

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
Bids and Proposals

 X Resolution or Ordinance (Blue)
 Recommendations of Boards, Commissions & Committees (Green)
 Other Business (Pink)

TO: President and Village Board of Trustees
FROM: David A. Hulseberg, AICP, ICMA-CM, Village Manager
DATE: September 23, 2008 (COW) (B of T) Date: October 2, 2008
TITLE: Design Amendment 1 FY 2008 Village Complex Paving
Project Number M-08-12
SUBMITTED BY: David A. Dratnol, P.E., Village Engineer *dl*

BACKGROUND/POLICY IMPLICATIONS:

The design amendment covers the changes in scope requested by the Village. These include the addition of the Fan Shaped Lot (including alternative configurations and lighting), structural details for a precast concrete trash enclosure at the Village Hall, trash enclosure details for the Police Station, and changes to the originally contemplated scope of work around the Police Station and Village hall.

FISCAL IMPACT:

Original Budget: \$67,849.00
Amount of Amendment: \$54,131.00
Total Design Expense: \$121,980.00

HTE Proj: 0904 PW Proj: M-08-12
HTE Acct: 7101.755660

REVIEW (as needed):

Village Attorney XX _____ Date _____
Finance Director XX *Timothy S. Suter* Date 9/24/08
Village Manager XX *David A. Hulseberg* Date 9/24/08

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 4:30 pm, Wednesday, prior to the Board Agenda distribution.



InterOffice Memo

To: David A. Hulseberg, Village Manager
Through: David P. Gorman, Acting Director of Public Works *DPG*
From: David A. Dratnol, P.E., Village Engineer *DD*
Date: September 23, 2008
Subject: Village Complex Paving Project Design Amendment 1

The design amendment covers the changes in scope requested by the Village. These include the addition of the Fan Shaped Lot (including alternative configurations and lighting), structural details for a precast concrete trash enclosure at the Village Hall, trash enclosure details for the Police Station, and changes to the originally contemplated scope of work around the Police Station and Village hall. Refer to the attached letter from V3 for a full explanation of the added work.

Please present this contract amendment to the Board at the regularly scheduled meeting on October 2, 2008.

File: M-08-12

RESOLUTION
R _____ 09

A RESOLUTION AUTHORIZING
AMENDMENT OF A PROFESSIONAL
SERVICES CONTRACT

WHEREAS, the Board of Trustees of the Village of Lombard on April 17th 2008 adopted a resolution authorizing signature of President and Clerk on an agreement between the Village of Lombard and V3 Companies of Illinois; and

WHEREAS, an amendment to said contract is required to legally bind the parties; and

WHEREAS, Illinois law exempts professional engineering contracts from the requirements of Illinois Compiled Statutes, Chapter 720, Section 5/33E-9 regarding preparation of change orders.

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 President and Village Clerk are hereby directed and authorized to execute an amendment to the contract with V3 Companies of Illinois substantially in the form and manner of Exhibit "A" attached hereto and made a part hereof.

Adopted this 2nd day of October, 2008.

Ayes: _____

Nays: _____

Absent: _____

Approved this 2nd day of October, 2008.

ATTEST:

William J. Mueller
Village President

Lorraine G. Gerhardt
Village Clerk

APPROVAL AS TO FORM:

Thomas P. Bayer
Village Attorney

AGREEMENT TO AMEND A CONTRACT

THIS AGREEMENT made and entered into this 2nd day of October, 2008, by and between the **VILLAGE OF LOMBARD** (the "VILLAGE") and **V3 Companies of Illinois** (the "CONSULTANT").

WHEREAS, on April 17th 2008 the VILLAGE and CONSULTANT executed a contract regarding certain engineering services relative to the Village Complex Paving Project; and

WHEREAS, the VILLAGE and CONSULTANT have agreed to increase the amount of work to be performed by the CONSULTANT together with a resultant increase in the limit which the contract sum may not exceed;

NOW, THEREFORE, for and in consideration of the foregoing and various covenants in said agreement and the mutual covenants herein contained, it is agreed by and between the parties as follows:

SECTION 1: The aforementioned contract shall be amended to expand the scope of work as provided for in the CONSULTANT'S September 19th, 2008 letter.

SECTION 2: The aforementioned contract shall be amended to show a contract sum not to exceed \$121,980.00.

SECTION 3: All other terms, covenants and conditions of said contract heretofore executed which are not amended or deleted herein shall remain in full force and effect.

IN WITNESS WHEREOF, the VILLAGE and CONSULTANT have caused this document to be signed by duly authorized officers who have set their hands and seals the day and year set forth above.

VILLAGE OF LOMBARD

By: _____
Village President

ATTEST:

By: _____
Village Clerk

and V3 Companies of Illinois

By: _____

ATTEST:

By: _____



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The vision
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to transform
virtute
with excellence

September 19, 2008

David A. Dratnol, P.E.
Village Engineer
Village of Lombard
255 East Wilson Avenue
Lombard, IL 60148-3931

Re: Village Complex Paving Design Engineering
Fan Lot Redesign

Dear Mr. Dratnol:

V3 Companies has prepared a supplement to the original contract for the additional work required to redesign the Fan Shaped Lot east of the Village Hall, prepare plans and details for the trash enclosure bid alternatives, prepare addendum documents and to complete various permit related work. The breakdown of hours per task and associated costs is attached herewith. This supplemental scope of services consists of the following tasks:

1. A topographic survey of the fan-shaped parking lot area was conducted. Survey services included the verification of horizontal and vertical controls from our prior on-site work, the location of topographic features and the provision of detailed information of all utility structures.
2. A site visit was conducted by the design team to gain a thorough understanding of the project and the existing conditions.
3. Conceptual plans and estimated construction costs were developed for several alternate Fan Shaped Lot configurations. Hours also include attendance at two meetings with Village of Lombard staff to discuss the various alternatives.
4. The following new plan sheets were developed (or existing plan sheets modified) to detail the proposed Fan Shaped Lot improvements: Demolition Plan, Layout and Paving Plan, Grading Plan, Utility Plan, Erosion Control Plan, and Bioswale Detail Plan.
5. Structural plans were developed for the precast panel trash enclosure structure (bid alternative #1) located south of the Village Hall parking lot. This work involved preparation of 4 plan sheets: Trash Enclosure Elevations, Trash Enclosure Foundations & Wall Plan, Trash Enclosure Precast Panels, and Trash Enclosure – General Notes, Sections & Details. Work for this item also included working with precast concrete contractors to specify a texture similar to Village Hall and obtaining information from gate suppliers. A design change from the pre-final plan review meeting required relocating the door; this required modifying the wall sections and details.
6. Details were developed for a wood fence trash enclosure south of the Village Hall parking lot (bid alternate #2) and for a sight screen chain link fence enclosure at the Police Department parking lot (bid alternate #3).

V3 COMPANIES OF ILLINOIS LTD. • 7325 JANES AVENUE, WOODRIDGE, IL 60517 • PH: 630.724.9200 • FX: 630.724.9802 • V3CO.COM

CHICAGO

DENVER

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7. Quantity calculations were performed for the Fan Shaped Lot improvement (including lighting items) and the cost estimate updated accordingly.
8. Special Provisions for lighting items and the trash enclosure alternatives were added.
9. Although a DuPage County Stormwater permit was not required for this project, a Stormwater Management Report was compiled to evaluate existing and proposed drainage conditions and to verify that the project will not adversely affect adjacent properties and that existing drainage patterns will be maintained. Drainage exhibits were provided and hydraulic calculations summarized. In addition, an overview of Best Management Practices (BMP's) was also discussed.
10. A proposed lighting plan and lighting/electrical details and notes were developed for the Fan Shaped Lot. In addition, photometric calculations were performed for various lighting scenarios and the output included in the plans. Voltage drop calculations and conduit and wire sizing calculations were also performed. The lighting plan, details, photometrics, conduit sizing calculations, etc were then modified under the direction of the Village of Lombard (based on cost concerns) to initially depict double mast arm decorative lights and then subsequently to depict "shoe box" type light fixtures. The lighting plans were also modified to depict the revised service location for power.
11. In order to accommodate plan revisions requested by the Village of Lombard subsequent to the issue of the bid plans, four addendum documents were developed. However, V3 is only requesting additional hours for addendum 1.
12. As part of the contract documents, a Stormwater Pollution Prevention Plan (SWPPP) document was developed for the project. In addition, a Notice of Intent (NOI) was prepared and submitted to obtain a NPDES permit for the project.
13. A pre-final review meeting was held at the Village of Lombard offices to discuss plan revisions and suggested bid alternatives.
14. V3 Companies attended and presented the Fan Shaped Lot improvements at the July 2008 Village Plan Commission meeting.
15. Hours for responding to questions that arise during construction have been added.
16. Hours for providing revised preliminary and final contract quantities to the Village after bids were received and the construction scope was reduced.

The following items were outlined in the original scope of work and were never completed during the course of the project. These hours have therefore been subtracted accordingly from the total amount of additional manhours requested.

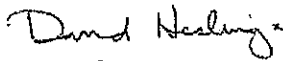
1. Preparation of the Final Project Development Report reflecting resolution of review comments from the Village and submit to the Village for final approval.

2. Submittal of pre-final plans to utility companies to coordinate any utility adjustments needed to complete improvements.
3. A proportional amount of hours has been deducted for the completion of pre-final and final plans related to the omitted portion of the project (Holloman Drive south of Village Hall and miscellaneous sidewalk work).
4. Hours for presenting the proposed improvements, schedule and staging at a public information meeting have also been deducted.

V3's engineering fee for the additional work outlined above is \$47,480. In addition, Hitchcock Design Group has requested a \$6651 increase of fee for the additional landscaping work outlined in their attached letter. The total requested increase in fee relative to the original contract is therefore \$54,131.

Thank you for this opportunity to perform further services for the Village.

Sincerely,
V3 COMPANIES OF ILLINOIS, LTD.



David Heslinga, P.E.
Director, Infrastructure, Planning & Design

Enclosure

cc: V3 File

V3 Companies of Illinois, LTD.
 Engineering Services Estimate - Lombard Complex Paving - Supplemental Services

	PD	PW	SE	SPE	PE	T	DT	Survey PM	Survey Tech	2-Man Crew	1-Man Crew	Total Hours	% of Hours	Total Cost
Supplemental Tasks	\$72.00	\$48.00	\$39.33	\$34.00	\$31.25	\$24.00	\$30.60	\$35.00	\$23.50	\$43.00	\$23.50	35	7.4%	\$834.00
1. Fan Shaped Lot Survey design staff		2		2	2		2	1	10		24			
3. Development of geometric alternatives and costs for Fan Shaped Lot/Prep of Exhibits/Meetings to discuss concepts.												8	1.7%	\$287.70
4. Plans for Fan Shaped Lot (Demolition Plan, Layout Plan, Grading Plan, Utility Plan, Bioswale Detail and Erosion Control Plan)		14			28	4						44	9.2%	\$1,580.50
5. Trash Enclosure Plans (Bid Alt 1)		2	20	44	28	34						128	26.9%	\$4,291.00
6. Trash Enclosure Details (Bid Alts 2 and 3)		2	2	48			12					60	12.6%	\$2,272.38
7. Quantity Calculations and Cost Estimate for Fan Shaped Lot		2	2		8	6						16	3.4%	\$480.00
8. Additional Special Provisions for Fan Shaped Lot and to define Bid Alternatives		2	2		6		8					16	3.4%	\$528.30
9. Stormwater Management Calculations and Report		2	2	26		2						8	1.7%	\$283.50
10. Electrical Calculations and Development of Lighting Plans for Fan Shaped Lot		8			10		88					30	6.3%	\$1,028.00
11. Development of Addendum Documents		16			6		2					104	21.8%	\$3,328.10
12. Preparation of SWPPP Manual and Submittal of NOI.		1		24								25	5.3%	\$684.00
13. Attend Pre-Final Review Meeting		4	4	4	4							16	3.4%	\$741.00
14. Present Fan-Shaped Lot Improvements at Village Plan Commission Meeting.		3										3	0.6%	\$216.00
15. Construction Coordination		8			12							20	4.2%	\$769.00
16. Revised Quantities for reduced construction scope		4			12							16	3.4%	\$567.00
Original Contract Tasks Not Completed														
1. Prepare Final Project Development Report		-8			-4							-28	-5.8%	-\$1,198.28
2. Submit Pre-Final Plans to Utility Companies					-6	-2						-10	-2.1%	-\$396.70
3. Submit Pre-Final and Final Plans (for south portion of project eliminated from contract)		-1			-10	-8						-23	-4.8%	-\$733.70
4. Attend public information meeting and present project.		-8			-8							-16	-3.4%	-\$634.00
Subtotal	8	69	30	100	92	36	106	1	10	0	24	476	100%	
% of Hours														

Cost	\$576.00	\$3,312.00	\$1,179.90	\$3,400.00	\$2,875.00	\$664.00	\$3,243.60	\$35.00	\$236.00	\$0.00	\$564.00	\$16,284.50
Multiplier	2.80											\$47,230.00
Direct Costs												\$250.00
Total V3 Costs												\$250.00
Total Hitchcock Costs (see attached letter)												\$6,551.00
Total Supplement Costs												\$4,731.00
V3 Direct Costs:												\$250

- PD - Project Director (David Haselring)
- PM - Proj Manager (Vince DeMedico & Mike Rechtenik)
- SE - Structural Engineer (Chris Burke)
- SPE - Senior Project Engineer (Wick Sykes)
- PE - Project Engineer (Dan Sherman)
- T - CADD Technician (Dave Pung)
- DT - Design Technician (Charlie Stoll)

DOT approved overhead rate = 163.65%

Project Multiplier:

- Overhead: 1.64
- Direct Labor: 1.00
- Profit (9.8%): 0.26
- Total: 2.90**



Hitchcock Design Group

Creating Better Places[®]

September 22, 2008

Vince DelMedico
V3 Companies of Illinois Ltd.
7325 Janes Avenue
Woodridge, IL 60517

RE: Lombard Municipal Complex

Project No.: 03-0540-010-01-06 B

Dear Vince:

We have completed our scope of work for the Lombard Municipal Complex Landscape Plans. Our original contract amount was \$14,681. Per the request of the Village of Lombard and V3, we performed design and documentation services for a number of items that were beyond our original scope of services.

The attached spreadsheet titled FAN LOT IMPROVEMENTS ADDITIONAL SERVICES outlines the hours and rates for the additional work we performed designing and documenting the landscape improvements for the fan lot redesign. These additional services are valued at \$1,440.10.

In addition to performing the work for the fan lot improvements, the attached spreadsheet titled NEIGHBORHOOD MEETING EXHIBITS, MISC. SITE DESIGN ADDITIONAL SERVICES outlines the hours and rates for the following additional services requested by the Village and V3, which are valued at \$5,210.88:

- Developing two parking/site plan alternatives for review with V3 based on the Village's decision to include the fan lot improvements within the project scope.
- Landscape plan color rendering for the Village's July 15, 2008 neighborhood meeting.
- Perspective renderings of proposed views for the Village's July 15, 2008 neighborhood meeting.
- Developing Village Hall drop-off/entry hardscape improvements recommendation sketch.
- Submitted options for Village Hall drop-off vehicular control barriers, coordinated construction details and specifications with V3 for the preferred planter curb option.

Based on the additional services summarized in these two spreadsheets, we are asking V3 to consider increasing our contract value by \$6,650.98 (the sum of the two spreadsheets' values). This increase to our original contract value (listed above) would result in a total contract value of \$21,331.98.

Since the landscape plan construction documents are completed, we do not anticipate accruing any fees beyond this amount. Please let us know if you have any questions.

Sincerely,
Hitchcock Design Group

Thomas Runkle
Associate

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cc: Dave Heslinga, V3
Tim King, HDG

**COST PLUS FIXED FEE
COST ESTIMATE OF CONSULTANT SERVICES
FAN LOT IMPROVEMENTS ADDITIONAL SERVICES**

DF-824-039
REV 12/04

FIRM Hitchcock Design Group DATE 09/22/08

PSB Prime

OVERHEAD RATE 1.9655
COMPLEXITY FACTOR 0

PRIME/SUPPLEMENT

DBE DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	DBE TOTAL (H)	TOTAL (B-G)	% OF GRAND TOTAL
	Research & Analysis	2	61.30	120.49		22.68		0.00		204.47	14.20%
	Preliminary Design	7	197.76	388.68		73.17		0.00		659.60	46.80%
	Final Design	6	172.70	339.44		63.90		0.00		576.04	40.00%
		0									
		0									
	Subconsultant DL					0.00					
	TOTALS	15	431.76	848.60	0.00	159.75	0.00	0.00	0.00	1,440.10	100.00%

DBE 0.00%

DBE

PREPARED BY THE AGREEMENTS UNIT

Printed 9/22/2008 9:27 AM

**COST PLUS FIXED FEE
 COST ESTIMATE OF CONSULTANT SERVICES
 NEIGHBORHOOD MEETING EXHIBITS, MISC. SITE DESIGN ADDITIONAL SERVICES**

DF-824-039
 REV 12/04

FIRM Hitchcock Design Group DATE 09/22/08

PSB Prima OVERHEAD RATE 1.9655

PRIME SUPPLEMENT 0 COMPLEXITY FACTOR 0

D/B/E DROP BOX	ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENEF (C)	IN-HOUSE DIRECT COSTS (D)	FIXED FEE (E)	Outside Direct Costs (F)	SERVICES BY OTHERS (G)	D/B/E TOTAL (H)	TOTAL (I-B-G)	% OF GRAND TOTAL
	Parking/site plan concepts	6	217.50	427.50		80.48		0.00		725.47	13.92%
	Neighborhood meetings	45	1,127.25	2,215.61		477.08		0.00		3,759.94	72.16%
	Village Hall concept	2	72.50	142.50		26.83		0.00		241.82	4.64%
	Vehicular barrier options	4	145.00	285.00		53.65		0.00		483.65	9.28%
	Subconsultant DL					0.00					
	TOTALS	57	1,562.25	3,070.60	0.00	578.03	0.00	0.00	0.00	5,210.88	100.00%

DBE 0.00%

DBE