

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**9/11/2018**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Amendment of Contract for Construction Engineering Services	Nan Newlon Director of Public Works

**SYNOPSIS**

A resolution has been prepared to authorize an amendment of an existing contract for construction engineering services for the 2018 SPA Project Area 10 in an amount up to \$67,065.00 to Doland Engineering, LLC of Palatine, IL.

**STRATEGIC PLAN ALIGNMENT**

The Goals for 2017 to 2019 identified *Top Quality Infrastructure*.

**FISCAL IMPACT**

The FY18 budget includes \$100,000 for professional services for this project in the Stormwater Fund, Page 4-29 Line 21.

**RECOMMENDATION**

Approval on the September 11, 2018 consent agenda.

**BACKGROUND**

Village Council previously awarded an extension to the Doland Engineering Services Contract on June 5, 2018. The anticipated work included oversight of the Water Main Improvements Contract C. However, due to an expedited schedule, Engineering Staff was able to manage oversight of Contract C and Doland Engineering did not provide any engineering services. This request would allow Doland Engineering to provide construction engineering services for the Prince/Forest Drainage Improvements (SPA Area 10). The value of the contract amendment remains unchanged from the June 5, 2018 approval.

Staff recommends this revised contract amendment in lieu of advertising a new Request for Proposals based on their understanding of the project, experience with similar Village projects last year, and proposed fee. Doland Engineering, LLC has satisfactorily provided engineering services for last year's water projects Contracts A & B.

**ATTACHMENTS**

Resolution  
Amendment to the Agreement

## RESOLUTION NO. \_\_\_\_

**A RESOLUTION AUTHORIZING EXECUTION OF AN AMENDMENT  
TO THE FIRST EXTENSION TO THE  
CONTRACT BETWEEN THE VILLAGE OF DOWNERS GROVE  
AND DOLAND ENGINEERING, LLC**

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 Amendment (the "Agreement"), between the Village of Downers Grove (the "Village") and Doland Engineering, LLC (the "Contractor"), for stormwater construction engineering services, as set forth in the form of the Agreement 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 Agreement, 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 Agreement.

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

**AN AMENDMENT TO THE FIRST EXTENSION TO THE CONTRACT  
BETWEEN THE VILLAGE OF DOWNERS GROVE AND  
DOLAND ENGINEERING, LLC**

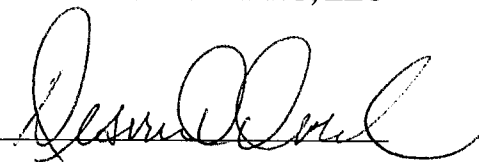
The Village of Downers Grove, Illinois and Doland Engineering, LLC ("Contractor") entered into a contract on or about May 4, 2017 and amended on June 5, 2018. This agreement represents the first amendment to the extension for this contract. Pursuant to the terms stated therein, the parties desire to amend that contract and first amendment under the following terms:

1. The scope of the work shall be amended in accordance with Exhibit A attached hereto and incorporated herein.
2. All other terms from the May 4, 2017 contract and the June 5, 2018 amendment remain in full force and effect.

**VILLAGE OF DOWNERS GROVE**

**DOLAND ENGINEERING, LLC**

\_\_\_\_\_



Attest:

Title: CEO MEMBER

\_\_\_\_\_  
Village Clerk

Date: 9-6-18

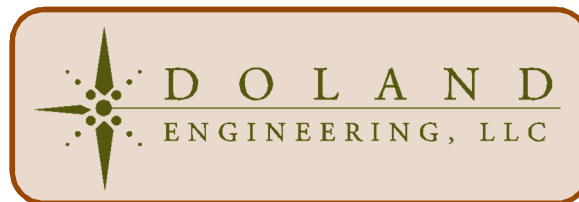
Date: \_\_\_\_\_

**Proposal  
for  
Construction Engineering Services  
for the  
Village of Downers Grove  
Prince/Forest Drainage Improvements**

Proposal Prepared for:

Mr. John Welch  
Assistant Director of Public Works  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois 60515

Proposal submitted by:

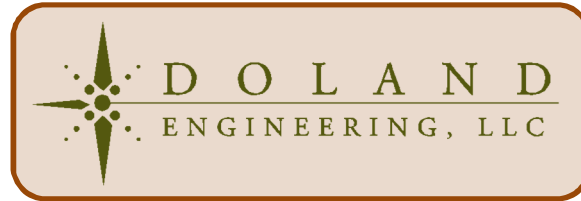


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**August 27, 2018**

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## Project Understanding / Approach

We recognize that this proposal is to cover all construction engineer duties necessary to assist the Village with full-time observation and contract administration of the Prince/Forest Drainage Improvements project. This project is anticipated to begin in mid-September 2018. We will be responsible for the following three major categories of engineering oversight tasks:

- A. Act as on-site representative of the Village
- B. Responsible for familiarizing ourselves with the construction contract and related plans and documents
- C. Document construction activities, observe construction, coordinate testing and notify/confer with Village's project manager on issues which arise during construction

We recognize that the following standards shall govern the construction work:

1. Standard Specifications for Water and Sewer Main construction in Illinois, Seventh Edition, 2014
2. Standard Specification for Road and Bridge Construction as adopted by IDOT, January 1, 2016 along with Supplemental Specifications and Recurring Special Provisions as adopted by IDOT, January 1, 2018
3. Standard Detail Drawings, Village of Downers Grove, Illinois revised January 2018

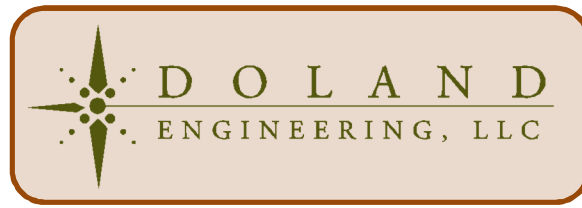
We understand that the projects generally consist of the following attributes:

- Prince/Forest Drainage Improvements
  - Installation of approximately 1,340 LF of storm sewer
  - Installation of approximately 300 LF of directional drilling storm sewer
  - Adjustment of residential water services
  - Asphalt patching
  - PCC sidewalk and driveway apron removal and replacement
  - Parkway restoration
  - Approximate Project Boundaries
    - Prince Street
    - Forest Avenue
    - Franklin Street
    - Prairie Avenue

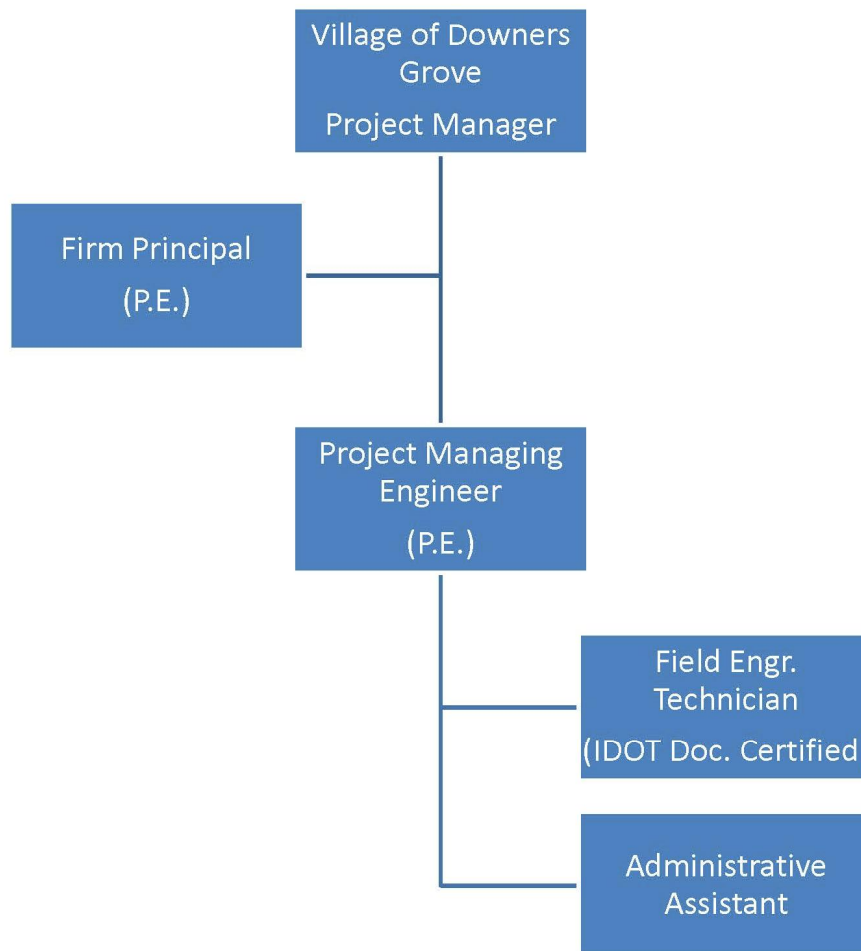
We anticipate the following engineering services will need to be provided by our staff:

1. Pre-construction Services

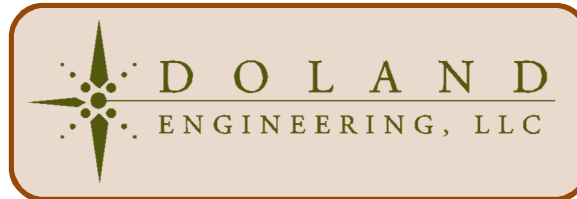
- a) Ascertain the standard practices of the Village and become familiar with the contract documents
  - b) Preparation assistance on conformed bid documents
  - c) Prepare project files, Quantity and IDR Books
2. Construction Services
- a) On-site representation to accurately document and record by measure and/or computation all quantities used on the construction project
  - b) Records of construction surveys, construction layout and staking
  - c) Preparing and submitting daily inspection reports and quality control reporting
  - d) Verify contractor's adherence to the plans, special provisions, permit conditions and PROWAG/ADA regulations
  - e) Monitor, maintain and update project schedule
  - f) Conduct regular meetings with contractor and applicable team members
  - g) Review and coordinate all Requests for Information (RFI's)
  - h) Assist in application for payment requests
  - i) Provide weekly construction activity reports
  - j) Review change orders for approval of extra work
  - k) Review contractor's submittals for conformance with contract documents
  - l) Develop project punchlist and monitor its completion
  - m) Maintain a project daily diary
  - n) Advise and assist Village in resolving construction issues
  - o) Prepare design clarifications
  - p) Prepare Requests for Change (RFC)
  - q) Construction notice preparation and delivery
  - r) Schedule geotechnical and material testing
  - s) Coordinate record as-built drawing preparation by contractor
  - t) Furnish and possess on-site all necessary field survey equipment necessary for inspection of contractor's work
  - u) Provide field vehicle for resident engineer's use
3. Post Construction / Project Close-out Services
- a) Manage punchlist completion and documentation of all final waivers, close-out documents and record drawings
  - b) Close-out project accounting and provide status of final project budget
  - c) Provide Project File Box to be compilation of plans, specs, letters of acceptance and all documents pertaining to the project. This will be provided in a neatly organized manner in a heavy-duty dust-proof banker's box(es)



## Organizational Chart







## Proposed Project Schedule

We have arrived at the following project schedule and man-hours tabulation. This data compilation is based upon an expected 15-week construction schedule from project start-up in mid-September 2018.

WORK ITEM (as identified in Project Understanding / Approach)	Principal Engineer	Project Managing Engineer	Engineering Technician	Sr. Engineering Technician
<b>1. Pre-construction Services</b>		4	4	20
a) Ascertain the standard practices of the Village and become familiar with the contract documents				
b) Preparation assistance on conformed bid documents				
c) Prepare project files, Quantity and IDR Books				
<b>2. Construction Services</b>	8	15	200	400
a) On-site representation to accurately document and record by measure and/or computation all quantities used on the construction project				
b) Records of construction surveys, construction layout and staking				
c) Preparing and submitting daily inspection reports and quality control reporting				
d) Verify contractor's adherence to the plans, ...				
e) Monitor, maintain and update project schedule				
f) Conduct regular meetings with contractor and applicable team members				
g) Review and coordinate all Requests for Information (RFI's)				
h) Assist in application for payment requests				
i) Provide weekly construction activity reports				
j) Review change orders for approval of extra work				
k) Review contractor's submittals for conformance with contract documents				
l) Develop project punchlist and monitor its completion				
m) Maintain a project daily diary				
n) Advise and assist Village in resolving construction issues				
o) Prepare design clarifications				
p) Prepare Requests for Change (RFC)				
q) Construction notice preparation and delivery				
r) Schedule geotechnical and material testing				
s) Coordinate record as-built drawing preparation by contractor				
t) Furnish and possess on-site all necessary field survey equipment necessary for inspection of contractor's work				
u) Provide field vehicle for resident engineer's use				
<b>3. Post Construction / Project Close-out Services</b>	2	4		24
a) Manage punchlist completion and documentation of all final waivers, close-out documents and record drawings				
b) Close-out project accounting and provide status of final project budget				
c) Provide Project File Box to be compilation of plans, specs, letters of acceptance and all documents pertaining to the project. This will be provided in a neatly organized manner in a heavy-duty dust-proof bankers box(es)				



## Proposed Overall Not-To-Exceed Fee

We have arrived at the following Overall Not-To-Exceed fee. This is based upon the man-hour tabulations detailed previously with the expected 15-week construction schedule from project start-up on June 18, 2018 through project completion by September 28, 2018.

	Principal Engineer	Project Managing Engineer	Engineering Technician	Sr. Engineering Technician
Total Estimated Hours	10	23	204	444
Hourly Rate	\$125.00	\$125.00	\$80.00	\$105.00
Estimated Fee	\$1,250.00	\$2,875.00	\$16,320.00	\$46,620.00
		<b>Total Not to Exceed Fee =</b>		<b>\$67,065.00</b>