

**Resolution No. 20-29**

**Resolution of the Village of Villa Park, DuPage County, Illinois, Approving an Engineering Services Agreement with Edwin Hancock Engineering Co., of Westchester, Illinois, for Phase III Construction Engineering of the Yale Avenue Improvement Project (Plymouth to Ridge) in an Amount Not to Exceed \$99,948.00**

**WHEREAS**, the Village of Villa Park, DuPage County, Illinois (the "*Village*") is a duly organized and validly existing non home-rule municipality created in accordance with the Constitution of the State of Illinois of 1970 and the laws of the State; and,

**WHEREAS**, the Village received Community Development Block ("*CDBG*") funding for the Yale Avenue Improvement Project (Plymouth to Ridge); and,

**WHEREAS**, the Village staff has completed a consultant Qualifications Based Selection (QBS) process and has recommended an agreement with Edwin Hancock Engineering Co. ("*Hancock Engineering*"), of Westchester, Illinois, to perform Phase III construction engineering services for the Yale Avenue Improvement Project (Plymouth to Ridge) in an Amount Not to Exceed \$99,948.00; and

**WHEREAS**, Hancock Engineering has submitted a proposal to perform Phase III construction engineering services pursuant to the terms and conditions of the written proposal (the "*Services Agreement*"); and,

**WHEREAS**, the President and Board of Trustees of the Village (the "*Corporate Authorities*") have reviewed Hancock Engineering's proposal to enter into an engineering agreement (the "*Services Agreement*"), and believe it is in the best interests of the Village and its residents to enter into the Services Agreement as herein set forth, in order to facilitate the construction of the Yale Avenue Improvement Project (Plymouth to Ridge).

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

*Section 1.* That the recitals in the preambles to this Resolution are incorporated into this Section 1 as if fully set forth herein.

*Section 2.* That the Services Agreement between the Village of Villa Park and Edwin Hancock Engineering Co., an Illinois corporation, attached hereto and made a part hereof, is hereby approved and the Village President, Village Clerk, and Village Manager are hereby authorized to execute and deliver said Agreement and undertake any and all actions as may be required to implement its terms on behalf of the Village.

*Section 3.* This Resolution shall be in full force and effect immediately from and after its passage and approval according to law.

Resolution No.: 20-29


*Passed* this 11th day of May, 2020, pursuant to a roll call vote as follow:

AYES:

NAYS:

ABSENT:

*Approved* this 11th day of May, 2020.

  
Village President

*Attest:*

  
Village Clerk



April 9, 2020

Kevin L. Mantels, P.E.  
Assistant Village Engineer  
Village of Villa Park  
20 S Ardmore Ave  
Villa Park, IL 60181

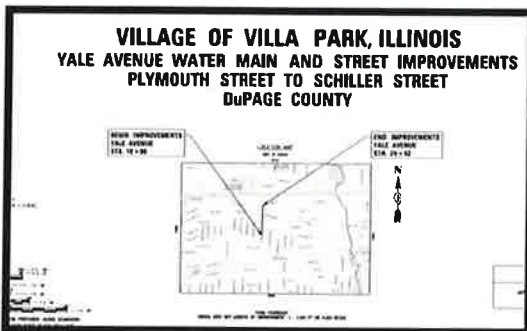
**Re: Village of Villa Park  
Yale Avenue Improvement Project**

Dear Mr. Mantels:

Hancock Engineering is pleased to submit our proposal for providing professional engineering services to the Village of Villa Park for performing construction oversight and management of DuPage County CDBG Grant paperwork for the Yale Avenue watermain and street improvement project.

We have reviewed the bidding document, walked the project site and discussed the project with our intended project team. We have a thorough understanding of the intent of this project.

### Yale Avenue



- Approximately 2,100' of curb and gutter replacement
- Approximately 2,500 square feet of sidewalk removal and replacement, including ADA sidewalk ramps and detectable warnings
- Approximately 1,500 feet of watermain replacement
- Nearly 1,000 Tons of Hot-Mix Asphalt pavement

We have the ability and experience to ensure this construction project is adequately implemented from start to finish, including experience in performing construction oversight of very similar projects as well as experience with CDBG funding requirements.

Hancock Engineering is a mid-sized civil engineering firm that specializes in municipal consulting. We pride ourselves on providing strong client support throughout the project from initial planning stages through project completion. We currently provide full-time municipal engineering services to twelve (12) municipal clients and two (2) water commissions. Hancock Engineering has a reputation of performing exceptional work in all aspects of municipal engineering and planning. Our clients will attest that we provide excellent service at reasonable rates and costs. We would be happy to provide references at your request.

### Project Understanding

We understand that the Village of Villa Park is seeking a proposal for engineering services to provide complete construction oversight of this sewer separation project.

Our proposed scope of services is as follows:

1. A project kick-off meeting will be held with the Village, Hancock Engineering, and other interested parties to discuss the project scope and limits. Hancock Engineering will ascertain the standard practices of the Village and become thoroughly familiar with the contract documents, the plans for the construction project and any approved changes there to. We will also schedule a pre-construction conference with the Village, Contractor and Sub-Contractors, and DuPage County.
2. Provide notifications to residents who will be disturbed by construction. We will supply a 24 hour phone number for each project engineer for inclusion in our notifications.
3. Hancock Engineering will confirm that the Contractor's layout meets with the plans.
4. We will provide a Resident Engineer who will provide construction observation and field checks of materials and equipment on a **full-time continuous** basis.
5. We will work with the Village's QA Material Testing firm to ensure that proper materials are being supplied by the Contractor.
6. We will provide comprehensive documentation and maintain orderly files or correspondence.
7. We will ensure that the Contractor completes necessary County requirements and procedures, including registration on SAM.gov and submittal of canceled checks and certified payrolls.
8. We will maintain and prepare all necessary documentation as required by CDBG funded projects. This includes, but is not limited to, Debarment, Section 3, and Davis Bacon Act.
9. We will provide efficient close-out. It is our policy to complete a preliminary "Pre-Final" inspection in which we provide the Contractor with a list of deficiencies that must be corrected prior to project close-out. Once these items have been corrected, we will invite the Village to conduct a Final Inspection. If any items are found to need correction, we will provide instruction to the Contractor to correct the issues. After all items have been amended, we will make a recommendation to the Village concerning project acceptance.
10. We will oversee the work within CN ROW. We have read the INITIAL NOTIFICATION OF INTENT TO CONSTRUCT UTILITY CROSSING/ENCROACHMENT REQUIREMENTS AND INSTRUCTIONS. We also acknowledge that although it will be the Contractor's responsibility to satisfy these requirements, our staff will need to provide oversight and at times act as a liaison between the Village, the Contractor, and the railroad.
11. Hancock Engineering will provide continuous communication with the Village and its residents.

### Exclusions

This proposal does not include the acquisition of any permits (including CN railroad) or QA Materials testing.

### CDBG Experience

Over the last 10 years Hancock Engineering has provided design and construction engineering services for construction averaging \$30 million dollars annually. Our experience with Cook County Community Development Block Grant Projects extends into the 1980's. Over the last several years we have managed engineering and documentation related service for CDBG projects for an average of \$770,000 per year of CDBG grants within several suburban communities. In addition to engineering services related to the design, construction, and documentation of the quantities and work progress of the water mains, roadways and sewer improvements, Hancock's involvement in CDBG extends to grant management, including the following:

- **Preconstruction** – Review and ensure that the contractor provides the following documentation:
  - Contractor Subcontractor Certification are submitted within 10 days after execution of the contract (contracts over \$10,000)
  - Contractors Notification of Subcontracts Awarded (contracts over \$10,000)
  - Contractors List of Work in the Bid Condition Area (contracts over \$10,000)
  - Ensuring that the Section 3 Affirmative Action Plan is submitted with 15 days of award of the contract, and reviewing to ensure that the plan makes all required efforts to train and employ lower income residents of the project area and subcontract work with small business within the area (contracts over \$100,000)
  - Preliminary Statement of Work Force Needs (contracts over \$100,000)
  - Ensuring all Contractors who obtain bidding documents are registered on SAM.GOV.
- **Construction** – Conducting employee interviews of each contractor & subcontractor with contracts costs over \$2,500 covering each trade on a monthly basis, and reviewing submitted certified payrolls to ensure compliance with Davis Bacon Wage decision. We also ensure that the contractor has the required documentation placed on the project job board before the start of construction.
- **Additional Grant Administration** – We prepare and maintain a tabbed project binder including the referenced documentation detailed under for design,

preconstruction and construction and review the Section 3 Summary Report ,  
prepare Project Performance Reports: Our Project Binder includes the following  
tabs for the Cook County CDBG Projects we have administered:

- Certified Estimate of Cost & Bid Specifications
  - Publication of Invitation of Bid/ Recommendation of Bid/ Bid Tabulation/  
copy of bids received
  - Executed Contract/ Bonds / Insurance
  - Engineers Pay Estimates/ Contractor Invoices & Waivers/ Cook County  
Vouchers and Affidavits
  - Contractors Certification/ Notification of Subcontracts Awarded/  
Contractors Federal & Non- Federal Work/ Certified Payrolls/ Payroll  
Interviews and Wage Reviews/ Section 3 Final Summary
  - Pertinent Cook County Forms
- 4A – Ensuring Labor Standards, EEO, Section 3 and Clean Air & Water Pollution, and  
Architectural Barriers Act are addressed in the specifications prior to bidding.
- 4B - The invitation to Bids including applicable Federal Requirements, related to Davis  
Bacon, Copeland Anti-Kickback, Contract Work Hours & Safety Standards, Section 3  
Affirmatives Action Plan, in addition to standard Village and state procurement  
requirements.
- 4D - Bid Result Summary indicating that required documentation has been provided and  
reviewed, the results of the 3 lowest bidders, and a certification that the  
documentation is compliant with the project specifications.
- 4E- Project Completion/Closeout summarizing the project schedule, cost, and that  
pertinent documentation was provided and the dates of their receipt.
- Photos of the project Before/During/After documenting the  
improvements impact one area
  - Performance Reports provided and quarterly basis of the activities  
completed by the grant during that time period.

### Project Team

**Chris Baker, P.E. will be assigned as the Project Manager** for these watermain improvements.  
Chris has over 15 years of experience managing a wide variety of similar projects and currently  
serves as client manager for the Villages of Broadview and Oak Park.

Chris is **certified in IDOT documentation** and is very familiar with the ICORS program.

As Project Manager, Chris will also serve as the **Public Outreach Liaison**. Chris has recently served as project liaison for the American Public Works Association – Suburban Branch **Project of the Year**, *Village-Wide Alley Improvements* within the Village of Melrose Park with construction costs over \$10,000,000.

Chris understands the need to work closely with the residents, schools, and businesses along the project site, and that for a construction experience to be a satisfying achievement, it is important to satiate the public's desire to be kept continually informed. We pride ourselves on our service and firmly believe that our responsiveness is unmatched in the industry. He will provide, at a minimum, weekly construction status updates as to project progress, developing issues, and pertinent communications. **We pride ourselves on our responsiveness and commitment to our clients.**

Chris will work with our Construction Engineers to ensure that all construction work on this project will be up to our high standards.

**Laura Swiatnicki will be the CDBG Specialist** for this Contract. Laura has been with Hancock Engineering for over twenty years and has been our CDBG Manager for the past ten years. Laura has worked hand-in-hand with Karl Brinson and Sylvia Parham to achieve a complete understanding of the CDBG process. Each and every CDBG funded project that has been designed and/or construction managed by our office has undergone a detailed review from Laura prior to bidding. She handles the necessary Employee Interviews, the Certified Payroll reviews, the completion of all County forms and attends the Pre-Construction meeting so that she can assist County in ensuring that the Contractor fully understands the requirements as set forth by the County.

Among the County forms that Laura oversees completion of, are:

- Form 4A – Labor Standards, this form goes with bidding documents for approval to the County before bid table.
- Form 4B – Notice to Bidders
- Form 4D – Bid/Contract Approval, this form goes to County after project has been bid.
- Form 4E – Project Completion, this form goes to County when project is complete.
- Form 4F – Employee Interviews, this is a HUD form that is completed when we interview workers on job site.

We are proud of Laura's complete understanding of the CDBG process and feel there is nobody more skilled and experienced to oversee CDBG documentation in the industry.

**Derek Gustafson will be assigned as a Field Engineer** for this project. Derek is relatively new to our firm but was very involved in utility construction projects for his previous firm in Cleveland, Ohio. Since being hired at Hancock Engineering, Derek has shown a very strong work ethic and has risen above his peers as an excellent engineer. He is very confident and is able to communicate quickly with direction to contractors.

Derek has experience working within the Village of Villa Park as he served as our lead Field Engineer for the Biermann Street Sewer Improvements in 2017, a project that also utilized CDBG funding.

This past summer Derek served as inspector for two utility and roadway projects in the Village of Downers Grove totaling over \$1,500,000. Derek has led Progress Meetings, wrote weekly updates for the Public Works Directors, and oversaw the documentation of the projects.

Schedule

Hancock Engineering understands the necessity for this project to be completed in a prompt manner. We are aware that this project has an 73-day completion period. This project must be substantially completed during North School’s Summer break, with the exception of 10 calendar days being given for the work within the Railroad tracks and punchlist work. We have analyzed the necessary design steps and associated timetables and evaluated our current capacity of resources. We will be able to sufficiently staff this project.

	May				June					July			August					September					
	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	
Administration																							
Review of Final Bidding Documents																							
Pre-Construction Meeting																							
Shop Drawing Review																							
Notification Letters																							
Layout Verification																							
Full-Time Construction Observation																							
Part-Time Inspection (Punchlist)																							
Full-Time Inspection (Railroad)																							
Project Close-Out																							

Projected Man-Hours

Hancock Engineering has reviewed the planned construction and associated schedule and have calculated the following manhours based on our investigation and expectation that construction will include full-time inspection for a full 10 weeks occurring between June 1<sup>st</sup> and August 14<sup>th</sup>.

Projected Hours per Employee	Baker	Swiatnicki	Gustafson	CADD
Pre-Construction	16	4	40	0
During Construction	160	20	400	0
Post-Construction	40	40	80	24
<b>Total Projected Hours</b>	<b>824</b>			

Preconstruction services include preparing for and attending pre-construction meeting, performing a review of the construction drawings and specifications, reviewing shop drawings, verifying the Contractor layout, and initiating the process of notifying residents and school.



**Construction Engineering Costs**

**Preconstruction Engineering Services**

Baker	16 hrs	\$143/hr	<b>\$ 2,288</b>
Swiatnicki	4 hrs	\$65/hr	<b>\$ 260</b>
Gustafson	40 hrs	\$118/hr	<b>\$ 4,720</b>

**During Construction Engineering Services (10 Weeks)**

Baker	160 hrs	\$143/hr	<b>\$ 22,880</b>
Swiatnicki	20 hrs	\$65/hr	<b>\$ 1,300</b>
Gustafson	400 hrs	\$118/hr	<b>\$ 47,200</b>

**Post Construction (Including Landscaping) Engineering Services**

Baker	40 hrs	\$143/hr	<b>\$ 5,720</b>
Swiatnicki	40 hrs	\$65/hr	<b>\$ 2,600</b>
Gustafson	80 hrs	\$118/hr	<b>\$ 9,440</b>

**CADD – As-Builts provided in AutoCAD and GIS layers format**

Martin	30 hrs	\$118/hr	<b>\$ 3,540</b>
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**Total NTE Cost for Construction Engineering Services: \$99,948**

April 9, 2020

Village of Villa Park  
Yale Avenue Improvement Project

**Project Cost**

We will complete the above work on an Hourly Basis, Not-To-Exceed \$99,948.00 based on ten weeks of full-time inspection.

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 a n expected Man-Hour Breakdown. Upon acceptance, please sign both copies, retain one for your files and send one to the attention of:

Mr. Chris Baker, P.E.  
9933 Roosevelt Road  
Westchester, IL 60154

If you should have any questions, please feel free to give me a call.

Executed by the VILLAGE, this

\_\_\_\_\_ day of \_\_\_\_\_, 2020


VILLAGE OF VILLA PARK

By  \_\_\_\_\_  
Richard Keehner Jr.  
Village Manager

Executed by the ENGINEER, this

\_\_\_\_\_ day of \_\_\_\_\_, 2020

**EDWIN HANCOCK ENGINEERING CO.**

 \_\_\_\_\_  
Derek Treichel, P.E., CFM  
President

Enclosures

Hourly Rates

PERSONNEL CLASSIFICATION	(Team Members)	TOTAL BILLING RATE
ENGINEER –VI	(Lucas)	\$ 143.00
ENGINEER -V		\$ 133.00
ENGINEER -IV		\$ 123.00
ENGINEER -III	(Gustafson)	\$ 118.00
ENGINEER -II		\$ 105.00
ENGINEER -I		\$ 93.00
CADD MANAGER		\$ 118.00
CADD TECHNICIAN -II		\$ 108.00
CADD TECHNICIAN -I		\$ 98.00
ENGINEERING TECHNICIAN – V		\$ 118.00
ENGINEERING TECHNICIAN – IV		\$ 105.00
ENGINEERING TECHNICIAN – III		\$ 85.00
ENGINEERING TECHNICIAN – II		\$ 65.00
ENGINEERING TECHNICIAN – I		\$ 40.00
ADMINISTRATIVE ASSISTANT		\$ 65.00

*Note: The Schedule of Hourly Rates are subject to change annually as of March 1st. The most current Schedule of Hourly Rates will be in effect at the date of service.*

*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.***