

**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 27, 2023 (COW) (B of T) **Date:** March 16, 2023

**TITLE:** North Grace Street Utility Improvements  
(East Prairie Avenue to North Avenue)  
Resident Engineering Services

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

**BACKGROUND/POLICY IMPLICATIONS:**

Resident engineering services for the North Grace Street Utility Improvements project.

**FISCAL IMPACT/FUNDING SOURCE:**

Total Contract Amount: \$241,800.00

Total CIP Budget Amount: \$290,000.00

Project Number: WA 22 02

Account: Water/Sewer Capital Reserve Fund: 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*  
From: David Gorman, P.E., Assistant Director of Public Works *DG*  
Date: February 27, 2023  
Subject: North Grace Street Utility Improvements  
Resident Engineering Services

---

Attached please find a resolution, contract, and fee schedule regarding resident engineering services for the North Grace Street Utility Improvements project. This selection was made from the current Municipal Engineering Short List. The resident engineering short-list is comprised of seven (7) firms and six (6) of the seven (7) firms were eligible to submit.

Five (5) of the six (6) eligible firms submitted proposals. Based on the overall numerical rating of the three (3) person evaluation committee, Baxter & Woodman (B&W) of Crystal Lake was rated as the “most qualified” firm.

B&W has performed Resident Engineering services for many past projects, whose scope has included extensive underground utility work, such as Lombard Meadows (Phase 2) and Olde Towne – East (Phase 3, 4 & 5).

The scope and fee were negotiated with B&W and agreed to by both parties. The not-to-exceed fee for resident engineering services is \$241,800.00.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting on March 16, 2023. If approved, please return one original signed copy to Public Works-Engineering for further processing.

DG/rgs

**R E S O L U T I O N**  
**R \_\_\_\_\_ 23**

**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 Resident Engineering services for the North Grace Street Utility Improvements project (from East Prairie Avenue to North Avenue) 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 16th day of March, 2023.

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

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

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

Approved this 16th day of March, 2023.

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

ATTEST:

\_\_\_\_\_  
**Liz Brezinski**  
**Village Clerk**

Village of Lombard									
Plan Number: 220404.60									
Plan Name: LOMBD - N Grace Street Underground Imp CS									
Project Multiplier: 3.00									
Level 2	Level 3	Emp	Work Code	Planned Hrs	Planned Labor Bill	Compensation Fee	Consultant Fee	Reimb Allowance	Total Compensation
Overall Project Total				1,407.00	233,457.02	233,457.03	0.00	8,342.97	241,800.00
CS100 Project Initiation				36.00	5,712.00	5,712.00	0.00	0.00	5,712.00
			Reginald Jansen	28.00	4,368.00				
			01020 Attend Meeting	8.00	1,248.00				
			01360 Manage Project	20.00	3,120.00				
			James Snell	8.00	1,344.00				
			01020 Attend Meeting	8.00	1,344.00				
CS105 Construction Administration				228.00	36,528.00	36,528.00	0.00	600.00	37,128.00
			Reginald Jansen	148.00	23,088.00				
			01020 Attend Meeting	48.00	7,488.00				
			01360 Manage Project	60.00	9,360.00				
			01290 Prepare Change Orders	8.00	1,248.00				
			01560 Prepare Response to RFI	12.00	1,872.00				
			01230 Payment Estimate	20.00	3,120.00				
			James Snell	80.00	13,440.00				
			01260 Field Engineering	80.00	13,440.00				
CS110 Field Observation				1,008.00	169,257.02	169,257.03	0.00	7,600.00	176,857.03
			Timothy Bette	4.00	585.02				
			01110 GIS Collection Services	4.00	585.02				
			James Snell	1,004.00	168,672.00				
			01260 Observe Construction, Full Time	1,000.00	168,000.00				
			01110 GIS Collection Services	4.00	672.00				
CS140 Project Closeout				135.00	21,960.00	21,960.00	0.00	142.97	22,102.97
			Michael Becker	10.00	1,440.00				
			01150 Construction Record Drawings	10.00	1,440.00				
			Reginald Jansen	40.00	6,240.00				
			01360 Manage Project	40.00	6,240.00				
			James Snell	85.00	14,280.00				
			01360 Manage Project	60.00	10,080.00				
			01150 Construction Record Drawings	25.00	4,200.00				

**PLN06-Reimbursable Expenses**

Village of Lombard			
Plan Number: 220404.60			
Plan Name: LOMBD - N Grace Street Underground Imp CS			
			Reimb Allowance
Overall Project Total			\$ 8,342.97
CS100 Project Initiation			\$ -
CS105 Construction Administration			\$ 600.00
	Mileage (65.5 cents/mile)		\$ 660.00
CS110 Field Observation			\$ 7,600.00
	GIS Equipment Use (\$1,500/Month)		\$ 6,000.00
	Mileage (65.5 cents/mile)		\$ 1,600.00
CS140 Project Closeout			\$ 142.97
	Mileage (65.5 cents/mile)		\$ 142.97



## **VILLAGE OF LOMBARD CONTRACT**

**CONTRACT DOCUMENT NUMBER WA 22 02**

This agreement is made this 16th day of March 2023, 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 the North Grace Street Utility Improvements project.

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 9, 2021) consisting of the following:
    - i) Cover Sheet
    - ii) Table of Contents
    - iii) General Provisions
    - iv) Special Provisions
    - v) Request for Qualifications and Proposals for Municipal Engineering Services 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. VILLAGE's Request for Proposal Dated December 6, 2022
  - c. ENGINEER'S Proposal Dated February 1, 2023
  - d. ENGINEER'S E-Mail Dated February 24, 2023 12:44 PM which includes the Work Effort and Fee
  - 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 16th day of March 2023.

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 \_\_\_\_\_, 2023.

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

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

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

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this 16th day of March, 2023.

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

Attest:

\_\_\_\_\_  
Liz 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)

North Grace Street Utility Improvements 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 \_\_\_\_\_, 2023.

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