

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
OCTOBER 13, 2009 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Contract Extension and Amendment- ERA	✓ Resolution Ordinance Motion Discussion Only	Tom Dabareiner, AICP Director of Community Development

SYNOPSIS

A resolution has been prepared to authorize execution of a twelve-month contract extension with ERA of Warrenville, Illinois for stormwater and wetland-related plan review services in the not-to-exceed amount of \$54,000.00 and with no change to the current hourly rates.

STRATEGIC PLAN ALIGNMENT

The Village Goals for 2012 include *Exceptional Municipal Organization*. A supporting objective of this statement is to provide *Responsible Stewardship of Village Finances and Resources*.

FISCAL IMPACT

Sufficient funding is available in the FY09 Adopted and FY10 Proposed General Fund budgets to pay the costs associated with this extension. Additionally, contract expenses will be recovered through building permit fees or direct stormwater permit pass-through fees.

RECOMMENDATION

Approval on the Oct. 20, 2009 consent agenda.

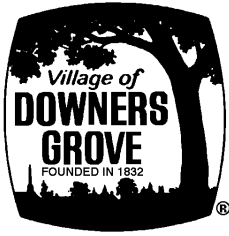
BACKGROUND

In 2008, the Village entered into a one year contract with ERA, Inc. (ERA) with an option for two one-year extensions. During the time that this contract has been in effect, ERA has performed review work at a cost of approximately \$40,000, which has been directly reimbursed by permit applicants. Staff is satisfied with the quality of the work performed and ERA has agreed to hold their rates at current levels for work completed in 2010. For these reasons, and in accordance with the Village's Purchasing Policy, staff is recommending an extension to the existing contract.

Staff is proposing an increase in the not-to-exceed amount of the contract (from \$40,000 spent over the previous 12 months to \$54,000) due to a vacancy in the Development Engineer position. Under the contract, ERA will perform development review services previously performed by Village staff. The additional contractual services will the Village to provide services and allow staff to determine, by the end of the current fiscal year, if a contractual arrangement is more effective than filling the position vacancy. If it is determined that the contractual services are more effective, and amendment to the contract extension may be required. The FY10 Proposed Budget does include a full year of salary and benefits for the vacant Development Engineer position, which totals approximately \$89,000.

ATTACHMENTS

Report Card
 Contract Extension
 Resolution



Village of Downers Grove Contractor Evaluation

Contractor: Engineering Resource Associates, Inc.

Project: Stormwater Management Review Services for various permit submittals

Primary Contact: Jenny Loewenstein – 630-393-3060

Time Period: October 2, 2008 – March 20, 2009

On Schedule (allowing for uncontrollable circumstances) yes no

Provide details if early or late completion:

All plan review time-frame requirements were met. Some of the reviews were submitted prior to the scheduled due date.

Change Orders (attach information if needed):

n/a

Difficulties / Positives:

Permit review materials are picked up by ERA in a very timely manner. ERA staff is extremely professional and has responded quickly to Village phone calls and emails.

Interaction with public:

excellent good average poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Should the Village contract with this vendor in the future? Yes No

Reviewers: Alicia Humphries

Date: 3/20/09



ENGINEERING RESOURCE ASSOCIATES, INC.

October 5, 2009

Mr. Thomas Dabareiner
Director of Community Development
Village of Downers Grove
Department of Community Development
801 Burlington Avenue
Downers Grove, IL 60515

Subject: Contract Renewal and Amendment No. 1 for the
In-House Engineering Assistance Services

Dear Tom:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this amendment to the Professional Engineering Services Stormwater Review Services contract for services related to in-house engineering for the Village of Downers Grove. The proposal has been prepared in accordance with our phone conversations, your request for this amendment and our current experience of performing stormwater reviews for the Village. The current stormwater review services contract is scheduled for renewal after the completion of the first year. The hourly rates and terms established in the original contract will remain unchanged for the renewal period.

Project Understanding

The Village of Downers Grove desires to have an engineering consultant available in the Planning Department offices of the Village of Downers Grove for approximately 8 hours per week with an anticipated start date of mid October of 2009. Amendment No. 1 includes the tasks of providing administration and engineering review assistance for permit applications and providing technical assistance for miscellaneous engineering issues that may arise within this Department.

Scope of Services

In addition to the services already provided under the contract dated September 16, 2008 and as part of Amendment No. 1, ERA will provide in-house engineering services including the following anticipated assignments:

www.eraconsultants.com

Geneva

501 West State Street, Suite 203
Geneva, IL 60134
T 630.262.8689
F 630.262.8698

Warrenville

3s701 West Avenue, Suite 150
Warrenville, IL 60555
T 630.393.3060
F 630.393.2152

Chicago

10 South Riverside Plaza, Suite 1800
Chicago, IL 60606
312.683.0110 T
312.474.6099 F

1. Meetings and Coordination

- a. Conduct pre-application meetings with applicants and other Village staff
- b. Log in projects and track review status
- c. Prepare correspondence to applicants.

2. Permit Review

- a. Review applicant's projects for compliance with Village Ordinances
- b. Prepare comment and recommendation for approval letters
- c. Discuss engineering issues with applicant's representative.

3. On- Call Assistance

- a. Meet with residence with drainage complaints
- b. Answer technical questions from general residents at the counter.

Schedule

ERA will provide engineering services for the duration of time requested by the Village according to the contract terms plus any contract extensions. The Village may, at any time, inform ERA that these services are no longer necessary. A full 8-hour or two 4-hour days are the anticipated schedule for the In-House Engineering Assistant services. This schedule may change due to Village needs.

Fees

Hourly Fees for in-house engineering services described in this amendment are consistent with those set forth in the original Professional Engineering Services Agreement dated September 16, 2008. The In-House Engineering services are anticipated to be an amount of \$14,750. Based upon last year's activity, the Stormwater Review services was an amount just under \$40,000. Therefore, the Stormwater Review Services for Year 2009-2010 and the In-House Engineering Services combined shall not exceed a total contract amount of \$54,000 without prior Village approval.

We appreciate the opportunity to submit this Amendment No. 1 and look forward to continuing to work together on this important assignment. Please advise if you have any questions or comments.

Sincerely,
ENGINEERING RESOURCE ASSOCIATES, INC.

X

John F. Mayer, P.E., C.F.M.
Principal



RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF A FIRST AMENDMENT TO A
PROFESSIONAL ENGINEERING SERVICES AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE
AND ENGINEERING RESOURCE ASSOCIATES, INC.**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain First Amendment (the “Amendment”), between the Village of Downers Grove (the “Village”) and Engineering Resource Associates, Inc. (“Consultant”), for stormwater review professional services, as set forth in the form of the Amendment submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Amendment, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Amendment.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____
Village Clerk

**FIRST AMENDMENT TO AGREEMENT
FOR PROFESSIONAL ENGINEERING SERVICES**

The Agreement dated September 16, 2008 by and between Engineering Resource Associates, Inc. ("Consultant") and the Village of Downers Grove ("Village") is hereby amended as follows (additions are **bold and underlined**, deletions are stricken):

1. Section I, Scope of Services shall be amended as follows:

See attached Proposal incorporated herein by reference as Exhibit A **and the Proposal dated October 5, 2009 entitled "Contract Renewal and Amendment No. 1 for the In-House Engineering Assistance Services" attached hereto and herein incorporated as Exhibit E.**

2. Section II, Term of the Agreement shall be amended as follows:

A. The term of this Agreement shall be one (1) year from the date ~~first written above~~ **of this First Amendment** with ~~two~~ **one** optional one year renewals in accordance with the Village Purchasing Policy or until its termination pursuant to Section V (D).

3. Section III, Compensation shall be amended as follows:

A. Basic Fees:

As set forth in Exhibit E, fees for the services described herein shall be in an amount not to exceed \$54,000.00. Attached hereto and herein incorporated are ~~the Scope of Service/Compensation Arrangements (Exhibit A)~~, Standard Charges for Professional Services (**Exhibit B**) and Stormwater Review Compensation Structure dated August 14, 2008 (**Exhibit C**). All fees shall be based upon the structure set forth in Exhibit ~~A~~, B, and C **and E.**

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date indicated above.

ENGINEERING RESOURCE ASSOCIATES,
INC.

VILLAGE OF DOWNERS GROVE

BY: _____

By: _____

TITLE: _____

VILLAGE MANAGER

DATE:

DATE: