

DISTRICT 4

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
 For Inclusion on Board Agenda

X Resolution or Ordinance (Blue) X 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 7, 2026 **(COW) (B of T)** **Date:** January 22, 2026

TITLE: North Grace Street Resurfacing (St. Charles to North Avenue) - Design Engineering
Amendment No. 2

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

BACKGROUND/POLICY IMPLICATIONS:

Refer to the attached memo.

FISCAL IMPACT/FUNDING SOURCE:

CURRENT CONTRACT: \$295,700.00

AMENDMENT: \$6,945.00/ Construction Fund (410.710.725.75410)

REVISED CONTRACT AMOUNT: \$302,645.00

PW PROJECT: ST 26-01

P.O. #: 2025-00000380 (FY 2026 P.O. To Be Determined)

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.

MEMORANDUM



To: Scott Niehaus, Village Manager
From: David Gorman, P.E., Assistant Director of Public Works *DRG*
Through: Carl Goldsmith, Public Works Director *JG*
Date: January 7, 2026
Subject: North Grace Street Resurfacing (St. Charles to North Avenue)
 Design Engineering Amendment No. 2

Attached is the second proposed Amendment to the Engineering Services Agreement with Baxter & Woodman for the North Grace Street Resurfacing Project. This Amendment would increase the contract amount by \$6,945.00 to cover additional services beyond the original project scope.

The construction phase of this project is federally funded; therefore, the Village must comply with all requirements established by the Federal Highway Administration (FHWA) and the Illinois Department of Transportation (IDOT) related to plans and specifications.

Pre-final plans were submitted to IDOT in late October. During one of IDOT's Bureau reviews, it was determined that the Environmental Screening and Preliminary Environmental Site Assessment (PESA) were not sufficient and that a Preliminary Site Investigation (PSI) is required. The Village's geotechnical consultant is not currently IDOT-qualified to complete a full PSI. As a result, the Design Engineer, along with a qualified subconsultant, will prepare the required PSI report.

The scope of work under this Amendment includes the following deliverables:

- **Sample Collection and Analytical Testing:** Collection of subsurface soil samples and transportation to an environmental laboratory for analytical testing.
- **Report Preparation:** Preparation of a report summarizing testing activities and results, including conclusions and identification of required IDOT pay items and special provisions related to the disposal of regulated substances.
- **Soil Disposal Evaluation:** Identification of areas where excavated material may qualify as Clean Construction or Demolition Debris (CCDD) and preparation of the IEPA LPC-663 form.

Time is of the essence, as IDOT has set a deadline of January 12, 2026, for submission of the requested corrections and additional reports. Meeting this deadline is necessary to maintain the current bid letting schedule of April 24, 2026.

Please present this Amendment to the Village President and Board of Trustees for review and approval at their regular meeting on January 22, 2026.

R E S O L U T I O N
R

A RESOLUTION AUTHORIZING AN AMENDMENT TO A PROFESSIONAL SERVICES CONTRACT INVOLVING AN INCREASE/DECREASE IN THE DOLLAR AMOUNT OF THE CONTRACT OF \$10,000 OR MORE AND/OR EXTENDING/ SHORTENING THE TIME IN WHICH THE CONTRACT IS TO BE COMPLETED BY THIRTY (30) DAYS OR MORE

WHEREAS, pursuant to Illinois Compiled Statutes, Chapter 720, Section 5/33E-9, units of local government are required to make specific findings prior to authorizing any amendment relative to a contract which would increase or decrease the dollar amount of the contract by \$10,000 or more, or would extend or shorten the time in which the contract is to be completed by thirty (30) days or more; and

WHEREAS, staff has presented and recommended the proposed amendment dated January 5, 2026, to the contract between the Village of Lombard and Baxter & Woodman regarding the North Grace Street Resurfacing Project, as attached hereto as Exhibit "A" and made part hereof, (the "Amendment") to the Corporate Authorities of the Village of Lombard; and

WHEREAS, said Amendment attached hereto as Exhibit "A" would increase the dollar amount of the contract by \$6,945.00, when combined with the original contract amount of \$267,200.00 and previous amendment of \$28,500.00 to a total dollar amount of \$302,645.00.

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 after reviewing the explanation of staff as to the necessity of and reasons for the Amendment attached hereto as Exhibit "A", the President and Board of Trustees find as follows:

- A** That the circumstances which necessitated said Amendment were not reasonably foreseeable at the time the contract was entered into.
- B** That the basis of the Amendment was not within the contemplation of the contract when the contract was signed.
- C** That it is in the best interests of the Village of Lombard to approve the Amendment in its proposed form.
- D** That to the extent that it may have been necessary to go to bid relative to the work contemplated by said Amendment, bidding is hereby specifically waived as to the Amendment work.

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SECTION 2: That having made the findings set forth in Section 1 above, the President and Board of Trustees hereby approve the Amendment attached hereto as Exhibit "A", and direct and authorize the Village President and Village Clerk to execute said Amendment on behalf of the Village.

Adopted this 22nd day of January 2026, pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Absent: _____

Approved by me this 22nd day of January 2026.

Anthony Puccio
Village President

ATTEST :

Ranya Elkhattib
Village Clerk

January 5, 2026

Mr. Ray Schwab
Civil Engineer II
Village of Lombard
2558 E. Wilson Avenue
Lombard, IL 60148-8222

EXHIBIT

A

**Subject: Village of Lombard – North Grace Street Resurfacing – Phase I and II Design Engineering
Amendment 2**

Dear Mr. Schwab:

The North Grace Street project from East St. Charles Street to IL Route 64 includes roadway rehabilitation, including road resurfacing, base patching, curb and gutter replacement, minor storm sewer repairs, traffic calming feature installation, bike accommodations additions, and ADA compliance within sidewalks, ramps, and crosswalks. The project length is approximately 1.0 mile.

The original scope of engineering work included in the Project consists of completing a Phase I Project Development Report and Phase II Engineering Drawings and Bid Documents in accordance with IDOT procedures for Federal Aid projects. The services include coordination with the Illinois Department of Transportation (IDOT) and DuPage County Council of Mayors; completing Phase II processing with Plans, Specifications, and Estimate of Cost (PS&E) and submitting final bid documents to IDOT.

Additional improvements and services were requested due to the findings of the Environmental Screening and Preliminary Environmental Site Assessment (PESA). During the Prefinal Plans, Specifications, and Estimates review by IDOT, additional documentation in the form of a Preliminary Site Investigation (PSI) and IEPA form clarifying Clean Construction or Demolition Debris (CCDD) sites was requested to estimate disposal quantities and costs.

The project will utilize local funds for Phase I and II Engineering. The Village has received \$1,572,000 in Federal STP funds for Construction and Construction Engineering of the project.

The following is the amended scope of services from our Proposal, which we consider appropriate and necessary for the completion of the project.

Phase II Scope of Services

22. PRELIMINARY SITE INVESTIGATION (PSI)

- A. Phase 2 Sample Collection: Collect up to five samples of subsurface soil from site, preserve samples, and transport to environmental laboratory for analytical testing. Laboratory analyses will include BTEX, PNAs, RCRA Metals, TCLP Metals, SPLP Metals, and Soils pH.

- B. PSI: Prepare a letter report summarizing the activities and results of the investigations. The report will include pertinent laboratory testing results. It will also provide a summary of conclusions from the information collected and identify which DOT pay items and special provisions should be included in the construction documents for disposing of Regulated Substances.
- C. Soil Disposal: Identify any areas from which excavated material may be classified as Clean Construction or Demolition Debris (CCDD) and if applicable, prepare an IEPA LPC-663 form.

Project Deliverables

Deliverables: The following is a list of anticipated final deliverables to the Village for this project:

- Electronic DGN, Geopak, Digital Photos, and GIS files used in project development including Plan, Profiles, Cross Sections, Survey, and Exhibits.
- Electronic Record of Design files including Final Plans, Specifications, Permits, agency correspondence, Utility logs, Project Reports and Models, Estimates, Exhibits, and related electronic submittals (pdf or as appropriate). Baxter & Woodman utilizes an electronic filing system in lieu of hard copies

Fee

Our engineering fee for the above Amendment 2 scope of services is based on our hourly billing rates for actual work performed plus reimbursement for out-of-pocket expenses including travel, which will not exceed **\$6,945.00**.

The total project engineering fees are summarized below:

- Original Scope = \$267,200.00
- Amendment 1 = \$28,500.00
- Amendment 2 = \$6,945.00
- Total = \$302,645.00

This proposal is valid for 90 days from the date issued.

Schedule

The proposed work will be completed between April 2024 and April 2026. The following are the milestones and anticipated dates of completion.

- Amendment 2 Notice to Proceed: January 2026
- Final PS&E: January 2026
- Construction Letting: April 24, 2026

Acceptance

All terms and conditions of the Original Proposal/Agreement dated April 11, 2024, with the Village of Lombard shall apply.

If you have any questions or need additional information, please do not hesitate to contact Joshua Harris at 815-444-3271 or jharris@baxterwoodman.com.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



John V. Ambrose, PE
Vice President

Attachment

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Lombard N Grace Street Resurfacing Phase Tasks, Hours, Rates, and Personnel

Deliverable	Sub-Deliverable	Employee	Planned Hrs	Labor Compensation	Reimbursable Expenses	Reimbursable Consultants	Total Compensation
Totals			24.00	\$3,950.00	\$2,995.00		\$6,945.00
4 - ADDENDUM 2 SCOPE OF SERVICES			24.00	\$3,950.00	\$2,995.00		\$6,945.00
	22 - PRELIMINARY SITE INVESTIGATION (PSI)		24.00	\$3,950.00	\$2,995.00		\$6,945.00
		<i>Josh Harris</i>	4.00	\$980.00			
		<i>Joe McGuire</i>	18.00	\$2,610.00			
		<i>Jake Rogers</i>	2.00	\$360.00			