

Agenda
Village of Glen Ellyn
Special Village Board Meeting
Monday, July 18, 2011
7:00 p.m. – Galligan Board Room
Glen Ellyn Civic Center

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Proclamation
5. Oath of Office to new Village Manager Mark Franz – Village Clerk Connors
6. Approval of Essex/Lake/Oak/Grand Drainage and Roadway Improvements Project – Professional Engineer Minix (*Trustee Hartweg*)

The Essex – Lake – Oak – Grand (ELOG) Drainage and Roadway Improvements Project involves a significant upgrade in storm drainage for the Essex Court area to address chronic flooding problems and the rehabilitation of 1,500 ft. of asphalt roadways. Pirtano Construction Company of Addison, IL submitted the lowest of 5 bids received at the July 7, 2011 bid opening. The Pirtano bid of \$1,695,000 is nearly 24% under the engineer's estimate and 17% below the second low bidder.

RHMG Engineers of Mundelein is recommended to provide the necessary construction phase engineering services in the not-to-exceed amount of \$159,200. As the design engineer, RHMG produced the final plans and contract documents under an agreement approved by the Village Board in September 2010 in the not-to-exceed amount of \$60,000. Additional services were provided during the final stages of design for more water main replacement and further revise the project plans and specifications in response to staff comments and evolving project needs.

- A. Motion to approve award of a contract to Pirtano Construction Company for improvements associated with the ELOG Drainage and Roadway Improvements Project, in the amount of \$1,785,000 (including a 5% contingency), to be expensed to the FY12 Water, Sanitary Sewer and Capital Projects funds.

- B. Motion to approve an agreement with RHMG Engineers for construction engineering services for the ELOG Drainage and Roadway Improvements Project, in the total not-to-exceed amount of \$175,000 (including a 5% contingency), to be expensed to the FY12 Water, Sanitary Sewer and Capital Projects funds.
 - C. Motion to increase the appropriation for engineering services associated with the design of the ELOG Drainage and Roadway Improvements Project in the amount of \$12,000, for a revised total appropriation of \$77,000 to be expensed to the FY12 Water and Capital Project funds.
 - D. Motion to approve Amendment No. 1 to the design services agreement with RHMG Engineers for the ELOG Drainage and Roadway Improvements Project for additional plan preparation expenses in the amount of \$17,000 resulting in a total not-to-exceed fee of \$77,000 for the work.
7. Adjournment to the Regular Village Board Workshop

SPECIAL BOARD MEETING
July 18, 2011
(6)

Glen Ellyn Public Works Department

Interoffice Memorandum

to: Jeff Perrigo, Interim Public Works Director

from: Bob Minix, Professional Engineer 

subject: Roadway and Drainage Improvements on Essex Ct., Essex, Lake, Oak and Grand (ELOG) Project – Construction Stage
Recommendations for Contractor and Engineering Service Agreement Awards and Additional Funds for Design Engineering

date: July 12, 2011

I am pleased to provide a recommendation for construction contract award for the project to provide a significant upgrade in stormwater drainage handling in Essex Court to alleviate flooding and to reconstruct the roadway in this cul-de-sac located on the north side of Lake Ellyn Park (see Location Map). Essex Court has been the site of chronic flooding during moderate to heavy rainfalls for decades, with frequent structural flooding and property loss experienced. The construction of the planned drainage improvements is the culmination of a multi-year effort to identify feasible drainage solutions, dating back to the initial engineering assessments performed in 2004. The project engineer is RHMG Engineers of Mundelein.

In addition to the reconstruction of Essex Court and its improved drainage system, the scope of the project will include the rehabilitation of Lake Road south of Oak and Grand Avenue between Oak and Riford as well as other strategies to improve the handling of stormwater in the area. Approximately 1,500 feet of streets will be improved in the project as well as the significant planned underground work which includes sanitary sewer rehabilitation and water main replacement on each roadway.

In addition to the construction contract award, this memorandum will include a recommendation for retention of a consultant for construction oversight and a recommendation for additional funding for extra engineering required to complete the design plans and perform other ancillary services.

CONSTRUCTION CONTRACT AWARD

Bids were received on July 7, 2011 for the project and opened and read by the Village Clerk. The bidding process was fairly typical, with the pre-bid conference conducted on June 23 (five contractors in attendance). Two addenda were issued during the bidding period, the first to extend the bidding period from July 1 to July 7 and to update the bid proposal form with some additional items; the second corrected a minor problem with the bid form and provided additional clarification on some items.

Five contractors submitted bids with Pirtano Construction Co. of Addison, submitting the low bid of just under \$1,700,000. The following table summarizes the bid results received last Thursday.

Contractor	Total Bid (as Read)	Total Bid (Corrected)
Pirtano Construction Company	\$1,695,163	\$1,695,163
John Neri Construction Company	\$2,016,489	\$2,016,489
Swallow Construction Corporation	\$2,036,089	\$2,036,089
Martam Construction, Inc.	\$2,083,353	\$2,087,253
MQ Sewer and Water Contractors	\$2,683,609	\$2,683,609
Engineer ' s Estimate (RHMG)	\$2,226,920	

The bid tabulation was performed by RHMG. Only a minor error in the bid amount from Martam Construction was uncovered during the bid tabulation process and the order of the bidding was not impacted. The complete bid tabulation is available for examination if desired.

All bidders but one were below the Engineer's estimate, with the low bid nearly 24% under. The low bid was approximately 17% under the second low contractor.

RHMG reviewed the bids and found that all bidders were responsive. In reviewing the Pirtano submittal, the engineers sought clarification on the proposed construction technique for two major storm sewer items. The Pirtano responses were acceptable to the engineers. The consultant also reviewed the recent work record of Pirtano, a firm that has performed private development work in the Village, but not a Public Works-based contract during my tenure. They have had direct, recent and successful experience with the firm on sewer and water projects in Lake County. It is the engineer's opinion that Pirtano is capable of performing the project and recommend contract award to them. Public Works staff is in agreement with this recommendation. A copy of the RHMG letter is attached hereto for reference.

A construction contract award to Pirtano Construction Company, with project funding (including a 5% contingency) in the amount of \$1,785,000 is recommended. The distribution and FY12 account numbers are shown in the accompanying table. The Project Number for the ELOG Project is 00702.

ELOG Roadway and Drainage Improvements Project Recommended Funding for Construction (including Contingency) Pirtano Construction Company			
Project Item	Funding Source (FY12)	Account No.	Amount
Water Main	Water Fund	50100-580100-00702	\$255,000
Sanitary Sewer	Sanitary Sewer Fund	50200-580100-00702	\$115,000
Street & Storm Sewer	Capital Projects Fund Street Program	40000-580160-00702	\$1,415,000
		TOTAL	\$1,785,000

Expedited Village Board approval of this contract is requested, as the project schedule calls for completion of the reconstruction of Lake Road by the end of August, and final project completion in late October. The provision of a special Board meeting on July 18 to accomplish this is acknowledged

and appreciated by the Public Works staff. The contractor appears very knowledgeable of the project requirements and is ready to provide multiple crews to meet the project deadlines.

ENGINEERING SERVICES DURING CONSTRUCTION

Engineering oversight for the project will be provided by a consultant. Responsibilities of the engineer will include conducting the preconstruction conference, general consultations / meetings, review of project schedule, shop drawing review, establishing survey control, full time construction observation, material testing (using a sub-consultant), pay estimate and change order processing, final inspection and project close-out, including record drawing preparation.

Staff sought proposals from three consultants for providing the required engineering services during construction (Phase III engineering): Civiltech Engineering, RHMG Engineers and Thomas Engineering Group. Civiltech has had a long and distinguished record of providing oversight services to the Village over the past eight years. RHMG as the standing project engineer has taken the ELOG project – particularly related to the Essex Ct. drainage problems – from inception through design and has performed Phase III services on previous Village projects. Thomas Engineering has earned a reputation for outstanding Phase III work in a relatively short time and has continued to grow even during these recessionary times; staff continues to seek their involvement on the right project.

I reviewed all three proposals and found each firm to be capable, with the key position of resident engineer to be filled by a very well qualified individual. The proposals were well crafted. A summary of the recommended personnel hours and total cost for the project are shown in the following table. Both Civiltech and RHMG emphasized the need for additional staffing at certain times of the project and developed their proposals to reflect the additional personnel time required.

ELOG Improvements Project – Summary of Proposals for Phase III Engineering		
Consultant	Personnel Hours	Total Cost
Civiltech Engineering	1,890	\$168,000
RHMG Engineers	1,360	\$160,000
Thomas Engineering Group	1,142	\$140,000

For this particular assignment, two items in the RHMG proposal were compelling: the firm's direct experience with Pirtano and their well-stated desire to see this complex project through to completion. Neither Civiltech nor Thomas has such similar experience with Pirtano. Furthermore, the continuity that retaining RHMG for all engineering phases should help to keep the project moving forward to meet the tight schedule. Hence it is my recommendation that RHMG Engineers be awarded the Phase III engineering services contract.

A copy of the RHMG Engineers proposal is attached for reference.

With a 10% contingency, the recommended funding level for the engineering service agreement is \$175,000 with the distribution and FY12 account numbers as shown in the following table:

ELOG Roadway and Drainage Improvements Project Recommended Funding for Engineering Services During Construction RHMG Engineers			
Funding Source (FY12)	Account No.	Percent of Project	Engineering Fee Amount
Water Fund	50100-580100-00702	~14%	\$25,000
Sanitary Sewer Fund	50200-580100-00702	~6%	\$10,000
Capital Projects	40000-580160-00702	~80%	\$140,000
TOTAL			\$175,000

AMENDMENT TO THE RHMG DESIGN SERVICES AGREEMENT

In September 2010 the Village Board approved an engineering services agreement with RHMG Engineers for revisions to the original engineering solution to prevent flooding in Essex Court and to incorporate, into an expanded project, the reconstruction of nearby street segments of Lake and Grand. A prior design contract with RHMG from 2007 (in the amount of \$40,000) focused on an Essex Court drainage solution that involved storm sewer and grading on private property; a critical property along the route was reluctant to grant easements, necessitating a solution using strictly pipes placed in the public right-of-way of Essex Court and Essex Road. For the re-design of the right-of-way only solution and inclusion of the other roadways, the Board approved a contract with a not-to-exceed fee of \$59,981 and authorized funding of up to \$65,000 in water, sanitary sewer and capital projects accounts for the effort.

In April and May 2011 following review of the plans and various discussions, additional effort was requested of the engineer to revise or expand the project scope to accommodate the following items:

- Expansion of the scope of work for water system improvements to include extension of a replacement water main on Essex Road between Grand and Essex Court to improve fire flows to the Court area.
- Revision of the roadway cross sections of all the roadways to obtain uniformity in the design width and roadway construction.
- Modification of the scope of roadway work on the south portion of Lake Road in the project area from full reconstruction to spot curb repair and resurfacing.
- Revision of the layout of the reconstructed f Essex Court to better protect a valuable tree along that side of 668 Essex Road.
- Provision of easement documents for the Essex Court island property that will be significantly changed as a result of the project. The island is owned by Dan Anderson of 668 Essex Road and Mr. Anderson has generously allowed use of the land as the key collection point for stormwater court area.
- Obtaining a permit from DuPage County DOT for placement of detour signage along St. Charles Road for a portion of the project.

The engineering effort required to perform the requested changes is detailed in a letter from RHMG dated June 2, 2011 (copy attached). The personnel hours and additional fee request are 173 hours (split between engineering and drafting time) and \$16,924 respectively. I have reviewed the request and recommend that the engineer be compensated at the requested amount. With approval of Amendment No. 1 to the design engineering agreement, the revised contract amount will be \$76,924, say \$77,000.

As approximately \$5,000 of contingency dollars are available to fund the extra design engineering costs, an appropriation of about \$12,000 in new monies is required to fund the compensation for extra design work. The additional funding should be taken from the following accounts:

ELOG Roadway and Drainage Improvements Project Needed Funding for Additional Engineering Design Services RHMG Engineers		
Funding Source (FY12)	Account No.	Engineering Fee Amount
Water Fund	50100-580100-00702	\$2,000
Capital Projects	40000-580160-00702	\$10,000
TOTAL		\$12,000

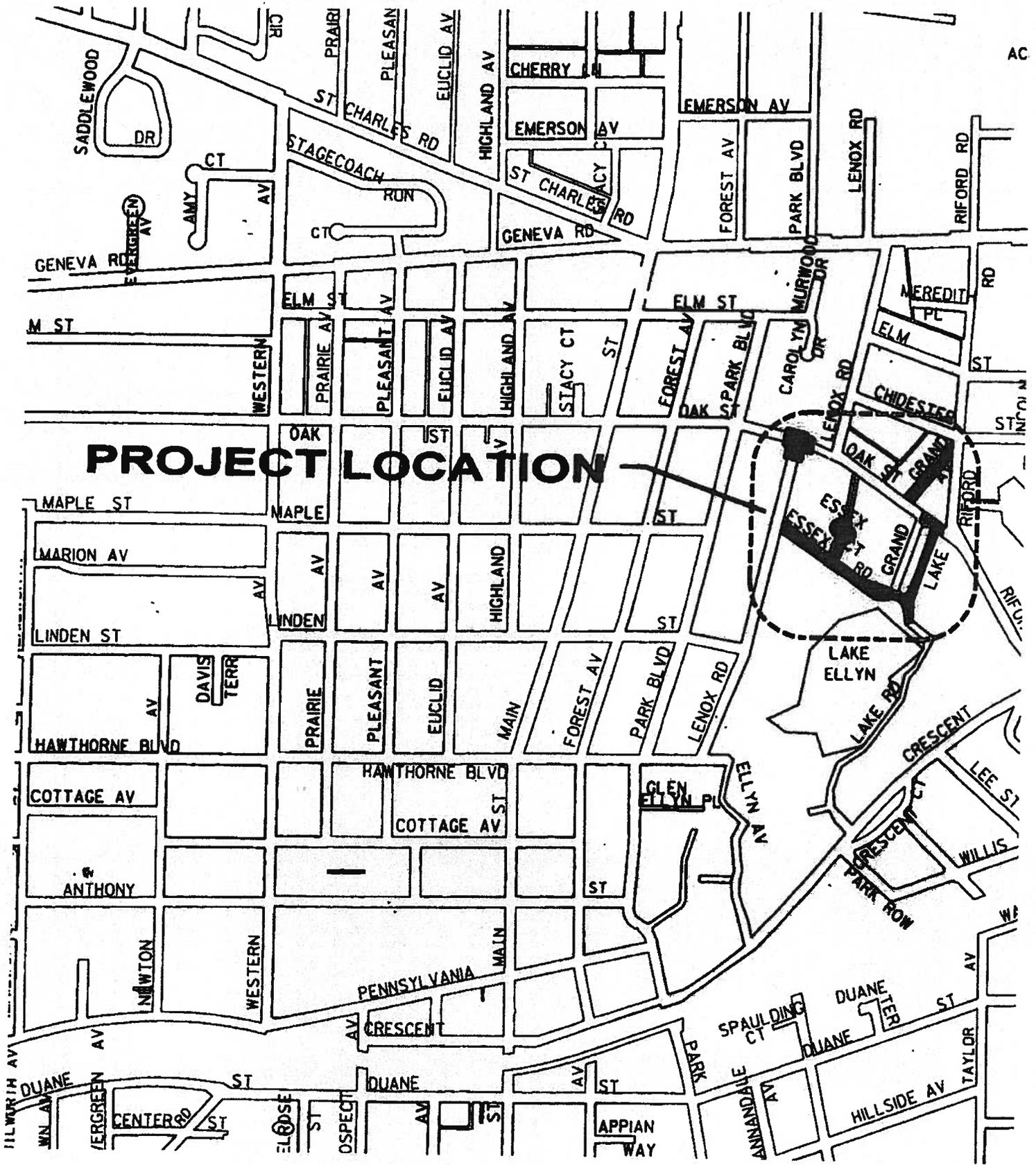
BUDGET STATUS

The FY12 approved budget allotted monies from the Water, Sanitary Sewer and Capital Project funds to cover contractor and construction engineering expenses for the ELOG project. Based on the results and recommendations above, anticipated expenses are well within budgeted amounts, even with the requested additional funds for design engineering. It should be noted that sanitary sewer budget dollars for the ELOG project included provision for sanitary sewer pipe lining that will not be used for this project, but likely incorporated into a future stand-alone lining project. Please note the following table:

ELOG Roadway and Drainage Improvements Project Budget Status for FY12 Expenditures		
Funding Source	Approved FY12 Amount	Anticipated FY12 Expenditures (w/ contingencies)
Water Fund	\$285,000	\$282,000
Sanitary Sewer Fund	\$305,000	\$125,000
Capital Projects	\$1,800,000	\$1,565,000
TOTALS	\$2,390,000	\$1,972,000

enc. as noted

cc: Mark Franz, Village Manager
 Jeff Perrigo, Interim Public Works Director
 Kristen Schrader, Assistant to the Village Manager - Administration
 Patti Underhill, Administrative Services Coordinator



ESSEX - LAKE - OAK - GRAND PROJECT LOCATION MAP



Rezek, Henry, Meisenheimer and Gende, Inc.

CONSULTING ENGINEERS

July 8, 2011

Mr. Robert J. Minix, P.E.
Professional Engineer
Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, IL 60137

Re: Bids for Roadway and Storm Drainage Improvements for Essex Court, Essex Road, Oak Street, Lake Road and Grand Avenue (ELOG Project)
Project No. 20735020

Dear Mr. Minix:

Enclosed is a bid tabulation of the five bids which were received for the subject project at the bid opening on July 7, 2011. We have carefully reviewed these bids and based on this review, we make the following comments and recommendations for your consideration:

1. All bids were responsive in that they acknowledged all addenda, submitted the required bid security, signed all forms, and did not make any conditional bids.
2. There was a mathematical error in the bid submitted by Martam Construction. The bid tabulation reflects the correction of this error; and the error did not affect the ranking of the bids.
3. The low bid submitted by Pirtano Construction Company of Addison in the amount of \$1,695,163.00 was 23.9% below our engineer's estimate and 16.7% below the second low bid submitted by Swallow Construction.
4. Four of the five bids were below our engineer's estimate.
5. We have discussed the bid results with representatives of Pirtano and they have indicated that they are comfortable with their bid and are eager to begin work.
6. There were two technicalities in Pirtano's bid form:
 - a. In Bid Item 46, they did not write in the pipe material for the 24-inch storm sewer to be installed by mandatory horizontal directional drilling. After the bid opening Mr. Bill Griffin from Pirtano informed us that they will be using fusible HDPE DR-17 pipe, which is one of the acceptable pipe materials.



Mr. Robert J. Minix, P.E.
Professional Engineer
Village of Glen Ellyn

Re: Bids for Roadway and Storm Drainage Improvements for Essex Court, Essex
Road, Oak Street, Lake Road and Grand Avenue (ELOG Project)
Project No. 20735020

July 8, 2011
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- b. In Bid Item 48 they did not write in the trenchless installation method for the 42-inch storm sewer. After the bid opening Mr. Bill Griffin of Pirtano informed us that they will be using the Tunnel Boring Machine (TBM) method. We consider this to be an acceptable installation method.

It is our recommendation that the above technicalities be waived, since they did not have any impact on the outcome of the bidding process.

7. Pirtano Construction has been in business for 29 years, and based on our experience is an excellent contractor. They have performed extremely well on other similar projects designed by RHMG, including:
- Village of Libertyville Riverside Park Siphon Sewer
Construction Cost: \$1,104,000
Completed: Spring, 2011
 - Otter Creek Water Reclamation District Water and Sewer Facilities for Area South of Silver Glen Road - Phase 1
Construction Cost: \$1,121,000
Completed: Spring, 2011
 - Lake County Public Works Department Glennshire Water System
Construction Cost: \$2,610,000
Completed: December, 2010

Pirtano also has the qualifications, experience, personnel, equipment, and financial resources necessary to complete this project.

In conclusion, we find Pirtano Construction Company, Inc. to be the low, responsive, responsible bidder; and we recommend award of the ELOG Project to them in the amount of \$1,695,163.

Sincerely yours,

REZEK, HENRY, MEISENHEIMER AND GENDE, INC.

William R. Rickert, P.E., BCEE, CFM
President

Enclosures

WRR/kjs



Rezek, Henry, Meisenheimer and Gende, Inc.

CONSULTING ENGINEERS

July 8, 2011

Mr. Robert J. Minix, P.E.
Professional Engineer
Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, IL 60137

Re: Proposal for Engineering Services
Roadway and Storm Drainage Improvements for Essex Court, Essex Road,
Oak Street, Lake Road and Grand Avenue (ELOG Project)
Construction Engineering Services

Dear Mr. Minix:

Pursuant to your request, we are pleased to submit this proposal to perform construction engineering services for the ELOG Project.

Background

RHMG has been involved in this project since our original engineering investigation in 2004. The main impetus for the project is the desire to alleviate flooding problems on Essex Court. The major storm sewer portions of the project will address this issue. As the project evolved, roadway replacement work on Lake Road and Grand Avenue, originally designed by others, were merged into the project scope.

The project will be constructed in two phases. Phase I will include all work on Lake Street and Oak Street, including watermain, storm sewer and sanitary sewer installation/replacement and roadway reconstruction. Also included in Phase I is the work at the intersection of Oak Street and Lenox Avenue. Specifically excluded from Phase I is the Oak Street Junction Chamber. The Phase I work is to commence no later than July 25, 2011 and be completed by August 27, 2011, i.e., prior to opening of school at Glenbard West High School.

Phase II will include all work on Essex Court, Essex Road, and the Oak Street Junction Chamber, and is to be substantially complete by October 27, 2011. Final completion dates for Phases I and II, respectively, are September 20, 2011 and November 17, 2011.

The low bidder for the ELOG Project is Pirtano Construction Company. RHMG has performed construction engineering services on several projects recently where Pirtano was the contractor including:

- Village of Libertyville Riverside Park Siphon Sewer
Construction Cost: \$1,104,000
Completed: Spring, 2011



Mr. Robert J. Minix, P.E.
Professional Engineer
Village of Glen Ellyn

Re: Proposal for Engineering Services
Roadway and Storm Drainage Improvements for Essex Court, Essex Road,
Oak Street, Lake Road and Grand Avenue (ELOG Project)
Construction Engineering Services

July 8, 2011

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- Otter Creek Water Reclamation District Water and Sewer Facilities for Area South of Silver Glen Road - Phase 1
Construction Cost: \$1,121,000
Completed: Spring, 2011
- Lake County Public Works Department Glennshire Water System
Construction Cost: \$2,610,000
Completed: December, 2010

In addition we have provided construction observation services on behalf of the Village of Beach Park and the Lakes Region Sanitary District for several private development infrastructure projects constructed by Pirtano.

Scope

Our proposed scope of services is detailed in Exhibit A. As noted in Exhibit A, we will subcontract with Soil and Material Consultants, Inc. to provide construction materials testing services.

Project Team

The organization chart in Exhibit B presents the key personnel proposed by RHMG to perform the construction engineering services for the Village of Glen Ellyn's ELOG Project. I will provide overall management of the project and will be the key liaison between the Village and RHMG. Phil Smith and Ben Metzler, who performed the final design for the project, will provide the construction administration services.

Our primary resident project representative will be Lisa Brock, P.E. with assistance as necessary from Tim House. Based on our past experience and confirmation from Pirtano Construction, we anticipate that there will be times during construction, particularly during Phase I, when the contractor has multiple crews working, and more than one RPR may be required. Copies of both Lisa's and Tim's resumes are attached for your review. Lisa is an excellent construction engineer in terms of both technical expertise and being proactive and communicating with the contractor, residents and other affected stakeholders. Lisa was the RPR on the Libertyville Riverside Park Siphon Sewer Project constructed by Pirtano as well as the private development infrastructure project within the Lakes Region Sanitary District boundaries. Tim is also extremely knowledgeable on public works construction projects and communicates and interacts well with all affected stakeholders. Tim was the RPR on the Otter Creek Water Reclamation District South of Silver Glen Road Water and Sewer Facilities - Phase I Project constructed by Pirtano.



Mr. Robert J. Minix, P.E.
Professional Engineer
Village of Glen Ellyn

Re: Proposal for Engineering Services
Roadway and Storm Drainage Improvements for Essex Court, Essex Road,
Oak Street, Lake Road and Grand Avenue (ELOG Project)
Construction Engineering Services

July 8, 2011
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Fees

We propose to perform these engineering services on a cost-plus not-to-exceed basis using a direct salary cost multiplier of 3.07. Our estimated manpower and fee requirements are presented in the attached Exhibit C. As shown in Exhibit C-1, the construction observation manhours are predicated on two resident project representatives (Lisa Brock and Tim House) working six days per week and 10 hours/day during Phase I. We believe that this level of effort will be necessary because of the large amount of work that needs to be done during the short one month Phase I construction duration. The Phase II hours are predicated on one RPR (Lisa Brock) working an average of nine hours per day, including three Saturdays, through substantial completion, and an average of four hours per day during the final restoration phase. The total estimated fee limit is \$159,118. Please note that in order to help control the budget for this project, we will not charge the Village of Glen Ellyn for travel time or mileage by our RPR's to and from the job site. Also please note that with the cost-plus not-to-exceed contract, the Village will only be billed for the actual amount of field observation time required.

We appreciate this opportunity to be of continuing service to the Village of Glen Ellyn. Having been involved with this project for so many years, we would really like to be able to follow it through construction to its successful completion. Also, as you are aware, it is generally desirable from a coordination perspective to have the design engineering firm provide the construction engineering services for a project. This is especially true for more complex projects such as the ELOG project. If you have any questions or wish to discuss any aspects of this proposal in more detail, please contact me.

Sincerely yours,

REZEK. HENRY, MEISENHEIMER AND GENDE, INC.

William R. Rickert, P.E., BCEE, CFM
President

WRR/amd

Enclosures

EXHIBIT A

DETAILED SCOPE OF SERVICES

- 1.0 **Pre-Construction Conference** - To initiate the construction phase, a pre-construction meeting with the successful bidder will be conducted. All appropriate Village of Glen Ellyn staff, Glen Ellyn Park District staff, Glenbard West High School staff and utility companies, representatives affected by the construction will be invited to this meeting. The purposes of the pre-construction meeting will be to:
 - Provide an opportunity for the various parties to meet one another
 - Review certain pertinent contract requirements and procedures
 - Establish ground rules for the project
 - Review the project schedule
- 2.0 **General Consultation**
 - 2.1 **Liaison** - RHMG will serve as the Village's liaison with the construction contractor working principally through the contractor's field superintendent or project manager. RHMG will also serve as the Village's liaison with the various local agencies having jurisdiction over the project.
 - 2.2 **Consultation** - RHMG will give consultation and advice to the Village of Glen Ellyn throughout the course of the construction project. This consultation will take the form of telephone conversations, emails, letters, memos, and meetings, as appropriate.
 - 2.3 **Interpretation of Plans and Specifications** - Throughout the course of the construction phase, RHMG will answer any questions which may arise and will provide any necessary interpretation and/or clarification of the plans and specifications. Any contractor's requests for modifications to the contract drawings and specifications will be reviewed by RHMG and recommendations will be forwarded to the Village.
 - 2.4 **Conferences** - RHMG will attend weekly progress meetings with the construction contractor and will schedule on-site conferences as required to review day-to-day operations and problems. RHMG will notify those expected to attend the meetings in advance and will maintain and circulate copies of records of the meetings.
- 3.0 **Schedule** - RHMG will review the construction schedule, schedule of values, and schedule for shop drawing submissions prepared by the contractor and advise the Village of Glen Ellyn of their acceptability

with respect to the contract documents. On a weekly basis throughout the project, RHMGM will verify that the construction schedule is maintained and updated, will assess project progress with respect to the contractor's construction schedule, and will inform the Village of Glen Ellyn of any deficiencies regarding the same.

- 4.0 **Shop Drawing Review** - The specifications require the contractor to submit for approval equipment and materials data, samples, layout drawing, etc. RHMGM engineers will review these various shop drawing submittals to insure conformance with the contract specifications. RHMGM will record data received, maintain a file of the drawings and submissions, check for compliance with Contractor's submittal schedule, and check construction for compliance with approved shop drawings. RHMGM will also verify that materials or equipment are not installed before approval of shop drawings or samples, where such are required.
- 5.0 **Surveys** - RHMGM will establish all base lines, construction stakes, and bench marks necessary for locating the principal components of the work. Legal boundary and right-of-way surveys will be furnished by others.
- 6.0 **Construction Observation** - RHMGM will furnish a Resident Representative (RPR) in order to provide full-time on-site observations of the work in progress to confirm it is proceeding in accordance with the Contract Documents. RHMGM will notify the Village of any work believed to be unsatisfactory, faulty, defective, or in non-compliance with the Contract Documents and will advise the Village when it believes it is necessary to disapprove work as failing to conform to the Contract Documents. Daily reports of construction progress will be prepared and submitted to the Village of Glen Ellyn. The duties, responsibilities and limitations of the RPR are summarized in the attached Attachment A-1.
- 7.0 **Construction Materials Testing** - RHMGM will subcontract with Soil and Material Consultants, Inc. for the construction materials testing required to insure compliance with the contract documents including:
 - Proof rolls
 - Compaction testing
 - Bituminous concrete testing
 - Portland cement concrete testing

Reports will be prepared for all field and laboratory tests.

- 8.0 **Prepare/Process Change Orders** - Any proposed change in the scope of construction will be reviewed and approved by RHMGM. Any necessary supplemental drawings or details will be prepared. Additions or deductions to the total contract dollar amount will be reviewed and recommendations for approval will be made to the

Village. The necessary change order paperwork will be prepared and processed by RHMG.

- 9.0 **Pay Estimate Review** - Partial pay estimates submitted by the contractor throughout the project will be reviewed to verify completed work. Recommendation for payment will then be made to the Village of Glen Ellyn
- 10.0 **Final Inspection** - RHMG will conduct a pre-final inspection with the Village. As a result of this inspection, a punch-list of deficiencies and remaining work items will be prepared. Following completion of the punch-list items by the contractor, RHMG will process the final pay estimate.
- 11.0 **Record Drawings** - A set of record drawings reflecting all significant changes made during construction will be prepared and submitted to the Village of Glen Ellyn. Both a hard copy and an electronic CAD file version will be submitted.

ATTACHMENT "A-1"
DUTIES, RESPONSIBILITIES AND LIMITATIONS OF THE
AUTHORITY OF THE RESIDENT PROJECT REPRESENTATIVE

A. DUTIES AND RESPONSIBILITIES

For those portions of the project for which RHMG is to provide construction observation, the Resident Project Representative shall:

1. **Schedule:** Review the construction schedule prepared by the Contractor for compliance with the contract and give written advice to the Engineer concerning its acceptability.
2. **Conferences:** Attend construction conferences. Arrange a schedule of progress meetings and other job conferences as required in consultation with the Engineer and notify those expected to attend in advance. Maintain and circulate copies of records of the meetings.
3. **Liaison:** (a) Serve as the Engineer's liaison with the Contractor working principally through the Contractor's field superintendent.
(b) Cooperate with the Contractor in his dealings with the various local agencies having jurisdiction over the Project in order to complete service connections to public utilities and facilities.
(c) Assist the Engineer in obtaining from the Owner additional details or information, when required at the job site for proper execution of the work.
4. **Approvals:** When required, assist the Engineer in obtaining from the Contractor a list of his proposed suppliers and subcontractors.
5. **Samples:** Assist the Engineer in obtaining the field samples of materials delivered to the site which are required to be furnished, and keep record of actions taken by the Engineer.
6. **Shop Drawings:**
 - a. Receive approved shop drawings and other submissions from the Engineer; record data received, maintain a file of the drawings and submissions, and check construction for compliance with them.
 - b. Alert the Contractor's field superintendent when he observes materials or equipment being installed before approval of shop drawings or samples, where such are required, and advise the Engineer when he believes it is necessary to disapprove work as failing to conform to the Contract Documents.

7. Surveys: Establish all base lines, construction stakes, and bench marks necessary for locating the principal components of the work. Legal boundary and right-of-way surveys will be furnished by others.
8. Review of Work, Inspections and Tests:
 - a. Conduct on-site observations of the work in progress as a basis for determining that the Project is proceeding in accordance with the Contract Documents.
 - b. Verify that tests, including equipment and systems start-up, which are required by the Contract Documents, are conducted and that the Contractor maintains adequate records thereof; observe, record and report to the Engineer appropriate details relative to the test procedures and start-ups.
 - c. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the outcome of these inspections and report to the Engineer.
9. Records:
 - a. Maintain orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original contract documents including all addenda, change orders and additional drawings issued subsequent to the award of the contract, the Engineer's interpretations of the Contract Documents, progress reports, and other Project related documents.
 - b. Maintain a set of drawings on which authorized changes are noted, and deliver to the Engineer at the completion of the Project.
10. Reports:
 - a. Furnish the Engineer periodic reports as required of progress of the Project and the Contractor's compliance with the approved construction schedule.
 - b. Consult with the Engineer in advance of scheduled major tests or start of important phases of the Project.
11. Completion:
 - a. Prior to final inspection, submit to the Contractor a list of observed items requiring correction and verify that each correction has been made.
 - b. Conduct final inspection in the company of the Engineer and the Owner and prepare a final list of items to be corrected.

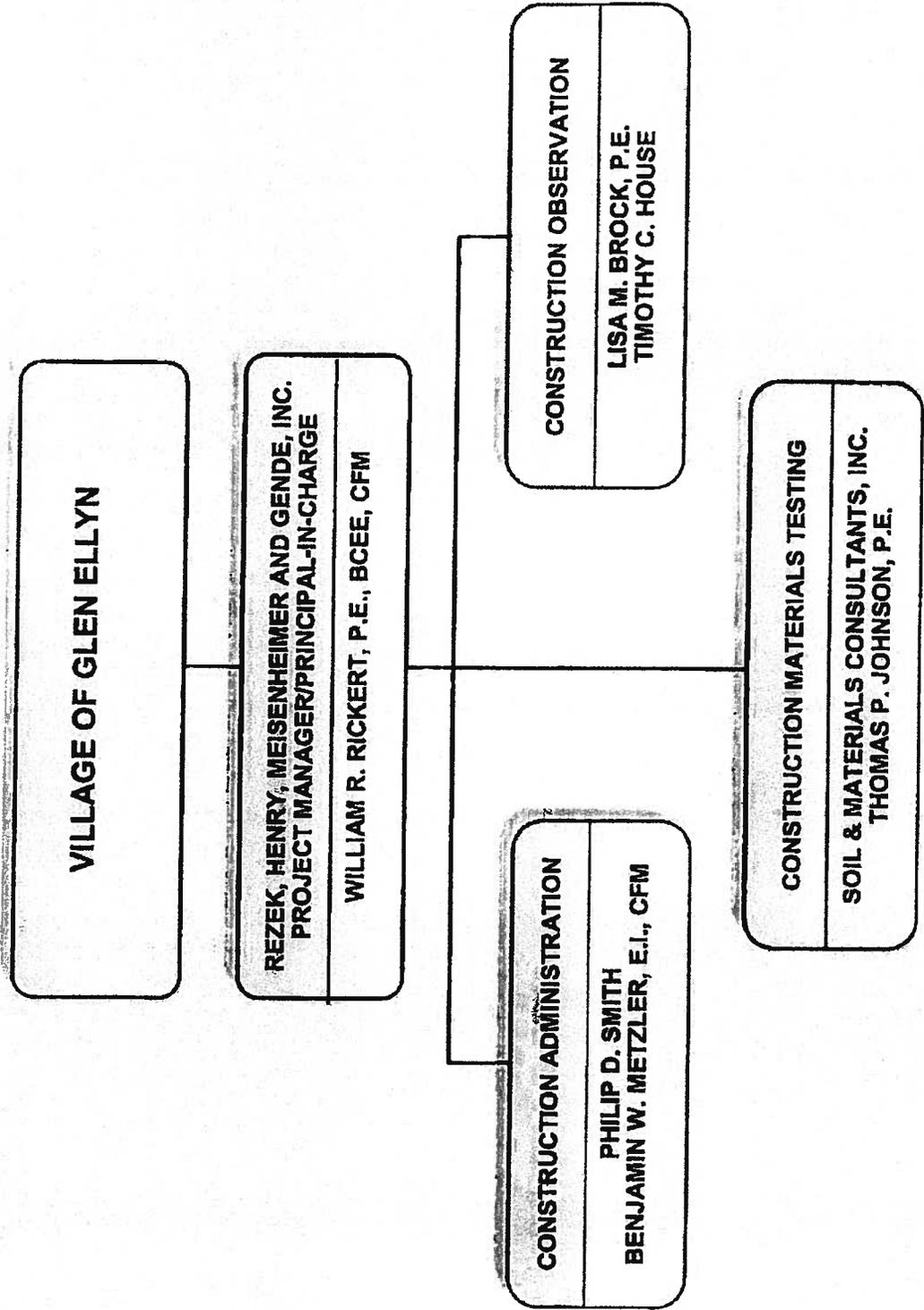
- c. Verify that all items on the final list have been corrected and make recommendations to the Engineer concerning acceptance.

B. LIMITATIONS OF AUTHORITY

Except upon written instructions of the Engineer, the Resident Project Representative:

1. Shall not authorize any deviation from the Contract Documents.
2. Shall not undertake any of the responsibilities of the Contractor, the subcontractors or the Contractor's field superintendent.
3. Shall not expedite the work for the Contractor.
4. Shall not advise on or issue directions relative to any aspect of the construction technique or sequence unless a specific technique or sequence is called for in the Contract Documents.
5. Shall not authorize the Owner to occupy the Project in whole or in part to final acceptance of the work.
6. Shall not participate in specialized field or laboratory tests.

EXHIBIT B
ORGANIZATION CHART
VILLAGE OF GLEN ELLYN
ELOG PROJECT CONSTRUCTION ENGINEERING SERVICES





LISA M. BROCK

EDUCATION

Bachelor of Science Civil Engineering, Northwestern University, Evanston, IL, 1982

Master of Civil Engineering, Johns Hopkins University, Baltimore, MD, 1990

REGISTRATIONS

Professional Engineer - Illinois, Maryland

Designated Erosion Control Inspector - Lake County SMC

EMPLOYMENT HISTORY

Rezek, Henry, Meisenheimer and Gende, Inc., Mundelein, IL, 2000 - Present, Project Engineer

Engineering Testing Services, Wheeling, IL, 1998 - 2000, Project Manager

URS Engineering, Baltimore, MD, 1985 - 1991, Project Engineer

Bechtel Power Corporation, Ann Arbor, MI, 1982 - 1984, Structural Engineer

PROFESSIONAL EXPERIENCE

Ms. Brock's engineering experience has included designing and reviewing sanitary and water distribution systems, construction engineering, project budgeting, estimating, supervision, testing, resident engineering on sanitary, water, stormwater and concrete and asphalt road reconstruction projects, structural analysis and design of concrete and steel structures, bridge and site inspections, designing and reviewing standards for noise abatement, civil/site engineering design, construction observation and construction administration.

SELECTED PROJECTS

- Libertyville Siphon Sanitary Sewer Construction Engineering Services, Libertyville, IL
- Highland Avenue Concrete Pavement Reconstruction Project Resident Engineer, Elgin, IL



- Volo Historic Sanitary Sewer Resident Engineer, Volo, IL
- Lakes Region Sanitary District Design and Resident Engineering Services, 2011 Sanitary Sewer Repairs Project, Round Lake, IL
- Heron Creek Forest Preserve Entrance Installation and Old McHenry Road Widening, Lake County Forest Preserve District, Long Grove, IL
- Ryerson Conservation Area Ring Road and Parking Lot Repaving Project, Lake County Forest Preserve District, Lincolnshire, IL
- Lakes Region Sanitary District Design Engineer, 2009 Sanitary Sewer Repairs Project, Ingleside, IL
- Lake Villa Consolidated School District 41 Site Survey and Permitting for Demolition Services and Tank Removal, Lake Villa, IL
- Winnetka Water Treatment Plant Dehumidification Project, Feasibility and Design, Winnetka, IL
- Grant Township Sanitary Sewer Extension Construction Engineering Services, Volo, IL
- Wal-Mart Sanitary Sewer Extension Construction Engineering Services, Lakes Region Sanitary District, Round Lake, IL
- Ryerson Conservation Porous Pavement Parking Lot Construction Services, Lake County Forest Preserve District, Lincolnshire, IL
- Thomas Place Senior Center Sanitary Sewer Construction Engineering Services, Lakes Region Sanitary District, Fox Lake, IL
- NPDES Year 6 Reports for Green Oaks, Hainesville and Beach Park, IL
- Lakes Region Sanitary District Resident Engineer, LRSD Headquarters Building Site and Parking Lot, Ingleside, IL
- Shadow Lake Shoreline Piling Evaluation, Schaumburg, IL
- Heron Harbor Elevated Tank Construction Engineering Services, Antioch, IL
- Naperville Elevated Tank Antennae Study, Naperville, IL
- Libertyville Commuter Parking Lot Underground Detention, Libertyville, IL
- Palombi Elementary School Addition Site Design and Resident Engineering, Lake Villa, IL
- Libertyville Waste Water Treatment Plant Anaerobic Digester Structural Evaluation, Libertyville, IL



- Atkinson Road Timber Bridge Evaluation, Green Oaks, IL
- Roberts Road Preserve Entrance and Des Plaines River Trail Construction Engineering Services, Lake County Forest Preserve District
- Lakes Region Sanitary District Resident Engineer, Terra Springs Subdivision and Lift Station, Volo, IL
- Green Oaks 2004 MFT Project - Design and Resident Engineer, Green Oaks, IL
- Lakes Region Sanitary District Resident Engineer, Silver Leaf Glen and Emerald Bay, Round Lake, IL
- Lakes Region Sanitary District Resident Engineer, Forest Avenue Lift Station, Ingleside, IL
- Lakes Region Sanitary District Resident Engineer, Holiday Park Subdivision and Lift Station, Fox Lake, IL
- Lakes Region Sanitary District Resident Engineer, Prairie Trail and Cedar Ridge Subdivisions, Lake Villa, IL
- Lakes Region Sanitary District Resident Engineer, Lancaster Falls North and South, Symphony Meadows, Autumn Grove Subdivisions, Volo, IL
- Village of Hainesville Resident Engineer, Union Square, Cranberry Lakes 4, Hainesville Village Hall, Hainesville, IL
- Lakes Region Sanitary District Design and Resident Engineering, Prairie Pointe Lift Station Generator and Control Building Construction, Round Lake, IL
- Lakes Region Sanitary District Resident Engineer, Round Lake Western Trunk Sewer, Round Lake, IL
- Lakes Region Sanitary District Resident Engineer, Volo Commerce Center and Remington Pointe North Subdivision, Volo, IL
- Lakes Region Sanitary District Design and Resident Engineering, Wilson Road Sanitary Sewer Repairs, Ingleside, IL

SIGNIFICANT ACHIEVEMENTS

ASCE Young Engineer of the Year, Maryland Section, 1990
ASCE Secretary, Maryland Section, 1990 - 1991
ACEC 2007 Engineering Excellence Merit Award
Resident Engineering - LCFPD Ryerson Visitor's Center Site Improvements



TIMOTHY C. HOUSE

EDUCATION

Associates Degree, Highway Engineering with AutoCAD Training, Morrison Institute of Technology, Morrison, IL, 1990

Mapping/ESRI GIS Training Course, McHenry County College, Crystal Lake, IL, 1999

IDOT CERTIFICATION AND TRAINING COURSES

Pavement Construction Inspection
Construction Material Inspection
Reclaimed Asphalt Pavement for Local Roads
Trenching and Shoring Safety
Culvert Hydraulics
Quality Assurance Manager
Survey I, II and III
Documentation

EMPLOYMENT HISTORY

Rezek, Henry, Meisenheimer and Gende, Inc., Mundelein IL, 2006 - Present, Construction Inspector

City of Crystal Lake, Crystal Lake, IL, 1998 - 2006, Engineering Technician/Construction

Crawford Murphy & Tilly, Inc., Rockford, IL, 1990 - 1998, Engineering Technician/Construction/AutoCAD

PROFESSIONAL EXPERIENCE

Mr. House has experience in construction inspection of public utilities, roadways, sidewalks, and private improvements. He is also skilled in surveying, plan layout and design of public utilities, roadway improvements using AutoCAD.

SELECTED PROJECTS

- Water and Sewer Facilities for Area South of Silver Glen Road - Phase I, Otter Creek Water Reclamation District, South Elgin, IL
- Highland Avenue Combined Sewer Separation Project, Elgin, IL



- Bent Street Combined Sewer Separation Project, Elgin, IL
- Special Service Area Nos. 3, 4, 5, 7, and 8 Watermain Extension Projects, Beach Park, IL
- Greenbelt Forest Preserve Pavement and Drainage Improvement Project, Lake County Forest Preserve District, North Chicago, IL
- Greenbriar Subdivision Sanitary Sewer Extension and Improvements, Green Oaks, IL
- Water Department Backup Power, Elgin, IL
- Highland Avenue Elevated Tank, Watermain Extension and Access Road, Elgin, IL
- CBD Combined Sewer Separation Project, Elgin, IL
- Main Street Watermain Relocation, Crystal Lake, IL
- Route 31 Watermain Extension, Crystal Lake, IL
- Sanitary Trunk Sewer and Watermain Extension, Pecatonica, IL
- Crystal Lake Avenue Stormwater Improvements, Crystal Lake, IL
- Railroad Street Parking Lot Addition, Crystal Lake, IL
- Lake Avenue/Lake Shore Drive/Country Club Road Realignment, Crystal Lake, IL
- South 6th Street Roadway/Infrastructure Improvements Project, Rockford, IL
- Hanson Street Roadway/Infrastructure Improvements Project, Rockford, IL
- Annual Roadway/Infrastructure Improvements Projects 1999 - 2005, Crystal Lake, IL
- Greater Rockford Airport Runway, Taxiway and Apron Projects, Rockford, IL
- Toledo Municipal Airport Improvements, Toledo, OH
- Wood Dale Woods Lift Station, Wood Dale, IL
- Annual MFT Street Resurfacing Projects, Beach Park, IL
- Annual MFT Street Resurfacing Projects, Hainesville, IL

**EXHIBIT C
MANPOWER & FEE ESTIMATE
ELOG PROJECT
CONSTRUCTION ENGINEERING SERVICES
VILLAGE OF GLEN ELLYN**

TASK	HOURS									
	Proj. Man.	Senior Designer	Consir. Engineer	Proj. Engineer	Struct. Engineer	Surveyor	Consir. Inspector	Drafter/ Tech.	Cleric.	Total
1. Pre-Construction Conference		4	4							8
2. General Consultation (1,2,3)	24	48		32	4					108
3. Schedule Review			8							8
4. Shop Drawing Review		6		16	10					32
5. Construction Surveying - Base Lines & Benchmarks						8		8		16
6. Construction Observation (4)			774				300			1074
7. Construction Materials Testing (5)										
8. Prepare/Process Change Orders	4	24							4	32
9. Pay Estimate Review	4	16							4	24
10. Final Inspection		8								8
11. Record Drawings								20		20
12. Coordination & Administration	32									32
TOTAL HOURS	64	106	786	48	14	8	300	28	8	1362
Hourly Billing Rate (@ 3.07 X Salary Cost)	\$152	\$130	\$101	\$91	\$125	\$115	\$83	\$81	\$61	
Labor Cost	9,728	13,780	79,386	4,368	1,750	920	27,900	2,268	488	140,588
Expenses										
RHMG Direct										5,624
Construction Materials Testing										12,906
TOTAL FEE										\$159,118

- NOTES: 1. Project manager = 4 months X 6 hours/month = 24 hours
2. Senior engineer = 4 months X 12 hours/month = 48 hours
3. Project engineer = 4 months X 8 hours/month = 32 hours
4. See attached worksheet - Exhibit C-1.
5. Included in subconsultant cost under construction materials testing.

**EXHIBIT C-1
CONSTRUCTION OBSERVATION MANHOURS
ELOG PROJECT
VILLAGE OF GLEN ELLYN**

Construction Duration

Phase I

NTP/construction start	7/25/2011
Substantial completion	8/27/2011
Working days =	25 + 5 Saturdays

Phase II

Substantial completion	10/27/2011
Working days =	43 + 11 Saturdays
Final completion	11/15/2011
Working days =	15

Construction Observation

Phase I

Constr. Engineer = (25 + 5 Saturdays) = 30 days X 10 hours/day = 300 hours

Constr. Inspector = (25 + 5 Saturdays) = 30 days X 10 hours/day = 300 hours

Phase II Through Substantial Completion

Constr. Engineer = (43 + 3 Saturdays) = 46 days X 9 hours/day = 414 hours

Final Restoration

Constr. Engineer = 15 days X 4 hours/day = 60 hours



Rezek, Henry, Meisenheimer and Gende, Inc.

CONSULTING ENGINEERS

June 2, 2011

Mr. Bob Minix, P.E.
Village of Glen Ellyn
30 South Lambert Road
Glen Ellyn, IL 60137

Re: Essex Court/Essex Road/Grand Avenue/Lake Road
Roadway and Storm Drainage Improvements
Project No. 20735020

Dear Mr. Minix:

At our meeting on May 18, 2011, we discussed several changes to the project scope. Some of these changes were further clarified in your emails dated May 23, 2011 and May 31, 2011. In general, these changes are summarized as follows:

Essex Court

Widen the roadway width to 23 feet back-to-back of curb, and revise the pavement cross slopes at the south end. Also reconfigure the roadway alignment and radii to protect the existing ginkgo tree at the northeast corner of 668 Essex Road. Finally, prepare an easement description and exhibit for use of the island area owned by Mr. Dan Anderson of 668 Essex Road.

Grand Avenue and Lake Road

Our original design scope entailed reviewing, field checking, modifying and incorporating the design drawings prepared by Burns & McDonnell into the Contract Documents. It is now desired to change the pavement widths and typical sections in order to provide more uniformity. In addition, changes to some of the paving limits, and the storm sewers and watermain configurations are to be made.

The manpower and fee requirements associated with this additional scope work are summarized in Exhibit A. We hereby respectfully request an increase to our contract fee limit of \$16,924. You may approve this request by executing the signature block below and returning a copy of this letter.



Mr. Bob Minix, P.E.
Village of Glen Ellyn
Re: Essex Court/Essex Road/Grand Avenue/Lake Road
Roadway and Storm Drainage Improvements
Project No. 20735020
June 2, 2010
Page: 2

If you have any questions or wish to discuss this matter in more detail, please contact me.

Sincerely yours,

REZEK, HENRY, MEISENHEIMER AND GENDE, INC.

William R. Rickert, P.E., BCEE, CFM
President

WRR/amd

Enclosure

Agreed to this _____ day of _____, 2011

By: _____

Title: _____

