

**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:** William T. Lichter, Village Manager

**DATE:** November 22, 2004 (COW) (B of T) **Date:** 12/2/04

**TITLE:** Highland Avenue at Eastgate Road Traffic Signal Installation  
 Resident Engineering

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

**BACKGROUND/POLICY IMPLICATIONS:**

Please see memo.

**FISCAL IMPACT/FUNDING SOURCE:**

Total Contract Amount: \$22,182.85 / Capital Projects Fund

HTE Project Number: 0416

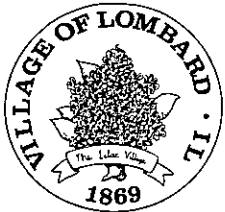
Account: 7101.755660

PW Project Number: ST-04-09

Review (as necessary):

Village Attorney X	_____	Date _____
Finance Director X <i>FD</i>	<i>Donald J Flood</i>	Date <i>11/22/04</i>
Village Manager X	<i>W. T. Lichter</i>	Date <i>11/22/04</i>

**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.



## InterOffice Memo

**To:** William T. Lichter, Village Manager  
**From:** David A. Dratnol, P.E., Village Engineer *DD*  
**Date:** November 22, 2004  
**Subject:** Highland Avenue at Eastgate Road Traffic Signal Installation  
Resident Engineering

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Attached please find a contract and resolution for the resident engineering services for the Highland Avenue at Eastgate Road Traffic Signal Installation project.

This selection was made from the Resident Engineering Short List. The short list is comprised of six firms. However, Civiltech Engineering was not asked to submit, as per the Engineering Division policy of typically not allowing the design firm to perform the construction observation on a project the firm designed. Four firms responded (Burns & McDonnell did not submit a proposal). Upon review, the Engineering Division determined that Smith Engineering Consultants, Inc. of Yorkville is the most qualified firm to serve as resident engineer.

Smith Engineering is currently serving as resident engineer for the Yorktown Water Main project.

The scope and fee were negotiated with Smith Engineering and agreed to by both parties. The not-to-exceed fee for resident engineering services is \$22,182.85. DuPage Medical Group is paying for the cost of designing and constructing the traffic signal improvements, so the Village will be reimbursed for these costs.

Please present this agreement and resolution to the President and Board of Trustees for their review at their regular meeting of December 2, 2004. If approved, please have both signed copies returned to Engineering for further processing.

DD/jg

cc: File: ST-04-09

**RESOLUTION**

R \_\_\_\_\_ 05

**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 Smith Engineering Consultants, Inc. regarding the Highland Avenue at Eastgate Road Traffic Signal Installation 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 2nd day of December, 2004.

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

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

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

Approved this 2nd day of December, 2004.

\_\_\_\_\_  
**William J. Mueller**  
**Village President**

ATTEST:

\_\_\_\_\_  
**Barbara Johnson**  
**Deputy Village Clerk**

APPROVAL AS TO FORM:

\_\_\_\_\_  
**Thomas P. Bayer**  
**Village Attorney**

# **VILLAGE OF LOMBARD CONTRACT**

## **CONTRACT DOCUMENT NUMBER ST-04-09**

This agreement is made this 2nd day of December, 2004, between and shall be binding upon the VILLAGE of Lombard, an Illinois municipal Corporation hereinafter referred to as the "VILLAGE" and Smith Engineering Constultants, 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 Highland Avenue at Eastgate Road Traffic Signal Installation

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 (February 13, 2004) consisting of the following:
    - i) Cover Sheet
    - ii) Table of Contents
    - iii) General Provisions
    - iv) Special Provisions
  - b. Request for Proposal Dated October 15, 2004
  - c. ENGINEER'S Proposal Dated November 1, 2004
  - d. ENGINEER'S Letter Dated November 19, 2004
  - 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 William J. Mueller, Village President, and the ENGINEER have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_ 2004.

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:

\_\_\_\_\_  
Print Company Name

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

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

\_\_\_\_\_  
By

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

\_\_\_\_\_  
By

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

THE VILLAGE OF LOMBARD, ILLINOIS

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2004.

\_\_\_\_\_  
William J. Mueller, Village President

Attest:

\_\_\_\_\_  
Barbara Johnson, Deputy 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)

Highland Avenue at Eastgate Road Traffic Signal Installation 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 \_\_\_\_\_, 2004.

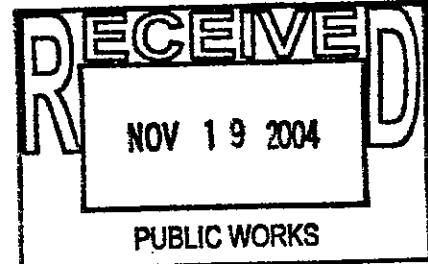
\_\_\_\_\_  
Notary Public



**Smith Engineering Consultants, Inc.**  
*Civil/Structural Engineers and Surveyors*

November 19, 2004

Ms. Justine Gembala  
Engineering Department  
Village of Lombard  
255 East Wilson Avenue  
Lombard, Illinois 60148-3931



RE: Highland Avenue at Eastgate Road  
Traffic Signal Installation, Resident Engineering  
Expanded Project Services & Work Effort

Dear Ms. Gembala:

Smith Engineering Consultants, Inc. (SEC) appreciates the opportunity to re-submit our "Project Services & Work Effort" which represents the reassignment of time to reflect Donald Ryba, P.E. as the primary on-site Resident Engineer for the duration of the project.

Per your request, please find enclosed four (4) copies of the modified "Project Services & Work Effort" and the November 10, 2004 Meeting Summary.

We look forward to working with the Village. Should you have any questions regarding the enclosed documents, please feel free to call me at 630.553.7560.

Sincerely,

SMITH ENGINEERING CONSULTANTS, INC.

Michael Hughes, P.E.  
Associate

MEH/jmk

Enclosures: SEC "Project Services & Work Effort"  
November 10, 2004 Meeting Summary

L:\Jobs\Smith\2004\049999-146 Highland Signals RE\Correspondence\letters\049999-146 Gembala 111904.doc

# **Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering**



## **Project Services & Work Effort**

Smith Engineering Consultants, Inc.'s (SEC) staff has reviewed the Project plans and specifications for this project, understands the critical milestones with respect to project completion, and is familiar with the area. The SEC-designated resident engineering staff understands the need to maintain close communication with the Village Engineering Department.

SEC, as necessary, would utilize the Village provided pagers, and SEC cellular telephones to provide immediate access during all phases of construction. SEC staff will also utilize e-mails, phone logs, meeting summaries and daily reports to further communicate with the Village staff.

## **Project Understanding**

The Village of Lombard intends to signalize the intersection of Highland Avenue and Eastgate Road utilizing combination mast arm assemblies and traffic signal poles. This system will be interconnected with the intersection of Highland Avenue and 22<sup>nd</sup> Street and will include emergency vehicle preemption and video detection equipment.

In addition to the signal installation, a left turn lane will be added for southbound traffic on Highland Avenue turning onto eastbound Eastgate Road. This will include the removal of the existing pavement and curb and gutter and the placement of new P.C.C pavement and stamped colored concrete median surface. It was noted that the Village may include additional pavement replacement at the intersection as well. SEC further understands that related construction which includes sidewalk removal and replacement, pavement markings and street lighting is also part of this project. As is the nature of construction of a single traffic signal, construction will be sporadic. SEC will encourage the Contractor to consolidate small work operations to minimize disruption to the public and to work as efficiently as possible.

The Notice to Proceed is scheduled to be issued on December 8, 2004, with a proposed substantial completion date of May 27, 2004. With the anticipated six to eight week turn-around period for traffic signal equipment delivery, it is expected that all underground work will be during the winter with the signal installation being completed in spring.





# Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering



The proposed work plan is as follows:

## **Task 1 – Construction Engineering**

This work shall include Items 1, 2, 3, 6, 7, 8 and 9 of the General Scope of Services as contained on pages 5 and 6 of the *Highland Avenue at Eastgate Road Traffic Signal Installation, Resident Engineering RFP*. These annotated items of work are as follows:

- A. Attend a pre-construction conference with the contractor, Village, and other parties.

*SEC will attend and assist the village in conducting the pre-construction meeting. SEC will be thoroughly familiar with the plans and specifications and be prepared to provide additional guidance to the Village. SEC shall also prepare a summary of the matters discussed at that meeting.*

- B. Obtain from the contractor a list of proposed suppliers and subcontractors. Make recommendations to the Village regarding the suitability of the subcontractors for the proposed work.

*SEC shall review the General Contractor's listed subcontractors. Should SEC determine that any one of its subcontractors or material suppliers is unqualified to perform its assigned work, SEC shall immediately notify the Village and seek to have that firm removed from the project team.*

- C. Review the construction schedule submitted by the contractor for compliance with the contract.

*SEC will review the Project schedule to determine whether it is detailed enough to present a realistic work plan, whether all critical items are accounted for, whether the production rates and sequencing of operations utilized are realistic and provide a reasonable factor of safety in completing the Project on time. Should the submitted schedule prove to be inadequate, SEC will meet with Village staff and the General Contractor's representative to resolve the issues.*

- D. Observe the progress and quality of the executed work. Determine if the work is proceeding in accordance with the Contract Documents. The ENGINEER shall keep the Village informed of the progress of the work, guard the Village against defects and deficiencies in the work, advise the Village of all observed deficiencies of the work and disapprove or reject all work failing to conform to the Contract Documents.

*SEC will assign a lead Resident Engineer and a Construction Engineer, with a second Construction Engineer to be assigned on an as needed basis, to oversee this project. The staffing of this Project will meet the demands of the*



# Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering



work in progress and the standards of the Village of Lombard. This Construction Engineering Staff will maintain project journals, complete all required daily reports, note actual progress in relation to the detailed project schedule and observe construction and note where the observed construction deviates from the contract documents. SEC shall make its recommendation regarding the need to correct or replace defective workmanship to the Village staff for concurrence. Upon reaching a decision SEC shall direct the contractor to take the agreed upon corrective action.

- E. Provide extensive on-site observations of the work in progress and field checks of materials and equipment through a Resident Engineer or Observer, who shall:

- Serve as the Village's liaison with the contractor working principally through the contractor's field superintendent.

*SEC shall function in this manner and shall establish clear lines of authority and communication on both its side and on the side of the contractor. SEC shall NOT deal with subcontractors, but shall insist upon communication with the General Contractor's field superintendent only.*

- Be present whenever the contractor is performing work on-site, associated with the Project.

*The SEC Resident Engineering representative will be on-site whenever the General Contractor or one of its subcontractors is performing work. SEC shall likewise insist that either the General Contractor's superintendent or one of his key assistants, knowledgeable of the Project, be on-site whenever a subcontractor is performing work. If this is not the case, SEC shall order the subcontractor to stop work until an acceptable General Contractor representative is present on-site.*

- Cooperate with the contractor in dealing with the various local agencies having jurisdiction over the Project in order to complete service connections to public utilities and facilities.

*SEC will cooperate with and facilitate all utility related construction associated with the Project, however none are anticipated to be encountered on this traffic signal project.*

- Attend all construction conferences. Arrange a schedule of progress meetings and other job conferences as required. Maintain and circulate copies of records of the meetings.

*SEC shall arrange routine construction progress meetings with the Contractor, Village representatives, and utility company representatives. SEC shall also call additional meetings as are warranted by*



# Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering



*circumstances encountered. SEC shall prepare for circulation and review a meeting summary of all meetings.*

- Review contractor's progress on a regularly scheduled basis (weekly or other appropriate interval) and update the progress schedule. Compare actual progress to the contractor's approved schedule. If the Project falls behind schedule, work with the contractor to determine the appropriate course of action to get back on schedule.

*SEC understands that the project is to be substantially complete by May 27, 2005, unless additional time is granted by the Village. It is further understood that inattention to critical, project sequencing, lack of tracking contractor progress, slow approval of shop drawings and submittals and lack of tracking the ordering of critical materials by the Contractor can jeopardize the Project schedule. Therefore, SEC will track all such critical events and clearly communicate their status to the Village. At the first sign of inattention on the contractor's part to these matters, SEC will follow through with the contractor to satisfactorily resolve the problem.*

- Arrange for any required material testing required under the contract with the Village's geotechnical consultant.

*SEC has an excellent working relationship with Testing Service Corporation and its personnel are thoroughly familiar with the different types of materials specified for use in this project and the testing methods associated with each, and will closely coordinate all testing activities.*

- Coordinate with residents and Village regarding the Village's sidewalk policy and the Village's driveway apron upgrade program within the project area. Answer resident questions concerning the policy, program and the project.

*Should such a question arise SEC will address the resident's question in a manner consistent with Village policies and the Village's mode of responding to resident questions..*

- Perform weekly barricade checks. The inspection shall be made between sunset and sunrise. The Barricade Check Reports shall be completed and delivered to the Public Works Department. Notify the contractor of, and take appropriate steps to correct, any deficiencies noted.

*SEC will insist that it is accompanied on its traffic control observation by the Contractor's Field Superintendent. In this way the Superintendent can immediately direct its employees or subcontractor to immediately remedy any observed deficiency. SEC shall file with the Village on the day immediately following the observation a report of the deficiencies*



# Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering



*observed and also the corrective action to be taken. Because the project area is so heavily traveled, SEC understands the critical importance of barricades and signage related to safety and traffic guidance within a construction zone.*

- Maintain orderly files of correspondence, reports of job conferences, shop drawings and other submissions, reproductions and original contract documents including all addenda, change orders and additional drawings issued subsequent to the award of contract.

*SEC shall maintain its files and construction related documentation in an orderly fashion and shall make them available for review by the Village.*

- Record names, addresses and telephone numbers of all contractors, subcontractors, and major material suppliers.

*The SEC Resident Engineers shall have a comprehensive list of names, addresses, telephone numbers, cellular telephone numbers and email addresses of all contractors, subcontractors, and major material suppliers. This shall include a 24-hour number through which the General Contractor can be reached. Again for a variety of reasons, SEC shall only deal with the General Contractor, but will have the other information available to pass along to parties that would need that information in the case of an emergency.*

- Prepare payment requisitions and change orders. Review applications for payment with the Contractor for compliance with established submission procedure and forward them with recommendations to the Village.

*SEC shall maintain an ongoing tabulation of work complete and construction related deficiencies, such that it can make a timely review of each Contractor-initiated pay request. SEC shall, in addition to checking that all work requested for payment has been satisfactorily completed, check and verify the Contractor's Sworn Affidavit and all Waivers of Lien from it, its subcontractors and material suppliers. SEC shall also keep the Village and the Contractor aware of the financial consequences of the number of days the Contractor is behind scheduled completion if applicable.*

- Prior to final inspection, submit to the contractor a list of observed items requiring correction and verify that each correction has been made.

*SEC shall prepare a final punchlist of observed items requiring correction in the presence of the Contractor's Field Superintendent upon completion*



# Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering



*of all work. All deficiencies will be identified, and noted for the Superintendent's benefit. This procedure will avoid delay and debates regarding the appropriateness of any noted deficiencies and will expedite all corrective work.*

- Conduct final inspection with the Village and prepare a final list of items to be corrected.

*Upon notification by the Contractor that all corrective work has been completed, SEC shall schedule and accompany the Village representative on the final inspection.*

- Verify that all items on the final list have been corrected and make recommendations to the Village concerning acceptance.

*SEC shall verify that all corrective work has been completed and make the appropriate recommendation to the Village.*

- Except upon written instructions of the Village, the Resident Engineer or Inspector shall not authorize any deviation from the Contract Documents.

*SEC shall clearly communicate any Contractor requested deviations from the Contract Documents to the Village for approval. This SEC communication to the Village shall include an evaluation as to the merits of the Contractor's request and a recommended course of action. The Contractor shall also be advised to not proceed with any work that deviates from the Contract Documents until such deviation is communicated by way of a Change Order to the Village and subsequently approved.*

- Prepare and distribute a weekly / biweekly / monthly newsletter for distribution to residents.

*SEC, in consultation with the Village staff, shall prepare at appropriate time intervals, a press release as to construction progress, and any other pertinent information.*

- Carry and utilize a Village issued pager during contractor's working hours (usually 7 a.m. to 5 p.m.).

*SEC resident engineering personnel shall carry the Village issued pager during the Contractor's working hours.*

- F. Keep an inspector's daily report book in the Village's format, or other required format appropriate for the Project, recording hours on the job site, weather conditions, list of visiting officials, daily activities, decisions, observations and construction progress.



# Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering



*SEC shall prepare the documentation listed above on a timely basis and shall file with the Village, copies of all such documentation as the Village deems appropriate. Digital photographs shall also be utilized to supplement these reports.*

- G. Determine if the Project has been completed in accordance with the Contract Documents and if the contractor has fulfilled all obligations.

*This item has been addressed under Item E above regarding pre-final and final inspections and the processing of Contractor initiated requests for payment.*

## **Task 2 – Construction Staking**

This work shall include Item 5 of the General Scope of Services as contained on page 5 of the *Highland Avenue at Eastgate Road Traffic Signal Installation, Resident Engineering RFP*. This annotated item of work is as follows:

- A. Provide all construction staking. Establish all base lines, construction stakes, and benchmarks necessary for locating the principal components of the work.

*SEC Construction engineering personnel shall stake the locations and elevations of all proposed construction. These locations and elevations shall be consistent with the approved plans. The SEC Resident Engineering staff shall be capable of and equipped with sufficient survey equipment to check the accuracy of the Contractor's construction activity and determine whether the work is proceeding in accordance with the approved plans.*

## **Task 3 – Shop Drawing and Various Submittals**

This work shall include Items 4 and 10 of the General Scope of Services as contained on pages 5 and 6 of the *Highland Avenue at Eastgate Road Traffic Signal Installation, Resident Engineering RFP*. These annotated items of work are as follows:

- A. Check and approve, or reject and request resubmittal of, any submittals made by the contractor for compliance with the Contract Documents.

*SEC personnel shall review all shop drawings and submittals for conformity with the Contract Documents in less than three (3) days from the date of receipt of the submitted materials. The Village shall immediately be conferred with regarding any item that does not conform to the Contract Documents. Once a consensus as to the proper course of action is reached, SEC will clearly communicate that decision to the Contractor.*



# Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering



## B. Shop Drawings and Contractor Submittals:

- Record data received, maintain a file of drawings and submissions, and check construction for compliance.

*SEC shall maintain a log of all submittals and issue its decision regarding compliance with the Contract Documents within three (3) days of receipt. The Village will be consulted regarding a final decision regarding any item found to not be in compliance with the Contract Documents.*

- Review Contractor's submittals for compliance with Contract Documents. Notify the Village of any deviations or substitutions. With the notification, provide the Village with a recommendation for acceptance or denial, and request direction from the Village regarding the deviation or substitution.

*SEC shall comply with the process outlined above.*

- Alert the Contractor's field superintendent when materials or equipment are being installed before approval of shop drawings or samples, where such are required, and advise the Village when it is necessary to disapprove work as failing to conform to the Contract Documents.

*SEC shall comply with the process outlined above.*

## Task 4 – Record Drawings

This work shall include Item 11 of the General Scope of Services as contained on page 6 of the *Highland Avenue at Eastgate Road Traffic Signal Installation, Resident Engineering RFP*. This annotated item of work is as follows:

### A. Record Drawings:

- Document the location (vertically and horizontally) of sewer and water services.

*SEC shall obtain the above noted information and illustrate that information on the Record Drawing.*

- Maintain a set of Record Drawings on which all changes are noted. Deliver both a reproducible asset of drawings and Autocad drawing file(s) on CD ROM to the Village at the completion of the Project.

*SEC shall prepare a set of Record Drawings that conform to the requirements stated above. It is assumed that SEC will be provided with*



# Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering



*the "Approved for Construction" plans in digital format for purposes of creating the record drawings.*

## **Task 5 – Project Administration**

This work shall include Item 12 of the General Scope of Services as contained on page 6 of the *Highland Avenue at Eastgate Road Traffic Signal Installation, Resident Engineering RFP*. These annotated items of work are as follows:

- A. The ENGINEER will comply with the Village Personal Protective Equipment (PPE) policy. The policy at minimum requires anyone on a construction site to wear a safety vest and steel-toed shoes. Various situations calling for further safety requirements are indicated in the policy.

*SEC and its employees shall conform their conduct to the requirements of the Village Personal Protective Equipment Policy*





# Highland Avenue at Eastgate Road Traffic Signal Installation Resident Engineering



All Items of the General Scope of Services as contained on pages 6 through 7 of the *Highland Avenue at Eastgate Road Traffic Signal Installation, Resident Engineering RFP* have been fully incorporated into the above described five tasks.

## Project Work Effort

	P	A	CE-III	CE-II	ET	S	ST	CL	Total Hours	% of Hours	Total Cost
Rate	\$56.22	\$39.99	\$34.20	\$24.40	\$19.14	\$ 34.82	\$ 24.02	\$ 15.42			
Task 1			135	85		2	6		228	79.17%	\$ 6,904.76
Task 2				6					6	2.06%	\$ 146.40
Task 3		6	12						18	6.25%	\$ 650.34
Task 4			1	2	6		8		17	5.90%	\$ 390.00
Task 5	2	12						5	19	6.60%	\$ 669.42
Subtotal	2	18	148	93	6	2	14	5	288		
% of Hours	0.69%	6.25%	51.39%	32.29%	2.06%	0.69%	4.86%	1.74%		100.00%	
Total Cost	\$112.44	\$719.82	\$5,061.60	\$2,269.20	\$114.84	\$69.64	\$336.28	\$77.10			\$ 8,760.92
Multiplier	2.4818										\$ 21,742.85
Direct Costs											\$ 440.00
<b>Total Cost</b>											<b>\$ 22,182.85</b>

The maximum permissible IDOT approved multiplier for Smith Engineering Consultants, Inc. is 2.5895 and was most recently approved August 26, 2003. SEC proposes to use a multiplier of 2.4818 for this project.

P = Principal

A = Associate

CE-III = Construction Engineer III

CE-II = Construction Engineer II

S = Surveyor III

ET = Engineering Technician

ST = Surveying II

CL = Clerical

### Direct Costs:

1. Mileage (30 Trips x 30 miles/trip x \$0.45/mile) .....	\$ 405.00
(SEC shall bill the Village a maximum of 15 miles/trip regardless of point of origin)	
2. Miscellaneous Postage .....	\$ 35.00
<b>Total</b> .....	<b>\$ 440.00</b>

### Reimbursable Charges

❖ Mileage (Yorkville, Illinois in all instances is to be the point of origin)	\$ 0.45 per mile
❖ Prints	\$ 0.10/s.f.
❖ In House Xerox	No Charge
❖ Printing and Binding	At SEC Cost
❖ Local Phone and Cell Phone Charges	No Charge
❖ Equipment Rental	At SEC Cost
❖ Survey Equipment/In House	No Charge
❖ Postage and Delivery Charges	At SEC Cost
❖ Outside Consultant Charges	At SEC Cost



HIGHLAND AVENUE AT EASTGATE ROAD  
TRAFFIC SIGNAL INSTALLATION, RESIDENT ENGINEERING  
CONTRACT DOCUMENT NUMBER ST-04-09

MEETING SUMMARY  
NOVEMBER 10, 2004

A meeting was held at the Village of Lombard Public Works facility for the purpose of discussing Smith Engineering Consultant's response to the Village's Request for Proposals (RFP) regarding this project. This meeting was called to order at 3:00 PM and those in attendance at the meeting are as follows:

David Dratnol, P.E., Village Engineer, Village of Lombard  
Justine Gembala, Civil Engineer, Village of Lombard  
Michael Hughes, P.E., Associate, Smith Engineering Consultants, Inc.  
Donald Ryba, P.E., G.M. Construction, Smith Engineering Consultants, Inc.

Those matters which were discussed are summarized as follows:

- Upon review of Smith Engineering Consultants, Inc. (SEC) response to the Village of Lombard Request for Proposals, the Village questioned the allocation of hours between the Construction Engineer II and Construction Engineer II designations as shown in the Project Work Effort Table on page 10 of the Smith Engineering Consultants, Inc. Proposal. SEC revised this table to more accurately reflect the on-site resident designated for this project. Justine Gembala inquired about the overall reduction by 30 hours of the SEC hours for construction engineering services. Don Ryba stated that in the course of his reassignment of hours, he felt that the hours proposed were appropriate for the project, especially given that traffic signal jobs involve a number of shortened work days due to the limited scope of work necessary at various stages. This explanation was accepted by Dave Dratnol and Justine Gembala.
- Justine indicated that the project had not yet been bid because of the pending decision regarding the incorporation of additional paving work into the project. Therefore no contractor had been selected for the project and the second Village Board meeting in December would be the earliest possible date of contract award.
- SEC was requested to submit a revised "Project Services and Work Effort" section of the SEC Proposal which reflected an additional task related to the additional pavement work. This would enable the contract between the Village and SEC to move forward with the flexibility to cover the additional paving should the Village elect to add that work to the contract. In addition, SEC was requested to prepare and submit a summary of the November 10, 2004 meeting.
- SEC was reminded of the importance of keeping Justine informed as to when the Contractor would be working on-site and whether anyone other than Don Ryba would be on-site to provide construction engineering services. In response to a question from SEC, Dave Dratnol confirmed that the Village expected a

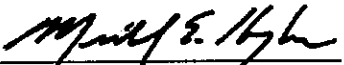
Additional  
Pavement  
Work (Roadway  
Intersection  
Concrete  
pavement)  
is not included  
in scope of  
work.

construction engineer on-site from SEC at all times the contractor or its subcontractors were working.

- Justine indicated that the Village contract with SEC would be presented for approval at the December 2, 2004 Village Board meeting.

The meeting was adjourned with SEC committing to submit the requested additional information by the end of the next week.

*These minutes are assumed correct unless the author is notified within seven calendar days of publication.*

By:   
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