%	\$6,000.00	\$903.00	\$ 35,103.00	8.36%	\$18,003.00
SHOP DRAWING REVIEW	Mike Hudspeth	16	\$41.77	0.46%	\$668.32				\$1,904.71
	Mark Dachsteiner	8	\$54.85	0.23%	\$438.80		\$ 3,155.29	0.75%	\$1,250.58
PROJ CLOSEOUT & REC DRAW	Rich Himebaugh	80	\$39.79	2.31%	\$3,183.20				\$9,072.12
	Mark Dachsteiner	15	\$54.85	0.43%	\$822.75				\$2,344.84
	Don Nacino	40	\$33.32	1.15%	\$1,332.80		\$15,215.44	3.63%	\$3,798.48
GIS Processing	Andy Zafetel	15	\$51.81	0.43%	\$777.15				\$2,214.88
	Jean Johannes	120	\$25.67	3.46%	\$3,080.40		\$10,994.02	2.62%	\$8,779.14
				100.00%	\$ 143,311	\$ 11,258	\$ 419,695	100.00%	\$ 419,695
TOTALS		3,467							

In-House Direct Costs: \$11,258 incl \$998Tolls-added 1750 miles @ 0.57
VEHICLE EXPENSES - TRAVEL & TOLLS, 19750MI @ \$0.57/MILE =

Personnel & Hours	% of Hours
Principal	0.14%
Project Manager	4.84%
GIS Processing	3.89%
RE RH & JT & DN	80.37%
Secretarial	0.49%
Engr	0.46%
Surveyor	8.65%
CAD	1.15%
Total	100.00%

Project Multiplier	
Overhead (see exhibit A)	=
Direct Labor	=
Profits @ 14.5%	=
Multiplier	=
Standard Time	Staff avg. composite
1.59	1.59
1.00	1.00
0.376	0.259*
	*Profit @ 10.0%

Our approved IDOT overhead rate is 1.59. We propose to use a multiplier of 2.80 for Rich Himebaugh and Jim Turner hours and a composite avg multiplier of 2.85 for all employee hours for this project.