

RESOLUTION NO. 18-60

A RESOLUTION AUTHORIZING AN ENGINEERING SERVICES AGREEMENT BETWEEN THE VILLAGE OF VILLA PARK AND EDWIN HANCOCK ENGINEERING COMPANY, FOR THE MAPLE AREA IMPROVEMENTS PROJECT

WHEREAS, the Village of Villa Park is a municipal corporation duly organized and existing under the laws of the State of Illinois; and

WHEREAS, the Village of Villa Park has completed a consultant qualification based selection process and has recommended a proposed engineering services agreement with Edwin Hancock Engineering Company, to perform Phase II construction engineering services for the **Maple Area Improvement Project**, at a cost not to exceed \$351,000; and

WHEREAS, the corporate authorities of the Village of Villa Park have determined that it is in the best interests of the citizens of the Village of Villa Park to enter into an agreement with Edwin Hancock Engineering Company, as is more particularly set forth in a document styled "**Village of Villa Park, Maple Area Improvements Project, Professional Service Agreement**" a copy of which is attached hereto as Exhibit A; and

NOW THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Villa Park, DuPage County, State of Illinois, as follows:

Section 1: That the agreement styled "**Village of Villa Park, Maple Area Improvements Project, Professional Service Agreement**" attached as Exhibit A, be and the same is hereby approved and the Village Manager is hereby authorized and directed to execute same on behalf of the Village of Villa Park.

Section 2: That this resolution shall be in full force and effect from and after its passage and approval according to law.

RESOLUTION NO. 18-61

PASSED AND APPROVED THIS 10th DAY OF September, 2018.

VILLAGE OF VILLA PARK


President, Village of Villa Park

ATTEST:


Clerk, Village of Villa Park

ADOPTED this 10th day of September, 2018, pursuant to a roll call vote as follows:

AYES: 7
NAYS: 0
ABSENT: 0
ABSTAINING: 0





August 28, 2018

Mr. Lukowicz, P.E.
 Assistant Village Engineer
 Village of Villa Park
 Public Works Department
 11 West Home Avenue
 Villa Park, Illinois 60181

Re: Village of Villa Park
 Maple Area Improvements Project
 Phase I and II Engineering Services

Dear Mr. Lukowicz:

Hancock Engineering is pleased to submit our proposal for providing professional engineering services to the Village of Villa Park for the preliminary and design engineering services related to the Maple Area Improvements Project. We have extensive experience in all phases of roadway analysis and design, storm sewer design, and sewer separations that will be encountered on this project.

Project Understanding

We have performed a comprehensive review of the Request for Proposal documents and performed site visits to familiarize ourselves with the area. We have had our team walk the potential project sites and perform a photographic survey of the area. We have a thorough understanding of the project goals and a comprehensive plan on how we propose to implement them.

Hancock Engineering understands that the Village is looking for a Consultant team to perform engineering services for the following section of Villa Park:

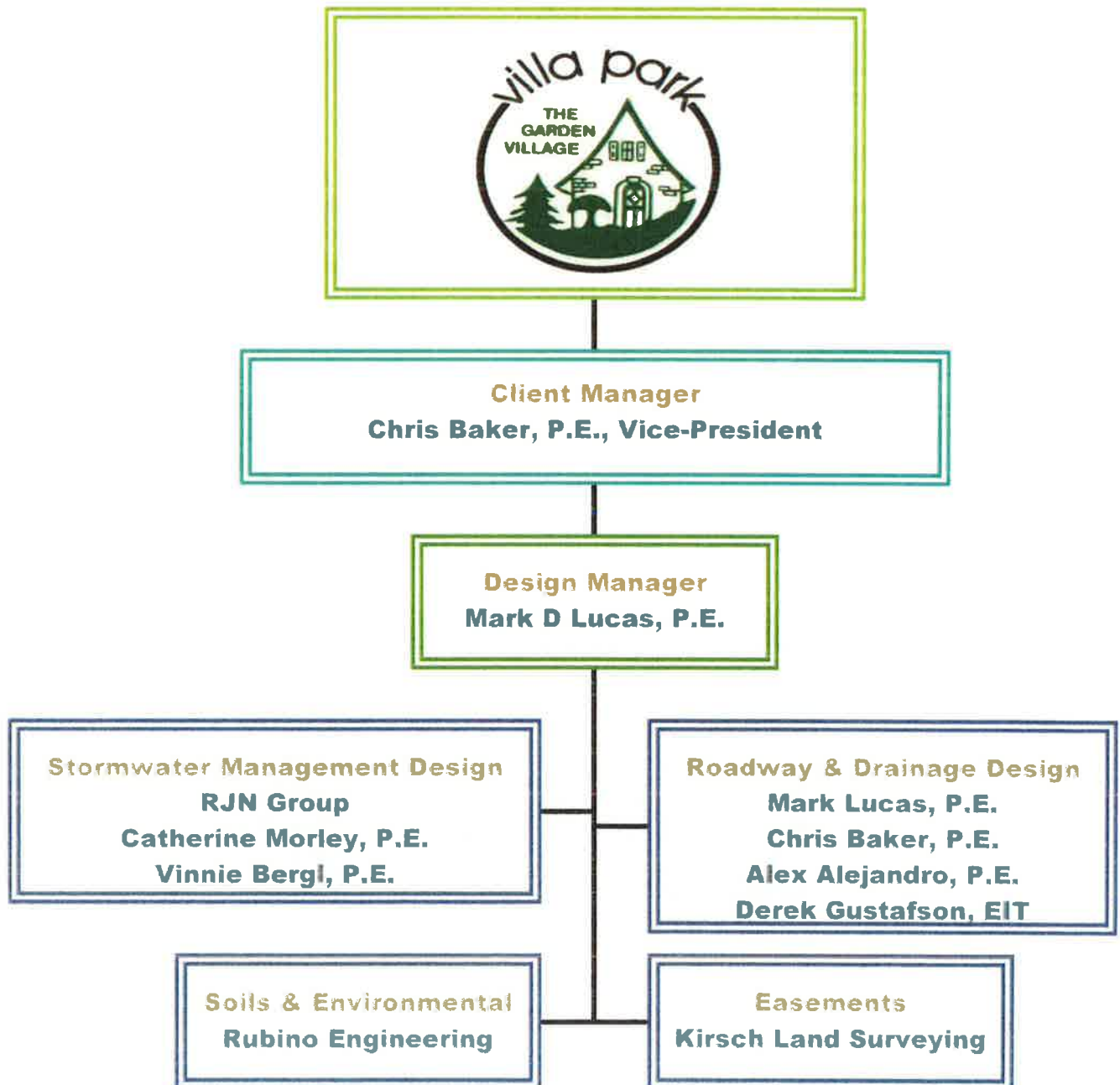
<u>Roadway</u>	<u>Limits</u>
Beach Street	Dead End to Villa Avenue
Maple Street	Illinois Avenue to Villa Avenue
Pine Street	Summit Avenue to Villa Avenue
Oak Street	Division Street to Villa Avenue
Division Street	Cornell Avenue to Villa Avenue
Summit Avenue	Maple to Division Street
Myrtle Street	Division to Oak Street

We understand that the design services are to be completed in the 2019 calendar year and that the contract is intended to develop plans, specifications, and bidding documents to enable the construction of these improvements through the IEPA Loan Process.

Project Team

Hancock Engineering is a consulting engineering firm focused on providing comprehensive engineering services to villages, cities, and other clients in the suburban Chicago area. Hancock Engineering was founded in 1911 and has a well-established reputation for providing high-quality professional engineering services to our clients.

Our primary client contact will be Chris Baker, P.E. and our project will be staffed according to the Organizational Chart below:



We will be utilizing the services of the RJN Group for stormwater and storm sewer analysis and design, capitalizing on their past experience of analysis of the existing combined sewer system allowing the Village of Villa Park to maintain the integrity of the model and to quantify the benefit of the stormwater detention basin and sewer separation efforts in the Maple Street Improvements Area and the system as a whole.

We will also be utilizing the services of Rubino & Associates for the soil boring and geotechnical report and will provide 663 certifications for the proposed soils on the site. We will be using Krisch Land Survey to complete Preliminary and Final Plats of Easement if the analysis of the storm sewer routing for the detention basin should indicate that extending storm sewer from Summit to Beach on private property is technically and economically feasible.

Project Scope

Upon award of this Contract, Hancock Engineering will provide the Village of Villa Park with the following Base Services:

A. Phase I - Preliminary Design Services

- Task 1 We will conduct a complete topography survey which will result in the acquisition of the location for all above and underground utilities and structures, including: storm and sanitary sewers, water mains, fire hydrants, drainage structures, B-Boxes, valve vaults, sewer clean-outs, power poles, utility boxes, mailboxes, trees. Our survey will include cross-sections at all roadway critical locations, but at no more than twenty-five foot intervals. Hancock Engineering will prepare a topographic survey of the areas to be improved, including:
- Topographic Data from 10' behind the Right-of-Way for the length of projects.
 - Elevation Points for all cross-section points at interval not to exceed 25'
 - Topographic data through the proposed easement locations.
 - Notification of private property owners of the need to collect elevation and horizontal data within one hundred feet (100') of proposed easements.
 - Measured depths and visual inspections of condition of all Village of Villa Park water and sewer utilities at all manholes, valve vaults, valve boxes, catch basins, inlets, and sewer clean outs within the area of completed topography.
 - Setting two benchmarks (on hydrants) per block with a description of the bolt used (such as ne bolt, tagged bolt or first bolt past arrow)
 - Detailed data extending for a minimum of one hundred feet (100') in each direction from the project terminus.
- Task 2 Prior to beginning our design, Hancock Engineering will conduct a Design JULIE to identify utilities that may need to be presented on the plans due to their proximity to the proposed improvements. We will also begin communications with public utilities immediately after the kick-off meeting to inform them of the upcoming project. Our early coordination with utility

companies will reduce the chance of delays due to the Contractor's inability to have these utilities mobilize prior to their intended paving schedule. Additionally, once base drawings have been created they will be sent to the utility companies (**Nicor Gas, ComEd, Comcast, AT&T, etc**) and asked to "red-line" their existing utilities directly on our plans so that their infrastructure can be incorporated into our improvements.

- Task 3 Preliminary Stormwater Analysis consisting of the following:
- a) Review the Village's Comprehensive Flood Plan and evaluate conceptual plans for separation of Beach, Maple, Pine, and Oak Streets and Division, Summit, and Myrtle Avenues. Coordinate with Village staff to determine the desired level of flood protection within the proposed project limits and determine locations within the proposed project limits where separation of stormwater flow is not addressed by the Comprehensive Flood Plan.
 - b) Using the Village's combined sewer and stormwater XPSWMM models, evaluate the conceptual storm sewer and detention basin plans within the project limits. Confirm that conceptual improvements provide the design level of flood protection and determine storm sewer sizing and required inlet capacity for drainage of locations within the project limits that are not addressed by the Comprehensive Flood Plan.
 - c) Evaluate feasibility of the proposed storm sewers and with respect to rim, invert, and existing utility crossing elevations. Using the XPSWMM model, evaluate alternate storm sewer sizes and slopes to resolve utility conflicts, as required. Evaluate feasibility of the proposed dry-bottom detention basin with respect to parcel size, existing grade, bottom elevation, and cross slopes. As necessary, evaluate additional locations for detention storage and/or alternate configurations, such as ponds, box culverts, or modular storage.
 - d) Review the conceptual plan for sewer location and sizing as well as detention location and sizing with the Village. Incorporate requested changes into the model and finalize the recommended locations, routes and sizing.
- Task 4 Completion of soil borings and geotechnical reports regarding subsurface conditions that would be encountered on the project for roadway and utility improvements and the stormwater detention facility.
- Task 5 Preliminary design submittal (35% Complete) which will refine the conceptual design as necessary based upon the modeling, topographical, and utility survey results; complete an evaluation to determine if any stormwater Best Management Practices (BMPs) can be incorporated in the design; identify impacts to existing trees and coordinate with Village Forester to minimize/mitigate impacts to trees; complete a Value Engineering analysis of each component to determine if any cost savings measures are available, and discuss the potential changes in a meeting with the Village; identify required temporary and permanent easement(s).

- Task 6 Completion of a Preliminary Estimate of Cost based on proposed storm sewer routing, sewer separations, stormwater detention basin, and roadway improvements.
- Task 7 Preparation of a preliminary and final design report for review and approval by the Village as to the final design parameters for each component of the project.

B. Phase II – Final Design Services

- Task 1 Preparation and submittal of Pre-Final Plans (75% Complete) will consist of the following documents for review:
- One (1) electronic copy in PDF format of the Pre-Final Plans & Specifications. The plan sets shall include the Title Sheet, Utility Plans & Profiles, Utility Crossing Data at all major locations, Roadway Plan & Profiles, Stormwater Detention Grading Plans, Cross-Sections, Tree Removal & Preservation Plan, Details, and General Notes.
 - One (1) electronic copy in PDF format of the Specifications & Bid Proposal Packets. The specifications shall include the Cover Sheet, Project Description, Notice to Contractors, Standard Specifications, Supplemental Specifications, Special Provisions, Pay Item Description, Instruction to Bidders, Proposal. The documents shall include all necessary EPA forms and language as required by the IEPA Low-Interest Grant program.
 - One (1) electronic copy of the Engineer's Opinion of Probable Cost for the proposed improvements.
 - A copy of the transmittal to each of the utilities impacted by the project, as well as the proposed project schedule for their use to determine any utility adjustments that must occur.
 - Preliminary Plats of Easement (if required) for storm sewer routing from the stormwater detention pond to Beach Street.
- Task 2 Public Meeting - After the collection of the topography, review of the proposed concept, completion of a preliminary H&H analysis and during the preparation of Pre-Final Plans we would assist the Village in hosting a Public Meeting with the residents that are impacted by the proposed improvements as well as other stakeholders. The meeting will explain the proposed project, its impacts during construction, as well as the proposed benefits. We will take in specific residents' concerns and provide as much available information at that time to explain the project or understand issues they may have.
- Based on our past experience we believe that the meetings are most successful in an "open house" format. They allow every resident to view the portion(s) of the project they are most concerned with, have the chance to ask their specific questions and voice their concerns in a one on one encounter with the design engineers. It tends to foster a better understanding of their question and concerns. Our practice is to commit sufficient staff to

attend the meeting so that there are not long delays for the residents. Each team member in attendance will have sufficient knowledge of the project to answer questions and to help determine focus in on the resident's concern.

- The "field notes" taken of the comments received at the meeting will be consolidated into one document and the information will be shared with Village staff. A determination can then be made as to how to address and /or resolve resident's concerns with the design.

Task 3 Preparation and submittal of Final Plans (100% complete) will consists of the following documents for review:

- One (1) electronic copy of the final drawings in PDF format. The plan sets shall include the Title Sheet, Summary of Quantities, Traffic Control & Protection, SWPPP, Utility Plans & Profiles, Utility Crossing Data at all major locations, Roadway Plan & Profiles, Stormwater Detention Grading Plans, Cross-Sections, Tree Removal & Preservation Plan, Restoration/Landscape Plan, Tree Plantings, Details, General Notes.
- One (1) electronic copy in PDF format of the Specifications & Bid Proposal Packets. The specifications shall include the Cover Sheet, Project Description, Notice to Contractors, Standard Specifications, Supplemental Specifications, Special Provisions, Pay Item Description, and Standard Details, Instruction to Bidders, Proposal, and Certifications. The documents shall include all necessary EPA forms and language as required by the IEPA Low-Interest Grant program.
- Copies of the required and applicable permits, including DuPage County Stormwater Permit and any IEPA Permits.
- Copies of the detailed drainage calculations for inlet capacities, main line and lateral pipe conveyance, used to determine final storm sewer size(s) and number and location of drainage structures used on the project as well as the final stormwater routing and calculations for the detention facility.
- Copies of the Final Estimate of Cost and an Estimate of Time will be provided to the Village as well. The Estimate of Cost will be broken down by location and Village provided fund codes.

Task 4 Bidding Services & Construction Plan Interpretation - We believe that our client is best serviced by having a well-informed Contractor bid their projects. In addition to well-prepared plans and specifications, communication during the bid process helps insure that that the intent of the project as well as existing conditions are well understood by the contractor.

- **Mandatory Pre-bid Meeting** - On projects such as this where there will be work within easements across private property and the scope will vary throughout the project, we believe that requiring contractors to attend a pre-bid meeting allows the clients team to

identify specific issues that the contractor needs to be aware of during the bidding process. We recommend that the meeting be held a minimum of two weeks in advance of the bid opening for this project.

- Request for Information and Addendum – We will review for and assist the village in answering proposed bidders request information and clarifications. It is critical that all bidders have the same information from which they submit their proposal. All requests for information will be required to be submitted in writing and responses will be shared with all bidders, addendums modifying the specifications, plans, or proposal packets will be sent no later than 3 days in advance of the bids.
- Bid Opening - We will attend the bid opening and list the “as-read” results to Village staff. After the bid opening we take all submitted proposals back to our office so that we can prepare a bid tab summarizing the unit price submitted by each contractor for each pay item and the final tabulated result to ensure that no errors were made in their submittals. We will have the bid-tabs available for review with the Village staff within one day of the opening.
- Recommendation of Award - After the review of the bid tab, we will notify the two lowest bidders of the need to furnish the following documents:
 - A list of municipal projects and locations where they have completed similar scope of work over the last three years, including contacts for the projects.
 - A list of current projects they have underway and projects they have been awarded, inclusive of value of contract, value of work completed to date, and current contract completion date.
 - A list of major subcontractors or suppliers.
 - We will review the information and advise the Village Staff of our findings or any concerns that may arise and after any resolution of issues that may occur we will formulate a recommendation of award to the Village.

Task 5 We will assist the Village in IEPA Low Interest Loan Funding paperwork throughout the design process through the awarding of the Construction Contract, including the following tasks:

- Prepare Illinois Environmental Protection Agency (IEPA) loan documents and complete document checklist.
- Prepare pre-bid IEPA loan forms.
- Work with Village staff to update the financial documents previously prepared by RJN for this specific project.
- Submit to Village for completion and then to IEPA.

- Provide formal response to IEPA questions and update documents accordingly.

We have not included a cost for Appraisals and Legal assistance that may be required if easements are required due to storm sewer routing. We recommend that this be done on an As-Needed Basis as a determination would be needed if the Village would want to be able to maintain the ability to utilize all of its available options in obtaining the easements. As these costs can vary significantly, it is best to be decided on by the Village after the completion of the Preliminary Design Services.

Items to be Provided by Client

The Village of Villa Park will provide:

- The CBBEL XPSWMM stormwater model from the Village for RJN use in evaluating sewer and detention sizing. (RJN has the combined sewer model.)
- Updated GIS information or sewer atlas on the sanitary, storm, and combined sewer and water systems.
- Any As-Built drawings for the project areas.

Schedule

Hancock Engineering understands the necessity for this project to be completed in an expeditious manner. We understand the Village expects this project to be constructed in 2020. We have analyzed the necessary design steps and associated timetables and evaluated our current capacity of resources. We will be able to meet your proposed timeline.

Engineering Task	Project Completion Date
Receive Award of Contract	September 10, 2018 (Assumed)
Kick-Off Meeting with Village	September 17, 2018
Initiate Design JULIE	September 24, 2018
Begin Collection of Data	October 3, 2018
Complete Survey	October 29, 2018
Submit Preliminary Data to Public Utilities	November 14, 2018
Begin Design	November 15, 2018
Submit 35% Plans to Village	January 15, 2019
Submit 75% Plans to Village	March 15, 2019
Submit Plans for Permitting	March 30, 2019
Receive Village comment on preliminary plans	April 15, 2019
Complete Internal QAP	May 1, 2019
Final Plan Submittal to Village	May 15, 2019
Bid Opening	January 31, 2020

We feel we have outlined an aggressive project schedule that has illustrated the need for this project to be made a priority. Hancock Engineering has staff available to work on this engineering design project to meet this proposed schedule and have all necessary design work approved and completed prior to the Village's imposed deadline.

Project Cost

The following table is the list of fees for each of the above described tasks:

Task	Description	Cost	Manhours
Preliminary Design Service			
No. 1	Topography Collection, Review of Existing Maps, Plans, Atlas, Reports	\$ 28,400.00	260
No. 2	Utility Coordination	\$ 6,050.00	60
No. 3	Stormwater Analysis	\$ 41,350.00	360
No. 4	Geotechnical Investigation & Report	\$ 27,400.00	220
No. 5	Preliminary Design Plans	\$ 38,500.00	335
No. 6	Preliminary Estimate of Costs	\$ 15,300.00	120
No. 7	Project Design Report	\$ 6,500.00	60
	Subtotal, Preliminary Design Services	\$ 168,500.00	1,415
Final Design Services			
No. 1	Public Meetings and Coordination	\$ 7,200.00	80
No. 2	Pre-Final Plans & Specifications	\$ 94,750.00	760
No. 3	Final Plans & Specifications	\$ 64,850.00	520
No. 4	Bidding Services	\$ 5,300.00	40
No. 5	IEPA Coordination	\$ 15,400.00	120
	Subtotal, Design Services	\$ 187,500.00	1,480
Total Engineering Fee		\$351,000.00	2,935

We appreciate the opportunity to provide this proposal to the Village of Villa Park for the above referenced project. We have based our fee on the results of our discussions and an expected Man-Hour Breakdown. We will bill at Hourly Rates with a **Not-To-Exceed Cost of \$351,000.**

Of this fee, we approximate the following breakdowns per firm:

Hancock Engineering	59%	\$216,000.00
RJN Group	28%	\$100,000.00
Kirsch Surveying	4%	\$ 15,000.00
Rubino Engineering	9%	\$ 35,000.00

Hourly Rates

Hancock Engineering acknowledges that “no cost overruns or additional charges” will be made unless previously authorized by the Village of Villa Park. Furthermore, Hancock Engineering does not anticipate billing for any additional work within the scope of this project, but if the necessity arises, we acknowledge that prior approval must be granted from the Village.

<u>PERSONNEL CLASSIFICATION</u>	<u>TOTAL BILLING RATE</u>
ENGINEER – VI	\$133.00
ENGINEER - V	\$128.00
ENGINEER - IV	\$118.00
ENGINEER -III	\$113.00
ENGINEER -II	\$ 98.00
ENGINEER -I	\$ 88.00
CADD MANAGER	\$113.00
CADD TECHNICIAN –II	\$103.00
CADD TECHNICIAN -I	\$ 93.00
ENGINEERING TECHNICIAN – V	\$113.00
ENGINEERING TECHNICIAN – IV	\$103.00
ENGINEERING TECHNICIAN – III	\$ 83.00
ENGINEERING TECHNICIAN – II	\$ 65.00
ENGINEERING TECHNICIAN – I	\$ 40.00
ADMINISTRATIVE	\$ 65.00

All hourly rates include costs for out-of-pocket expenses including mileage, tolls, photocopying, etc. and no additional compensation will be sought for these items. Hancock Engineering has no hidden fees.

August 28, 2018

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Executed by the VILLAGE, this

10 day of Sept, 2018

VILLAGE OF VILLA PARK

By Rich Keehner, Jr.
Rich Keehner, Jr. Village Manager

Executed by the ENGINEER, this

28TH day of AUGUST, 2018

EDWIN HANCOCK ENGINEERING COMPANY

Derek Treichel, P.E.
By _____
Derek Treichel, P.E., President