

**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 26, 2014      (COW) (B of T)      **Date:** March 6, 2014

**TITLE:** Lombard Meadows – Phase 1  
Resident Engineering Services

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

**BACKGROUND/POLICY IMPLICATIONS:**

Provision of full time construction observation/inspection services for the Lombard Meadows - Phase 1 project.

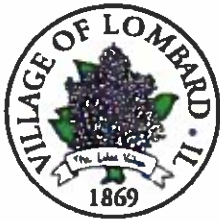
**FISCAL IMPACT/FUNDING SOURCE:**

Total Contract Amount: \$274,468.00  
(\$109,787.20 from Water/Sewer Capital Reserve) (\$164,680.80 from Capital Projects Fund)  
Total CIP Budget Amount: \$149,600.00  
NWS Project Number: ST 13 03  
Account: Phase 1 RE  
(\$109,787.20 520.790.715.75420)  
(\$164,680.80 410.710.725.75420)

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 Goldsmith, Director of Public Works *CJ*

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

Date: February 26, 2014

Subject: Lombard Meadows – Phase 1  
Resident Engineering Services

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Attached please find a resolution, contract and fee schedule regarding resident engineering services for the Lombard Meadows – Phase 1 project.

This selection was made from the new FY 2014/2015 Resident Engineering Short List. The new resident engineering short list is comprised of five (5) firms.

The Village received fifteen (15) proposals in response to the Request for Qualifications (RFQ) and Request for Proposals (RFP) for Resident Engineering Services. Lombard Meadows – Phase 1 was the “target project” within the RFQ/RFP. What that means is; the firms not only submitted their overall Statement of Qualifications (SOQ) but also submitted a proposal (RFP) for resident engineering services specifically for the Lombard Meadows – Phase 1 project. Compiling all the scores from the eight (8) person evaluation committee yielded Civiltech Engineering of Itasca, as the overall (RFP/RFQ) top rated firm and thus was determined to be the “most qualified” firm to serve as resident engineer for this project.

Civiltech Engineering (Civiltech) performed the Resident Engineering services for many past Village street reconstruction projects; Special Assessments 210, 212, 213, 213B and Hammerschmidt Avenue to list a few. For Lombard Meadows, Civiltech has proposed the same resident engineer, who worked on all of the above projects.

The scope and fee were negotiated with Civiltech and agreed to by both parties. The not-to-exceed fee for resident engineering services is \$274,468.00

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of March 6 2014. If approved, please return one original signed copy to Public Works-Engineering for further processing.

DAD/rgs

**RESOLUTION**

R \_\_\_\_\_ 14

**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 Civiltech Engineering Inc. regarding the Lombard Meadows – Phase 1 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 6th day of March, 2014.

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

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

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

Approved this 6th day of March, 2014.

\_\_\_\_\_  
**Keith Giagnorio**  
**Village President**

ATTEST:

\_\_\_\_\_  
**Janet Downer**  
**Deputy Village Clerk**



## VILLAGE OF LOMBARD CONTRACT

### CONTRACT DOCUMENT NUMBER ST 13 03

This agreement is made this 6<sup>th</sup> day of March 2014, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Civiltech Engineering, 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 Lombard Meadows – Phase 1

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 (December 13, 2013) 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 January 24, 2014
  - c. ENGINEER'S Letter Dated February 18, 2014 and attached revised Work Effort and Fee Dated February 25, 2014
  - 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 Keith Giagnorio, Village President, and the ENGINEER have hereunto set their hands this 6<sup>th</sup> day of March 2014.

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:

\_\_\_\_\_  
Civiltech Engineering, Inc.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

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

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

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

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 6<sup>th</sup> day of March, 2014.

\_\_\_\_\_  
Keith Giagnorio, Village President

Attest: \_\_\_\_\_  
Janet Downer, Deputy 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)

Lombard Meadows – Phase 1 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 \_\_\_\_\_, 2014.

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

**Exhibit A - Construction Engineering  
COST ESTIMATE OF CONSTRUCTION SERVICES  
PHASE III RESIDENT ENGINEERING SERVICES  
Lombard Meadows - Phase I  
Village of Lombard**

Rover: Lombard Meadows - Phase I  
Local Agency: Village of Lombard  
Section No.: ST-13-03  
Project No.: DuPage  
Job No.:  
County:

Consultant: Civitech Engineering, Inc.

Revised: 2/25/2014

# Held below firm's approved rate on Bg with  
IDOT's Bureau of Accounting and Auditing.  
\* Includes annual increase for work in 2014  
\*\* Firm's approved Over Head rate on Bg with IDOT's  
Bureau of Accounting and Auditing is 148.26%  
\*\*\* Labor x 0.145 x 2.10 = Fixed Fee  
Complexity Factor (F=0.00)

ITEM	Estimated Manhours by Task						Total Number of Manhours	Percent of Total	Payroll Rate*	Payroll Costs	Payroll, Burden & Fringe Cost;, Overhead & Expense** (Labor x 1.45)†	Fixed Fee*** (Labor x 0.35)†	TOTAL
	Meetings	Survey & Verification	Inspection	Documentation	Estimation	Other Services							
Construction Engineering:	24	36	943	392			1,295	83.43%	48.10 \$	68,495 \$	95,693 \$	23,673 \$	188,361 \$
Asst. RE		12	166	59			236	8.15%	27.00 \$	6,453 \$	9,004 \$	2,259 \$	17,746 \$
Engr. (Inspector)							0	0.00%	27.00 \$	- \$	- \$	- \$	- \$
Tech (Intern)		24	475	156			655	25.09%	16.00 \$	11,780 \$	16,500 \$	4,127 \$	32,423 \$
Surveyor		160		24			184	7.05%	36.00 \$	6,624 \$	9,274 \$	2,316 \$	18,216 \$
Survey Tech		104		8			112	4.29%	14.00 \$	1,568 \$	2,195 \$	549 \$	4,312 \$
Proj. Mngr.	13						26	1.00%	70.00 \$	1,820 \$	2,548 \$	637 \$	5,005 \$
<b>TOTALS</b>	<b>37</b>	<b>336</b>	<b>1585</b>	<b>639</b>	<b>13</b>	<b>2,611</b>	<b>100.00%</b>		<b>95,750 \$</b>	<b>135,430 \$</b>	<b>30,863 \$</b>	<b>274,860 \$</b>	
Direct Expense:													
1.) Vehicle Expense													266,063 \$
2.) Material Testing													8,200 \$
3.) Printing Expense													105 \$
4.) Photography													100 \$
<b>TOTALS</b>													<b>274,860 \$</b>

- 1.) 205 Days @ \$40.00/Day
- 2.) Material Testing (Provided by Lombard's Material Testing Consultant)
- 3.) Estimated printing expense for Record Drawings
- 4.) Estimated photography expense