



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Change Order #1 Additional Service Agreement with Hampton, Lenzini and Renwick.		
Presenter & Title:	Bob VanGyseghem, Superintendent of Water and Wastewater.		
Date:	6/29/18		
Please Check Appropriate Box:			
<input checked="" type="checkbox"/>	Committee of the Whole Meeting	<input type="checkbox"/>	Special Committee of the Whole Meeting
<input checked="" type="checkbox"/>	City Council Meeting	<input type="checkbox"/>	Special City Council Meeting
<input type="checkbox"/>	Public Hearing	<input type="checkbox"/>	Other -
Associated Strategic Plan Goal/Objective: N/A			
Estimated Cost: \$39,718		Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If "Other Funding," please explain how the item will be funded:</i>			
Executive Summary:			
<p>Last year on July 3, 2017 the City Council approved a Professional Services Agreement with Hampton, Lenzini and Renwick, HLR, for the Dunstan/Sunset Road Water Main and Storm Sewer Improvements. The intent of the agreement was to prepare design, construction plans, specifications, bid documents, and construction observation for a single construction project that would include both the water main and storm sewer improvements. Due to budget constraints, the project was split up into two projects over two fiscal years. Due to this decision on the part of City Staff, HLR is requesting an increase to the contract for additional hours that will be needed for the preparation of two plans instead of one; the preparation of two bid documents instead of one; and additional construction observation hours due to having two separate projects.</p> <p>Engineering services through the end of May 2018 have completed the contract amount of \$92,746.00. Services completed to date under the current contract are the design, construction plan, bid document, & construction observation for the Storm Sewer Improvements. The construction of the storm sewer project has been completed. Also completed to date has been the design, additional water main plans, and additional bid documents for the water main improvements but the water main portion of the project has exceeded the original contract by 74 hours totaling \$7,994 which HLR is requesting be added to the contract.</p>			

The Construction of the improvements is set to begin and HLR is requesting 276 hours or \$31,724 be added to the contract for Construction Observation. Construction Observation Services are needed for the water main improvements to make sure the contractor is installing the water main per the specifications; to keep track of the quantities of materials installed and matching those quantities to the pay applications; coordinate the transition from old water main to new water main; witness the required IEPA testing and chlorination; coordinate the installation of new water services; and provide public relations support to the residents.

- Resolution
- Additional Services Agreement by HLR

Recommendation / Suggested Action: *(how item should be listed on agenda)*

Staff requests that the City Council authorize the City Administrator to approve Change Order #1 for additional services agreement with Hampton, Lenzini, and Renwick, Inc. for the 74 additional hours for additional plan and bid documents and 276 hours for construction observation in an amount not-to-exceed \$39,718 bringing the total contract to \$132,464

Please let us know if you have any questions or comments regarding the additional services.

Sincerely,

HAMPTON, LENZINI AND RENWICK, INC.

By:



Randal G. Newkirk, P.E.
Design Engineering Manager

ACCEPTED:

Authorized Signature

Date

Printed Name of Authorized Signature



Hampton, Lenzini and Renwick, Inc.

Civil Engineers • Structural Engineers • Land Surveyors • Environmental Specialists
www.hltreengineering.com

June 26, 2018

Mr. Bob VanGysegham
Superintendent of Water & Wastewater
City of Geneva
1800 South Street
Geneva, IL 60134

Re: Exhibit B - Additional Services
Dunstan-Sunset Watermain Project

Dear Mr. VanGysegham:

Hampton, Lenzini and Renwick, Inc. (HLR) is submitting the following request for amendment to our contract with the City of Geneva for required additional services.

Additional Services

- **Additional Plan and Bid Documents** – The original scope of services was for a single plan and bid documents that encompasses both the storm sewer and watermain improvements. It was decided that two separate contracts would be the most desirable for the City. Two plans and bid documents were developed for two separate construction contracts. This additional work has been completed with the storm sewer portion of the project having been constructed and the watermain contract having been awarded (74 hours - \$7,994).
- **Additional Construction Observation** – Two separate contracts require the following services to occur for a second time or additional duration:
 - Prepare and Attend Kick-Off Meeting (Second meeting)
 - Coordination with City Staff and Residents (Longer duration of construction time and duration of consecutive construction activities for residents)
 - Notification letters preparation and distribution (Additional coordination due to second contract and resident expectations during the two consecutive construction activities)
 - Construction observation documentation setup and closeout (Second contract with different prime contractor)
 - Punchlist review and inspection (Second contract with different prime contractor)
 - Contractor Coordination (Second contract with different prime contractor)
 - Construction Duration (Second contract with different prime contractor)

Construction observation for the two contracts adds additional length to the construction process. It is not at a 1:1 ratio since each contractor usually has a settling in period, ramping up of production, ramping down production nearing completion, and punch list completion. (276 hours - \$31,724)

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6825 Hobson Valley Drive, Suite 302
Woodridge, Illinois 60517
Tel. 847.697.6700
Fax 847.697.6753

3085 Stevenson Drive, Suite 201
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Fax 217.546.8116

323 W. Third Street, P.O. Box 160
Mt. Carmel, Illinois 62863
Tel. 618.262.8651
Fax 618.263.3327

Mr. Bob VanGysegham
Superintendent of Water & Wastewater
Dunstan-Sunset Watermain Project – Additional Services
June 26, 2018
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Please let us know if you have any questions or comments regarding the additional services.

Sincerely,

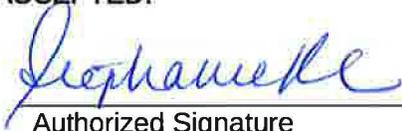
HAMPTON, LENZINI AND RENWICK, INC.

By:



Randal G. Newkirk, P.E.
Design Engineering Manager

ACCEPTED:



Authorized Signature

07/17/2018

Date

Stephanie K. Dawkins

Printed Name of Authorized Signature