

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 8, 2010 (COW) (B of T) **Date:** March 18, 2010

TITLE: Olde Towne – East, Phase 5
Resident Engineering

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

BACKGROUND/POLICY IMPLICATIONS:

Full time construction observation services.

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$258,126.00 W/SCapRsv (\$71,238.35) CapProjFd (\$186,887.65)
HTE Project Number: 0830
Account: 7901.809425 & 7110.809425
PW Project Number: ST-10-04

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. Dratnol, P.E., Village Engineer

Date: March 8, 2010

Subject: Olde Towne – East, Phase 5
Resident Engineering

Attached please find a contract, resolution and fee schedule for resident engineering services for Olde Towne – East, Phase 5.

This selection was made from the new 2010/2012 Resident Engineering Short List. The new resident engineering short list is comprised of six (6) firms.

The initial Request for Qualifications (RFQ) and Request for Proposals (RFP) for Resident Engineering Services was sent to fifteen (15) firms. Olde Towne- East was a “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 Olde Towne-East, Phase 5 project. Compiling all the scores from the seven (7) person evaluation committee yielded Baxter & Woodman of Crystal Lake, 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.

Baxter & Woodman performed the Resident Engineering services for Olde Towne – East, Phase 3 and 4. The same resident engineer, Rich Himebaugh (who worked on Phases 3 and 4) is proposed for Phase 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 \$258,126.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of March 18, 2010. If approved, please return one original signed copy to Public Works-Engineering for further processing.

DAD/rgs

c: File: ST-10-04

H:PW/PW-ENG/PROJECTS/FY20109/ST10-04/Olde Towne – East 5 /RE



RESOLUTION

R _____ 10

**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 Olde Towne – East, Phase 5 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 18th day of March, 2010.

Ayes: _____

Nays: _____

Absent: _____

Approved this 18th day of March, 2010.

William J. Mueller
Village President

ATTEST:

Brigitte O'Brien
Village Clerk

APPROVAL AS TO FORM:

Thomas P. Bayer
Village Attorney



VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER ST-10-04

This agreement is made this 18th day of March 2010, 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 for Olde Towne – East, Phase 5

1. This contract shall embrace and include all of the applicable contract documents listed below as if attached hereto or repeated herein:
 - a. Request for Qualifications and Request for Proposal (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 Proposal Dated February 12, 2010
 - c. ENGINEER'S Letter Dated March 3, 2010
 - 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 J. Mueller, Village President, and the ENGINEER have hereunto set their hands this 18th day of March 2010.

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 _____, 2010.

Individual or Partnership _____ Corporation _____

By

Position/Title

By

Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 18th day of March, 2010.

William J. Mueller, 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)

Olde Towne – East, Phase 5 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 _____, 2010.

Notary Public

VILLAGE OF LOMBARD, ILLINOIS
OLDE TOWNE EAST PHASE 5-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) 147%
Multiplier 2.83
Calendar Days 170

* start work 3/22/2010 to close out 10/29/2010
* 6 Saturdays
Begin 4/12 End 9/29 RH 24.3 weeks 170 days final comp
Begin 4/12 End 5/26 RG-5 weeks RW- 2 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	10	\$65.08	0.42%	\$650.80				\$1,841.76
	Mark Dachstein	150	\$50.50	6.25%	\$7,575.00	\$203.00	\$ 24,149.05	9.36%	\$21,640.25
	CLERICAL	10	\$23.57	0.42%	\$235.70				\$667.03
OBS/DOCUMENT/GPS	Rich Himebaugh	1088	\$39.00	45.33%	\$42,432.00	\$1,917.00			\$121,999.56
OVERTIME	Rich Himebaugh	290	\$39.00	12.08%	\$11,310.00				\$32,007.30
GPS/OBSERVATION	Ryan Wallace	80	\$30.59	3.33%	\$2,447.20	\$135.00			\$7,060.58
OBSERVATION	Robert Gibbons	200	\$34.82	8.33%	\$6,964.00	\$341.00	\$ 181,116.56	70.17%	\$20,049.12
CONSTRUCTION STAKEOUT	Robert Gibbons	80	\$34.82	3.33%	\$2,785.60	\$855.00			\$8,738.25
	SURVEYOR	160	\$26.94	6.67%	\$4,310.40		\$ 20,936.68	8.11%	\$12,198.43
SHOP DRAWING REVIEW	Mike Hudspeth	16	\$39.16	0.67%	\$626.56		\$ 1,773.16	0.69%	\$1,773.16
PROJ CLOSEOUT & REC DRAW	Rich Himebaugh	80	\$39.00	3.33%	\$3,120.00				\$8,829.60
	Mark Dachstein	20	\$50.50	0.83%	\$1,010.00		\$13,492.31	5.23%	\$1,804.41
GIS/GPS	Tim Bette	20	\$31.88	0.83%	\$637.60				\$5,524.61
	Andy Zaletel	42	\$46.46	1.75%	\$1,952.16				\$1,631.83
	Matt Pierotti	22	\$26.21	0.92%	\$576.62				\$8,001.66
	Jean McElvogue	132	\$21.42	5.50%	\$2,827.44		\$1,500.00	6.45%	\$1,500.00
GPS Module \$500/month					\$ 89,461	\$ 4,951	\$ 258,126	100.00%	\$ 258,126
TOTALS		2,400		100.00%	\$ 89,461	\$ 4,951	\$ 258,126	100.00%	\$ 258,126

In-House Direct Costs: \$3,451 incl \$1.00/day Tolls-added 51.1 miles @0\$.50
VEHICLE EXPENSES - TRAVEL & TOLLS, 6902 MI @ \$0.50/MILE = \$1,500
GPS Module Rental 3-months \$500/Month

Personnel & Hours	% of Hours
Principal	0.42%
Project Manager	7.08%
Secretary	0.42%
RE	60.75%
ASST. RE-RW	3.33%
ASST. RE-RG	8.33%
Surveyor	10.00%
CAD	0.83%
GPS/GIS	8.17%
SR Engr.	0.67%
Total	100.00%

Project Multiplier

Overhead (see exhibit A) = 1.47
Direct Labor = 1.00
Profits @ 0.145% = 0.358
Multiplier = 2.828

Our approved IDOT overhead rate is 1.47. We propose to use a multiplier of 2.83 for this project

CONSTRUCTION ENGINEERING

Project: Village of Lombard - Olde Towne East-Phase 5

Letting Date: 25-Feb-10 Calendar Days 170 = 24.3 weeks

1. Calendar days services are to be provided: 24.3 weeks x 7 = 170 Days

2. Work Days: Completion 165 Calendar Days

Total Days	<u>170</u>	150
Minus Sundays	<u>24.5</u>	21
Minus Saturdays	<u>24.5</u>	21
Total Week Days	<u>121</u>	108
Saturdays	<u>6</u>	

NOTE: Tentative schedule
 Begin March 22, 2010 B & W
 End October 29, 2010 B&W
 Begin April 12, 2010 Contractor NTP
 End September 29, 2010 Final Completion
 Project closeout & Record Drawings Oct 1, 2009

3. Hours required per day for construction observation:

RE-Richard Himebaugh 4/12-9/29-10hrs/day 9hrObsv + 1hrDoc, 3/22-4/9 8hrs/day

Weekdays Regular	8	<u>Days</u>
Overtime	<u>1</u>	

RH	4/12-9/29	9	(Use <u>0</u> hours to account for overtime pay)	x	<u>121</u>	<u>1089</u>
RH	3/22-4/9	8		x	15	<u>120</u>

Asst RE-Bob Gibbons	4/26-5/28		FT 40 hrs/week	5weeks	25	<u>200</u>
Asst RE-Ryan Wallace	4/12-4/23		FT 40 hrs/week	2weeks	10	<u>80</u>
Weekdays Regular		8				
Overtime		<u>0</u>				
		8	(Use <u>0</u> hours to account for overtime pay)	x	<u>0</u>	<u>0</u>

RH Saturday Overtime		<u>8</u>	(Use <u>0</u> hours to account for overtime pay)	x	<u>6</u>	<u>48</u>
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RE Totals 1 & 3 1537

4. Shop Drawing Review: Lights
MH

	Days	Hours	Total Manhours
	<u>0</u>	<u>8</u>	<u>0</u>
Engr, Sr.	<u>2</u>	<u>8</u>	<u>16</u>
*includes shop drawing review			<u>16</u>

5. GIS & GPS Services GIS/GPS-PM,CAD,Asst RE
AZ,MP,JM 196

6. Project principal Time:
JA Total hours per month 10
2 x 5

7. Provide Construction Staking:
Bob G Number of men 2 Hours 10
SRV Number of days 12 240

8. Preconstruciton/Info Meeting

		Hours			
	Project Principal	<u>10</u>			
MD	Project Manager	<u>10</u>			
RH	Resident Engineer	<u>10</u>			<u>20</u>

9. Documentation Requirements:

		Hours					
RH	RE	Daily	<u>1</u> hrs.	<u>1</u>	x	<u>91</u>	<u>91</u>
RH	RE	Pay Est./Change Orders	<u>5</u> hr/month	<u>6</u>	x	<u>5</u>	<u>30</u>
		Shop Drawings	<u>0</u> hours	<u>0</u>	x	<u>0</u>	<u>0</u>
							<u>121</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>20</u> hours	PM	MD	
	Project Closeout	<u>40</u> hours	RE	RH	
	Record Drawings	<u>20</u> hours	CAD	TB	<u>80</u>

Totals 4 - 11 723

(1- 11) SUBTOTAL 2260

12. Project Administration: Prepare Pay Requests & CO's, Review Subs, Review Schedule, Shop Drawings

<u>3</u> % of above subtotal	Final Inspection & other Documents	<u>60</u>
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13. Conferences: Admin-Bi-Weekly Progress Meetings & Minutes

<u>4</u> % of above subtotal		<u>70</u>
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14. Clerical:

<u>1</u> % of above subtotal		<u>10</u>
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15. Total manhours requirements

2400

16. Quality Control: By Village-Subconsultant

17.	GPS GIS Equipment Rental \$500/month		<u>\$1,500.00</u>
			<u>\$0.00</u>
	Vehicle Expenses & TOLLS \$1/day	<u>6,902</u> x <u>\$0.500</u>	<u>\$3,451.00</u>

	RT	Mi	
Survey-	12	92	1098 Mokena to Lombard & Site
PM-	15	27	405
RE (s)	180	30	5400
			6903

Itasca to Lombard 30mi RT

**RECAP OF HOURS
for Exhibit A**

<u>Administration & Meetings</u>	
<u>%</u>	<u>Staff</u>
0.67%	16 Sr. Engr
0.42%	10 Principal
0.83%	20 PM & RE
2.50%	60 PM
2.92%	70 PM
0.42%	10 Secr.
<u>7.75%</u>	<u>186</u>

<u>Construction Stakeout</u>	
<u>%</u>	<u>Staff</u>
<u>10.00%</u>	<u>240 Survey</u>
	<u>GIS & GPS Services</u>
<u>%</u>	<u>Staff</u>
<u>8.17%</u>	<u>196 GIS PM, GIS CAD, Asst RE</u>

<u>Observation</u>	
<u>%</u>	<u>Staff</u>
<u>64.04%</u>	<u>1537 RE's</u>
<u>64.04%</u>	<u>1537</u>

<u>Documentation & Closeout</u>		
<u>%</u>	<u>Staff</u>	
5.04%	121 RE	Doc
1.67%	40 RE	Close out
0.83%	20 CAD	Close out
0.83%	20 PM	Close out
<u>1.67%</u>	<u>40 RE</u>	<u>Close out</u>
<u>10.04%</u>	<u>241</u>	

Administration & Meetings	186	7.75%
Stakeout	240	10.00%
Inspection	1537	64.04%
GIS & GPS Services	196	8.17%
Documentation & Closeout	<u>241</u>	<u>10.04%</u>
TOTAL	2400	100.00%
	Hours	

Monthly Schedule of Manhours Staff & Task

Mar-10

Task	Staff	Hours
Admin	Principal	2
Admin	P.Manager	25
Admin	Secretary	2
observe/document	RE Rich H	80
observe/document	Ryan W & Bob G	0
constr. Layout	Surveyors	0
Shop Drawings	Sr. Engr	0
Data Processing	GIS	10
Total		119

Apr-10

Task	Staff	Hours
Admin	Principal	1
Admin	P.Manager	25
Admin	Secretary	1
observe/document	RE Rich H	200
observe/document	Ryan W & Bob G	120
constr. Layout	Surveyors	60
Shop Drawings	Sr. Engr	16
Data Processing	GIS	16
Total		439

May-10

Task	Staff	Hours
Admin	Principal	1
Admin	P.Manager	25
Admin	Secretary	1
observe/document	RE Rich H	220
observe/document	Ryan W & Bob G	160
constr. Layout	Surveyors	60
Shop Drawings	Sr. Engr	0
Data Processing	GIS	40
Total		507

Jun-10

Task	Staff	Hours
Admin	Principal	1
Admin	P.Manager	20
Admin	Secretary	1
observe/document	RE Rich H	220
observe/document	Ryan W & Bob G	0
constr. Layout	Surveyors	60
Shop Drawings	Sr. Engr	0
Data Processing	GIS	40
Total		342

Jul-10

Task	Staff	Hours
Admin	Principal	1
Admin	P.Manager	20
Admin	Secretary	1
observe/document	RE Rich H	240
observe/document	Ryan W & Bob G	0
constr. Layout	Surveyors	60
Shop Drawings	Sr. Engr	0
Data Processing	GIS	20
Total		342

Aug-10

Task	Staff	Hours
Admin	Principal	1
Admin	P.Manager	15
Admin	Secretary	1
observe/document	RE Rich H	238
observe/document	Ryan W & Bob G	0
constr. Layout	Surveyors	0
Shop Drawings	Sr. Engr	0
Data Processing	GIS	10
Total		265

Sep-10

Task	Staff	Hours
Admin	Principal	1
Admin	P.Manager	20
Admin	Secretary	1
observe/document	RE Rich H	200
observe/document	Ryan W & Bob G	0
constr. Layout	Surveyors	0
Shop Drawings	Sr. Engr	0
Data Processing	GIS	40
Total		262

Oct-10

Task	Staff	Hours
Admin	Principal	2
Admin	P.Manager	20
Admin	Secretary	2
observe/document	RE Rich H	80
observe/document	Ryan W & Bob G	0
constr. Layout	Surveyors	0
Shop Drawings	Sr. Engr	0
Rec. Drawings/closeou	CAD/RE Rich H.	20
Total		124