

RESOLUTION NO. 18-19

A RESOLUTION APPROVING A PRELIMINARY ENGINEERING SERVICES AGREEMENT BETWEEN THE VILLAGE OF VILLA PARK AND V3 COMPANIES OF ILLINOIS, LTD., FOR PHASE II DESIGN ENGINEERING SERVICES FOR THE ST. CHARLES ROAD BRIDGE IMPROVEMENT PROJECT

WHEREAS, the Village of Villa Park ("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 expects to receive a Surface Transportation Program Bridge (STP-BR) grant that will provide eighty percent of the funding for the rehabilitation of the St. Charles Road Bridge over Salt Creek; and

WHEREAS, the Village staff has completed a consultant qualification based selection process and has recommended a proposed preliminary engineering services agreement with V3 Companies of Illinois, Ltd., that establishes the scope of services for Phase II design engineering; and

WHEREAS, the Illinois Department of Transportation has reviewed and approved the proposed engineering services agreement between V3 Companies of Illinois, Ltd., and the Village.

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 *Preliminary Engineering Services Agreement for Federal Participation*, Job Number D-91-313-15 and Project Number FX5N(863), that is attached hereto and made a part hereof by reference as Exhibit A, between V3 Companies of Illinois, Ltd., of Woodridge, Illinois, and the Village be and is hereby approved and Village President, Albert Bulthuis, and Village Clerk, Hosanna Korynecky, are hereby authorized to execute said Agreement on behalf of the Village.

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

PASSED this 26th day of March, 2018, pursuant to a roll call vote as follows:

AYES: 6

NAYS: 0

ABSENT: 1

APPROVED this 26th day of March, 2018

Attest: 
Village Clerk



Village President



Local Public Agency Village of Villa Park	L O C A L A G E N C Y	 Illinois Department of Transportation Preliminary Engineering Services Agreement For Federal Participation	C O N S U L T A N T	Consultant V3 Companies, Ltd.
County DuPage				Address 7325 Janes Avenue
Section 15-00094-00-BR				City Woodridge
Project No. FX5N(863)				State IL
Job No. D-91-313-15				Zip Code 60517
Contact Name/Phone/E-mail Address Jeremie Lukowicz, P.E. (630) 834-8505 jlukowicz@invillapark.com				Contact Name/Phone/E-mail Address Michael J. Rechterik, P.E., PTOE (630) 729-6193 mrechterik@v3co.com

THIS AGREEMENT is made and entered into this 26TH day of MARCH, 2018 between the above Local Public Agency (LPA) and Consultant (ENGINEER) and covers certain professional engineering services in connection with the PROJECT. Federal-aid funds allotted to the LPA by the state of Illinois under the general supervision of the Illinois Department of Transportation (STATE) will be used entirely or in part to finance engineering services as described under AGREEMENT PROVISIONS.

Project Description

Name St. Charles Road Route FAU 1397 Length 0.01 mi Structure No. 022-6950
Termini over Salt Creek

Description Phase II design engineering consisting of the preparation of contract plans, specifications, and estimates for the rehabilitation of existing Structure Number 022-6950 and appurtenant roadways, multi-use trail, and utilities.

Agreement Provisions

I. THE ENGINEER AGREES,

1. To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of engineering services for the LPA for the proposed improvement herein described.
2. To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by representatives of the LPA or STATE.
3. To complete the services herein described within 365 calendar days from the date of the Notice to Proceed from the LPA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
4. The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
5. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
6. That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
7. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
8. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LPA.

9. The undersigned certifies neither the ENGINEER nor I have:
- a. employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT,
 - b. agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - c. paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - d. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency,
 - e. have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property,
 - f. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - g. have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LPA.
11. To submit all invoices to the LPA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).
13. Scope of Services to be provided by the ENGINEER:
- Make such detailed surveys as are necessary for the planning and design of the PROJECT.
 - Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
 - Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
 - Design and/or approve cofferdams and superstructure shop drawings.
 - Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
 - Prepare the necessary environmental and planning documents including the Project Development Report or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
 - Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
 - Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
 - Prepare preliminary roadway and drainage structure plans and meet with representatives of the LPA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
 - Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
 - Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
 - Furnish the LPA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LPA AGREES,

1. To furnish the ENGINEER all presently available survey data and information
2. To pay the ENGINEER as compensation for all services rendered in accordance with this AGREEMENT, on the basis of the following compensation formulas:

Cost Plus Fixed Fee CPFF = 14.5%[DL + R(DL) + OH(DL) + IHDC], or
 CPFF = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or
 CPFF = 14.5%[(2.3 + R)DL + IHDC]

Where: DL = Direct Labor
 IHDC = In House Direct Costs
 OH = Consultant Firm's Actual Overhead Factor
 R = Complexity Factor

Specific Rate (Pay per element)

Lump Sum _____

3. To pay the ENGINEER using one of the following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:

With Retainage

- a) **For the first 50% of completed work**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to 90% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **After 50% of the work is completed**, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments covering work performed shall be due and payable to the ENGINEER, such payments to be equal to 95% of the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- c) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and the STATE, a sum of money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

Without Retainage

- a) **For progressive payments** – Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LPA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) **Final Payment** – Upon approval of the work by the LPA but not later than 60 days after the work is completed and reports have been made and accepted by the LPA and STATE, a sum o money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.

4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).
5. To certify by execution of this AGREEMENT that the selection of the ENGINEER was performed in accordance with the Local Government Professional Services Selection Act 50 ILCS 510, the Brooks Act 40USC 11, and Procurement, Management, and Administration of Engineering and Design related Services (23 CFR part 172). Exhibit C is required to be completed with this agreement.

III. IT IS MUTALLY AGREED,

1. That no work shall be commenced by the ENGINEER prior to issuance by the LPA of a written Notice to Proceed.
2. That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this AGREEMENT shall be delivered to and become the property of the LPA and that basic survey notes, sketches, charts and other data prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LPA or to the STATE, without restriction or limitation as to their use.

3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LPA and the STATE before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
4. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LPA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
6. The payment by the LPA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LPA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
8. This AGREEMENT may be terminated by the LPA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LPA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LPA. The LPA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
9. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by,
- f. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

10. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LPA deems appropriate.
11. When the ENGINEER is requested to complete work outside the scope of the original AGREEMENT, a supplemental AGREEMENT will be required. Supplements will also be required for the addition or removal of subconsultants, direct costs, the use of previously unspecified staff, and other material changes to the original AGREEMENT.

Agreement Summary

Prime Consultant:	TIN Number	Agreement Amount
V3 Companies, Ltd.	36-3252440	\$223,280.00
Sub-Consultants:	TIN Number	Agreement Amount
Sub-Consultant Total:		
Prime Consultant Total:		\$223,280.00
Total for all Work:		\$223,280.00


Executed by the LPA:

Village of Villa Park

(Municipality/Township/County)

ATTEST:

By:


 VILLAGE Clerk

By:



Title:

VILLAGE PRESIDENT

(SEAL)

Executed by the ENGINEER:

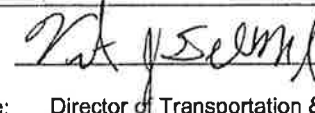
ATTEST:

By:


 Senior Project Manager

V3 Companies, Ltd.

By:



Title:

Director of Transportation & Municipal Engineering

Exhibit A

**PAYROLL ESCALATION TABLE
FIXED RAISES**

FIRM NAME
PRIME/SUPPLEMENT
Prepared By

V3 Companies, Ltd.
Prime
MJR

DATE 03/05/18
PTB-ITEM# 0

CONTRACT TERM 12 MONTHS

START DATE 6/15/2018
RAISE DATE 1/1/2019

OVERHEAD RATE 159.00%
COMPLEXITY FACTOR 0
% OF RAISE 3%

END DATE 6/14/2019

ESCALATION PER YEAR

year	First date	Last date	Months	% of Contract
0	6/15/2018	1/1/2019	7	58.33%
1	1/2/2019	6/1/2019	5	42.92%

The total escalation = 1.25%

Exhibit A

PAYROLL RATES

FIRM NAME V3 Companies, Ltd. DATE 03/05/18
 PRIME/SUPPLEMENT Prime
 PTB-ITEM # 0

ESCALATION FACTOR **1.25%**

Note: Rates should be capped on the AVG 1 tab as necessary

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Administration I	\$19.52	\$19.76
Design Technician III	\$34.77	\$35.20
Division Director	\$68.61	\$69.47
Engineer I	\$28.72	\$29.08
Engineer II	\$31.47	\$31.86
Engineer III	\$34.84	\$35.28
Project Engineer I	\$39.66	\$40.16
Project Engineer II	\$41.41	\$41.93
Project Manager	\$42.96	\$43.50
Project Surveyor II	\$29.16	\$29.52
Project Surveyor III	\$32.64	\$33.05
Senior Project Engineer	\$47.17	\$47.76
Senior Project Manager	\$59.40	\$60.14
Senior Project Manager (Trans.)	\$67.31	\$68.15
Superintendent	\$57.07	\$57.78
Survey Crew	\$33.31	\$33.73
Technician I/II	\$25.00	\$25.31
Technician II	\$43.39	\$43.93

Exhibit A

AVERAGE HOURLY PROJECT RATES

FIRM V3 Companies, Ltd.
PTB-ITEM# 0
PRIME/SUPPLEMENT Prime

DATE 03/06/18
SHEET 1 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Stormwater Management Report			Structure Plans			Roadway Plans			Quantity Computations			Specs and Special Provisions		
		Hours	% Part.	Wght Avg	Hours	% Part.	Wght Avg	Hours	% Part.	Wght Avg	Hours	% Part.	Wght Avg	Hours	% Part.	Wght Avg	Hours	% Part.	Wght Avg
Administration I	19.76	8.0	0.45%	0.10															
Design Technician III	35.20	112.0	6.83%	2.41	16	14.29%	5.03												
Division Director	69.47	12.0	0.73%	0.51															
Engineer I	29.08	0.0																	
Engineer II	31.86	258.0	16.74%	5.02	32	28.57%	9.10												
Engineer III	35.28	258.0	16.74%	5.55															
Project Engineer I	40.16	0.0																	
Project Engineer II	41.93	302.0	19.43%	7.73															
Project Engineer III	43.50	0.0																	
Project Supervisor II	29.52	0.0																	
Project Supervisor III	33.05	20.0	1.22%	0.40															
Senior Project Engineer	47.76	298.0	19.18%	8.68	58	50.00%	23.88												
Senior Project Manager	60.14	16.0	0.98%	0.59	8	7.14%	4.30												
Senior Project Manager (Trans.)	68.15	355.0	21.66%	14.76															
Superintendent	57.78	0.0																	
Survey Crew	33.73	0.0																	
Technician III	25.31	0.0																	
Technician II	43.93	0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
		0.0																	
TOTALS		1635.0	100%	\$45.74	112.0	100.00%	\$42.31	505.0	100%	\$46.44	460.0	100%	\$41.19	70.0	100%	\$41.87	72.0	100%	\$48.21

Exhibit A

Bureau of Design and Environment
Prepared By: Consultant

AVERAGE HOURLY PROJECT RATES

FIRM V3 Companies, Ltd.
PTB-ITEM# 0
PRIME/SUPPLEMENT Prime

DATE 03/05/18
SHEET 2 OF 2

PAYROLL CLASSIFICATION	AVG HOURLY RATES	EOGCC			Meetings and Project Coordination			Administration and Management			QA/QC			Post Design Services			Part of Estimation			
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	
Administration I	19.76																			
Design Technician III	35.20																			
Division Director	69.47																			
Engineer I	29.08																			
Engineer II	31.86																			
Engineer III	35.28																			
Project Engineer I	40.16	12	42.86%	15.12	24	20.00%	7.06													
Project Engineer II	41.93	12	42.86%	17.97	48	40.00%	16.77													
Project Manager	43.50																			
Project Surveyor I	29.52																			
Project Surveyor II	33.05																			
Project Surveyor III	47.76																			
Senior Project Engineer	60.14																			
Senior Project Manager	68.15	4	14.29%	9.74	48	40.00%	27.28	40	90.91%	61.96	32	80.00%	54.92	6	20.00%	13.63				
Senior Project Manager (Trans.)	57.78																			
Superintendent	33.73																			
Survey Crew	25.31																			
Technician I/II	43.93																			
Technician II																				
TOTALS		28.0	100%	\$42.82	120.0	100%	\$51.09	44.0	100%	\$68.27	40.0	100%	\$68.41	30.0	100%	\$44.51	28.0	100%	\$40.79	

Exhibit C Federal Qualification Based Selection (QBS) Checklist

Local Public Agency Village of Villa Park
 Section Number 15-00094-00-BR
 Project Number FX5N(863)
 Job Number D-91-313-15

The LPA must complete Exhibit C, if federal funds are used for this engineering agreement and the value will exceed \$25,000. The LPA must follow federal small purchase procedures, if federal funds are used and the engineering agreement has a value less than \$25,000.

Form Not Applicable (engineering services less than \$25,000)

1.	Do the written QBS policies and procedures discuss the initial administration (procurement, management, and administration) concerning engineering and design related consultant services? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				
2.	Do the written QBS policies and procedures follow the requirements as outlined in Section 5-5 and specifically Section 5-5.06(e) of the <i>BLRS Manual</i> ? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, IDOT's approval date: _____																				
3.	Was the scope of services for this project clearly defined? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				
4.	Was public notice given for this project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Due date of submittal: <u>02/16/2018</u> Method(s) used for advertisement and dates of advertisement: <u>This project was advertised on the Village's website from 02/1/2018 until 02/16/2018.</u>																				
5.	Do the written QBS policies and procedures cover conflicts of interest? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				
6.	Do the written QBS policies and procedures use covered methods of verification for suspension and debarment? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				
7.	Do the written QBS policies and procedures discuss the method of evaluation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Criteria for this project</td> <td style="width: 17%;">Weighting</td> <td style="width: 33%;">Criteria for this project</td> <td style="width: 17%;">Weighting</td> </tr> <tr> <td><u>Completeness of Qualifications</u></td> <td style="text-align: center;"><u>15 %</u></td> <td><u>Staff Qualifications</u></td> <td style="text-align: center;"><u>25 %</u></td> </tr> <tr> <td><u>Similar Project Experience</u></td> <td style="text-align: center;"><u>25 %</u></td> <td><u>Ability to meet project deadlines</u></td> <td style="text-align: center;"><u>25 %</u></td> </tr> <tr> <td><u>Local Presence</u></td> <td style="text-align: center;"><u>10 %</u></td> <td>_____</td> <td style="text-align: center;">_____%</td> </tr> <tr> <td>_____</td> <td style="text-align: center;">_____%</td> <td>_____</td> <td style="text-align: center;">_____%</td> </tr> </table>	Criteria for this project	Weighting	Criteria for this project	Weighting	<u>Completeness of Qualifications</u>	<u>15 %</u>	<u>Staff Qualifications</u>	<u>25 %</u>	<u>Similar Project Experience</u>	<u>25 %</u>	<u>Ability to meet project deadlines</u>	<u>25 %</u>	<u>Local Presence</u>	<u>10 %</u>	_____	_____%	_____	_____%	_____	_____%
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<u>Local Presence</u>	<u>10 %</u>	_____	_____%																		
_____	_____%	_____	_____%																		
8.	Do the written QBS policies and procedures discuss the method of selection? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Selection committee (titles) for this project: <u>Director of Public Works, Assistant Village Engineer, Staff Engineer</u> Top three consultants selected for this project in order: 1) <u>V3 Companies</u> 2) <u>TranSystems</u> 3) <u>CivilTech</u> If less than 3 responses were received, IDOT's approval date: _____																				
9.	Was an estimated cost of engineering for this project developed in-house prior to contract negotiation? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				
10.	Were negotiations for this project performed in accordance with federal requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				
11.	Were acceptable costs for this project verified? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> LPA will rely on IDOT review and approval of costs.																				
12.	Do the written QBS policies and procedures cover review and approving for payment, before forwarding the request for reimbursement to IDOT for further review and approval? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				
13.	Do the written QBS policies and procedures cover ongoing and finalizing administration of the project (monitoring, evaluation, closing-out a contract, record retention, responsibility, remedies to violations or breaches to a contract, and resolution of disputes)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																				

Exhibit D-2

**St. Charles Road Bridge over Salt Creek
Phase II Engineering
Direct Expense Summary**

Reproduction Expenses	Number of Copies	Pages (Sheets) per submittal	8.5" X 11" (Black & White)	8.5" X 11" (Color)	11" X 17" (Black & White)	11" X 17" (Color)	22" X 34" (Black & White)	22" X 34" (Mylar)
Units			Each	Each	Each	Each	6 S.F.	6 S.F.
Pre-final submittal (plans)	12	65			780			
Final submittal (plans)	12	65			780			
Pre-final submittal (specs)	8	250	2000					
Final submittal (specs)	8	250	2000					
QA/QC	4	65			260			
Sub-Total			4,000	-	1,820	-	-	-
Unit Cost			\$0.06	\$0.60	\$0.20	\$1.00	\$1.500	\$3.45
Totals			\$240.00	\$0.00	\$364.00	\$0.00	\$0.00	\$0.00

Reproduction Expenses Total = \$604.00

Shipping & Mailing Expenses
10 Packages X \$50.00 per each = \$500.00

Travel Expenses (Mileage)

Task	Miles	Rate	Cost
Review meetings (6 each at 45 miles)	270	\$0.545	\$147.15
Field inspection (1 each at 25 miles)	25	\$0.545	\$13.63
Public meeting (1 each at 25 miles)	25	\$0.545	\$13.63
Coordination meetings (4 each at 45 miles)	180	\$0.545	\$98.10
Totals	500		\$272.50

Totals \$1,376.50



Exhibit E

SCOPE OF SERVICES

The Village of Villa Park (Village) is requesting Phase II design engineering services for the St. Charles Road Bridge (Structure No. 022-6950) over Salt Creek improvements project. The project limits are from Monterey Avenue to approximately 100 feet east of the St. Charles Road Bridge, a distance of approximately 0.15 miles. The design, contract plans, and special provisions will conform to IDOT's Bureau of Local Roads and Streets (BLRS) Manual.

The proposed improvements include minor widening of the roadway to accommodate five, 11-foot lanes and the replacement of the bridge superstructure. In addition, the improvements include an eastbound right-turn lane taper just east of the wingwall to improve traffic channelization on St. Charles Road. Approximately ten to fifteen feet of the top of the wingwalls will be replaced at all four corners to accommodate the widening. The superstructure will be replaced with 17-inch-deep PPC deck beams and a 5-inch concrete wearing surface which results in raising the roadway profile by approximately three inches. The sidewalk and the parapet will cantilever 6-inches off of the proposed new deck beams. Scour countermeasures will be implemented at the piers. The proposed improvements will be completed using staged construction. The following tasks are V3's proposed scope of services on this project.

PHASE II DESIGN ENGINEERING SCOPE OF SERVICES

Task 1 – Stormwater Management Report

A DuPage County Stormwater Management Certification will be required for this project due to the fact that the proposed deck replacement is within the regulatory floodway / floodplain limits and there is a wetland within the project limits. A stormwater management report will be prepared following the design criteria specified in the DuPage County Countywide Stormwater & Flood Plain Ordinance. Stormwater detention will not be required due to the small amount of new impervious area and IDOT has already issued a Floodway Construction Permit for the project.

The stormwater management report will contain several exhibits including existing and proposed conditions drainage plans depicting both the on-site and off-site tributary areas associated with the proposed project limits. The exhibits will depict the Salt Creek floodway and floodplain boundaries and the roadway storm sewer systems. The report will contain existing and proposed runoff curve number calculations and inlet spacing calculations. A scour analysis, floodplain HEC-RAS modeling, and the IDOT waterway information table will also be included for the bridge. V3 will complete the DuPage County Stormwater Certification Application form to be submitted with the stormwater report and plans.

Task 2 – Structure Plans

The plans will show the location, configuration, and dimensions of the structural elements of the bridge structure. Phase II structural engineering plans will be prepared in accordance to IDOT standards at pre-final (90%) and final (100%) stages. The plans will be prepared by or under the direct supervision of an Illinois licensed Structural Engineer. The structural plan set will consist of the following sheets:

- General Plan and Elevation (1 sheet)
- General Notes and Bill of Material (1 sheet)
- Stage Construction Details (1 sheet)
- Bridge Approach Slab Plans (1 sheet)
- Bridge Approach Slab Details (1 sheet)
- Bridge Joint System Expansion (1 sheet)
- Superstructure Plan and Cross Section (1 sheet)
- Superstructure Details (1 sheet)
- Sidewalk and Parapet Details (1 sheet)
- Railing Details (1 sheet)
- Deck Framing Plan and Details (1 sheet)
- Deck Beam Details (2 sheets)
- Miscellaneous Deck Details (1 sheet)



Exhibit E

SCOPE OF SERVICES

- Abutment Repairs and Wingwall Reconstruction (2 sheets)
- Pier Repairs (2 sheets)
- Scour Countermeasure Plans at Piers (2 sheets)
- Bar Splicer Details (1 Sheet)
- Soil Boring Logs (4 sheets)

Task 3 – Roadway Plans

The plans will show the location, configuration, and dimensions of the prescribed roadway work that includes layout, plans, profiles, cross sections, and other necessary and significant details. Phase II roadway engineering plans will be prepared in accordance to IDOT standards at pre-final (90%) and final (100%) stages. The plans will be prepared by or under the direct supervision of an Illinois licensed Professional Engineer. The roadway plan set will consist of the following sheets:

- Cover Sheet (1 sheet)
- Index of Sheets, Listing of applicable Highway Standards, and General Notes (1 sheet)
- Summary of Quantities (1 sheet)
- Typical Sections (1 sheet)
- Schedule of Quantities (1 sheet)
- Alignment, Ties, and Benchmarks (1 sheet)
- Removal Plans (1 sheet)
- Plan and Profile (1 sheet)
- Suggested Stages of Construction and Traffic Control Plan and Notes (6 sheets)
- Erosion and Sediment Control Plan and Notes (2 sheets)
- Drainage and Utilities Plan and Profile (1 sheet)
- Pavement Marking Plan (1 sheet)
- Lighting Plan (1 sheet)
- Landscaping Plan (1 sheet)
- Structural Plans (**See Task 1**)
- District One Details (6 sheets)
- Village of Villa Park Details (2 sheets)
- Construction Details (6 sheets)
- Cross Sections (4 sheets)

Task 4 – Quantity Computations

V3 will prepare quantity computations for the pre-final and final stages of the project. The computed quantities will serve as the basis for the Summary of Quantities and Schedule of Quantities sheets and the engineer's opinion of probable construction costs (EOPCC). The IDOT *Standard Specifications for Road and Bridge Construction* and the *Supplemental Specifications and Recurring Special Provisions* will be cross checked to ensure that the appropriate pay items, method of measurement, and basis of payment are used. For each quantity, the IDOT coded pay item number will be used as given in the IDOT Coded Pay Items on the IDOT website.

As part of the EOPCC, V3 will provide the Village with a breakdown of costs consisting of the following sections:

- Bridge
- Roadway - West of the Bridge (Village of Villa Park and the City of Elmhurst jurisdiction sections separated)
- Roadway - East of the Bridge

Task 5 – Specifications and Special Provisions

V3 will prepare specifications and special provisions for the pre-final and final stages of the project. The IDOT *Standard Specifications* and *Supplemental Specifications* are included by reference in the first paragraph of the project Special



Exhibit E

SCOPE OF SERVICES

Provisions. Applicable IDOT *Recurring Special Provisions* and *Recurring Local Roads and Streets Special Provisions* will be included by reference by use of the Check Sheet. IDOT *BDE Special Provisions* and *District One Special Provisions* will also be included. Where a project work item contains work, material, unique sequence of operations or any other requirements that are not included in the *Standard Specifications for Road and Bridge Construction*, *Supplemental Specifications and Recurring Special Provisions*, *BDE Special Provisions*, or *District One Special Provisions*, a project specific Special Provision will be written by V3.

Task 6 – Engineer’s Opinion of Probable Construction Costs

V3 will prepare an EOPCC for the pre-final and final stages of the project utilizing the pay items and quantities. Itemized costs will be determined utilizing the pay item reports with awarded prices from IDOT’s website. Form BLR 11510 will be used to prepare the cost estimate and will include item number, item, unit, quantity, unit cost and total cost.

Task 7 – Meetings and Project Coordination

V3 will attend meetings as required throughout the duration of the contract. The meetings will include, but not be limited to: a project kickoff meeting at IDOT, FHWA coordination meetings, plan submittal review meetings at IDOT or at the Village, Village Board meetings, utility coordination meetings, and coordination meetings with the City of Elmhurst, the Elmhurst Park District, and the Forest Preserve District of DuPage County. These meetings will serve to discuss and resolve issues in the Phase II design process. Minutes of all meetings will be prepared by V3 and distributed within five working days of the meeting. A maximum of twelve meetings is included in this task.

V3 will submit pre-final and final plans to the Village, the City of Elmhurst, the Elmhurst Park District, and the Forest Preserve District of DuPage County for review as needed and determined by the Village. The plans will be revised as necessary based on review comments. A disposition of comments will be prepared for each agency.

V3 will submit construction documents to IDOT at the pre-final and final stages for review in accordance to IDOT BLR schedule and guidelines. The documents will be revised as necessary based on review comments. A disposition of comments will be prepared with each resubmittal. V3 will complete all necessary IDOT BLR forms. The final contract documents will be sent to IDOT for letting.

Task 8 – Administration and Management

Project administration and management for the project will be performed by the Project Manager. V3 will prepare and submit a project schedule to the Village for review and approval. The project schedule will be utilized for scope of work reviews, work-hour planning, and budget control. The project schedule will be updated as work progresses. V3 will also prepare monthly progress reports and invoices in accordance to IDOT guidelines for federally funded projects.

Task 9 – Quality Assurance / Quality Control

V3 will perform in-house quality control reviews to ensure that plans, specifications, cost estimates and other computations or assumptions, that form the basis for any deliverable, are correct and meet the standards and guidelines for the element or system. These quality control reviews will occur prior to submittal of any deliverable to the Village or IDOT. The Project Manager will be responsible for the oversight of the QA/QC procedures and quality control reviews of the documents submitted for the project. Prior to the pre-final and final submittals, V3’s Construction Division will perform a constructability review.

Task 10 – Post Design Services

During the IDOT bidding period, V3 will:

- Address any RFI’s.
- Issue addendums as required to interpret or clarify the contract documents.



- Asslst the Village with evaluating the bids if requested.

Task II – Plat of Easement

V3 will prepare the necessary Plat of Easement for the temporary easements needed for constructing the improvements. The Plat of Easement shall conform to the latest IDOT standards and guidelines. V3 will prepare the legal descriptions for each parcel needing easements.

PROVISIONS TO BE PROVIDED BY THE VILLAGE OF VILLA PARK

The Village will provide the following information and data to V3 if available:

- Updated utility maps for water, sewer, and street lighting if applicable.
- Electronic copies of any Village details or special provisions used for the project.
- Services of a geotechnical engineer.
- Meeting rooms for meetings at the Village.

Any information and data needed from the City of Elmhurst for the project will be obtained directly by V3.

PROJECT ASSUMPTIONS AND QUALIFICATIONS

The following assumptions and qualifications were made by V3 in preparing the scope, fee, and schedule for the project. If any of these conditions change throughout the project, V3 may be entitled to additional services. We will notify the Village as soon as possible if we foresee project conditions changing.

- All proposed materials and products for the project will be standard. Special orders of materials and products are not anticipated.
- Negotiations and appraisals for the temporary easements are not included in this contract.
- Temporary lighting plans are not included in this contract.
- The Phase I report included potential sites where a PSI was recommended. These locations are outside of the project limits. V3 does not anticipate that these services are needed. If IDOT requires a PSI, V3 can perform said services as an additional service.
- Phase III engineering services are not part of this contract.
- Meetings in addition to those specified herein are not included.
- Additional topographic survey work is not anticipated and not included in this contract.
- Any permit fees and bonds are not part of this contract.
- Utility review fees and relocation costs are not part of this contract.

