

**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:** March 21, 2013 (COW) (B of T)      **Date:** April 6, 2013

**TITLE:** Finley Road Rehabilitation – Phase 2  
Resident Engineering Services

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

**BACKGROUND/POLICY IMPLICATIONS:**

The provision of full time construction observation/inspection services for the construction of the Finley Road Pavement Rehabilitation - Phase 2 project.

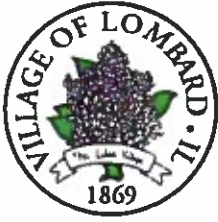
**FISCAL IMPACT/FUNDING SOURCE:**

Total Contract Amount: \$291,518.00 (from Capial Projects Fund)  
NWS Project Number: ST 12 02  
Account: ST 12 02 RES ENG (Charles Lane to Glen Oak)  
410.710.725.75410 - 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

From: David A. Dratnoi, P.E., Village Engineer *DAD*

Date: March 20, 2013

Subject: Finley Road Pavement Rehabilitation – Phase 2  
Resident Engineering Services

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Attached please find a contract, resolution and fee schedule regarding resident engineering services for the Finley Road Pavement Rehabilitation – Phase 2 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. Six (6) 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. For Finley Road, Baxter & Woodman has proposed the same resident engineer, who worked on Finley Road - Phase 1 (Rich Himebaugh). Mr. Himebaugh also worked on Olde Towne - East, Phases 3, 4 and 5.

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 \$291,518.00

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of April 4, 2013. If approved, please return one original signed copy to Public Works-Engineering for further processing.

DAD/rgs

**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 Finley Road Rehabilitation – 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 4th day of April, 2013.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Approved this 4th day of April, 2013.

\_\_\_\_\_  
**William Ware**  
**Acting Village President**

ATTEST:

\_\_\_\_\_  
**Brigitte O'Brien**  
**Village Clerk**



## VILLAGE OF LOMBARD CONTRACT

### CONTRACT DOCUMENT NUMBER ST-12-02.2

This agreement is made this 4<sup>th</sup> day of April 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 Finley Road Pavement Rehabilitation – Phase 2

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. ENGINEER'S Proposal Dated February 28, 2013
  - c. ENGINEER'S Letter and attached Work Effort and Fee Dated March 19, 2013
  - 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 William Ware, Acting Village President, and the ENGINEER have hereunto set their hands this 4<sup>th</sup> day of April 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 4<sup>th</sup> day of April, 2013.

\_\_\_\_\_  
William Ware, Acting Village President

Attest:

\_\_\_\_\_  
Brigitte O'Brien, 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)

Finley Road Pavement Rehabilitation – 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 \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public

VILLAGE OF LOMBARD, ILLINOIS  
 FINLEY ROAD PAVEMENT REHABILITATION (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) 155%  
 Multiplier's 2.75  
 Calendar Days 170 \*OT 2.75

\* start work 4/29/2013 to close out 11/29/2013  
 • 8 Saturdays RH  
 Begin 5/13 End 8/27 RH -20 Wk & TB 16w/160 days subs comp/ 18-Oct  
 Begin 9/30 End 10/25 RH-4 weeks 170 days final comp/ 28-Oct

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	8	\$71.84	0.31%	\$574.72				\$1,580.48
	Mark Dechstelner	144	\$52.78	5.63%	\$7,601.76	\$430.00			\$21,334.84
	Berb Tobin	20	\$24.36	0.78%	\$487.20	\$0.00	\$24,255.12	8.32%	\$1,339.80
OBS & DOCUMENT & PR	Rich Himebaugh	967	\$38.59	37.83%	\$38,293.53	\$3,048.00			\$108,328.71
OVERTIME	Rich Himebaugh	320	\$38.59	12.52%	\$12,668.80				\$34,839.20
OBSERVATION	Tony Blanchin	840	\$45.76	25.04%	\$29,286.40	\$1,742.00			\$82,278.60
OVERTIME		0	\$45.76	0.00%	\$0.00		\$225,447.51	77.34%	\$0.00
CONSTRUCTION STAKEOUT	SURVEYOR	60	\$30.02	3.13%	\$2,401.60				\$7,037.40
	SURVEYOR	60	\$30.02	3.13%	\$2,401.60	\$433.00	\$13,641.80	4.68%	\$6,604.40
PROJ CLOSEOUT & REC DRAW	Rich Himebaugh	105	\$38.59	4.11%	\$4,156.95				\$11,431.61
	Mark Dechstelner	24	\$22.79	0.94%	\$1,286.96				\$3,484.14
	Tim Betts	24	\$33.50	0.94%	\$804.00		\$17,128.75	5.86%	\$2,211.00
GIS Processing	Andy Ziegler	18	\$49.07	0.63%	\$765.12				\$2,159.08
	Tim Hopper	128	\$25.25	5.01%	\$3,232.00				\$8,888.00
TOTALS		2,556		100.00%	\$103,951	\$5,654	\$11,047.08	3.79%	\$291,518

In-House Direct Costs: \$5,654 incl \$2.00/day Tolls-added 886 miles @ 0.585  
 VEHICLE EXPENSES - TRAVEL & TOLLS, 10,007 MI @ \$0.565/MILE =

Personnel & Hours	% of Hours
Principal	0.31%
Project Manager	6.57%
GIS Processing	5.84%
RE RH & TB	79.50%
Secretarial	0.76%
Surveyor	6.26%
CAO	0.94%
Total	100.00%

Project Multiplier

OT overhead reduced by 10% of 1.52

Overhead (see exhibit A)	Standard Time	OT
Direct Labor	=	1.55
Profits @ 0.145%	=	1.00
Multiplier	=	0.37
Multiplier	=	2.92
Multiplier	=	2.75

Our approved IDOT overhead rate is 1.55. We propose to use a multiplier of 2.74 instead of 2.92 for this project to account for staffs OH for all hours