

**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 25, 2025 (COW) (B of T) **Date:** March 6, 2025

**TITLE:** Lombard Meadows – Phase IV  
 (Hawthorne Circle and Cherry Lane – south of Magnolia to E. Wilson Ave)  
 Resident Engineering Services

**SUBMITTED BY:** David Gorman, P.E., Assistant Director of Public Works 

**BACKGROUND/POLICY IMPLICATIONS:**

Provision of resident engineering services for the Lombard Meadows – Phase IV project.

**FISCAL IMPACT/FUNDING SOURCE:**

Total Contract Amount: \$409,573.84  
 Total CIP Budget Amount: \$410,000.00  
 Project Number: ST 16 03  
 Account: Water/Sewer Capital Reserve Fund: 520.790.715.75420 (\$275,952.87)  
                   Construction Fund: 410.710.725.75420 (\$133,620.97)

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  
From: David Gorman, P.E., Assistant Director of Public Works  
Date: February 25, 2015  
Subject: Resident Engineering Services  
Lombard Meadows – Phase IV

Attached are the resolution, contract, and fee schedule related to resident engineering services for the Lombard Meadows – Phase IV project (Cherry Lane, south of Magnolia Circle to East Wilson Avenue). This selection was made from the current Resident Engineering Short List, which consists of five (5) firms.

Of these, four (4) firms submitted proposals. Based on the overall ratings from a four-person evaluation committee, Thomas Engineering Group (TEG) of Oak Brook was determined to be the most qualified firm.

TEG has previously provided resident engineering services for several Village improvements, including the recent 641 North Main Street and Downtown Sidewalk Improvements projects. TEG has proposed the same resident project representative who worked on the Lombard Meadows – Phase III and Downtown Sidewalk Improvements projects.

The scope of work and fee were negotiated with TEG and agreed upon by both parties. The not-to-exceed fee for resident engineering services is \$409,573.84.

Please present this agreement and resolution to the President and Board of Trustees for their review at the regular meeting on March 6, 2015. If approved, kindly return one signed original copy to Public Works-Engineering for further processing.

Attachment: Contract and Engineering Certification

RGS/DG

**R E S O L U T I O N**  
**R \_\_\_\_\_ 25**

**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 Thomas Engineering Group regarding Resident Engineering services for the Lombard Meadows – Phase IVI (Hawthorne Circle and Cherry Lane – south of Magnolia to E. Wilson Avenue) 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 6<sup>th</sup> day of March, 2025.

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

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

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

Approved this 6<sup>th</sup> day of March, 2025.

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

ATTEST:

\_\_\_\_\_  
**Elizabeth Brezinski**  
**Village Clerk**



## **VILLAGE OF LOMBARD CONTRACT**

### **CONTRACT DOCUMENT NUMBER ST 16 03**

This agreement is made on this 6th day of March 2025, between and shall be binding upon the VILLAGE of Lombard, an Illinois Municipal Corporation hereinafter referred to as the "VILLAGE" and Thomas Engineering Group LLC 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 IV**  
(Hawthorne Circle and Cherry Lane south of Magnolia Circle to East Wilson Avenue)

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 (October 7, 2024) consisting of the following:
    - i) Cover Sheet
    - ii) Table of Contents
    - iii) Solicitation Letter
    - iv) General Provisions/ Request for Qualifications
    - v) Request for Proposal
    - vi) Instructions for the Consultant Evaluation Form
    - vii) Instructions for the Statement of Qualifications Forms
    - viii) Appendix A - Sample Contract and Engineer's Certification Form
    - ix) Appendix B - Local Government Prompt Payment Act
    - x) Appendix C – Statement of Qualifications Form and Proposal Form
  - b. Request for Proposal dated February 11, 2025
  - c. ENGINEER'S Proposal Dated February 24, 2025
  - d. ENGINEER'S Work Effort and Fee Dated February 24, 2025
  - e. 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 6th day of March 2025.

If there is an individual or partnership, all individual names of each partner shall be signed or if a corporation, an officer duly authorized shall sign here:

\_\_\_\_\_  
Thomas Engineering Group LLC

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

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

\_\_\_\_\_  
By

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

\_\_\_\_\_  
By

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

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 6th day of March 2025.

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

Attest:

\_\_\_\_\_  
Elizabeth Brezinski, 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)

Resident Engineering Services for Lombard Meadows – Phase IV (Hawthorne Circle and Cherry Lane south of Magnolia Circle to East Wilson Avenue) 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 \_\_\_\_\_, 2025.

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

February 24, 2025

2625 Butterfield Road  
Suite 209W  
Oak Brook, IL 60523

Mr. Raymond Schwab  
Civil Engineer II  
1051 South Hammerschmidt Avenue  
Lombard, Illinois 60148-3931

**Re: Resident Engineering Services Proposal for the Lombard Meadows – Phase IV  
Project (Contract No. ST-16-03)**

Dear Mr. Schwab:

Thomas Engineering Group, LLC (TEG) respectfully submits the enclosed fee proposal to the Village of Lombard to provide Resident Engineering Services for the Lombard Meadows – Phase IV project. The enclosed attachments, referenced below, summarize the total effort to complete our services based on the project approach and organizational chart found in our written proposal dated February 11, 2025.

The following pages, rates, and tables represent what TEG has developed in terms of a fee schedule:

- Staff Scheduling Plan
- Cost Estimate of Consultant Services (CECS)

We have utilized an IDOT standard Cost Estimate of Consultant Services (CECS) and Direct Labor Multiplier (DLM) method of compensation using a multiple of 2.90 based on our current IDOT approved payroll burden and expense rate. The total anticipated duration of construction services is 180 Calendar Days, or approximately 26 weeks, with completion prior to the end of November 2025:

Total Proposed TEG Staff Hours	2,465
<b>Total Not-to-Exceed CECS</b>	<b><u>\$409,573.84</u></b> (11.1% of construction cost)

While we believe that this estimate accurately reflects our best effort at understanding the scope of work as described in our proposal, we understand that the Village may interpret the scope differently or may seek to add, subtract, or modify the scope or level of effort contained herein. We look forward to negotiating the scope and effort to meet the exact expectations of the Village. TEG is excited to serve the Village of Lombard and dedicated to providing outstanding service.



If you have any questions or require additional information, please call me at (847) 847-6181 or by e-mail at [gregb@thomas-engineering.com](mailto:gregb@thomas-engineering.com).

Sincerely,  
thomas engineering group, llc



Gregory A. Benske  
*Construction Department Head*

Attachments

Cc: Thomas Gill, P.E., President, Thomas Engineering Group, LLC  
David Gorman, P.E., Assistant Director of Public Works, Village of Lombard





**thomas.**  
engineering group  
service at the highest grade.

[illegible]

**EXHIBIT C**  
**COST PLUS FIXED FEE**  
**COST ESTIMATE OF CONSULTANT SERVICES**

**FIRM** Thomas Engineering Group, LLC

**DATE**

02/23/25

**OVERHEAD RATE**

1.5337

**COMPLEXITY FACTOR**

0

COST ESTIMATE USING FIXED FEE									
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)	TOTAL (B-G)	% OF GRAND TOTAL
Pre-Construction	78	5,744.56	8,810.43		2,125.49			\$ 16,680.48	4.07%
Construction Engineering	2047	115,036.30	176,431.17		42,563.43			\$ 334,030.90	81.45%
Post Construction	340	20,451.50	31,366.47		7,567.06			\$ 59,385.02	14.48%
<b>TOTALS</b>	2465	141,232.36	216,608.07	0.00	52,255.97	0.00	0.00	\$ 410,096.40	100.00%
Calculated Profit % Using Cost Plus Fixed Fee (CPFF)					12.74%				
Equivalent Direct Labor Multiplier (DLM)					2.9037				
Proposed Fee Using 2.90 DLM					\$ 409,573.84				

\*TEG proposes reduced multiplier of 2.90 DLM

**SHEET**                      **1**      **OF**      **1**

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