



AGENDA ITEM EXECUTIVE SUMMARY

Agenda Item:	Wastewater Plant Anaerobic Digester Engineering Services Amendment No. 1 for Bidding, Inspection, and Construction Services.		
Presenter & Title:	Bob Van Gyseghem, Superintendent of Water & Wastewater		
Date:	November 18, 2024		
Please Check Appropriate Box:			
<input 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: EMSII			
Estimated Cost: \$83,323.56	Budgeted?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Other Funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
Executive Summary:			
<p>On August 1, 2022, the City entered into a professional services agreement with Baxter & Woodman for bidding, inspection, and construction services of the cleaning and inspection of the anaerobic digesters at the Wastewater Treatment Plant. Baxter & Woodman is requesting an amendment to the contract due to unanticipated hours required for field observation, review of unexpected conditions, and other unanticipated engineering work as detailed in the attached memorandum by Baxter & Woodman. Costs associated with the amendment will be accommodated within the existing budget and reflected in a future budget amendment if necessary. The project has been completed and the digesters are back in service.</p>			
Attachments: <i>(please list)</i>			
<ul style="list-style-type: none"> • Resolution • Amendment 			
Voting Requirements:			
<p><i>This motion requires a simple majority of affirmative votes for passage. (City Council Only)</i></p> <p><i>The Mayor may vote on three occasions: (a) when the vote of the alderpersons has resulted in a tie; (b) when one half of the alderpersons elected have voted in favor of an ordinance, resolution, or motion even though there is no tie vote; or (c) when a vote greater than a majority of the corporate authorities is required by state statute or local ordinance to adopt an ordinance, resolution, or motion.</i></p>			
Recommendation / Suggested Action: <i>(how the item should be listed on agenda)</i>			
<p>Recommend approval of a Resolution authorizing the execution of an amendment to the professional services agreement with Baxter & Woodman in the amount of \$21,823.56 for a total not-to-exceed amount of \$83,323.56 for Wastewater Plant Anaerobic Digester Engineering Services for Bidding, Inspection, and Construction Services.</p>			

RESOLUTION NO. 2024-120

**RESOLUTION AUTHORIZING EXECUTION OF
Amendment to Engineering Services Agreement for Wastewater Plant Anaerobic Digester
Bidding, Inspection, and Construction Services**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GENEVA, KANE COUNTY, ILLINOIS, as follows:

SECTION 1: That the City Administrator is hereby authorized to execute, on behalf of the City of Geneva, an amendment to the engineering service agreement with Baxter & Woodman, related to the wastewater plant anaerobic digester bidding, inspection, and construction services.

SECTION 2: This Resolution shall become effective from and after its passage as in accordance with law.

PASSED by the City Council of the City of Geneva, Kane County, Illinois, this ____ day of _____, 2024

AYES: __ NAYS: __ ABSENT: __ ABSTAINING: __ HOLDING OFFICE: __

Approved by me this ____ day of _____, 2024.

Mayor

ATTEST:

City Clerk

October 14, 2024

Mr. Bob VanGyseghem
Water Superintendent
City of Geneva
1800 South Street
Geneva, Illinois 60134

***Subject: City of Geneva – Anaerobic Digester Bidding, Inspection, and Construction Services
Amendment 1***

Dear Mr. VanGyseghem:

Baxter & Woodman, Inc., is pleased to submit this Amendment to our proposal dated June 16, 2022, to provide additional construction engineering services for the construction services portion of the Anaerobic Digester Inspection.

Project Understanding

Construction Services provided for in the original City of Geneva Anaerobic Digester Bidding, Inspection, and Construction Services Proposal, included limited construction administration, field observation, and project closeout services. These services were for the observation of the Contractor's performance of emptying, cleaning, and inspecting the existing two (2) anaerobic digesters (primary and secondary) and their associated equipment, including: concrete, floating digester cover, combination floating/gas-holder digester cover, gas safety equipment, waste gas burner; associated work to put each digester back in operation.

Due to the actual conditions discovered at the primary and the secondary digesters, the Contractor was required to perform additional work and propose means, methods, and costs to resolve the discovered deficiencies. This increase in Scope was ultimately authorized through the issuance of change orders, which amended the Contract Cost, as well as provided for a substantial increase in the Contract Times. As a result, Baxter & Woodman also endured a significant increase in required Construction Services to accommodate the increase to the Contractor's originally bid Contract Scope of Work.

Scope of Services

These additional Construction Engineering Services include: field observation visits by engineer; site visits by the engineer's project manager and design personnel; review of unexpected conditions and associated recommendation of Work and costs to resolve the deficiencies to allow the Digesters to be returned to service; cost and credit proposal request, review, and recommendation; change order draft and finalization; owner additional work coordination with Contractor and subcontractor; equipment review and recommendation; roofing condition review and recommendation; digester cover balancing alternate options review, recommendation, and observation; existing finish conditions review, proposed restoration, paint manufacturer coordination, and recommendation; review and recommendation of payment requests; digester calculations, loading, and start-up; and other miscellaneous Construction Services. ***Attachment A attached.***

Engineering Fee

Our engineering fee for the above stated scope of additional Services are based upon actual services provided and actual work time performed plus reimbursement for out-of-pocket expenses, which is the total of an additional **\$21,823.56**.

All terms and conditions of the original agreement dated June 16, 2022, with the City of Geneva shall apply.

If you find this proposal acceptable, **please sign and return one copy for our files**.

We appreciate the opportunity to submit this proposal and to continue working with the Village. Please do not hesitate to contact Bob Mateja at 815-444-3270 or rmateja@baxterwoodman.com if you have any questions or need additional information.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Daniel G. Bounds, PE
Associate Vice President

Attachment

CITY OF GENEVA, IL

AUTHORIZED BY: _____

TITLE: _____

DATE: _____

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ATTACHMENT A
Additional Construction Engineering Services

DATE	EMPLOYEE	CLASSIFICATION	HOURS	BILLED
01/16/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
01/17/24	Munoz-Crotteau, Anne	Engineer III	2.75	\$ 481.25
01/23/24	Mateja, Robert	Construction Manager II	1.25	\$ 250.00
01/24/24	Munoz-Crotteau, Anne	Engineer III	2.25	\$ 393.75
01/29/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
01/29/24	Munoz-Crotteau, Anne	Engineer III	0.5	\$ 87.50
02/01/24	Mateja, Robert	Construction Manager II	3.5	\$ 700.00
02/01/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
02/07/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
02/08/24	Mateja, Robert	Construction Manager II	1	\$ 200.00
02/12/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
03/07/24	Munoz-Crotteau, Anne	Engineer III	1.25	\$ 218.75
03/08/24	Mateja, Robert	Construction Manager II	1.5	\$ 300.00
03/11/24	Munoz-Crotteau, Anne	Engineer III	4.5	\$ 787.50
03/12/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
03/20/24	Mateja, Robert	Construction Manager II	1.25	\$ 250.00
03/20/24	Munoz-Crotteau, Anne	Engineer III	1.25	\$ 218.75
03/23/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
03/28/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
04/08/24	Mateja, Robert	Construction Manager II	1	\$ 200.00
04/10/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
04/10/24	Mateja, Andrew	Engineer Tech I	4	\$ 400.00
04/15/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
04/16/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
04/18/24	Shoop, Edward	Engineer Tech V	1	\$ 180.00
04/19/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
04/19/24	Shoop, Edward	Engineer Tech V	1	\$ 180.00
04/22/24	Mateja, Robert	Construction Manager II	3	\$ 600.00
04/22/24	Munoz-Crotteau, Anne	Engineer III	4.5	\$ 787.50
04/23/24	Munoz-Crotteau, Anne	Engineer III	8.75	\$ 1,531.25
04/24/24	Shoop, Edward	Engineer Tech V	1.5	\$ 270.00
04/24/24	Munoz-Crotteau, Anne	Engineer III	5.25	\$ 918.75
04/25/24	Shoop, Edward	Engineer Tech V	0.5	\$ 90.00
04/26/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
04/29/24	Mateja, Robert	Construction Manager II	1	\$ 200.00
05/01/24	Shoop, Edward	Engineer Tech V	4.75	\$ 855.00
05/02/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
05/03/24	Munoz-Crotteau, Anne	Engineer III	1	\$ 175.00
05/03/24	Shoop, Edward	Engineer Tech V	0.5	\$ 90.00
05/08/24	Mateja, Robert	Construction Manager II	1	\$ 200.00
05/08/24	Munoz-Crotteau, Anne	Engineer III	0.5	\$ 87.50
05/09/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
05/13/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
05/14/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
05/16/24	Mateja, Robert	Construction Manager II	1	\$ 200.00
05/20/24	Munoz-Crotteau, Anne	Engineer III	0.5	\$ 87.50
05/21/24	Wright, Kaitlin	Engineer IV	4.5	\$ 877.50
05/21/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
05/21/24	Murauskas, Eric	Engineer V	3.5	\$ 735.00
05/21/24	Shoop, Edward	Engineer Tech V	2	\$ 360.00
05/22/24	Mateja, Robert	Construction Manager II	0.75	\$ 150.00
05/22/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
05/23/24	Mateja, Robert	Construction Manager II	1	\$ 200.00
05/23/24	Munoz-Crotteau, Anne	Engineer III	2.5	\$ 437.50

DATE	EMPLOYEE	CLASSIFICATION	HOURS	BILLED
05/24/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
05/30/24	Mateja, Robert	Construction Manager II	2	\$ 400.00
05/31/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
06/03/24	Mateja, Robert	Construction Manager II	1	\$ 200.00
06/11/24	Munoz-Crotteau, Anne	Engineer III	0.5	\$ 87.50
06/17/24	Mateja, Robert	Construction Manager II	0.75	\$ 150.00
06/18/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
06/18/24	Munoz-Crotteau, Anne	Engineer III	0.5	\$ 87.50
06/19/24	Mateja, Andrew	Engineer Tech I	4	\$ 400.00
06/21/24	Mateja, Robert	Construction Manager II	1	\$ 200.00
06/26/24	Mateja, Robert	Construction Manager II	1	\$ 200.00
06/26/24	Munoz-Crotteau, Anne	Engineer III	0.5	\$ 87.50
07/03/24	Mateja, Robert	Construction Manager II	2	\$ 400.00
07/03/24	Munoz-Crotteau, Anne	Engineer III	1.75	\$ 306.25
07/09/24	Mateja, Robert	Construction Manager II	1.25	\$ 250.00
07/09/24	Munoz-Crotteau, Anne	Engineer III	1	\$ 175.00
07/10/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
07/22/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
07/23/24	Mateja, Robert	Construction Manager II	1.5	\$ 300.00
07/23/24	Munoz-Crotteau, Anne	Engineer III	2	\$ 350.00
07/24/24	Munoz-Crotteau, Anne	Engineer III	1.75	\$ 306.25
07/25/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
07/25/24	Munoz-Crotteau, Anne	Engineer III	4	\$ 700.00
07/29/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
07/29/24	Munoz-Crotteau, Anne	Engineer III	0.5	\$ 87.50
07/30/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
08/05/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
08/06/24	Mateja, Robert	Construction Manager II	0.5	\$ 100.00
08/06/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
08/08/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
08/19/24	Munoz-Crotteau, Anne	Engineer III	1.5	\$ 262.50
08/22/24	Munoz-Crotteau, Anne	Engineer III	0.25	\$ 43.75
08/22/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
08/22/24	Mateja, Robert	Construction Manager II	1.5	\$ 300.00
08/23/24	Mateja, Robert	Construction Manager II	0.25	\$ 50.00
08/30/24	Mateja, Robert	Construction Manager II	1.5	\$ 300.00

DATE	EMPLOYEE	CLASSIFICATION	EXPENSE	BILLED
02/01/24	Mateja, Robert	Construction Manager II	Mileage	\$ 40.20
03/11/24	Munoz-Crotteau, Anne	Engineer III	Mileage	\$ 39.53
04/10/24	Mateja, Andrew	Engineer Tech I	Mileage	\$ 53.60
04/18/24	Shoop, Edward	Engineer Tech V	Mileage	\$ 18.76
04/19/24	Shoop, Edward	Engineer Tech V	Mileage	\$ 9.38
04/22/24	Munoz-Crotteau, Anne	Engineer III	Mileage	\$ 39.53
04/24/24	Shoop, Edward	Engineer Tech V	Mileage	\$ 18.76
04/25/24	Shoop, Edward	Engineer Tech V	Mileage	\$ 9.38
05/01/24	Shoop, Edward	Engineer Tech V	Mileage	\$ 18.76
05/03/24	Shoop, Edward	Engineer Tech V	Mileage	\$ 18.76
05/21/24	Wright, Kaitlin	Engineer IV	Mileage	\$ 47.57
05/21/24	Wright, Kaitlin	Engineer IV	Mileage	\$ 68.34
06/19/24	Mateja, Andrew	Engineer Tech I	Mileage	\$ 53.60
03/23/24	United Parcel Service		Parcel	\$ 12.39

TOTAL AMOUNT	\$ 21,823.56
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