

DISTRICT # 5

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: January 24, 2017 (COW) (B of T) **Date:** February 2, 2017

TITLE: North Broadway Interim Pump Station & Force Main and Gatz Pond Outfall
Resident Engineering Services

SUBMITTED BY: Carl Goldsmith, Director of Public Works *CG by DRK*

BACKGROUND/POLICY IMPLICATIONS:

Provision of full time construction observation/inspection services for the North Broadway Interim Pump Station & Force Main and Gatz Pond Outfall projects.

FISCAL IMPACT/FUNDING SOURCE:

Total Contract Amount: \$322,044.00

Total CIP Budget Amount: \$501,500 (\$171,500 for N. Broadway and \$330,000 for Gatz Pond)

NWS Project Number: SS 15-01 and SS 16-01

Account: Water/Sewer Capital Reserve: 520.790.715.75420

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 *CG by DRH*
From: Dave Gorman, P.E., Assistant Director of Public Works *DRH*
Date: January 24, 2017
Subject: North Broadway Interim Pump Station & Force Main
and Gatz Pond Outfall
Resident Engineering Services

Attached please find a resolution, contract and fee schedule regarding resident engineering services for the North Broadway Interim Pump Station & Force Main and the Gatz Pond Outfall projects.

This selection was made from the FY 2017 - FY 2019 Resident Engineering Short List. The resident engineering short list is comprised of five (5) firms.

Compiling all the scores from the four (4) person evaluation committee yielded Baxter and Woodman, Inc. of Crystal Lake, as the overall top rated firm and thus was determined to be the "most qualified" firm to serve as resident engineer for these projects.

Baxter and Woodman, Inc. performed the Resident Engineering services for many past Village projects; IL 53 Pump Station, Lombard Meadows Phase II, Vista Pond, and Transmission Main in the Village.

The scope and fee were negotiated with Baxter and Woodman, Inc. and agreed to by both parties. The not-to-exceed fee for resident engineering services is \$322,044.00.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of February 2, 2017. If approved, please return one original signed copy to Public Works-Engineering for further processing.

RESOLUTION
R_____17

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 North Broadway Interim Pump Station & Force Main and Gatz Pond Outfall projects as attached hereto and marked Exhibit "A" and " B ", 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 2nd day of February, 2017.

Ayes:_____

Nays:_____

Absent:_____

Approved this 2nd day of February, 2017.

Keith Giagnorio
Village President

ATTEST:

Sharon Kuderna
Village Clerk



VILLAGE OF LOMBARD CONTRACT

CONTRACT DOCUMENT NUMBER SS 15-1/SS 16-01

This agreement is made this 2nd day of February 2017, 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 North Broadway Interim Pump Station & Force Main
and Gatz Pond Outfall Projects**

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 Proposals for Shortlists for Engineering Services (October 28, 2016) consisting of the following:
 - i) Cover Sheet
 - ii) Table of Contents
 - iii) General Provisions
 - iv) Special Provisions
 - v) Request for Qualifications Design Engineering Short-List and Request for Proposal for Design Engineering for Central Station Reservoir Improvement
 - vi) Request for Qualifications Resident Engineering Short-List and Request for Proposal for Resident Engineering for Gatz Pond Outfall/North Broadway Interim Pump Station Improvements Projects
 - vii) Instructions Regarding the Consultant Evaluation Form
 - viii) Instructions Regarding the Statement of Qualifications Form
 - ix) Consultant Evaluation Form
 - x) Statement of Qualifications Form
 - b. ENGINEER'S Proposal Dated December 5, 2016
 - c. ENGINEER'S Letter Dated January 25, 2017 and attached revised Work Effort and Fee Dated January 25, 2017
 - 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 2nd day of February, 2017.

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 _____, 2017.

Individual or Partnership _____ Corporation _____

By Position/Title

By Position/Title

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 2nd day of February, 2017.

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)

_____, having submitted a proposal for:
(Name of Company)

Transmission Main 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 approved 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 _____, 2017.

Notary Public

January 25, 2017

Mr. Carl Goldsmith
Director of Public Works
Village of Lombard
1051 S. Hammerschmidt Avenue
Lombard, Illinois 60148-3926

***Subject: Village of Lombard –Gatz Pond Outfall/N. Broadway Interim Pump Station Improv.
Resident Engineering Services – Lombard Contract Document # SS-16-01/SS-15-01***

Dear Mr. Goldsmith:

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 (2.80) for standard hours of all employees. Also included a Not to Exceed contract amount of **\$322,044** 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
President/CEO

RECAP OF HOURS for Exhibit A

<u>Administration & Meetings</u>		<u>Construction Stakeout</u>	
%	Staff	%	Staff
0.00%	0 Sr. Engr	0.00%	0 Survey
0.00%	0 Principal		
0.38%	10 PM /RE		
2.26%	60 PM		
3.76%	100 PM		
0.60%	16 Secr		
7.00%	186		
		<u>GIS Processing</u>	
		%	Staff
		5.83%	155 AZ & DS & JJ
<u>Observation</u>		<u>Documentation & Closeout</u>	
%	Staff	%	Staff
80.54%	2140 RE's	0.00%	0 RE Pay Est/CO & Documentation
		1.51%	40 RE's Close out
		1.20%	32 CAD Close out
		1.51%	40 PM Close out
		1.51%	40 RE's Close out
80.54%	2140	5.72%	152
Shop Drawings	24 MD		
Administration & Meetings	186	7.00%	
Stakeout	0	0.00%	
Inspection	2140	80.54%	
GIS Processing	155	5.83%	
Shop Drawings	24	0.90%	
Documentation & Closeout	152	5.72%	
		100.00%	
TOTAL	2657 Hours		

CONSTRUCTION ENGINEERING

Date: 1/25/2017

Project: Village of Lombard - Gatz Pond Outfall/North Broadway Interim Pump Station ImprovementsLetting Date: 3/2/2017 Calendar Days 330 = 47 weeks1. Calendar days services are to be provided: 47 weeks x 7 = 330 Days 47

2. Work Days: Completion 224 Calendar Days

Total Days	<u>330</u>
Minus Sundays	<u>47</u>
Minus Saturdays	<u>47</u>
Total Week Days	<u>236</u>
Saturdays	<u>0</u>

NOTE: Tentative schedule Const Award 3/16/2017
 Begin March 1, 2017 B&W
 End February 1, 2018 B&W
 Begin April 3, 2017 Contractor NTP
 End December 23, 2017 Final Completion
 Project closeout GIS Processing & Record Drawing: February 1, 2018

3. Hours required per day for construction observation:

Weekdays Regular		<u>Days</u>
Overtime	<u>0</u>	

JN	4/3-12/23	5 d/wk	10 hrs/day	38 weeks	x	190	1900 JN
JW*	0	5 d/wk	8 hrs/day avg	17 weeks	x	0	0 JW*
DF	9/1-12/15	12 hrs/wk		15 weeks	x		180 DF
GN	10/1-12/23/17	10 hrs/day			x	6	60 GN

* Prior approval from the Village to utilize an Asst. RE

Weekdays Regular	<u>0</u>	<u>0</u>	x	<u>0</u>	<u>0</u>	0
Overtime	<u>0</u>	(Use <u>0</u> hours to account for overtime pay)	x	<u>0</u>	<u>0</u>	0
Saturday Overtime	<u>0 days</u>	(Use <u>0</u> hours to account for overtime pay)	x		<u>0</u>	

RE's Totals 1 & 3 2140

4. Shop Drawing Review: Gatz Pond Outfall- Sewer and water main items/ N. Broadway PS Force Main
MLD

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

5. GIS Processing

15 Hrs	AZ	
140 Hrs	DS & JJ	<u>155</u>

6. Project principal Time:
JA

Total hours per month	
<u>0</u> x <u>0</u>	<u>0</u>
Total	<u>0</u>

7. Provide Construction Staking

RH	Number of men	<u>0</u>	Hours	<u>0</u>
TB	Number of days	<u>0</u>		
				<u>0</u>

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

9.	Documentation Requirements:	Hours							
RE	Daily	<u>0</u> hrs.	<u>0</u>	x	<u>300</u>	<u>0</u>			
RE	Pay Est./Change Orders	<u>0</u> hr/month	<u>0</u>	x	<u>8</u>	<u>0</u>			
	Shop Drawings	<u>0</u> hours	<u>0</u>	x	<u>0</u>	<u>0</u>			0

10.	Final Quantities:								
	Measurement	<u>20</u> hours	RE	JN					
	Computation	<u>20</u> hours	RE	JN					40

11.	Closing Documentation Requirements:								
	Pay Estimate/CO	<u>40</u> hours	PM	MD					
	Project Closeout	<u>40</u> hours	RE	JN					
	Record Drawings	<u>32</u> hours	CAD	R.Eslick					112

Totals 4 - 11 341

(1- 11) **SUBTOTAL** 2481

12.	Project Administration: Prepare Pay Requests & CO's, Review Subs, Review Schedule								
	<u>2.40</u> % of above subtotal	Final Inspection & other Documents							60 MD

13.	Conferences: Admin Weekly progress meetings, agenda-minutes, and Resident Information meeting								
	<u>4.00</u> % of above subtotal								100 MD
									0

14.	Clerical:								
	<u>0.46</u> % of above subtotal								16 BT

15.	Total manhours requirements								2657
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16. Quality Control: By Village-Subconsultant

17.									\$0.00
									\$0.00
	Vehicle Expenses & TOLLS	<u>16,897</u>	x	<u>\$0.535</u>					<u>\$9,040</u>

		RT	Mi						
	Survey-	0	0	0					
MD	PM-	40	50	2000	JN	DF	GN	JW	
	RE (s)	245	50	12250					
				<u>0</u>					
				14250					

Chicago to Lombard 50 mi RT

	Tolls								
	0 \$6/day	\$4/day	\$4/day		\$3/day				
	0 JN	DF	gn	JW	MD				
	\$1,416.0	\$1,152	\$120	\$24	\$120				
	0								
	2,647 miles								

**VILLAGE OF LOMBARD, ILLINOIS
GATZ POND OUTFALL/N. BROADWAY INTERIM PUMP STATION IMPROVEMENTS -RESIDENT ENGINEERING
EXHIBIT B**

CONSTRUCTION ENGINEERING

Date: 25-Jan-17

Local Agency: VILLAGE OF LOMBARD, ILLINOIS
(Municipality/Township/County)

*Firm's approved rates on file with IDOT's
Bureau of Accounting and Auditing:
2017 Overhead Rate (OH) 144.8%
Multiplier 2.80
Calendar Days 330

* start work 3/1/2017 to close out 2/1/2018 closeout-as-builts & GIS compl.
- 0 Saturdays
Begin 4/3 End 12/23/17 JN 38 wks Substantial completion 50hrs/week
Begin 5/1 End 9/1 Gatz Pond Sewer 0hrs/week
Begin 12/23 End 2/1/2018 operations-GIS -Asbuilts

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	0	\$83.50	0.00%	\$0.00				\$0.00
	Mark Dachsteiner	170	\$57.10	6.40%	\$9,707.00	\$1,180.00	\$ 29,668.80	9.21%	\$28,369.80
	Barb Tobin	18	\$79.00	0.60%	\$464.00				\$1,299.20
OBS & DOCUMENT & ADMIN	Jeremy Norton	1900	\$42.00	71.51%	\$79,800.00	\$8,341.50			\$229,781.50
	Donn Fimbach	180	\$31.90	6.77%	\$5,742.00	\$1,324.00			\$17,401.60
GIS DATA/ OPERATIONS	Gary Neils	60	\$49.58	2.26%	\$2,974.80	\$184.50			\$8,513.94
	Jeff Widmayer	0	\$32.05	0.00%	\$0.00	\$0.00	\$255,687.04	79.40%	\$0.00
CONSTRUCTION STAKEOUT	Surveyor	0	\$40.00	0.00%	\$0.00		\$ -	0.00%	\$0.00
	Surveyor	0	\$40.00	0.00%	\$0.00				\$0.00
SHOP DRAWING REVIEW				0.00%	\$0.00				\$0.00
	Mark Dachsteiner	24	\$57.10	0.90%	\$1,370.40		\$ 3,837.12	1.19%	\$3,837.12
PROJ CLOSEOUT & REC DRAW	Jeremy Norton	80	\$42.00	3.01%	\$3,360.00				\$9,408.00
	Randall Eslick	32	\$44.00	1.20%	\$1,408.00				\$3,942.40
	Mark Dachsteiner	40	\$57.10	1.51%	\$2,284.00				\$6,395.20
	Donn Fimbach	0	\$31.90	0.00%	\$0.00		\$19,745.60	6.13%	\$0.00
GIS Processing	Andy Zakiel	15	\$54.20	0.56%	\$813.00				\$2,276.40
	Dan Seitter	20	\$27.60	0.75%	\$552.00				\$1,545.60
	Mike Clark	0	\$35.17	0.00%	\$0.00				\$0.00
	Jean Johannes	120	\$27.60	4.52%	\$3,312.00				\$9,273.60
	Peter Ferretti	0	\$43.00	0.00%	\$0.00		\$13,095.60	4.07%	\$0.00
TOTALS		2,857		100.00%	\$ 111,787	\$ -	\$ 9,040	100.00%	\$ 322,044

In-House Direct Costs: VEHICLE EXPENSES - TRAVEL & TOLLS, 16.897MI @ \$0.535/MILE = \$9,040 ind \$1418 Tolls-added 2847 miles @ 0.535

Personnel & Hours	% of Hours
Principal	0.00%
Project Manager	8.12%
GIS Processing	5.88%
JN & DF & GN	84.18%
Secretarial	0.61%
Engr	0.00%
Surveyor	0.00%
CAD	1.21%
Total	100.00%

Project Multiplier

Overhead (see exhibit A) = 1.448
Direct Labor = 1.00
Profits @ 14.5% = 0.355
Multiplier = 2.803

Our approved IDOT overhead rate is 1.448. We propose to use a multiplier of 2.80 for all employee hours for this project.